



“New Actions through Cooperation”

MINUTES

BPW Ontario Interim Board Meeting

Date: Saturday, November 4, 2023

9:00 am to 11:40 am

Virtual Meeting - by Zoom

Attendees:

- Marlene McKinnon, President
- Heather Ellis, Immediate Past-President
- Anne Harvey, 1st Vice President
- Shahina Suleman, Vice President
- Kelsy Gill, Young BPW Vice President
- Joanne LeBreton, Treasurer
- Sharon Doran, Editor
- Barb Hore, District Director (Southwest and Golden Horseshoe)
- Jennifer May-Anderson, Publicity and Public Relations Emblems
- Elaine Mortensen, Insurance
- Norma Yau, Parliamentarian
- Kyla Wynia, Recording Secretary

Regrets:

- Kimberly Rowntree, District Director (Central)
- Maide Yazar, Public Affairs
- Kelly Tallon-Franklin, Anti-Human Trafficking and Sexual Exploitation
- Nancy Broerse, Programs and Projects

9:00 am – Welcome & President Remarks: Marlene McKinnon

9:05 am – IDEA Statement, Land Acknowledgement

and Collect: Land Acknowledgement Read by Marlene McKinnon, Collect read by Heather Ellis

9:12 am – Voting Strength: Marlene McKinnon - Voting quorum 8 members

9:15 am – Appointment of Timekeeper: Marlene McKinnon – Jennifer May-Anderson Appointed

9:20 am – Approval of Agenda: Marlene McKinnon – Heather Ellis **moves** agenda and Anne Harvey **seconds** - motion **carried**

9:23 am – Financial Report

- Please see financial report on last pages of this document
- Joanne LeBreton **moves** the acceptance of the financial report as presented, Sharon Doran **seconds**, motion **carried**

9:25 am – Approval of Minutes: Marlene McKinnon

- 2023 Post-Conference Minutes – Anne Harvey **moves**, Heather Ellis **seconds**, motion **carried**
- 2023 09 18 – Board Minutes – Heather Ellis **moves**, Barb Hore **seconds**, motion **carried**

9:30 am – Reports and updates: Marlene McKinnon

- Board Members' Reports

Name:	Barb Hore
Position:	District Director, Golden Horseshoe and Southwest Ontario
Committee Chair (if applicable):	n/a
Committee Members:	n/a
Ongoing Activities: <ul style="list-style-type: none">• Continue to visit clubs in-person; prior, I joined in on club zoom calls.• Respond to inquiries by phone and email from various clubs. Continue to engage in club ideas.• Review the SDGs upon club visits.• Encouraged/remind Club Presidents to highlight SDGs in their district reports.• Continue to work on membership retention, promote inviting guests and trying new ideas.	

Represented BPW Ontario at:

- Zonta's Women's Day Luncheon.
- At the October 2023 District Meeting for the Golden Horseshoe and Southwest Ontario Districts, and on behalf of the BPW Ontario Board, I presented Marlene McKinnon with a hand-carved plaque. This plaque will eventually pass on to her successor.
- Attended numerous club meetings and some executive meetings in the Golden Horseshoe and Southwest Ontario districts

Key Accomplishments to date:

- Continue to encourage small clubs to offer informative business meetings for their members. • Encouraged clubs to contribute newsletter write-ups and photos to the BPW Ontario Editor
- Promoted and assisted clubs with fundraising event suggestions.
- Remind club presidents and members to raise SDGs awareness at meetings, on websites and in club newsletters.

Goals for My Term:

- Continue to champion membership retention, mentorship and inviting guests to meetings.
- Continue to encourage fundraising events that contribute to positive exposure in the community.
- Encourage clubs to update their websites and post on social media about their upcoming events and the good work that they do.
- Encourage clubs to hold an "information night" for the public to highlight the value of joining a club.
- Encourage club members to visit one another particularly in the winter months via zoom. It's a great way to stay connected and generate new ideas with a sister club.
- Honour long-standing members during a regular club meeting.
- Reached out to various club's membership chairs to ensure an exit chats takes place with non-returning members and to capture lessons learned. These chats can take place in person, via telephone or email.
- Organize a Parliamentary Procedures Workshop as they apply to meetings. As I visited with clubs, it became clear that many of our clubs don't have anyone who is familiar with this process. Every member would benefit – including myself.

