

**IWIRC Ontario Network
Board of Directors Meeting**

MINUTES

June 8, 2016 – 9:00 a.m. EST

Meeting held at PricewaterhouseCoopers

Present: Melaney Wagner, Chair
Andrea Lockhart, Secretary
Andrea Yandreski, Treasurer
Deborah Hornbostel, Director of Community Service
Karen Kimel, Director at Large
Michelle Pickett, Past Chair

Phone: Caroline Descours, Director of Programs
Rachel Bengino, Director Website
Kathryn Esaw, Director at Large
Natalie Levine, Director of Membership
Katherine McEachern, Director at Large
Dina Milivojevic, Director at Large

Regrets: Kyla Mahar, Vice Chair
Tushara Weerasooriya, Director of Programs
Amanda Favot, Director at Large

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

1. Minutes from May Meeting

- **MOTION:** Motion by Andrea Y. to approve April and May Board minutes. Seconded by Karen and carried by the Board.

2. Programs

(a) Run For Women

- Deborah asked Rachel to send another reminder because event was not too popular.
- As of June 1, four adults and two children were signed up. If any Board member can attend, please consider signing up.
- Will send another reminder today.

(b) June Tennis Event

- Only a few people have signed up, but the invite just went out.
- Amanda has been dealing with Mayfair directly. Will keep us updated when we have a better sense of numbers. Hoping for 20-25 people.
- Invitation sent without charity reference in the interests of time. Need to decide on a charity by Friday (e.g., toiletries for Red Door, Mayfair does fundraising for Children's Wish Foundation)

- Deborah will collect all items. Can email attendees specifically right before the event to remind them to bring donations.

(c) Fall Gala Event – October 19

- More legwork done on the AGO option. Have goal towards end of October but prices have gone up since last year.
- Katherine noted she got a better price last year than quoted. Tushara did show those prices to the AGO.
- TIFF is closer to our budget depending on the details. There are a few venue options:
 - Lounge on second floor and bring in O&B catering – may be a bit expensive because all costed separately
 - Luma restaurant – can do partial buyout with minimum spend of \$5,000
- Waiting for information on rotating TIFF exhibit. Hesitant to commit until we know what the exhibit is. However, this must be balanced with not wanting to lose the date.

Michelle joined at 9:17 a.m.

(d) Soup Sisters

- Had cancellation for Monday September 12. New location on Bathurst Street downtown at Nella Cucina.
- Waiting to get dates for next year as well.

(e) TFC Event

- Wednesday September 28 at 7 or 7:30 p.m.
- Executive suite options are very expensive (\$4000 without food or drinks). Can get a set of group tickets and BMO bucks to hand out for purchase of concessions. Can go early and have drinks at large outdoor patio area with bar-height chairs.
- Tickets run between \$30.00 to \$55.00 – get a bit of a discount with a group.
- We will need to cap numbers – maybe 25.
- Consider Fall Gala as alternative membership appreciation event – bring a guest and get in for free?

(f) Oil and Gas Lunch ‘n Learn

- Constance from BMO expressed interest in putting panel together. Consider date in November or early December.
- Note that November 9 is OAIRP education event and November 23 is TMA Newsmaker dinner.

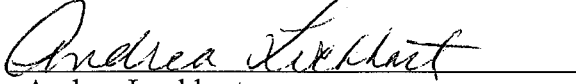
3. Leadership Summit

- Have landed on the panels. Hotel, bus, meals are well in hand. Now focus is on implementation – brochures and welcome package.
- Have all sponsor logos – will put together slide shows.
- Note: July 29 is a staff holiday at PwC. Elevators will be working. Michelle confirming A/V support with staff and catering.
- 20th anniversary logo can be covered in brochure – logo and letter from the Chair. Also mention this at dinner. Consider whether to recognize at another event (e.g., commemorative pens?)

- Note on registration page to bring comfortable rubber sole shoes as Distillery District is cobblestone .Advise that they may get wet on boat tour.
 - Kyla to look into courtesy room at Inn on the Twenty for conference attendees to get refreshed.
 - Kick-off call for Women on Boards panel is on June 15 and for Nuts and Bolts panel is this Friday.
 - With respect to ice breakers, consider random name tag first night. Also consider game where people get points to post selfies with people they have not met before with prize for the most points. Karen to put together a plan with an Instagram hashtag, instructions and prizes.
4. **Newsletter Submission – 20th Anniversary Piece**
- Mel still needs to speak with Amanda regarding the submission of a newsletter article.
5. **Finance**
- Andrea Y. sent around update.
 - Proceeds of \$415 from May Lunch ‘n Learn and charity donation of \$415 to Interval House. Mayfair has cashed the deposit cheque for the tennis event. Andrea to pay D/O insurance premium and wrote a cheque of \$500.00 for TMA Gala donation.
 - Will have approximately \$16,500 prior to tennis proceeds. Receipt of membership dues will increase funds on hand.
 - Once summit is done, need to decide what amount of kitty to keep.
6. **Board Nominations – IWIRC Directors at Large**
- Due next Friday. This is how Michelle started off with IWIRC. Appointed by Board onto management committee.
 - Director at Large is a two-year rotation. Ever year there is an opportunity to participate.
 - Commitment is two in-person board meetings, the Spring conference in Washington and the Fall conference.
 - Michelle moving on to the executive committee in the Fall as Treasurer for a one-year term.
 - Mel considering putting nomination forward for Director at Large position.
7. **Membership**
- Holding steady in the mid-60s. Natalie reached out to the new members to say welcome and provide details of next events.
 - Consider whether membership appreciation event qualifies as membership drive. Need one for Annual Report.
8. **Community Service**
- Discussed toiletries for tennis event, Run for Women and Soup Sisters already.
9. **Website/Communications**
- Karen to liaise with respect to social media for Leadership Summit.
10. **Other Business**
- Provided \$500 donation to TMA Spring Gala and DJ spoke about it.

- Data on how many women don't renew their membership when on maternity leaves? Most renew when back – helps with transition back. IWIRC does not permit decreased rates while away.

The Meeting adjourned at 10:09 a.m.


Andrea Lockhart
Secretary