

WOMONSPACE (WS) MEETING
September 16, 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), Diane (Web Mistress), Tara (Newsletter)
Absent: Kate (Newsletter)

	Agenda Topic	Discussion and Decisions
1.0	Call to Order	Cindy called the meeting to order at 1:20 p.m.
2.0	Adoption of Agenda	Motion to accept minutes. Moved by Trish. Carried
3.0	Review and Adoption of Minutes from WS June 3, 2007	Motion to accept the minutes as presented. Moved by Lori. Carried
4.0	Unfinished Business	
	a) Unity Dance Report	Trish reported. General Notes <ul style="list-style-type: none"> ▪ Trish to email this report to board members. ▪ Trish to follow up on whether damage deposit was returned.
	b) Golf Tournament Report-Preliminary	Trish reported. General Notes: <ul style="list-style-type: none"> ▪ Profits are expected to increase for this event. ▪ The board extended a thank you to each of the committee members for putting on a flawless event. Cougar is also acknowledged for donating firewood.
	c) Newsletter Production	Tara reported. General Notes: <ul style="list-style-type: none"> ▪ Short term Strategy: Brienne is contracted on an issue by issue basis at \$550 per issue. She is working with Sarah W. This is within the newsletter budget for the rest of fiscal year. ▪ Long term Strategy: Go back to a volunteer position with a minimum of two individuals. A professional designer is required. ▪ Advertise at GMCC and NAIT for additional qualified design individuals. Jenn agreed to post advertisements at these locations. ▪ The board also determined that a membership for stock photos at \$750 per year will not be permitted or purchased. ▪ Jenn to follow up with Marcy to determine her interest in returning to this position. The approved fee is set at \$250 per issue.
	d) Web Site Feedback	Diane reported. General Notes: <ul style="list-style-type: none"> ▪ All links are now functional. ▪ Diane recommended moving away from the Gay Canada server as it would give our site more features. Currently we are hosted for free on the Gay Canada server. ▪ Hosting our own web would cost around \$30 per month. This could be established through Diane's account with Shaw. Diane currently supports other clients in this fashion.

	<p>e) August 24th Games Night Review</p> <p>f) Interim President Performance Report</p> <p>g) Music Concert with Kat Dancer</p>	<p>Karen reported. General Notes.</p> <ul style="list-style-type: none"> ▪ Overall the evening was another success and it continues to be a way to support Prism. ▪ Lori will not run a best 2 out 3 tournament again. It appears to take too long to play out. ▪ It was determined that it would be appropriate to hold these types of events at Prism during the summer months. <ul style="list-style-type: none"> ▪ Jenn was formally thanked and acknowledged for her commitment in serving as interim President. ▪ Jenn expressed interest in having her name stand for the Volunteer Director position at the upcoming AGM. ▪ Cougar is currently serving as interim Activity Director and will determine her availability to continue at the board level prior to the AGM. <ul style="list-style-type: none"> ▪ This item has been deferred to a future meeting with the new board.
5.0	<p>New Business</p> <p>a) Volunteer Director Vacancy</p> <p>b) WS 2007 AGM</p> <p>c) Bartender Salary Review</p> <p>d) September Dance</p>	<p>General Notes:</p> <ul style="list-style-type: none"> ▪ Jenn to let her name stand at the AGM for this position. However, she will immediately assume duties as Volunteer Director. <ul style="list-style-type: none"> ▪ <u>AGM Chair</u> - Lori to contact Julie Lloyd. ▪ <u>Audited Financial Statements</u> - Requires two WS members. Cindy and Diane have volunteered. Trish will have the books completed for review by October 6, 2007. ▪ <u>AGM Agenda</u> - Norma to complete. Colleen to provide copies at AGM. ▪ <u>AGM Facilitator</u> - Cindy will perform this function. ▪ <u>AGM Reports</u> - All directors are to send their report to Colleen by October 6th. These reports will go into the AGM package and will be distributed at the meeting. Jenn to complete a President and Volunteer Director report. Norma will provide a report on the Strategic Planning that WS has undertaken. ▪ <u>Positions up for Election</u> - President, Volunteer, Membership, Activities, Secretary, and Marketing. ▪ <u>Recorder at AGM</u> - To be determined. ▪ <u>Current Secretary</u> - Karen announced that she is resigning from the board, effective immediately. Her last duty is to prepare these minutes. She has agreed to monitor the phone line on an ongoing basis as this will reduce one of the responsibilities for the board. ▪ <u>Signing Authority</u> - Following the AGM the signing authority for WS will have to change as Norma will be leaving her position as Past President. <ul style="list-style-type: none"> ▪ Current salary is \$75. ▪ Cindy has asked for an increase in this fee. ▪ Motion to not raise current fee. Moved by Lori. Carried ▪ Cindy will be asked to work the September dance, otherwise Lori will cover. <ul style="list-style-type: none"> ▪ <u>Jam Night</u> - Jenn to organize all details around this event which will start at 7 p.m. ▪ <u>DJ</u> - Norma to contact Deanna regarding requests at dances and reading the crowd appropriately. ▪ <u>Volunteers</u> - Jenn to arrange volunteers. Colleen has already arranged some shifts.