Suggestions/Comments:

- My biggest observation with my visits and participation in the Golden Horseshoe and Southwest Ontario District clubs is the incredible cohesiveness that I see demonstrated. There is so much support and strong friendships. This is particular evident during fundraising and members experiencing personal situations and celebrations.
- Shout out and congratulations to the Niagara Falls Club for their innovative fundraising event. This club attracted potential members with their cookbook and their “Who Needs an Excuse for Lunch” events. This club continues to support the local community.
- My sincerest appreciation goes out to many times presidents Elaine Mortenson, BPW Kitchener and Lin Buxton, BPW Cambridge who continue to lead and are responsible for the success of their clubs.
- Further recognition with BPW London and BPW Brampton Clubs, their efforts to increase their memberships is relentless.

Name:	Marlene McKinnon
Position:	President
Committee Chair (if applicable):	Strategic Planning
Committee Members:	BPWO Board

Ongoing Activities:

- Attendance at all BPWO and BPWC board meetings
- Working with BPWC regarding Durham club

- Contact with BPW Ottawa regarding rejuvenation of club
- Proposed changes to Form 100

Represented BPW Ontario at:

- BPWC 2022 Convention – August in Toronto
- Oct. 17 BPW London meeting
- Oct. 18 Central District BPW meeting in Barrie
- Oct. 21 Southwestern and Golden Horseshoe District meeting in Kitchener

Key Accomplishments to date:

- Continue assistance to Marketing Committee for website content and redesign

Goals for My Term:

- Attend Ontario Legislature for the February 22, 2024
- Continue contact with clubs to rally new members
- Recruit Virtual AGM chair for 2024
- Planning to attend BPWC Convention in Moncton, NB, August 2024

Suggestions/Comments:

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Name:	Heather Ellis
Position:	Immediate Past President
Committee Chair (if applicable):	Nominations Committee Resolutions Chair
Committee Members:	

Ongoing Activities:

- Continue to mentor and support President and First VP
- Continue to support all Board members as needed

Represented BPW Ontario at:

- See Resolutions Report

Key Accomplishments to date:

- Created the Resolutions Writing Committee

Goals for My Term:

- Continue to support the Board as needed
- Create a Nominations Committee

- Represent BPW Ontario whenever needed

<p>Suggestions/Comments:</p> <ul style="list-style-type: none"> The Board needs to continue its forward thinking which is bringing BPW Ontario into the 21st century. 	
Name:	Anne Harvey
Position:	1 st Vice-President
Committee Chair (if applicable):	Membership
Committee Members:	
<p>Ongoing Activities:</p> <ul style="list-style-type: none"> Assisting the President when needed. Attending all BPW Ontario Board Meetings. Chairing BPW Ontario Speaker Series. Assisting with BPW Ontario Round Tables. Attending BPW Canada Membership Committee Meetings. 	
<p>Represented BPW Ontario at:</p> <ul style="list-style-type: none"> September 23, 2023 BPW Canada Town Hall Meeting – timekeeper for meeting. September 28, 2023 Zoom Meeting with Heather Ellis and MPP Dave Smith regarding Christopher’s Law, a Private Member’s Bill. October 17, 2023 Quinte West Small Business Week – attended and spoke about BPW to approximately 50 women. Handed out BPW Ontario business cards with QR code to BPW Ontario website and BPW Ontario brochures. 	
<p>Key Accomplishments to date:</p> <ul style="list-style-type: none"> Finalized and submitted the updated BPW Ontario By-Laws and sent them to BPW Canada for review and approval. 	
<p>Goals for My Term:</p> <ul style="list-style-type: none"> To virtually visit every club in Ontario before the AGM in June 2024. My goal is to get to know more members and ask how I can support them. 	
<p>Suggestions/Comments:</p> <ul style="list-style-type: none"> 	
Name:	Shahina Suleman
Position:	Personal Development/Leadership
Committee Chair (if applicable):	Personal Development

Committee Members:	Toby Toth Heather Ellis
Ongoing Activities:	
<ul style="list-style-type: none"> Developing learning opportunities for BPW Ontario members - 	

Represented BPW Ontario at:
<ul style="list-style-type: none">

Key Accomplishments to date:
<ul style="list-style-type: none"> 22nd April 2023 - Held the first virtual, interactive learning event under the Diverse Perspectives branding. Titled, It truly takes a Village to Create a well-seasoned Stone Soup. Acknowledgment to Toby Toth for creating and facilitating this successful session that was well attended.

