

**WOMONSPACE (WS) MEETING**  
**February 4, 2007**  
**Location: Pride Centre-Norwood**

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

	<b>Agenda Topic</b>	<b>Discussion and Decisions</b>
1.0	Call to Order	Cindy called the meeting to order at 10:40 a.m.
2.0	Adoption of Agenda	<b>Addition to Agenda</b> 4. Unfinished Business 4(h) Community Resource Directory, 4(i) Pride Centre Rent <b>Motion</b> to accept as amended. Moved by Monica. Carried
3.0	Review and Adoption of Minutes from WS January 7, 2007	<b>Motion</b> to accept the minutes as presented. Moved by Norma. Carried
4.0	Unfinished Business	
	a) Newsletter Designer Options	Tara reported. General Notes A Design student has expressed interest in the position. Sarah, our current designer is to meet with her, who is also named Sarah. Tara is coordinating.
	b) 2007 Sponsorship Program Update	General Notes: <ul style="list-style-type: none"> <li>▪ Cindy and Lori have asked for a time extension to Feb 16/07.</li> <li>▪ Cindy is researching potential "warm" contacts that the package can be sent out to.</li> <li>▪ It is imperative that the packages be followed up with a phone contact. As a result, we only send out packages that we can assure will receive follow up.</li> <li>▪ Cindy will send the revised package to all Board Members for their input. The turn around time is one day to get feedback to Cindy.</li> </ul>
	c) Promotional Brochure Revisions	General Notes: <ul style="list-style-type: none"> <li>▪ There was considerable discussion around the purpose of the brochure. Its primary purpose is to be a general marketing and promotion tool.</li> <li>▪ Several suggestions were given regarding ongoing revisions. Colleen will complete the changes and send to Karen and Norma for review. An updated brochure will be presented at the March board meeting.</li> <li>▪ A sub-committee on increasing WS membership was formed. Headed by Colleen, Cindy, Donna and Sandy will meet prior to the next board meeting to determine effective strategies to retain and increase our membership.</li> </ul>
	d) Games Night / Feedback	Games Night at Prism - January 12 <sup>th</sup> and March 16 <sup>th</sup> <ul style="list-style-type: none"> <li>▪ Due to positive feedback another Games Night has been scheduled for Friday, March 16<sup>th</sup>. To run from 7 to 9 p.m., with the pool tournament starting at 8 p.m. and running until completed.</li> <li>▪ Admission is \$2.</li> <li>▪ Lori will arrange for more prizes.</li> <li>▪ Lori will also require assistance from other board members in running the tournament. It is important to keep the players at their respective table.</li> </ul>

