



Waves of Hope

**Waves of Hope Inc Board Meeting
May 14, 2007
Child and Adolescent Treatment Centre – 1240 10th Street**

Present – Helena Neustater, Darlene Vickers, Jennifer Gallant, Helen Lewandoski, Diane Harrington, Joyce Johnson, Mary Pierce, Joyce Hopper, Betty Stewart, Edna Verhelst, Jody Parsonage joined by phone at 6:55 pm.

Regrets – None

1.0 Welcome – Call to order

Meeting called to order at 5:35 pm.

Special welcome to Diane who is taking over Team Communications.

2.0 Additions to the Agenda

7.3.6 Helen will report on jewellery.

3.0 Approval of Minutes

10.4 PR – Change Glenboro Health Fair to Glenboro Palliative Care Breast Cancer Awareness Day

6.2 Clarification – received email from CBCN news and events coordinator Nicole Cozorny inviting us to add our jewellery to their website – agreed that we did not want to do that.

7.2 Logo guidelines passed on to the policy committee for completion.

9.0 Helena receives minutes as a member of the board. She is also the Community contact person.

10.9 Gail Bordian was missed off the list of new members – Joyce Konopski is her mentor.

Motion made by Edna to approve minutes as amended. Seconded by Mary. Motion carried.

4.0 Treasurer's report

4.1 See attached report. Helena provided a brief overview as follows: The Fashion Show profit was between \$8000 - \$9000. There are still expenses such as postage and a donation for use of the costumes outstanding from the Fashion Show. Some jewellery was sold at the shows. Yard sale profit was previously reported. Some interest has been earned on the team bank account. Insurance on the trailer was paid in the amount of \$51.00. Jackets have been purchased and 5 members have paid their part of the purchase price so far. No festivals have been registered for as of yet. There has been little travel cost as of yet. \$7931 is the net income as of today's date, but that will change as there are a number of items coming and going.

Cheques to be approved

- 1) Just Stitching \$419 – logo and names on jackets
- 2) Sporty Jewels \$644
- 3) Zeke’s Jewellers \$64.05 – gift for Sharon
- 4) Charlene Abrahams for setup and cleanup after the fashion show \$260
- 5) Helen Lewandoski \$34.31 - expenses
- 6) Kathy Cameron \$50.00 - motion made at Fashion Show meeting for donation to Costume Closet
- 7) Mark Vickers \$14.28 - Waves of Hope domain registration

Motion to pay all bills as discussed made by Edna. Seconded by Betty. Motion carried.

Floats – The fashion show committee was given a \$300 float for miscellaneous expenses as well as a \$500 float for food. Team Spirit and Support has been given \$100 out of petty cash to pay for flowers, cards, etc. The Social Committee is requesting a float. The issue of floats is not addressed in our policies. Discussion of how we wish to deal with this issue. Motion by Helen that the Social Committee be given a float of \$100. Seconded by Joyce Hopper. Motion carried. Motion by Helen that Public Relations/Outreach committee be given a float of \$100. Seconded by Joyce J. Motion carried.

Helena moved that financial statement be approved as presented. Seconded by Betty. Motion carried.

4.2 We have been registered with the 2007 Charities Roadshow and will be notified as to when this will happen.

4.3 The attached Auditor’s Report by Cyndi Solon was reviewed. The recommendations re. appropriate receipts, computerized accounting and signing minutes are now being done. Helena would like to begin expensing our assets. We will maintain a list of assets but same won’t be on the financial statements. The team will need to approve this. Motion made by Joyce H. to expense the assets out at the Fall Meeting as recommended by the auditor. Seconded by Helena. Motion carried. There is an identified need to get a full inventory list including the location of inventory.

5.0 Correspondence

5.1 Thank you received from the Quilting group at Central United for our donation of \$50.00.

5.2 Thank you received from Wanda for flowerpot.

5.3 Information on book “The Healing Garden: A Place of Peace” received from Gwen’s Healing Garden, Regina, SK.

5.4 CBCF Survey received and email sent to members.

6.0 New Business

The team was contacted by Donna Lougheed from UCT #448. UCT #448 has \$2000 to spend on a cancer-related cause and would like to donate this money to Waves of Hope. Their name must appear on any items purchased with this donation. A representative will

need to come to one of their meetings to accept the cheque and have a picture taken. Discussion of using the money to purchase T-shirts. Motion made by Mary that we accept this money and use it to purchase an item that will display the UCT logo. Seconded by Helen. Motion carried.