Goals for My Term:
<ul style="list-style-type: none"> To organize one interactive learning session per quarter around the topic of diversity and inclusion. Support the growth of intercultural awareness. To create a working committee – reach out to clubs and seek interest. Form committee by January 2024 To create an orientation to “BPW” module – a self-paced learning tool for new members. To set up a virtual book club – once a month, to build a community around reading. Virtual community healing space – to invite members to come together in a brave space for sharing, reflection, and learning. To develop a resource database of TED Talks, webinars, and podcasts for members to access and learn from. 50 ways to fight bias – a training activity that helps women combat the biases women face at work – train the trainer option. – training course is available. Allyship at work – digital training course is available

Suggestions/Comments:

Name:	Joanne LeBreton
Position:	Treasurer
Committee Chair (if applicable):	Budget and Finance
Committee Members:	Norma Yau, Karin Gorgerat

Ongoing Activities:

- Bank is balanced to November 2, 2023
- All bills submitted to date are paid
- Insurance invoices were sent out today to club treasurers

Represented BPW Ontario at:

- I speak of BPW Ontario initiatives at our local Sudbury meetings

Key Accomplishments to date:

- Financials kept up to date
- Karin Gorgerat completed her review of the 2022/2023 financial statements

Goals for My Term:

- Continue to keep things up to date
- Keep notes on budget items throughout the year to facilitate the end of year process

Suggestions/Comments:

- None

Name:	Sharon Doran
Position:	Editor
Committee Chair (if applicable):	n/a
Committee Members:	n/a

Ongoing Activities:

- BPWO Website maintenance (first Joomla, now WordPress)
- Uploading relevant member documents to new website (all others will remain on Lakeside Web until another storage option is determined – approximately 1G of data)
- Create and distribute monthly newsletter on 15th of each month
- Attend BPWO Board meetings
- Support BPWO virtual AGM

Represented BPW Ontario at:

- BPW Canada Membership Meetings and Town Hall Meeting

Key Accomplishments to date:

- Worked with Marketing Task Force and Lakeside Web to launch/update new website
- Learning WordPress to update new website and upload relevant member documents
- Updated BPWO online teamup calendar with events (previously on Google Calendar)

Goals for My Term:

- Continue improving the new BPWO website
- Determine long-term data storage plan and organize the files (as much as possible)
- Offer clubs ability to host their websites on BPWO website for affordable rate
- Eliminate duplication on BPWO website that also exists on BPWC website

Suggestions/Comments:

- Share WSW mentoring program with BPW Canada to expand the mentor/mentee pool
- Have club presidents send year-end reports directly to Editor and President; copy their DD (if they have one) but eliminate the need for DD to edit
- Continue to push BPW Canada to take over liability insurance responsibility for all clubs
- Eventually eliminate the DD role and include all club presidents on Board for more comprehensive coverage

Name:	Jennifer May-Anderson
Position:	Emblems Chair
Committee Chair (if applicable):	Jennifer May-Anderson
Committee Members:	None

Ongoing Activities:

- There have been no activities

Represented BPW Ontario at:

- None

Key Accomplishments to date:

- None

Goals for My Term:

- None

Suggestions/Comments:

Every effort was made to reduce the inventory of emblems at the most recent in-person conference and convention. Many sales were made. What remains is what didn't sell at those in-person events.

There was only one request (for two 10-year pins) in the past year.

Unless there are a new members who would like any of these items, it would seem that anyone who wants the items has them.

The costs of shipping any items other than the service pins and BPW Ontario oval pin are prohibitive. The items are either bulky, heavy, or both.

I do not know where the pins are ordered, or if there is a minimum quantity to order. The prices to order these items may have gone up since they were last ordered.

The double wall tumbler with straw is easily damaged and, as can be seen in the inventory, because it comes in three pieces, it is easy for pieces to become lost.

The flip phone cases are out of date and do not fit any current phones.

The waterproof cell phone cases have proved to unpopular.

There seem to be three categories of items:

1. BPW pins (easily and affordably mailed)
2. Items that may be of interest to members but that are costly to mail
3. Items that are not desirable/not selling well

The BPW Ontario board should have a discussion and decide what to do regarding the different categories of items.

The emblems items are currently stored in two large totes in my home.

Name:	Elaine Mortensen
Position:	Insurance Chair
Committee Chair (if applicable):	Insurance
Committee Members:	none

Ongoing Activities:

- Assist BPW clubs within Ontario with required information on insurance coverage (ie: Insurance Certificates) and answer any questions regarding insurance coverage

Represented BPW Ontario at:

- BPWO Conference

Key Accomplishments to date:

- Maintaining Insurance Coverage Commercial Liability and Director and Officers Insurance coverage for BPWO and all clubs

Goals for My Term:

- Working with Karen Armstrong from BrokerLink on timely renewals and sufficient coverage, considering the best economical option.

