

WOMONSPACE (WS) MEETING
May 6, 2007
Location: Pride Centre-Norwood

Present: Norma (Past President), Jenn (President), Cindy (Vice-President), Trish (Treasurer), Colleen (Membership), Lori (Marketing/Public Relations), Karen (Secretary), Cougar (Activities), Connie (Volunteers), Diane (Web Mistress), Dolly (Member)
Absent: Kate (Newsletter), Tara (Newsletter)

	Agenda Topic	Discussion and Decisions
1.0	Call to Order	Jenn called the meeting to order at 10:40 a.m. Jenn also introduced Diane as our newly created Web Mistress. It is noted that this position does not voting privileges.
2.0	Adoption of Agenda	Addition to Agenda 5. New Business 5(e) WS phone line, 4(f) Golf Tournament, 4(g) Outstanding Payables, 5(h) Newsletter Motion to accept as amended. Moved by Karen. Carried
3.0	Review and Adoption of Minutes from WS March 4, 2007	Motion to accept the minutes as presented. Note there was no Board meeting in April 2007. Moved by Karen. Carried
4.0	Unfinished Business a) Silent Auction at May 12 th dance b) May 12 th dance	Colleen reported. General Notes <ul style="list-style-type: none"> ▪ Colleen, Linda and Lori will set up for auction around 6:30p.m. Jenn will ensure hall is open. ▪ Auction is to run from 9:00 - 10:30 p.m. ▪ Approximately 80 items are available for sale. General Notes: <ul style="list-style-type: none"> ▪ Setup: Cindy and Norma ▪ Clean Up: Karen, Jenn, Connie, Trish, Cougar, Norma ▪ Food will be out between 10:00 to Midnight. The amount and type of food is to be reduced. Items will consist of buns, meats, cheese, pickles, olives, mustard and desserts. ▪ Trish to provide name tags for board members who do not have any: Connie, Cougar, Karen
5.0	New Business a) June 16 th Unity Dance	General Notes: <ul style="list-style-type: none"> ▪ It was decided to cancel the concert in conjunction with the June dance. There are too many logistics to be worked out and a limited amount of time to do it in. ▪ Jenn is to approach Kat Dancer and potential other parties to perform at the September dance. Preparations should start now. ▪ It was determined to offer a fixed fee of \$300 to a maximum \$400. There would be no door proceeds. ▪ Volunteer Requirements: <ul style="list-style-type: none"> ▪ Door: 9 p.m. to midnight - 2 people per shift

		<ul style="list-style-type: none"> ▪ Membership Table: 9 p.m. to 11 p.m. – 2 people per shift ▪ Bar: Board members to work shifts behind bar ▪ Clean Up: 5 to 8 volunteers plus board members ▪ Ticket Prices: <ul style="list-style-type: none"> ▪ \$7 members and \$12 non members ▪ Colleen to produce posters and 150 advance tickets. These will be distributed at Prism, Earth's General Store, Pride Centre, Woody's. ▪ Door Ticket Sales: <ul style="list-style-type: none"> ▪ Trish to contact Kiki to determine actual hall capacity ▪ If 150 advance tickets are sold we will need to restrict sales at door based on hall capacity. ▪ Jenn to arrange for wrist bands for door entry. ▪ All posters and subsequent advertising to have the wording "members and invited guests" ▪ The Board will determine if decorating is needed at each dance and what the budget will be. ▪ The Decorating team will determine how to decorate, what decorations to use, etc. ▪ No decorations are required for the May dance. ▪ WS to sponsor at the \$250 level ▪ Cindy is our contact with the Pride Committee ▪ WS to have a booth after the parade on June 16th. Volunteers are already in place and will be selling memberships and advance tickets for the Unity Dance. The volunteers consist of Cindy, Colleen, Donna and Sandy. ▪ The phone line is receiving a lot of messages from individuals who have issues and needs beyond the mandate of WS. Karen to add the following tag line to the greeting: "WS is a social and recreational organization only for lesbians in the Edmonton and surrounding area. For all other issues please contact the Support Network at 211." ▪ The committee has been established and presently consists of Jenn, Connie, Trish, Valda and Irene. ▪ Dial has been paid. ▪ Pride Rent: It was determined that WS will pay a storage fee between Sep to Dec 2006 of \$150 per month for a total of \$600. ▪ Norma to submit a letter to the Board of Pride ▪ Pride has post-dated cheques for 2007 rent at \$300. ▪ Motion to accept proposed fee. Moved by Karen. Carried ▪ May and June 2007 newsletters to be produced. ▪ Cindy to write an article for the June newsletter explaining the change in the number of newsletters produced. We are moving to a bi-monthly format, with newsletters ready prior to the 1st: ▪ The schedule for the remainder of the year is as follows: <ul style="list-style-type: none"> ▪ July/August ▪ September/October ▪ November/December ▪ Norma to contact the editors and designers to ensure newsletters are ready
	b) Advertisement for Dances	
	c) Decorating at Dances	
	d) Pride - Sponsorship	
	e) WS Phone Line	
	f) Golf Tournament Committee	
	g) Outstanding Payables	
	h) Newsletter	

	i) June Meeting	<p>prior to the 1st of the month.</p> <ul style="list-style-type: none"> ▪ Jenn will ask Kate to take minutes at the next board meeting as Karen will be away.
6.0.	Monthly Reports	Submitted reports are as follows:

A) Membership

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

<p>Accomplishments:</p> <ul style="list-style-type: none"> • Prepared labels/envelopes for mail out of April Newsletters to 170 members. • Inserted new membership cards with Newsletter. • Prepared second insert for the April Newsletter advertising the upcoming Silent Auction fundraiser. • Attended meeting of Membership Drive Sub-Committee for Pride Week activities. 	<p>Upcoming:</p> <ul style="list-style-type: none"> • Purchase clear labels and prepare them for the back of business cards for our Membership Drive at Churchill Square. • Locate an individual to do face painting at Churchill Square on June 16th. • Preparing for the upcoming Silent Auction by soliciting/picking up donations and organizing bidding sheets, etc.
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Goal 2- Womonspace is a financially viable organization.

<p>Accomplishments:</p> <ul style="list-style-type: none"> • Made deposit into bank account of membership fees. • Collected membership fees from main post office box. • Part of a sub-committee to organize a Silent Auction fundraiser in conjunction with the May 12th dance. 	<p>Upcoming:</p> <ul style="list-style-type: none"> • Print and distribute tickets for June Unity Dance as soon as the details are finalized.
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Goal 3- Womonspace has a growing, active and diverse membership.

<p>Accomplishments:</p> <ul style="list-style-type: none"> • Included 8 renewal notices to members along with April Newsletter. 	<p>Upcoming:</p> <ul style="list-style-type: none"> • Waiting to be contacted by VUEWEEKLY as they are going to feature an article on Womonspace in their “Totally Gay” column.
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Goal 4- Womonspace models good governing practices.

<p>Accomplishments:</p> <ul style="list-style-type: none"> • 	<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 May event posters to OUTreach on Univ. campus, The Roost, Prism and Pride Centre. • Mailed April Newsletters to numerous businesses in Edmonton. • Contacted several members to solicit articles for the May Newsletter on Lesbian Moms and Step-Moms.. 	<p>Upcoming:</p> <ul style="list-style-type: none"> • 	
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Goal 6- Womospace is a respected and recognized organization within the community.

<p>Accomplishments:</p> <ul style="list-style-type: none"> • Picked up from Dial and distributed our business cards. • Contacted Dial Printing to receive quotes on the printing of extra issues of the June Newsletter. 	<p>Upcoming:</p> <ul style="list-style-type: none"> •
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B) Past-President

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

<p>Accomplishments:</p> <ul style="list-style-type: none"> • Coordinated 2007 volunteer recognition with Volunteer Director and Membership Director. • Finalized organizing details with the Activities Director for the April Coffee House. 	<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"> • Confirmed with the Newsletter Editor an acceptable cost for the production of the April newsletter. • Discussed various newsletter production options inclusive with the financial impact of each. 	<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"> • Corresponded with board members on the development of a volunteer registry. • Worked with Newsletter Editors on securing additional newsletter 	<p>Upcoming:</p> <ul style="list-style-type: none"> •
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<p>volunteer assistance.</p> <ul style="list-style-type: none"> Recruited and organized an orientation meeting for the new volunteer web master. Recruited and met with the new Volunteer Director to help familiarize her with her roles and responsibilities. 		
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Goal 4- Womonspace models good governing practices.

<p>Accomplishments:</p> <ul style="list-style-type: none"> Advised the President on agenda items for the May board meeting. Prepared and circulated the Past-president monthly report. Emailed the new President on governance practices and process. Attended the newsletter sub-committee meeting & confirmed the assignment of tasks to newsletter volunteers. 	<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"> Accepted the resignation of the outgoing Volunteer Director with regret on behalf of the board. 	<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"> Expressed appreciation for the continued cooperation with Prism Bar and Grill in hosting womonspace sponsored events. 	<p>Upcoming:</p> <ul style="list-style-type: none">
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7.0	Next Meeting	Sunday, June 3 rd at Pride Centre @ 10:30 a.m.
8.0	Adjournment	Motion to adjourn meeting at 12:30 p.m. Moved by Norma. Carried.