

# Waves of Hope Board Meeting Minutes

November 20, 2006 5:30 PM  
Public Health Conference Room



Present: Sharon Young, Helen Lewandoski, Shirley McNeely, Joyce Hopper, Sheila Taylor, Joyce Konopski, Helen Rankin

Regrets: Gaileen Kingdon, Jody Parsonage, Monique Dufresne

1.0 Welcome – Call to order at 5: 27 p.m.

2.0 Additions to Agenda – none

3.0 Approval of October 26, 2006 minutes

The following corrections were made:

8.3 line 4, change “if” to “=”

8.6.1 line 2 has two corrections: Should read “4” (not 3) pink shirts left;  
change “fro” to “for”

Motion: To accept the October 26, 2006 minutes as corrected. Sheila Taylor/  
Shirley McNeely. Carried.

4.0 Correspondence

4.1 From Betty Berg, an application for membership (as a paddler). This has been forwarded (mailed) to Helen Forsyth. The website and October mall display were instrumental in having her apply.

4.2 Cheque for \$200 – a donation from the Brandon Hills Community Fireflies. A prepared “Thank You” card and the cheque were passed to Shirley McNeely on November 15<sup>th</sup>.

4.3 Cheque for \$25 (membership dues for Dawn Williams) – passed to Shirley McNeely on November 15<sup>th</sup>.

4.4 Letter of resignation from the Secretary (Helen Rankin) was read aloud by Sharon Young. Motion: that Helen Rankin’s resignation be accepted, with regret. Sharon Young/Shirley McNeely. Carried.

5.0 Business Arising from the Minutes

5.1 Guidelines for Use of Team Logo by team members – no report and item deferred to an upcoming meeting.

5.2 Constitution Review: Policy Recommendations – Joyce Hopper

Update: the original ad hoc Constitution Review committee will be reconvened, plus additional members Joyce Hopper and Joyce Konopski. They will meet on November 28<sup>th</sup>.

5.3 2006-07 Action Plan – draft #2

This has been circulated to members either via e-mail or paper copy. The Action Plan will be a regular agenda item and updated as needed.

Updates from today’s meeting include:

- Sending a formal “Thank You” to the Waves of Hope Webmaster Mark Vickers. Helen Rankin is to do this, and plans to use one of the new Season’s Greetings cards for this purpose.

- Annual financial audit: Shirley McNeely will prepare the annual statements in January 2007 in preparation for the audit, and will submit them to the auditor. The results of the audit are expected prior to the AGM.
- Correction to page #1, item 1.1.3, under the “Progress to date” column. Should read “3 new life jackets . . .”

## 6.0 New Business

### 6.1 Nominations Committee

Last year’s members of this committee were Joyce Konopski, Sharon Young and Kathy Cameron. The committee met, looked at the positions becoming vacant, considered those members with leadership potential and a possible interest in serving in a particular position, contacted these people by phone and asked them to consider letting their names stand for particular positions.

The committee members for this year will be Joyce Hopper, Shirley McNeely, and one other member. Sharon Young will ask Kathy Cameron if she is willing to be part of this committee again. (If Kathy is not able to do this, Joyce Konopski is willing to be the third member of the committee.) Positions to be filled at the upcoming AGM include: Public Relations, Treasurer, Co-Chair, and Secretary. The following Chairs are remaining for 2007: Co-Chair: Joyce Hopper; Festivals: Jody Parsonage; Team Communications: Monique Dufresne; Newsletter: Joyce Konopski. It is not known whether Helen Forsyth will stay on as Membership Coordinator. Joyce Hopper strongly recommended that the person nominated for the Co-Chair position should be a survivor paddler. If at all possible, it is asked that members commit to a two-year term for Board positions.

6.2 Date of the next Annual General Meeting: Wednesday, March 7, 2007. Sharon Young will book Central United Church.

## 7.0 Committee Reports

### 7.1 Treasurer – Shirley McNeely

7.1.1 Monthly report (from September 16-November 20<sup>th</sup> inclusive) – Copy on file.

Opening balance (including transfer from savings) =	\$1347.18
Total receipts =	\$4130.15
Total disbursements =	\$2448.82
Balance in chequing account =	\$3128.51
Balance in Savings account including interest =	\$23,656.40
Combined balance =	\$26,784.91

Motion: that the financial report, as presented, be accepted. Shirley McNeely/Helen Lewandoski. Carried.

7.1.2 2007 memberships. Only 7 paddling members and 1 associate member still have not renewed. Shirley will give Helen Forsyth their names for follow-up. Once Helen Forsyth has had a chance to contact them, the membership list will be circulated.

7.1.3 2007 Budget Process – Shirley, Sharon Young, Helen Lewandoski. Scrap-booking expenses need to be included in the draft budget. The Committee has not yet met.

