

**WAVES OF HOPE**  
EXECUTIVE MEETING – May 8, 2006  
CENTRAL UNITED CHURCH CHAPEL

Present: Joyce Hopper, Helen Lewandoski, Joyce Konopski, Helen Rankin (Recorder), Shirley McNeely, Monique Dufresne, Sharon Young (Chair). Sheila Taylor, Jody Parsonage

1.0 Welcome

Meeting called to order at 4:45 p.m.

2.0 Additions to the agenda –

Add: 7.6.1 “Newsletter” under Team Communications.

3.0 Minutes

- 3.1 March 13, 2006 Executive Meeting. The following correction was made to 7.3.3. It should have read the *web site* (not e-mail) address on the brochures. **Motion:** That the minutes be adopted as corrected. Helen Lewandoski/Monique Dufresne. Carried.
- 3.2 April 10, 2006 Executive Meeting.  
Helen Neustater was not expected to attend, so regrets not needed.  
7.1.2 Amount of reimbursement to Sharon Young should be \$23.90  
7.1.3 Cheque payable to Marg Rycoft, not Marilyn Dickson.  
**Motion:** That the minutes be adopted as corrected. Jody Parsonage/Helen Rankin. Carried.

4.0 Correspondence (\* indicates items give to Shirley McNeely on May 6/06)

- 4.1 Invoice from Leech Printing\* for the amount \$169.86 for printing of charitable receipts.
- 4.2 Invoice from Ventures\* for color copying (amount = \$273.60). Invoice dated March 31, 2006 and has already been paid.
- 4.3 From Manitoba Public Insurance Corporation (MPIC)\*, a cheque for the amount of \$2.00 as rebate on 2005 trailer registration.
- 4.4 From McMunn & Yates\*, a cheque for \$48.00 for Fashion Show ticket purchase.
- 4.5 “Thank You” card from Shirley McNeely (circulated).
- 4.6 From Canadian Breast Cancer Network (CBCN), the April 2006 newsletter, a survey to complete for feedback about the newsletter, and an insert about membership dues. There is provision in the survey to request that the newsletter be sent via e-mail which would be easier to distribute to our members.
- 4.7 From Meighen, Haddad & Co., a *Notice of Change of Directors* form – for the Secretary to complete in duplicate and return to their office. Errors noted, specifically the name Joyce Hooper instead of Joyce Hopper; also

incorrect postal code of Secretary. Helen R. has contacted David Swayze, for guidance. As instructed, she will make manual corrections, initial them, then return the forms and requested addresses (copy on file). If necessary, the firm will send out new corrected forms

- 4.8 A “Thank You” card from Eunice Kufflick for the rose plant (circulated).
- 4.9 BRHC Foundation Newsletter (provided by Sharon Young), highlighting the Waves of Hope donation to the “A Bed for You, A Bed for Me” campaign. It was noted by one of the members that the year listed for Silvio Sbotos’ death is incorrect. It should be 2005.

## 5.0 Business Arising

- 5.1 Business Plan – Sharon Young circulated a draft copy for 2006-2010 Waves of Hope Business Plan. Discussion ensued. There are still some errors to be corrected. Action: Members present asked to proof and critique for errors. Decision: defer to June Executive meeting.

## 6.0 New Business

- 6.1 Team Meeting (May 6, 2006)
  - 6.1.1 Minutes of the Team Meeting – Helen Rankin has prepared a lengthy first draft. Further refinement is needed. Minutes will be available for the next Executive meeting. These minutes will be circulated to team members.
  - 6.1.2 Guidelines for Team Use of Logo by team members. Monique Dufresne has volunteered to prepare the first draft.
  - 6.1.3 Constitution – specifically the process for proceeding with potential changes with team involvement. This topic generated considerable discussion e.g. what the “next steps” should be, how the proposed changes can be brought forward as resolutions (notice to members required 30 days prior), the need to allow flexibility for the Executive to act on behalf of the team, the commitment to follow the provisions of the Constitution closely, the need to differentiate between policy statements and Constitution requirements, the need for a separate “policy” section in member manuals, and the need for agreement in all the details between Constitution and any policy developed. e.g. dates for membership year and fiscal year.

