

Saskatoon ewiConnect

November, 2025



**EWI of Saskatoon
Chartered 2018**

**2025-26
Board of Directors**

Fran Seidler
President

Tracey Fesiuk
Vice President

Karen Skirten
Secretary

Barb Wohlford
Treasurer

Char Weightman
Member Experience

Karen Skirten
Communications

Susan Mowat
Program Director

Karen Palibroda
Sgt-At-Arms

Deb Brown
Advisor

Susan McDonald
ASIST Chair

Fundraising Chair
Vacant

Please Join Us!
If you would like to assist in
a board position, please
reach out to any board
member.

ewiofsaskatoon@gmail.com

President's Message

Most of the leaves have fallen and the skies are beginning to turn. We can feel the cold air moving in. Yet our hearts are warmed with the connections we make through EWI and the events in which we participate.

We held our first successful fundraiser for the EWI year with Oktoberfest (even while competing with the Blue Jays game!) The enthusiasm of our members and their families always thrills me at these events. I love talking to guests who come out just for our fundraisers. My goal is to encourage them to become more actively involved in our group. Thank you to Darlene Biggins as she installed our new Board of Directors at Oktoberfest. Thank you to those members who served in the 2024-2025 year, your dedication is greatly appreciated.

At the forefront of my goals this year, is to reach out to at least two guests each month and get their feedback/input of our meeting and their connection to us. We want to grow our membership by a minimum of 20% this year, so let's be sure to not only get to know our current members better, but to really connect with our guests and encourage them to get to really know us and become part of EWI of Saskatoon.

We will be launching a new website soon and are excited with the new changes that come with that. It will be very user friendly. Watch for more news on that to come! Along with the website, this newsletter is our main communication tool. Be sure to read it thoroughly and feel free to submit articles, advertise your businesses and use it as a tool to encourage others to join us. Just a reminder that we still have some vacant Board positions, so if you are interested in serving in this capacity please talk to any Board member. Be involved, ask questions and let's grow together!!

In leadership,
2025-26 EWI of Saskatoon President
Fran Seidler

"You are never too small to make a difference!"

- Greta Thunberg



Connections

Executive Women International Saskatoon Chapter

November



CONNECTIONS | CAREERS | COMMUNITY

Guest Speaker is Vicki Mowat
Deputy Leader of the Opposition
MLA Saskatoon Fairview

*"My Servant Leadership
Journey...
from the Military
to Politics"*



Wednesday, November 19, 2025
Doors Open 5pm
Hillcrest Event Center
210 Wess Road

Members \$45
Guests \$50

Chapter Business Meeting to
follow for all members.



Register by Nov 16
ewiofsaskatoon.ca

CONNECTIONS | CAREERS | COMMUNITY

Staying Safe Online: Job Scams



Job scams are an increasingly common form of fraud, where scammers impersonate reputable organizations to offer fake employment opportunities. These scams often involve requests for money or confidential personal information.



*Thank You
to
Member
Firm
Foundations
Learning &
Skills
Saskatchewan
for
sharing these
great tips!*

How to protect yourself

- 1 Don't be afraid to say no. Watch out for urgent pleas that play on emotions.
- 2 Do your research. Always verify the organization you're dealing with is legitimate.
- 3 Don't give out personal information. Beware of unsolicited calls asking for personal information (name, address, social insurance number, banking or credit card info, birthdate).
- 4 Recognize spoofing. Don't assume phone numbers that appear on your call display are accurate. Never click on links received via text message or email. Always verify the URL and domain to make sure you are on the official website.



Source: Canadian Anti-Fraud Centre: Protect Yourself

What to do you if you're a victim of fraud:

-  Collect your thoughts. Stay calm and gather all info about the fraud (documents, receipts, copies of emails/text messages).
-  Report it to your financial institution if you transferred money or notice fraudulent purchases on your bank statement.
-  Report the incident to the police and get a file number for future reference.
-  You can report the scam to the Canadian Anti-Fraud Centre.
-  Protect yourself from future fraud. Scammers often target victims of fraud a second or third time.



