

WOMONSPACE (WS) MEETING
January 7, 2007
Location: Pride Centre-Norwood

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

Shirl (Member)

Absent: Monica (Volunteers), Kate (Newsletter),

	Agenda Topic	Discussion and Decisions
1.0	Call to Order	Norma called the meeting to order at 10:45 a.m.
2.0	Adoption of Agenda	Addition to Agenda 5. New Business 5(e) Dance format, 5(f) Volunteer Director, proposed changes, 5(g) 2007 Budgets Motion to accept as amended. Moved by Lori. Carried
3.0	Review and Adoption of Minutes from WS and December 3 rd 2006	Motion to accept the minutes as presented. Moved by Trish. Carried
4.0	Unfinished Business	
	a) Newsletter Production Options	Tara reported. General Notes <ul style="list-style-type: none"> ▪ Dial Printing will continue to be used for newsletter reproduction. ▪ On-Line Newsletter option. There was considerable discussion around this item. The intent would be to reduce newsletter costs by giving members the option to choose an on-line format of the newsletter. No formal decision was reached. In the interim, as Tara has taken over the maintenance of the WS web site, she will upload the newsletter and will ensure that all last names are taken out.
	b) 2007 Sponsorship Program Update	General Notes: <ul style="list-style-type: none"> ▪ Cindy and Lori to work together to get the 2007 Sponsorship package prepared and ready for mailing by January 27th. Lori presented a lot of feedback at the December board meeting and this will be taken into consideration in preparing the package. ▪ Cougar's Critters will sponsor the Family Fun Skate on January 28th. ▪ Womyns' Ware is ending their advertisement effective for the February 2007 newsletter. They have however, expressed interest in sponsoring some of our 2007 events. Lori and Cindy to thank them for their past support and to determine what level of sponsorship they are interested in. ▪ Michael Phair sponsored last year's Pride dance at \$250. A package is to be sent to him.
	c) Promotional Brochure Revisions	General Notes: <ul style="list-style-type: none"> ▪ Karen and Colleen to assume responsibility for updating this document. A draft will be presented to the board members at the February meeting.
	d) January Events	Games Night at Prism - January 12 th - 7 - 10 p.m. <ul style="list-style-type: none"> ▪ Several different board games will be available. (Cribbage, Scrabble, Cranium, Taboo, Pictionary) Lori is organizing a pool tournament. Given

		<p>Monica's absence, Trish is prepared to buy snacks with a modest budget of \$25.</p> <ul style="list-style-type: none"> ▪ Admission is \$2. ▪ Colleen will bring membership forms. ▪ Colleen, Trish and Karen to cover admission and door throughout evening. <p>Family Fun and Friends Skate - January 28th - 1 - 4 p.m.</p> <ul style="list-style-type: none"> ▪ Cougar's Critters is sponsoring this event. Cougar will supply the hot chocolate, the wood for the fire, and a coleman stove as needed. Cougar will also attend to the fire. ▪ Jenn and Kate will be at the site for noon and will identify our picnic site with a banner, etc.
5.0	<p>New Business</p> <p>a) EVM Concert & Dance Planning</p> <p>b) New Volunteer Follow up</p> <p>c) Community Resource Directory</p> <p>d) Office organization</p> <p>e) Dance Format</p> <p>f) Volunteer Director-Proposed Changes</p>	<p>General Notes:</p> <ul style="list-style-type: none"> ▪ Trish to contact Kirk to set up a planning meeting. Tentative dates include January 9, 11, 15, 18. ▪ Board members to assist in the planning includes: Trish, Jenn, Cindy, Karen ▪ Bar proceeds are 100% Womospace. ▪ Door proceeds are split 50/50 with EVM. ▪ No liquor sales until 9 p.m., due to the presence of minors. Minors will be asked to leave at 9 p.m. <p>Deferred to February meeting. Monica to check if she has the sign up sheets for the committee members. Norma to contact Monica.</p> <p>This directory is posted on the web site. Tara has been updating the outdated information. Karen is maintaining a similar list on the WS computer.</p> <p>Several board and committee members stayed after the meeting for 2.5 hours to organize the office and storage area for WS.</p> <p>General Notes:</p> <ul style="list-style-type: none"> ▪ Jenn to confirm all dates with Deanna Vath. ▪ \$318 cash needs to be paid to Neil of Bellevue Hall immediately. Trish to contact Neil. ▪ Quiet room idea at the dances. Decided to not pursue. <p>General Notes</p> <ul style="list-style-type: none"> ▪ Jenn has decided to not pursue the position of President. ▪ Norma is continuing to look at ways to minimize her involvement. It was agreed that Norma and Cindy will alternate writing 'President Musings' for the newsletter and chairing the board meetings. They will also jointly work on Strategic Planning for 2007. The schedule is as follows: <ul style="list-style-type: none"> ○ February: Cindy ○ March: Norma ○ April: Cindy ○ May: Norma ○ June: Cindy ○ July-August: No one ○ September: Norma ○ October: Cindy

	g) 2007 Budgets	Directors are to submit budgets to Trish by February 1 st .
6.0.	Monthly Reports	Submitted reports are as follows:

A) Financial

General Notes: Bank Reconciliation and Budget accepted with amendment: Cougar's expense of \$47.88.

PRELIMINARY

Womonspace Bank Reconciliation

For the Period Ending November 30, 2006

from Bank Statement	<u>Amount:</u>
Opening Balance	12,091.36
Withdrawals	-217.75
Deposits	3,003.24
Ending Balance as per Bank Statement	<u>14,876.85</u>
Outstanding Cheques	-5,294.00
Outstanding Deposits	6,386.00
Adjusted Bank Balance as at January 6, 2007	<u><u>15,968.85</u></u>

Accomplishments: <ul style="list-style-type: none"> • 	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"> • Updated vital areas of the website. 	Upcoming: <ul style="list-style-type: none"> • Re-establish the newsletter archive. • Update calendar of events and attempt to post meeting minutes and AGM documents on website.
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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"> •
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Goal 6- Womonspace is a respected and recognized organization within the community.

