

WOMONSPACE (WS) MEETING
Sunday March 5th, 2006
Location: Pride Centre

Present: Norma (President), **Lori** (Marketing/Public Relations), **Jenn** (Activities), **Trish** (Treasurer), **Kate** (Newsletter), **Tara** (Newsletter), **Aliwin** (Secretary), **Valda** (Vice-President), **Monica** (Volunteers) and **Sydney** (Membership)

	Agenda Topic	Discussion, Decisions and Action
1.0	Call to Order	Norma called the meeting to order at 10:35 a.m.
2.0	Adoption of Agenda	Motion to adopt the agenda. Moved by Lori, Seconded by Valda. Carried
3.0	Review and Adoption of Minutes from WS February 11, 2006 meeting	Motion to accept the minutes as presented. Moved by Tara, Seconded by Kate. Carried
4.0	<p>Old Business</p> <p>a) Volunteer Appreciation Event</p> <p>b) Newsletter Production and Printing Review</p> <p>c) Womonspace Email Procedural Guidelines</p> <p>d) Newsletter Licensing & Permissions Issues</p> <p>e) Newsletter Graphic Designer Update</p>	<p>Date: April 28th, 2006 Location: Pride Centre (10010 109 Street) Time 7-9 p.m. WS will send personalized invitations. This is a No Charge event. Brenda R. will be our guest speaker. Volunteers and partners are welcome. WS pins will be presented to volunteers. WS pins will be available for purchase at our Pride Dance in June.</p> <p>WS will continue with Dial Printing for the time being. WS is looking into less expensive ways to print our monthly newsletter. WS Board will view examples next meeting. Action: Lori will be the WS contact person with Dial Printing</p> <p>See Handout A Action: WS Board will check WS hotmail accounts frequently</p> <p>WS will add permission to all text and photo submissions to our newsletter. WS will remove all articles and graphics (according to copyright law) from past editions of our newsletters.</p> <p>Sarah W. has volunteered to be our new newsletter designer. She will assume responsibilities April, 2006. Action: Tara and Norma will meet with Sarah</p>
5.0	<p>New Business</p> <p>a) Dance Sub-committee</p> <p>b) March 11th Dance</p> <p>c) February Dance Summary Report</p> <p>d) Newsletter Budget</p>	<p>The Dance Sub-committee will meet March 5th, 12:30 p.m. at the Pride Centre.</p> <p>March 11th Dance will be organized by the Dance Sub-committee.</p> <p>Trish reported:</p> <ul style="list-style-type: none"> • Dance Admission: \$655.17 • Membership: \$330.00 • Total Dance Profit: \$985.17 <p>Tabled to next meeting</p>

	e) Golf Tournament Sub-Committee	Rae will co-ordinate the Golf Tournament. Valda will represent the WS Board.
6.0	Monthly Reports a) Financial b) Newsletter c) Membership d) Volunteer e) Activity f) Marketing g) Secretary h) Vice-President i) President	See Handout B Motion to accept the Financial Report as presented. Moved by Valda, Seconded by Lori. Carried See Handout C Motion to accept the Newsletter Report as presented. Moved by Lori. Seconded by Valda. Carried February Dance brought in many new members. On going concerns regarding finding and retaining volunteers. WS received very positive feedback regarding the February Dance. Dance Sub-committee will meet regarding preparation for the March Dance. April Coffee House planning well underway. Pride Centre is interested in paid monthly advertising on our newsletter. We have received no response regarding the Sponsorship Program. WS needs in increase our profile in the committee. Action: Lori will collect information regarding costs to print 500 WS letterhead and 500 general business cards. Motion to accept the Marketing Report as presented. Moved by Ailwin. Seconded by Valda. Carried The Telus voice mail line number is not functioning properly. Action: Ailwin will contact Telus regarding this problem. See Handout D Motion to accept the Vice-President Report as presented. Moved by Lori. Seconded by Norma. Carried See Handout E Motion to accept the President Report as presented. Moved by Lori. Seconded by Valda. Carried
7.0	Other	
9.0	Next meeting	Date: Sunday March 2 nd , 2006 Location: Pride Centre Time: 4:30-6:30 p.m.
10.0	Adjournment	Norma called the meeting to a close at 12:34 p.m. Motion to adjourn. Moved by Jen, Seconded by Tara. Carried

Hand Out E: President Report

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

Accomplishments: <ul style="list-style-type: none">• Continued to communicate with an interested volunteer on undertaking desktop publishing training to prepare her for a future opportunity to provide newsletter design services.• Communicated with the newsletter co-editor on the recruitment of a trained graphic artist.• Multi-tasked at the February valentines dance.• Amended the 2006 Schedule of events to reflect meeting changes and date change for the volunteer appreciation evening.• Spoke to volunteers who served on the Golf Tournament sub-committee.	Upcoming: <ul style="list-style-type: none">••••
--	---

Goal 2- Womonspace is a financially viable organization.