Source: Canadian Anti-Fraud Centre: What to do if you're a victim

There are still two key positions on the board available to members who may be interested in joining in the fun!

- Secretary

- Fundraising Chair

Please reach out to any board member should you have any interest in moving into a leadership role within our chapter! This is an excellent way to build your resume both in your professional life and within EWI.

OKTOBERFEST FUNDRAISER!



\$2139.78

A huge thank you to all who donated, came and supported us on Friday, October 24th!

asist

EXECUTIVE WOMEN INTERNATIONAL
ADULT STUDENTS IN SCHOLASTIC TRANSITION



NOTICE OF CHAPTER BUSINESS MEETING

Wednesday, November 19, 2025 is hereby given to the membership.

Time: Following conclusion of dinner meeting

If you are unable to attend, please assign your proxy vote to another member who is attending and advise Secretary Skirten by email her at kfskirten@gmail.com before November 18th.

Board Reports

Presidents Report – Fran Seidler

Thank you for your confidence in me as your President this EWI year. Some of the goals of the Board and myself this year are:

- to increase membership by 20% while maintaining our current status.
- Actively increase our literacy awareness through significant, designated projects
- Vary the themes and times of our monthly meetings (ie lunch meetings)
- Explore sponsorships for memberships as well as renew the student memberships
- Meet our membership where they are at and build better connections, while emphasizing the value of EWI to our members
- Develop a new EWI Saskatoon website that is user friendly and always up-to-date
- Initiate several fundraisers to meet our budget goals

Program Director:

As this years Program Director, I look forward to planning and organizing the chapter meetings for the year. We will be switching things up a bit to accommodate a verity of schedules with adding some lunch or possibly even breakfast meetings (still in the works). So far, we have three exciting months planned.

Starting with the evening of November 19th at Hillcrest event center with guest speaker former EWI member Vicki Mowat. Vicki's topic is how being a part of the CFD has influenced her current career as deputy leader of the opposition in Saskatchewan.

The evening of December 10th we will have a Christmas / Holiday celebration at Davids Restaurant with an evening of good food, games and socializing with fellow members and friends.

The evening of January 21st we will be at The Flats Restaurant with a panel of new, current and former members looking at making sure your finances are where you want them to be for 2026.

Looking forward to a great year of networking, serving our community and growing our careers.

Susan Mowat

Board Reports Continued

ASIST Chair - Susan MacDonald

A proud member of EWI for the past five years, I continue to enjoy connecting with people as well as connecting people with others for the benefit of all.

I am looking forward this year to being the liaison between our chapter and the Uof S for our bursary program as well as guiding our membership in other literacy events to aid our general community.

Communications Director - Karen Skirten

In addition to continuing on with the regular tasks of this position I am very excited to be working closely with member Tristina Miller from Prairie Orchid media as she guides us to a new website, member and event platform for the Chapter.

The reasons and rationale for the move is largely due to the savings we can realize by making this move. Our current provider charges us in USD even though they are a Canadian firm, which we find not only irksome but ultimately too expensive to continue utilizing for the Chapter. I cannot thank Tristina enough for her guidance and wisdom in creating this new reality for us!

I am hoping this will be the last Connect you receive as a pdf document...and that the Dec issue will be delivered to you online via MailChimp.

Thank you for your support although I am still needing content from your firms to include in our newsletter and social media posts. Feel free to forward any pertinent info to me as it becomes relevant to your firm.

Kindest Regards,
Karen

Vice Presidents Report - Tracey Fesiuk - Nothing to report

Secretary Report - Karen Skirten - 2025-26 Board Retreat Minutes attached

Membership Experience Director Report- Char Weightman - Nothing to report

Sargeant At Arms - Karen Palibroda - Nothing to report

Advisor Report - Debbie Brown - Nothing to report

Board Reports Continued

EWI 2025-2026 BOARD RETREAT MINUTES/NOTES September 20 –21, 2025

Present Saturday: Fran Seidler, Karen Skirten, Darlene Biggins, Tracey Fesiuk, Char Weightman, Susan Mowat, Barb Wohlford.

