

**banCFUW Etobicoke
Executive Committee Meeting
Thursday, October 06, 2022
Via Zoom, 7:00 pm**

Facilitated by	Cathy Holmes
Minutes Taken by	Maure Kentner
Agenda Location	Email - Cathy Holmes
Attendees	Joanne Jamieson, Past President Cathy Holmes, President Barb Rukavina, Treasurer Donna Bailey, Co-Chair, Advocacy Susan Clark, Chair, Interest Groups Leslie Darling, Co-Chair, Communications Germaine Drury, Hospitality Mary Dodge-Bovaird, Program Sandy Marven, Membership Mac King, Recording Secretary Maure Kentner, Co-Chair, Advocacy
Guests	Mariann Glynn, Charitable Trust
Regrets	Martha Leger, Member-at-Large; Jennifer Denomme, Communications; Marilyn Goodchild, Hospitality;

#	Topic	Discussion
1.	Welcome	Welcome to all
2.	Acknowledgement of the Land	Presented by Past President
3	Charitable Trust of CFUW Etobicoke Presentation	<p>Discussion</p> <ul style="list-style-type: none"> ● \$6045.00 surplus from the 2021-2022 financial year (July 01-June 30) ● Traditional that executive agree to donate 50% of that amount to the Charitable Trust of CFUW Etobicoke ● There was a higher than normal surplus as CFUW (National) paid out the refund of the GWI dues ● Overall there is a cumulative surplus of \$15632.00 - this is the “wealth of the business” ● Trust is requesting that \$3000.00 of the surplus amount (just under 50%) be transferred to the Charitable Trust ● Two possible uses - <ul style="list-style-type: none"> ○ 1. This amount might be used with the Betty McGregor estate bequest to fund another endowment fund; the bequest is presently in a GIC until March until further discussion has been held regarding its use; Note that some endowment funds require an initial deposit of \$25000; ○ 2. Could develop a third award program ● Further discussion was held on whether the amount of could be increased to \$5000.00 due to the health of the Club’s financial situation ● Rationale for any amount (as prepared by Mariann Glynn for the motion but all comments given at meeting). Note that these will be needed at the GM as there may be vigorous discussion about this motion.

		<ul style="list-style-type: none"> ○ At present the surplus (\$15,632.00) is sufficient to cover all expenses for the Club for 2 or more years. ○ Our Club expenses for the upcoming year will be slightly reduced from the total budget of \$7,015.25. We will not be paying a full year's rent for Fairfield Senior Centre. ○ The Conference Reserve of \$4,736 will more than cover any money that will be needed for the coming year as some or maybe all of the events will be virtual. ○ As a not-for-profit organization we carry far more money in our surplus than is typical of these organizations. Most keep enough to cover expenses if no revenue is collected and or there is a cost to close down the club. ○ The Club is not a family saving for a rainy day in the future. The Club does not need to have an emergency fund that can carry it if the roof needs replacing or it gets laid off. ○ We know that each year we have regular funds going into the Club account through the annual dues. This helps to cover our expenses and allow us to commit to our community projects. ○ This year the Charitable Trust spent \$9000.00 to cover our commitments to scholarships. An additional \$5000.00 in the Charitable Trust will allow the Trustees to invest in suitable ways and to know that the Trust can make all of its commitments for the next couple of years. ○ Some or all of the money being asked for in the motion will help further the size of a new award being considered by the Trust including the bequest from the estate of Betty MacGregor. <ul style="list-style-type: none"> ● Motion: <i>Moved that CFUW Etobicoke donate \$5000.00 to the Charitable Trust of CFUW Etobicoke.</i> Moved: Mariann Glynn; Seconded: Mac King. Approved <p>Action: Motion to the November NL and presentation at the GM Responsibility: Mariann Glynn, Cathy Holmes, Maure Kentner</p>
4	Acceptance of Agenda	Addition: Women's Habitat Approved as presented with addition
5	Approval of the Executive Minutes	Minutes - 2022-09-01 <ul style="list-style-type: none"> ● Sent out through Google Docs share; ● Hearing no errors or objections the minutes of 2022-09-01 are declared approved as written. Action: Minutes to Communications Responsibility: Maure Kentner
6	Approval of the General Meeting Minutes	No minutes were taken at the general meeting in September.
7	President	Any report items will come up in items further in the agenda.
8	Past President	Stop the Violence Breakfast <ul style="list-style-type: none"> ● Pamela Cross has agreed to be the speaker ● Note: date will be set when speaker consulted about this Action: on-going Responsibility: Breakfast Committee Nomination Committee

