

**CIPHI Manitoba Branch
Meeting Minutes**

*Aug 29, 2011
Teleconference
12:00 - 1:00 pm*

In Attendance: Stephen Hancock, Stéfane Gravelle, Darcy Chrisp, Greg Stevenson, Melanie Cyrenne, Dana Gallant, Stephen Yeo, Natalie Lowdon

Regrets: Ali Rana, Shaun Miles

- 1. Call Meeting to Order 12:04**
- 2. Approval of Agenda**
- 3. Reading and Approval of Previous Meeting's Minutes (July 18, 2011).**

Motion to approve by Stephen Hancock, seconded by Greg Stevenson, all approved, motion carried.

AI: Darcy to forward July 18th, 2011 Meeting Minutes to Carmen for posting on the website.

- 4. Correspondence Received and Read:** We received communication from the national webmaster asking if we want to create a stand-alone website for the 2013 conference, merge with the centenary website, or have a page on our branch website. We have decided that we shall create a stand-alone website and create a link from our branch site. Carmen Cross will lead development and content. Registration will occur via the Members Service Center.

5. Business Arising from Minutes or Correspondence:

AI: Steve Hancock to Circulate Final Menus

AI: Have committee members contact speakers to fill-out and submit registration forms, inform that they are invited for lunch on the day they speak.

AI: Steve to apply for alcohol permit two weeks in advance.

Wine at MLCC Bottle and Cork is 6.29/bottle, 12 bottles/case, and cases can be mixed red & white.

6. New Business

- a. 2011 Educational Conference:** approved for 20PDH's including AGM.

- i. Conference Speaker gifts:**

AI: Natalie will obtain boxes-wrapping for the gift cards.

- ii. Food.** Everything has been confirmed, we just need the number of attendees at each event.

- iii. Sponsors/Exhibitors.** Have reached goal of 17 sponsors.

- iv. Social Event for Presidents Banquet**

AI: Stéfane to ensure audio equipment is set up for speeches and entertainment.

- v. Wine and labels** Wine at MLCC Bottle and Cork is 6.29/bottle, 12 bottles/case, and cases can be mixed red & white. Estimate 18 red

and 18 white for banquet, and 12 red and 12 white for the wine and cheese evening. (5cases).

AI: Darcy to send logos for wine bottles to Melanie Cyrenne.

vi. Registration.

AI: Dana to print name tags and meal tickets.

vii. Silent Auction

Everyone to continue scouting for items and circulate the letter to the sponsors. Implement a minimum increase in bids, and will depend on type of item. Greg Stevenson will handle the silent auction again this year.

viii. Promotional Items for delegate bags: already taken care of.

ix. Conference Binder

Andreas did a great job on the binder. Melanie will take it to the printer tomorrow. Binder will be 30 pages, double sided, and colour printed.

AI: Darcy to contact Andreas and give contents a final proof-read before printing.

x. Conference delegate bags

Cost shared between our branch and ALS labs. Cost \$1.70 per bag, and ordered 100 bags.

We need to pack bags and badges, we will meet in small side room, near banquet rooms at the Clarion at 7:30pm, Sept 13, 2011 following the golf tournament.

xi. Conference tech equipment

Carmen Cross has agreed to be the conference photographer, will use own camera.

AI: Stéfane to ensure all tech is organized for conference, Ali to assist

xii. Conference Master of Ceremonies

Julie Scarpino agreed to be the MC again.

b. 25 Year Pin Recipients'

James Dean, Steve Kamm, Trevor Williams, Glenn Jorundson

c. Branch Distinguished Member Award

Will be awarded to Andreas Oertel at the President's Banquet, award has been made by Stéfane Gravelle.

d. Branch AGM Report

All committee chairs to submit year report to Stéfane Gravelle by Thursday Sept 1, 2011.

e. 2013 T-Shirts

AI: Darcy to order 40 T-shirts.

7. Next Meeting: At AGM, September 16, 2011.

8. Adjournment: 12:53pm