Suggestions/Comments:

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Name:	Norma Yau
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Position:	Parliamentarian
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Committee Chair (if applicable):	n/a
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Committee Members:	n/a
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Ongoing Activities:

- Monitor parliamentary procedures at each board meeting I am able to attend
- Continue as member of Mentoring Committee
- Continue as member of Marketing Committee
- Continue work as chair of Priority Issue for Reproductive Rights and Justice with BWP Canada
- Treasurer and other positions with BPW London
- Start Parliamentary Information and Training Sessions
- Work on back end of BPW Ontario website/members section
- Work on other BPW Canada committees

Represented BPW Ontario at:

- N/A

Key Accomplishments to date:

- With most of the suggestions and help from Sharon Doran, a plan for the back end/members side of the BPW Ontario website
- Some people are interested in the Parliamentarian role

Goals for My Term:

- Get one or two people interested in becoming a Parliamentarian so more than myself or previous Parliamentarians are the only members available for the position
- Complete the website work

Suggestions/Comments:

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Name: Nancy Broerse

Position: Projects & Programs Chair

Committee Chair (if applicable):

Committee Members: none

Ongoing Activities:

- Creating Speaker Series and Round Tables for 2023-2024

Represented BPW Ontario at:

- Niagara District Council of Women, Niagara Science & Engineering Fair, other Networking events in the Niagara Region including COGECO TV

Key Accomplishments to date:

- Just need one more speaker for Late Spring Speaker Series

Goals for My Term:

- To create an inspiring and informational series of events to attract all BPW members and to market BPW to non-members and make us known to the public

Suggestions/Comments:

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Name: Jennifer May-Anderson

Position: Publicity and Public Relations Chair

Committee Chair (if applicable): Jennifer May-Anderson

Marlene McKinnon, Heather Ellis, Norma Yau, Kelsy Gill,

Committee Members: Shahina Suleman, Sharon Doran

Ongoing Activities:

- The committee is now working on costs for the club sub-sites on the new BPW Ontario website

Represented BPW Ontario at:

- None

Key Accomplishments to date:

- Completed and launched the new BPW Ontario Website in Fall 2023

Goals for My Term:

- Complete new BPWO website that includes the ability for club sub-sites

Suggestions/Comments:

Fees For Club Website Set Up (as a sub-site of the BPWO Website)

These fees have been set by Jaclyn Swinkels at Lakeside Web.

In order to simplify BPW Club websites we are offering 3 options. All club websites must conform to the new BPW Ontario website colour scheme and oval logo. Package options and startup fee below:

Silver package (1 to 2 pages) - \$225 plus HST

- 1 public page for general club information i.e. membership, club meetings

- Optional 2nd page for Contact form for inquiries/membership submissions
- Access to training tutorials for editing website content **Gold Package (up to 10 pages)** - \$550 plus HST
 - Up to 10 pages of public content
 - Optional Contact form to include for inquiries/membership submissions
 - Public website only, there is no membership area to login to
 - Access to training tutorials for editing the website content **Platinum Package (up to 15 pages)** - \$800 plus HST
 - Pages can include public pages as well as private member pages to login to view
 - Membership area – login area to view club documents
 - Optional Contact form to include for inquiries/membership submissions
 - Access to training tutorials for editing website content Example of website options:

1. Option A home page header with see-through heading:
<https://bpwontario.lakesideweb.ca/>
2. Option B home page with block purple header:
<https://bpwbowmanville.bpwontario.lakesideweb.ca/>

Please note that the website template no longer supports a full-screen image slideshow so that is not an option.

Annual fees breakdown:

Domain (.com/.ca) - \$25/year plus HST per domain

Email Addresses - \$35/year per mailbox (i.e. 3 mailboxes info@, membership@, treasurer@ would cost \$105/year plus HST)

Hosting/maintenance fee \$75 per club

Optional - Additional website edits provided by Lakeside Web for \$16.88 per 15min (\$67.50/hr) plus HST.

