

WAVES OF HOPE

EXECUTIVE MEETING – October 17, 2005

CENTRAL UNITED CHURCH

Present: Sharon Young – Chair, Joyce Hopper, Shirley McNeely, Sheila Taylor, Edna Verhelst, Marilyn Dickson, Penny Sboto, Joyce Konopski

Regrets from: Marg Stirling, Arlene Wood, Diane Harrington

1.0 Welcome – Sharon Young
Meeting called to order at 6:40 p.m.

2.0 Additions to the agenda

- 6.4** Picture for Helen Forsyth
- 7.4.3** Financing social events

3.0 Correspondence

- 3.1** Cheque of \$85 from Marlin Travel, a donation from the raffle to recoup some of our loss due to the demise of Jetsgo. Passed to Shirley.
- 3.2** Email October 3 from Erin Heintz, a third year nursing student at B.U., expressing an interest in attending a support group and becoming a volunteer. She has a clinical component centered on working with women who have breast cancer and their families. She has been referred to Helena who has been having interviews with similar students.
- 3.3** A copy of the CBCN Outreach for October. Circulated.
- 3.4** Pamphlet “Registered Charities, What’s New” received from Canada Customs and Revenue. Passed to Shirley.
- 3.5** Email invitation from Bosum Buddies, the dragon boat team from Dartmouth, Nova Scotia, to attend their festival July 8 & 9, 2006 for breast cancer survivors. Only 15 teams will be accepted. We now have a connection with this team due to many of our team having met one of their members at the Run for the Cure, October 2, and inviting her for lunch.
- 3.6** An information request via email from Lucie Sokolyk, a student in P.R. at Laval University in Quebec City. She is doing a project consisting of designing a pamphlet, finding a slogan and writing a speech for a non-profit organization. She has chosen to work with the Quebec City dragon boat team Vise-à-Vie. She is asking that we send a pamphlet, slogan and speech for her to use as part of her project. Joyce K. will send a brochure and anything else that may be useful.
- 3.7** Email from Gaileen Kingdon to Shirley detailing the expenses of boat maintenance and mileage for hauling the boat to practices and demonstrations for the 2005 season.

4.0 Minutes of September 12, 2005 meeting

Two errors were noted: **7.2.7** Date for the display at the mall should read October 21.

7.1.7 Final amount of the Because We Care campaign should read \$14,868.65

Minutes adopted as corrected.

5.0 Business arising from the minutes/ Committee Reports

5.1 Fund-Raising Chair Vacancy

This chair remains vacant. Suggestion that Meryl Orth may now be less busy and may consider accepting the position. Sharon will ask her.

5.2 Business Plan and Budget

Discussion deferred until the November meeting.

5.3 Guidelines for use of our logo

Deferred until next meeting.

5.4 Policy for Team Equipment Use

Draft #1 as developed by Marg Stirling and Sharon, was considered and discussed. Suggested changes were noted; final draft will be presented next meeting.

5.5 Team Mileage Rate Policy Draft

Sharon & Joyce H have worked out a guideline, now in its 1st draft. Discussion re the need to have a policy for team members doing outreach presentations or taking educational sessions relevant to the team. Thought it best to make an interim decision retroactive to July 1, 2005 and effective until the AGM in January when the final draft for a permanent policy will be established. A review of the annual rate should probably happen at the yearly AGM.

Motion: That we adopt the policy in its draft form and that we reimburse members at a rate of \$0.38/k retroactive to July 1, 2005. The rate is to be reviewed annually. Joyce K/Shirley Carried

5.6 Team Jackets

Joyce Johnson is working on getting jackets ordered to cover the number now needed.

6.0 New Business

6.1 Team Spirit & Support – Marilyn Dickson & Edna Verhelst

Marilyn outlined the activities of the committee with a focus on the costs involved in obtaining flowers and cards, and with keeping the manuals current. In discussion it was thought best that the committee have a float to cover these costs. Decision: Shirley will write a cheque for \$200 for Marilyn. Receipts will be provided to Shirley.

Edna, the committee's representative on the membership committee, spoke of concerns about the new membership process. She feels there is a need for us to ease the transition of new people into our group. She is willing to co-ordinate the preparation of a short guide based on a list of frequently asked questions she has obtained from talking with most recent members. She will have a draft ready for next meeting.

Discussion re supplying flowers for festivals. In the past we have relied

on these flowers being donated by various suppliers but that this no longer seems appropriate.

Motion: That we purchase the flowers required for festivals and church parades.
Edna/Sheila Carried

6.2 Waiver Form: Release of name/address

Joyce H is preparing a new form- this release would be for Manitoba breast cancer newsletters only. Draft will be ready for next meeting.

6.3 Minutes of Team Planning Meeting - September 24,2005

Copies of the minutes were distributed and briefly discussed. Each member will receive a copy by mail to be studied and added to the manual. Contents will be revisited next meeting with consideration given to necessary amendments to the constitution.

6.4 Picture for Helen Forsyth

A picture has been chosen to give Helen as a thank you for her work as co-manager. It will be presented at the Christmas party.

Discussion re the team recognizing members in some appropriate way when they leave the team for whatever reason.

Motion: That we authorize the Team Spirit and Support committee to recognize retiring members for their special contributions to the team with a suitable gift, not to exceed \$40 in value. Sheila/Joyce K. Carried

7.0 Committee Reports

7.1 Treasurer/Fund-Raising – Shirley McNeely

7.1.1 Financial Report

The report as presented by Shirley shows the bank balance to date at \$6,536.92. The plan 24 balance is \$24,301.09 giving a combined balance of \$30,838.01. Complete report filed.