With regard to seeking membership approval for payment of team-related expenses, Sharon has spoken to the team lawyer about monetary limits. She has learned that if the budget for the upcoming year is presented and approved at the AGM, each line is considered pre-approved for payment of expenses as they become due e.g. team entry fees, insurance, etc. and do not require subsequent “approval” by membership.

### Decision:

- Prior to the June meeting, the Executive is to review the Constitution carefully, as well as the Constitution-related recommendations

outlined by the Constitution working group. (The Constitution report is appended to these minutes.)

- Joyce Hopper will invite members of the Constitution working group (Betty Stewart, Darlene Vickers, and Edna Verhelst) to the June Executive meeting to discuss the proposed changes, specifically those that focus on the Constitution, i.e. not policy, and not job descriptions.
- Plan to present to the entire team in the fall at a “Constitution only” meeting.

6.1.4 Distributing Executive Meeting minutes to members: While the Constitution makes it clear that minutes are to be available to members; it does not state that each member receives a copy. Sharon is looking into whether minutes can be posted on our web-site and accessed by members, using a secure password. This leaves it to the individual member whether or not to access the information. For those who don’t have access to the Internet, but would like to receive a copy of the minutes, arrangements can be made with the Secretary to mail a copy. Monique Dufresne will check with those who do not have Internet access to see whether or not they are interested in receiving copies of Executive minutes. Decision: until this is all sorted out, the Executive is to continue to receive Executive minutes via e-mail, with mailed copy to those who do not have e-mail.

6.1.5 Foxwarren Memory Garden: Although May 28 was the date originally suggested, Sunday June 4 actually works better. In addition to the planting of a rose bush in memory of Phyllis Low, a church parade is also being planned, with details to follow.

6.1.6 Financial audit needs to be done. Shirley McNeely will get quotes for an audit, so that it can be included as an expense in the Business Plan.

6.2 Gift for Caroline Campbell (Creative Memories Consultant). Sharon Young thought that the Executive in 2002 or 2003 had made a motion to purchase some type of gift (approximate value \$100) for Caroline in recognition of her assistance to the team in creating the scrapbooks and special pricing for team scrap-booking activities. Sharon noted that Caroline really likes our jewellery line. Decision: Helen Rankin will review the minutes for these years to see if there is any record of a decision made to purchase a gift for Caroline. There was some discussion of the need to develop guidelines for “Thank You” gifts to acknowledge special pricing or discounts to the team. It was suggested that it might be “easier” to invite these benefactors to a team social event e.g. the wind-up BBQ at the end of the season.

6.3 Lifejackets for this season.

Sharon circulated copies (sent to her by Willa) of the "Lifejacket List" from June/05-May/06 and the Paddle Allotment (June 05) for updating. Copies on file.

Decision: Gaileen to work with Willa to update the lists so that they are accurate for the current year.

7.0 Committee Reports

7.1 Treasurer – Shirley McNeely

7.1.1 Financial Report

Total current receipts = \$12, 579 (\$10,007.10 of this was from the Fashion Show). Total current disbursements = \$707.44  
Balance in current account = \$12,307.43  
Balance in Plan 24 including April interest = \$18,483.15  
Combined total balance = \$30,790.58

Note: Not all expenses have been submitted for Fashion Show.

There are still two members who have not paid for the current year. Decision: Helen Forsythe to follow up on this.