	e) WS Event Review	<ul style="list-style-type: none"> ▪ <u>Decorations</u> - Dolly has offered to decorate. Cougar to contact Dolly. ▪ <u>Hall</u> - Trish to meet and and speak with Neil regarding payment issues. ▪ <u>Food</u> - Cougar to purchase food. Jenn to organize for volunteers to set up and take down food. ▪ <u>Games Night</u> - another Games night to be held at Prism is scheduled for Nov 23rd. ▪ <u>Dec 8th - Christmas dinner and dance.</u> Colleen has been in contact with a reputable caterer. She will arrange for the Xmas dinner. Cost per plate \$16. Ticket prices will be set at \$20 and \$25 respectfully.
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6.0.	Monthly Reports	Submitted reports are as follows:
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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 June, July/August and September/October Newsletters to approximately 190 members. • Inserted new membership cards and receipts with Newsletters. • Participated at booth at Churchill Square for membership drive and to sell tickets to Pride Dance. • Attended baseball game during Pride to hand out water bottles as advertising for Womonspace. • Printed and delivered posters for September 22nd dance. • Updated Volunteer Registry to ensure all individuals still wanted to be contacted. • Cindy and I have started to contact volunteers for September 22nd dance. 	<p>Upcoming:</p>
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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. • Contacted a dependable individual that would be able and interested in catering our December 8th dinner/dance – will bring details to 	<p>Upcoming:</p>
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Sept 16 meeting.	
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Goal 3- Womonspace has a growing, active and diverse membership.

Accomplishments: <ul style="list-style-type: none"> Included renewal notices to members along with the Newsletters. 	Upcoming:
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Goal 4- Womonspace models good governing practices.

Accomplishments: <ul style="list-style-type: none"> 	Upcoming:
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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"> Mailed the Newsletters to numerous businesses in Edmonton. Asked GayCalgary Magazine to update their Womonspace ad to include our social activities, not just an ad for our Board meetings.. E-mailed contacts for Making Waves Swim Club, Curling with Pride, Badminton Group and Team Edmonton to ask if they would like to submit articles for our November/December issue on "Sports". 	Upcoming: <ul style="list-style-type: none"> Recheck with contacts to see if they have articles for upcoming Newsletter.
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Goal 6- Womonspace is a respected and recognized organization within the community.

Accomplishments: <ul style="list-style-type: none"> Ensured that Dial Printing received their overdue payments. 	Upcoming: <ul style="list-style-type: none"> Contact Licorice Whip DJ service regarding dances.
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B) Past-President

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

Accomplishments: <ul style="list-style-type: none"> Confirmed with the Newsletter Committee that womonspace will produce an electronic newsletter beginning September 07 for a trial 	Upcoming: <ul style="list-style-type: none">
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period covering 3 editions.

Goal 2- Womonspace is a financially viable organization.

Accomplishments:

- Reviewed rental fees owing at Bellevue Community Hall with womonspace treasurer and determined that the account is paid in full.
- Communicated with the newsletter editor on approving design development costs and the resulting budget impact.

Upcoming:

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

Accomplishments:

- Met with newsletter committee members and corresponded with board members on the production and design development of the newsletter.
- Continued to work with board members on securing additional newsletter volunteer assistance.
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Upcoming:

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Goal 4- Womonspace models good governing practices.

Accomplishments:

- Prepared the September agenda package inclusive with Strategic Planning and AGM documents.
- Prepared and circulated the Past-president monthly report.
- Confirmed with Anne Davidson that she would facilitate the annual strategic planning workshop for womonspace.
- Provided the womonspace web mistress with suggestions on web site content.

Upcoming:

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

<p>Accomplishments:</p> <ul style="list-style-type: none"> Resolved the outstanding rent payable to Pride Centre for the period Sept. 06 to Dec. 06. Attended the Camp Fire Fly fundraising brunch during Pride Week. Communicated with Pride Centre on the lease agreement renewal and signing. 	<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"> Corresponded with all board members on the strategic importance of womonspace having a presence at community functions. 	<p>Upcoming:</p> <ul style="list-style-type: none">
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B) Marketing

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

<p>Accomplishments:</p> <ul style="list-style-type: none"> Ran pool tournament for Games Nite. Secured prizes for pool tournament. Spoke with Tanya of Womyns'Ware for prize donations for Sept/Oct dances. Spoke with Nicole of Theatre Network for theatre tickets as prizes for Sept. dance. 	<p>Upcoming:</p> <ul style="list-style-type: none"> Games Night at Prism with another pool tournament on Friday Nov 23. Organize prizes for tournament. Set up Womynsware Donation prize at Womonspace dance.
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Goal 2- Womonspace is a financially viable organization.

<p>Accomplishments:</p> <ul style="list-style-type: none"> Sent out invoices. Contacted all advertisers concerning WS bi-monthly newsletters. 	<p>Upcoming:</p>
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Goal 3- Womonspace has a growing, active and diverse membership.

