

Toronto CREW Board Meeting
Wednesday, November, 2014
11:00 am – 12:00 pm

McCarthy Tetrault LLP.
66 Wellington Street West, Suite 5300
Toronto, ON

Administrator's Phone: 416-729-6071
Call-in Phone: 416-343-2658 Conference ID# 7036136

Agenda

- | | | |
|----|---|--|
| 1. | Call to order | - Tara |
| 2. | Approval of Minutes from October 8, 2014
Approval of minutes from October 23, 2014 | - Tara |
| 3. | Review of Committee Reports
(reports received indicated in bold) | - Foundation
Golf
Marketing & Communications
Membership
Mentorship
Nominating
PPAC
Programs
Real Jobs
Scholarship
Sponsorship |
| 4. | New Membership Applications | - Emily
<i>Michelle Jones Sherri Lavine</i>
<i>Camilla Mack Brett Miller</i>
<i>Deanna Ramoul Kristi Schweizer</i>
<i>Chelsea Valcour</i> |
| 5. | Male members as Mentors | - Tara |
| 6. | Canada Coast to Coast Conference | - Tara. |
| 7. | Leadership Development questionnaire | - Anna |
| 8. | New Business | |
| 9. | Adjournment | |

**Toronto Commercial Real Estate Women
Minutes of the Board Meeting
Wednesday, October 8, 2014**

**McCarthy Tétrault LLP
66 Wellington Street, Suite 5300
Toronto ON**

Present: Tara Piurko (Chair) Sharon Addison (Secretary), Kim Lanthier, Kimberly Train, Rosalyn Wallace, Dimple Mehta, Anna Kennedy. Emily Hanna by telephone

Absent: Samantha Farrell

Present by invitation of the Board:
Brian Cardie

Declaration of the Chair

With quorum being present, the meeting was declared to be regularly constituted for the transaction of business at 12:09 pm.

Approval of Board meeting minutes from September 10, 2014

Motion to approve by Tara Piurko, after correction of typo in *minute approval* item.
Seconded by Sharon Addison. Carried.

Golf Classic: Financial results were discussed. 2015 budget needs to consider complimentary golfer sponsorship benefits. Funds from Sponsorship need to be determined and transferred for Foundation use.

Marketing & Communications:

There was discussion regarding the LinkedIn account, and how it should be managed. Rosalyn Wallace will review approval/denial process for participation. A discussion was held regarding revising our email broadcast. Item tabled to allow Board to view messages from other chapters.

Rosalyn Wallace asked for clarification whether Marketing & Communications committee should be asked to create outbound materials, or simply edit what the various committees provide as raw material.

Membership: Currently on track to exceed the targeted renewal numbers. A new member recruitment event is being considered for November.

New-member welcome breakfast is still in planning for November. A venue to replace space graciously provided by Altus has yet to be finalised. The committee has asked that the President attend and speak at this event.

Membership composition is being reviewed to determine industry niches that could be increased using targeted programs of interest.

Membership categories are under review to make the application process easier. Application form and website will have revised content toward achieving this end.

New applications were reviewed. Tina Williams - motion to approve as Active member by Kim Lanthier and seconded by Dimple Mehta. Carried.
Siobhan Webster's application was rejected as not meeting requirements.

Nominating Committee: With the addition of Andrea McGowen as Vice Chair of Mentorship, the positions as proposed in the October committee report were moved for approval by Kim Lanthier and seconded by Sharon Addison. Carried.

Mentorship: 26 Mentee applications have been collected, and the number will be reduced to the target of 20. There was some pressure to consider late-arriving applications from sponsoring firms. These will not be accepted, and the timing deadlines will be honoured.

Mentor applications have been received from two male members, but were rejected due to their category status. The committee is still soliciting for two mentors.

A venue for the matching/training sessions in January has not yet been located.

Programs: DTZ has taken on hosting a Diamond sponsorship event being planned for December.

Annual Celebration event has been confirmed as having salsa dancing lessons, and will be held on November 25.

ICSC cocktail event was attended by 8 members. There were conflicts with other official events taking place.

Next meeting will consist of planning for 2015 events. There was Board discussion about “educational” events being managed by Education & Professional Development portfolio. This was rejected for now, and all events will remain under the auspices of Programs committee.

Approval was given for a photographer to be retained to document all events.

REAL Jobs: Loot bag assembly is underway and all seems in order for the event next week. Dimple Mehta has requested media coverage from Biznow.

Sponsorship: 2015 budget will be set at \$150,000. Solicitation letters are being distributed within the next week, with follow up calls to be made later.

Sponsor appreciation visits are currently being planned by Samantha Farrell.

New Business: Strategic plan workshops will be held in 2015 for the 2016-2018 window. Samantha Farrell, Tara Piurko and Kim Lanthier will discuss plans for this activity.

A mandate for the CREW Network Delegate role is being created by the Nominating Committee, to be included with the others going forward.

Adjournment: There being no further business, Tara Piurko moved to adjourn at 1:40 pm. Meeting was closed.

Tara Piurko, Chair

Sharon Addison, Secretary

**Toronto Commercial Real Estate Women
Minutes of the Board Teleconference Meeting
Thursday, October 23, 2014**

**McCarthy Tétrault LLP
66 Wellington Street, Suite 5300
Toronto ON**

Present: Tara Piurko (Chair), Kim Lanthier (Acting Secretary), Kimberly Train, Rosalyn Wallace, Dimple Mehta, Samantha Farrell. All by telephone conference

Absent: Sharon Addison, Emily Hanna, Anna Kennedy.

Declaration of the Chair

With quorum being present, the meeting was declared to be regularly constituted for the transaction of business at 11:30 am.

Committee Mandates Governance & Audit Committee has recommended adoption (with minor adjustments) of the Committee Mandates as circulated.

Membership Fees (2015)

For the purposes of the 14/12 membership drive beginning November 1, 2014, and the upcoming Member renewals, the current year's fee structure (\$395.00) will be used. If fees are to be increased after the upcoming 2015 budget process, the new fees (and associated early bird discount), will be increased as of January 1, 2015.

Toronto CREW Leadership Development Program

Dimple Mehta and Anna Kennedy are in the research process and ask for board input on the attached survey questions. This will be directed to 50 selected members via personal calls or emails.

Adjournment: There being no further business, Tara Piurko moved to adjourn at 11:57 am. Meeting was closed.

Tara Piurko, Chair

Kim Lanthier, Acting Secretary



2014 COMMITTEE CHAIR MONTHLY REPORT TO THE BOARD LIAISON

Committee Name: **Foundation**

Date of Report: October 31, 2014

Date of Last Report: September 25, 2014

Last Committee Meeting: October 16, 2014

Next Committee Meeting: November 27, 2014

Committee Members:

Aysa Valenti (Chair)
 Erika Abonyi (Vice Chair)
 Anna Kennedy
 Mary Mowbray
 Hatice Yazar
 Susan Lawton
 Catherine Cherwinka

Committee Mission and Goals For the Year 2014	Proposed Date of Completion	Current Status
January <ul style="list-style-type: none"> Confirm amount of proceeds available from golf day for distribution to charities Confirm any other amounts available for distribution from TCF account (Flow – Through Fund and Endowment Fund) and CREW account Establish a budget for the year 	Completed	
February <ul style="list-style-type: none"> Meet with TCF, United Way and other sources to discuss any new agencies that we might receive proposals from Consider whether proposals should be sought from agencies funded in prior year 		<p>The Woman to Woman – Sharing Employment Best Practices event at the YWCA Toronto Skills Development Centre was held on February 19, 2014. I have attached an agenda that highlights the events for that day which included a speaker panel followed by one on one mentoring sessions. It was a very successful event that received very positive feedback from the YWCA, the mentees and the TCREW members that participated.</p> <p>We have scheduled three meetings in the coming months to meet with the various agencies we are considering funding.</p>
March – June <ul style="list-style-type: none"> Review proposals, meet with/talk to respective charities, as 		Meetings are being held April, 12, May 7 and June 13 to meet with the agencies we have selected to review to review their proposals.

<ul style="list-style-type: none"> necessary, for further information Decide how to allocate amounts available for distribution 		<p>Meeting was held on April 12 where we reviewed presentations from the United Way Interpreter Services and from the Toronto Community Foundation. The Toronto Community Foundation presented 5 grant opportunities for 2014/15.</p> <p>At our next meeting on May 7th we will be reviewing presentations from the Canadian Women's Foundation – Enhanced General Carpenter Pre-apprentice Program. The YWCA will also present programs and report on 2013 successes.</p> <p>The Committee met on May 7th to review the remaining presentations. After reviewing all of the presentations from the prospective charities, the committee met on June 11th to review all of the information on the various charities and used a matrix of key selection criteria to score each of the charities. The committee landed on a recommendation that will be summarized by our July 31st committee meeting and presented to the Foundation Advisory Committee on Wednesday, August 6th.</p>
<p>July - Aug</p> <ul style="list-style-type: none"> Present recommendation to the Foundation Advisory Committee 		<p>The Committee met on July 31st to review the recommendations for charitable funding for 2014 to be presented to the Advisory Committee on August 6th. All feedback received was incorporated and the document has been finalized for presentation.</p> <p>The committee also discussed coordinating the Book Drive and the Clothing Drive at the Golf Tournament and decided to go forward with this donation program again. We also discussed all other activities required to plan for the Golf Tournament in September. On our next meeting agenda we will discuss a membership drive as our numbers have reduced and hope to attract 2 or 3 more members to our committee.</p>
<p>July - August</p> <ul style="list-style-type: none"> Communicate funding to charities Draft e-blasts for clothing drive for Golf Day – organize drive Draft e-blasts for book/other collections for Golf Day – organize drive Organize Agency attendance at the Golf Day including complimentary Golfing Obtain cheques for presentation on Golf Day Solicit Volunteers for any volunteer programs being run in 		<p>On our August 28th meeting we discussed preparation for the Golf Day.</p> <p>Committee communicated funding to all charities, prepared e-blasts for the Clothing and Book drive for the Golf day.</p> <p>Golf Day – We had a great amount of donations for clothing and some book donations. Donations have been dropped off at the selected charities. Cheques were presented to the charities we are funding this year at the tournament with representatives from each charity in attendance.</p> <p>At our next meeting on October 16 we will be discussing our plans for the next 6 months and how to increase membership in our committee.</p>



conjunction with funded agencies		
<p>October - December</p> <ul style="list-style-type: none"> • Review current year activities and set next year priorities • Begin organizing volunteer programs being run in conjunction with funded agencies • Review Foundation Committee Mandate 		<p>On our October 16th meeting we provided an update of our YTD activities and the success of the clothing and book drive at the Golf tournament.</p> <p>We discussed our plans over the next 6 months which include the following:</p> <ul style="list-style-type: none"> • Planning 1-2 events to provide volunteer opportunities to the members of TCREW with the charities we have selected to support. We are in the process of discussing opportunities with the charities and will discuss timing and opportunities at our next meeting. • We discussed developing a plan to increase membership in the Foundation Committee. We will be reaching out to past member volunteers to solicit interest in participating in the committee along with reaching out to new TCREW members.

Items requiring Foundation Advisory Council approval/guidance, Board approval/guidance, and/or program changes with significant financial impact:

[Next FAC meeting – TBA]

Item	Recommendations	Decision Required by:
	No Items Requiring Board recommendations or program changes	



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2013-14 COMMITTEE CHAIR MONTHLY REPORT TO THE BOARD LIAISON

Committee Name:	Golf	Date of Report:	November 1, 2014
Last Committee meeting:	October 22, 2014	Next Committee Meeting:	January, 2015
Committee members:	<u>Donna Wood, Tania Laroche, Lorraine Apanashk, Kim Train,</u> <u>Kamila Zbikowska, Maureen Ross, Marilyn Mekler, Nicole Clancy, Josie Lee, Anh</u> <u>Minh Ngo, Nicole Shelton, Mecheline Bentley, Sarah Aziz,</u>		

Committee goals should be stated and then aligned with one or more of the goals of the Strategic Plan (Knowledge, Connections, Support). Please indicate in the below table.