**Motion**: that the Financial Report be accepted as submitted. Shirley McNeely/Monique Dufresne. Carried.

The following bills were presented for approval for payment

Ruth McNeely \$42.18 for Joyce Hopper's jersey.  
Kathy Cameron – \$11.83 for ad in Brandon Sun for the Yard Sale.  
Sheila Taylor \$12.00 – to be reimbursed for Fashion Show ticket

Darlene Vickers - \$6.81 for business cards  
Marg Stirling - \$54.00 U.S. funds for quilt fabric and supplies (Shirley McNeely will use current rate of exchange and write cheque for equivalent Canadian funds)  
Joyce Konopski \$55.72 for office supplies while still Secretary  
**Motion**: That the above noted expenses be approved for payment Shirley McNeely/Jody Parsonage. Carried.

7.1.2 Process for team expenditures over \$150.00

Shirley McNeely and Sharon Young will look at preparing a list of anticipated expenditures (over \$150.00) that will need team approval and will present at the June Executive meeting.

7.2 Fund-Raising – Helen Lewandoski

- 7.2.1 Fashion Show wrap-up meeting will be held on Wednesday. Shirley McNeely will report final numbers in June, and will also work with Helen L. regarding her Fundraising records.
- 7.2.2 Ribbon Magnets – Helen L. will follow up with Ventures, once she has the necessary info. Sharon Young has the relevant e-mail and will give to her.
- 7.2.3 Marketing video package – deferred to the fall. It was noted that the concept of “marketing” has overlapping Public Relations and Fund-raising components. Decision: The Public Relations committee is to get quotes from companies/firms that specialize in “branding” or standardizing the look of a corporate identity. Sheila Taylor will collect existing materials (e.g. letterhead, brochure, etc.) referred to as the “design” piece. There is one such business in Brandon (IMG); others are located in Winnipeg and are expensive. Costs need to be anticipated and worked into future budgets.
- 7.2.4 Scarves. There are 2-3 dozen left. Helen L. asked whether the remaining scarves would be kept for future members to use as team attire. The question was raised, “Are the scarves team attire or a fundraiser”? The scarves do not have the Waves of Hope logo and can be purchased by anyone.  
Decision: Joyce Hopper will issue a “last call” for scarves for those who have not yet purchased their allotted 2 scarves at \$5 each. The remaining ones will be used as fundraisers at \$10 each.

### 7.3 Public Relations – Sheila Taylor

- 7.3.1 We had great newspaper coverage and a TV interview for the Fashion Show
- 7.3.2 Write up in the BRHC Foundation Spring Newsletter
- 7.3.3 History book is complete and bills totalling \$92.11 submitted to Treasurer. Total of \$0.88 returned to Treasurer
- 7.3.4 Web site is being updated for this year’s Fashion Show and donors.
- 7.3.5 Sheila Taylor is speaking to the newly formed Carberry and Area Breast Cancer Support Group on May 18.
- 7.3.6 We are in the process of organizing the team to participate in the Travellers Day parade on June 10.
- 7.3.7 In conjunction with Team Spirit, we are organizing the June 4 trip to Foxwarren to plan a rose in memory of team member Phyllis Low. Edna Verhelst will purchase a rose bush from the Foxwarren supplier and the Memory Garden will supply the plaque.

### 7.4 Festivals and Demonstrations – Jody Parsonage.

- 7.4.1 Rivers is a possible site for demonstration. Jody will consult with Shelley Foster who will get in touch with service clubs in the Rivers area.

- 7.4.2 Sandy Lake will be the location for the wind-up BBQ and demonstration.
  - 7.4.3 Nothing definite planned for Souris (125<sup>th</sup> anniversary of the town from July 1-9<sup>th</sup>/06).
  - 7.4.4 Travel to Kenora for dragon boat racing is being explored. Sharon Young has information on this event in one of her e-mail files and will provide contact info to Jody P. Monique D. will send out the survey to paddlers who did not respond to the previous survey.
  - 7.4.5 Sheila Taylor has posters for the Wheat City Dragon Boat Races, held June 24 in Brandon. She would like members to post these around the city to advertise the event.
- 7.5 Team Spirit and Support – no report except that they are coordinating with Public Relations for the Foxwarren Memory Garden visit and Church parade on June 4.
- 7.6 Team Communications – Monique Dufresne No report.
- 7.6.1 Newsletter.

