



Waves of Hope

Waves of Hope Inc. Board Meeting October 15, 2007 Child and Adolescent Treatment Centre

Present – Helena Neustater, Darlene Vickers, Jennifer Gallant, Helen Lewandoski, Diane Harrington, Mary Pierce, Joyce Hopper, Betty Stewart, Edna Verhelst, Helen Forsyth
Regrets – Jody Parsonage, Joyce Johnson

1.0 Welcome and Call to Order

Meeting called to order at 1729 hrs.
Special welcome extended to Helen Forsyth.

2.0 Additions to the Agenda

4.7 Fundraising Licensing

3.0 Approval of the Minutes

Corrections from Minutes of September 17, 2007

6.7.1 Edna continues to work on committee guidelines, not logo guidelines.

6.4.4 “Scholarship” changed to “sponsorship”

Betty moved that we accept the minutes as corrected, seconded by Diane. Motion carried.

4.0 Treasurer’s Report – Helena Neustater

4.1 Monthly Report

Cheques to be approved:

#536	Joyce Johnson – float	\$100.00
#537	Edna Verhelst – roses for Brandon Festival	\$84.70
#538	Jake Neustater – mileage for hauling boat	\$166.82
#539	Ron Kingdon – mileage for hauling boat 2006	\$129.96
	Mileage for hauling boat 2007	\$397.86

Helena advised that the Kingdon’s only claimed one-way mileage in 2006, consequently there is \$129.96 owing for mileage for last year in addition to \$397.86 for 2007.

Helena advised that a \$14.28 cheque was previously sent to Mark Vickers. He has been unable to cash same and it will be cancelled. The amount of \$450.00 for maintaining the website plus the outstanding \$14.28 (plus exchange and money order fee) will be sent to Mark.

Helena moved that cheques be approved as presented, seconded by Helen. Motion carried.

4.2 Memorial Fund

\$460.00 is currently set aside in memorial donations (Marie Greeniaus, Linda Baker, Vickie Galloway). Discussion of how to use this money occurred. Suggestions made of donating money to the Brandon Regional Health Centre, the Minnedosa library or the Neepawa Hospital (chemotherapy unit) for books to be purchased in memory of these individuals. Joyce H. moved that we recommend to the team that breast cancer educational books be purchased using the memorial funds of \$460.00 and donated to the Minnedosa public library, seconded by Diane. Motion carried.

4.3 Because we Care

\$6835.61 remains in the Because We Care fund. Joyce H. moved that the remainder of the Because We Care fund (monies received on September 16, 2005) in the amount of \$6835.61 be considered part of the Waves of Hope's general fund, as the team has fulfilled the agreement to spend 50% of the money on local initiatives, seconded by Edna. Motion carried.

4.4 PST

It has come to the team's attention that we are required to pay PST on all items purchased outside of the province. The main items affected are the boat, shirts and jewellery. The amount of PST to be paid on previously purchased items is \$1874.62. Betty moved that we recommend to the team that the amount of \$1874.62 in outstanding PST be paid, seconded by Edna. Motion carried.

4.5 Promotional Items and Assets List

Assets list circulated. Committee chairs asked to review list, make any changes and resubmit to Darlene.

4.6 CRA

Charitable donation breakdown has been reworked and sent to Revenue Canada. No response as of yet.

4.7 Fundraising Licensing

It was mentioned at the Canada Revenue Roadshow on Sept. 20 that charities must register fundraising activities with Manitoba Licensing. Al Vickers followed up with Aurele Robert, (Mgr. Licensing and Enforcement, Finance and Services of MB 1-800-782-0067). Aurele felt that anything we would be doing should simply go through the City of Brandon. Darlene then followed up with Laura McDonald, License Inspector for the City of Brandon, who felt that none of our current fundraising needed to be reported. They are interested in monitoring door-to-door and telephone solicitation. Laura gave a local contact name for the provincial licensing and suggested we call same if we planned any different fundraising.

5.0 Correspondence

5.1 Letter received from We Need a Beer Sponsor/WNABS Shooter Girlz advising of preliminary plans for a dragonboat fundraiser on July 19, 2008 and inviting WOH to participate.

5.2 Invitation received from CBCN to attend the AGM on November 2, 2007 in conjunction with the National Conference for Young Women Living with Breast Cancer.

5.3 Letter received from Cherokee Sky International Ltd. Awareness Ribbons, including a sample of the ribbons and advising of promotional items available through the company.

6.0 Committee Reports

6.1 Policy/Guidelines - Joyce Hopper

Joyce H. called attention to need to have all policies dated and numbered so that they can be indexed in the manuals.

