

WOMONSPACE (WS) MEETING
November 5, 2006
Location: Pride Centre-Norwood

Present: Norma (President), Cindy (Vice-President), Trish (Treasurer), Lori (Marketing/Public Relations), Monica (Volunteers), Tara (Newsletter), Kate (Newsletter), Jenn (Activities), Karen (Secretary), Cougar (Committee Member)
Absent: Colleen (Membership)

	Agenda Topic	Discussion and Decisions
1.0	Call to Order	Norma called the meeting to order at 10:40 a.m.
2.0	Adoption of Agenda	Addition to Agenda 5. New Business 5(h) Board Member Contact List, 5(i) WS Postal Box Motion to accept as amended. Moved by Tara. Carried
3.0	Review and Adoption of Minutes from WS September 10 th , 2006 and October 15 th 2006	Motion to accept the minutes as presented. Moved by Tara. Carried
4.0	Unfinished Business	
	a) Newsletter Production Options	Tara reported for Sarah. Deferred to December meeting. Tara to follow up with Sarah.
	b) Volunteer Policy	Monica presented updated Volunteer Policy General Notes <ul style="list-style-type: none"> ▪ Marge, photographer, will receive free admission to all WS events she takes photos at. ▪ Board Members: All members are encouraged to sign up for specific volunteer shifts. ▪ Board members are to update their Procedures manual with new policy. Motion to accept Volunteer Policy as presented. Moved by Lori. Carried Additional Discussion <ul style="list-style-type: none"> ▪ Lesbians remain the primary target for WS events; however, others (men) will not be discriminated against. Their participation in events may need to be assessed on an individual basis. Men are permitted to take out Associate memberships.
	c) October Dance and AGM Report	Trish presented Budget Statement General Notes <ul style="list-style-type: none"> ▪ AGM attendance was poor. Extra dessert was bought for the meeting and is not needed. Plan for low attendance at future AGM meetings. ▪ Attempt to keep food costs to \$150 for dances. ▪ Weather may have affected attendance at the dance. ▪ Cougar returned bottles and brought in \$22.45 ▪ Low profit for the dance at \$80.28 Motion to accept as amended with inclusion of bottle return of \$22.45. Moved by Kate. Carried

	<p>c) Board Meeting Schedule for 2006-2007</p> <p>d) Newsletter Advertising</p> <p>e) Promotional Brochure Review</p> <p>f) Strategic Plan Review</p> <p>g) New Board Member Orientation</p> <p>h) Board Member Contact List</p> <p>i) WS Postal Box</p>	<p>OCTOBER</p> <p>10) AGM & Dance @ Bellevue Saturday, October 13th</p> <p>DECEMBER</p> <p>11) Christmas Dinner & Dance Saturday, December 8th</p> <p>Sundays: January 7th, February 4th, March 4th, April 1st, May 6th, June 3rd, September 9th & 30th, November 4th</p> <p>Deferred</p> <p>The current brochure is outdated. Tara to speak to Sarah about re-designing</p> <p>Each Board member is to review the plan.</p> <p>It is the responsibility of the new members, Karen and Cindy, to read the Board Manual.</p> <p>Trish to update this list.</p> <p>There has been a complaint from someone about not receiving a timely response. Individuals who possess the key will ensure that the mail box is checked regularly.</p> <p>Cougar donated a number of items for use at WS events.</p>
6.0.	Acknowledgement Monthly Reports	Cougar donated a number of items for use at WS events. Due to the length of the meeting the Monthly Reports are deferred. Submitted reports are as follows:

A) Newsletter

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

Accomplishments:

- Consolidated the volunteer ads into one to decrease the number of filler ads and to show all opportunities at a glance.

Upcoming:

- Add a “readers’ forum” in the December issue to make the newsletter more interactive and encourage community participation in newsletter content.
- Encourage readers to submit ideas for newsletter topics.

Goal 2- Womonspace is a financially viable organization.

Accomplishments: <ul style="list-style-type: none">• Forever Pleasure advertised in the November issue.	Upcoming: <ul style="list-style-type: none">• Sarah to obtain the quotes we asked for from Dial.• Propose offering members the option of receiving the newsletter electronically (either web-based or emailed out)• Update our advertising spec sheet where needed.
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Goal 3- Womonspace has a growing, active and diverse membership.