Name:	Heather Ellis
Position:	Immediate Past President
Committee Chair (if applicable):	Resolutions

Committee Members:	Resolutions Writing Committee: Mina Di Domenico, Norma Yau
Ongoing Activities:	

<ul style="list-style-type: none"> Starting to connect with various MPPs to discuss brief. Working with MPP Dave Smith, Peterborough on private members bill regarding Christopher's Law Member of BPW Ontario's Anti-human Trafficking Task Force, and Marketing Task Force Support Women Strengthening Women program – possibly will be a mentor this year Working with BPW Canada Resolutions VP on joint resolutions writing workshop – Nov. 6th Member of BPW Canada's National Advocacy Committee (NAC), Reproductive Rights and Justice Committee 	
Represented BPW Ontario at: <ul style="list-style-type: none"> All-Party Government Committee on Human Trafficking – Parliament Hill, Feb. 15, 2023 National Human Trafficking Day Breakfast at Queens Park, Feb. 22, 2023 	
Key Accomplishments to date: <ul style="list-style-type: none"> Previous resolution on breast cancer screening passed by Ontario government Created and sent the brief. Created the BPW Ontario Resolutions Writing Committee and held first meeting (Oct. 30th). 	
Goals for My Term: <ul style="list-style-type: none"> Demystify the resolutions writing process and help clubs Share the Resolutions Writing Template (created by Mina Di Domenico) with all clubs Share suggestions on how to connect with local colleges and universities to get assistance with research Standardize resolution writing process and template for BPW Canada and BPW Ontario Review job descriptions – specifically the editor position Consider creation of an Operations Officer position to standardize processes, platforms, and paperwork across the province 	
Suggestions/Comments: <ul style="list-style-type: none"> Continue to support clubs Develop positive relationships with key ministries and opposition parties 	
Name:	Shahina Suleman
Position:	Vice President BPW Ontario – Board Personal Development/Leadership
Committee Chair (if applicable):	Mentoring (Women Strengthening Women) Chair
Committee Members:	Norma Yau Chantal Fraser Robin Tugender

Ongoing Activities:

- Monthly Committee Meetings
 - Outreach & and sharing information about WSW to internal and external stakeholders
- Scheduled speaking sessions = BPW Niagara – November, BPW -Cambridge – February 05, BPW - Bowmanville Nov 28th

Represented BPW Ontario at:

- 6-17th March, 67th session of Commission of Status of Women

Key Accomplishments to date: The mentoring committee,

- Completed two cohorts of the WSW mentoring program. The program includes all related activities such as 1) representing at BPW Ontario Board meetings 2) creating communication material for the newsletter and social media (LinkedIn), and delivering Orientation sessions and Celebration of Learning sessions for each cohort.
- Set up and delivered WSW visioning session, invited all Ontario members.
- Created job descriptions for committee members.
- launched the third cohort in October 2023
- created and delivered two signature events to launch:

Virtual networking – Sept 07

Introduction to Mentoring 3.1 – Nov 07

Goals for My Term:

- To have 10, one-on-one relationships
- To create learning courses (lunch and learn bite-size learning) to mentors and mentees
- To set up a meeting and have a conversation with BPW Canada about the possibility of taking the mentoring program to a wider reach.
- To develop a plan for the next steps for the mentoring program
- To search for self-paced, e-learning, micro-learning courses that will be of interest to members and share with members via the Mentor City portal. To create a “library” of courses for all members to access. To make BPW Ontario a “learning organization”
- To formulate a succession plan for my position as committee chair.
- To measure the return on investment (ROI) – use the MentorCity tool to measure the impact of the program.
- To look into sponsorship and accessing funding to keep WSW self-financed.

Suggestions/Comments:

The continued focus and attention of the mentoring committee is to have 10 matches. This is the big goal for the committee in 2023/2024.

10:01 am – Joanne LeBreton leaves - Voting quorum from 8 to 7 members

10:18 am - Bio Break

10:36 am – Vote to extend the reports by 15 minutes, Shahina Suleman **moves**, Elaine Mortenson **seconds**, motion **carried**

10:37 am – Reports and updates: Marlene McKinnon

- Heather Ellis
- Durham Club Update
 - Still active on the site
 - BPW Canada must request to take down website ○ Hand in Charter to be removed – check notes 10:43 am
- Ottawa Club Update ○ Could not coordinate a time to meet ○ Follow up on option to do a Zoom call
 - Need at least 1 membership fee so the club stays in good standing
 - Joanne to send them their insurance invoice
- Kelsy Gill – Young BPW ○ Connecting with 3 potential speakers for the new year
 - Zoom meetings quarterly YBPW ○ Looking for a fourth speaker
- Marlene McKinnon – President ○ Ongoing activities – attending AGM, attending local clubs (Southern Ontario) ○ Attended Virtual Presidents and BPWO Board Members' meeting in London ○ Attended London BPW Speaker Series – installed new member ○ Attended Barrie AGM – installed new member ○ Attended Golden Horseshoe/Southwestern District Meeting ○ Would like to be part of the delegation that goes to New York ○ Will be attending the virtual AGM ○ Will be attending the BPW Canada Convention
 - Work with Jennifer May-Anderson on the website and resolutions database

