

**IWIRC Ontario Network
Board of Directors Meeting**

MINUTES

August 19, 2015 – 9:00 a.m. EST

Meeting held at Goodmans LLP

Present: Melaney Wagner, Chair
Sara Van Allen, Director of Programs

By Phone: Andrea Lockhart, Secretary
Andrea Yandreski, Treasurer
Seema Aggarwal, Director of Community Service
Dina Milivojevic, Director of Membership
Michelle Pickett, Past Chair
Karen Adler, Director at Large
Jenna Willis, Director at Large

Regrets: Katherine McEachern, Director of Programs
Kyla Mahar, Vice-Chair
Tammy Kemp, Director Website

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

1. Minutes from July Meeting

- Melaney requested amendment to Minutes to reflect appropriate name of “OAIRP”.
- **MOTION:** Motion by Sara to approve the Minutes of the July Board meeting, as so amended. Motion was seconded by Andrea Y. and carried by the Board.

Karen joined the meeting.

2. Application for 2016 Leadership Summit in Toronto

- No budget necessary for application submission. Historically, only cost to attendees was cost of hotel, which is always included in the submission.
- Discussion regarding potential cost of leadership summit absent sponsorship funds. Application to include reference that funding is to be determined by sponsorship. Discuss discount of 25%-30% due to favourable US/CAD exchange rate.
- Discussion regarding potential speakers to be used as placeholders. Need to be awarded contract before we book someone.
- Discussion regarding structure of leadership summit. Historically held over a Wednesday to Friday, with a reception on Wednesday night, panel on Thursday morning, lunch/box lunch and social event followed by a dinner reception. Friday morning commenced with a business meeting and ended with a lunch. As Friday lunch was not well attended, structure was changed last year and business meeting was held on Wednesday. Decided to follow

original structure with potential for box lunch on Friday. If we go to Niagara Falls, potential for hot buffet lunch depending on structure that day.

Jenna joined the meeting.

- Discussion regarding costing/logistics of Niagara falls trip. Winery tours not doable from a cost perspective. Bus is based on hourly rates. Pricing Michelle received is for 10 hours, and 2 buses are required. Leave open discussion of dinner location for purposes of submission – research potential options including dinner at a winery or in Niagara.
- Discussion regarding timing of completion of application. Michelle is off for the next two weeks and back on the 8th. Melaney is back around the 7th.
- Ensure application refers to need to bring passport. Use last year's application as a base and include pictures of the Hornblower and Clifton Hill. Add in pricing for the Delta Hotel (\$209) and perks (rate extended 3 days pre and post; hospitality suite).
- Seema, Andrea Y. and Melaney to have a call to discuss presentation slides. Andrea Y. to keep track of funding in connection with cost management of the event.
- If application is accepted, Board can seek funding from various places including firm sponsorship, IWIRC and third parties. May need to charge nominal fee depending on funding. Will also need to set up committee to assist with logistics planning.

3. Programs

(a) Feedback from Summer Social – July 23

- Not a lot of people in attendance but there were a few new individuals. Good cross-section represented. Good venue/good food.
- Exceeded budget and lost a little bit of money – cost of \$770 vs. \$500 in sales. Consider whether to focus on other events next year as attendance has been declining over time.
- Far Niente was excellent to work with and very flexible. Would host an event there again.

(b) Senior Women Event

- Lunch booked with Melaney, Sara, Tracy Sandler, DJ Miller, Pam Huff and Michelle for September 11 to discuss potential topics. Leaning towards informal panel discussion where panel members discuss their experiences.
- Will have questions prepared for the panel, but also hope for audience participation.
- Andrea L. to circulate potential available dates for event to the Board.

(c) Lunch n Learn

- Have panellists booked for October 22 (Joanne Russo, Stephanie Ben-Ishai and Bea Casey). Karen is moderator. Aim to get out invite in September.
- Originally wanted to hold event at Cibo, but this venue is not north of the 401. Feedback from Janis Sarra event was that the venue was good but the food took longer than expected. Have not been to Auberge in 2 years. In light of these factors, Board decided to try Auberge again.
- No consistent theme panel could think of in context of bankruptcy/commercial proposal realm as not much is happening. Compile a list of questions to be asked at the tables. Consider discussing the road the panellists followed to arrive where they are today.

- Discussion regarding Bea's contributions to the panel. Many things Bea could speak to with respect to CAIRP (e.g., trends in programming with respect to women; trends in membership given what's happening in the industry). Michelle to chat with Bea and Karen.
- Andrea Y. to ask OAIRP to circulate invitation to event.

Andrea Y. and Michelle departed the meeting.

(d) AGO Gala Event

- Invitation has been delivered and it looks good. Nothing to do other than encourage people to attend.

(e) Regional Events

- Karen Fellowes (Chair of Western Network) and Michelle Grant (to take over Western Network next year). Discussion regarding regional event prior to ARIL. Consider speaker if possible (Drinks at 12:30, lunch at 1 and dessert buffet. Speaker over lunch). Consider Linda Robertson, a former lawyer who is now a speaker.
- Venue is the Vancouver Club. Get save the date out early. September 16 conference call at 2:30 pm to discuss logistics.

4. Finance Update

- Not discussed as Andrea Y. not present.

5. Membership

- See Dina's updates to the Board. Board members to reach out to assigned contacts, using this as an opportunity to advertise the AGO event.

Dina departed the meeting.

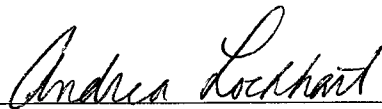
6. Community Service

- Think about what to tack on to our Lunch n Learn, if anything. No community service component to the AGO gala.
- Katherine has details regarding token collection at summer social. Seema to touch base with her.

7. Website

- Tammy has loaded all of the Board minutes on the internet. Also has pictures from the charity walk. Remember to update bio on IWIRC page.

The Meeting adjourned at 10:08 a.m.



Andrea Lockhart
Secretary

