



MINUTES

Board of Directors Meeting
July 14, 2015
5:30 PM
154 Moyle Dr.

Present: Tracy St. Denis, chair; Deborah Ross, vice-chair; Julie Green, secretary; Kimberly Doyle, Matthew Spence, Jeff Fowler, David Connelly, Paul Gillard, Jacq Brasseur, Campaign Co-ordinator and Candace Thorne, Executive Director

Regrets;: Penny Ballantyne, Gayla Thunstrom, Craig Yeo and Katherine MacDonald

1. Welcome

2. Review Agenda

Motion to adopt by Matt, seconded by Deb. Carried.

3. Review previous minutes

a) The minutes from June 16, 2015 were reviewed. Motion to adopt by Matt, seconded by Kim. Carried.

4. Financial update

Not available
Date will be set for AGM next meeting

5. **Membership Agreement with United Way Canada/Centraide:** Candace explained the areas in which UWNWT answered “no” or “partial” to membership requirements, such as attending regional and national meetings and creating an annual report. Deb voted that the agreement be accepted, seconded by Matt. Carried.

6. **Motion to hire Campaign Co-ordinator:** Moved that UWNWT hire Jacq Brasseur as campaign co-ordinator on a one-year renewable contract. Moved by Julie, seconded by Deb. Carried.

5. Campaign Update/Planning – campaign dates: Sept. 16-Oct. 14, 2015

a. GCWCC – Matt met with all department contacts. Some have asked for help with their campaigns. Materials have been ordered.

- b. GNWT – GNWT reps will meet in August to debrief and plan for November campaign.
- c. Labour – Tracy reported that Craig sent a package to each union local president that included a powerpoint, a one-pager and a letter to give the employer requesting payroll deduction.
- d. NorthwesTel – Paul recently ran an work place camping and reported four per cent sign up. He requested more materials, including a video, a one-pager. Paul will look to plan another campaign this fall in line with the public campaign and Northwestel HQ campaign. Deb offered to meet with Paul to assist with some ideas on how to get more staff signed up.
- e. City – not available because of Katherine’s absence but they are on the list for a campaign this fall.
- f. Private sector campaign – Tracy reported that Cameron Buddo has resigned and that this sector needs new leadership. She is actively looking. She, David and Julie will review the list of employers to approach.
- g. Days of Caring – Kim reported that RBC staff built boxes for YWCA and a group of volunteers planted flowers at Avens. There will be additional projects as volunteers and requests come together.

6. Executive Director’s report

Tracy thanks Candace for her work as ED and presented her with a bouquet. Candace reported that much of the administrative information has been transferred to Jacq. **Moved by Deb, seconded by Kim that Jacqueline Brasseur be added to the signing authority for UWNWT.** Carried. The phone will be transferred on Monday.

Candace is working with Katherine on the audit. She is wrapping up other work in progress or transferring it to Jacq prior to Candace’s last day on July 22.

7. Chair’s Report:

Tracy reported Cameron resigned (see above), on the forthcoming leave of absence for Julie (Sept 1-Dec 31, 2015) and the need for more board members. There was some discussion about how to make the board more representative by having members outside of Yellowknife. There will be a Doodle poll to establish best meeting day(s) for fall.

8. Meeting Adjourned. Motion by Deb. Next meeting August 11 at 5:30 p.m. at PSAC boardroom.

July Action Tracker

Activity	Task	Due Date	OPI	Status
Campaign	Review business list to establish payroll deduction plans; set goals and timing; work with labour to get in the door	August 11	Julie David Craig	
Campaign	File paperwork with United Way/Centraide to be reimbursed for GCCWC paperwork	submitted	Katherine/Candace	Pending
Campaign	Report on BMO, CIBC and RBC results	13 May 2015	Tracy	Pending
Campaign	File membership agreement with UWCC	July 17	Candace	
Admin	Create common messages for all campaigns	August 11	Julie	
Admin	Update thank you section of website; create donor recognition chart	August 11	Julie	
Admin	Doodle poll for meeting days	August 11	Julie?	