10:56 am – Accept and approve the reports – Anne Harvey **moves** and Sharon Doran **seconds**, motion **carried**

New Business

11:00 am – Conflict Resolution Discussion and Protocols

- New avenue to address conflicts
- Have a committee (ad hoc), in which someone can make a formal complaint or concern
- Should have task force or committee in which people can check in on existing projects
- Sharon suggests Anne draft a policy and discuss at the next meeting
- Heather Ellis suggests standardizing certain protocols
- Elaine Mortensen suggests adding in list of committees for all members to access so they can reach out for guidance on projects
- Sharon Doran stated committees and members are listed on the site
- Elaine Mortensen suggests a keyword search
- Discussion about adding in by-laws and regulations
- Issue of not sharing enough information across BPW
- Discussion on bylaws and regulations – checking London BPW's bylaws for section on conflict resolution

11:23 am – Other Business

- Newsletter – conversation about frequency of newsletter (previously received 2 times per month on the 15th and the 1st, but now are only receiving it on the 15th)
 - Group would like to keep the 1 time per month newsletter
- Heather Ellis – Passwords
 - keeping a record of all the clubs social media sites
 - BPW Ontario/Canada should have access to all social media sites
 - In the case of a death or member leaving, there would still be access to the social media sites
 - Kelsy Gill has an updated list of all passwords for the social media sites and websites
 - There was a listing of all passwords and a form for each of the local clubs
 - Can send a template for each of the local clubs to manage themselves
- Jennifer May-Anderson – Board Positions
 - Suggesting taking a look at each of the positions and revising the tasks required under each role
 - Need to work on job descriptions of the Board Members
- **11:34 am – Upcoming Meetings**
- Next BPWO Board meeting to be on January 15, 2024
- Will not be meeting on December 11, 2023
- Updating upcoming meetings – removal of February 19th, 2024 and May 20th, 2024
- **Motion** for Anne Harvey and Heather Ellis to be co-chairs of the AGM 2024, Jennifer May-Anderson **moves** and Sharon Doran **seconds**, motion **carried**

11:40 am – Adjournment – Marlene McKinnon called for meeting to adjourn at 11:40am

Business and Professional Women (BPW) Ontario
Budget to Actual Report 2023-2024



	2023-2024 BUDGET	2023-2024 ACTUAL
INCOME		
Interest Income	\$ 437.50	\$ -
Emblem Sales	\$ 50.00	\$ 10.00
Fundraising / Donations	\$ 500.00	\$ -
Insurance	\$ 3,904.20	\$ -
Membership Fees	\$ 6,030.00	\$ 4,905.00
BPWC Convention Revenue	\$ -	\$ -
BPWO Conference/AGM Revenue (Loss)	\$ 500.00	\$ 450.00
Other income	\$ -	\$ -
TOTAL INCOME:	\$ 11,421.70	\$ 5,365.00

EXPENSES

Office Administration		\$	-
Financial Statements (Honorarium)	\$	500.00	\$ -
Bank Service Charges	\$	125.00	\$ 43.80
Board & Executive Expense	\$	1,000.00	\$ -
Communications	\$	350.00	\$ 311.26
President's Expense	\$	1,000.00	\$ 1,651.45
Emblem Expense	\$	-	\$ -
Membership - New Club Start Up (use of reserved funds)	\$	500.00	\$ -
Membership - Rejuvenation (use of reserved funds)	\$	500.00	\$ -
Membership - Mentorship (use of reserved funds)	\$	4,000.00	\$ 1,146.95
Marketing - Media and PR	\$	500.00	\$ -
Insurance - Directors and Officers Liability	\$	3,315.60	\$ 3,315.60
Insurance - Commercial Liability	\$	4,333.30	\$ -
PCWO	\$	440.00	\$ -
Website - regular maintenance and updates	\$	700.00	\$ 692.69
Website - development (use of reserved funds)	\$	3,000.00	\$ 2,825.00
Awards	\$	50.00	\$ -
Commendations	\$	50.00	\$ -
IDEA tools	\$	1,000.00	\$ -
Young BPW initiatives	\$	1,000.00	\$ -
Equal Pay Coalition - Event Donation	\$	500.00	\$ -
TOTAL EXPENSES:	\$	22,863.90	\$ 9,986.75
SURPLUS (DEFICIT)	\$	(11,442.20)	\$ (4,621.75)
<u>Use of funds:</u>			
Use of New Club startup funds to cover expenses			\$ -
Use of Nielson funds to cover mentorship expenses	\$	1,000.00	\$ -
Use of Laura Noble funds to cover website expenses	\$	4,000.00	\$ 1,146.95
	\$	3,000.00	\$ 2,825.00

