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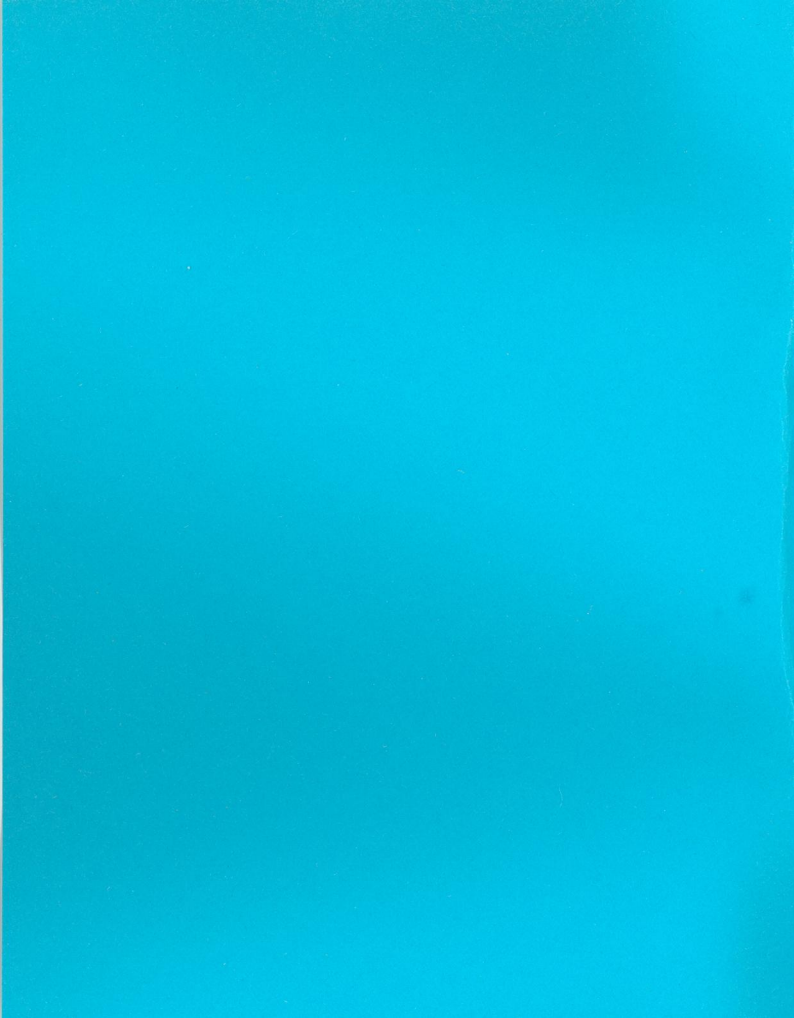
HANDBOOK

FOR THE USE OF

Alberta Women's
Institutes



Printed under the direction of the
Council of Alberta Women's
Institutes
2004



ALBERTA WOMEN'S INSTITUTES HANDBOOK

This Booklet is to be used as a guide in organizing new branches and in carrying on their work in a business-like and effective manner.

Please Note: This handbook replaces all previous handbooks.
Updated December, 2004.

CONTENTS

Origin	3
Aims & Objectives	4
Federated Women's Institutes of Canada	4
National Federation of England & Wales	5
Associated Country Women of the World	5
How to Form a Women's Institute	6
Membership / Dues	8
Finances	8
Duties of Officers	9
Quorum	12
Meeting Opening Exercises	14
O Canada / Flag Salute	14
Mary Stewart Collect / Grace	15
Rules for Conducting Meeting	16
A Motion	16
Amendments	17
Motion Withdrawals	18
Adjournment	19
Meetings	19
Order of Regular / Annual Meeting	20
Auditors & By- Laws	21
Resting Branches / Disbanding	21
Associate Members	22
Book of Remembrance	23
Girls Clubs	24
Resolutions	25
Provincial Conventions	26
Provincial Council Members	27

ORIGIN

The first Women's Institute was organized under the leadership of Mrs. Adelaide Hoodless in Saltfleet Township, Wentworth County, Ontario on February 19, 1897. This meeting went down in history as an historic event, the birth of this organization of Country Women which is now the largest in the world. The original Branch is now known as the Stoney Creek Women's Institute.

The expressed desire was to acquire information, which would insure greater efficiency on the part of the women in the rural sections in those varied responsibilities resting upon them in the home, and as citizens.

The first Branch in Alberta was formed at Lea Park in 1909. The first Provincial Convention was held in Olds,,,, February 17 & 18, 1915.