6.1.2 Alumni Criteria – Suggestion made that “Alumni” membership be reworded to “Inactive Members”. Proposed policy reviewed (see attached). Suggestion of need to have expectations and clear criteria for each membership category. Joyce H. moved that we advise members of the inactive membership guidelines through the newsletter, seconded by Helen L. Motion carried.

6.1.3 Shore Team Application - Same circulated. Changes to the application were reviewed by Helen F., including that shore team members should be joining to fill a specific purpose and idea of having a trial period before being accepted as a shore team member. Suggestions made of adding check boxes to allow prospective shore team members to indicate areas of interest/expertise, that current shore team members be sent an information package to encourage active participation, that new members not sponsor a shore team member for the first year. Helen F. will make suggested changes to the application form. Joyce H. moved that the new shore team application be presented at the fall team meeting, seconded by Edna. Motion carried.

6.1.4 Mileage – Several members have approached Darlene feeling that they should be reimbursed for mileage to go to demos. Spreadsheet presented outlining amounts if the mileage rate was to be divided assuming four people in each car (i.e. 9.5 cents per person). Joyce H. moved that we table further discussion/decision on mileage claims for demos until the January 2008 board meeting, seconded by Mary. Motion carried.

6.2 Festivals and Demonstrations – Jody Parsonage

6.2.1 Report of prospective festivals for the 2008 season and quote from Prairie Coach for bus rental to both Edmonton and Regina was submitted by Jody. See attached. Same to be presented at fall team meeting.

6.2.2 Sue Rouleau plans to have a meeting with all interested in going to Nova Scotia prior to the November 3 team meeting.

6.3 Boat and Equipment – Betty Stewart

6.3.1 Life Jackets -Stream and Wood is in the process of sewing the final seams on the 4 life jackets and they should be shipped out next week. We have 38 PFD's according to Gaileen, counting the 3 extras that she has and the 35 that are allotted out.

6.3.2 Paddles - There are 8 paddles in Betty's garage. All forms have been signed for paddles and are kept by Gaileen. This should bring the number of paddles to 48 (including Wanda's and Sharon's extra paddle and the extra paddle that Gaileen has). Betty recommended that we do not use the new "light" paddles in the pool unless necessary. Discussion of what to do with used paddles. Decision made for members to keep their damaged paddles for use at the pool and as possible back-up if needed. Darlene advised that Penny wishes to buy her paddle which is 10 years old. Discussion of cost of same. Decision made that cost is replacement value (i.e. Cost of a new paddle) as per policy.

6.3.3 Boat – Betty recommended that we take the boat into Brandon Marine and Leisure or a similar place and have the bottom of the boat checked for scrapes, scratches, etc. as this is difficult for Ron to do. Unsure of cost, but perhaps same could be looked into for the up-coming budget.

6.3.4 Magnetic Signs – Three magnetic signs were picked up at Ventures. They repaired the one damaged sign at no cost to us. One sign was a replacement for the "stolen" sign and the other is an extra one.

Betty moved that we pay Irving Wood mileage for trips made to transport the spotter boat, seconded by Diane. Motion carried. This needs to be taken to the team for final approval.

Betty moved that the team purchase a gift certificate in the amount of \$50 from the Minnedosa Co-op for Dave Dmytriw, seconded by Helen L. Motion carried.

Betty moved that the team purchase a gift certificate for the Kingdon's in the amount of \$150 from the Minnedosa Coop for storage of the boat, seconded by Joyce H. Motion carried.

6.4 Fund Raising – Helen Lewandoski

6.4.1 Sponsorship Committee - Helen has met with Sharon to discuss applying for funding. Decision made that the immediate need is for team jackets/wind suits and professional team brochures. The committee will look at applying for a CBCF grant for same. The committee would like to look at a 3-5 year sponsorship, which would probably be a national company. At least two more members are needed for the committee before proceeding. Helen will ask for member's input on team priorities and more committee members at the fall meeting.

6.4.2 Scotia Bank Sponsorship - Sandy Robinson plans to apply for the \$1000 sponsorship from Scotia Bank available to employees.

6.4.3 Poinsettia Sales – Helen has priced poinsettias out at The Green Spot and Patmore's. Cost at Patmore's is \$9.99 each (taxes included) and will attach a coupon for 1 free package of annual flowers for May. Suggested retail price of \$14.99 or \$15.99. Green Spot cost is \$9.50 plus tax. Helen needs to find someone to take in the orders and Helena agreed to take care of the money. Edna moved that the team purchase the poinsettias from Patmore's and sell them for \$16.00, seconded by Diane. Motion carried.

6.4.4 Helen advised that over \$500 worth of merchandise was sold at Brandon Festival.

6.5 Social Committee - Joyce Johnson

6.51 Team meeting lunch - Planning is underway for same but need to know numbers. Darlene will put RSVP request in the newsletter.