7.1.4 Motion for approval of expenditures – YMCA; Central United. These will need team approval as over \$150.00)

After considerable discussion, which included considering the amount of time the team accessed the facilities for training and meetings in 2006, the following motions were passed.

Motion: That the team donate \$750.00 to Central United Church, with \$250.00 of this amount designated for the quilting group. Sharon Young/Helen Rankin. Carried.

Motion: That the team donate \$1500.00 to the YMCA. Helen Rankin/Shirley McNeely. Carried.

Sharon Young will circulate a notice about the above motions to team members via e-mail. Only those members who object to the motions need to respond by the stated deadline. Sharon will also write letters to Central United and the YMCA, expressing our thanks for the use of their facilities in 2006.

The following miscellaneous expenditures (totalling \$117.64 and supported by receipts/documentation) were submitted for approval of payment: Sheila Taylor (\$28.88); Jake Neustater \$4.95 (due to transposition error); Helen Rankin (\$21.95), Jody Parsonage \$20.31; Wheat City Journal Ad \$41.55

As part of the annual recognition of assistance provided to team members by our boat spotters, the following motion was passed.

Motion: That the team give Irving Wood a \$100.00 Canadian Tire gift certificate, and Dave Dmytriw a \$75.00 Heritage Co-op gift certificate. Sheila Taylor/Helen Lewandoski. Carried.

Note: Sharon Young received no objection/opposition to the motion to pay expenses for Jake Neustater and Annette Beatty (see minutes from October Board Meeting.), as circulated to team members via e-mail.

## 7.2 Fund Raising – Helen Lewandoski

7.2.1 Fashion Show 2007 update. Gail Bordian has agreed to act as Co-Chair with Sandy Robinson, and they meet tomorrow night to set date, theme, and location. The team extends a heartfelt thanks to them for undertaking this project.

7.2.2 Poinsettia sales: Arlene Wood has send out an e-mail confirming that there are no exceptions to the pick up times. All plants have to be removed from Patmores between 1:00 p.m. and 9:00 p.m. Wednesday, December 6, 2006. All plants are to be pre-paid with monies given to Shirley McNeely. A couple of volunteers to help Sylvia with packaging and grouping of plants on December 6<sup>th</sup> would be appreciated.

7.2.3 Dennis Hunt (Investors Group). As a goodwill gesture, every year Investors Group organizes a client appreciation evening in the spring and teams up with a charity, with proceeds from the event given to the charity. Helen Lewandoski and the Public Relations committee will be meeting with Mr. Hunt sometime in the next few weeks.

7.2.4 Helen Lewandoski has received some preliminary information regarding sponsorship via Scotia Bank. Sharon Young suggests that Waves of Hope submit an initial application and wait for a response. Action: Public Relations will provide Helen Lewandoski with a copy of the format used in the Waves of Hope sponsorship cover letter.

## 7.3 Public Relations/Outreach – Sheila Taylor

November has been a quiet month. The Lifestyles Symposium was attended on an informal basis. The consensus of those attending was that it was not a good investment of money, as display registration fee = \$100. Perhaps the team could partner with another event at the Town Centre e.g. the annual Book Sale.

The Christmas cards are not yet ready. Sharon Young requests 4 cards to be used for team "Thank You" cards sent in December.

- 7.4 Festivals and Demonstrations – Jody Parsonage. No report. Defer to an upcoming meeting.
- 7.5 Team Communications – Monique Dufresne. No report. Joyce Konopski will be sending out a newsletter shortly, including items of interest from this meeting.
- 7.6 Team Attire – Joyce Hopper  
It has been very difficult to get bright fuchsia pink fabric in tee shirts. The one available sample from Regent Cresting is more of a rose-pink shirt. It is made of similar material – more tightly woven, and costs \$20.00  
Team jackets were previously approved at the October meeting.
- 7.7 Other Committee Reports
  - 7.7.1 Boat and Equipment – no report
  - 7.7.2 Team Spirit and Support. In response to a request for \$100 for ongoing Team Spirit and Support expenses, the following motion was passed.  
Motion: That \$100 be taken from "Petty Cash" and provided to Norma Jean Coates for ongoing expenses of Team Spirit and Support, with the understanding that receipts for these expenses will be submitted to the Treasurer. Helen Lewandoski/Joyce Hopper. Carried.
  - 7.7.3 Social Committee. Christmas party on December 9<sup>th</sup>. Tickets to be purchased by December 3<sup>rd</sup>. Cost is \$15 per ticket.
- 8.0 Date of next meeting – January 15, 2007. Location and time to be confirmed. Joyce Konopski has agreed to act as Recorder for the meeting.
- 9.0 Meeting adjourned at 7:35 p.m. (moved by Shirley McNeely).

Respectfully submitted,

Helen Rankin, Secretary