Accomplishments: <ul style="list-style-type: none">• Requested that a newsletter budget be prepared and presented at the March 5th board meeting.• Reviewed budget requirements at the dance sub-committee planning meeting.	Upcoming: <ul style="list-style-type: none">• Wild rose grant report will be prepared and submitted in April 2006.
--	--

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

Accomplishments:	Upcoming: <ul style="list-style-type: none">•
------------------	---

Goal 4- Womonspace models good governing practices.

Accomplishments: <ul style="list-style-type: none">• Prepared agenda packages for the Mar. 5th board meeting.• Reviewed, edited and distributed the February 11th board meeting minutes.	Upcoming: <ul style="list-style-type: none">••••
--	---

<ul style="list-style-type: none"> • Organized a planning meeting with dance sub-committee volunteers. • Corresponded with newsletter and membership volunteers on the newsletter production and distribution. • Corresponded with marketing committee members on increasing the frequency of their sub-committee meetings. • Corresponded with the web master and newsletter designer on licensing and permissions required for photos and articles. 	
---	--

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

<p>Accomplishments:</p> <ul style="list-style-type: none"> • Communicated with Pride Centre of Edmonton Board members and staff in an effort to work more cooperatively. • 	<p>Upcoming:</p> <ul style="list-style-type: none"> • • • •
--	---

Goal 6- Womonspace is a respected and recognized organization within the community.

<p>Accomplishments:</p> <ul style="list-style-type: none"> • Responded to information requests received via the womonspace hotmail account. • • • 	<p>Upcoming:</p> <ul style="list-style-type: none"> • • • •
---	---

Handout A

Hotmail Account Procedural Guidelines: February 2006

Womonspace Email Accounts (second draft)

Overview

A. Main email account

1. Account is accessed and administered solely by the newsletter editors and primarily by the account manager.
2. Account is checked at least once daily.
3. Messages are forwarded to the Board email accounts of the people they pertain to.
4. Messages are moved into the appropriate folders.
5. Messages are archived or deleted at the end of each month.
6. Junk mail is deleted.
7. Mass mail-outs are sent out when needed and at the discretion of the newsletter editors.

B. Board member accounts

1. Hotmail accounts exist for all Board positions for Womonspace-related correspondence.
2. Board accounts are checked as often as possible.
3. Board Hotmail addresses are published in the newsletter and on the website.
4. Board accounts travel with their corresponding Board positions.

A. Main email account (womonspace@hotmail.com)

1. Access is limited to the newsletter editors to improve account security and to ensure messages are handled in a consistent manner. Both editors may use the account to correspond, but the account manager is responsible for the duties associated with the account such as the forwarding, sorting, and deleting of messages.

Should the account manager be unavailable, the other editor will take over these duties. The president also has access to the account in the event that both editors are unavailable to administer the account.

2. Account Checked Daily

The account is checked at least once daily to ensure that messages are responded to in a timely manner and Board members are kept up to date on messages pertaining to them received via the account.

3. Message Forwarding

Messages for individual Board members received at the main Womonspace account are forwarded to their Board Hotmail accounts. The account manager will forward more generalized messages to each person she believes may need them, but it is the recipients' responsibility to ensure that such messages have been forwarded to everyone who needs them. It is also the recipients' responsibility to make sure appropriate people are copied on future communications originating from accounts other than the main Womonspace account.

4. Message Sorting and Storage

After messages are forwarded to the appropriate parties, the account manager moves the original messages into folders. The following folders have been created for sorting and storing messages:

- Activities
- Advertising
- Archive
- Membership
- Miscellaneous
- News
- Newsletter
- Volunteers
- Website

Messages will be stored in these folders for two month from the date they were received.

5. Archiving and Deleting Messages

At the end of each month, the account manager will move all messages two months and older into the Archive folder. The messages will remain there for two more months, after which they will be permanently deleted.

6. Junk Mail

The account manager is responsible for identifying and deleting junk mail, spam and other messages not relevant to Womonspace.