Accomplishments: <ul style="list-style-type: none"> • Met Kirk Kryvenchuk of EVM at the choir's Christmas concert. 	Upcoming: <ul style="list-style-type: none"> •
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C) Membership

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

Accomplishments: <ul style="list-style-type: none"> • Designed and delivered posters announcing January events (games night, skating party and the February EVM/Womonspace Valentine's Dance). • Prepared labels/envelopes for December/January Newsletter to 165 members. 	Upcoming: <ul style="list-style-type: none"> •
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- Inserted any new membership cards and receipts with Newsletter.

Goal 2- Womonspace is a financially viable organization.

Accomplishments:

- Collected membership forms and money from businesses selling dinner/dance tickets.
- Made deposits into bank account of dinner/dance monies and membership fees.

Upcoming:

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

Accomplishments:

- Received 6 membership renewals.
- Will include membership renewal notices to 14 members with December/January Newsletter.

Upcoming:

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Goal 4- Womonspace models good governing practices.

Accomplishments:

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Upcoming:

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

Accomplishments:

- Delivered January Events poster to Outreach on Univ. campus, The Roost, Prism and Pride Centre.
- Mailed December/January Newsletters to numerous businesses in Edmonton.
- Mailed 'thank you' cards to Ailwin and Valda for their participation on the Board.
- Attended EVM concert at Unitarian Church.

Upcoming:

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D) Secretary

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

<p>Accomplishments:</p> <ul style="list-style-type: none"> • Continue to organize and clean up the Directories on the WS computer. • Updated the WS voice mail message and responded to messages as required. • Assisted in a variety of aspects for Xmas dinner and dance. • Complied and distributed Dec monthly minutes. 	<p>Upcoming:</p> <ul style="list-style-type: none"> •
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Goal 2- Womospace is a financially viable organization.

<p>Accomplishments:</p> <ul style="list-style-type: none"> • 	<p>Upcoming:</p> <ul style="list-style-type: none"> •
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Goal 3- Womospace has a growing, active and diverse membership.

<p>Accomplishments:</p> <ul style="list-style-type: none"> • Informed 2 different people who called in how to get a membership and the accompanying benefits. 	<p>Upcoming:</p> <ul style="list-style-type: none"> •
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Goal 4- Womospace models good governing practices.

<p>Accomplishments:</p> <ul style="list-style-type: none"> • Maintaining accurate documents on WS computer. 	<p>Upcoming:</p> <ul style="list-style-type: none"> •
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E) Vice-President

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

<p>Accomplishments:</p> <ul style="list-style-type: none"> • Worked setup and clean up at Dec. dinner and dance. 	<p>Upcoming:</p> <ul style="list-style-type: none"> • •
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Goal 2- Womospace is a financially viable organization.

<p>Accomplishments:</p> <ul style="list-style-type: none"> • Worked with the Treasurer on the collection of bar and admission proceeds at the Dec. dinner and dance. 	<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> <p>E-mailed Lori and offered to assist with Advertising package as some major revamping is required.</p>	<p>Upcoming:</p> <ul style="list-style-type: none"> •
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Goal 4- Womonspace models good governing practices.

<p>Accomplishments:</p> <ul style="list-style-type: none"> • Followed up with secretary and board member via email regarding threatening e-mail and advised this should be discussed further at the January meeting. • Follow up discussions with past-president on reimbursement (suggested partial payment until problem resolved) for the Christmas dinner caterer. • E-mailed the newsletter editor on newsletter and offered assistance with future newsletters. • Reviewed the Dec. meeting minutes with Secretary and discussed changes. • Discussed with Jenn – vacant Presidency 	<p>Upcoming:</p>
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F) Past-President

General Notes: Norma is in ongoing discussions with a member who expressed interest in an old timer’s dance.

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

<p>Accomplishments:</p> <ul style="list-style-type: none"> • Responded to a member inquiry advising that womonspace will not host an o Old Time Rock and Roll Dance, however, information was shared on Prism Bar and Grill retro night on January 5th. 	<p>Upcoming:</p> <ul style="list-style-type: none"> • • • •
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Goal 2- Womonspace is a financially viable organization.

<p>Accomplishments:</p> <ul style="list-style-type: none"> • Worked with the Treasurer on the collection of bar and admission proceeds at the Dec. dinner and 	<p>Upcoming:</p> <ul style="list-style-type: none"> •
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dance.	
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Goal 3- Womonspace has a growing, active and diverse membership.

Accomplishments: <ul style="list-style-type: none"> • Drafted the President’s musings for the Feb. newsletter encouraging individuals from divergent backgrounds to become involved with the organization. 	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"> • Responded to a board member email on proposed changes Directors. • Followed up with vice-president and Treasurer on reimbursement for the Christmas dinner caterer. • Corresponded with the newsletter editor on newsletter design issues. • Drafted the January meeting agenda package. • Reviewed the Dec. meeting minutes. 	Upcoming: <ul style="list-style-type: none"> •
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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"> • Initiated discussions with EVM on the upcoming concert and dance in Feb. 	Upcoming: <ul style="list-style-type: none"> • • • •
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7.0	Next Meeting	Sunday, February 4th at Pride Centre @ 10:30 a.m.
8.0	Adjournment	Motion to adjourn meeting at 12:30 p.m. Moved by Cindy. Carried.