Goal (K, C, S)	Committee Activity	Proposed Date of Completion	Current Status
K	Golf budget for 2014 Event/Sponsorship reviews	January 2014	<ul style="list-style-type: none"> - Completed, submitted and approved. - Event venue has been approved and changed to Angus Glen - Date change to Thursday, September 4. - Review sponsorships and goals for 2014. - Kick off meeting to start at the end of January.
K, C, S	First committee meeting for the 2014 season.	Week of January 20 th , 2014	<ul style="list-style-type: none"> - Discuss the new location - Potential challenges for 2014 - Review feed back of the 2013 event and discuss recommendations - Review sponsorship and see where assistance is required
C	Kick Off Meeting	January 23 rd , 2014	<ul style="list-style-type: none"> - Sponsorship process and review. List to be updated with golf committee members for further communication with proposed sponsors. - New venue review: Plans to have a tour of the course and facilities in the spring. - Heist ideas: very successful with possibilities to have a black pearl heist. - Links for Women review and ideas for this year - Next meeting to be held Feb 18th.
C	Meeting #2	February 19 th , 2014	<ul style="list-style-type: none"> - Review of sponsorship list and closing time - Review silent auction and contacts for this year - Wish pearl and necklace for heist reviewed – great reviews - Selling price of the set will be \$15.00 - Reviewed budget for authentic black pearl – Set at \$800.00 - Profit from the wish pearl set \$2,500.00 - Committee to provide Brian a caption of venue,



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			date and news for e-blast - Completed
C	Meeting # 3	March 27 th , 2014	<ul style="list-style-type: none"> - Reviewed grand prize pearl options. - Set a date to visit Angus Glenn. - Looked at other opportunities to raise money i.e. a caddy auction. - Welcomed new member Micheline from Matrix. - Discussed "goodie bag" budget and options. - Follow with Links for Women to see if they will participate. - Follow up with digital media company for pricing and availability. - Review sponsorship list, moving forward with Golf Day silent auction donations.
C	Meeting #4	April 25 th , 2014	<ul style="list-style-type: none"> - The shotgun start moved to 8:30am in order to have enough time for a 2pm buffet lunch. - Breakfast will be provided as of 7:30am. - Angus Glen can provide 3 or 4 credit card terminals to assist with the cash out. - Waiting on a quote for bagged snacks on the carts to include either fruit, chips, granola bars etc. - We discussed a "pimp my cart" auction. - An additional visit site will take place later in the summer to review the final details. - A request to open registration early was made due to a large response from potential attendees. - Heist item is a beautiful 3 tier black pearl necklace w/certificate of authenticity valued at \$707.00 USD . - Met with Links for Women to discuss: <ul style="list-style-type: none"> ➢ our wish list for this year. ➢ the idea of having a fashion/trunk show.
CS	Meeting #5	May 27 th , 2014	<ul style="list-style-type: none"> - Final pricing to be confirmed this week in order to open registration early. Working with Angus Glen on finalizing pricing and Brian on the announcement. - Request letters for Silent Auction items approved by the board and will be ready to send out once confirmation for online registration has been issued. - Links for Women current proposal is double the cost of last year we will not utilize this year, but will work with Angus Glen for instructors. - Moving forward with Georgie Porgie Cakes for "Thank You" gifts. - Confirmed that ACE Digital Media will provide services. - Trunk Show, discussed options for new thing. - Ringers to be confirmed, new ones may be required.



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			<ul style="list-style-type: none"> - "PIMP my cart" – discussion had to entice early registration. - Confirmation on returning masseurs.
K, C, S	Meeting #6	June 26 th , 2014	<ul style="list-style-type: none"> - Web blast launch for Golf Day registration– week of July 7, 2014, working on new and creative ideas. - Silent Auction will be set up the night prior to the event for people to view right away. - Sponsorship list was reviewed and sponsors assigned. Request letters to go out via email and follow up via phone. - Thank you goodies will be from Georgie Porgie Cakes. A table with branded thank you treats from Toronto Crew will be available. - We have confirmed 3 masseuses for the day of from 2-4 pm. - List of outstanding tasks to be established and recruit volunteers to for day of event. - Next meeting will be held at Angus Glen mid to end of July to review final set up.
K,C,S	Meeting 7	July 23, 2014	<ul style="list-style-type: none"> - Floor Plan for venue set up; silent auction area; thank you table and dining area locations have been confirmed. - Goodie bags to be distributed at registration table. The bags will include golf balls, reusable water bottle, restaurant gift card and a \$25.00 gift card from Angus. - Angus Glen has confirmed that they will stock the carts with supplied water and snacks. - Silent auction set up for the night before. - Prizes assigned for the closest to the pin. Honest foursome prizing TBD. - Sponsor Quiz to be created. - The pearl necklace has been appraised at \$2,500. Appraiser gave a new white leather case to display the necklace with a new certificate. - Corporate logo signage banner for display will be provided by Brian. - Angus Glen to complete the display cards with the logos for the carts - Pimp my ride, manicures and martinis, a lipstick reader and the GPS units to be added in for the event if budget permits. - Silent auction is our primary focus at this time.
	Meeting 8	August 6, 2014	<ul style="list-style-type: none"> - Sponsorship status – primary focus! - Get sponsors for sub-events: "pimp my cart"; honest foursome; longest drive; lipstick reader and; manicures & martinis . - Goodie bag items: \$25 gift card for Angus Glen;



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			<p>\$50 gift card for a restaurant, two sleeves of golf balls; reusable water bottle; pack of tees and misc discount coupons.</p> <ul style="list-style-type: none"> - Confirmed volunteer requirements for event day.
	Meeting 9	August 21, 2014	<ul style="list-style-type: none"> - Confirmed Golf Day Agenda & Volunteers. - Review check list and outstanding requirements for event day. - Review Silent Auction, pricing list and additional sponsor options remaining to be filled. - Review registration numbers to date.
	Meeting 10	August 28, 2014	<ul style="list-style-type: none"> - Reviewed set up for evening prior; the packing party and silent auction. - Additional sponsorship options are sold out. - Confirmed all volunteers for day of. - Event almost sold out, one more push for final registration.
	Meeting 11	September 3, 2014	<ul style="list-style-type: none"> - Event set up at Angus Glen - Packed "goodie bags" - Set up Silent Auction - Reviewed event day to ensure all aspects were covered
	Meeting 12	September 4, 2014	<ul style="list-style-type: none"> - Golf Day Event - Pimp My Cart was a big success - Great reviews on the Lipstick Reader and Manis & Martinis - Silent Auction was a success raising over \$8,000 - Came within budget - Thank you get together plans for October - Thank you letter under way for review and approval
	Meeting 13	October 22, 2014	<ul style="list-style-type: none"> - We hosted the thank you luncheon for the Golf Committee. - Discussed the tentative dates for the 2015 Golf Classic. - Reviewed briefly the comments from the 2014 Golf Classic. - Committee discussed who will be returning for the 2015 season, confirmation to be given by end of 2014. - Set date for first 2015 meeting at the end of January. - Confirmed that Thank You letters are to be sent soon.

Items Requiring Board-Specific Policy recommendations, and/or program changes with significant financial impact:



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2014 COMMITTEE CHAIR MONTHLY REPORT TO THE BOARD LIAISON

Committee Name:	Marketing & Communications	Date of Report:	Nov 03, 2014
Last Committee meeting:	Oct 10, 2014	Next Committee Meeting:	Nov 14, 2014
Committee members:	Susan Vertes Dutton (Chair) – <i>Liaison for Mentorship, Real Jobs</i> Tina Wolf (Co-Chair) – <i>Liaison for Programs</i> Carrie Ashfield – <i>Liaison for Golf and Membership</i> Wendy Greenwood – <i>Liaison for Governance, Foundation,</i> Jeanne Banka – <i>Liaison for Sponsorship, Scholarship, Nominating,</i> Leanne Fasciano – <i>New on the committee</i> Roslyn Wallace (Board Liaison)		

Committee goals should be stated and then aligned with one or more of the goals of the Strategic Plan (Knowledge, Connections, Support). Please indicate in the below table.

Goal K, C, S	Committee Activity	Proposed Date of Completion	Current Status
C	Flow Chart of information from other committees to the Marketing and Communications Committee	Nov 2014	Due to the miscommunication of the work flow and different committee mandates, a Flow Chart will be created to demonstrate how information should be dispersed to the Marketing and Communications Committee, including deadlines. The chart will be discussed at the next committee meeting. This is to be a recommendation on the next board report, then to be distributed to all committees as well as be inserted on the resource tab.
K,C,S	Marketing & Communications Social Media	Ongoing	Marketing & Communications are more active on LinkedIn Toronto Crew account. Allison to still monitor the account and accept new members. Direction from the Board has been requested - should it only be Toronto CREW members only or open to anyone interested in joining? Once LinkedIn is mastered, we will consider Twitter to promote upcoming events.
K,C,S	Work with CREW Network to update the Toronto CREW website.	Nov 2014	Brian to attend our next Marketing and Communications committee meeting to go over the new "resource tab", and other items of change, specifically the parameters of what Toronto CREW site can be altered.



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K,C	Biznow Mandates	INFO	It was clarified that Bisnow's mandate is to only do articles of Power Woman , this to include only 1 individual or What you don't know about , another individual. We can post a past event, but cannot advertise upcoming events. One way around this however is to mention it in the past events, as Ryan Starr has been doing. Deadlines are Wednesday's for Thursday issue and Monday for Tuesday's issue. Board Directors are requested to advise their committees.
S	Member Guidelines	Nov 2014	The committee will re-visit and re-write the member guidelines to reflect all behavior including "logo" use. This will also reside in the resource tab. Carrie - Membership liaison.

Items Requiring Board-Specific Policy recommendations, and/or program changes with significant financial impact:

Item	Recommendations and Activation	Decision Required by:
C	The Committee has been put together a "Guideline for Cross Marketing" for future opportunities and to be inserted in the "resource tab". File attached	November 2014
S	Leadership PROfile questionnaire attached and will be distributed to all Chairs and Vice-Chairs. There will be a PROfile posted monthly on the email blasts.	November 2014



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My Toronto CREW PROfile

Name

Company

Email:

Telephone

What committee do you serve on and what is your role?

What event or project that your committee worked on are you most proud of?

What do you find most satisfying about your role on the committee?

I would encourage Toronto CREW members to join a committee because . . .

Please also provide a headshot in portrait orientation.

to save as a PDF or to print, and send to Tina Wolf at twolf@spacedatabase.com

Guidelines for cross marketing opportunities:

1. **Clearly define the objectives**, which should align with those of Toronto CREW. The opportunity should serve to cultivate a relationship with new or existing members or increase sponsorship. The cross marketing should provide benefits immediately, rather than paying off in the long term
2. **Increase the profile of Toronto CREW**. The opportunity should connect Toronto CREW members to potential new members, sponsors or mentees, in a relevant and meaningful way and foster unique opportunities for networking experiences, leadership training, career opportunities, quality programming and for commercial real estate women. If a digital tool, it should incent a click, visit, trial or opt-in.
3. **Shared target audience**. The partner must align with Toronto CREW's current mandate and should enable Toronto CREW to reach a key target and reinforce — or define — what it stands for. The partner and its interests should complement and/or advance those of Toronto CREW and expand our peer group.
4. **Minimize the upfront investment** by leveraging the value that Toronto CREW brings to the table. Use the value we bring to the table (such as web or email exposure) to negotiate opportunities; otherwise, we may overpay.
5. **Activate the sponsorship across all relevant channels**. The sponsorship should create value and drive key behaviours. Utilize the opportunity to activate existing, new or potential members, committees, sponsors etc. to add return to the investment.
6. **Capture data and measure results**. Post-mortem, identify what worked, what didn't, and why.