7.0 Committee Reports

7.1 Policy/Guidelines - Joyce Hopper

The Policy committee has finalized and are ready to implement the Consent and Release of Photos, Video, Names and Addresses form, the Membership Application form and Logo Guidelines. An orientation checklist has been developed and will be used in conjunction with the “Member Needs to Know” document for new members to work through with their mentor. Procedures developed for these two documents. These still need be finalized prior to approval. Joyce also reviewed the “New Member Procedure” document which outlines the process once one applies and is accepted for membership.

The Logo Guidelines were reviewed. Motion made by Joyce H. to approve the guidelines as presented. Seconded by Betty. Motion carried.

Changes to the Photos, Videos and Names and Address Form were reviewed. It was suggested and agreed upon that “videotapes” will be changed to “video”. Motion to approve polices 001 and 001a made by Joyce H. Seconded by Joyce J. Motion carried. This will go to the team as well. Agreement reached that all members will be asked to sign this form at the Spring Meeting.

Some discussion as to whether a breast cancer survivor needs a sponsor to apply for membership. Joyce H. moved that we adopt the change made to the vision on the Application for Membership Form. Seconded by Edna. Motion carried.

7.2 Social Committee - Joyce Johnson

Joyce continues to look for someone to cater lunch for the Spring Meeting. If a caterer is not found, the social committee will host the lunch. The Spring Meeting is a “go” as enough members have responded for a quorum.

The Social Committee will begin coordinating snacks as we will be on the water soon.

May 30 is Brandon’s 125th and the team will be out at Minnedosa as that is a Wednesday. Agreement made that this issue will be discussed with the team during the next practise as to whether or not to have practise that night.

7.3 Fund Raising – Helen Lewandoski

7.3.1 No final report on the Fashion Show has been received as of yet. Outside reports indicate that it went well, but there seemed to be some glitches inside.

7.3.2 The Investor’s Group reception was attended by a number of team members. Mark Cullen was the guest speaker. Gail interviewed for CKX during this event. The team was presented with a check for \$500 as well as

approximately \$300 in proceeds from sales of Mark Cullen's book that evening .

7.3.3 150 Tote bags have been ordered from Regent Cresting for \$6 plus tax. We will sell them for \$10 each with an approximate profit of \$3.25 per bag. Helen presented the options for the logo on the bags. Motion made by Mary that we include the name, website and logo on bags. Seconded by Helen. Motion carried.

12 Caps were ordered from Just Stitching at \$14.65 each and will be sold for \$20.00 each. We agreed the logo will be a darker pink to stand out on the cap.

7.3.4 Helen has not heard from anyone else about inventory and therefore assumes she has accurate numbers on all inventory.

7.3.5 Sponsorship Presentation – Helen will not be at the Spring Meeting to do the presentation on this issue, but is willing to prepare it if someone else can present it. Two key questions are “What do we want the money for?” and “What are we going to do for the sponsor?” If the team wished to go for sponsorship, two options to suggest may be sponsoring the Halifax trip or to celebrate our 10th anniversary. Video and packet to be given to a prospective sponsor have already been made by the PR committee. Joyce H. suggested that a presentation needs to be developed and presented to team as a place to start the discussion. Helen will check with Sharon to see if there has been any background work done on this issue. Helen will put together a presentation for the Spring Meeting and we will call for a sponsorship committee at that time. Suggestion made that there is a need to develop sponsorship levels and to review the old agreement that donations of less than \$100 not be put on sleeve of shirt.

7.3.6 Helen has spoken with Denise about toe rings. She will be sending out 6 toe rings that have been pre-ordered.

Hanging baskets are a no-go as it is too late in the season.

