



## ***“New Actions through Cooperation”***

### **MINUTES**

BPWO Post-Conference/AGM Board Meeting

Date: Monday, June 12, 2023

**7:00 pm to 9:00 pm**

Virtual Meeting – Zoom

#### **Attendees:**

- Marlene McKinnon, President
- Anne Harvey, 1<sup>st</sup> VP
- Heather Ellis, Immediate Past-President
- Sharon Doran, Editor
- Kelsy Gill, VP Young BPW
- Shahina Suleman, VP Personal Development
- Joanne LeBreton, Treasurer
- Jennifer May-Anderson, Publicity and Public Relations
- Barb Hore, District Director
- Norma Yau, Parliamentarian
- Elaine Mortensen, Insurance Chair
- Kim Rowntree, District Director
- Jodi Williams, Recording Secretary

#### **Regrets:**

- Maide Yazar, Public Affairs Chair
- Kelly Franklin-Tallon, Anti-Human Trafficking and Sexual Exploitation

Topic	Responsibility
<b>Welcome, &amp; President's Remarks</b> <ul style="list-style-type: none"> <li>• Marlene gave thanks and appreciation for all that were a part of AGM on Saturday.</li> </ul>	Marlene McKinnon
<b>Land Acknowledgement and IDEA Statement</b>	Anne Harvey
<b>Voting Strength</b> <ul style="list-style-type: none"> <li>• Quorum is 7 and there are 7 voting members in attendance.</li> </ul>	Anne Harvey
<b>Appointment of Timekeeper</b> <ul style="list-style-type: none"> <li>• Sharon Doran was appointed as timekeeper.</li> </ul>	Marlene McKinnon
<b>Approval of Agenda</b> <ul style="list-style-type: none"> <li>• <b>Motion</b> to approve the agenda as distributed by Barb Hore, seconded by Shahina Suleman. <b>CARRIED</b></li> </ul>	Marlene McKinnon
<b>Approval of Pre-Conference Minutes:</b> <ul style="list-style-type: none"> <li>• <b>Motion</b> to approve the amended Pre-Conference minutes from June 5, 2023 by Sharon Doran, seconded by Shahina Suleman. <b>CARRIED</b></li> <li>• Amendments were recorded by Anne Harvey.</li> </ul>	Marlene McKinnon
Business arising from previous meetings <ul style="list-style-type: none"> <li>• Records Retention – BPWO/BPWC/BPWI, banking, government, corporate. Using scrutineers' eyes in regards to record protection. Part of regulations should be made mention in bylaws. To be worked on further.</li> <li>• Motion to BPWC regarding Durham. Will be sent in an email to members.</li> <li>• Insurance – By-Law III, Section 1 – re payments and membership in good standing. One club questioning what does this mean going forward? Can keep membership as other fees paid, just not insurance (part of membership). Means cannot vote at conference (ONLY FOR BPW ONT).</li> </ul>	
<b>Verbal Reports</b> President <ul style="list-style-type: none"> <li>• Now getting settled back on track after AGM.</li> </ul>	Marlene McKinnon
Immediate Past President <ul style="list-style-type: none"> <li>• For nominations- no emails received so far for a new recording secretary, however good representation at AGM from clubs. Will put request call out on next newsletter as well as for a VP.</li> <li>• BPW Canada model – separating resolutions from VP position. Perhaps a small group of writers maybe more beneficial than a rep per club for writing the resolutions. Takes pressure off clubs, some not confident to do the writing process. Shahina Suleman and Anne Harvey liked the idea “resolution writing committee”. Mention: Anne Harvey did amazing job with resolutions at AGM!</li> <li>• <b>Motion</b> to amend the regulations to state that <i>“the first Vice-President shall chair a standing committee”</i> by Anne Harvey, seconded by Jennifer May-Anderson. <b>CARRIED</b></li> <li>• Anne Harvey formally resigned as chair of Resolution Committee.</li> </ul>	Heather Ellis

**Topic** **Responsibility**

- Motion to appoint Heather Ellis as VP Resolutions by Jennifer May-Anderson, seconded by Barb Hore. **CARRIED**

Editor

Sharon Doran

FINAL CREDENTIAL REPORT:

- 11 clubs (of 13) represented (missing Ottawa and Cambridge)
- Total Votes = 22 (15 Delegates + 7 Board)

AGM slide show and many AGM documents are stored on a shared Google Drive (link below)

- [https://drive.google.com/drive/u/0/folders/1eQponTdHNcrvNb9EjYCP24te6d1\\_I5pd](https://drive.google.com/drive/u/0/folders/1eQponTdHNcrvNb9EjYCP24te6d1_I5pd)

MAILCHIMP EMAIL SERVICE LIMITS:

- Last week I was unable to send an AGM related email to our members because we had reached our monthly limit of 2,500 email sends per month (each recipient counts as one email, and a typical newsletter/member email = 250 recipients). I was therefore forced to use our webmail which is not ideal for large volume, and showed all recipients in the “to” line instead of “bcc”, which is unsecure and unprofessional. I went back to the Mailchimp website today for a screenshot to share (below) and noted that the limit has now dropped to 1,000 per month. That means 3 emails to members (x250) plus a number of smaller Board emails will get us to our limit. I recommend dropping to just one newsletter per month to avoid this issue in future, and because they are often repetitive.

Membership

- The new Kingston club is on hold until the fall. Currently, only 4 people are interested due to issues with fees amount.
- Anne hasn't heard from Toronto club updates.
- Anne and her taskforce will review this year.

Anne Harvey

Secretary

- Recording minutes since January 2023. Learning as I go, nice to have information to share with BPW Cambridge on occasion.

Jodi Williams

District meetings Scheduled

District Director – Central

- Kimberly Rowntree will set up something interactive (skill building or development) for Oct 18<sup>th</sup> meeting

District Director – Southwest and Golden Horseshoe

- Barb Hore will be hosting meeting in fall in Brampton venue. Info to follow.

<b>Topic</b>	<b>Responsibility</b>
Marketing <ul style="list-style-type: none"> <li>• Jennifer and her taskforce have a meeting for us coming up-July 6<sup>th</sup>, invite coming with zoom info.</li> </ul>	Jennifer May-Anderson
<b>Additional Business</b> <ul style="list-style-type: none"> <li>• LEAF membership: Sharon Leitch was a rep, (she is a lawyer in family practice). Should we become a member again? Like PCWO, as a member we can sit in on their conferences, etc. Anyone willing to investigate further? Norma Yau will get more info and distribute referencing the web page</li> <li>• Norma Yau says we should change voting numbers. There are 11 voting members now in the meeting.</li> </ul>	Marlene McKinnon
Adjournment	Marlene McKinnon