

**CFUW Etobicoke  
Executive Committee Meeting  
Thursday, December 7, 2023  
Fairfield, 7:00 pm**

<b>Facilitated by</b>	Cathy Holmes
<b>Minutes Taken by</b>	Lois Willson
<b>Agenda Location</b>	Email - Cathy Holmes
<b>Attendees</b>	Cathy Holmes, President Silvanna Ho, Treasurer Joanne Jamieson, Past President Adele Allan, Co-Chair, Interest Groups Marilyn Goodchild, Hospitality Mary Hilborn, GM Recording Secretary Sandy Marven, Membership Mary Dodge Bovaird, Program Chair Germaine Drury, Hospitality Leslie Darling, Co-chair Communications Virginia Anderson, Member at Large Maure Kentner, Advocacy Chair Jennifer Denomme, Co-Chair, Communications Sue Lattik, Co-Chair Interest Groups Martha Leger, Member-at-Large Lois Willson, Exec Recording Secretary
<b>Guests</b>	None
<b>Regrets</b>	Pat Joyce, Membership, Lori Bailey, GM Recording Secretary; Anita De Angelis, Membership-Data-entry

#	Topic	Discussion
1.	<b>Welcome</b>	Welcome to the December Executive meeting
2.	<b>Acknowledgement of the Land</b>	Presented by Mary Hilborn
3.	<b>Acceptance of Agenda</b>	Accepted as presented.

4.	<b>Approval of the Executive Minutes</b>	Minutes – 2023-11-02 Deferred to January 4, 2024 Action: Lois Willson to send minutes to Executive members for review.
5.	<b>Approval of the General Meeting Minutes</b>	General Meeting Minutes – 2023-11-09 Motion to approve by Virginia Anderson, seconded by Martha Leger Approved as presented
6.	<b>President</b>	December 6 National Day of Remembrance –a luncheon at the Canadiana was held as part of 16 Days Against Activism Against Gender Violence; approximately 30 members attended; Advocacy would like to do it again in 2024 but perhaps in November. Cathy thanked Maure and the Advocacy Committee for this initiative.

7.	<b>Past President</b>	<ul style="list-style-type: none"> <li>a. Marketing for CFUW Etobicoke –will update posters and postcards with new logo when needed.</li> <li>b. Stop the Violence Fundraiser– It is posted on the website; can pay through PayPal or credit card; some issues raised that there is a delay in processing with a spinning wheel but it does go through; invitations sent to the community e.g. BIAs, politicians, other Clubs etc. Jennifer negotiated \$299 for Zoom, \$301 less than was approved in the budget. Cathy suggested these funds could possibly be used for Facebook and Instagram marketing but would need the approval of membership. Maure suggested in future this fund could be classified in a broader category as seed money.</li> <li>c. Nomination Committee – Four members resigned as they had exhausted their efforts to find Executive members.</li> <li>d. Women’s Habitat – Members have been most generous this year and it is greatly appreciated by the organization; members can bring Holiday donations to the December 14<sup>th</sup> GM.</li> </ul>
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8.	<b>Task Group on Executive Structure</b>	Despite attempts to attract members to the President, Vice-President and Past President roles for 2023-24 and 2024-25 by the Nominating Committee, no successors have come forward. It is proposed that we need to explore options for our future structure and determine what the key duties are that need to be performed by the Executive Committee. Maure Kentner, Pat Cleland, Cathy Holmes and Joanne Jamieson have volunteered to participate on a task force with Maure as coordinator. Other CFUW Etobicoke members are welcome to participate. The time frame is January to March to look at other structural options.
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		<p>Joanne volunteered to be the liaison with CFUW National and the Ontario Council in the future.</p> <p><b>Motion: That the Executive form a task group open to all members of CFUW Etobicoke to discuss possible formats for the future Executive structure especially pertaining to President, Vice-President and Past President, for the Club when major Executive positions are not filled.</b></p> <p><b>Motion to approve by Maure Kentner, seconded by Mary Hilborn</b></p> <p><b>Approved</b></p>
9.	<b>Communi-cations</b>	<p>a. Microphone – Microphone was not working properly at the November GM causing dissatisfaction for some members.</p> <p><b>Action: Jennifere Denomme and Sandy Marven will check the microphone before the next GM.</b></p> <p>b. Stop the Violence Fundraiser – will run ads on Facebook, LinkedIn, Eventbrite and Instagram; Facebook charges \$35 to boost the ad for 3 days to designated areas.</p> <p>c. Archives – Maure thanked Peggy Pinkerton for storing all the historical data; we will keep paper copies of the constitutions of the club and charitable trust and samples of special bulletins, awards, newsletters for each year.</p> <p><b>Action: Sandy Marven will look for rosters that she has and give to Maure; Virginia Anderson will contact Margot Froud to see if she has a photo of the founding members and give to Maure.</b></p>
10.	<b>Advocacy</b>	<p>a. Maure congratulated Gail Rutherford for having her letter to The Star published on long term care.</p> <p>b. Resolutions – may be looking at putting forward 2 resolutions; will take a couple of years to finalize.</p> <p>c. Chair – Maure may not be able to continue as chair if the meeting time is changed; to be determined.</p>
11.	<b>Financial Report</b>	<p>Budget attached.</p> <p>Silvana reported that as of Nov 30, revenue is \$43,450.31 (\$40,330.81 plus \$150 from book sale and \$3,119.50 for fees).</p> <p>There are 210 paid FT members and &amp; 7 PT members.</p> <p>Cathy pointed out there are expenses still to be paid out of the budget.</p>

