

CIPHI Manitoba Branch
Minutes

March 20, 2012

In Attendance: Stephen Hancock, Darcy Chrisp, Greg Stevenson, Shaun Miles, Stephen Yeo

Regrets: Melanie Cyrenne, Stéfane Gravelle, Natalie Fontaine, Dana Gallant, Ali Rana

1. Call Meeting to Order: 12:06
2. Approval of Agenda: Motion by Stephen Yeo, Seconded by Steve Hancock. All approved, Motion carried.
3. Reading and Approval of Previous Meeting's Minutes: Motion Stephen Hancock, seconded by Shaun Miles. All approved, motion carried.
4. Correspondence Received and Read: Received \$850 payment from ZEP for Silver sponsorship at 2011 Branch Conference.
5. Business Arising from Minutes or Correspondence
 - Darcy contacted ZEP re: outstanding payment. Payment has been received.
 - Dana confirmed Dr. Holley as a speaker for our workshop.
 - Steve has sent ALS logo to Darcy to put on the cooler bags.
 - Action Item: Steve to get EPS art and Pantone colors from ALS and send to Darcy by Apr 1st so the cooler bags can be ordered.
 - Darcy sent out email to determine which Exec members are stepping down. Melanie Cyrenne stepping down so we will need an election for the VP position and possibly a councilor if an existing councilor steps up to the VP position.
 - Darcy has revised the Executive contact list with what has been received to date. Still some outstanding info required and Darcy will follow these up.

6. New Business

a. 2012 Educational Workshop

i. Speakers:

All 5 speakers have been confirmed.

Action Item: Darcy to send around completed workshop registration form and flyer to Branch Exec. Those that have recruited a speaker should forward it to their speaker for their information and also to invite them to lunch.

ii. Speaker gifts

50 Chapters gift card will be purchased for each speaker (total 5)

Action Item: Ali to purchase the gift cards

iii. Delegate gift

Darcy has not ordered the cooler bags yet. We are going with a red bag as the logos will show up nice on that color. Still waiting on some information on the ALS logo.

Action Item: Steve to get ALS logo info and send to Darcy

Action Item: Darcy to order bags by April 1st.

iv. Workshop Flyer and Registration Form

Stef has prepared a draft flyer and registration form that was circulated to the Exec today.

Action Item: Darcy to send recommended changes to Stef today to revise. Changes include making more space to write on registration form and refining image on front page as it prints out fuzzy.

Action Item: Darcy to send out completed flyer and registration form via the Branch listserve by April 1st.

v. AGM and Elections

Committee reports will have to be prepared prior to the AGM.

Action Item: All committee leaders are to prepare reports on developments since our last AGM and forward to Stefane Gravelle for inclusion in the AGM report by May 1st.

Elections will need to be held at this year's AGM.

Action Item: Darcy to send out Election nomination forms via the Branch Listserve by April 15th.

b. Branch Conference Planning Guide

The guide is complete, however it requires formatting. Darcy will circulate to the executive once complete.

c. Branch Golf Tournament

Has been confirmed for June 1st at 12:30 pm at the Transcona Golf Club.

Action Item: Greg asked that everyone look for prizes for the event.

d. Next Meeting

May 14, 2012 (Monday) 12:00 pm to 1 pm

e. Adjournment at 12:45.