Use of cash from prior years to cover budget deficit	\$	3,442.20	\$	-
<hr/>				
SURPLUS (DEFICIT)	\$	0.00	\$	(649.80)

Zoom and poll everywhere
Travel to various clubs

Mentorcity invoices to date

per renewal

Lakeside web invoices
2nd 1/2 paid this year

NOTE we are expecting insurance re-imburements from the clubs of \$ 3,904.20

surplus once received \$ 3,254.40

Net

Business and Professional Women (BPW) Ontario
Balance Sheet as at April 30, 2024



CURRENT ASSETS	FY 2024	FY 2023	Notes re: FY 2023
Chequing Bank Account	\$ 27,390.07	\$ 31,676.04	Balance per bank reconciliation November 2, 2023 5 GIC's x \$5,000 - to be renewed in January 2024
GIC	\$ <u>25,000.00</u>	\$ <u>25,000.00</u>	
Total Cash	\$ <u>52,390.07</u>	\$ <u>56,676.04</u>	
Accounts Receivable	\$ 221.00	\$ 332.78	St Catharines \$153.00 + Durham \$68 (note \$111.78 from PY was received None
BPWO Conference Seed Funds	\$ -	\$ -	
Total Accounts Receivable	\$ <u>221.00</u>	\$ <u>332.78</u>	
Emblem Inventory	\$ <u>1,694.49</u>	\$ <u>1,694.49</u>	Inventory list, at cost, counted at April 30, 2023
Total Inventory	\$ <u>1,694.49</u>	\$ <u>1,694.49</u>	
TOTAL CURRENT ASSETS	\$ <u>54,305.56</u>	\$ <u>58,703.31</u>	
LIABILITIES			
Accounts payable	\$ 57.15	\$ 509.15	
Reserved Funds - Travel Pool (Note 1)	\$ 6,033.34	\$ 3,634.70	See Schedule of Internally Restricted Funds
Reserved Funds - Nielson Fund (Note 2)	\$ 3,123.05	\$ 4,270.00	See Schedule of Internally Restricted Funds
Reserved Funds - New Clubs (Note 3)	\$ 5,228.03	\$ 5,228.03	See Schedule of Internally Restricted Funds
Reserved Funds - Marketing (Note 4)	\$ <u>1,850.00</u>	\$ <u>4,675.00</u>	See Schedule of Internally Restricted Funds
TOTAL LIABILITIES	\$ <u>16,291.57</u>	\$ <u>18,316.88</u>	
EQUITY			
Members' Equity			
Beginning of Year	\$ 40,386.43	\$ 34,863.71	Agrees to prior year financial statements
Travel pool adjustments per Karin's audit	\$ (1,722.64)	\$ -	Prior period adjustment re: travel payments for board members
Designate funds from Laura Noble's estate	\$ -	\$ (7,000.00)	Move \$7000 from Laura Noble's Estate donations to Reserved funds See Income Statement
Current Year Net Income (Loss)	\$ <u>(649.80)</u>	\$ <u>12,522.72</u>	
Total Members' Equity	\$ <u>38,013.99</u>	\$ <u>40,386.43</u>	
TOTAL EQUITY	\$ <u>38,013.99</u>	\$ <u>40,386.43</u>	

TOTAL LIABILITIES AND EQUITY \$ 54,305.56 \$ 58,703.31

Business and Professional Women (BPW) Ontario
Income Statement for the year ending April 30, 2024