Present Sunday: Fran Seidler, Karen Skirten, Susan McDonald, Tracey Fesiuk, Karen Palibroda, Char Weightman, Debbie Brown, Susan Mowat, Barb Wohlford.

The Board came together at the home of Karen Skirten to plan for the upcoming year. We opened with a brainstorming session on what 'eadership means to me.' Some words/phrases specified were:

- Adapt to change
- Responsibility
- Follow through
- Communication
- Implementation
- Respect
- Promotions
- Corporate engagements ----benefits for our members
- Sponsorships
- accountability
- flexible meeting times
- listening
- education
- building relationships
- recognition
- finding a voice within our businesses/firms/Companies

Karen guided us through the structure of EWI from Corporate to Chapter and its members and the various committees throughout and basically what each committee encompasses. April is the actual founding date of EWI and 2026 will be 88 years! Karen showed a video of the history of our Founder, Lucille Perkins, and how EWI started. We all learned something we didn' know. We will have to show this video at some point to all our members.

We then discussed how the Saskatoon EWI Chapter began and the Chartering program in 2018.

Darlene took us through the Governance aspects of the Board –our responsibilities, what a consent agenda is, the importance of Roberts Rules of Order and templates for Board Reports, Motions for Payment, Agendas and Minutes.

Susan Mowat focused on our individual roles and responsibilities on the Board, all while working as a team. Each person received a binder and was asked to sign the first page and date it and the same will be asked upon return of the binder at the end of their term (This is done to keep good records for archives and to ensure records don' go missing).

[The Past Presidents presented a yummy lunch of Chili and salad]

After a refreshing break, Karen S brought us back together to go through the Corporate website and become as familiar as we can so we see the benefits and are able to promote them to our members. There is excellent professional development courses through Corporate that should be utilized. When a member engages regularly in this way, it' important that we recognize their commitment to their development and dedication to our Chapter and this could be done publicly at a Chapter meeting as well as a letter of recognition go out to their employer. When a Board member engages in a Corporate call, it is important to share the information gained in a timely manner with other Board members and Chapter members as applicable.

Darlene continued with a Google Drive demonstration and we looked at the Chapter website as well. Board members were set up with Google Drive and What' App. We were unable to access the Chapter website at this time as the password was unavailable. If anyone continues to have problems with the website, please let us know.

Board Reports Continued

Karen S guided us through the Bylaws and Standing Rules as some changes were needed. These changes will be brought to the Annual meeting in November.

Meeting adjourned until Sunday at 10 am

Sunday

The meeting reconvened at approximately 10:30 am after a delicious breakfast provided by Karen to give us fuel to enter us on a Strategic Plan exercise for 2025-2026 and possibly beyond led by Fran.

It was noted that through the brainstorming session yesterday, one of the biggest key aspects we found was that we need to “dapt to change.” If we are to become relevant and to attract new members to our Chapter we need to change in how we are building our relationships, how we are recognizing our members so we retain them, as well as how to be flexible to meet them where they are at.

All aspects of the strategic plan need to be measurable and have a timeline.

VISION

- To see a young and diverse membership
- Retention of our current membership (21)
- Growth in membership by a minimum of 20% by June 2026

How do we show value to our membership (current and incoming)?

- Advertise the biz library on Corporate website especially to new people to Saskatoon
- Vary times of monthly Chapter meetings
- -Orientation of new members

What keeps them at EWI?

