

**CIPHI Manitoba Branch
Minutes**

June 13th, 2011

In Attendance: Darcy Chrisp, Ali Rana, Natalie Fontaine, , Stephen Hancock, Stéfane Gravelle, Stephen Yeo, Melanie Cyrenne

Regrets: Shaun Miles, Dana Gallant, Greg Stevenson

1. Call Meeting to Order 12:07

2. Approval of Agenda

Motion to approve the agenda by Stephen Yeo, seconded by Stefane, all in favor, motion passed.

3. Reading and Approval of Previous Meeting's Minutes

Motion to approve the June 13, 2011 minutes as amended by Stephen Hancock, seconded by Natalie, all in favor, motion passed.

Action Item: Darcy to circulate amended and approved minutes and send minutes to Carmen to post on website

4. Correspondence Received and Read

Nothing to Report.

5. Business Arising from Minutes or Correspondence

Darcy spoke with Albert Atamanchuk and confirmed that he will be attending the President's Banquet on Sept 15th. Albert will forward a brief outline of his career accomplishments and life to Branch before the conference.

Ali has received invoice from DJ and forwarded to Shaun and Darcy.

All scheduling changes have been addressed and finalized.

Stef has altered Conference package to accommodate request by FNIHB that changes wording "Conference" to "Workshop" and sent to Rick Orto.

Stef has sent out list of missing abstracts and bios.

Action: Everyone to contact speakers where info is missing and send to Andreas and Stef.

Natalie has sent Stef phone listing for City of Wpg employees

Darcy has not discussed wine label with Melanie as of yet. See new business.

Nomination form has been created for Distinguished Member Award and was circulated in July to Branch Exec for comment.

6. New Business

a. 2011 Educational Conference

i. Conference Speaker Gifts

Agreed to give speakers a \$30 gift card from Chapters.
Action Item: Melanie to pick these up.

ii. Food

Steve reviewed menu from Clarion. Almost finalized except for Wine and Cheese event.

Cost appears to be within 10% of projected budget.

Action item: Steve to circulate final menu and cost to Branch Exec once finalized.

Action item: Each one of us should contact speaker we are dealing with to have them complete registration form so we have their name and dietary requirements.

iii. Sponsors/Exhibitors

12 sponsors/exhibitors are confirmed. Room for 18 total.

iv. Social Event for Pres Banquet

Action item: Darcy to forward logos to put on wine bottle label.

Action item: Melanie to check with MLCC on when we can purchase wine.

v. Registration

Stef inquired as to whether we will have a single session rate for delegates that only want to attend one or two speakers. It was agreed that we would and we will charge \$30 per person.

vi. Silent Auction

Action Item: Steve to send out letter to exhibitors and sponsors to request a donated item once these have been finalized.

vii. Promotional Items

2013 Organizing Committee will have shirts for sale.

Action item: Darcy to discuss with Julie Scarpino and Natalie on shirt volume.

Action item: Darcy to discuss with Dana about possibly including another small priced item in delegate bags.

viii. Conference Binder

Melanie working with Andreas on this issue.

Action item: Melanie to start getting prices from printers.

b. 25 Year Pin Recipients'

We have 3 eligible recipients confirmed: Glen Jorundson, James Dean and Steve Kamm..

Action Item: Stef to continue following up with potential 25 year members.

c. Branch Distinguished Member Award Nomination Form.

Was circulated to Branch Exec and no comments received.

Action item: Darcy to circulate Distinguished Member Award policy and nomination form on Branch listserv with reply date of Aug 15th so Exec has time to deliberate nominations.

d. Halifax National Conference

Approx 10 delegates from MB attended all or a portion of the conference. The entire \$2400 budgeted to assist delegates who pay for registration out of their own pocket was used by 4 delegates. Members of 2013 organizing committee were also on site with a 2013 Conference booth to promote the 2013 National conference in Wpg. Very positive feedback received towards this conference.

e. Branch Annual Reports for AGM

2010 Annual Report needs to be completed prior to next AGM.

Action item: Stef to send out request to Branch Exec, Placard Editor, BOC Chairs, and Webmaster requesting reports by Sept 1st 2011.

7. Next Meeting: August 15th, 2011 – Noon hour teleconference

8. Adjournment: 12:53 pm.