There was discussion of the role of the newsletter, given the fact that members want to receive the minutes from Executive meetings. Is it redundant to have both? Getting out the minutes quickly creates significant pressure on Secretary. Some items are time-sensitive.

The newsletter has evolved to a communiqué that includes updates about members e.g. travels, and essential info (the facts) and important dates/reminders, written in a consumer-friendly manner and usually sent out after an Executive meeting.

Decision: maintain the status quo. Arlene Wood is responsible for day-to-day updates. The newsletter will highlight upcoming events, dates, and times. The Executive meeting minutes will be e-mailed to the Executive for now (mailed to Helen L.). Monique will check with the people without e-mail to determine their preference regarding receiving minutes. The Constitution states that members are to have access to minutes, not that they be sent individual copies (See 6.1.4).
- 7.7 Team Attire – Joyce Hopper
- Everyone now has a team jacket. New paddler Pat Farrant has a pink shirt. The question was raised: “Is the team jacket part of a team “uniform”, and only to be worn at team-sponsored events, or can you wear it when going shopping at the mall?” This question was not answered but did point to the need for guidelines for team attire. Decision: defer to fall Team meeting.

8.0 Date of next meeting: June 13 at 5:00 p.m. at the Public Health Conference Room – Town centre. Special guests: Constitution working group. The plan is to do a telephone conference with Jody Parsonage at her home, via speaker phone, at 6:30 p.m., as she is unable to attend the meeting in person. Supper will be ordered in, with cost shared equally among those who consume it.

9.0 Meeting adjourned at 7:45 p.m. – Sharon Young.

Respectfully submitted,

Helen Rankin, Secretary

## Appendix A – 6.1.3 Report from Constitution Working Group

(presented at May 6, 2006 Team Meeting)

Constitution Report: May 2, 2006

Article 3: The quorum for the AGM shall be twenty (20%) of the total membership. This would remain the same. However where it states that quorum for the Directors meetings should be fifty (50%) of the members of the board, it should be changed to: 2/3 of the number required to attend Board Meetings. I.e: 20% of 50 is 10 and 2/3 of 10 =6.

Article 5: Defining members: We have been calling Shore team members support members. Shore team members do have voting rights while support members do not. Support members are sponsors. Support means money! We also have Associate members who are non-paddlers but with rights and privileges of paddling members. The question of in-active members arises: Some members are in-active not by their choice. At the present time they may not be able to paddle / participate actively and should be excused from active duty, but remain on the roster. All members should be encouraged to be more active through participation on a committee and attending team functions.

Article 5.3: re membership process is in effect.

Article 6: Membership Fees: membership year should remain the same as stated in the constitution: October 1<sup>st</sup>. Some teams do charge more for people paddling in the boat but this may cause a problem with people who we want to take for a leisure paddle / ride in the boat or want to paddle leisurely, not competitively. We may consider a possible increase in fee for next year by \$10.00 to cover expenses such as new shirts, jackets, etc. This would make the fee \$35.00 for a year for all members. This would be decided on at the end of this season (Oct. 2006).

Honourary / Life Membership: Should we be giving a person such as Vicki Galloway / Mary Gobeil a Life Membership? Should we be adding something like this into a policy section in our Manual? It does state in the constitution voluntary non-attendance, which may be waived by the Executive for the following reasons: illness, financial hardship, physical and / or emotional stress, and / or other reasons.

Article 8: Board of Directors: Recommend that the size should be: Team Manager / Assistant Team Manager / Treasurer, Secretary, committee heads for: 1. Team Communications (Phoning, e-mail contact, newsletter): 2. Team Equipment (team attire / boat and equipment): 3. Social , Membership and Support: 4. Fund-raising (Poinsettias, Fashion Show, Yard Sale, Others as designated): 5. Public Relations (Web-site, Display Board, History Book, Scrap-booking, Business Cards): 6. Team Captain (Festivals /



Demonstrations). One person from each committee is designated as Chairperson and will attend the Board meetings and have voting rights. The Chairperson has the right to designate an alternate who has voting rights. At each meeting a brief written report should be presented to the Board: i.e. Fashion Show committee. The written report is summarized and will then go out to the members along with the minutes.

