

**Women's Business Network of Peterborough
Minutes for Annual General Meeting May 27, 2020**



Board Members Present: Grace Reynolds, Arlene Blunck, Christine Teixeira, Nadine James, Rencee Noonan, Paula Kehoe, Danielle McIver, Diane Wolf
Regrets: Tracey Ormond, Tiffany Arcari, Laurie English,

Call to order: By Grace Reynolds at 6:42pm (delayed due to waiting for more members for quorum)

Confirmation of Quorum: 33 members were confirmed in attendance (need 44 for quorum)
NOTE: president sent membership email to retrieve remaining 11 members to meet quorum and their votes – refer to member attendance list in WBN dropbox

Minutes from 2018/2019 AGM: **To approve the Minutes from the 2018/2019 AGM**

Motion **By:** Nadine James **Seconded:** Jennifer Sprague
All in favour, Carried

Constitutional Changes: **Presented by Grace Reynolds, President**

As per the WBN constitution, it is the responsibility of the Board to review the WBN constitution and by-laws every 5 years, and if required, make recommendations to the membership to change the terms.

As a result of this review and based on the needs of the organization, the board considered the recommendations of the committee, and bring forward the following proposed amendments to the membership for your consideration.

**Article 8:
Privacy Policy:**

1. The Privacy Policy shall be reviewed annually each May by the Privacy Officer, as per By-Law 5.B.5 7, and updated, as recommended by the Privacy Officer and ratified by the Board, before the end of June.

Motion **To accept the constitutional changes as presented**
By: Nadine James **Seconded:** Rencee Noonan
All in favour, Carried

Board Nominations: **Presentation by Grace Reynolds, President (usually Past President presents below)**

In accordance to Article 5 and By-law 7 of the WBN Constitution, the process for securing nominations to the board was followed and all-important timelines were met. A call for nominations went out to the membership at the January, February and March member meeting and member newsletters. This was followed by the elections page of our website being updated outlining the nomination process, positions available and important dates. The website elections page was updated once again with information on the interested members whose nominations were received by myself before the due date of April 15, 2019

- a. **The following board members will remain on the board without election;**
 - i. Grace Reynolds moving from President to Past President
 - ii. Danielle McIver moving from Program to President
 - iii. Nadine James, Secretary
 - iv. Diane Wolf, Strategic Director
 - v. Christine Teixeira, Treasurer (renewing another 2 year term)
 - vi. Rencee Noonan, Communication Director (completing remaining 1 year term from original role of Internal Communication Director)

b. Board members concluding their term:

- i. Tracey Ormond, Past President
- ii. Arlene Blunck, Membership Director
- iii. Paula Kehoe, Awards Event Director (1 of 2 year term completed)
- iv. Tiffany Arcari, Technical Director (1 of 2 year term completed)
- v. Laurie English, Director At Large (1 of 2 year term completed)
- vi. Sara George, Program Director (.5 of 2 year term completed)
- vii. Vanessa Dinesen, Member Communication Director (.5 of 2 year term completed)

The board sought a minimum of 2 interested members for election to serve on the board, based on the nomination criteria established by the By-laws.

The following is the list of nominees who have allowed their names to be stand for election to the board of directors for a two year term:

Sarah Susnar (Play Café) – Membership Director
Samantha Crowley (Exit Realty Liftlock) – Program Director

All nominees' eligibility has been validated according to our constitution and by-laws.

There are 2 nominees for the 4 vacancies identified on the board, creating a total WBN Board of Director size of 8. As the current nominations fill the number of board positions available no individual voting will be required. The 2 nominees can be acclaimed.

Motion To accept the slate of nominees as presented

By: Nadine James

Seconded: Michele Kadwell-chalmers

All in favour, Carried

**Treasurer's
Report:**

Presented by Christine Teixeira, Treasurer - Year to Date (ending April 30, 2020)

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**Women's Business Network
Profit & Loss Budget Performance**