Women's Institutes before 1915 were looked after by a Superintendent appointed by the Department of Agriculture. On March 20, 1929, all existing W.I.'s and Girls' Clubs were incorporated by an Act of the Province of Alberta to be known as "The Alberta Women's Institutes". The government felt we were important enough to give A.W.I. their own act.

Today (2004) we no longer have the close scrutiny of the Department of Agriculture, but we are accountable to them as we are still attempting to obtain grants from the provincial coffers through the department.

FEDERATED WOMEN'S INSTITUTES OF CANADA

As Women's Institute work expanded in Canada, it was felt more could be accomplished by having a Dominion Federation. In February, 1919 representatives from each of the provinces met in Winnipeg, Manitoba and at this meeting formed a national organization. Approval was given by the Honourable T.A. Crear, Federal Minister of Agriculture.

The office was first set up in Ottawa in October, 1958. The purpose and objectives are to co-ordinate programs across the provinces and to provide a medium of inter-communication among the Women's Institute Branches.

In September, 2003, the F.W.I.C. office was moved to the Adelaide Hoodless Homestead at St. George, Ontario.

AIMS & OBJECTIVES OF ALBERTA WOMEN'S INSTITUTES

1. To encourage women, both rural and urban, to organize as a group within their respective communities.
2. To serve both home and country by working to create improved social conditions within their community, the province, across Canada and throughout the world. (Alberta Women's Institutes are affiliated with Federated Women's Institutes of Canada and the Associated Country Women of the World.)
3. Welcome with help and understanding any new citizens moving into their community.
4. Encourage women to acquire further knowledge of homemaking skills pertaining to all aspects of family living.
5. Encourage women to be progressive, well informed and up to date in modern day society.
6. The Institutes shall be non-partisan, non-sectarian and non-racial.

NATIONAL FEDERATION OF WOMEN'S INSTITUTES OF ENGLAND AND WALES

Women's Institute work was organized in England by Mrs. Alfred Watt who moved from British Columbia in 1913. In 1914, the first Women's Institute was organized on the Island of Anglesey. One of the most important Institutes organized was at Sandringham, where Her Majesty Queen Mary was the first President. Women's Institutes were lovingly called "Canada's Gift to the Motherland."

ASSOCIATED COUNTRY WOMEN OF THE WORLD

Mrs. Watt did not stop after organizing Institutes in England and Wales. Backed by Judge Emily Murphy, who was the first President of the Federated Women's Institutes of Canada, work was started to form an international group. It was not until 1930 at an international meeting of women in Vienna that she was able to make progress. The Associated Country Women of the World was formed in 1933 at Stockholm, Sweden, with Mrs. Alfred Watt as its first President.

One of the aims is to promote and maintain friendly and helpful relations between the countrywomen and homemakers, and to give all possible help in their development in the economic, social and cultural spheres.

HOW TO FORM A WOMEN'S INSTITUTE

The organization of new Branches of the Alberta Women's Institutes is left largely to the Constituency Conveners, and Directors. A group of four women is required to form a branch. Application forms for the organization of Branch Women's Institutes may be obtained from the Provincial A.W.I. Office, and, when filled in as outlined thereon, must be returned to the Provincial President for approval.

NAME OF THE BRANCH

In order to avoid confusion in similarity of names, the name chosen for the new Branch shall be submitted to the Provincial President for her approval. It is suggested that a second choice for a name be submitted.

TEMPORARY CHAIRPERSON & SECRETARY

Any person may call the meeting to order. After the meeting has been called to order two officers must be chosen, one a chairman for the time being to preside over the meeting; the other, a secretary for the time being to keep record of the proceedings.

ORGANIZATION MEETING

The Secretary then takes the names of those who wish to become members. Any woman or girl over 16 years of age may become a member of an Institute upon payment of the membership fee, which shall entitle her to membership during the Institute year for which it is paid. The application form (which has already been obtained from the A.W.I. office) must be signed by eight or more women who have paid Branch dues, such dues to be held by the Secretary-Treasurer in trust for the

The Branch so organized shall be completed at this meeting by the Election of Officers, subject to the approval of the Provincial Executive.

The officers shall include a president, vice-president, a secretary-treasurer or a secretary and a treasurer and at least one director.

CHARTER MEMBERS

Those members, ONLY, who join at the above organizational meeting shall be "charter members". The names of Charter Members will be INSCRIBED on the charter by the Provincial President.

MEMBERSHIP

Members may support and attend more than one institute, BUT shall have voting power and pay membership dues in ONE institute ONLY!

Only those who have paid their membership dues, are members in good standing, and may vote.