7. Mass Mail-outs

The editors are responsible for mass mail-outs to the distribution list. Board members must forward information they wish to send to the distribution list to the editors.

The following guidelines apply to mass mail-outs to minimize the volume of messages the distribution list receives:

- If the next newsletter will not reach members on time, any time-sensitive information included therein should be sent to the distribution list.
- Time-sensitive information that is received too late to be included in the newsletter should be sent to the distribution list if it falls under one of the following categories:
 - i. Womonspace events
 - ii. Other events directly relevant to lesbians in Edmonton
 - iii. News directly relevant to lesbians in Edmonton
- Information brochures, etc., that give further information about events advertised in the newsletter may be forwarded at the editors' discretion.

The editors are responsible for approving each mass mail-out and will take into consideration any comments received by distribution list members regarding quality and quantity of mass mail-outs received.

B. Board member accounts

1. Board Hotmail Accounts

Hotmail accounts exist for all Womonspace Board members and are as follows;

- President: wspresident@hotmail.com
- Vice-President: wsvice-president@hotmail.com
- Secretary: wssecretary@hotmail.com
- Treasurer: wstreasurer@hotmail.com
- Activities Director: wsactivities@hotmail.com
- Membership Director: wsmembership@hotmail.com
- Marketing & PR Director: wsmarketing@hotmail.com
- Volunteer Director: wsvolunteer@hotmail.com

There is also a secondary email account for the newsletter editors:

- Newsletter Editor: wsnewseditor@hotmail.com

The accounts are used for Womonspace-related correspondence, and messages received at the main Hotmail account for specific Board members are forwarded to them at these addresses.

2. Accounts Checked Often

Board members check their accounts often (preferably daily) to ensure that messages from the membership and the public are responded to in a timely manner.

If a Board member is unable to access her account for a period of time, she should arrange for another Board member to access her account during this time so her messages are responded to promptly.

3. Newsletter and Website

The Board email addresses are published in the newsletter and on the website to encourage the membership and the public to correspond directly with Board members rather than sending messages to the main email account.

4. Accounts Travel with Board Positions

The Board accounts belong to the Board positions rather than the Board members occupying the positions. If a Board member resigns, the new person assuming the position must be given access to the account. Board accounts should therefore not be used for communications not pertaining to Womonspace or personal/private communications.

Board members are encouraged to keep messages that may be helpful should a new person take over their position and to keep their account address books up to date with information about contacts important to their Board position.

Handout B Womonspace Sponsorship Program: February 2006

Womonspace Sponsorship Program

*Marketing Director
lori.sitar@hotmail.com*

January 20, 2006

Dear Sir or Madam,

As you may be aware, Womonspace is a registered Society governed by a group of community volunteers.

We meet our mission statement and purpose in part by hosting annual recreation and social events that have a minimal or no charge to participants. With a desire to meet a range of diverse needs, we are constantly looking to expand and improve our events. Now more than ever, business and personal contributions are important to allow us to plan and host a diverse schedule of events.

To make things easier for potential sponsors, Womonspace has developed the attached SPONSORSHIP PACKAGE. Our hope is that by sending out one request to potential sponsors per year, which outlines the upcoming sponsorship opportunities, we will not be making repeated approaches.

Womonspace is planning to provide monthly events during the 2006-year. (For more description on the events please see Appendix A). In addition to these monthly events,

there is the opportunity to sponsor the **womonspace monthly newsletter** or **womonspace office** located within Pride Centre of Edmonton.

Please confirm your support by **February 28, 2006** by contacting Lori at lori.sitar@hotmail.com. We would be happy to meet with you to discuss the events in detail and answer any questions you may have. Thank you for your time and consideration on behalf of all the volunteers and members who take part in the events.

Sincerely,

Norma MacQuarrie
President

Sincerely,

Lori Sitar
Marketing Director

A mail-in form is included in the package for your convenience.

Womonspace Sponsorship Program

*Marketing Director
lori.sitar@hotmail.com*

Sponsorship accepted by way of money and/or goods & services will be recognized

LEVELS OF SPONSORSHIP

PLATINUM: \$1000 +

One (1) Platinum Sponsor maximum per event:

RECEIVES:

- Named as the Platinum Sponsor of the chosen event.
- Feature positioning on Sponsorship signage at the chosen event.
- Freedom to advertise as “Official Platinum Sponsor of (*chosen event*)”
- Company logo included on all advertisements including but not limited to: newsletter ads, posters, event flyers.
- Invitation to attend chosen event with an announced acknowledgement of your contribution and presence.