- Emphasizing Connections/Careers/Community
- Every member to share on the Network FB page
- Transitional members –look at language (remember to do exit surveys when applicable)

ACTION PLAN

Community Service Project.....LITERACY

IDEAS

Scholastic Fundraiser
Public School Board
Open Door Society
Saskatoon Fdn Learning
Public Library

FOLLOW UP

Karen P
Karen S
Tracey
Melinda (who is reaching out to her?)
Darlene

Careers

- Highlight our businesses/firms at each meeting
- Speakers related to our Leadership theme
- Call upon our own members as speakers
- Have Speaker panels
- Do a Speed Networking Month
- Better networking events at Chapter meetings to build relationships
- Reinstate Door Prizes at Chapter meetings (Firms to donate around the \$30 mark- One firm per month)

Board Reports Continued

Treasurer's Report - Barb Wohlford PROPOSED 2025-26 BUDGET

EWI of Saskatoon Chapter Budget - 2025/2026			
		Budget	
INCOME			
Business Activities			
Chapter Dinner Meeting Fees	\$11,250.00	(25 members x \$45 x 10 meetings)	
Chapter Dinner Guest Fees Jun/Aug & Sep	\$1,000.00	(2 non-members x \$50 x 10 meetings)	
Chapter Dinner Meeting Fees - Student	\$35.00	(1 members x \$35 x 10 meetings)	
Total Business Activities	\$12,285.00		
Ways and Means			
Door Prize Sales	\$500.00	10x\$5x\$10	
50/50 Tickets	\$700.00	(\$70 x 10 meetings)	
Misc Fundraising	\$1,000.00		
Fundraisers for ASIST	\$2,000.00	\$1K to UofS + \$1K other	
Fundraisers for LCAM	\$7,000.00	2@3500.00	
Total Ways and Means	\$11,200.00		
Other Receipts			
Investment & Account Interest	\$0.00		
Miscellaneous (GST rebate, s/c refund, etc.)	\$0.00		
Total Other Receipts	\$0.00		
TOTAL INCOME	\$23,485.00		
EXPENSES			
Business Activities			
Chapter Meetings Dinner Fees - Members	\$10,000.00	(25 members x \$40 x 10 meetings)	
Chapter Meetings Dinner Fees - Guests	\$800.00	(2 non-members x \$40 x 10 meetings)	
Chapter Dinner Meeting Fees - Student	\$40.00	(1 members x \$40 x 1 meetings)	
Fundraising expenses	\$100.00		
Speaker Honorarium	\$500.00	\$50 max per speaker or honorarium	
Social Media Ads	\$250.00		
Member Tags	\$200.00	10@\$20.00	
Office Supplies	\$45.00		
Payment Solutions & CC Processing	\$1,500.00	Wild Apricot - Looking to change	
Recruitment Incentives	\$200.00	Once a year bring a guest x 21 members	
Advertising/Marketing/Ad Hoc Printing	\$250.00		
Printing	\$100.00		
ASIST & Other Charitable donations	\$2,000.00		
LCAM Annual	\$7,000.00		
Website Development & Maintenance	\$500.00	Prairie Orchid Media?	
Total Business Activities	\$23,485.00		
TOTAL REVENUE LESS EXPENSES	\$0.00		