Ordinary Income / Expenses	Jul 1, 2019 - Apr 30, 2020	YTD Budget	Annual Budget
Income			
Surplus from Prior Year	\$ 8,000	\$ 8,000	\$ 10,000
Sponsorship	\$ 1,855	\$ 1,500	\$ 1,500
Spotlight	\$ 375	\$ 600	\$ 675
Membership	\$ 56,104	\$ 53,600	\$ 67,000
Guest Fees	\$ 7,870	\$ 10,350	\$ 11,500
Twonie Talk	\$ 59	\$ 60	\$ 70
Exhibitor Booths	\$ 1,140	\$ 1,120	\$ 1,280
Advertising Income	\$ -	\$ 120	\$ 150
Interest	\$ 251	\$ 30	\$ 36
Total Income	\$ 75,654	\$ 75,380	\$ 92,211
Cost of Goods Sold			
Meals	\$ 36,779	\$ 42,512	\$ 53,231
Gross Profit	\$ 38,875	\$ 32,868	\$ 38,980
Expenses			
Director's Expenses	\$ 95	\$ 400	\$ 850
Strategic Planning	\$ 109	\$ 1,375	\$ 2,750
Bank Fees	\$ 1,680	\$ 1,650	\$ 1,850
Board Meetings	\$ 1,524	\$ 2,200	\$ 2,600
Insurance	\$ 1,299	\$ 1,300	\$ 1,560
Membership Expenses	\$ 6,052	\$ 6,441	\$ 6,791
Office Supplies	\$ 530	\$ 353	\$ 403
Program Expense	\$ 12,842	\$ 13,200	\$ 17,025
Publicity	\$ 5,045	\$ 6,573	\$ 8,301
Website	\$ 3,856	\$ 3,765	\$ 4,165
Total Expenses	\$ 33,032	\$ 37,257	\$ 46,295
Net Ordinary Income	\$ 5,843	-\$ 4,389	\$ 7,315
Special Events - WIB Awards			
WIB Income	\$ -	\$ 21,060	\$ 21,060
WIB Expenses	\$ 226	\$ 13,698	\$ 13,698
Net Income - WIB Awards	-\$ 226	\$ 7,362	\$ 7,362
Special Events - Christmas			
Auction Income	\$ 11,019	\$ -	\$ -
Auction Expenses	\$ 638	\$ -	\$ -
Distribution of Net Proceeds	\$ 10,381	\$ -	\$ -
Net Income - Christmas	\$ -	\$ -	\$ -
TOTAL NET INCOME	\$ 5,617	\$ 2,973	\$ 47

**Women's Business Network
Profit & Loss Previous Year Comparison**

Ordinary Income / Expenses	July 2019 to April 2020	July 2018 to April 2019
Income		
Surplus from Prior Year	\$ 8,000.00	\$ -
TWAS Talks	\$ -	\$ 180
Sponsorship	\$ 1,855	\$ 1,675
Spotlight	\$ 375	\$ 825
Membership	\$ 56,104	\$ 51,422
Guest Fees	\$ 7,870	\$ 10,626
Twonie Talk	\$ 59	\$ -
Exhibitor Booths	\$ 1,140	\$ 1,220
Advertising Income	\$ -	\$ 90
Interest	\$ 251	\$ 33
Total Income	\$ 75,654	\$ 66,071
Cost of Goods Sold		
Meals	\$ 36,779	\$ 31,057
Gross Profit	\$ 38,875	\$ 35,014
Expenses		
Director's Expenses	\$ 95	\$ 111
Strategic Planning	\$ 109	\$ 512
Bank Fees	\$ 1,680	\$ 1,689
Board Meetings	\$ 1,524	\$ 1,564
Insurance	\$ 1,299	\$ 1,292
Membership Expenses	\$ 6,052	\$ 4,449
Office Supplies	\$ 530	\$ 823
Program Expense	\$ 12,842	\$ 7,071
Publicity	\$ 5,045	\$ 4,151
Website	\$ 3,856	\$ 3,207
Total Expenses	\$ 33,032	\$ 24,869
Net Ordinary Income	\$ 5,843	\$ 10,145
Special Events - WIB Awards		
Income	\$ -	\$ 17,260
Expenses	\$ 226	\$ 11,626
Net Income	-\$ 226	\$ 5,634
Special Events - Christmas		
Auction Income	\$ 11,019	\$ 18,550
Auction Expenses	\$ 638	\$ 464
Distribution of Net Proceeds	\$ 10,381	\$ 18,086
Net Income	\$ -	\$ -
TOTAL NET INCOME	\$ 5,617	\$ 15,779



**Women's Business Network
Balance Sheet Previous Year Comparison**

	Apr-20	Apr-19
Assets		
Chequing/Savings/Investments		
Paypal	\$ 867	\$ 867
90 Day GIC	\$ 10,612	\$ 10,493
1 Yr Cashable GIC	\$ 10,007	\$ 10,000
TD Bank	\$ 63,866	\$ 72,263
Petty Cash	\$ 120	\$ 120
A/R	\$ -	\$ 1,575
Undeposited Funds	\$ 300	-
Pre-paid Expenses	\$ -	-
Insurance	\$ 779	\$ 780
Total Assets	\$86,466	\$96,098
Liabilities and Equity		
A/P	\$ 445	\$ 4,455
TD Business Visa	\$ 722	-
Unearned Revenue	-	-
YTD Transfer Membership Fees	\$ 56,104	\$ 50,859
Membership	\$ 70,171	\$ 67,678
Total Current Liabilities	\$ 14,344	\$ 21,274
Equity		
Operating Reserve	\$ 6,804	\$ 6,804
Accumulated Surplus	\$ 59,701	\$ 52,241
Net Income	\$ 5,617	\$ 15,779
Total Equity	\$ 72,122	\$ 74,824
Total Liabilities & Equity	\$ 86,466	\$ 96,098

Motion To accept the Treasurer's Report as presented

By: Christine Teixeira
All in Favour, Carried

Seconded: Michele Kadwell-Chalmers

**President's
Message:**

Presented by Grace Reynolds, President

What a year this was!!!!