7.4 Festivals and Demonstrations – Jody Parsonage

7.4.1 The survey results indicate that members would prefer to attend festivals in Brandon and Winnipeg, esp. as this is Winnipeg's 10th anniversary. We will look at Nova Scotia for next year. If the team decided not to go to Nova Scotia, we could look at Kenora or Saskatoon for August of this year. Edna moved that the team tentatively register for the Winnipeg festival and find out the fee. Mary seconded. Motion carried.

Demos – Jody will look into scheduling a demo at Pelican Lake for the weekend of June 22nd. Any other demos will be done in conjunction with practise.

Brandon Homecoming is June 29-July 1. July 1 celebrations will be held at the Riverbank Discovery Centre. Jody is considering getting in touch with

Kelly Lombard to discuss scheduling a demo for that day. Some discussion of where to dock and launch boat and need for assistance to do so. Decision to get further detail and take to the team on May 26th for a decision.

Information shared re. projected cost for the Nova Scotia festival as follow:
Air fare (Westjet – 1 week stay) = \$510 including tax (current price)
(2 week stay) = \$550 including tax (current price)

Jody will get further info on air fair in the summer months. We will estimate air fare at \$600 to present to team to allow for changes in price.

Hotel (Quality Inn on Lake Banook)) = \$130.00 including tax (2 queen size beds – 4 people) - would run \$160-\$200 per person based on 5-6 night stay. Group rates also available.

Ground transportation = \$28 return.
Meals = \$50 per day.

If the team was to cover air fare and members covered meals, hotel, and ground transportation, the cost would be \$550 - \$600 per member.

Jody will find out the date of festival and whether it is a one-day festival.

7.4.2 Information on the Nova Scotia trip and hosting our own festival will be presented at Spring Meeting. Joyce H. suggested that members break into small groups to discuss these options and come back to the group with their top two issues to discuss. Joyce H. agreed to help with this at the Spring Meeting.

Helen stated that team needs to recognize that fundraising will need to be done over and above the fundraising that we are already doing to pay for the Nova Scotia trip. Would need to raise \$20 000 - \$25 000 extra to fund this festival. She also suggested that members consider Waves of Hope hosting a festival next year for our own anniversary rather than attending the Halifax festival. Darlene commented that the Minnedosa community was upset that their lake was taken up for a canoe race and expressed concern that hosting a festival would cause upset within the community.

7.5 Public Relations/Outreach - Mary Pearce

7.5.1 The possibility of submitting the skier video to Myth Busters/America's Funniest Home Videos has not been investigated yet

7.5.2 Presentations

-Of course our annual fashion show is one big presentation showing our energy, strength and vitality.

-The Brandon Sun and Wheat City Journal were contacted before the show emphasizing the period costumes featured in the introduction. We must remember to hook onto ongoing events and themes if we want publicity.

-Thursday, April 26, 2007 Brandon Sun featured the fashion show in an almost full-page colour collage of photos from the show. (Bruce Bumstead)

-May 10, 2007 Wheat City Journal (Kyla Henderson) featured a coloured picture of the Wed. afternoon singers.

-May 2, 2007 Double Play!

Investors' reception at the Royal Oak Inn. Team members wore our uniform and Gail Smith spoke of our team and its mandate. The team members accepted a cheque for \$500 from Investors and an amount from the guest speaker's book sales. Gail was also interviewed by CKX-TV and a clip appeared on the noon show and the evening news! What a go girls!!!

-At the same time Sheila, Darlene and Mary attended the Youth in Philanthropy --Gala at Vincent Massey School. Here they received a cheque for \$250 for the purchase of new paddles. They each spoke briefly in uniform with paddles. There is a follow up letter to be returned to the YIP committee when the paddles have been purchased. There were interesting conversations at the reception with young people and others. May 3, 2007 Waves of Hope was listed as a recipient in the Brandon Sun.

-June 9, 2007 - Traveller's Day Parade - Poor response at practice. Feedback needed.

-June 12, 2007 - Presentation requested by TOPS in Rivers. Arlene is looking into this. Suggestion: a new member be asked to attend.

7.5.3 Several changes have been made to our website.

-Minimal cost for Domain Registration is \$14.28 payable to Mark Vickers. (Bill submitted to treasurer)

Thanks to Darlene and Mark we have the best looking and most information site out there!!!

CIBC Run for the Cure is Sunday, September 30, 2007.