6.5.2 Christmas party - Planning is underway. Tickets are available for \$15 by contacting Rosemary and will be available at the team mtg.

6.6 Public Relations/Outreach - Mary Pearce

6.6.1 Manitoba Breast Cancer Information and Support Network - Emailed letter to same outlining our team. Mary called attention to using the smaller display board for ease of transport.

6.6.2 Notepads - Ventures is working on our notepads and have guaranteed them for October 26 and 27. One of the signs on the display board doesn't match and was taken to Ventures to be updated. Ventures can make us a banner for under \$100.00 and do have the material in "Waves of Hope" pink.

6.6.3 Team Picture - There is a need to do new team picture.

6.6.4 Events

- Winnipeg festival – Darlene was interviewed by Global TV.
- Sept 21 – picture in Brandon Sun of WOH preparing for Brandon festival
- Sept 23 – Brandon Sun – Darlene interviewed at Brandon festival
- CIBC Run for the Cure – Annette was the survivor speaker. Sheila, Kathy and Mary also spoke. Several pictures were in the Brandon Sun.
- Brandon in Motion – Several members attended in their team jackets.
- Oct 10 - Sheila on TV for “Link to Pink” and there was also a picture in the Brandon Sun. “Link to Pink” was also done in Erickson by Annette and Marg and in Sandy Lake by Sylvia and Helen L. Sheila also worked 2 hours on 2 Saturdays at the display that Safeway put up for Breast Cancer month.
- Oct 17 – PEO Fashion Show will have 5 models from WOH.
- Oct 26 and 27 – display at the Shopper’s Mall. There are still a few spots that need to be filled. We will display an advertisement for the Majestics at Lady of the Lake.

6.6.5 Pens – A sample pen from Regent was circulated. Cost is \$1.00 per pen and will have the WHO logo, address and pink ribbon. Samples of Regent pink items on display at meeting.

6.6.6 Judy Brownlee brought back samples of Sistership brochure.

6.6.7 Run for the Cure - Darlene was contacted about the team’s participation and we won the top award from New Balance. Comment made that friends and family earned more of the donations then Waves of Hope had. Diane clarified that \$3456 was raised in total with \$1346 of that amount raised by friends and family.

6.7 Team Spirit and Support – Edna Verhelst

Kathy McCallum’s father recently passed away.

6.7.1 Committee guidelines – Meeting was attended by Darlene, Joyce and Betty. Committee guidelines are in the 4th draft and hope to get them out to the board soon.

6.7.2 Manual - Meeting was held September 26. New draft of the manual to be completed within the next week and handed out at team mtg. George is looking into the paddling and training section. Rosemary has agreed to copy all the manuals as her boss has said she can do same at work for no charge. Committee felt only 6 manuals should be made up to keep on hand due to number of changes. 12 binders to be purchased. Will purchase new inserts as well for each member and send out list of suggested labelling.

6.7.3 Festival Rosters – Edna discussed concern of how the team determines who will be paddling at festival/demo if there are more paddlers than needed. There have been hurt feelings in past over same. Concern was expressed by several members about being in different spots in the boat and having difficulty paddling due to same. Query need to have people assigned spots. Splashing, not digging deep or getting paddle out in time are all issues as well. Edna suggested that roster be prepared 1 month in advance and attendance at practise be considered in determining who paddles. Decision made that Darlene and Edna will meet with the captains and George to discuss this concern.

Edna moved that we purchase a \$100 gift certificate from Remington's for George, seconded by Mary. Motion carried.

6.8 Team Communications – Diane Harrington

Diane is planning to talk to Natasha about doing computer training.

6.9 Team Attire – Joyce Hopper

6.9.1 Shirts - Are coming along nicely and will be ready for the Christmas party.

6.9.2 Dressy Jacket - Pattern for same presented. Suggestion that fabric in bulk could be purchased through Shirley's daughter. Joyce will get some fabric samples. To be tabled to next meeting.

7.0 Business Arising from the Minutes

7.1 10th Anniversary

Rosemary wants to get in touch with PR and Festivals for planning. Mary suggesting "high 10ing" at the Open House and 10 suggestions on shower cards.

7.2 Fall Team Meeting

Joyce and Darlene will get together to go over the agenda.

8.0 New Business

Nominating Committee – In past, committee members divided up positions and discussed possible candidates. Joyce H. prepared to continue on the nominating committee. Darlene will contact Kathy to see if she is interested. Need Fundraising chair, Assistant Manager, unsure of need for chair of Social Committee.

9.0 Date of Next Meeting

Next meeting scheduled for November 19 @ 1730 hrs at the Child and Adolescent Treatment Centre.

10.0 Adjournment

Betty moved that the meeting be adjourned at 2058 hrs.