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2014 COMMITTEE CHAIR MONTHLY REPORT TO THE BOARD LIAISON

Committee Name:	Membership	Date of Report:	September 26, 2014
Last Committee meeting:	October 21, 2014	Next Committee Meeting:	November 18, 2014
Committee members:	Emily Hanna (Director Liaison), Carrie Ashfield (Co-Chair), Vera Gisarov (Co-Chair) Julia DeGuerre (Co-Chair), Joy Shuchat, Michelle Tomascik, Jennifer Kosloski, Jeanne Banka, Jennifer Gow, Josie Lee (Maternity Leave), Chandran Fernando, Christine Deschenes, Sarah Jane O'Shea		

Committee goals should be stated and then aligned with one or more of the goals of the Strategic Plan (Knowledge, Connections, Support). Please indicate in the below table.

Goal (K, C, S)	Committee Activity	Proposed Date of Completion	Current Status
C	Retain a high level of membership renewals Target for 2014: 85% retention or 185 renewed members.	End of March, 2014	As of November 5, 2014 the total membership is 243 members. One member transferred her membership to Calgary CREW this summer. We have achieved our goal of retaining 85% of our membership. We are now overachieving compared to our membership numbers from last year.
C	Increasing new membership a) Target for 2014: 40 new members Prospecting Event c) New Member Breakfast	a) On going b) Jan/Feb 2015 c) Held November 5, 2014	a) We currently have 45 new members in 2014. b) A sub-committee is working on this event in the new year as we are a bit close to the holiday season to launch successfully now. c) A very successful fall event with 25 new members attending. Vera's new format allows everyone to give a 30 second elevator speech about their professional history, which provided a great introduction to all.
C,S	Review of membership make-up	Spring 2015	The membership committee plans to review the make-up of its members. The purpose of this review is to establish which areas within the commercial real estate industry where we have low membership and to market Toronto CREW to these areas within the commercial real estate industry. Additionally, we will provide this information to the Programs Committee to assist with the planning of Toronto CREW events. Our goal is to not only analyze the data but to establish a process for evaluating the membership



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			<p>every year to allow the organization's marketing and programming efforts to be more focused and able to respond more quickly to changes in the membership make up.</p> <p>This committee has been re-assigned to Chandran and Julia. They have begun work as of this month.</p> <p>We are looking at holding Networking and Prospecting events more often in the new year which is in keeping with CREW Network's Membership drive suggestions. We will be sure to coordinate with Programs on each idea.</p>
C,S,K	Change the application form for greater clarity	Fall 2014	We have reviewed several U.S. CREW membership applications and settled on a few amendments that will make our applicant process clearer and easier to approve. A mock-up will be delivered shortly.

Items Requiring Board-Specific Policy recommendations, and/or program changes with significant financial impact:

Item	Recommendations	Decision Required by:
<p>New Member Applications</p> <ol style="list-style-type: none"> 1. Deanna Ramoul – Active 2. Camille Mack – Active 3. Michelle Jones – Vendor 4. Sherri Lavine – Active 5. Kristi Schweizer – Vendor 6. Chelsea Valcour – Active 7. Brett Miller - Active 	<p>The membership committee has reviewed these applications and conducted any necessary follow-up with respect to deficiencies. The membership committee is recommending these applications be reviewed by the Board and each applicant be approved as a new member of Toronto CREW. Copies of the application forms, reference letters and other correspondence are attached.</p>	ASAP



2014 COMMITTEE CHAIR MONTHLY REPORT TO THE BOARD LIAISON

Committee Name: Mentorship

Date of Report: November 3, 2014

Date of Last Report: September 24, 2014

Next Committee Meeting: November 6, 2014, noon at Andrea's office, 1 Queen East #300.

Committee Members: Mary Wood, Josie Lee, Meghan Case, Andrea McGowen,
Jillian Jackson, Charlene Schafer, Francisca Quinn, Veronica Maggisano

Committee Mission and Goals for the Year	Proposed Date of Completion	Current Status
The Committee's mission and goal is to retain female talent in the commercial real estate industry for longer than 5 years through a structured mentorship program.	This is a long term program. Our goal is to continually refine the structure of the program including timing and methodology for recruitment of mentors and mentees for future programs.	1. Luncheon meeting held on October 29. In attendance was Delee Fromm, Mary Wood, Josie Lee and Andrea McGowen. Delee announced that for health reasons she will not pursue her consulting business, hence she will not facilitate the 2015 training sessions. Delee suggested that we follow her materials and have committee members act as the facilitators to run the sessions. Committee will discuss all options and decide at the Nov. 6 meeting. 2. Mentors and Mentees- finalization of the applicants will be made at the Nov. 6 meeting. Acceptance notices will be emailed by the end of Nov. 3. Nov. 6 Meeting- 2015 Program details will be discussed, Budget Review and 2014 Mentorship program wrap-up/comments.

Items Requiring Board-Specific Policy recommendations, and/or program changes with significant financial impact:

Item	Recommendations	Decision Required by:



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2014 COMMITTEE CHAIR MONTHLY REPORT TO THE BOARD LIAISON

Committee Name:	Nominating	Date of Report:	November 10, 2014
Last Committee meeting:	November 5, 2014 November 10, 2014	Next Committee Meeting:	Not yet set
Committee members:	Jane Helmstadter, Alison Tortorice, Jennette Leyland, Maureen MacMillan, Kim Lanthier, Patricia Arsenault		

Committee goals should be stated and then aligned with one or more of the goals of the Strategic Plan (Knowledge, Connections, Support). Please indicate in the below table.

Goal (K, C, S)	Committee Activity	Proposed Date of Completion	Current Status
	Recommend chairs/vice chairs for Sponsorship; Communications, Scholarship	complete	Complete
	Call for nominations for Golf, Mentorship, Membership, Foundation and Real Jobs	Complete	Complete
	Call for nominations for vice chair Sponsorship and Scholarship	Complete	Complete
	Call for nominations for vacancies on the Board of Directors	Complete	Complete
	Call for nominations for Nominating Committee	December 1	

Items Requiring Board-Specific Policy recommendations, and/or program changes with significant financial impact:

Item	Recommendations	Decision Required by:
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Item	Recommendations	Decision Required by:
	<p>Committee recommends that the following people be put forward for election as directors at the AGM:</p> <ul style="list-style-type: none">• Carrie Ashfield (Communications)• Meghan Case (Membership)• Mary Wood (Programs)	
	<p>Committee recommends that the Board elect Rosalyn Wallace to fill the position of Secretary for the 2015 year.</p>	
	<p>Committee recommends that Alison Tortorice be appointed the CREW Network Delegate for the 2015 year (Please note that Alison recused herself from the meeting to discuss appointment of the Delegate and has not been involved in the deliberations with respect to this appointment).</p>	



Knowledge · Connections · Support

2014 COMMITTEE CHAIR MONTHLY REPORT TO THE BOARD LIAISON

Committee Name:	Programs	Date of Report:	November 4, 2014
Last Committee meeting:	October 29, 2014	Next Committee Meeting:	December 1, 2014 (TBD)
Committee members:	Kim Train (Director Programs); Karen Sweet (Chair); Sharon Cooper (Co-Vice-Chair); Melanie Hague (Co-Vice-Chair); Courtney Starr (Committee Secretary); Maxine Morris-Zecchini; Tina Wolf (comm. liaison); Nicole Turrin; Alicia Vera; Sarah Martin; Jackie Yau; Anne Beninger; Kelly Dyke		

Committee goals should be stated and then aligned with one or more of the goals of the Strategic Plan (Knowledge, Connections, Support). Please indicate in the below table.

Goal (K, C, S)	Committee Activity	Proposed Date of Completion	Current Status
K,C	Diamond Events	One per Quarter	<ul style="list-style-type: none"> 2014 Plan submitted to sponsorship to provide sponsors with options and timing to make Programs calendar more robust and provide value to sponsors. DTZ Event currently at 32 registrations + 4 sponsor attendees Will be 40 person cap, cocktails and appetizers with handwriting analysis. Charge \$10/person; net cost c. \$1500 (\$2K expense; \$400 revenue); date set as December 3rd New parameters provided to sponsorship for letter to better enable Programs to work with sponsor without exceeding budget; full slate of sponsor options to be ready for YE 2014
K, C, S	Year End Event	Nov/Dec 2014	<ul style="list-style-type: none"> Event being held at Valdez on November 25th Entertainment is dance lesson for participants who choose to partake Registration currently at 73; separate eBlast to be sent Thursday 6th or Thursday 13th
K, C, S	2015 planning	October, 2014	<ul style="list-style-type: none"> Group planning slate for 2015 to get ahead of timeframes/deadlines. Move towards greater focus on industry/speakers in 2015 Committee has assembled slate of ideas and calendar to be presented with November Board report after ideas refined
C, S	Post-event survey	November, 2014	<ul style="list-style-type: none"> Committee to send survey after year-end event to attendees. Draft survey to be provided to communications mid-month for review so we can send immediately after event

Items Requiring Board-Specific Policy recommendations, and/or program changes with significant financial impact:

Item	Recommendations	Decision
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Dedicated to providing Knowledge, Connections and Support for women throughout their commercial real estate career.



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		Required by:
Attendee list	Suggestion to post attendee list online as people register to encourage registration. Need Governance feedback	Next Programs meeting



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2014 COMMITTEE CHAIR MONTHLY REPORT TO THE BOARD LIAISON

Committee Name:	Real Jobs Day	Date of Report:	October 30-14
Last Committee meeting:	October 8, 2014	Next Committee Meeting:	TBD
Committee members:	Dimple Mehta; Carmela Corrado (Chair); Courtney Starr (Vice Chair); Susan Alford (Vice Chair); Micheline Bentley; Claudia Freire; Lauren Doughty; Farrah D'Souza; Kelly Dyke; Robyn Lachine; Julia St. Micheal; Sandi Mileta-Clancy; Jennifer Splaine; Elena Tchaika.		

Committee goals should be stated and then aligned with one or more of the goals of the Strategic Plan (Knowledge, Connections, and Support). Please indicate in the below table.

