

**WOMONSPACE (WS) MEETING**  
**December 3, 2006**  
**Location: Pride Centre-Norwood**

**Present:** Cindy (Vice-President), Colleen (Membership), Lori (Marketing/Public Relations), Monica (Volunteers), Kate (Newsletter), Jenn (Activities), Karen (Secretary), Dolly, Candy (Members)  
**Absent:** Norma (Past President), Trish (Treasurer), Tara (Newsletter),

	<b>Agenda Topic</b>	<b>Discussion and Decisions</b>
1.0	Call to Order	Cindy called the meeting to order at 10:45 a.m.
2.0	Adoption of Agenda	<b>Addition to Agenda</b> 5. New Business 5(f) Thank you cards to former board members, Ailwin and Valda, 5(g) Missing Alcohol dispenser, 5(h) Imperial Court Advertising <b>Motion</b> to accept as amended. Moved by Karen. <b>Carried</b>
3.0	Review and Adoption of Minutes from WS September 10 <sup>th</sup> , 2006 and October 15 <sup>th</sup> 2006	<b>Amendments to Agenda</b> "Golf Tournament Date is July 21, 2007." "June dance is located at Hellenic Hall" <b>Motion</b> to accept the minutes as amended. Moved by Lori. <b>Carried</b>
4.0	Unfinished Business	
	a) Newsletter Production Options	Kate reported. Tara is assisting Sarah. There are significant computer and/or software issues. December newsletter is delayed. <b>Cindy to follow up with Tara and Sarah.</b>
	b) December Christmas Dinner and Dance	General Notes: <ul style="list-style-type: none"> <li>▪ Colleen has collected tickets. Only 65 have been sold. We are committed to purchasing 125 meals from the caterer.</li> <li>▪ Kate to send out a broadcast email that tickets are still available and will be available at the door. Karen will update telephone greeting. We will encourage people to reserve a ticket by either emailing Colleen or leaving a message on the answering service. Tickets will continue to be available at Earth's General Store.</li> <li>▪ Jenn is organizing set-up for noon. She will contact Cougar for the decorations.</li> <li>▪ All other board members are to be there for 5:30 p.m.</li> <li>▪ Rebate Procedures: Monica will have a list prepared of people who will be rebated \$5. She is unable to attend and will send Barb with the list.</li> <li>▪ Volunteer shifts after 11 p.m. will be divided into ½ hour shifts. In addition, the door sales and drink ticket tables will be situated side by side. It is believed that for the later shifts, one volunteer will be able to do both as there is not a heavy demand on either table.</li> <li>▪ Kate received an email from someone who wants to promote health products at the dance. The board has insufficient information to make a decision for the December dance. Kate will ask for more information, for possible consideration at future events.</li> </ul>
	c) Promotional Brochure Revisions	Deferred to next meeting.

5.0	<p>New Business</p> <p>a) Games Night</p> <p>b) New Volunteer Follow up</p> <p>c) January Newsletter topic (Our Health)</p> <p>d) 2007 Sponsorship Package</p> <p>e) EVM Concert and Dance</p> <p>f) Thank you cards</p> <p>g) Alcohol Dispenser</p> <p>h) Imperial Court Advertising</p>	<p>General Notes:</p> <ul style="list-style-type: none"> <li>▪ Date: Friday, January 12th</li> <li>▪ Games: Candy reported that Trish is storing a number of games for WS.</li> <li>▪ Pool Tournament: Lori will organize and will provide prizes for this event.</li> <li>▪ Poster: Colleen will prepare</li> <li>▪ Price: \$2 admission for everyone.</li> <li>▪ Snacks: Budget restricted to \$25. Monica to buy.</li> </ul> <p>Deferred to January meeting. Monica to check if she has the sign up sheets for the committee members.</p> <p>Kate presented. General Notes:</p> <ul style="list-style-type: none"> <li>▪ Focus on women's health</li> <li>▪ Contact medical professionals; report on their role in the health profession.</li> <li>▪ If anyone is aware of someone who might be prepared to be interviewed or write an article, give their contact information to Kate. She will speak to them directly.</li> </ul> <p>Lori presented a number of concerns and changes she would like to see. General Notes:</p> <ul style="list-style-type: none"> <li>▪ Re-write cover letter. Use letterhead.</li> <li>▪ Lower the amount of sponsorship asked for.</li> <li>▪ Change perception that WS needs money.</li> <li>▪ 35 packages sent out last year generated no response.</li> <li>▪ Lori is going to re-work and present to board. Cindy has offered assistance as needed.</li> </ul> <p>Cindy presented that we need to begin planning and organizing ticket production. Trish is the liaison with Kirk from EVM. <b>Cindy to email Trish about contacting Kirk.</b></p> <p>Karen presented and asked present board members to sign acknowledgment cards for Ailwin and Valda. Colleen to mail out.</p> <p>Jenn reported that this apparatus appears to be missing a part as it is not measuring the alcohol. She is going to attempt to find something that will work. She will inform the board of her efforts and the potential cost.</p> <p>Lori presented. The Imperial Court of Wild Rose will be hosting their Ball in May 2007. For \$25, WS can advertise in their program. The space is the size of a business card. Their advertising costs increase in January 2007. <b>Moved by Lori. Carried</b></p>
6.0.	Monthly Reports	Submitted reports are as follows:

**A) Membership**

**Goal 1- Womonspace has a variety of opportunities for its members.**

Accomplishments: <ul style="list-style-type: none"><li>• Designed and delivered posters announcing December Dinner/Dance.</li><li>• Designed and printed the tickets for the upcoming dinner/dance.</li><li>• Distributed 90 tickets to: Earth's, Pride Centre, Prism and B&amp;D Emporium.</li><li>• Checked on status of ticket sales and delivered more tickets to Earth's.</li><li>• Dec. 2 – returned to ticket sale venues to pick up remaining tickets and funds.</li><li>• Prepared labels for December Newsletter to 160 members.</li><li>• Inserted any new membership cards and receipts with Newsletter.</li></ul>	Upcoming: <ul style="list-style-type: none"><li>• <b>Design and deliver posters promoting upcoming coffee house and skating party in January.</b></li></ul>
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**Goal 2- Womonspace is a financially viable organization.**

Accomplishments: <ul style="list-style-type: none"><li>• Collected membership forms and cheques.</li></ul>	Upcoming: <ul style="list-style-type: none"><li>•</li></ul>
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**Goal 3- Womonspace has a growing, active and diverse membership.**

Accomplishments: <ul style="list-style-type: none"><li>• Received 2 new memberships and 4 renewals.</li><li>• Will include membership renewal notices to 14 members with December Newsletter.</li></ul>	Upcoming: <ul style="list-style-type: none"><li>•</li></ul>
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**Goal 4- Womonspace models good governing practices.**

Accomplishments: <ul style="list-style-type: none"><li>•</li></ul>	Upcoming:
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**Goal 5- Womonspace is an inclusive organization that promotes collaboration and camaraderie with others.**

<p>Accomplishments:</p> <ul style="list-style-type: none"> <li>Delivered Dec. dinner/dance posters to Outreach on Univ. campus, Earth's, B&amp;D Emporium, Prism and Pride Centre.</li> <li>Will deliver and/or mail December Newsletters to numerous businesses in Edmonton within the week.</li> </ul>	<p>Upcoming:</p> <ul style="list-style-type: none"> <li>Mail and/or deliver January Newsletters to businesses.</li> </ul>
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**Goal 6- Womospace is a respected and recognized organization within the community.**

<p>Accomplishments:</p> <ul style="list-style-type: none"> <li>Solicited an article for the Newsletter on the topic of 'Spirituality'.</li> <li>Met at home with a couple new to the city that wanted to become members and learn more about Womospace.</li> <li>Submitted cancellations to the Newsletter editor of different 'Resources' and 'Classifieds' that either no longer exist or incorrect telephone numbers provided in the Newsletter.</li> <li>Retyped and forwarded a rather harsh 'letter to the editor' from a member.</li> </ul>	<p>Upcoming:</p> <ul style="list-style-type: none"> <li></li> <li></li> <li></li> <li></li> </ul>
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**B) Secretary**

General Notes: The WS computer is being updated with all relevant WS files. Karen asked Colleen to send the membership list so that it can be saved on the WS computer.