This would be a Board of Directors of 10 people. Each member of the team should receive minutes of the meetings as stated in the constitution under duties of the secretary. This could easily be done through email and would not be costly. This will improve communications.

Article 9: The authority of spending up to 150.00 without the approval of the membership could be increased to 200.00. Provision must be given to the Executive of the Board of Directors to pay obvious, necessary operating expenses such as insurance, rent (YMCA, Central church), race entry fees, and operating expense floats for such things as Fashion Show and Yard Sale. This could be done at a “early in the year” general planning meeting, practice or even a social event by calling for a simple motion. Where it becomes a problem is when there are large expenses paid without membership knowing where the money is going. All members are responsible to submit receipts for payment 7 days prior to Board meetings. NO RECEIPT / NO PAY.

Regarding the budget, it should be in the hands of the board members prior to the approval meeting so they have time to review it. All board members need to have input into the budget as they know what their committees need and can forecast for the coming year. The budget should be circulated to the membership and reviewed frequently, and possibly statements could be put out on a spread sheet illustrating the budgeted amount / actual amount spent.

Article 13: Duties of the Team Manager: #6: Gather and submit all necessary forms and waivers from members. This should be changed to: that the committee chair, relative to the waiver form, collect and submit them. A copy of all waiver forms may be placed into a Policy section of the Team Manual. This change would have to be done through a resolution presented at the AGM.

Article 14: The books should be audited for our own protection and the protection of our executive.

Recommendations:

1. An audit of the books should be done immediately. This should be done by someone outside of the membership of the Waves of Hope who understands the workings of a corporation / charitable organization. We should hire someone to do our year end income tax return / charitable donations return / corporation tax return. This should be budgeted for in our yearly budget regularly.

2. That we develop a Policy section to our Manual. This would include duties of the various committees, board members, and the general procedures of the organization. There was a draft in 2002 of Duties and committees. Each committee chair would have an input into the list of responsibilities / duties.
3. An assessment of the constitution / Policy Manual take place every two years as the needs of the organization does change. This is an evaluation on what is working and what is not.
4. Every member of the Waves of Hope must / should participate on a committee of their choosing, appointed if necessary. This will give committees more people to generate ideas and help with a commitment to the organization. This would not be mandatory for 1<sup>st</sup> year participants.
5. A charity can reimburse reasonable out-of-pocket expenses to the members. Therefore, we may consider allowing some of our money for travel expenses of paddlers traveling to practice at Lake Minnedosa or festivals.
6. The presentation of Honorary / Life Memberships should be examined.
7. Increase the amount of expenditure allowed by the Executive to be increased to \$200.00 before going to the membership for approval. This would be put into a motion for the next AGM.
8. The duties of the Team Manager would no longer be to distribute and collect the waivers. The committee chair, relative to the waiver form, will collect and submit them. This change would have to be done through a resolution presented at the AGM.
9. To ease the job of our treasurer, we must receipt every request for payment. A hand-written reasonable facsimile is sufficient, signed by the person with the bill, if explained. i.e. small number of discs, making a salad, etc.  
Written reports should be handed to the secretary where feasible to ease her job.
10. We need clarification of policy regarding outreach. We need a definition of what actually is our interpretation of OUTREACH regarding our own membership.
11. The Membership committee should inform the appropriate people of names and addresses of new members and any changes to the membership list. This is especially important to someone like the treasurer.
12. Roberts Rules should be used as a basic guide-line when conducting meetings, taking into consideration our by-laws.

Notes:

It states in the Maintaining a charity's registered status that we are not to try to meet our disbursement quota by exchanging gifts with other registered charities. This is something that has to be watched!

The more information we have the more informed we are!!

There will be a survey developed and sent to the members following this meeting.