Brandon Shoppers Mall Community Booth has been booked for Friday, Oct. 26 and Saturday Oct 27, 2007.

7.6 Team Communications – Diane Harrington

Created communication form and same circulated and attached. This survey form will be sent out with all the other information that is going out to the team for the Spring Meeting. Diane suggested phoning be done in the form of a phone tree if there is an urgent matter as she only has a few people on the phoning committee. If on the phone system, suggestion made that that onus be put on the individual member to call Diane to get update if they have been away.

7.7 Team Attire – Joyce Hopper

Joyce advised that the shirts could be ready in 3 – 4 weeks. They are 27.95 each and 15% more for 3 XL. Shipping is 4% of total order. Total cost is around \$40 for each shirt. Discussion of whether to order shirts from this year's budget or next year's. We do want the shirts for our 10th anniversary. Edna made a motion that we order the shirts so that they are available at the Christmas party. Helen seconded. Motion carried. Will take this to the team to have them approve the approx. dollar amount. Will also announce that anyone who wants logo on their shorts, please let Joyce know and can be taken in together.

7.8 Boat and Equipment – Betty Stewart

7.8.1 Life Jackets have been ordered from Stream and Wood. They will take approx. 6 weeks but Stream and Wood will lend us life jackets if we require them for the launch of the boat on May 23rd. We can keep them until our life jackets arrive.

7.8.2 Paddles – High Performance dragon boat paddles have been ordered @ \$45.00 each (includes tax) from Stream and Wood. They will be 46 inches long but Stream and Wood will cut down any that we need shortened.

7.8.3 Boat Bee will take place on Thursday May 17th at the Kingdon's. We will meet at Petro Can (1st and hwy. 10) at 10:00 am and proceed for washing, sanding and varnishing of the boat and any paddles that need refurbishing. It is a slow drying process so any paddles will have to be left there to dry. We hope to start the work bee at 11:00 am. Everyone has been asked to bring a potluck picnic lunch, dishes and cutlery, work clothes, rake and lawn chairs.

7.8.4 The dragon head on the boat needs some repairs. Betty will take a picture of the head on Thursday and send it to the boat company in Toronto where we purchased the boat and ask for assistance in repairing the head. Betty will also request the price of replacing the boat at today's prices for insurance policy.

7.8.5 Gaileen has the forms for paddles and life jackets for all members and will keep them with her. At the present time everyone has a paddle but there are no extras and the three life jackets that we have will be given out at the first practice to members needing a life jacket. At this time, Betty will also pass out the logo patches for the life jackets to anyone that does not have one on their life jacket. The boat storage for Brandon will be at Joyce Hopper's shed. Jake Neustater has checked this out.

7.9 Team Spirit and Support – Edna Verhelst

7.9.1 Nonie has purchased an engraved clock for Sharon and would like to present same at Spring Meeting. Nonie would like members to call and let her know if anyone is having a difficult time. Nonie has spoken with Avis. Bev's family was home for the Mother's Day weekend and she is doing well.

7.9.2 Gail and Kathy have volunteered to help out with membership manuals. Committee will meet late June and early July re. membership manuals.
-Request that an hour be set aside at the Fall Meeting for members to bring in their manuals for updating.

7.9.3 Meeting at Betty's for new members and mentors went well. A new shore team member Sally Ross (friend of Judy Brownlee) has applied for membership. Edna has contacted Judy to be Sally's sponsor. Edna clarified that, according to Article 9b, a survivor does not need a sponsor, but a shore team applicant does. Need list of members who would be willing to be mentors as well as clarification as to how long one remains a mentor.

Policy committee is looking at job descriptions. They don't like the term "job" and suggested "committee guidelines" instead.

8.0 Business Arising for the Minutes

8.1 Draft agenda for Spring Meeting reviewed and revised. See attached.

9.0 Action Plan

A decision was made by the executive not to review the action plan at each board meeting. Darlene moved that the action plan be removed from the agenda. Seconded by Betty. Motion carried.

10.0 Date of Next Meeting

June 18, 2007 at 5:30 pm at the Child and Adolescent Treatment Centre

11.0 Betty moved that we adjourn at 8:50 pm.