GOLD: \$500.00 - \$999.99

Two (2) Gold Sponsors maximum per event:

RECEIVES:

- Named as the Gold Sponsor of the chosen event.
- Prominent positioning on Sponsorship signage at the chosen event.
- Freedom to advertise as “Official Gold Sponsor of (*chosen event*)”
- Company logo included on all advertisements including but not limited to: newsletter, ads, posters, event flyers.
- Invitation to attend chosen event with an announced acknowledgement of your contribution and presence.

SILVER: \$200.00 - \$499.99

Six (6) Silver Sponsors maximum per event:

REMEMBER There is a maximum to the number of sponsors we will accept for each level of Sponsorship – This will be determined on a first come/first serve basis.

*Womonspace
Sponsorship Program*

*Marketing Director
lori.sitar@hotmail.com*

Mail-in Form

To: Womonspace Marketing Director

Mailing Address: Womonspace, Box 128, Main PO,
Edmonton, Alberta, T5J 3K4

From: (Contact's

Name) _____

(Business's

Name) _____

Address:

Town/City: _____ Postal Code: _____

Phone: _____ Fax: _____

Email: _____

I wish to become a (level of sponsorship: Gold, Silver)
_____ sponsor for (event name)
_____.

In the amount of \$_____ OR
Through the following goods/services: (please list or describe):

*Womonspace
Sponsorship Program*

Marketing Director
lori.sitar@hotmail.com

Appendix A

2006 Calendar of Events

Valentine's Dance

Saturday February 25, 2006
Bellevue Community Hall (7308 112 Ave.)
9 pm to 1 am
Members - \$5.00, Non-members - \$10.00

St. Patrick's Day Dance

Saturday March 11, 2006
Bellevue Community Hall (7308 112 Ave.)
9 pm to 1 am
Members - \$5.00, Non-members - \$10.00

Womonspace Volunteer Appreciation Evening

Saturday March 25, 2006

Pride Centre of Edmonton (10010 109 Street)
All womonspace volunteers are invited to attend!

Womonspace Coffee House

Sunday April 9, 2006
Prism Bar and Grill (10524 101 Street)
7 pm to 10 pm
Drink Specials and Snacks

Spring Fling Dance

Saturday May 20, 2006
Bellevue Community Hall (7308 112 Ave.)
9 pm to 1 am
Members - \$5.00, Non-members - \$10.00

Pride Week Unity Dance and Concert

Saturday June 17, 2006
Hellenic Community Hall (10450 116 Street)

Carol Cattell Classic Golf Tournament

Saturday July 15, 2006
Bashaw Golf and Country Club
Golf, Camping and unlimited fun!

September Dance

Saturday September 16, 2006
Bellevue Community Hall (7308 112 Ave.)
9 pm to 1 am
Members - \$5.00, Non-members - \$10.00

Womonspace AGM and Dance

Saturday October 28, 2006
Bellevue Community Hall (7308 112 Ave.)
Annual General Meeting - 7 p.m. to 9 p.m.
Dance - 9 pm to 1 am
Members - \$5.00, Non-members - \$10.00
All members attending the AGM will receive free admission
to the dance!

Womonspace Christmas Dinner and Dance

Saturday December, 2006
Bellevue Community Hall (7308 112 Ave.)
Dinner: 7 pm to 9 pm
Dance: 9 pm to 1 am

Members - \$10.00, Non-members - \$15.00

Handout C
Financial Report: February 2006

PRELIMINARY

Womonspace Bank Reconciliation

For the Period Ending December 31, 2005

from Bank Statement	<u>Amount:</u>
Opening Balance	14,756.34
Withdrawals	-5,588.16
Deposits	6,699.29
Ending Balance as per Bank Statement	<u>15,867.47</u>
Outstanding Cheques	-1,857.57
Outstanding Deposits	2,108.31
Adjusted Bank Balance as at February 11 2006	<u><u>16,118.21</u></u>
Wild Rose Foundation Grant	<u>Amount:</u>
Opening Balance	8,307.00

Withdrawals	-7,175.46
Deposits	0.00
Closing Balance as at February 11, 2006	1,131.54
Bank's Adjusted Balance as at February 11, 2006	16,118.21
Wild Rose Foundation Grant's Closing Balance as of February 11, 2006	-1,131.54
Bank Balance without Grant	14,986.67

Handout D

Womonspace Editors Report Form Month: February 2006

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

Accomplishments: <ul style="list-style-type: none"> • Tara has volunteered to work with Kate as co-editor of the newsletter. • Womonspace email account will now be administered by Tara. 	Upcoming: <ul style="list-style-type: none"> • Encourage the use of the classifieds section of the newsletter by Womonspace members by writing an article about it.
---	--

Goal 2- Womonspace is a financially viable organization.

