

Policies & Procedures:

FWIO Handbook

The FWIO Handbook is now available from the Provincial Office. The revised Handbook, including the Constitution and the By-Laws of the Women's Institute, is written in an easy-to-read format and should help members accustom themselves to doing things in a different way. The cost of an insert is \$2.50; the cost of an insert plus the blue cover is \$7.50.

FWIO Policy Manual

Board Directors have been working on writing and revising policy on a number of items. The following policies were approved by Board and will be included in an updated version of the FWIO Policy Manual. A brief summary of the approved policies follows:

Change in Officers

Officers relinquish their responsibilities at the end of the Annual General Meeting at which time their successors are declared elected (See *Concise Procedures for Meetings*, Kerr & King, 1996, p. 30).

Notification of a Death

Following the death of a Provincial Board Director, a Provincial Advisory Councillor or a Provincial Coordinator, a memorial donation will be sent. When the Provincial Office is notified of the death of a member a sympathy card will be sent.

Overnight Stays

The weather, time of day or evening and the distance to travel are factors to consider when considering an overnight stay. However, common sense should prevail.

Unbudgeted Spending

Spending in excess of budget requires prior approval of the Board.

Official Charity Receipts

Official Charity Receipts can only be issued for monies that flow through the FWIO Provincial Office.

Consignments

Personal consignments will be issued to a maximum of \$200. Event consignments will be issued to a maximum of \$1000. In both instances, a Requisition Form should be signed if possible and the money owing must be paid in full or the items returned within three months.

Expense Forms

Expense Forms must be accompanied by receipts. They are to be submitted every three months or less.

Membership Cards

Lost or damaged Membership Cards will be replaced for members who request and send a stamped self-addressed envelope to the Provincial Office.

Mailing List

The names and addresses of FWIO members will not be given out.

Keys

The authorized key holders for the Provincial Office are the FWIO President, Executive Assistant, Editor of *Home & Country*, Custodian and the Corporation of the Township of Guelph/Eramosa. Each Board Director will be provided with the names of those currently in possession of keys. The key for the rental of the meeting room will be arranged in advance with authorized key holders.

Other Products

Requests to sell supplies for any Branch, District, Area, other province, FWIC or ACWW, must be made in writing to the FWIO Board of Directors. A description of the item, its purchase and sale price, how long it will be available and the benefit to FWIO for selling this item must be outlined.

To Review:

Provincial Advisory Councillors, please take the time to review the following items from the April and June Board Briefings:

- Elections at the Annual Meeting
- Nominations for Provincial Positions
- Nominations for Executive Officer to FWIC
- Nominations for the Erland Lee Award
- ACWW Area Conference Information

Motions:

- That FWIO purchase nine more *Concise Procedures for Meetings: A Reference Guide* by Kerr & King for incoming Provincial Advisory Council members.
- That recommendations costing more than \$5000 have two-thirds approval of the Provincial Board.
- That Life Memberships automatically be noted in the Congratulations column in the *Home & Country* newsletter.
- That the FWIO 90th Anniversary Educational Award be one award of \$1000 to one recipient per year.
- That Marg Harris, FWIO Past President, be the official FWIO delegate to the Associated Country Women of the World Eastern Regional Conference in Prince Edward Island, with expenses paid.
- That FWIO request the Federal Government of Canada to immediately grant surviving members of the World War II Canadian Merchant Marine all monetary compensation for benefits denied them over the intervening years.
- That the resolution re: World War II Canadian Merchant Marine be forwarded to FWIC.
- That the mileage allowance paid by FWIO be increased to 25 cents per kilometre. This amount to be reviewed annually during budget preparations.

- That FWIO request the Federal Minister of Health to enact legislation that requires any food products containing genetically altered components be clearly labelled in order that consumers can make an informed choice.
- That the resolution re: food products containing genetically altered components be forwarded to FWIC.
- That a workshop facilitator accompany the FWIO President to Annual Area Conventions to conduct workshops, with the acceptance of the Area.
- That a workshop on "How to Prepare a Committee Budget" be presented at the Annual Meeting in the year 2000.
- That the FWIO Proposed Budget for Fiscal Year 1999-2000 be approved.
- That the FWIO resolution requesting food safety standards and policies be established regarding food products containing genetically altered components be sent to Jane Cooper, Chair of the Program/Project Preparation Committee, to develop as a project.

- That a portion of the FWIO President's former honorarium be used by the President for secretarial services as needed.
- That FWIO look into sending Mary Janes, Public Relations Director for the Ontario Coordinating Committee for ACWW 2001, to the Michigan Association for Family & Community Education Convention and the Country Women's Council Convention in October in order to promote the ACWW Conference in 2001 in Hamilton, Ontario.

Note: Individual Motions on the Policies as outlined were also approved by Board.

A REMINDER...

A reminder to Provincial Advisory Councillors (PAC) to bring their *Concise Procedures for Meetings: A Reference Guide* by Kerr & King to the November Annual Meeting.

Board Briefings

June 24, 1999

FWIO President Arthena Hecker welcomed the Federated Women's Institutes of Ontario (FWIO) Board as they linked up for an early morning teleconference on June 24. Hecker noted the ease in joining Board together and keeping them up-to-date via teleconference. While face-to-face meetings are an absolute necessity, it is hoped to use teleconferencing more often in the future. A lot of ground was covered during this four-hour connection.

Note: Only those items for which an up-to-date report was not given at the August Board are highlighted from this teleconference.

FWIO Annual Report

FWIO will have a professionally designed and formatted Annual Report produced for 1998-1999. Having been commended on the format of last year's Annual Report, Board decided to print a similar document. It is recommended as a "useful tool" for the organization, particularly in reference to partnerships and fund raising.

Distribution of Home & Country

It is the Board-approved policy of the Provincial Office to only distribute the exact number of *Home & Country* newsletters to a Branch as there are paid members.

When new members join the Women's Institute they are sent a membership card and a newsletter as soon as the Branch Secretary sends the fees into the Provincial Office. In the meantime, perhaps long-time members could share the most current and any back issues of *Home & Country*.

ACWW Conferences

The Associated Country Women of the World are holding the Canada Area Eastern Conference in Cornwall, Prince Edward Island, from October 15 to 17, 1999. The ACWW Canada Area Western Conference is from November 12 to 14, 1999, in Saskatchewan. Ontario is allowed to send five Voting Delegates to each of these conferences. If you plan to attend, please let the FWIO Provincial Office know as soon as possible.

4-H Regional Scholarship Applications



Several minor changes were made to the 4-H Regional Scholarship application. Due to the poor quality of faxed copies,

only original typed applications will be accepted. It is important that both the 4-H Club Leader and the Chair of the Local Scholarship Committee sign the application form; the application will not be accepted unless both signatures are on it.

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