12.	<b>Membership</b>	<p>a. Membership - Total 217 members.</p> <p>b. Payments to CFUW National and Ontario</p> <p><b>Action: Sandy Marven to action when required.</b></p>
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		<p>c. Certificates for long term members – This will be reinstated this year.</p> <p><b>Action: Sandy will ask Anita to run a report of members with more than 20 years membership; Maure to print certificates to be given to long term members at end of the year picnic.</b></p>
13.	<b>Program</b>	<p>a. Speakers:  December – Dukes of Harmony, barbershop group  January - Tina Queentite Opaleke, co-author and writer for CBC.  February- Jim and Sue Waddington, In the Footsteps of the Group of Seven  March – Robert Baines: The NATO Association of Canada  April – Naz Husain: Living Without Sight in a Signed World</p> <p>b. Year End Celebration – will be a picnic at Shaver Homestead with Sweet Adelines performing</p> <p>c. 75<sup>th</sup> Anniversary of CFUW E - Pat Joyce is working on this.</p>
14.	<b>Interest Groups</b>	Adele reported that Interest Groups are working well.
	<b>Other Business</b>	Marilyn has gift basket ready for the draw at the December meeting.
15.	<b>Next Meeting</b>	Thursday, January 4, 2024 at 7pm, at Fairfield.
16.	<b>Adjournment</b>	8:30 pm

