

WOMONSPACE (WS) MEETING
September 10th, 2006
Location: Pride Centre-Norwood

Present: Norma (President), Valda (Vice-President), Lori (Marketing/Public Relations), Trish (Treasurer), Tara (Newsletter), Ailwin (Secretary), Colleen (Membership)
Absent: Monica (Volunteers), Kate (Newsletter), Jenn (Activities), and Sarah (Newsletter Designer)

	Agenda Topic	Discussion, Decisions and Action
1.0	Call to Order	Norma called the meeting to order at 10:15 a.m.
2.0	Adoption of Agenda	Motion to adopt the agenda. Moved by Lori. Carried
3.0	Review and Adoption of Minutes from WS June 4, 2006 meeting	Motion to accept the minutes as presented. Moved by Ailwin. Carried
4.0	Unfinished Business <ul style="list-style-type: none"> a) Newsletter Production Options b) Policy Development <ul style="list-style-type: none"> i. Womonspace Newsletter Editorial Policy ii. Womonspace Overriding Policy c) Unity Dance and Concert Report d) Golf Tournament Report 	<p>Norma reported for Sarah: WS investigated printing companies regarding future service WS will discuss emailing copies of the monthly newsletter to members with access to the internet. Further discussion is tabled to the November meeting</p> <p>See Handout A Note: The editor(s) retain the right to refuse submissions for the following reasons:</p> <ul style="list-style-type: none"> • Copyright infringement • Inappropriate content • Offensive content • Libellous content • And length of article <p>WS does not encourage advertising within articles</p> <p>Motion to adopt with amendments. Moved by Ailwin. Carried</p> <p>See Handout B WS Board Members will use their best judgement with regard to interpreting existing or developing policy</p> <p>See Handout C Trish reported: The June Unity Dance and EMV Concert made a profit of \$2,614.83</p> <p>Motion to co-host dances and concerts February 10th, 2007 and June 16th, 2007 with EMV. Moved by Tara. Carried</p> <p>See Handout D By all reports a well run and successful event. WS made a profit of \$579.28 Note: WS needs to advertise earlier and contact participants regarding registration</p>
5.0	New Business <ul style="list-style-type: none"> a) September Dance 	September 16 th , 2006 Bellevue Hall Responsibility of WS Board Members:

		<p>Trish: Insurance, Food, Door and Ticket Float Ailwin: Hall Set-up Valda: Food Jen: Liquor license and alcohol pick up We need volunteers for the door</p>
	<p>b) October Dance and AGM</p>	<p>See Handout E October 28th, 2006 Bellevue Hall Responsibility of WS Board Members: Trish: Insurance, Food, Door and Ticket Float Ailwin: Hall Set-up Valda: Food, organize a Halloween costume prize event Jen: Liquor license and alcohol pick up Colleen: Contact Julie L to chair WS AGM Tara: Will edit all AGM Director reports. Please have reports to Tara by October 15th, 2006. Final reports to Norma by October 24th</p> <p>WS Board positions by for election:</p> <ul style="list-style-type: none"> • President • Secretary • Activities Director <p>Free admission to dance for all WS Members who attend the AGM</p>
	<p>c) Office Set-Up</p>	<p>Valda will organize the WS office at the Norwood Pride Centre location</p>
	<p>d) Office Supplies Management</p>	<p>Ailwin will over see the office supplies</p>
	<p>e) Meeting Schedule for 2006-2007</p>	<p>WS Board meetings will be the 1st Sunday of each month. All meetings will be held at the Pride Centre. All meetings will start at 10:30 a.m.</p> <p>Exception: October WS Board Meeting October 15th, 2006 Norma will be away. Ailwin will prepare the agenda</p>
	<p>f) Women's World Cup of Rugby Tickets</p>	<p>September 17th, 2006 Final Games 2 Tickets will be given out as a door prize at the September Dance</p>
6.0	<p>Monthly Reports</p>	
	<p>a) Financial</p>	<p>See Handout F Note: WS is in good financial standing Motion to accept the Financial Report as presented. Moved by Valda. Carried</p>
	<p>b) Newsletter</p>	<p>See Handout G Motion to accept the Newsletter Report as presented. Moved by Lori. Carried</p>
	<p>c) Membership</p>	<p>Welcome to Colleen, the new Membership Director 177 newsletters mailed August 30th, 2006 WS will keep one newsletter for the WS Archives Motion to accept the Membership Report as presented. Moved by Ailwin. Carried</p>
	<p>d) Volunteer</p>	<p>No Report</p>

	e) Activity	No Report New Board will discuss Dance Themes and Special Events
	f) Marketing	Invoices will be sent out this week (September 10-15 th , 2006) Marketing will develop a billing policy Motion to accept the Marketing Report as presented. Moved by Ailwin. Carried
	g) Secretary	Telephone message has been updated Please send reports to wssecretary@hotmail.com Motion to accept the Secretary Report as presented. Moved by Norma. Carried
	h) Vice-President	No report
	i) President	See Handout I Motion to accept the President Report as presented. Moved by Ailwin. Carried
7.0	Next Meeting	Date: Sunday October 15 th , 2006 Location: Pride Centre Time: 10:30 am. – 12:30 p.m.
8.0	Adjournment	Norma called the meeting to a close at 12:30 p.m. Motion to adjourn. Moved by Lori. Carried

Handout E: October AGM

Notice to Alter Bylaws

This notice is hereby served in September 2006 to be presented at the October 28 Annual General Meeting of Womonspace Social and Recreational Society.