Goal (K, C, S)	Committee Activity	Proposed Date of Completion	Current Status
K;C;S	Opening Remarks and morning speakers	Completed	<p>Tara – President Toronto CREW- came to speak to the students and opened the introductions and day of event.</p> <p>Cynthia Holmes – from Ryerson, Cynthia is a member of Toronto CREW Cynthia presented a video that was prepared by the Real Estate program.</p> <p>Mirella Iannelli from the Scholarship committee came to speak to the students about Toronto CREW Scholarships.</p>
K; C; S	2014 Real Jobs Day Event - Venue	Completed	<p>Ryerson has confirmed that they have booked the same rooms for 2015 event.</p> <p>The venue was perfect and this year all of the rooms were on the same floor.</p>
K; C; S	School Liaison	Completed	We had 96 students registered and 85 students attended our event. A survey is attached to this report outlining which schools the students came from, age and grade. The report also outlines comments from the students about the day of the event. Overall, it was a great success and the students all had a great time. They were very engaged and enjoyed the scavenger hunt, panel speakers, and acquisition and negotiation games.
K; C; S	Scavenger Hunt	Completed	This year we will be having the usual hunt in the Eaton Centre but this time instead of just marking the correct answers we had a question and answer



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			session to discuss the correct answers with the students. The students were engaged in answering the questions and we will continue to do this for next year.
K; C; S	Loot Bags	Completed	This year's response was unbelievable with the donations that we received. Lots of great items were donated such as, Cineplex passes; nail files, chocolates; water bottles; perfume atomizers; USB sticks; pens; key chains; toques; scarves; Body Shop samples; Flare magazines; spa soaps plus the left over inventory from 2013.
K; C; S	Senior and Junior Panels	Completed	Julia and Micheline invited the following members to speak at the Senior and Junior panel: Senior: Eileen Foroglou, Controller/Director @ Strathallen; Lorraine Apanashk, Director of Business Development, CAS Interiors Inc.; & Sarah Martin, Senior Project Manager, Toronto 2015 Pan Am. Junior: Lara Di Gregorio, Asset & Leasing Manager, Carterra; Farrah Khimji, Senior Controller, Forgestone Capital Management LP. & Amy Gingrich, Senior Project Engineer at Metrolinx. Moderator for the Senior and Junior panel speakers will be Chandran Fernando of Matrix Search Group.
K; C; S	Negotiations	Completed	Micheline Bentley and Megan McGowan have updated the game plus added a scenario that was used for discussion purposes to engage the students to get involved. Students found the hands on games were a lot of fun to participate.
K;C;S	Acquisition Game	Completed	Acquisition game has been revised with new material to update the existing game. Students were involved in a series of games in the acquisition session. Student's survey showed great interest in hands on games such as this one.
K; C; S	Resource Guide/Survey	Completed	Our guide has been updated and added to the USB sticks that were donated, and a thank you letter for coming to our event.
K; C; S	Biznow	Completed	An article had been prepared and Biznow displayed it in their email newsletter. Great article. Nice to see that the event was published.
K; C; S	Catering	Completed	Ryerson as always prepared sandwiches; veggie trays, cookies and beverages for the students.



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K; C; S	Wrap up get- together	November 6-14	Our event is being held at Mercato on November 6, 2014 for all of the committee members to thank them for all of their hard work, dedication and involvement for a successful 2014 Real Jobs Day Event.
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Items Requiring Board-Specific Policy recommendations, and/or program changes with significant financial impact:

Item	Recommendations	Decision Required by:



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2014 COMMITTEE CHAIR MONTHLY REPORT TO THE BOARD LIAISON

TO: CREW Administrator, Danny Klempfner, Nicole Vicano, Vice Chair, Samantha Farrell, Liason and Nancy Prenevost, Chair of FAC			
Committee Name:	Scholarship Committee	Date of Report:	November 3, 2014
Last Committee meeting:	September 10, 2014 by email	Next Committee Meeting:	November 5, 2014
Committee members:	Catherine Bray – Chair Christi-Ann Litavski Deborah Watkins Nicole Fizzard Danny Klempfner –Foundation Advisory Council Nicole Vicano – Vice Chair Mirella Iannelli Cynthia Holmes		

Committee goals should be stated and then aligned with one or more of the goals of the Strategic Plan (Knowledge, Connections, Support). Please indicate in the below table.

Goal (K, C, S)	Committee Activity	Proposed Date of Completion	Current Status
C	First meeting re: 2015 awards (done by email)	Sept. 26, 2014	Determined who is contacting each university and finalization of Scholarship poster
C	Second meeting	November 5, 2014	Results of school visits; discuss evaluation process; finalize 2015 application form so it can be uploaded by Nov. 15, 2014
S	Award 12 scholarships for a total amount of \$21,000.00	April 2015	
C	Have an engaged committee and ensure networking opportunities	At each meeting, take time to network, share ideas and business updates	Ongoing
C&S	Notification and payment of scholarships to recipients	March/April 2015	

Items Requiring Board-Specific Policy recommendations, and/or program changes with significant financial impact:

Item	Recommendations	Decision Required by:
	None	



2014 COMMITTEE CHAIR MONTHLY REPORT TO THE BOARD LIAISON

Committee Name: **Sponsorship**
 Date of Report: October 31, 2014
 Date of Last Report: September 23, 2014
 Next Committee Meeting: Lunch Meeting – November 5th, 2014

Committee Members:

Claire Lavoie – Lavoie Inc. (Chair) - Mya Rahimian, Oxford Properties (Vice-Chair)

Members:

Pamela Horton-Norton Rose, Charlene Schafer-McCarthy Thétrault LLP

Alicia Scott- Allied Properties REIT, Arlene Dedier-MHPM,

Board of Director Liaison – Kim Lanthier, Oxford Properties

'Committee Mission and Goals For the Year	Proposed Date of Completion	Current Status
Committee Business	Completed	<ul style="list-style-type: none"> ▪ Establish 2015 Target at \$150,000. based on 2014 Sponsor total of \$146,850. ▪ Letters mailed on October 14. ▪ Start of follow up by phone calls on November 3
Overall schedule	<i>Sept. 11-Oct. 2</i>	<i>Update of 2015 Prospect List Contact information – Completed</i>
	Oct. 6	<i>Completion of Documentation to issue to printer for mass mailing – Completed</i>
	Oct. 14	<i>Mass mailing to existing and new sponsors - Completed</i>
	Nov. 3- 21	Follow up by calls
	Nov. 24-Dec. 14	Follow up with Sponsors by emails
	Jan.12-30	Further Follow up by emails and calls
	Feb. 13	Closing of Sponsorship Drive
	Dec. 8-Feb. 20	Obtain logos of new sponsors for banners and website
	Feb. 2-27	Prepare Thank You Cards and Gift to Sponsors
	Mar. 2-6	Send cards and gifts to Sponsors
Sponsorship Update		Received some verbal and email commitment from: <ul style="list-style-type: none"> • McCarthy Thétrault LLP – Diamond \$7,500. • Oxford – Level to be confirmed • Jones Lang LaSalle – Gold \$5,000. • Yardi – Level to be confirmed



Items Requiring Board-Specific Policy recommendations, and/or program changes with significant financial impact:

Item	Recommendations	Decision Required by:
In kind Sponsorship with Media Communications	As per information received from Tara. Sent a request for a conference call with Communications Committee. Awaiting to hear back.	TBD
CBRE	<p>Board representatives were going to meet with CBRE to review the sponsorship program with them. Note: CBRE did not sponsor us in 2014.</p> <p>Requested update as status.</p>	Oct. 2, 2014
Sponsorship Vice-Chair	Vice-Chair Position confirmed with Mya Rahimian, Oxford Properties	Completed
2015 Sponsorship	<p>Committee recommended a Target of \$150,000.</p> <p>Board to provide approval</p>	Oct. 2014

Toronto CREW

Leadership Development Program (LDP)

Questions for R&D

The purpose of this form is to target 50 Toronto Crew members by Dimple & Anna personally and get feedback in order to move the Leadership program the right direction.

- 1. Would you be interested in a leadership development program for women in management positions aspiring to grow into the next level in their career path?**

- 2. Would you be interested in such a program arranged by TorontoCREW?**

- 3. Would your Company support such a program for you?**

- 4. Would you be able to commit 2 - 3 hours per month for this 12 month program?**

- 5. What kind of topics would interest you or help your leadership development?**



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2014 New Member Application Form

NAME: First: LENA Middle: Surname: CHOI
Nickname: Tag: CRA, CGA (MAI, JD, CPA, etc.)

WORK/MAIL INFORMATION

PHONE/E-MAIL NUMBERS (Include Area Code)

Title: DIRECTOR, FINANCE & TREASURY Business: 416 868 3767 Ext.:
Company Name: OXFORD PROPERTIES GROUP Fax:
Address Line 1: 200 BAY STREET, SUITE 900 e-mail: LCHOI@OXFORDPROPERTIES.COM
Address Line 2: ROYAL BANK PLAZA, NORTH TOWER Cell Phone:
City: TORONTO Home Phone: (optional)
Province: ONT Postal Code: M4N 1M3

Note: All information provided in this application will be published in the Toronto CREW Directory. Members agree to receive communications by email.

1. Years of full-time Commercial Real Estate experience? 7.5 2. Years in current position? 6
3. Years of Professional experience? 18 4. Reference letter attached? Yes ☐ To Follow ☒

5. FOR THE PURPOSES OF LISTING AND INDEXING IN THE CREW DIRECTORIES:

a) Select ONE item ONLY from the table below to best indicate the primary business of your employer within commercial real estate:

CORPORATE REAL ESTATE

b) Select ONE item ONLY from the table below to best indicate your personal area of specialization within commercial real estate:

FINANCE

LIST FOR QUESTION 5:

Accounting	Construction	Finance	Law
Administration	Corporate Real Estate	Human Resources	Leasing
Advertising	Development	Institutional Lending	Marketing
Appraisal	Education/Economic	Interior Design / Space Planning	Property Management
Architecture	Development/Government	Insurance	Sales / Brokerage
Asset Management	Engineering	Investments	Technology
Consulting	Environmental	Journalism	Title/Escrow

6. What industry niche do you primarily work in: Office ☐ Retail ☐ Industrial ☐ Hospitality ☒ Other ☐ (specify)

TREASURY ROLE TOUCHES ALL OF THE INDUSTRY NICHE

Dedicated to providing Knowledge, Connections and Support for women throughout their commercial real estate career.

2014 New Member Application Form

Please note which committees you may be interested in joining within the Toronto CREW Organization:

Committees			
<input type="checkbox"/> Communications & Marketing	<input type="checkbox"/> Membership	<input type="checkbox"/> REAL Jobs	<input type="checkbox"/> Sponsorship
<input type="checkbox"/> Golf Tournament	<input checked="" type="checkbox"/> Mentorship	<input type="checkbox"/> Scholarship	<input type="checkbox"/> Undecided – additional information would be appreciated
	<input type="checkbox"/> Programs	<input type="checkbox"/> Special Projects	

Note: Mentee and Associate members must participate in at least one committee for the duration of their time in this category.

Please provide a brief explanation of your reasons for seeking membership in Toronto CREW:

TO MEET LIKE MINDED PROFESSIONAL WOMEN IN THE COMMERCIAL REAL ESTATE COMMUNITY IN TORONTO. FOR PURPOSES OF NETWORKING, MENTORSHIP. & IDEA SHARING.

How did you learn about Toronto CREW?

Referral from:

NANCY PREVEDEST

Other:

Please attach one letter of reference from an individual with whom you have had business dealings within the commercial real estate industry. The reference letter should confirm your professional responsibilities and the numbers of years of experience you have in the commercial real estate industry. Applicants for the Mentee Associate category must provide a reference letter from their Toronto CREW Mentor.

Applications must be complete and accompanied by a reference letter in order to be processed.

The list of Membership categories is detailed on page 3 of the application form. Please choose 1 of the following:

☒ Active ☐ Mentee Associate ☐ Active Associate ☐ Custom Active ☐ Profile ☐ Vendor

By signing in the space provided below, the applicant acknowledges that eligibility for Toronto CREW membership will be reviewed by the Toronto CREW Board of Directors on an annual basis, and that to remain a member, the individual must maintain the highest of professional and ethical standards and keep their Toronto CREW membership account in good standing.

Applicant's Signature:

[Handwritten Signature]

Date:

Nov 7/14

The annual membership fee for 2014 is CDN \$395.00 for the calendar year (\$250 from July 1 to December 31, 2014). Memberships expire annually on December 31. Note that 13% HST will be applied to payment (HST # 82313 0810 RT0001). Toronto CREW Memberships are non-refundable and non-transferable. Please send your completed application, along with the requisite reference letter by e-mail or post to:

Carrie Ashfield
c/o Toronto CREW
PO Box 350, Ernst & Young Tower
Toronto-Dominion Centre
Toronto, ON M5K 1N3
carrie.ashfield@brookfield.com

If your application is approved, you will be contacted by the Chapter administrator to arrange your preferred method of payment. (Cheque, VISA or MasterCard).