		<ul style="list-style-type: none"> ● Membership-Social - Pat Joyce has agreed to this position; approve at Oct GM ● 2nd Member-at-large position has been accepted by Virginia Anderson; need approval at Nov GM ● No VP nor Exec recording secretary - suggestions requested ● Motion: <i>Moved that Virginia Anderson be nominated to the position of Member-at-Large.</i> Moved - PP; seconded - Treasurer. Approved <p>Action: publish Member-at-Large in Nov NL Responsibility: Nominations, Communications</p> <p>Marketing Committee</p> <ul style="list-style-type: none"> ● RFP will be set up by PP, Communications, President and brought to exec for approval; ask someone from D & I and Members-at-large to join ● Can not market what we do not know so what is our vision and purpose specifically for our Club in the next years - action required <p>Action:preparation of RFP (committee can do this), ask for members Responsibility: PP, President, Communications</p> <p>Banquet</p> <ul style="list-style-type: none"> ● Is this an appropriate action going forward - very expensive, not everyone can attend due to size limit; do younger women want this?; would a wine and cheese allow for more mingling?; is this something that community organizations are doing?; ● Program has a speaker nearly confirmed that could be outside for a full member event especially if timing moved to June - cocktail party, tea, etc. <p>Action: Discussion at committee and among executive Responsibility: Banquet Committee</p> <p>Women's Habitat</p> <ul style="list-style-type: none"> ● Member attended the AGM and annual report is available for any to look at or online ● At present there is no need for food as the temporary covid food bank has been stopped ● Regular programs are now going on ● Need for holiday hamper items; club members can help with this <ul style="list-style-type: none"> ○ 0-12 - toys; 12 & over - gift cards <p>Action: NL announcement for November; porch to drop items off, further arrangements Responsibility: Past resident</p> <p>Novel Spot Fundraiser for Women's Habitat</p> <ul style="list-style-type: none"> ● A success in previous years; format is already developed so contact will be made <p>Action: Contact Novel Spot; look at last year's plans for this event Responsibility: President</p>
9	Financial Report	<p>Monthly Summary - general comments only: membership dues were major part of any monthly transactions; no major expenses;actuals will be shown at the Nov executive meeting in preparation for the year end review approval at the November GM</p> <p>Action: 3 amounts needed every meeting - total expenses over month; total income over month; balance in account at time of meeting</p>

		Responsibility: Treasurer
10	Membership	<p>Registration</p> <ul style="list-style-type: none"> • 184 registrations so far - some are not complete • Database - all registrations to end of Sept in the hands of input person • Since Christmas 10 new members • 6 not returning for sure • To those not registered as yet there will be another email sent by Membership. A small team will then call any who still have not sent in a membership at that time • Still want to meet roster deadline for publishing <p>Action: Contact of non-registered members Responsibility: Membership</p> <p>New Member Social Tea</p> <ul style="list-style-type: none"> • Being organized for Nov 15th, 2022 <p>Action: planning and contact of new members Responsibility: Membership-Social</p>
11	Interest Groups	<ul style="list-style-type: none"> • Website fully updated • 39 groups - only 2 not meeting • 20 are doing meetings in person • 100th Anniversary books still available for members to look at - see past meeting minutes for notes
12	Advocacy	<ul style="list-style-type: none"> • Committee has met to discuss single focus for the year - selection has been two topics - Environment/Climate Change and Ontario Health Care System; committee wrestling with what do we do and how do we encourage engagement; • Have re-visited the mission statement of CFUW and striving to promote equality, friendship and life-long learning for women and girls
13	Program	<p>Program Schedule</p> <ul style="list-style-type: none"> • Speakers nearly confirmed for entire year; committee pleased with the quality of program being offered this year • Zoom at least until April • AV equipment investigation <ul style="list-style-type: none"> ○ Stored in a member's house and will be picked up this month ○ Is equipment relevant at this time for what we need? ○ Projector has had minimal use but use the lectern light ○ Where should it be stored as the closet at Fairfield is probably full; secure? Space? <p>Action: Check newer projector costs; needs for speakers Responsibility: President, Program</p> <p>December Meeting</p> <ul style="list-style-type: none"> • P & P manual says that this meeting is a joint effort of interest groups, hospitality and program - is this relevant based on changes to the December meeting and on zoom at present or going forward? • Mary Hillborn has offered to chair a small group to develop a plan for December; hospitality and interest group chairs to join • Should this meeting just be a speaker to avoid concerns/on-going discussion about the December theme meeting? <p>Action: planning of meeting format and announcements Responsibility: Program and special committee</p>