Shirley notes that since the end of the fiscal year is December 31, she would like to have all bills for expenses in time for them to be paid before that date. Reminder will be sent out to the membership.

Motion: That the financial report be adopted as presented. Shirley/Marilyn Carried

7.1.2 Memoriam donations

Nothing further to report at this time.

7.1.3 Membership fees

Members have been reminded of the change in collection date and the fees are coming in.

7.1.4 Fund-Raising

- Poinsettia sale is going ahead this season with Sylvia as co-ordinator.
- First Fashion Show meeting is scheduled for November 1 with Jennifer and Merle D as co-ordinators.
- New order of pink silicone bracelets is in and being sold. Gail is co-ordinator.

7.1.5 Ribbon Magnet re-order

The order is now complete so magnets are for sale and defective ones sold from the first order can be replaced.

7.1.6 Team Calendar

Sharon presented a proposal from Henderson Media (Kyla Henderson) who would like to develop a calendar focussed on our team. Conclusion from discussion: We would be interested in the project but think the timing makes it impossible for this year. It will be taken to the membership for next year. Sharon will advise the company.

7.2 Public Relations/Outreach – Sheila Taylor

7.2.1 Communication Update

Discussion of issues arising from the September 24 meeting. Sheila has streamlined the phoners duties so that those without email will be called whenever there is a news item sent out by e-mail. Each phoner will have only 2 calls to make. The bulk of the information passing to the members will continue to be done through the secretary and Marg S will do updates as she sees fit. This plan will be in place until the AGM and subsequent change in positions and duties.

7.2.2 Media Coverage Update

The presentation of our donation to BRHA was covered by CKX, and the Wheat City Journal resulting in a spot on the CKX TV news and an article in the Journal with a very good picture of Sharon with Kathy McPhail of the BRHA in front of the display board.

We received a couple of paragraphs mention in the Brandon Sun article on the Run for the Cure.

7.2.3 CIBC Run for the Cure - October 2, 2005

The event was well attended by team members on a not very pleasant day. We again received the award for the most money raised by community team and Krista Greeniaus was the individual raising the most money.

7.2.4 Link to Pink – October 14, 2005

A fun and useful day of distributing carnations, a shower card and brochure on a random basis is reported by the 18 team members, 15 in Brandon and 3 in Westman, who participated in this awareness event sponsored by CBCF and organized by Westman Breast Cancer Network.

7.2.5 Marketing Video Update – Sharon for Darlene

Sharon & Darlene have previewed the video and recommended changes. Will be ready soon, perhaps by October 21 for the mall display.

7.2.6 Display Unit Revisions

Revisions are complete. \$196.82 has been spent at Don's Photo leaving a credit there of \$98.17. Bills have yet to arrive from Ventures for work on the map and paddle and from Leech Printing for mounting of a photo to be presented as an award to Sarah, our water skier.

The committee wishes to create a "history" book to accompany the display board. It would include an annual team picture and photos of members who are no longer with us. Thought to be a great idea.

Motion: That the PR committee be authorized to spend up to \$100 to create a "history" book to be placed with the display board.

Sheila/Edna Carried

7.2.7 Shoppers Mall Display Booth – October 21, 2005

Mary is looking after organizing the volunteers for this day at the mall.

7.2.8 Brochure Distribution

Sheila has distributed the new brochures to appropriate community sites.

7.2.9 BRHA Health Resource Centre Donation

The presentation of our donation of \$1000 to the Resource Centre was made by Sharon October 14, with a good number of members in attendance. As noted in 7.2.2, media coverage included CKX, and the Wheat City Journal.

7.2.10 Lanyards

Sheila has been exploring the purchase of lanyards for use at festivals. She has investigated prices, giving the example of 100 for \$4.30 each from Summit. The information will be passed to Joyce J, the Team Attire chair.

7.2.11 DVD Player

Wondering if we should think of buying DVD player. Tabled to next meeting.

7.2.12 Web Site Update

Darlene updates the site regularly. Among other items, she has recently added the map of West Man, a direct link to Cancer News, a Look Good Feel Better link and updated the calendar. She has also created a Sponsor Appreciation Certificate for the Because We Care Safeway staff, labels for the books donated to the BRHA library as well as business cards for members and a Merchandise For Sale poster for bracelets & magnets. Question re where donations should be directed by the web site; should be to CBCF.

7.2.13 Rivers Health & Wellness Fair

Again Marilyn took the board to the fair and feels the interest shown makes it a worthwhile event.

7.3 Festivals & Demonstrations – Arlene Wood/ Diane Harrington – not here tonight – no report.

7.4 Social – Penny Sboto

7.4.1 Social events include:

October 14, a small house warming gathering at Gail's new house
 November 14, a musical evening is planned at Edna's
 December 10, the Christmas party at Seniors for Seniors

7.4.2 Committee Survey

Penny is interested in ideas members may have for social events and also would also like feedback on get-togethers we have had. To this end she proposes to conduct a survey, possibly by way of the newsletter. Approval given for her to follow through with this project.

7.4.3 Financing Social Events

Penny has questions re the reimbursement of costs committee members incur in the process of organizing an event and how to efficiently deal with the costs of the bar etc needed for the Christmas party. Discussion leading to decision that a float should be provided for the use of the committee. Shirley will write a cheque for \$350 and will expect a record of the expenses complete with receipts after the event.

8.0 Next meeting

November 21, 2005 at 6:30 p.m. at Central United Church..

Meeting adjourned at 10 pm

Recorded by Joyce Konopski