Accomplishments: <ul style="list-style-type: none"> • 	Upcoming: <ul style="list-style-type: none"> • Draft a 2006 budget forecast for the newsletter.
--	--

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

Accomplishments: <ul style="list-style-type: none"> • 	Upcoming: <ul style="list-style-type: none"> •
--	---

Goal 4- Womonspace models good governing practices.

Accomplishments: <ul style="list-style-type: none"> • Drafted a policy for use and administration of the Womonspace email account. 	Upcoming:
---	-----------

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

Accomplishments: <ul style="list-style-type: none"> • 	Upcoming: <ul style="list-style-type: none"> •
--	---

Goal 6- Womonspace is a respected and recognized organization within the community.

Accomplishments: <ul style="list-style-type: none"> • 	Upcoming: <ul style="list-style-type: none"> •
--	---

Handout E

Membership Report: February 2006

Deposit for memberships totalled \$290.00 Deposited Feb 11, 2006.

Handout F

Volunteer Report: February 2006

Please find attached the volunteer schedule and listing of the individuals that I have contacted (list not included as WS respects the privacy of our membership). I am requesting assistance in filling the spaces available, with either you or a friend. The March 11 dance is within two weeks, so I am not sure how recruiting for volunteers will be for this dance. Please contact me with any suggestion regarding staffing dances with volunteers as I am not feeling very successful. The end result would be that the board will have to continue to be active volunteers at each dance.

Handout G

President Report: February 2006

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

<p>Accomplishments:</p> <ul style="list-style-type: none">• Communicated with an interested volunteer on undertaking desktop publishing training to prepare her for the newsletter designer position.• Provided reference material for consideration in the newsletter “For Your Health” column.• Coordinated facility lay-out, fee collection and clean-up at the Games Night in January.• Finalized the 2006 Schedule of Events.• Wrote the January/February newsletter editorial article encouraging members to become actively involved in their organization.• Coordinated web site updates, which included hot topic postings	<p>Upcoming:</p> <ul style="list-style-type: none">••••
--	--

<p>and publication of the community resource directory on-line.</p> <ul style="list-style-type: none"> • Provided a guest speaker referral to the Volunteer Director for Volunteer Appreciation Evening. 	
---	--

Goal 2- Womonspace is a financially viable organization.

<p>Accomplishments:</p> <ul style="list-style-type: none"> • Requested that all Directors prepare and submit a proposed budget for their area of responsibility. 	<p>Upcoming:</p> <ul style="list-style-type: none"> • Wild rose grant report will be prepared and submitted in April 2006.
---	---

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

<p>Accomplishments:</p> <ul style="list-style-type: none"> • Corresponded with the Membership Director on newsletter distribution. • Recruited two new co-editors for the newsletter. • Secured and worked closely with volunteers on the production of the January/February newsletter. 	<p>Upcoming:</p> <ul style="list-style-type: none"> • • • •
---	---

Goal 4- Womonspace models good governing practices.

<p>Accomplishments:</p> <ul style="list-style-type: none"> • Prepared agenda packages for the Feb. 11th board meeting. • Reviewed, edited and distributed the January 14th board meeting minutes. • Provided new co-editors with an orientation session. • Corresponded with the newsletter designer on her commitment to the organization and how best to transition the position to a new volunteer. 	<p>Upcoming:</p> <ul style="list-style-type: none"> • • • •
---	---

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

<p>Accomplishments:</p> <ul style="list-style-type: none"> • Developed the sponsorship package and forwarded same to the 	<p>Upcoming:</p> <ul style="list-style-type: none"> • •
---	---

<p>Marketing Director for distribution.</p> <ul style="list-style-type: none"> • Confirmed that Licorice Whip will D.J. all 2006 womonspace dances at a set contractual price. 	<ul style="list-style-type: none"> • •
---	--

Goal 6- Womonspace is a respected and recognized organization within the community.

<p>Accomplishments:</p> <ul style="list-style-type: none"> • • • • 	<p>Upcoming:</p> <ul style="list-style-type: none"> • • • •
--	---