		<p>Committee Size</p> <ul style="list-style-type: none"> ● In need of 3-5 members <p>Action: Announcement, recruitment Responsibility: Program, Nominations</p>
14	Communications	<p>Website Renewal</p> <ul style="list-style-type: none"> ● On hold until spring of 2023 and then new contract to be negotiated ● Website renewal will be probably about \$380.00 for three years ● Feel that \$500.00 per year needs to be allocated for website development purposes <p>Action: Information to budget committee to include in next year's budget Responsibility: Communications</p>
15	Other Business	<p>New Member Mentorship</p> <ul style="list-style-type: none"> ● Please see suggestions for mentoring new or recent members under Appendix A <p>Database</p> <ul style="list-style-type: none"> ● Can we get Membership - Data entry individual on Bluehost so she is able to see if etransfers have gone through? ● Currently treasurer sends actual bank statement ● In the past, for clarity with accountant reviews, the registration forms had the bank entry photocopy attached ● TD not allowing open view of etransfers - just giving the code <p>Action: Communications; Treasurer; further discussion by some Exec members Responsibility: Treasurer, Communications, Executive</p>
16	Appreciations	Thank you to all members for their work on the various aspects of Club activities.
17	Next Meeting	Thursday, November 03, 2022
18	Adjournment	8:46 pm

Appendix A: Mentor Program for New Members at CFUW Etobicoke

Rationale:

In an effort to make every new or recent member feel welcome the executive would like all Club members to have some ideas on how to connect these members with other Club members.

How a new or recent member is approached:

- There will be a direct "ask" at the time of registration
- A softer approach by phone or in person within two months of the member coming if she did not accept a mentor initially
 - How comfortable is the member feeling ?
 - Meeting other members?
 - Joined an interest club?
 - Feels comfortable at the GM?

Scenarios:

1. No desire to have a mentor:
 - a. check back within two months to see how member is feeling at that time
2. Request for a member who is a friend:
 - a. Driving together to a meeting encourages sharing of Club information as well as personal interaction; helps to ease initial introductions to small groups prior to meeting
 - b. After meeting- liked?, did not understand? conversations
 - c. Coffee time outside of Club time to explain Club organization
 - d. If new at the interest group sign up session walk with them through this process; introduce convenors, etc.; explain the various interest groups
 - e. Attend new member tea with them
 - f. Touch base every couple of months forth first year; end of year conversation - how was the experience? rejoining?
3. Mentor is not known to the new/recent member:
 - a. Do one or all of the above especially setting a time to have some separate social time to get to know the interests and skills of the new member

Finding Mentors

1. Volunteer section on the membership form
2. Sign up list at the registration desk
3. Monthly sign up at the sign in table
4. Approach depending on skills and interests of the new member

Strong Characteristics of a Mentor

- Some knowledge of the Club organization
 - Able to access documents such as Interest group calendar/information, constitution, Policy and Procedure
 - has an understanding of the executive roles
 - Basic understanding of levels of CFUW (national, provincial, regional, Club)
 - Willingness to introduce new/recent members to many members and convenors
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