



**Provincial Advisory Councillors** - left to right, back row: Rowena Raycroft, Agnes Foster, Ruth Axford (alternate for Glenna Ladell), Ruth Jones, Winnie Trachsel, Dwyla Pilgrim (Oops! An outgoing PAC), Doreen Pollard and Margaret Arnott. Seated: Swadesh Sachdeva, Doreen McAdam, Paula Williamson, Dorothy Harnden and Cindy Lockhart.



**Incoming Provincial Advisory Councillors** - left to right, back row: Cecilia Maines, Margretta Corrigan, Glenna Smith, Vivian McDonald, Ellen Chojko-Bolec, Mary Derbyshire, Anne McGugan and Frankie Higginson. Seated: June Feaver, Lois James, Edith Jenkins, Helen Weirmeir and Bev Coutts.

## Board Briefings

### January 15, 2001

The Kempenfeldt Conference Centre was the setting for the first Board Meeting scheduled in 2001 for the Federated Women's Institutes of Ontario (FWIO). President Christine Reburn welcomed everyone and retold the story relating the history of the Mary Stewart Collect.

For more information on the following items discussed at this meeting ask your PAC member or Board Director for the printed Board Briefings:

- International Convenor's Report
- Erland Lee (Museum) Home Report
- Food Safety and Nutrition Proposal
- FWIO Executive Officer to FWIC
- Website Committee
- Motions

### February 26-28, 2001

The FWIO Board of Directors met at the Provincial Office from February 26 to 28, 2001. President Christine Reburn welcomed two new Board Directors to the table, Carol Force from the Southern Region and Joan Folkard from the Western Region.

In her opening remarks, President Reburn stated that the Board "will set the path for WI over the next few days" during the strategic planning discussions. After reviewing the organization's mission and vision statements (which have not changed as stated on page 1 of the FWIO *Handbook*), Board worked to identify six strategic directions for the 2001 to 2003 Strategic Plan: membership, programs, networking, funding, operations and evaluations. The FWIO Board will finalize the organization's Strategic Plan at their March meeting and once it is completed they will continue on with the Business Plan. FWIO's Strategic and Business Plans are to be

reviewed annually by Board. The following are just two of the highlights of this meeting:

#### Membership Coordinator

The Chair of the Membership Committee has been changed to a Membership Coordinator's position with a committee of four Provincial Advisory Councillors (one from each Region).

#### Public Relations Coordinator Wanted

FWIO is still in need of a Public Relations Coordinator. The FWIO Board reviewed the job description of Coordinators and the Public Relations Coordinator (PRC) as outlined on pages 56 to 58 of the FWIO *Handbook*. The duties of the PRC now read as follows:

- have regular contact with Public Relations Officers
- assist the Royal Agricultural Winter Fair Display Booth Committee in planning a display
- be a member of the *Home & Country* Editorial Committee
- be a member of the FWIO Website Committee
- present the Annual Donations Report for distribution to the FWIO Board and copy to District
- be willing to provide PRO training, resources and encouragement at all levels
- act as liaison between the Board, the Provincial Advisory Council and the Provincial Office
- make recommendations for programs, projects or resolutions on behalf of committees
- initiate action on recommendations from the Board
- be familiar with the work of committees through verbal and written communication
- attend the FWIO Annual Meeting with time for discussion with other Coordinators
- have full voting rights at the Annual Meeting
- report to Board the work of the committees
- recommend funding sources to the Finance Coordinator

- review with the Finance Committee and make recommendations to Board concerning paid memberships to other organizations
- respond to requests for leadership workshops
- submit a budget, including designated committees, to the Budget Committee
- submit a column for the *Home & Country* newsletter as requested
- set goals and priorities with designated committees
- work to ensure that the message of the organization, written and verbal, is positive, professional and accurate
- prepare an Annual Report and send to the Provincial Office by the date required
- forward a copy of all correspondence to the Provincial Office
- request time on the Board agenda
- make a smooth transition of information to successor within 30 days
- maintain a file of current information about the Women's Institute and related organizations
- maintain reports for her term of office

#### Other Items Covered:

For more information on the following items discussed at this meeting ask your PAC member or Board Director for the printed Board Briefings:

- Membership Coordinator Position
- Public Relations Coordinator Position
- ACWW Conference Committee Report
- FWIO Executive Officer to FWIC
- Finance Coordinator's Report
- Erland Lee (Museum) Home Report
- FWIC Tweedsmuir Competitions (see p. 9)
- Tweedsmuir Histories (see p. 16)
- FWIO Display Boards (see p. 16)
- The Farm Line (see p. 10)
- Awards Committee
- Annual Meeting Evaluations
- Women's Health Matters Forum & Expo
- Motions