	<p>e) Family and Friends Fun Skate</p> <p>f) EVM Concert/Dance</p> <p>g) New Volunteer Follow-up</p> <p>h) Community Resource Directory</p> <p>i) Pride Centre Rent</p> <p>j) Advertising Issue</p>	<ul style="list-style-type: none"> <li>▪ Cindy is to speak with Jenn about contacting Prism to make sure this evening is okay.</li> <li>▪ Colleen will bring membership forms and prepare posters for distribution.</li> <li>▪ Monica and Trish to coordinate food.</li> <li>▪ Tara to advertise in March newsletter.</li> <li>▪ Colleen and Karen to cover admission and door throughout evening.</li> <li>▪ Special Note: Tara is to remove all 2006 dates from the WS web site.</li> </ul> <ul style="list-style-type: none"> <li>▪ <u>Cougar acknowledged</u> for Cougar's Critters sponsoring this activity.</li> <li>▪ Approximately 15 to 20 people attended the event on a beautiful winter afternoon.</li> <li>▪ This event will now be hosted on an annual basis.</li> </ul> <p>General Notes:</p> <ul style="list-style-type: none"> <li>▪ 5:00 p.m. - Set up by Jenn and Cougar</li> <li>▪ 5:00 p.m. - Jenn to meet DJ.</li> <li>▪ 7 - 7:30 p.m. - Jenn and Shirl to sell pop and water for \$2. (Possibly start selling at 6:30 for the choir members).</li> <li>▪ 8:30 p.m. - Bartender to arrive.</li> <li>▪ Volunteer shifts to remain at an hour.</li> <li>▪ Board members to let Monica know what shifts they will work.</li> <li>▪ All WS volunteers will have free admission to the concert and dance.</li> <li>▪ Trish to handle cash; Cougar assisting.</li> <li>▪ Trish coordinates food. Primarily buns and cold cuts. Karen, Shirl, and Cougar to assist as needed through out evening.</li> <li>▪ Trish to arrange for insurance.</li> <li>▪ Hellenic Hall is not available for EVM to practice on Friday night. Trish arranging alternate time with Kirk of EVM. Attempting to get 1 p.m. on Saturday.</li> </ul> <p>General Notes:</p> <ul style="list-style-type: none"> <li>▪ Monica had to leave the meeting early. Cindy to follow up with Monica.</li> <li>▪ The President position remains vacant; Cindy is assuming some of the duties to alleviate pressure from Norma.</li> </ul> <p>General Notes:</p> <ul style="list-style-type: none"> <li>▪ A WS member has updated the Community Resource Directory. The newsletter is now 100% completed.</li> <li>▪ Tara has almost completed the update for the web site.</li> <li>▪ Karen will send the excel file to Tara for updating. This document is to be stored on the WS computer.</li> </ul> <p>General Notes:</p> <ul style="list-style-type: none"> <li>▪ This item was clarified. Our current cost is \$300 for an office, storage space and access to the site for meetings.</li> <li>▪ While the rent may seem high, the intent is to support the larger community and to continue to network with the Pride Centre. WS also hopes to have a volunteer be at the centre one or two evenings a week.</li> <li>▪ Cindy intends to contact Richard to discuss ongoing networking opportunities.</li> </ul> <p>Lori introduced a concern over the current email distribution practice of businesses having their ad's sent to our members for free. The distribution list currently has 300 names on it. The following decisions were reached:</p> <ul style="list-style-type: none"> <li>▪ Businesses will be charged a flat rate of \$60 for a one-time notification sent</li> </ul>
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		<p>to the distribution list.</p> <ul style="list-style-type: none"> <li>▪ Cindy is to contact Kate to inform her of this change.</li> <li>▪ Not for profits will not be charged.</li> <li>▪ Kate and Lori will coordinate invoicing.</li> <li>▪ Kate will inform businesses that there is now a fee for distribution.</li> </ul>
5.0	<p>New Business</p> <p>a) Board Member Business Ad in WS Newsletter P</p> <p>b) 2007 Budget Review</p> <p>c) April Monthly Board Meeting</p>	<p>General Notes:</p> <ul style="list-style-type: none"> <li>▪ The board approved a current board member to receive a business card advertisement in the WS newsletter in lieu of service provided to maintain the WS web site.</li> <li>▪ Moved by Norma. Carried</li> <li>▪ Deferred to March 2007 board meeting.</li> <li>▪ Trish to send out budget to board members prior to meeting.</li> <li>▪ Other Item: Insert a WS business card with Promotional Package. Lori will get quotes from Dial printing on 500 brochures and 500 business cards.</li> <li>▪ The meeting is currently scheduled for April 1<sup>st</sup>, the day after the March 31<sup>st</sup> dance. This meeting is cancelled and a determination will be made at the March meeting when and if to schedule an April board meeting.</li> <li>▪ Other Item: Cougar's Critters is interested in sponsoring a WS campout at Pine Trails. This item to be deferred to the March meeting.</li> </ul>
6.0.	Monthly Reports	Submitted reports are as follows:

**A) Financial**

General Notes: Trish moved the adoption of the Bank Reconciliation statement for period ending December 31, 2006.