Board Reports Continued

Executive Women International							
Saskatoon Chapter							
Financial Summary - October 29, 2025							
INCOME						Budget	Actual
Business Activities							
	Chapter Dinner Meeting Fees					\$11,250.00	\$1,990.00
	Chapter Dinner Guest Fees					\$1,000.00	\$0.00
	Chapter Dinner Meeting Fees - Student					\$35.00	\$0.00
Total Business Activities						\$12,285.00	\$1,990.00
Ways and Means							
	Door Prize Sales					\$500.00	\$0.00
	50/50 Tickets					\$700.00	\$0.00
	Miscellaneous Fundraising					\$1,000.00	\$0.00
	Fundraisers for ASIST					\$2,000.00	\$1,815.00
	Fundraisers for LCAM					\$7,000.00	\$0.00
Total Ways and Means						\$11,200.00	\$1,815.00
Other Receipts							
	Investment & Account Interest					\$0.00	
	Miscellaneous (GST rebate, s/c refund, etc.)					\$0.00	
Total Other Receipts						\$0.00	\$0.00
TOTAL INCOME						\$23,485.00	\$3,805.00
EXPENSES							
Business Activities							
	Chapter Meetings Dinner Fees - Members					\$10,000.00	\$1,889.59
	Chapter Meetings Dinner Fees - Guests					\$800.00	\$0.00
	Chapter Dinner Meeting Fees - Student					\$40.00	\$0.00
	fundraising expenses					\$100.00	\$0.00
	Speaker Honorarium					\$500.00	\$0.00
	Social Media Ads					\$250.00	\$0.00
	Member Tags					\$200.00	\$123.16
	Office Supplies					\$45.00	\$0.00
	Payment Solutions & CC Processing					\$1,500.00	\$148.28
	Recruitment Incentives					\$200.00	\$0.00
	Advertising/Marketing/Ad Hoc Printing					\$250.00	\$47.95
	Printing					\$100.00	\$0.00
	ASIST					\$2,000.00	\$0.00
	LCAM Annual					\$7,000.00	\$0.00
	Website Development & Maintenance					\$500.00	\$0.00
TOTAL EXPENSES						\$23,485.00	\$2,208.98
Ways and Means							
	Donation BCDP					\$0.00	\$0.00
Total Ways and Means						\$0.00	\$0.00
TOTAL PROFIT/(LOSS)						\$0.00	\$1,596.02

Executive Women International Saskatoon Chapter

Standing Rules

~~**April 25, 2017**~~

Proposed Amendments: November 19, 2025

1. MEMBERSHIP MEETINGS

Monthly membership meetings will be held on the THIRD WEDNESDAY of the month at a time and place determined by the Board. Membership meetings will be held in eleven (11) months of the year, with the exception of July. (Bylaws: Article VI I, Section 1).

2. BOARD MEETINGS

Monthly Board meetings will be held at a minimum of once per month. The meeting day may be changed by resolution passed by a majority of the Board. (Bylaws: Article III, Section 7)

3. TRIBUTES, REMEMBRANCES

A memorial tribute, not to exceed \$50.00 plus delivery and tax, will be sent in the event of the death of any member, executive or in the event of the death of a close family member of any representative, sustaining, life member, or executive. The form of tribute, whether flowers or a donation, shall be left to the discretion of the Board. A card may be sent or delivered by the Vice President/President Elect to any representative or executive who is ill and/or hospitalized. Exceptions may be made at the discretion of the Board in cases of serious illness

4. MEMBER ZONE DIRECTORY

Access to the online Directory is limited to member firms of EWI and their designated representatives that are registered with EWI.

5. CHAPTER ROSTER

The online-roster and any hard copies thereof remain the property of the Chapter. The roster is confidential and privileged information and is for the exclusive use of the representatives and member firms of Executive Women International. Disclosure of all or part of the roster information to non-members is strictly prohibited. ~~Misuse of the roster or any mailing list by a member is a violation of EWI policy. Any misuse should be reported to the Chapter President for appropriate action.~~

6. NAME TAGS

~~The Founding Board determined that instead of starting a tradition of recognizing Chapter President's with a EWI commemorative pin at the approximate cost of \$500/year, we would instead purchase an engraved EWI name tag for each new member in the Chapter, the cost of which should not exceed \$20.00. This will allow all of us the opportunity to present ourselves at meetings as professional members. Name tags will be collected at the end of each meeting and stored with the Sgt-At-Arms who will ensure they are available at the registration table for our members.~~

All new members will be presented with an engraved EWI name tag, the cost of which should not exceed \$20.00. Each year the President will be presented with a special nametag and in subsequent year a Past President's nametag. In addition, we will purchase a gift and thank you card for a maximum \$100 value for the outgoing President. This will allow all of us the opportunity to present ourselves at meetings as professional members. Name tags will be collected at the end of each meeting and stored with the Sgt-At-Arms who will ensure they are available at the registration table for our members