It is proposed that the fiscal year for Womonspace be changed to be January 1 to December 31. Therefore, the article that reads

"The Treasurer's books and records of the fiscal year (July 1 to June 30) shall be audited at least once a year by a duly qualified accountant or by two (2) qualified people elected from the membership as auditors,"

will be replaced with

"The Treasurer's books and records of the fiscal year (January 1 to December 31) shall be audited at least once a year by a duly qualified accountant or by two (2) qualified people elected from the membership as auditors."

Handout G: Newsletter September Report

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

<p>Accomplishments:</p> <ul style="list-style-type: none"> • Removed the length restriction on classified ads in the newsletter until the page fills up. • Used the newsletter as a vehicle to recruit photographers, a new membership director, and an assistant to the marketing director. • Gave Dial Colleen's contact information for newsletter pickup. 	<p>Upcoming:</p> <ul style="list-style-type: none"> • Approach members more personally about contributing to the newsletter (rather than relying solely on the newsletter and mass mailouts to encourage contributions).
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Goal 2- Womonspace is a financially viable organization.

<p>Accomplishments:</p> <ul style="list-style-type: none"> • Coordinated Western Canadian Pride Campout's inserts in the July/August newsletter. • Received several requests for information about advertising and forwarded them to marketing. 	<p>Upcoming:</p> <ul style="list-style-type: none"> • Obtain the quotes we asked for from Dial. • Compare Swarm's quote with Dial's pricing to determine if Swarm can produce the same quality of newsletter for less. • Propose offering members the option of receiving the newsletter electronically (either web-based or emailed out)
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Goal 3- Womonspace has a growing, active and diverse membership.

<p>Accomplishments:</p> <ul style="list-style-type: none"> • 	<p>Upcoming:</p> <ul style="list-style-type: none"> • Continue to encourage everyone interested in placing a classified ad to become a member.
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Goal 4- Womonspace models good governing practices.

<p>Accomplishments:</p> <ul style="list-style-type: none"> • Refined the first draft of the newsletter policies to present at the September board meeting. • Shifted more responsibilities (including main email account) to Kate to accommodate Tara's other commitments this fall. 	<p>Upcoming:</p> <ul style="list-style-type: none"> • Create a newsletter workflow process. • Continue to let all those still sending email to womonspace@hotmail.com know that our address has changed. • Check the old Hotmail account more frequently. • Create a final draft of the newsletter policies.
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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">• Responded favourably to Michael Phair's interest in writing for the newsletter.	Upcoming: <ul style="list-style-type: none">• Propose making the newsletter more appealing to bisexual women.
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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">• Continue to improve the quality of the newsletter's design and content.
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Handout H: Marketing Ad Information:

w o m o n s p a c e

RATES AND SIZES*

Inside

Unit Size Cost

Full Page 4.5" (W) x 7.5" (H) \$120

1/2 Page H 4.5" (W) x 3.625" (H) \$60

1/2 Page V 2.125" (W) x 7.5" (H) \$60

1/4 Page 2.125" (W) x 3.625" (H) \$30

Back Cover

Full Page 4.5" (W) x 7.5" (H) \$150

1/2 Page H 4.5" (W) x 3.625" (H) \$75

MECHANICAL REQUIREMENTS*

• **Preferred:** PDF files OR Digital Macintosh files (Quark 5, Freehand 8, Illustrator 10 or Photoshop 7). Fonts must be converted to outlines or supplied on disk. Scanned images must be supplied as TIFF or EPS files (minimum 200 dpi at correct size). Proofs *must* accompany all digital Mac files.

• **Other:** Ads can be supplied as positive camera-ready black and white artwork. Ads may be produced in-house for a charge of \$30. Deadline for submission of material for new ads is the 5th day of the month prior to the month you intend to have your ad included. Ads submitted **MUST** follow the above specifications or we cannot guarantee their inclusion in the newsletter.

To place an ad, leave a message on the Lesbian Info Line at 482-1794.

Womonspace seeks advertising that is lesbian-positive to help defer publication costs. Womonspace does not necessarily endorse products or services offered. Womonspace reserves the right to refuse ads. Positioning of advertisements is at the discretion of Womonspace, except in those instances when an advertiser requests a special position. Special positions will be accommodated, when available.

Advertising Rates and Mechanical Requirements

womonspace is a publication of Womonspace Social and Recreational Society of Edmonton. We are a nonprofit organization. The newsletter is produced by, for, and about lesbians in Edmonton and the surrounding areas. Our purpose is to inform and entertain our members and any other interested lesbians. The opinions expressed in any issue of womonspace do not necessarily reflect the opinion of the Directors or the Newsletter Committee. The events, organizations and establishments publicized are not necessarily supported by Womonspace. womonspace is produced on a volunteer basis by the Newsletter Committee.

1/4 Page

2.125" (W) x 3.625" (H)

Full Page

4.5" (W) x 7.5" (H)

1/2 Page Horizontal

4.5" (W) x 3.625" (H)

1/2 Page Vertical

2.125" (W) x 7.5" (H)