**B) Newsletter**

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

<p>Accomplishments:</p> <ul style="list-style-type: none"> <li>• Accepted Sarah's resignation as newsletter designer, and began the search for a new designer.</li> </ul>	<p>Upcoming:</p> <ul style="list-style-type: none"> <li>• Sarah will contact Sarah, a potential new designer, and arrange a meeting if she seems to be a good fit for the position. Meeting participants may include Sarah, Sarah, Tara, Kate, and Norma.</li> </ul>
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**Goal 2- Womospace is a financially viable organization.**

<p>Accomplishments:</p> <ul style="list-style-type: none"> <li>• Obtained information from Dial Printing about the cost of last year's newsletters. Forwarded to Trish to help with the cost discrepancy issue.</li> </ul>	<p>Upcoming:</p> <ul style="list-style-type: none"> <li>• Update advertising spec sheet where needed.</li> </ul>
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<ul style="list-style-type: none"> <li>Forwarded newsletter page count history (2006) to Lori to help in creating the newsletter budget.</li> <li>Reviewed preliminary newsletter budget created by Trish.</li> </ul>	
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**Goal 3- Womonspace has a growing, active and diverse membership.**

<p>Accomplishments:</p> <ul style="list-style-type: none"> <li>Classified ads section of the newsletter has grown to more than half a page of ads.</li> </ul>	<p>Upcoming:</p> <ul style="list-style-type: none"> <li></li> </ul>
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**Goal 4- Womonspace models good governing practices.**

<p>Accomplishments:</p> <ul style="list-style-type: none"> <li>Uploaded meeting minutes and agendas to the website.</li> <li>Updated the calendar of events on the website for January and February.</li> <li>Considered Sarah’s request to switch the newsletter designer’s email account to Gmail. Agreed that it would be beneficial, and helped set up the account. New designer’s email: wspace designer@gmail.com.</li> </ul>	<p>Upcoming:</p> <ul style="list-style-type: none"> <li>Re-establish the newsletter archive.</li> <li>Update the rest of the calendar of events.</li> <li>Post past newsletters on the website (with last names removed).</li> <li>Proofread new promotional pamphlet.</li> <li>Ensure that community resources on website are current with those in the newsletter. Notify Karen of any changes.</li> <li>Propose using the same password for all board member Womonspace email accounts.</li> </ul>
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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>Assigned Colleen’s suggestion for a newsletter topic to the May issue (“Lesbian Moms”).</li> </ul>	<p>Upcoming:</p> <ul style="list-style-type: none"> <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></li> </ul>	<p>Upcoming:</p> <ul style="list-style-type: none"> <li></li> </ul>
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C) Membership

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

<p>Accomplishments:</p> <ul style="list-style-type: none"> <li>• Delivered posters announcing the February EVM/Womonspace Valentine’s Dance.</li> <li>• Printed posters stating that “after 9:00 dance was only for adults over 18”</li> <li>• Prepared labels/envelopes and mail out of February Newsletter to 155 members.</li> <li>• Inserted six new membership cards and receipts with Newsletter.</li> <li>• Provided volunteer coordinator with the names of possible volunteers for Feb. 10<sup>th</sup> dance.</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.**

<p>Accomplishments:</p> <ul style="list-style-type: none"> <li>• Made deposits into bank account of membership fees.</li> </ul>	<p>Upcoming:</p> <ul style="list-style-type: none"> <li>•</li> </ul>
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**Goal 3- Womonspace has a growing, active and diverse membership.**

<p>Accomplishments:</p> <ul style="list-style-type: none"> <li>• Received 3 membership renewals.</li> <li>• Included 25 renewal notices to members along with February Newsletter.</li> </ul>	<p>Upcoming:</p> <ul style="list-style-type: none"> <li>•</li> </ul>
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**Goal 4- Womonspace models good governing practices.**

<p>Accomplishments:</p> <ul style="list-style-type: none"> <li>•</li> </ul>	<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"> <li>• Delivered February dance posters to OUTreach on Univ. campus, The Roost, Prism and Pride Centre.</li> <li>• Mailed February Newsletters to numerous businesses in Edmonton.</li> <li>• Attended <i>Womonspace</i> Games Night on January 12<sup>th</sup>.</li> <li>• Attended <i>Womonspace</i> skating</li> </ul>	<p>Upcoming:</p> <ul style="list-style-type: none"> <li>•</li> </ul>
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party on January 28<sup>th</sup>.