7. NOTICES AND ATTENDANCE

~~Representative attendance is important in maintaining the success of the Chapter. A Representative shall attend a minimum of seven (7) meetings during the calendar year. Therefore, an active Representative must not miss more than four (4) meetings in a calendar year for the Member Firm to remain in good standing.~~

~~After a Firm Representative fails to attend three (3) meetings, the Sergeant at Arms will contact the Representative, by written communication, reminding her/him that with another absence, she/he will be in violation of the attendance requirements as stated in the Chapter Standing Rules. The Firm will be given the option to appoint an alternative member Representative at that time in order for their membership to remain in good standing.~~

~~Invites to all EWI events will be sent to the membership via email and/or the Connect with an immediate call to action. Notification of events and membership meetings will also be posted on our website once operational. If the member wishes to attend then registration and payment must be made online. Each event will have a deadline for registration and payment listed on the individual invitation sent. Please note that EWI will only confirm enough meals for each event to correspond with the number of attendees registered and paid to attend. The registration process for guests will be the same as listed above.~~

Members are expected to support the Chapter through attendance at monthly meetings, participation in fundraising events, and/or committee work.

8. NOMINATING COMMITTEE FOR CHAPTER BOARD

The Nominating Committee of the Saskatoon Chapter shall consist of three (3) members, as designated in the Standard Chapter Bylaws. (Bylaws: Article VIII, Section 1 A)

9. ANNUAL MEETING – SELECTION OF DELEGATES

The Nominating Committee shall present nominees to the membership for selection of delegates and alternates to the Corporate Annual Meeting in addition to the current President and Vice-President/President-Elect, who shall be automatic delegates. (Bylaws: Article VIII, Section 1 B)

This rule is subject only to the provision that no active representative may be a convention alternate delegate more than two (2) times in any five (5) year period.

Alternate delegate will be preferentially chosen from members already preregistered for convention.

10. ANNUAL MEETING/CONVENTION REPORT

It shall be the responsibility of the Vice-President/President Elect to submit a report to the Membership of the Annual Meeting/Convention. She/he may solicit the help of attendees and assign events to them at her discretion.

11. ETHICS

Whereas it is the duty of the Fundraising Committee to raise money for special events and projects, including the Chapters Business/Career/Development Program (B/C/DP), with amounts expended determined by the financial condition of the Chapter, funds raised specifically for charitable purposes and represented to the public as such, must be used for that purpose.

12. DINNER FEES

The monthly representative and executive and members in transition dinner fee will be \$45.00, inclusive of Goods and Services Tax. Guest dinner fees will be \$50.00 inclusive of Goods and Services Tax. Exceptions may be made for the Firm Appreciation Event and other chapter special events when fees may be set at the discretion of the board.

13. DINNER FEES – SUSTAINING MEMBERS

The monthly dinner fee for Sustaining Members will be \$45.00 inclusive of Goods & Services Tax. Exceptions may be made for the Firm Appreciation Event and other chapter special events when fees may be set at the discretion of the Board.

14. GUESTS MAY BE INVITED...

- a. To Monthly Membership Meetings
- b. To the Firm Appreciation Event
- c. To Chapter Special Events

Periodically, invitations may be limited to representatives and/or executives at the discretion of the Board. ~~Any one guest is limited to two visits per year to regular monthly meetings but can be extended at the discretion of the Board~~

Any one guest is limited to three visits per year to regular monthly meetings but can be extended at the discretion of the Board

15. OPTIONAL 10TH DIRECTOR (i.e. DIRECTOR AT LARGE)

The existence of this position and its respective committee is determined on an annual basis. The responsibilities will change depending on the designation of the Directorship. The Vice-President/President Elect will convey this information to the Board and advise the Nominating Committee prior to the circulation of the Straw Ballot. (Bylaws: Article III, Section 3)

