

**IWIRC Ontario Network
Board of Directors Meeting**

MINUTES

April 8, 2015 – 9:00 a.m. EST

Meeting held by teleconference

Present: Melaney Wagner, Chair
Andrea Lockhart, Secretary
Sara Van Allen, Director of Programs
Katherine McEachern, Director of Programs
Tammy Kemp, Director Website
Seema Aggarwal, Director of Community Service
Dina Milivojevic, Director or Membership
Michelle Pickett, Past Chair

Regrets: Kyla Mahar, Vice-Chair
Andrea Yandreski, Treasurer
Karen Adler, Director at Large
Jenna Willis, Director at Large

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

1. Programs

- Mel provided recap of last meeting discussion.

(a) May Speaker/Lunch ‘N Learn

- Michelle to reach out to Beatrix Dart for early summer/late spring engagement. Similar event at Blakes at end of May in advance of TMA Spring Gala.
- Potential topics include confidence in women (overlaps with TMA event) and importance of women in work force generally.
- Have May 31 Run for Women so we have something on the agenda for May already.
- Agreed that it made sense to separate from the TMA event. Michele to ask for 1st half of May and otherwise for June. Consider whether to do as a breakfast/lunch/after work event.

(b) Golf

- Katherine and Sara investigating alternative to Links for Women. Golf club in Thornhill is happy to host event and we are waiting on their availability. Structured as a nine and dine with a golf pro and on-course instruction, drinks and dinner to wrap up by 7pm.
- Hope to circulate information to Board next week for approval. Pricing is \$160-\$170 per person, including dinner and drinks.

(c) **AGO**

- Hors d'oeuvres and drinks estimates were overly generous. We have used a 2 drink per person estimate in the past as a basis for deposit.
- \$3,000 minimum spend. On the basis of estimate provided by AGO, not in danger of losing money but may be inadvertently making money. Estimate includes tax and gratuity for dinner. Katherine was going to look into gratuity for the tour guides.
- Discussed pricing of \$145-\$150 for food/drink/tour guide based on minimum spend. Tour guide is a fixed cost in addition to minimum spend.
- Katherine to decrease hors d'oeuvres to 6 dozen. Despite minimum spend, this provides a better cushion for drinks.
- Agreed to circulate a save the date and invitation early so that people are committed given that there is not a lot of flexibility on costs. Encourage people to bring a client to the event.
- More information to be circulated before next Board meeting.

2. Community Service

(a) **May 31 Run for Women**

- Signed up as a team. \$45 early registration fee (before April 20) and \$50 registration fee afterwards, which includes t-shirt, race bib and swag bag.
- Invitation to leave out brunch as we need to know total numbers attending. Get out invitation sooner rather than later to allow people to save money on registration fee, and highlight that in the invitation.
- Can set a team goal for fundraising. However, website only permits attendee to send out individual emails seeking sponsorship. Discussed \$200 fundraising goal per person to give people something to strive for given that only \$5 of registration fee goes to charity.
- Tammy to advise International of the event. Send comments on invitation to Seema by the end of the day tomorrow with goal to send it out this week. Invitation to be sent to full distribution list (not necessarily IWIRC members). Invite to mention that friends and family welcome to join the team and participate.

3. Other

- Washington trip next week for annual spring conference. Will exchange emails coordinating beforehand.

The Meeting adjourned at approximately 9:35 a.m.

Andrea Lockhart
Secretary