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

Accomplishments:

- Redesigned the '*Promotional Brochure*' for the Board to review.

Upcoming:

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D) Secretary

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

Accomplishments:

- Assisted with the Games night held at Prism.
- Updated the WS voice mail message.
- Encouraged numerous people to come out to the skating event.

Upcoming:

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

Accomplishments:

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Upcoming:

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

Accomplishments:

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Upcoming:

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

Accomplishments:

- Ongoing maintenance of storing documents on WS computer.
- Complied and distributed Jan board minutes.

Upcoming:

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

Accomplishments:

- Assisted the Membership Director with revamping the WS brochure.
- Participated in a planning meeting

Upcoming:

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for the upcoming EVM concert and WS dance.

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

Accomplishments:

- Responded to several calls left on the answering service. Three inquiries about WS and its mandate. Two calls requesting counseling and advocacy services and one call requesting information on advertising within the newsletter.

Upcoming:

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E) Vice-President

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

Accomplishments:

- Assist with Games Night activities.
- Met with Kirk regarding EVM Concert Planning

Upcoming:

- Help with E.V.M. Concert Feb 10<sup>th</sup> Dance
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**Goal 2- Womospace is a financially viable organization.**

Accomplishments:

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Upcoming:

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

Accomplishments:

Met with Lori to revise Sponsorship Package  
Prepare draft of Sponsorship Package changes for February board meeting.

Upcoming:

- Complete final draft of Sponsorship Package and distribute.

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

Accomplishments:

- Prepare Agenda for Feb. Board Meeting
- Prepare 'President's Musings' for Newsletter.
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Upcoming:

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

Accomplishments: •	Upcoming: •
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**Goal 6- Womonspace is a respected and recognized organization within the community.**

Accomplishments: • Assist with Office re-organization	Upcoming: • Catalogue magazines/periodicals from office storage in a useable format for future reference.
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F) Past-President

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

Accomplishments: • Spoke with Deanna Vath about increased costs for DJ services and the implementation schedule for these increases. • Prepared the President recruitment advertisement for the newsletter. • Corresponded with the newsletter editor and board members on the placement of a personal business ad in the newsletter. • Reviewed level of commitment and responsibility with the vice-president.	Upcoming: • •
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**Goal 2- Womonspace is a financially viable organization.**

Accomplishments: • Advised board members that proposed budgets were due at the Feb. board meeting. • Asked that increased DJ costs at womonspace dances be incorporated into the budgets.	Upcoming: •
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**Goal 3- Womonspace has a growing, active and diverse membership.**

Accomplishments: • Wrote the President's Musings for the January and Feb. newsletter encouraging members to get involved and become active in their organization.	Upcoming: •
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**Goal 4- Womonspace models good governing practices.**

<p>Accomplishments:</p> <ul style="list-style-type: none"> <li>• Corresponded with board members on the resignation of the newsletter designer.</li> <li>• Forwarded draft agenda to the vice-president for completion.</li> <li>• Reorganized the womospace office at Pride Centre. Thank you to Cindy, Karen, Trish, Cougar, Jen and Shirl for your help.</li> <li>• Reviewed the Jan. meeting minutes.</li> <li>• Corresponded with the newsletter editor on the retention of web files.</li> </ul>		<p>Upcoming:</p>	
7.0	Next Meeting	Sunday, March 4th at Pride Centre @ 10:30 a.m.	
8.0	Adjournment	<b>Motion</b> to adjourn meeting at 12:30 p.m. Moved by Norma. <b>Carried.</b>	