REVENUE	FY 2024	FY 2023	Notes re: FY 2023
Interest Income	\$ -	\$ 137.50	Etransfer received
Emblem Sales	\$ 10.00	\$ 1,225.81	
Fundraising / Donations	\$ -	\$ 10,695.51	
Insurance - Clubs	\$ -	\$ 2,223.18	Invoices just sent out - no funds received as of yet
Membership Fees	\$ 4,905.00	\$ 5,505.00	Per forms submitted to date - 169 members
BPWC Convention Revenue	\$ -	\$ 2,767.77	
BPWO Conference/AGM Revenue (Loss)	\$ 450.00	\$ (177.80)	Net AGM 2023
Other income	\$ -	\$ -	
TOTAL REVENUE	\$ 5,365.00	\$ 22,376.97	

EXPENSES

Cost of Goods Sold

Emblem Expenses	-	\$	
Total Cost of Goods Sold	\$	-	\$ <u>1,056.83</u>
	\$		<u>1,056.83</u>

Inventory only adjusted at year-end

General & Administrative Expenses

Office Administration	-		
Financial Statements (honorarium)	-	\$	
Bank Service Charges	\$ 43.80	\$	-
Board & Executive Expenses	\$ 1,651.45	\$	-
Communication and software fees	\$ 311.26	\$	115.80
Insurance - D&O	\$ 3,315.60	\$	791.00
Insurance - Member's Liability	\$ -	\$	304.70
PCWO	\$ -	\$	2,987.28
Website - Maintenance & Development	\$ 692.69	\$	3,904.20
Awards	\$ -	\$	30.00
Commendations	\$ -	\$	664.44
Young BPW	\$ -	\$	-
Other	\$ -	\$	-
	\$	\$	-
Total General & Administrative Expenses	\$	<u>6,014.80</u>	\$ <u>8,797.42</u>

Per monthly bank statements

Re-imburements - Marlene travel to various clubs

Zoom invoice \$226 + \$85.26 Poll Everywhere (half)

D&O Invoice paid in June 2023 (covers June 2023 to June 2024)

Members' Invoice paid in March 2023 (covers March 2023 to March 2024)

Lakeside Web invoices

TOTAL EXPENSES

\$	<u>6,014.80</u>	\$	<u>9,854.25</u>
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NET INCOME (LOSS)

\$	<u>(649.80)</u>	\$	<u>12,522.72</u>
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Business and Professional Women (BPW) Ontario

Schedule of Internally Restricted Funds for the year ending April 30, 2024



Reserved Funds - Travel Pool (Note 1)	FY 2024	FY 2023
Balance, beginning of year	\$ 3,634.70	\$ 7,422.66
Received during the year from members	\$ 676.00	\$ 748.00
Prior period adjustment re: board travel	\$ 1,722.64	\$ -
Paid out during the year to conference attendees	\$ -	\$ <u>(4,535.96)</u>
Balance, end of year	<u>\$ 6,033.34</u>	<u>\$ 3,634.70</u>

Reserved Funds - Nielson Fund (Note 2)	FY 2024	FY 2023
Balance, beginning of year	\$ 4,270.00	\$ 6,913.20
Funds received during the year	\$ -	\$ -
Expenses for mentorship program	\$ <u>(1,146.95)</u>	\$ <u>(2,643.20)</u>
Balance, end of year	<u>\$ 3,123.05</u>	<u>\$ 4,270.00</u>

Reserved Funds - New Clubs (Note 3)	FY 2024	FY 2023
Balance, beginning of year	\$ 5,228.03	\$ 5,358.00
Transferred to reserve	\$ -	\$ -
Expenses relating to new club development	\$ -	\$ <u>(129.97)</u>
Balance, end of year	<u>\$ 5,228.03</u>	<u>\$ 5,228.03</u>

Reserved Funds - Marketing (Note 4)	FY 2024	FY 2023
Balance, beginning of year	\$ 4,675.00	\$ 500.00
Transferred from Laura Noble's estate donations	\$ -	\$ 7,000.00

Expenses during the year	\$	<u>(2,825.00)</u>	\$	<u>(2,825.00)</u>
Balance, end of year	\$	<u>1,850.00</u>	\$	<u>4,675.00</u>

Notes

169

Mentorcity invoices paid to date

Kingston club

designated for marketing

designated for creation of the new website and marketing

1st half paid in April 2023 and 2nd half paid November 202

Business and Professional Women (BPW) Ontario Additional notes to the financial statements



Funds received from Laura Noble's estate	FY 2024	FY 2023	Notes
Balance, beginning of year	\$ 9,850.00	\$ 6,850.00	
Donations received during the year	\$ -	\$ 10,000.00	
Designated for website and marketing expenses	\$ -	\$ (7,000.00)	
Balance, end of year	<u>\$ 9,850.00</u>	<u>\$ 9,850.00</u>	