

Waves of Hope Board Meeting

June 13, 2006 5:00 PM

Public Health Services – The Town Centre



Present: Sharon Young (Chair), Joyce Hopper, Shirley
McNeely, Sheila Taylor, Monique Dufresne, Helen Lewandoski, Helen Rankin
(Recorder),
Jody Parsonage (via telephone) from 6:30 p.m. – 6:57 p.m.)

Special guests: Members of Constitution Review Committee: Betty Stewart, Edna Verhelst, Darlene Vickers. Sheila McNeely is also a member of this committee.

- 1.0 Welcome – Call to order at 5:05 p.m.
Welcome to special guests.
- 2.0 Additions to the Agenda
 - 7.2 Team Surveys – need for policy
 - 7.3 Need for policies
 - 8.2.3 Fundraising – cost of bracelets
- 3.0 Approval of May 6, 2006 Board Meeting Minutes.
Sharon reviewed/highlighted the minutes, including motions. Correction made to 7.1.1 (Forsyth) with the following statement added, “Shirley McNeely to notify Helen Forsyth regarding following up on unpaid membership dues”.
Motion: to approve minutes as corrected. Helen Lewandoski /Helen Rankin. Carried.
- 4.0 Special guests and feedback from team regarding review of Constitution

Betty provided constitutional info packages (corrected copy attached as Appendix A), expressed appreciation for the invitation to speak, and thanked members of the committee (Edna, Darlene, and Shirley) for their hard work. The contents of the info packages are not necessarily the personal viewpoints of committee members, but are based on feedback from team members. Signed copy on file.
Next step: Circulate work done-to-date for review by David Swayze, counsel for the team for his input re: the proposed changes.
On behalf of the Board of Directors, Sharon expressed thanks for the great amount of work completed. Special guests were excused at 6:10 p.m.
From the preliminary work, several policy issues were identified and added to today’s agenda as item 7.3
- 5.0 Correspondence
 - 5.1 From Gold Key Financial – a donation for \$100 (previously passed to Shirley McNeely)
 - 5.2 Guild Insurance Brokers: invoice for policy BEA 22908 for the Dragon Boat policy. Premium = \$582 (previously passed to Shirley McNeely)

- 5.3 Leech printing, invoice for \$169 (previously passed to Shirley McNeely)
- 5.4 CBCN May 2006 Newsletter – circulated
- 5.5 Guild Insurance Brokers: renewal questionnaire for accident benefit policy #SC10422 that renews July 17th.
- 5.6 Information from Henderson Photography, sent to Sharon Young. Passed to Helen Lewandoski
- 5.7 Thank you note from Helen Lewandoski for “Women of Distinction” support. Content of note will be put into newsletter.

6.0 Business Arising from the Minutes

6.1 Business Plan and budget – approval of final draft

6.1.1 Audit Expenses

Shirley McNeely spoke with Cindi Solon (Duncan, Sabine, Collyer Partners). Estimated costs of audit = \$700 based on the documentation and records that Shirley already has in place. Audit arrangements have been made and will be done at 2006 year end. Shirley plans to make the transition to the “accrual” method of record keeping. This will give a “clearer picture” of the team’s finances. Members are to contact her for an explanation of what this means.

6.1.2 Review of Proposed Business Plan/Budget for 2006

Sharon reviewed highlights of changes/corrections made from previous draft budget. Highlights included addition of corporate video package/visual identity development for \$500 (2006), shared cost of computer rental with 2007 Fashion Show, and addition of BRHC Foundation memorial donation.

Motion: that the 2006 Budget be accepted as presented. Shirley McNeely/Helen Lewandoski. Carried.

Decision: Ratification of this motion by the team and discussion of the Business Plan/budget to be an item for Fall Team Meeting.

Decision: Review the proposed 2007 budget in the fall and prepare for formal presentation at the 2007 AGM for approval by members. Part of the preparation will involve each committee planning in advance what funds are needed and amount.

6.2 Circulating Board Meeting minutes to members.

Darlene Vickers has established a “secure” Waves of Hope Yahoo group Account, so that Waves of Hope members can access all minutes posted there. Monique D. has determined that only 3 members without access to e-mail want to receive mailed copies of minutes. The May 8/06 Board of Directors minutes (together with many previous meeting minutes) have already been posted electronically.