You will receive confirmation of your membership status once your application has been reviewed by the Membership committee and approved by the Board of Directors. If you have any questions or concerns, please contact Carrie Ashfield, Toronto CREW Membership Chair by email at carrie.ashfield@brookfield.com or by telephone at 416.342.1864.

Click to print or save as PDF

OXFORD PROPERTIES GROUP
200 Bay Street, Suite 900
Toronto, ON M5J 2J2

November 10, 2014

Carrie,

I am writing in support of Lena Choi's application to membership for Toronto CREW.

Lena is a Director in our Treasury department and works closely with all of the various teams within Oxford on the financing of deals in Canada and Internationally (amongst many other things!). I have known Lena for the last 6 years that I have been at Oxford and think that she would be a great addition to Toronto CREW. She has already expressed an interest in being a mentor in our mentorship program.

I recommend Lena for your consideration as a member of Toronto CREW.

Sincerely,

Kim Lanthier, President Elect
Toronto CREW



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2014 New Member Application Form

NAME: First: Middle: Surname:
Nickname: Tag: (MAI, JD, CPA, etc.)

WORK/MAIL INFORMATION

PHONE/E-MAIL NUMBERS (Include Area Code)

Title: Business: Ext.:
Company Name: Fax:
Address Line 1: e-mail:
Address Line 2: Cell Phone:
City: Home Phone: (optional)
Province: Postal Code:

Note: All information provided in this application will be published in the Toronto CREW Directory. Members agree to receive communications by email.

1. Years of full-time Commercial Real Estate experience? 2. Years in current position?
3. Years of Professional experience? 4. Reference letter attached? Yes ☒ To Follow ☐

5. FOR THE PURPOSES OF LISTING AND INDEXING IN THE CREW DIRECTORIES:

a) Select ONE item ONLY from the table below to best indicate the primary business of your employer within commercial real estate:

b) Select ONE item ONLY from the table below to best indicate your personal area of specialization within commercial real estate:

LIST FOR QUESTION 5:

Accounting	Construction	Finance	Law
Administration	Corporate Real Estate	Human Resources	Leasing
Advertising	Development	Institutional Lending	Marketing
Appraisal	Education/Economic	Interior Design / Space Planning	Property Management
Architecture	Development/Government	Insurance	Sales / Brokerage
Asset Management	Engineering	Investments	Technology
Consulting	Environmental	Journalism	Title/Escrow

6. What industry niche do you primarily work in: Office ☒ Retail ☐ Industrial ☐ Hospitality ☐ Other ☐ specify

Dedicated to providing Knowledge, Connections and Support for women throughout their commercial real estate career.

2014 New Member Application Form

Please note which committees you may be interested in joining within the Toronto CREW Organization:

Committees			
<input type="checkbox"/> Communications & Marketing	<input type="checkbox"/> Membership	<input type="checkbox"/> REAL Jobs	<input checked="" type="checkbox"/> Sponsorship
<input checked="" type="checkbox"/> Golf Tournament	<input type="checkbox"/> Mentorship	<input type="checkbox"/> Scholarship	<input type="checkbox"/> Undecided – additional information would be appreciated
	<input type="checkbox"/> Programs	<input type="checkbox"/> Special Projects	

Note: Mentee and Associate members must participate in at least one committee for the duration of their time in this category.

Please provide a brief explanation of your reasons for seeking membership in Toronto CREW:

I have been to many CREW events over the years and have many great connections with the amazing CREW women. I embrace the foundation CREW is built on and look forward to the opportunity to contribute, support and celebrate woman in the work force.

How did you learn about Toronto CREW?

Referral from: Tanya Evers-Jordan

Other:

Please attach one letter of reference from an individual with whom you have had business dealings within the commercial real estate industry. The reference letter should confirm your professional responsibilities and the numbers of years of experience you have in the commercial real estate industry. Applicants for the Mentee Associate category must provide a reference letter from their Toronto CREW Mentor.

Applications must be complete and accompanied by a reference letter in order to be processed.

The list of Membership categories is detailed on page 3 of the application form. Please choose 1 of the following:

☐ Active
 ☐ Mentee Associate
 ☐ Active Associate
 ☐ Custom Active
 ☐ Profile
 ☒ Vendor

By signing in the space provided below, the applicant acknowledges that eligibility for Toronto CREW membership will be reviewed by the Toronto CREW Board of Directors on an annual basis, and that to remain a member, the individual must maintain the highest of professional and ethical standards and keep their Toronto CREW membership account in good standing.

Applicant's Signature:



Date:

October 2, 2014

The annual membership fee for 2014 is **CDN \$395.00** for the calendar year (\$250 from July 1 to December 31, 2014). Memberships expire annually on December 31. Note that 13% HST will be applied to payment (HST # 82313 0810 RT0001). Toronto CREW Memberships are non-refundable and non-transferable. Please send your completed application, along with the requisite reference letter by e-mail or post to:

Carrie Ashfield
 c/o Toronto CREW
 PO Box 350, Ernst & Young Tower
 Toronto-Dominion Centre
 Toronto, ON M5K 1N3
carrie.ashfield@brookfield.com

If your application is approved, you will be contacted by the Chapter administrator to arrange your preferred method of payment. (Cheque, VISA or MasterCard).

You will receive confirmation of your membership status once your application has been reviewed by the Membership committee and approved by the Board of Directors. If you have any questions or concerns, please contact **Carrie Ashfield, Toronto CREW Membership Chair** by email at carrie.ashfield@brookfield.com or by telephone at **416.342.1864**.

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October 2, 2014

Toronto CREW
P.O. Box 350, Ernst & Young Tower
Toronto Dominion Centre
Toronto, ON
M5K 1N3

Attn: Carrie Ashfield, Chair

Dear Carrie,

It is my pleasure to write to encourage you to accept Michelle Berry Jones's application for membership into Toronto CREW.

I met Michelle over 9 years ago while she was my recycling co-ordinator from Wasteco while I worked at 11 King Street East and 70 University Avenue for Avison Young. Michelle is one of the dedicated contractors I have ever worked with, and has always gone the extra mile to deliver exceptional support and customer service. Michelle has always made herself available at any time and has always been very generous in sharing her knowledge, ideas and time.

Michelle is extremely knowledgeable about waste and recycling initiatives and is always available to discuss any concerns we have had with diversion, program changes or tenant initiatives to promote greater recycling within our buildings. This has been beneficial to me personally at Brookfield Place as we have launched several recycling initiatives (e-waste, bulb/ballast/battery recycling, coffee cups, etc) here, and Michelle was always available to discuss these programs and associated challenges and solutions.

Michelle is intelligent, articulate, well-organized, resourceful and generous. She is passionate about the environment and promoting women within the commercial real estate community in Toronto. Michelle is well connected in the industry, as she has existing relationships with most Property Management companies throughout the GTA. I believe she would be a wonderful asset to the Toronto CREW community and whole-heartedly endorse her application for membership.

Please do not hesitate to contact me should you require any additional information. I can be reached at 416-777-2015 or by email to tanya.evers-jordan@brookfield.com.

All the best,

Tanya Evers-Jordan
Manager, Property & Tenant Services
Brookfield Place



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2014 New Member Application Form

NAME: First: Sherri Middle: Nicole Surname: Lavine
Nickname: Tag: LLB (MAI, JD, CPA, etc.)

WORK/MAIL INFORMATION

PHONE/E-MAIL NUMBERS (Include Area Code)

Title: Lawyer Business: 416-218-1136 Ext.:
Company Name: Chaitons LLP Fax: 416-218-1836
Address Line 1: 5000 Yonge Street e-mail: sherri@chaitons.com
Address Line 2: 10th Floor Cell Phone: 416-319-0774
City: Toronto Home Phone: (optional)
Province: Ontario Postal Code: M2N 7E9

Note: All information provided in this application will be published in the Toronto CREW Directory. Members agree to receive communications by email.

1. Years of full-time Commercial Real Estate experience? 6+ 2. Years in current position? 6+
3. Years of Professional experience? 6+ 4. Reference letter attached? Yes To Follow

5. FOR THE PURPOSES OF LISTING AND INDEXING IN THE CREW DIRECTORIES:

a) Select ONE item ONLY from the table below to best indicate the primary business of your employer within commercial real estate:

Law

b) Select ONE item ONLY from the table below to best indicate your personal area of specialization within commercial real estate:

Law

LIST FOR QUESTION 5:

Accounting	Construction	Finance	Law
Administration	Corporate Real Estate	Human Resources	Leasing
Advertising	Development	Institutional Lending	Marketing
Appraisal	Education/Economic	Interior Design / Space Planning	Property Management
Architecture	Development/Government	Insurance	Sales / Brokerage
Asset Management	Engineering	Investments	Technology
Consulting	Environmental	Journalism	Title/Escrow

6. What industry niche do you primarily work in: Office ☒ Retail ☒ Industrial ☒ Hospitality ☒ Other ☒ (specify) Commercial Developments

Dedicated to providing Knowledge, Connections and Support for women throughout their commercial real estate career.

2014 New Member Application Form

Please note which committees you may be interested in joining within the Toronto CREW Organization:

Committees			
<input type="checkbox"/> Communications & Marketing	<input type="checkbox"/> Membership	<input type="checkbox"/> REAL Jobs	<input type="checkbox"/> Sponsorship
<input checked="" type="checkbox"/> Golf Tournament	<input checked="" type="checkbox"/> Mentorship	<input checked="" type="checkbox"/> Scholarship	<input type="checkbox"/> Undecided – additional information would be appreciated
	<input type="checkbox"/> Programs	<input checked="" type="checkbox"/> Special Projects	

Note: Mentee and Associate members must participate in at least one committee for the duration of their time in this category.

Please provide a brief explanation of your reasons for seeking membership in Toronto CREW:

I have attended numerous CREW events over the years, and am impressed by the varied expertise of its members and would welcome the opportunity to join their ranks.

How did you learn about Toronto CREW?

Referral from:

Kim Kowalik

Other:

Please attach one letter of reference from an individual with whom you have had business dealings within the commercial real estate industry. The reference letter should confirm your professional responsibilities and the numbers of years of experience you have in the commercial real estate industry. Applicants for the Mentee Associate category must provide a reference letter from their Toronto CREW Mentor.

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 ☐ Custom Active
 ☐ Profile
 ☐ Vendor

By signing in the space provided below, the applicant acknowledges that eligibility for Toronto CREW membership will be reviewed by the Toronto CREW Board of Directors on an annual basis, and that to remain a member, the individual must maintain the highest of professional and ethical standards and keep their Toronto CREW membership account in good standing.

Applicant's Signature:

Shuni Lanni

Date:

September 10, 2014

The annual membership fee for 2014 is **CDN \$395.00** for the calendar year (\$250 from July 1 to December 31, 2014). Memberships expire annually on December 31. Note that 13% HST will be applied to payment (HST # 82313 0810 RT0001). Toronto CREW Memberships are non-refundable and non-transferable. Please send your completed application, along with the requisite reference letter by e-mail or post to:

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 c/o Toronto CREW
 PO Box 350, Ernst & Young Tower
 Toronto-Dominion Centre
 Toronto, ON M5K 1N3
carrie.ashfield@brookfield.com

If your application is approved, you will be contacted by the Chapter administrator to arrange your preferred method of payment. (Cheque, VISA or MasterCard).