- We began with a SOLD OUT membership by August, capped at 176 members!!! WOW, so incredible!!!
- With feedback that's been provided over the past several years to the WBN Board of Directors, we began the year with a little shake shake shimmy shimmy from the norm
- Little did we know, how not normal this year would be....
- Membership has been asking for changes in venue locations and food and so we planned and booked new venues locations and food for this year!
- To keep it short - we learned A LOT from this experience, some good and some... well not so good
- The feedback ranged from one end of the spectrum to the other
- Sometimes you'd wonder – are we all at the same meeting!?
- (Overall, was there a big change... to be frank – no there was not!)
- But that's ok as every member is a part of the WBN for their own reasons – certain events will be their cup of tea and other events may not be – we will not satisfy everyone at all times and that's absolutely alright!
- As we are here for the greater good of our membership – to provide a safe space and platform to help promote and support women in business through personal and professional growth opportunities!
- It was a great experience and certainly a challenging one for the Board this year but we were happy to bring some of these changes the membership has been asking for for years

- We appreciate your patience and support as we navigated through these changes together as it was the first time doing so for many of us – Board and Membership!
- And boy oh boy, talking about change this year –the biggest one we had...who order up the Global Pandemic!?
- Here's a funny story.... Josh purchased a new collaborative board game back in November for us to play...it was called Pandemic... I won't get into specific details, but I am sure you can guess what the game was all about...
- Covid-19 certainly added to the mix of things this year cosy you know, why not throw in another challenge for us this year?!
- Throughout the pandemic, the Board did an amazing job adjusting and adapting to continue to support and add value to our membership as best we knew how during these extremely unprecedented times
- There certainly is no protocol for “when a global pandemic hits, please proceed as follows...”
- That all being said, we still had an awesome year...
 - 6 of our 7 speakers still – they were amazing, shared inspiring stories and great advice and guidance to our members!
 - Our holiday gala shake up was wonderful this year and
 - As usual the membership enjoyed another successful tradeshow and workshops!
- Each and every board member and committee member went above & beyond to deliver excellence at each event planned and hosted this year
- A big round of applause to each of you as we conquered a lot of changes and challenges this year --- and on behalf of the WBN membership, THANK YOU!

UPCOMING YEAR

- Plans for the upcoming 2020-2021 season are well underway
- The outgoing and incoming Board of Directors will be meeting at the beginning of June for our Strategic Planning session
- As you can imagine, we've had and will continue to consider our current state of world health and economy and will adapt as needed
- Our incoming and remaining board members along with our new President Danielle McIver, are looking forward to amazing you next season, so stay tuned for details regarding membership, event plans and much more!

What a year...and not only with the changes we implemented, but who would have thunk, we'd be experiencing a global pandemic in this lifetime??!!! It's certainly not how I wanted to end my presidential year

(and what a year to be coming into for the new President – Danielle remember way back when we first started this year and said, sure we'll take on the challenge of changes for 2019/2020 LOL well what a change it was, eh Danielle!? ;))

I miss seeing you all and would have like the opportunity to say thank you in person but hey, online is better than nothing at all!

As the 2019/2020 membership year nears its close, I'd like to say Thank you to you, our membership for an awesome year. Your support has been amazing, as I navigated the waters to serve as your President this season. It has been a year of personal and professional growth that I'm grateful to have had the opportunity to undertake, along side so many amazing women.

We look forward to SEEING you all again soon!

Motion To accept the President's Report as presented

By: Nadine James
All in Favour, Carried

Seconded: Charlina Westbye

**Other
Business:**

Presented by Grace Reynolds, President

A quick note regarding the remainder of our membership year.

After careful consideration discussion by the Board of Directors and stated by our WBN By-laws,

3. Dues:

A. The Board shall determine membership dues annually. Membership dues are non-refundable and non-transferrable in accordance with Article 3.3

Article 3, Membership:

3. All members of the Network agree, by virtue of their annual application, to be bound by the constitution, by-laws and code of conduct of the Women's Business Network of Peterborough

We understand the current circumstances that we are adapting to due to the global pandemic, and as your volunteer Board we have continued to work through these times and provide support as best we can! We have come up with additional ways to support our membership by providing our May speaker where Kelly was more than happy to be there for us during these times! And as mentioned previously, we will continue to provide webinars until our year-end in June.

The board will be meeting over the summer, as per usual, to plan for our upcoming membership year. We will continue to do as need to change and adapt to what may be a new norm for the next few months.

Please stay tuned to your emails and social media for further updates!

Adjournment:

Motion To adjourn the meeting at 7:20pm (late due to waiting for quorum)

By: Nadine James
All In Favour, Carried

Seconded: Charlina Westbye