Northern Alberta Regional Women’s Committee

**Agenda**

1. Welcome to all
2. Agenda – Adoption
3. Last meeting minutes – Adoption
4. Follow up on previous business
	1. Update for Tools for Schools
		1. cheque delivery
	2. Community Garden
		1. Charmaine spoke to Travis on Oct 6th and he stated they would love to have one of the containers Kim is offering.
		2. Must find out when/ how to get the container to the school. Travis said they have the lumber to build a few containers for garden.
		3. We must make a plan as to how we will support the school with plants, seeds, possibly our volunteer time.
	3. Women’s Seminar
		1. Do we have speakers booked? Backups?
		2. Purchases to be made: henna, candles
		3. Updates
5. New Business
	1. Planning for Dec 6th Vigil
		1. Purchases to be made – i.e. non burning candles, roses for 14 fallen women etc.….
	2. RWC Prairie Region Convention delegate discussion - please see delegate parameters below
	3. Remembrance Day
6. Varia
7. Round table
8. Adjournment of Meeting

NOTE TO COMMITTEE:

The Prairie Region Convention call was issued on Sept. 6th and in accordance with our bylaws, each HRC, RWC and RAPC is entitled to elect/select one delegate to attend. Some things to note include:

- Only committees in good standing are entitled to send a delegate to convention. To be in good standing, committees must have 4 meetings during 2016 and minutes must be available (either on the website or by email to the REVP). Any committee who does NOT have 4 meetings in 2016 or if minutes for 4 meetings are not provided WILL NOT RECEIVE A DELEGATE SEAT.

- A meeting notice indicating the committee will be electing/selecting **their delegate should be sent out no later than 2 weeks prior to the meeting.**

- Delegates from committees are full funded by the Prairie Region so it is not necessary to have the delegate selected by the subsidy deadline. However, in order to ensure that appropriate hotel rooms are booked and travel arrangements made, please ensure that your delegate is finalized by January 31, 2017. Only delegates from outside of Winnipeg will be booked into the hotel.

- for committees that operate on consensus, the delegate may be 'selected' versus elected by secret ballot (in accordance with the Constitution change made at the last PSAC convention to include selection). However, if as a committee, you normally operate by the rules of order, a secret ballot election is required and you should ensure a staff member is available to assist with the vote if possible. An election for a minimum of one alternate should also be conducted in the event the delegate is unable to attend.

- for voting purposes to elect the delegate, just a reminder that for RWC'S and HRC's (including RAPC), each member of the executive may vote and for the general membership that attend, each local is entitled to one vote. If there is more than one person attending from a local they need to decide before ballots are distributed who will be voting on behalf of the local.

- After the meeting where the delegate was elected, the delegate should go online and register. The committee should also send a copy of the minutes indicating the results of the election to Sister Alison Davis at davisa@psac.com Minutes can be sent in draft form even if they have not been presented for approval at the next meeting.