You will receive confirmation of your membership status once your application has been reviewed by the Membership committee and approved by the Board of Directors. If you have any questions or concerns, please contact Carrie Ashfield, Toronto CREW Membership Chair by email at carrie.ashfield@brookfield.com or by telephone at 416.342.1864.

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Kim Kowalik
Corporate Counsel
Revera Inc.

55 Standish Court, 8th Floor
Mississauga, ON L5R 4B2

T. 289-360-1205

F. 289-360-1216

Email: kim.kowalik@reveraliving.com

October 15, 2014

Toronto CREW
c/o Carrie Ashfield
PO Box 350, Ernst & Young Tower
Toronto-Dominion Centre
Toronto, ON M5K 1N3

Attention: Membership Committee

Re: Reference for Sherri Lavine

Dear Membership Committee,

I have had the opportunity and pleasure to work with Sherri Lavine for the last 5 years in her capacity as external legal counsel to Revera for real estate transactions, including acquisitions, dispositions, financings and leasing transactions. Sherri is a bright, talented lawyer who is very knowledgeable in real estate matters. She provides practical, solution-oriented advice which is always appreciated.

In addition to her excellent legal skills, and perhaps more importantly for the purposes of her application to CREW, Sherri is a fun, energetic, enthusiastic person who is a pleasure to be around. She has the ability to manage multiple competing priorities and deadlines without ever showing any stress and is the kind of person who "just gets things done". I am confident that Sherri would make an excellent addition to the CREW team and will be an active, contributing member to the organization.

Please feel free to contact me if you require any additional information.

Sincerely,

Kim Kowalik
Corporate Counsel
Revera Inc.

Member of T-CREW since 2010





Knowledge · Connections · Support

2014 New Member Application Form

NAME: First: Middle: Surname:
Nickname: Tag: (MAI, JD, CPA, etc.)

WORK/MAIL INFORMATION

PHONE/E-MAIL NUMBERS (Include Area Code)

Title: Business: Ext.:
Company Name: Fax:
Address Line 1: e-mail:
Address Line 2: Cell Phone:
City: Home Phone: (optional)
Province: Postal Code:

Note: All information provided in this application will be published in the Toronto CREW Directory. Members agree to receive communications by email.

1. Years of full-time Commercial Real Estate experience? 2. Years in current position?
3. Years of Professional experience? 4. Reference letter attached? Yes ☐ To Follow ☒

5. FOR THE PURPOSES OF LISTING AND INDEXING IN THE CREW DIRECTORIES:

a) Select ONE item ONLY from the table below to best indicate the primary business of your employer within commercial real estate:

b) Select ONE item ONLY from the table below to best indicate your personal area of specialization within commercial real estate:

LIST FOR QUESTION 5:

Accounting	Construction	Finance	Law
Administration	Corporate Real Estate	Human Resources	Leasing
Advertising	Development	Institutional Lending	Marketing
Appraisal	Education/Economic	Interior Design / Space Planning	Property Management
Architecture	Development/Government	Insurance	Sales / Brokerage
Asset Management	Engineering	Investments	Technology
Consulting	Environmental	Journalism	Title/Escrow

6. What industry niche do you primarily work in: Office ☒ Retail ☒ Industrial ☒ Hospitality ☐ Other ☐ specify)

Dedicated to providing Knowledge, Connections and Support for women throughout their commercial real estate career.

Toronto CREW

2014 New Member Application Form

Please note which committees you may be interested in joining within the Toronto CREW Organization:

Committees			
<input type="checkbox"/> Communications & Marketing	<input type="checkbox"/> Membership	<input type="checkbox"/> REAL Jobs	<input type="checkbox"/> Sponsorship
<input type="checkbox"/> Golf Tournament	<input type="checkbox"/> Mentorship	<input type="checkbox"/> Scholarship	<input checked="" type="checkbox"/> Undecided – additional information would be appreciated
	<input type="checkbox"/> Programs	<input type="checkbox"/> Special Projects	

Note: Mentee and Associate members must participate in at least one committee for the duration of their time in this category.

Please provide a brief explanation of your reasons for seeking membership in Toronto CREW:

I was introduced to CREW by Luzita Kennedy. I am seeking membership in Toronto CREW to build my network with like-minded female real estate professionals.

How did you learn about Toronto CREW?

Referral from: Luzita Kennedy

Other:

Please attach one letter of reference from an individual with whom you have had business dealings within the commercial real estate industry. The reference letter should confirm your professional responsibilities and the numbers of years of experience you have in the commercial real estate industry. Applicants for the Mentee Associate category must provide a reference letter from their Toronto CREW Mentor.

Applications must be complete and accompanied by a reference letter in order to be processed.

The list of Membership categories is detailed on page 3 of the application form. Please choose 1 of the following:

☒ Active ☐ Mentee Associate ☐ Active Associate ☐ Custom Active ☐ Profile ☐ Vendor

By signing in the space provided below, the applicant acknowledges that eligibility for Toronto CREW membership will be reviewed by the Toronto CREW Board of Directors on an annual basis, and that to remain a member, the individual must maintain the highest of professional and ethical standards and keep their Toronto CREW membership account in good standing.

Applicant's Signature: Carrie Ashfield

Date: Sept 17, 2014

The annual membership fee for 2014 is CDN \$395.⁰⁰ for the calendar year (\$250 from July 1 to December 31, 2014). Memberships expire annually on December 31. Note that 13% HST will be applied to payment (HST # 82313 0810 RT0001). Toronto CREW Memberships are non-refundable and non-transferable. Please send your completed application, along with the requisite reference letter by e-mail or post to:

Carrie Ashfield
c/o Toronto CREW
PO Box 350, Ernst & Young Tower
Toronto-Dominion Centre
Toronto, ON M5K 1N3
carrie.ashfield@brookfield.com

If your application is approved, you will be contacted by the Chapter administrator to arrange your preferred method of payment. (Cheque, VISA or MasterCard).

You will receive confirmation of your membership status once your application has been reviewed by the Membership committee and approved by the Board of Directors. If you have any questions or concerns, please contact Carrie Ashfield, Toronto CREW Membership Chair by email at carrie.ashfield@brookfield.com or by telephone at 416.342.1864.

Click to print or save as PDF

Dedicated to providing Knowledge, Connections and Support for women throughout their commercial real estate career.

September 17, 2014

Carrie Ashfield
c/o Toronto CREW
PO BOX 350, Ernst & Young Tower
Toronto-Dominion Centre
Toronto, ON M5K 1N3

Dr. Ms. Ashfield:

I recommend that Camilla Mack be admitted as a new member into Toronto CREW.

I have known Camilla professional for the past six years. She is a senior manager in the real estate audit practice at KPMG; one of the fastest growing sectors at KPMG. Camilla has been instrumental in this growth. She has led several initial public offering engagements and is continuously involved in public market transactions for many real estate investment trusts. She currently leads several large real estate investment trust audits and is also the national pension technical specialist for the firm. Aside from her expertise in real estate, Camilla is a people leader for the real estate audit practice; a role which focuses on maintaining and developing the talent within KPMG.

Camilla is a graduate from York University and is a Chartered Professional Accountant.

I hope that you will favourably consider Camilla Mack's application for membership into Toronto CREW.

Sincerely,



Luzita Kennedy



Knowledge • Connections • Support

2014 New Member Application Form

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Nickname: Tag: (MAI, JD, CPA, etc.)

WORK/MAIL INFORMATION

PHONE/E-MAIL NUMBERS (Include Area Code)

Title: Business: Ext.:
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Address Line 1: e-mail:
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Note: All information provided in this application will be published in the Toronto CREW Directory. Members agree to receive communications by email.

1. Years of full-time Commercial Real Estate experience? 2. Years in current position?
3. Years of Professional experience? 4. Reference letter attached? Yes ☐ To Follow ☒

5. FOR THE PURPOSES OF LISTING AND INDEXING IN THE CREW DIRECTORIES:

a) Select ONE item ONLY from the table below to best indicate the primary business of your employer within commercial real estate:

b) Select ONE item ONLY from the table below to best indicate your personal area of specialization within commercial real estate:

LIST FOR QUESTION 5:

Accounting
Administration
Advertising
Appraisal
Architecture
Asset Management
Consulting

Construction
Corporate Real Estate
Development
Education/Economic
Development/Government
Engineering
Environmental

Finance
Human Resources
Institutional Lending
Interior Design / Space Planning
Insurance
Investments
Journalism

Law
Leasing
Marketing
Property Management
Sales / Brokerage
Technology
Title/Escrow

6. What industry niche do you primarily work in: Office ☐ Retail ☐ Industrial ☐ Hospitality ☐ Other ☐ (specify)

Dedicated to providing Knowledge, Connections and Support for women throughout their commercial real estate career.

2014 New Member Application Form

Please note which committees you may be interested in joining within the Toronto CREW Organization:

Committees			
<input type="checkbox"/> Communications & Marketing	<input type="checkbox"/> Membership	<input checked="" type="checkbox"/> REAL Jobs	<input type="checkbox"/> Sponsorship
<input type="checkbox"/> Golf Tournament	<input checked="" type="checkbox"/> Mentorship	<input type="checkbox"/> Scholarship	<input type="checkbox"/> Undecided – additional information would be appreciated
	<input type="checkbox"/> Programs	<input type="checkbox"/> Special Projects	

Note: Mentee and Associate members must participate in at least one committee for the duration of their time in this category.

Please provide a brief explanation of your reasons for seeking membership in Toronto CREW:

Seeking to promote gender equality within the real estate industry, networking, hiring opportunities

How did you learn about Toronto CREW?

Referral from: Micheline Bentley

Other: Trish Clarry

Please attach one letter of reference from an individual with whom you have had business dealings within the commercial real estate industry. The reference letter should confirm your professional responsibilities and the numbers of years of experience you have in the commercial real estate industry. Applicants for the Mentee Associate category must provide a reference letter from their Toronto CREW Mentor.

Applications must be complete and accompanied by a reference letter in order to be processed.

The list of Membership categories is detailed on page 3 of the application form. Please choose 1 of the following:

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Applicant's Signature: 

Date: Oct 31, 2014

The annual membership fee for 2014 is **CDN \$395.00** for the calendar year (\$250 from July 1 to December 31, 2014). Memberships expire annually on December 31. Note that 13% HST will be applied to payment (HST # 82313 0810 RT0001). Toronto CREW Memberships are non-refundable and non-transferable. Please send your completed application, along with the requisite reference letter by e-mail or post to:

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c/o Toronto CREW
PO Box 350, Ernst & Young Tower
Toronto-Dominion Centre
Toronto, ON M5K 1N3
carrie.ashfield@brookfield.com

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Jones Lang LaSalle Real Estate Services Inc., Canada
199 Bay Street, Suite 4610 Toronto, Ontario M5L 1G3
tel +1 416 304 6000

October 30, 2014

To whom it may concern:

I confirm that Brett Miller has worked in the commercial real estate industry for 25 years. He is currently President of JLL Canada and an International Director of the company. I've personally known Brett for two years. He is well respected in the real industry and feel he would be a great contributor to CREW in Toronto.

Please do not hesitate to call me should you have any questions.

Regards,

A handwritten signature in black ink, appearing to read "Barbara", with a long, sweeping horizontal stroke extending to the right.

Barbara Ciesla
Senior Vice President



Knowledge • Connections • Support

2014 New Member Application Form

NAME: First: Deanna Middle: Surname: Ramoul
Nickname: Tag: (MAI, JD, CPA, etc.)