6.3 Guidelines for Team Use of Logo by team members. (Monique D.)

Monique has done some preliminary work but is unsure how to proceed. She obtained a prototype form from the Internet and work will continue.

6.4 Request for gift for Caroline Campbell, Creative Memories Consultant (Helen R.)

From the Minutes of Executive Meeting, April 24/03, item 7.4 (Scrapbooking budget) states, "Appreciation for Caroline Campbell who has been providing professional help, will be left until fall". There is no further mention of this at any subsequent 2003 meetings or any of the years following. Discussion ensued and it became clear that there needs to be a policy developed regarding how to acknowledge non-monetary contributions to the team before making any decision about purchasing a "gift" on behalf of the team.

Decision: Include this as an agenda item at the Fall Team Meeting

6.5 Lifejacket purchases for this season. Two lifejackets were purchased recently. The receipts have not yet been turned in to Shirley.

7 New Business

7.1 Date for Fall Team Meeting – to be held at Clear Lake, Saturday September 30 at Marg Rycroft's house. Time: 10 a.m.-2:00 p.m.

7.2 Team Surveys. Several have been circulated to team members over the past few months. Should we develop a policy about surveys? Sharon suggested that the Board be informed prior to a survey being circulated, as it usually has implications for follow up, often at the Board level. It also involves Team Communication. Helen L. suggested that a proposed survey be circulated to the Executive (only 4 members) rather than the Board.

Decision: surveys are to be submitted to the Executive prior to circulating to members. Joyce will include this as an item in the newsletter.

7.3 Policy Development. Some of the issues identified as needing policy development include:

Team Logo	- work in progress.
Auditing/Financial	- arrangements are in place for 2006 audit - submitting of receipts to Treasurer
Dating of Documents	- e.g. by-laws
Membership	- e.g. members with limited team contact
Circulation of minutes	- now available by e-mail and regular mail
Definition of "Outreach"	
Preparation of Annual Budget for AGM	
Outlining existing committees	
Duties of Executive	

Decision: Include as items for Fall Team Meeting.

8 Committee Reports

8.1 Treasurer – Shirley

8.1.1 Financial report – including final Fashion Show report and statement of dedicated funds

Opening balance = \$12,307.43

Receipts = \$ 723.57

Disbursements	= \$ 1604.18
Balance in chequing	= \$ 5426.82
Balance in Plan 24	= \$24,506.70
Combined balance	= \$29,933.52

Moved: That the Treasurer’s report be accepted as presented. Shirley McNeely/Helen Rankin. Carried.

- 8.1.2 Fashion Show Report = net profit \$8390.53 based on info received to date
- 8.1.3 Report on committed funds

Balance on hand	= \$11,293.53
Add Memorial Donation	= \$ 50.00
Less expenses	= \$ 766.59
Balance	= \$10,576.94
- 8.1.3 Bills presented for payment – copy on file:
Several of these are large bills, but many are expected expenses e.g. boat and liability insurance, an essential expense.
Motion: to approve the payment of \$1504.19 for expenses incurred. This amount includes the dragon boat insurance, and the \$950 premium for member liability insurance. ShirleyMcNeely/Monique Dufresne. Carried.
Sheila Taylor will take this information to the team at paddling practice tomorrow for ratification.
- 8.1.4 The “Information Return” has been filed with Revenue Canada
- 8.1.5 Process for team expenditures over \$150 – covered in 2006 budget approval.

8.2 Fund-Raising (Helen L.)

- 8.2.1 Fashion Show wrap-up meeting – see Finance report
- 8.2.2 Ribbon Magnets – we have 300 of them. They have been redone and are guaranteed for 2 yrs. We will not receive the original bill; instead, we will be billed for the new magnets. Sharon Y. raised the question of replacement for those who previously purchased magnet, whether or not they turned them in.
Decision: Since we were never charged for those magnets, and the monies have already been collected, anyone can have their previous defective magnets replaced free of charge.
- 8.2.3 Pink Bracelets: what to do to move sales along? Have about 400 left. Cost \$1.76 each (net). Previous decision was made to keep them at current price over the summer (\$5 each), then look at lowering price in October (Breast Cancer Awareness Month), but not below cost – likely \$3.
Decision: Reassess at end of summer.
- 8.2.4 French Dressing pins – only a few left
- 8.2.5 Calendar – Helen L. has just received information today from Henderson Photo and will follow up with them.