**C) Vice President**

General Notes:

- Cindy and Norma met with Pride Centre representatives. WS will be paying rent again starting in January 2007. The cost is \$300. At the WS board meeting in January we will be setting up the new office. All help is welcome.
- We need to continue to recruit for a President.

**Goal 1- Womospace has a variety of opportunities for its members.**

<p>Accomplishments:</p> <ul style="list-style-type: none"> <li>Contact various caterers for quotes to supply meal for Christmas Dinner and Dance</li> <li>Arrange meeting with Polka Café to finalize booking for dinner</li> <li>Confirm caterer's food quality.</li> <li>Follow up with caterer re: set up and clean up times before and after the dinner.</li> </ul>	<p>Upcoming:</p> <ul style="list-style-type: none"> <li>.</li> </ul>
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**Goal 2- Womonspace is a financially viable organization.**

Accomplishments: <ul style="list-style-type: none"> <li>• Communication with past-president regarding quotes for catering of Christmas dinner</li> </ul>	Upcoming: <ul style="list-style-type: none"> <li>• .</li> </ul>
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**Goal 3- Womonspace has a growing, active and diverse membership.**

Accomplishments: <ul style="list-style-type: none"> <li>•</li> </ul>	Upcoming: <ul style="list-style-type: none"> <li>• .</li> </ul>
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**Goal 4- Womonspace models good governing practices.**

Accomplishments: <ul style="list-style-type: none"> <li>• Met with the WS past-president to review the meeting agenda.</li> <li>• .</li> </ul>	Upcoming: <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>
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**Goal 5- Womonspace is an inclusive organization that promotes collaboration and camaraderie with others.**

Accomplishments: <ul style="list-style-type: none"> <li>• Arrange meeting with Pride Centre president for late November</li> <li>• Met with Pride Centre representatives to discuss office lease details.</li> </ul>	Upcoming: <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>
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**D) Past President**

**Goal 1- Womonspace has a variety of opportunities for its members.**

Accomplishments: <ul style="list-style-type: none"> <li>• Ensured follow-up with new volunteers recruited at the Oct. AGM.</li> <li>• Arranged for the transport and set-up of a storage cabinet at Bellevue Community Hall.</li> </ul>	Upcoming: <ul style="list-style-type: none"> <li>• Actively recruit a volunteer to fill the position of President</li> <li>•</li> <li>•</li> <li>•</li> </ul>
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- Corresponded with board members on the logistics of hosting a Christmas dinner and dance.

**Goal 2- Womonspace is a financially viable organization.**

Accomplishments:

- Confirmed the level of reimbursement for volunteers at the Christmas dinner and dance.

Upcoming:

- Will initiate the 2007 budget process at the January board meeting.

**Goal 3- Womonspace has a growing, active and diverse membership.**

Accomplishments:

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Upcoming:

- Will approach individuals who are interested in an ol' tyme rock and roll dance with the board decision not to sponsor this event.

**Goal 4- Womonspace models good governing practices.**

Accomplishments:

- Prepared agenda packages for the Dec. 3<sup>rd</sup> board meeting.
- Reviewed the November board meeting minutes.
- Met with the WS secretary to discuss agenda package distribution.
- Met with the WS vice-president to review the meeting agenda.
- Corresponded with the WS Activities Director on sending out confirmations to various parties involved in womonspace events.
- Booked all 2007 board meetings at Pride Centre.
- Transferred all electronic files to the womonspace computer.

Upcoming:

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**Goal 5- Womonspace is an inclusive organization that promotes collaboration and camaraderie with others.**

Accomplishments:

- Met with Pride Centre representatives to discuss office lease details.

Upcoming:

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<ul style="list-style-type: none"> <li>• Suggested and followed-up on the exchange of organization strategic plans with Pride Centre.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>	
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**Goal 6- Womonspace is a respected and recognized organization within the community.**

<p>Accomplishments:</p> <ul style="list-style-type: none"> <li>• Corresponded with newsletter editors on how to manage a written submission for the newsletter that could be construed as unduly critical.</li> </ul>	<p>Upcoming:</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	
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7.0	Next Meeting	Sunday, January 7th at Pride Centre @ 10:30 a.m.
8.0	Adjournment	<b>Motion</b> to adjourn meeting at 12:00 p.m. Moved by Lori. <b>Carried.</b>