16. STRATEGIC PLANNING COMMITTEE

~~The Saskatoon Chapter will hold an annual Strategic Planning Session at the board retreat with the mandate to recommend to the Saskatoon Chapter Board and Membership, a Strategic Plan which will ensure continued success in meeting member's needs. Session participants would be the members of both the incoming and exiting boards as well as board advisors. Ideally, the retreat will be held after LCAM and at least 10 days before the Chapter's November Business Meeting where the budget created to support the strategic plan will be presented to the membership.~~

The Saskatoon Chapter Past Presidents will hold an annual Strategic Planning Session at the board retreat with the mandate to recommend to the Saskatoon Chapter Board and Membership, a Strategic Plan which will ensure continued success in meeting member's needs. Session participants would be the members of both the incoming and exiting boards as well as board advisors. Ideally, the retreat will be held after LCAM and at least 10 days before the Chapter's November Business Meeting where the budget created to support the strategic plan will be presented to the membership.

17. GEOGRAPHIC BOUNDARIES

The geographical boundaries for the Saskatoon Chapter shall be the Legal Limits of the City of Saskatoon, and surrounding areas up to a 150km radius.

18. CHARTER – SASKATOON CHAPTER

A photocopy of Official Charter of Affiliation of Saskatoon will be attached to these Standing Rules for information purposes only. The original Chartering document is to be held by each incumbent Secretary.

19. ALBERTA EXTRA-PROVINCIAL REGISTRATION

Pursuant to the Business Corporations Act (of Saskatchewan) EWI of Saskatoon Chapter has been registered in Saskatchewan as an extra-provincial Not for Profit Society. The Secretary will file any required annual documents.

20. NOTICE OF CHANGE OF OFFICERS & DIRECTORS, REGISTERED OFFICE & ANNUAL RETURN

The chapter Representative, appointed as per section 22 above, will be responsible for filing the annual Notice of Change of Officers & Directors, Registered Office, & Annual Return for the chapter with an Attorney where required that is either a member firm, or one that has been approved by the Board.

21. ARCHIVES – CHAPTER RECORDS

At year-end, the under noted items must be passed to the incoming Historian for inclusion in the permanent files of the Chapter.

Treasurer: All financial records from more than 2 years prior including the General Ledger, Cash Book, or comparable Receipts and Disbursements Financial Reports. The Treasurer may hold the last 2 years financial records for reference purposes.

Secretary: All important papers and letters written by the Secretary, the Chapter Minute Book and all documents executed by the Secretary.

Membership: Originals of approved and processed Membership Applications for all classes of membership.

Historian: The History Book for the preceding year.

Other Committee Records: It is NOT a requirement to keep Committee Binders or Files (with the exception of the above noted) from previous years in permanent storage. To eliminate creating new Binders every year, Board Members should adopt a “Traveling Binder” format. The binder should contain proforma and sample letter/forms and report layouts. The travelling binder must be well maintained and culled annually to ensure the contents are of value and importance to the incoming Director. The Founding Board has chosen a cloud-based storage system (~~ewisaskatoon@slack.com~~) (ewiofsaskatoon.com [Google Drive](#)) for storage of all Chapter documents.

22. MEMBERSHIP CRITERIA

Membership in EWI will have the following classifications:

A. Member Firm. A member firm shall be a business, governmental agency, non-profit enterprise or association actively engaged in the conduct of business and admitted to membership by the Chapter. Member firms shall be classified in accordance with the standardized classification system outlined in the Corporation’s procedures.

1. No individual shall serve as a representative for more than one (1) member firm. The representative may not transfer representative status to another firm. Representative status shall cease immediately and without action of the Chapter upon termination of employment with a member firm.