WORK/MAIL INFORMATION

PHONE/E-MAIL NUMBERS (Include Area Code)

Title: Senior Property Manager Business: 905-265-7762 Ext.: 103
Company Name: Pure Industrial Real Estate Trust Fax: 905 265 0415
Address Line 1: 71 Manycroft Ave e-mail: dramoul@piret.ca
Address Line 2: Unit 31 Cell Phone: 416-722-4835
City: Vaughan Home Phone: 905-472-6532 (optional)
Province: ON Postal Code: L4L 5Y6

Note: All information provided in this application will be published in the Toronto CREW Directory. Members agree to receive communications by email.

1. Years of full-time Commercial Real Estate experience? 12 2. Years in current position? 8
3. Years of Professional experience? 19 4. Reference letter attached? Yes ☒ To Follow ☐

5. FOR THE PURPOSES OF LISTING AND INDEXING IN THE CREW DIRECTORIES:

a) Select ONE item ONLY from the table below to best indicate the primary business of your employer within commercial real estate:

Property Management

b) Select ONE item ONLY from the table below to best indicate your personal area of specialization within commercial real estate:

Property Management

LIST FOR QUESTION 5:

Accounting	Construction	Finance	Law
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Architecture	Development/Government	Insurance	Sales / Brokerage
Asset Management	Engineering	Investments	Technology
Consulting	Environmental	Journalism	Title/Escrow

6. What industry niche do you primarily work in: Office ☐ Retail ☐ Industrial ☒ Hospitality ☐ Other ☐ specify)

2014 New Member Application Form

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Committees			
<input type="checkbox"/> Communications & Marketing	<input type="checkbox"/> Membership	<input type="checkbox"/> REAL Jobs	<input type="checkbox"/> Sponsorship
<input type="checkbox"/> Golf Tournament	<input type="checkbox"/> Mentorship	<input type="checkbox"/> Scholarship	<input checked="" type="checkbox"/> Undecided – additional information would be appreciated
	<input type="checkbox"/> Programs	<input type="checkbox"/> Special Projects	

Note: Mentee and Associate members must participate in at least one committee for the duration of their time in this category.

Please provide a brief explanation of your reasons for seeking membership in Toronto CREW:

I have attended the golf tournament for a number of years, which is always a great networking opportunity. All the members I have spoken with value their membership and the networking opportunities it brings.

How did you learn about Toronto CREW?

Referral from:

Other:

Please attach one letter of reference from an individual with whom you have had business dealings within the commercial real estate industry. The reference letter should confirm your professional responsibilities and the numbers of years of experience you have in the commercial real estate industry. Applicants for the Mentee Associate category must provide a reference letter from their Toronto CREW Mentor.

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☒ Active ☐ Mentee Associate ☐ Active Associate ☐ Custom Active ☐ Profile ☐ Vendor

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Applicant's Signature:

Ramon D

Date:

Oct 15, 2014

The annual membership fee for 2014 is **CDN \$395.00** for the calendar year (\$250 from July 1 to December 31, 2014). Memberships expire annually on December 31. Note that 13% HST will be applied to payment (HST # 82313 0810 RT0001). Toronto CREW Memberships are non-refundable and non-transferable. Please send your completed application, along with the requisite reference letter by e-mail or post to:

Carrie Ashfield
c/o Toronto CREW
PO Box 350, Ernst & Young Tower
Toronto-Dominion Centre
Toronto, ON M5K 1N3
carrie.ashfield@brookfield.com

If your application is approved, you will be contacted by the Chapter administrator to arrange your preferred method of payment. (Cheque, VISA or MasterCard).

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September 25, 2014

PLEASE REPLY ATTENTION OF

Sharon M. Addison
Direct Dial: 416.369.6607
Direct Fax: 416.366.4183
Email: saddison@mcleankerr.com

Carrie Ashfield
c/o Toronto CREW
P.O. Box 350, Ernst & Young Tower
Toronto Dominion Centre
Toronto, ON M5K 1N3

Dear Carrie:

Re: Toronto CREW Membership Application - Deanna Ramoul

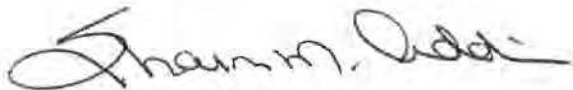
I recommend Deanna Ramoul for membership in Toronto CREW.

I have known Deanna for over 4 years. She began her career as a Lease Administrator with YM Inc. / Suzy Shier in 2002. From there she has worked with Centrecorp Management (2005) as Asset Property Manager, Avison Young (2006 – 2013) as a Senior Property Manager, GE Capital Real Estate (2010-2013) as a Senior Property Manager and PIRET (2013 – present) as a Senior Property Manager.

Deanna would be a great addition to Toronto CREW.

Should you have any questions regarding Deanna's qualifications, please do not hesitate to contact me.

Yours truly,



Sharon M. Addison



Knowledge • Connections • Support

2014 New Member Application Form

NAME: First: Middle: Surname:
Nickname: Tag: (MAI, JD, CPA, etc.)

WORK/MAIL INFORMATION

PHONE/E-MAIL NUMBERS (Include Area Code)

Title: Business: Ext.:
Company Name: Fax:
Address Line 1: e-mail:
Address Line 2: Cell Phone:
City: Home Phone: (optional)
Province: Postal Code:

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1. Years of full-time Commercial Real Estate experience? 2. Years in current position?
3. Years of Professional experience? 4. Reference letter attached? Yes ☒ To Follow ☐

5. FOR THE PURPOSES OF LISTING AND INDEXING IN THE CREW DIRECTORIES:

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LIST FOR QUESTION 5:

Accounting	Construction	Finance	Law
Administration	Corporate Real Estate	Human Resources	Leasing
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Appraisal	Education/Economic	Interior Design / Space Planning	Property Management
Architecture	Development/Government	Insurance	Sales / Brokerage
Asset Management	Engineering	Investments	Technology
Consulting	Environmental	Journalism	Title/Escrow

6. What industry niche do you primarily work in: Office ☒ Retail ☐ Industrial ☐ Hospitality ☐ Other ☐ (specify)

Dedicated to providing Knowledge, Connections and Support for women throughout their commercial real estate career.

Toronto CREW

2014 New Member Application Form

Please note which committees you may be interested in joining within the Toronto CREW Organization:

Committees			
<input type="checkbox"/> Communications & Marketing	<input checked="" type="checkbox"/> Membership	<input type="checkbox"/> REAL Jobs	<input checked="" type="checkbox"/> Sponsorship
<input type="checkbox"/> Golf Tournament	<input type="checkbox"/> Mentorship	<input type="checkbox"/> Scholarship	<input type="checkbox"/> Undecided – additional information would be appreciated
	<input checked="" type="checkbox"/> Programs	<input checked="" type="checkbox"/> Special Projects	

Note: Mentee and Associate members must participate in at least one committee for the duration of their time in this category.

Please provide a brief explanation of your reasons for seeking membership in Toronto CREW:

I was invited to an event by Dimple Mehta, who encouraged me to join this amazing organization. I found this organization has some very inspiring and successful women who would help with my personal growth and development. I want to give back to the Real Estate industry especially to like minded women and I feel Toronto CREW is the perfect platform for me to contribute and add value in a holistic manner.

How did you learn about Toronto CREW?

Referral from: Dimple Mehta

Other: Sue Carpenter

Please attach one letter of reference from an individual with whom you have had business dealings within the commercial real estate industry. The reference letter should confirm your professional responsibilities and the numbers of years of experience you have in the commercial real estate industry. Applicants for the Mentee Associate category must provide a reference letter from their Toronto CREW Mentor.

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☒ Active ☐ Mentee Associate ☐ Active Associate ☐ Custom Active ☐ Profile ☐ Vendor

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Applicant's Signature: K. Ashfield

Date: October 31, 2014

The annual membership fee for 2014 is **CDN \$395.00** for the calendar year (\$250 from July 1 to December 31, 2014). Memberships expire annually on December 31. Note that 13% HST will be applied to payment (HST # 82313 0810 RT0001). Toronto CREW Memberships are non-refundable and non-transferable. Please send your completed application, along with the requisite reference letter by e-mail or post to:

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c/o Toronto CREW
PO Box 350, Ernst & Young Tower
Toronto-Dominion Centre
Toronto, ON M5K 1N3
carrie.ashfield@brookfield.com

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Dedicated to providing Knowledge, Connections and Support for women throughout their commercial real estate career.

Date : 10/31/14

To:

Carrie Ashfield

Chair Memberships

Toronto CREW

Re: Membership for Kristi Schweizer

Dear Carrie,

I would like to recommend and sponsor Kristi Schweizer, who is a Client Workplace Consultant with Haworth. I have known Kristi for 2 years from the Real Estate industry and shared business opportunities.

Kristi, is a very engaged, efficient and knowledgeable person, who can add a lot a value to Toronto CREW and our initiatives. Kristi has also demonstrated great leadership and strategic skills.

I would highly recommend Kristi for her membership at Toronto CREW.

Sincerely,

Dimple Mehta

Vice President –Real Estate Canada

Captivate

Ashfield, Carrie

From: Kristi Schweizer <Kristi.Schweizer@Haworth.com>
Sent: Thursday, November 06, 2014 7:55 AM
To: Ashfield, Carrie
Subject: Re: Toronto Crew - Membership Application

Hi Carrie,
I have had real estate relations and networks for 10 years. Maybe I misunderstood the question, I'm sorry.
I was an account executive prior at Office Source for 10 years, as a Teknion dealer. Inbetween I also was in the same role as Nicole Clancy for 1 1/2 years at Inscope calling on architects and designers.
I have over 20 years of industry experience with senior experience over 12 years.
Hope this helps?
Thanks so much!!!

Kristi M. Schweizer
Senior Business Development Manager
Haworth
905-626-4705

On Nov 5, 2014, at 5:39 PM, "Ashfield, Carrie"
<Carrie.Ashfield@brookfield.com<<mailto:Carrie.Ashfield@brookfield.com>>> wrote:

I did Kristi, thanks very much.

I wanted to ask you could you give me a brief work history prior to ~~Haworth~~? You mention you have less than 5 years experience in real estate. In your prior positions were you in a senior role and for how long?

Thank you!

Carrie

Sent from my BlackBerry 10 smartphone on the TELUS network.

From: Kristi Schweizer
Sent: Wednesday, November 5, 2014 1:46 PM
To: Ashfield, Carrie
Subject: RE: Toronto Crew - Membership Application

Hi Carrie!
I just wanted to make sure you received this.
Thank you so much,
Kristi

Kristi M. Schweizer
Senior Business Development Manager
t: 905.626.4705 | e: kristi.schweizer@haworth.com<<mailto:tara.chapman@haworth.com>>



Knowledge • Connections • Support

2014 New Member Application Form

NAME: First: Middle: Surname:
Nickname: Tag: (MAI, JD, CPA, etc.)

WORK/MAIL INFORMATION

PHONE/E-MAIL NUMBERS (Include Area Code)

Title: Business: Ext.:
Company Name: Fax:
Address Line 1: e-mail:
Address Line 2: Cell Phone:
City: Home Phone: (optional)
Province: Postal Code:

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1. Years of full-time Commercial Real Estate experience? 2. Years in current position?
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6. What industry niche do you primarily work in: Office ☒ Retail ☐ Industrial ☒ Hospitality ☐ Other ☐ specify)

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2014 New Member Application Form

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<input checked="" type="checkbox"/> Golf Tournament	<input checked="" type="checkbox"/> Mentorship	<input type="checkbox"/> Scholarship	<input type="checkbox"/> Undecided – additional information would be appreciated
	<input type="checkbox"/> Programs	<input checked="" type="checkbox"/> Special Projects	

Note: Mentee and Associate members must participate in at least one committee for the duration of their time in this category.