<p>Accomplishments:</p> <ul style="list-style-type: none"> • Attended the WCPC and brought along Womospace business cards, newsletters and brochures to attract members from Calgary. 	<p>Upcoming:</p> <ul style="list-style-type: none"> • Contacted Sparky in Calgary to discuss drop-off locations there.
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Goal 4- Womospace models good governing practices.

<p>Accomplishments:</p> <ul style="list-style-type: none"> • Contacted Julie Lloyd about chairing the AGM. 	<p>Upcoming:</p>
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Goal 5- Womospace is an inclusive organization that promotes collaboration and camaraderie with others.

<p>Accomplishments:</p> <ul style="list-style-type: none"> • Met with Mycol Ormandy of ISCRW to promote Mitts with Tits Baseball Tournament. • Contacted Exposure Festival organizers to advertise their event on our website. • Contacted Sparky of WCPC to advertise their event on website. • Created posters for Aug 24 Games Nite and distributed them. • Confirmed Steve's attendance at the Sept dance for free advertising. 	<p>Upcoming:</p> <ul style="list-style-type: none"> • Contact Steve from Gay Calgary Magazine to advertise Oct and Dec dances. • Arrange to pick up donations sent by Womyns'Ware at the Pride Centre. •
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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"> • Participated at the Womospace booth during Pride Week at Churchill Square. • Attended Baseball game during Pride Week. 	<p>Upcoming:</p>
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D) Editors'

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

<p>Accomplishments:</p> <ul style="list-style-type: none"> • After discussing with the board via email, contracted Brianne as a designer for \$550 per newsletter 	<p>Upcoming:</p> <ul style="list-style-type: none"> • Contact Sarah B. to find out if she's still interested in volunteering for the newsletter.
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<p>issue.</p> <ul style="list-style-type: none"> • Had an email discussion with the designers (Brianne and Sarah W.) to decide who will take on which newsletter-related tasks. (Sarah B. did not respond to the email. Unsure if she still wants to be involved.) Reviewed the workflow process. • Determined that Marcey is unable to join the design team at this time, but may be able to in the new year. • Encouraged Lindy to start submitting book reviews again. 	<ul style="list-style-type: none"> • Begin posting back issues of the newsletter on the website. (Last names and photos of community members will be blurred out.)
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Goal 2- Womonspace is a financially viable organization.

<p>Accomplishments:</p> <ul style="list-style-type: none"> • Examined the budget to determine if Womonspace can afford professional design services. Concluded that it is within the budget, although not an ideal situation. 	<p>Upcoming:</p> <ul style="list-style-type: none"> • Advertise for a volunteer newsletter designer, perhaps at Grant MacEwan and/or NAIT. (Ask Sarah W. for her recommendations on what skills, software, etc. we should advertise as being required.)
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Goal 3- Womonspace has a growing, active and diverse membership.

<p>Accomplishments:</p> <ul style="list-style-type: none"> • Sent out an electronic version of the newsletter to the entire email distribution list (members and non-members). In the message, encouraged non-members to become members to continue receiving the newsletter electronically and/or by mail. Also asked for feedback from members about the electronic version. 	<p>Upcoming:</p> <ul style="list-style-type: none"> • Send out the next issue electronically, in full colour if possible, to the whole list. Again, encourage non-members to become members and request feedback. • Collaborate with Colleen to create a members-only distribution list for future mail-outs of the electronic version. <p>Note: The newsletter will still be published in hard copy and mailed out, as usual. The electronic version will be an added benefit to membership. It may also be used as a marketing tool again in the future.</p>
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Goal 4- Womonspace models good governing practices.

<p>Accomplishments:</p> <ul style="list-style-type: none"> • Participated in a newsletter committee meeting. • Decided to produce the newsletter 6 times per year rather than 11, with the goals of improving its quality and ensuring the membership receives it on time. • Changed the newsletter submission deadline to the first of the month prior to the issue month (e.g., Oct 1 for Nov/Dec issue) to allow more time for editing and design. • Asked Brienne to rebuild the newsletter in InDesign to eliminate the problems that were occurring with the Quark file. Okayed minor redesign suggestions. 	<p>Upcoming:</p> <ul style="list-style-type: none"> • Remove any outdated classifieds ads after contacting the advertisers.
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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"> • Requested that Diane update the website to reflect the content of the newsletter's Resource Directory, including the recent changes. • Ran a full-page thank you in the newsletter, recognizing all the golf tournament sponsors. • Ran an article about Youth Understanding Youth and the organization's need for volunteers. 	<p>Upcoming:</p> <ul style="list-style-type: none"> • Ensure Diane received any updates to the Resource Directory so she can post them on the website.
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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	Oct 7, 2007 meeting has been cancelled. AGM to be held on October 13, 2007 at Bellevue Community Hall.
8.0	Adjournment	Motion to adjourn meeting at 3:00 p.m. Moved by Norma. Carried.