8.3 Public Relations/ Outreach – Sheila Taylor – full report on file.

- 8.3.1 Travellers Day parade (June 10th) – 13 members participated. Thanks to the men who assisted with set up and Jake for hauling the boat (currently parked in Sheila’s driveway).
- 8.3.2 Relay for Life – Several members did an extra lap, arm-in-arm. A picture of this appeared in the Brandon Sun.
- 8.3.3 Foxwarren Memorial Service – 14 members participated in the church service, pot luck, and planting of the rose in memory of Phyllis Low (June 4th).
- 8.3.4 Waves of Hope now advertised on Brandon.com
- 8.3.5 Darlene has set up Waves of Hope “members only” linked to Waves_News group site, so members can access minutes and other documents electronically

8.4 Festivals and Demonstrations – Jody P. (via telephone at 6:30 p.m.)

- 8.4.1 Wheat City Dragon Boat Festival/Races – status of June festival. Sharon has e-mailed MPA requesting details regarding local organization of this event. News received today that the event has been postponed to September 23 due to lack of registrations. Sharon noted that the MAP website does not have any info about 2006 events.
- 8.4.2 Kenora Festival – August 13/06 (Sunday)
Jody has been in touch with Kenora organizer (Donna). Registration cost = \$750. Date: August 13 (Sunday). The event starts with the Rose Ceremony. We will have to bring life jackets: boats, paddles, and flowers provided. Results from the most recent survey shows 17 paddlers but no steersperson. We need a roster of at least 22. Chemo Savvy is sending 1 team this year and in the past has helped the Kenora team to round out the boat. Now that the Wheat City Races have been postponed to September, we need to check with members to see if more are interested in committing to going to Kenora. Lack of a steersperson is not necessarily critical. Jody will check with Kenora whether they will supply one. She will also check with Willa to see if she is able to go; Arlene does not yet feel ready and Kathy definitely not going. Joyce K will put a notice in the newsletter. Kenora can be mentioned at tomorrow’s practice, with feedback provided to Jody. Depending on results, Jody will check with Chemo Savvy to see whether we can “borrow” any paddlers.
- 8.4.3 Demonstrations:
 - 8.4.3.1 **Souris:** Monday July 3/06 Time: 6:00 or 6:30 p.m. as part of 125th Homecoming events. There is a suitable boat launch there. The organizing committee has river raft days organized, but have very few entries to date, so quite interested in having Waves of Hope come. Action: poll members at tomorrow’s practice and via newsletter

regarding participation. We are welcome to bring display board and fund-raising items to sell. We will need a table.

Action: Jody will follow up with the organizer later this week.

8.4.3.2 **Rivers**: Shelley Foster has made some preliminary inquiries. The question has been raised whether a sponsor for the event is really needed. At our last Rivers demo, the sponsor (Lions Club) provided a BBQ and also presented lifejackets at the same event. Decision: a sponsor is not needed. Tentative plan: Likely to be a Wednesday in July maybe the 19th or 26th. Will need to consult with the boat hauler especially for July 3 – Jody to check with Helena.

8.5 Team Communications – Monique

Sandy Allen, Olive Johnson, Wanda Lorenz want to receive mailed copies of all minutes.

8.6 Other Items:

8.6.1 Team Spirit & Support (Foxwarren Memory Garden) – covered under 8.3

8.6.2 Team Attire - Pat Farrant has her new pink shirt.

8.6.3 Social Committee – no report but there are tentative plans for the following events:

BBQ July 26 at Minnedosa. \$4 each. For team members only. Appreciation event for CKX. Sharon will write letter of appreciation for their expertise in producing the team video for corporate sponsorship. We will invite them to an appreciation event, likely in the fall – perhaps in conjunction with the re-scheduled races in Brandon

8.6.4 Team Captain(s); Trainer – no report or info received.

9.0 Date of next meeting – September 18 (Monday) at 5:30 at Town Centre, Public Health Services. If Jody unable to come, will attempt to include her via telephone, as well as Helen Lewandoski.

10.0 Adjournment at 8:42 p.m.

Respectfully submitted,

Helen Rankin, Secretary