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

Accomplishments: <ul style="list-style-type: none">• In Norma’s absence, wrote “musings” for the November newsletter to keep the membership informed of board activities.	Upcoming: <ul style="list-style-type: none">• Re-establish the newsletter archive.• Ensure the website is updated with new email address and Pride Centre information.
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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">•	Upcoming: <ul style="list-style-type: none">• Contact <i>GayCalgary.com Magazine</i> about their offer to run photos of the new board and advertise our Christmas dinner and dance.
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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">•
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B) Membership

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

Accomplishments: <ul style="list-style-type: none">• Designed & distributed posters announcing October Hallowe’en dance• Advertised that purchase of membership allows free admission to that dance.	Upcoming: <ul style="list-style-type: none">• Design & distribute posters announcing Dec. dinner/dance.• (Tara/Kate) Insert names of prize winners in upcoming December Newsletter along with a little write-up about Hallowe’en dance.
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<ul style="list-style-type: none"> • Picked up, stuffed and labelled Nov. Newsletter to 160 members. • Inserted any new membership cards and receipts. • Purchased prizes for the best “Couple” and “Single” costumes at the Hallowe’ en dance. 	<p>(Norma has the prize winners names.)</p>
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Goal 2- Womonspace is a financially viable organization.

<p>Accomplishments:</p> <ul style="list-style-type: none"> • Collected membership forms and cheques from main postal station and October dance. • Deposited \$270.00 collected for memberships to account. 	<p>Upcoming:</p> <ul style="list-style-type: none"> •
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Goal 3- Womonspace has a growing, active and diverse membership.

<p>Accomplishments:</p> <ul style="list-style-type: none"> • Received 8 new memberships and 3 renewals at Oct. dance. • Included membership renewal notices to 5 members in Nov. newsletter. 	<p>Upcoming:</p> <ul style="list-style-type: none"> • (Tara/Kate) Include AGM Year End Reports in December Newsletter.
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Goal 4- Womonspace models good governing practices.

<p>Accomplishments:</p> <ul style="list-style-type: none"> • Mailed copies of Womonspace By-Laws to three new members. 	<p>Upcoming:</p>
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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"> • Delivered Oct. dance posters to Outreach on Univ. campus, Prism and Woody’s. • Delivered and/or mailed November Newsletters to numerous businesses in Edmonton. 	<p>Upcoming:</p> <ul style="list-style-type: none"> • Design and deliver December dinner/dance posters once a decision is made regarding ticket price!! • Mail and/or deliver Dec. Newsletters to businesses.
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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"> • 	<p>Upcoming:</p> <ul style="list-style-type: none"> •
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C) Past President

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

Accomplishments: <ul style="list-style-type: none">• Discussed portfolios with prospective new board members• Corresponded with newsletter designer on a timeframe for web site development and transfer of FTP files from previous we master.• Discussed the logistics of hosting an Ole Tyme Rock and Roll dance for a niche group of members.• Discussed the 2007 calendar of events with the Activities Director.• Prepared position descriptions for 2006 board vacancies.	Upcoming: <ul style="list-style-type: none">• Actively recruit a volunteer to fill the position of President•••
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Goal 2- Womospace is a financially viable organization.

Accomplishments: <ul style="list-style-type: none">• Discussed AGM financial reports with treasurer.	Upcoming:
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Goal 3- Womospace has a growing, active and diverse membership.

Accomplishments: <ul style="list-style-type: none">• Responded to correspondence from a past member on suggested activities.	Upcoming:
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Goal 4- Womospace models good governing practices.

Accomplishments: <ul style="list-style-type: none">• Prepared agenda packages for the Nov. 5th board meeting.• Reviewed the October board meeting minutes.• Prepared the 2006 AGM agenda packages.• Corresponded with newsletter coordinators on editorials from the board for the November newsletter.• Coordinated the transfer of board orientation documentation to the	Upcoming: <ul style="list-style-type: none">••••
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<p>new board members.</p> <ul style="list-style-type: none"> • Signed off on contracts with Alberta Community Development. • Followed legislative requirements specified for bylaw amendment(s) • Circulated the updated Strategic Plan to board members and presented same at the AGM. • Worked with Volunteer Coordinator on Volunteer Policy for Board review and approval. 		
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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"> • Contacted Pride Centre president to discuss office space in their new facility. • Followed-up on the initiative of identifying prospective businesses offering advertising support or discount coupons. • Confirmed White Brahma's presence at the Oct. dance as a jewelry vendor. 	<p>Upcoming:</p> <ul style="list-style-type: none"> • • • •
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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"> • 	<p>Upcoming:</p> <ul style="list-style-type: none"> •
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7.0	Next Meeting	Sunday, December 3 rd at Pride Centre @ 10:30 a.m.
8.0	Adjournment	Motion to adjourn meeting at 1:00 p.m. Moved by Lori. Carried.