

**IWIRC Ontario Network  
Board of Directors Meeting**

**MINUTES**

May 12, 2016 – 9:00 a.m. EST

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Meeting held at Goodmans LLP

Present/Phone: Melaney Wagner, Chair  
Kyla Mahar, Vice Chair  
Andrea Lockhart, Secretary  
Andrea Yandreski, Treasurer  
Caroline Descours, Director of Programs  
Tushara Weerasooriya, Director of Programs  
Deborah Hornbostel, Director of Community Service  
Rachel Bengino, Director Website  
Kathryn Esaw, Director at Large  
Michelle Pickett, Past Chair

Regrets: Natalie Levine, Director of Membership  
Katherine McEachern, Director at Large  
Amanda Favot, Director at Large  
Dina Milivojevic, Director at Large  
Karen Kimel, Director at Large

The meeting commenced at approximately 9:00 a.m.

**1. Minutes from April Meeting**

- **MOTION:** April/May minutes to be addressed at next Board meeting.

**2. Programs**

**(a) May Lunch 'n Learn**

- 26 people are signed up so far. Davies has capacity for 40 people so there is ample space.
- Most attendees are members – one non-member.
- Collecting money through Eventbrite and will then give donation to Interval House.
- Natalie and Natasha have all panellists lined up. Natasha to moderate. Panel has had kick-off call to discuss topics.
- Rachel sent reminder yesterday and will send another next week.

**(b) June Tennis Event**

- Invoice and draft contract circulated to the Board. Andrea Y. can write cheque when back in Toronto on Friday.
- 2:30 pm start – 2 hour session including skills clinic and match play. Details to be sorted out as it depends on skill level and number of attendees.
- Afterwards time to shower and change, then appetizers, wine and dinner. Expect to wrap up around 7:30-8:30 pm.

- Get Save the Date out.

**(c) Run for Women – June 11**

- 3 people signed up. Target 10 attendees.
- Rachel will send another event reminder.

Kathryn joined the Meeting.

**(d) Other Events**

**(i) Fall Gala**

- Caroline looking into TIFF alternative. Can lock in AGO but do not want to commit without considering other options.
- Last year, event was held on September 16. NCBJ got bumped. TMA annual in November (2-4) and IIC is in November as well. IWIRC fall conference in October. Newsmaker in November.
- Target end of October or December for this event.

**(ii) TFC**

- Consider member-only event sponsored by IWIRC in September. Good membership drive event – nice perk.

**(iii) Cooking**

- Has been a few years. Could have holiday theme such as hors d'oeuvres for your holiday party. Could bring client to this event – less formal than AGO and sit down dinner. Many new members would not have attended this event.

**(iv) 2017**

- Should think about what we want as first event next year that would also be our AGM. For transition, nice to have thought about it in advance for new board coming in.

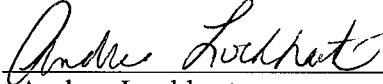
**3. Leadership Summit**

- International looking to us to finalize the agenda and open registration.
- In light of the cost, disproportionately expensive to have cocktail reception in advance of opening night dinner with hors d'oeuvres and drinks. Decided to have informal time before dinner for people to purchase cocktails and mingle.
- Meeting at the Delta lobby will occur at 5pm, but have removed reception from the Agenda and inserted shopping in distillery.
- All other items on the agenda are the same. Will insert address of restaurant for Monday night's dinner.
- Would like Board approval for maximum amount Ontario network would be prepared to contribute to Leadership Summit. Have kitty of just over \$18,000.
- Total of \$33,375 raised (committed and received). Total cost for all events is \$39,160. Deficit of \$5800. Note, a little bit of cushion in the numbers with a \$1500 contingency.

Michelle joined the Meeting.

- 18% gratuity and tax included in Andrea Y's numbers. However, dinner costs are all in costs.
  - If you take out the HST and gratuity, there is no funding hole.
  - **MOTION:** Motion by Mel to authorize up to \$3,000 from Ontario Network kitty to fund Leadership Summit if necessary (don't have to use it). Seconded by Kyla and carried by the Board.
  - Mel noted that she was trying to organize a program subcommittee call for Monday. Goal is to have panel set by the end of May.
- 4. TMA Gala Sponsorship**
- Last year sponsored \$500. Tried to co-sponsor and that did not work. Mel stood up and mentioned the contribution. In previous years, had chocolate or something that had IWIRC logo.
  - Purdy's not donating this year and no time to coordinate.
  - Decided to provide \$500 donation and ask DJ to say something about the contribution.
- 5. Renewal of D&O Insurance**
- Renewal upcoming in June. Same premium and same coverage as last year.
  - Mel comfortable renewing at this level. Part of our budget.
  - **MOTION:** Motion by Mel to renew D&O insurance. Seconded by Kyla and carried by the Board.
- 6. Newsletter Submission – 20<sup>th</sup> Anniversary Piece**
- Haven't had a chance to catch up with Amanda.
  - Need to start to think about submitting article.
  - Submissions for next quarter due last week or this week.
  - Mel will discuss with Amanda. Working with Goodmans' marketing department to come up with a logo.
- 7. Membership**
- 67 members (about 3 new members). Holding steady but have not really gained.
  - Reminder for everyone to renew their memberships as they expire.
- 8. Community Service**
- Consider whether we want donations for tennis. Board members to consider and circle up. Perhaps Dress for Success, Kids Help Line or Interval House.
  - Would be nice if email was circulated to our membership towards the end of year where we talk about our community service initiatives and what our goals/causes should be.
  - May be nice to toot our own horn. Also we lose history and knowledge as people move in and out of positions.

The Meeting adjourned at 10:09 a.m.

  
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Andrea Lockhart  
Secretary