Please provide a brief explanation of your reasons for seeking membership in Toronto CREW:

To be part of a network of professional women, share knowledge/experiences.

How did you learn about Toronto CREW?

Referral from:

Other:

Please attach one letter of reference from an individual with whom you have had business dealings within the commercial real estate industry. The reference letter should confirm your professional responsibilities and the numbers of years of experience you have in the commercial real estate industry. Applicants for the Mentee Associate category must provide a reference letter from their Toronto CREW Mentor.

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☒ Active
 ☐ Mentee Associate
 ☐ Active Associate
 ☐ Custom Active
 ☐ Profile
 ☐ Vendor

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Applicant's Signature:

Chelsey Valcan

Date:

August 14/15

The annual membership fee for 2014 is **CDN \$395.00** for the calendar year (\$250 from July 1 to December 31, 2014). Memberships expire annually on December 31. Note that 13% HST will be applied to payment (HST # 82313 0810 RT0001). Toronto CREW Memberships are non-refundable and non-transferable. Please send your completed application, along with the requisite reference letter by e-mail or post to:

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 c/o Toronto CREW
 PO Box 350, Ernst & Young Tower
 Toronto-Dominion Centre
 Toronto, ON M5K 1N3
carrie.ashfield@brookfield.com

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August 14th, 2014

Toronto CREW
Carrie Ashfield
PO Box 350
Ernst & Young Tower
Toronto, ON M5K 1N3

RE: Reference Letter for Chelsea Valcour

To Whom It May Concern:

I have worked directly with Chelsea Valcour on several commercial real estate projects over the last 6 years, though I know she's been working in this role for 9 years now.

As my clients are looking for commercial or industrial space, I often ask Chelsea to assess the space, provide a construction proposal based on the work that is required and a construction schedule. This information is pivotal in creating a suitable offer to lease which keeps my clients and the landlord's interest in mind.

She has a thorough understanding of commercial interior spaces and the structure of leases which include landlord and tenant work, as well as the time sensitive nature of things. Once the lease has been executed, Chelsea assumes the entire development of commercial construction, which includes creating permit and construction drawings with the appropriate scope of work (as it relates to the initial proposal), building permit applications, tendering the project to ensure competitive pricing, and finally managing the physical construction of the space until it's move in ready.

I can rest assured that any clients whom I introduce to Chelsea, are in capable hands.

Thank you,

A handwritten signature in blue ink that reads "Scott Conly". The signature is fluid and cursive, with the first name "Scott" and last name "Conly" clearly distinguishable.

SCOTT CONLY
COLLIERS INTERNATIONAL

10:18 AM
11/07/14
Accrual Basis

Toronto CREW
Balance Sheet
As of October 31, 2014
Oct 31, 14

ASSETS

Current Assets

Chequing/Savings

BMO New 1197-671	117,047.42
GIC 0389-9798711	10,000.00
ING Philanthropic	70,039.58
ING Reserve	84,877.33

Total Chequing/Savings 281,964.33

Total Current Assets 281,964.33

TOTAL ASSETS 281,964.33

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

Deferred Revenue	25,000.00
GST Payable	-2,505.14

Total Other Current Liabilities 22,494.86

Total Current Liabilities 22,494.86

Total Liabilities 22,494.86

Equity

Opening Bal Equity	53,397.74
Retained Earnings	169,851.19
Net Income	36,220.54

Total Equity 259,469.47

TOTAL LIABILITIES & EQUITY 281,964.33

Toronto CREW
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	Oct 14	Budget	\$ Over Budget	Jan - Oct 14	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
Corporate Sponsors	0.00	0.00	0.00	146,850.00	130,000.00	16,850.00	130,000.00
Foundation income	59.44	50.00	9.44	580.70	500.00	80.70	600.00
Golf Tournament Revenue	40.00	0.00	40.00	53,441.11	66,650.00	-13,208.89	66,650.00
Interest Income	72.03	95.00	-22.97	793.46	770.00	23.46	960.00
Membership Income							
Membership Dues	0.00	0.00	0.00	87,518.92	73,000.00	14,518.92	77,218.00
Membership Income - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Membership Income	0.00	0.00	0.00	87,518.92	73,000.00	14,518.92	77,218.00
Program Income	560.00	4,975.00	-4,415.00	15,185.00	28,975.00	-13,790.00	28,975.00
Total Income	731.47	5,120.00	-4,388.53	304,369.19	299,895.00	4,474.19	304,403.00
Expense							
Communications Committee							
Committee Expense	0.00	50.00	-50.00	241.02	450.00	-208.98	500.00
New Web Feature Programming	0.00	0.00	0.00	1,800.00	350.00	1,450.00	350.00
Postage	0.00	20.00	-20.00	0.00	200.00	-200.00	250.00
PR Branding Consultant	0.00	0.00	0.00	0.00	4,500.00	-4,500.00	4,500.00
Standard Printed Collateral	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	1,000.00
Web Hosting/Maintenance	0.00	25.00	-25.00	662.50	750.00	-87.50	800.00
Total Communications Committee	0.00	95.00	-95.00	2,703.52	7,250.00	-4,546.48	7,400.00
Corporate Sponsorship							
Meeting expenses	0.00	100.00	-100.00	173.44	600.00	-426.56	800.00
Printing/Media	0.00	0.00	0.00	1,225.00	2,500.00	-1,275.00	2,500.00
Sponsor Recognition	0.00	0.00	0.00	1,997.89	3,000.00	-1,002.11	3,000.00
Corporate Sponsorship - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Corporate Sponsorship	0.00	100.00	-100.00	3,396.33	6,100.00	-2,703.67	6,300.00
CREW Network Delegate	2,905.88	0.00	2,905.88	4,487.33	3,500.00	987.33	6,350.00

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	Oct 14	Budget	\$ Over Budget	Jan - Oct 14	YTD Budget	\$ Over Budget	Annual Budget
Foundation	0.00	0.00	0.00	22,688.00	23,250.00	-562.00	23,250.00
Golf Event Expenses							
Food & Facilities - Golf	13.00	0.00	13.00	54,896.42	61,612.00	-6,715.58	61,612.00
Meeting expenses	272.18			715.55			
Total Golf Event Expenses	285.18	0.00	285.18	55,611.97	61,612.00	-6,000.03	61,612.00
Governance & Audit	105.00	0.00	105.00	6,937.06	10,340.00	-3,402.94	10,450.00
Membership							
CREW Network Dues & Fees	0.00	0.00	0.00	46,468.13	37,590.00	8,878.13	37,590.00
Miscellaneous	0.00	150.00	-150.00	1,245.85	900.00	345.85	900.00
Prospect recruitment event	0.00	0.00	0.00	2,701.78	2,000.00	701.78	2,000.00
Welcome Breakfast	0.00	500.00	-500.00	0.00	1,000.00	-1,000.00	1,000.00
Total Membership	0.00	650.00	-650.00	50,415.76	41,490.00	8,925.76	41,490.00
Mentorship							
Event 1 January Training	300.00	0.00	300.00	300.00	600.00	-300.00	600.00
Event 2 January Mentee Training	288.00	0.00	288.00	288.00	550.00	-262.00	550.00
Event 3 Matching night	956.50	0.00	956.50	956.50	800.00	156.50	800.00
Event 4 Kick off event	965.97	0.00	965.97	965.97	600.00	365.97	600.00
Event 5 Wrap Up	217.50	0.00	217.50	217.50	0.00	217.50	515.00
Mentor Training Services	0.00	0.00	0.00	2,000.00	2,300.00	-300.00	2,300.00
Misc - Copies. Printing	0.00	25.00	-25.00	170.75	250.00	-79.25	300.00
Ombudsperson	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
Total Mentorship	2,727.97	25.00	2,702.97	4,898.72	5,100.00	-201.28	6,665.00
Nominating Committee	0.00	0.00	0.00	0.00	0.00	0.00	100.00
Operating Expenses							
Administrative Fees	2,500.00	2,500.00	0.00	25,000.00	25,000.00	0.00	30,000.00
Bank Fees & Miscellaneous	2.00	25.00	-23.00	70.24	250.00	-179.76	300.00
Board & Leadership Meetings	163.96	260.00	-96.04	3,775.75	2,680.00	1,095.75	3,200.00
Courier	0.00	0.00	0.00	39.62	0.00	39.62	50.00
Donations & Gifts	12,000.00			12,075.00			

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	Oct 14	Budget	\$ Over Budget	Jan - Oct 14	YTD Budget	\$ Over Budget	Annual Budget
GiftTools fee	185.12	150.00	35.12	901.71	1,500.00	-598.29	1,800.00
Insurance	0.00	0.00	0.00	1,021.68	1,200.00	-178.32	1,200.00
Leadership Planning Session	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	1,000.00
Legal Fees	234.00	0.00	234.00	234.00	0.00	234.00	2,000.00
Merchant Account Fees	115.01	400.00	-284.99	3,780.94	3,800.00	-19.06	4,600.00
Parking	0.00	20.00	-20.00	137.26	200.00	-62.74	250.00
Postage & Office Supplies	0.00	20.00	-20.00	395.16	160.00	235.16	200.00
Total Operating Expenses	15,200.09	3,375.00	11,825.09	47,431.36	35,790.00	11,641.36	44,600.00
Past President	0.00	250.00	-250.00	0.00	250.00	-250.00	250.00
President	1,132.51	2,850.00	-1,717.49	5,859.88	6,350.00	-490.12	6,350.00
President Elect	1,499.18	2,850.00	-1,350.82	6,483.76	6,350.00	133.76	6,350.00
Programs							
AGM	0.00	0.00	0.00	2,427.44	3,680.00	-1,252.56	3,680.00
Equipment Rental (AV)	0.00	0.00	0.00	1,658.50	3,500.00	-1,841.50	3,500.00
Food & Facility	0.00	2,905.00	-2,905.00	22,783.24	20,905.00	1,878.24	20,905.00
Graphics	0.00	0.00	0.00	412.38	1,250.00	-837.62	1,250.00
Holiday Party	107.50	0.00	107.50	356.50	0.00	356.50	16,232.00
Meeting Expenses	231.49	50.00	181.49	273.49	500.00	-226.51	600.00
Misc. - Event	0.00	100.00	-100.00	1,561.59	1,200.00	361.59	1,400.00
Speaker Expenses	0.00	350.00	-350.00	1,576.04	1,250.00	326.04	1,250.00
Total Programs	338.99	3,405.00	-3,066.01	31,049.18	32,285.00	-1,235.82	48,817.00
REAL Jobs	3,976.76	5,500.00	-1,523.24	5,041.78	5,500.00	-458.22	5,500.00
Scholarship							
Committee costs - travel, food	0.00	100.00	-100.00	144.00	1,000.00	-856.00	1,000.00
Outreach - Misc.	0.00	0.00	0.00	0.00	500.00	-500.00	500.00
Scholarships	0.00	0.00	0.00	21,000.00	23,000.00	-2,000.00	23,000.00
Scholarship - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Scholarship	0.00	100.00	-100.00	21,144.00	24,500.00	-3,356.00	24,500.00
Total Expense	28,171.56	19,200.00	8,971.56	268,148.65	269,667.00	-1,518.35	299,984.00

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Accrual Basis

Toronto CREW
Profit & Loss Budget Performance
October 2014

	Oct 14	Budget	\$ Over Budget	Jan - Oct 14	YTD Budget	\$ Over Budget	Annual Budget
Net Ordinary Income	-27,440.09	-14,080.00	-13,360.09	36,220.54	30,228.00	5,992.54	4,419.00
Net Income	-27,440.09	-14,080.00	-13,360.09	36,220.54	30,228.00	5,992.54	4,419.00