- B. Individual Member. The Chapter shall have the option of including the Individual Member class of membership. An Individual Member shall be an employee of a business which is not a Member Firm of the Chapter.
- C. Sustaining Member. A sustaining Member shall be an individual who has been a Representative in good standing immediately prior to retirement from a Member Firm. A Sustaining Member shall have no voting rights and may not serve as an Officer or Director. A Sustaining Member may attend all membership meetings and functions. A Sustaining Member may transfer from one Chapter to another should the Sustaining Member move within the boundaries of another Chapter. A Sustaining Member shall be subject to Corporate and Chapter assessments for this membership classification. Should a Sustaining Member return to full-time employment, as full-time is defined by the employer, said Sustaining Member shall no longer meet the qualifications of a Sustaining Member.

D.

[TRANSITIONAL MEMBERSHIP STATUS](#) The Saskatoon Chapter will offer the provision allowed by Chapter Bylaws for Transitional Status [Article III, Section 1, (A) (3) (b)] to be granted upon termination of employment by a Member Firm to a Member in Good Standing

As with any guideline, Membership Committee can solicit the Board to waive this rule should a prospective firm falling outside of these guidelines be considered a valuable asset to the membership roster. The Membership Committee should equally solicit firms of Local, Regional, National, and International status to ensure a balance in membership structure.

AMENDMENTS

These rules may be amended at any business meeting of the membership by a majority vote of the members present in good standing, providing a copy of the proposed amendments shall be sent to each member at least ten (10) business days prior to the meeting at which they are to be acted upon. (Bylaws: Article X)

A Board representative will bring proposed amendments to the Membership body for approval and shall have responsibility for maintaining, updating, and distributing the revised copy of the Rules to each Representative.

TRAVEL POLICY

1. Approved travel is on the basis of reimbursement for the actual and necessary business expenses incurred subject to the limitations set forth herein. Receipts are required for all expenditures with the exception of miscellaneous gratuities.
2. Travel must be by the most direct route possible and any individual traveling by an indirect route must assume extra expense incurred thereby.
3. Anyone traveling on behalf of EWI is expected to be as economical in means of travel lodging and meals as circumstances permit. If care is exercised the suggested reimbursement rates established herein should be adequate to meet expenses.
4. The Saskatoon Chapter Expense Report Form will be used for all claims for travel expenses. These forms must show movement and detail of expenses day by day. Receipts must accompany these forms and a separate claim for expenses must be filed by each claimant for each individual trip.
5. Expenses of books, supplies, postage, stenographic help, and other items that do not constitute actual travel expenses should not be made a part of the travel claim.
6. Transportation for persons traveling by air must be at the most economical fare. A receipt must accompany the expense claim. Reservations will be made by the person traveling.

7. Taxi Fares: If an individual travels by common carrier, reasonable taxi fares will be allowed for necessary transportation. It is expected that bus or airport shuttle services will be used where available and practical.
8. Hotel Rates: A standard room rate, based on double occupancy will be allowed, unless they mutually agree to pay the difference between a single and half double room rates each. Under certain circumstances and on approval of the Board, a double room suite may be obtained and used as a hospitality suite. All personal charges must be paid by the occupant.
9. Meals: A meal allowance not to exceed \$100.00 Canadian per day (including tax, gratuities and beverages) is suggested for out-of-town travel. If travel is to the US than the amount shall not exceed \$100.00 USD (including tax, gratuities and beverages).
10. All alcoholic beverages will be considered a personal expense, as will entertainment, laundry, valet service, theatre, etc.
11. Registration Fees for board approved EWI seminars will be allowed.
12. Excess baggage charged by an airline shall be considered a personal expense unless it is necessary for EWI materials and literature.
13. Gratuities:
 - Airport – Suggest \$2.00 per bag.
 - Taxi/limo/bus – 15% of the total fare is suggested
 - Doorman – Maximum \$2.00 unless the doorman actually loads/unloads for ground transportation.
 - Bellman – \$2.00 per bag.
 - Housekeeping – Considered a personal expense and will not be reimbursable.
 - Restaurant – Fifteen percent is suggested.
 - Room Service – May be used with discretion. The hotel automatically adds the gratuity, usually 18%.