**Attachment**

Approved  
Budget 23-24 v1

	A	C	D	E	F	J	K
1	Monthly Actuals for Executive for 2023-24			Actuals YTD		Actuals YTD	
2	Budget for 2023-2024			Jan 24 2023		Dec. 6, 2023	
3	version 7 as of Mar 2, 2023						
4			Approved Budget	Actuals	Approved Budget	Actuals	
5			2022-23	2022-23	2023-24		
6							
7			200	206	200	209	210
8			3	7	3	6	7
9			203	213	203	215	217
10							
11	Donations to Charitable Trust for Charities	Unallocated					
	Funds	(12)	21.00	21.00	21.00	21.00	
12	Dues for CFUW National		55.00	55.00	55.00	55.00	
13	Dues for CFUW Ontario		5.50	5.50	5.50	5.50	
14	Dues for Etobicoke Charitable Trust		12.00	12.00	12.00	12.00	
15	Dues for CFUW Etobicoke	(5)	22.50	22.50	22.50	22.50	
16	Total Dues per member		116.00	116.00	116.00		
17							
18	Donations to Charitable Trust for Charities	(12)	4,200.00	4,326.00	4,200.00	4,389.00	
19	Dues for CFUW National		11,000.00	11,330.00	11,000.00	11,495.00	
20	Dues for CFUW Ontario		1,100.00	1,133.00	1,100.00	1,149.50	
21	Dues for Etobicoke Charitable Trust		2,436.00	2,556.00	2,436.00	2,580.00	
22	Book sale for CT		0.00	845.00	0.00	425.09	
23	Additional Donations for Charitable Trust		0.00	5,054.00	0.00	5,196.00	
24	Total Revenue for transfer		18,736.00	25,244.00	18,736.00	25,234.59	
25							
27	Dues for CFUW Etobicoke		4,567.50	4,792.50	4,567.50	4,837.50	
29	Total Revenue for CFUW Etobicoke		4,567.50	4,792.50	4,567.50	4,837.50	
30							
31	Administration	(7)	550.00	210.00	550.00	20.35	
32	Year End Celebration	(8)	200.00	0.00	200.00		
33	Contribution to Conference Reserve		500.00	0.00	0.00		
34	Donations	(6)	500.00	25.00	500.00	25.00	
35	Goodwill Ambassadors		200.00	0.00	200.00		
36	Hospitality		500.00	0.00	500.00	31.41	
37	Liability Insurance	(11)	152.25	0.00	152.25		
38	Bank Charges		80.00	9.02	80.00	19.49	
39	Newsletter printing copies		400.00		400.00		
40	Newsletter cost recovery		-300.00	-120.00	-400.00	-160.00	
41	Programme	(9)	2,000.00	250.00	2,000.00	500.00	
42	Marketing		300.00	0.00	300.00		
43	Rent		1,500.00	0.00	1,000.00	578.02	
44	Roster printing copies		90.00	0.00	90.00		
45	Roster Cost Recovery	(2)	-117.00	-108.00	-117.00	-98.00	
46	Website, IT Communications	(14) (15)	750.00	391.67	1,750.00	712.75	
47	Speaker fee for 'Stop the Violence Breakfast'		200.00	0.00	200.00		
48	Seed Money for Approved Events	(10)	500.00	0.00	500.00		
49	Seed Money Recovery		-500.00	0.00	-500.00		
50	Total Expense for CFUW Etobicoke		7,505.25	657.69	7,405.25	1,631.02	
51							
52	Excess Revenue over Expense		-2,937.75	4,134.81	-2,837.75	3,206.48	
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Budget 23-24 v1

	A	C	D	E	F	J	K
56	(1) Newsletter Cost Recovery \$15.00 pp in '22-'23, to \$20 pp 23-24						
57	(2) Roster Cost Recovery remains \$3.00 pp						
58	(5) Club portion of dues to cover club expenses						
59	(6) Donations to Memoriams, Charitable Trust. CFUW contributes \$25.00 to Charitable Trust for deceased members.						
60	(7) includes Zoom charges, Certificates for Membership Lengths.						
61	(8) Complementary Meals for Speaker, Guest(s); Flowers, etc						
62	(9) Program will select and pay for speaker at Monthly Sept to May General Mtgs including Year End Celebration						
63	(10) Events must be first approved by Executive Committee.						
64	(11) Members are not charged for this fee.						
65	(12) up \$21.00 of Membership Fee is approved as a donation to the Charitable Trust for outside charities, subject to						
66	National and OC dues						
67	(14) Includes one time expense to purchase a new projector, estimated cost \$1000.00						
68	(15) YTD includes zoom, software and 1/2 cost of projector to be amortized over 2 years						
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71							
72							