

Nov 11, 2024 |

Attendees: Ember Harper The Lady Alliance Foundation Serene Bayona
Gayarti Swaminathan Gayatri S Chapter Coordinator Manager Kristine O'Reilly
Christina Radvak Ember Harper-Fedirko Jill Patrick Kristine O'Reilly

Meeting started: 6:06pm

Notes

- Scholarships:
 - I've finished the 2 items I committed to last time - creating a process document for the scholarships director role and sending a reminder to all the scholarship winners that they need to book their courses by the end of the year.
 - We've only heard from 2/7 winners that they've bought their courses and reimbursed them. I will send another reminder to the other 5 this week. Suggestions on what we do if we don't give out the other 5 within the calendar year/how we get them to engage/respond?
 - Need clarification on whether or not the agreements were signed. **Yes, all the winners signed and returned their agreements in July (KO)**
 - Jill - Why?
 - If they haven't signed the agreement, money into the pool then they can apply again.
 - Looking at other organizations
 - We need to do our utmost to help them spend their money; **have offered (since their initial award email) that if they need help landing on a course/course provider we can support them with this task (KO)**
 - Alice
 - What do we have as indications for accommodations?
 - What is our next steps? Everyone has an equal opportunity to communicate: Examples 2 emails and a phone call?
 - Offers to help:
 - Jill
 - Ember
 - Christina
 - Next steps:
 - Clarify with Kristine on what steps have been taken - **everyone received a follow-up reminder email in September; everyone (remaining 5 individuals) has now received a second follow-up (Nov 17) indicating they need to spend by the end of the year, I've also asked them to contact me by the end of Nov indicating their plans (will spend/won't spend); no one has asked for an extension/accommodation as of yet (KO)**
 - Split contacts and reach out as a team

- Response Dec1, course selection and payment December 31 reimbursement immediately afterwards
- Partners and Fundraising
 - Not too much
 - Reached out to MEC regarding Camp Days funding
 - Brainstorm until January meeting
 - Perhaps smaller packages, more brands, stick with MEC? Branch outside outdoor brands
 - Wrapping up package from last summer.
- Grants
 - Applied to: LuluLemon (\$12K - No response for LOI), Arc'teryx (No response for LOI), Westland Insurance (No response), ACC (No response) CN Rail (No response)
 - Areas for funding: Leadership summit for AGM in May
- Marketing:
 - Ember never received write ups from directors. Bios and headshots for Ember for marketing push
- Education:
- Admin
 - Insurance - Can chapter leaders be on the board to be covered? Would that affect the quorum.
 - Upcoming passoff
 - Upcoming financials + reports
- Transitions of roles
 - New directors voted in at AGM
 - Admin director (board chair) role has a potential interested member
 - Ember + Kristine to work on the advertising of the scholarship director position. Posted at the end of the year to find someone before May AGM
 - Interview those that are interested in the scholarship role to share what it was like and get to know the individual
 - Light, sharing information both ways
- Future board meetings
- Adjourned 7:11

Action items

- ☐ Kieren to follow up with Parks
- ☒ ~~Kieren to do insurance~~
- ☒ ~~Kieren to introduce role to Alice~~
- ☐ Ember and Kristine to discuss Scholarship Director post
- ☒ ~~Kristine to build training document/roles and responsibilities for scholarship director position~~
- ☐ Ember to build training document/roles and responsibilities for Marketing director position

- ☐ Chris to build training document/roles and responsibilities for partnerships director position
- ☒ ~~Kristine is sending out reminders to scholars before end of September~~
- ☐ Kieren - Discuss email address with Kristine and Serene
- ☐ Serene - Decide on next steps for courses on thinkific and our transition
- ☐ Ember - Post one most a week moving forward