It may be for some good reason that women who have been members do not attend for a year and do not pay dues. These may be kept on a separate list as "Members in Arrears". Such persons are not counted when reckoning provincial and constituency dues. When they again pay fees, they become members in good standing. If after a year, they do not attend, and do not pay dues, their names are struck off until such time as they again join and pay the dues.

DUES

Branch dues shall be set by the Branch keeping in mind the primary obligations to be met, i.e. Provincial, District and Constituency dues. It is preferable that such dues be set as close as possible, to fulfill these obligations.

District and Constituency dues vary, the amount being reviewed from time to time at the conferences.

Provincial Dues: \$25.00 per member (as of June 2004).

The Branch dues sent into the Provincial Office are reckoned on the number of paid-up members whose names are on the roll at the annual meeting and **MUST BE PAID** immediately for new branches and thereafter before the 15th of January of each year, with the annual report. (Directly after your annual meeting)

The Provincial dues go directly to the Provincial Office, cheques payable to Alberta Women's Institutes. District Dues are paid directly to your District Director, cheques made payable to her. Constituency Dues are paid directly to the Constituency Convener, cheques payable to her.

FINANCES

The first duty of an institute is to support its own organization financially and otherwise, then reach out to help others.

Institutes may raise money in any way agreed upon by the members.

Institutes **MUST GUARD AGAINST** being used as collecting agencies for other organizations. We are approached as individuals either in person or by mail at our homes. We should not be giving our hard earned funds to these organizations.

Donations may be made to local interests, but the Branch shall be careful NOT TO ASSUME RESPONSIBILITY THAT RIGHTFULLY BELONGS ELSEWHERE.

The funds of an Institute shall be expended in paying their Provincial, District and Constituency dues which may adjusted from time to time at their respective conventions or conferences; such obligations they have incurred in connection with the organization (i.e. rent); in paying expenses of delegates to conferences and conventions; postage and stationary and such other ways thought to be advisable by the officers and members of the Branch.

INDEPENDENCE OF INSTITUTES

(According to the Institute Act)

36. (1) Institutes shall be non-partisan, and non-Sectarian and shall not be operated in the interest of any party, sect, or society, but only for the general good and welfare.

(2) No addresses or discussions in the interest of any society or organization formed for any special purpose shall be permitted at any meeting of an Institute or at an Institute convention except by unanimous consent of the meeting.

DUTIES OF OFFICERS

[President or Secretary Should keep copy of handbook]

PRESIDENT:

The president shall preside at all meetings of the Institute as well as at meetings of the executive.

She shall endeavor at all times to promote the aims and objectives of the organization.

The president, or chairing person in her absence, has a vote with the membership. In case of a tie, the motion is defeated.

The president is an ex-officio member of all committees. (She may choose to attend or not at her discretion.)

VICE-PRESIDENT:

The vice-president takes the chair in the absence of the President, and all that applies to the president's duties shall apply equally to her.

SECRETARY:

The secretary shall attend all meetings of the Institute Branch and all executive meetings. She shall keep a record of the proceedings (called minutes) in a book furnished for that purpose. This book shall be carefully kept as the years go by in order that a history of the Institute may be available. She should keep a list of member. Within three days (3) after the regular meeting she shall report to the Provincial President-Elect and the Constituency Convener on the forms provided. She shall prepare an annual report of the Branch for the annual meeting, and a report to be read at the Constituency Conference.

She shall make the President aware of correspondence prior to the meeting. She shall read ALL correspondence at the meeting. The secretary should keep letters that the executive deem important. It would be well to file letters.

The secretary should keep a book containing rules of order, by-laws and constitution of the Institute for ready reference.

She shall prepare for the president an agenda setting forth an order of business for the meeting.

The Secretary may move or second a motion, take part in discussions and has all the rights of any other member.

She shall hand over to her successor all books, papers, and records pertaining to her office within ten days after the election of her successor. It is essential that all minute books be preserved. For this purpose, a provincial archivist shall be appointed to ensure they are placed in museum archives.

TREASURER:

The treasurer takes charge of all monies of the Institute. She collects the membership dues and keeps a record of members and provides the secretary with a duplicate list. She presents a financial statement at each regular meeting, and renders an annual report of her previously verified books by the person or persons appointed by the Branch. She should bank all monies and, where Possible, should pay by cheque.

Frequently, the signature of the president as well as of the treasurer, or secretary is signed on each cheque but this is a matter for the Branch to decide. The bank account of the treasurer should be in the name of the Institute Branch.

Immediately after the Annual Meeting, or by January 15th, she shall forward Provincial, District and Constituency dues to the proper authorities. All dues are to be based on the present year's membership.

Within ten days after the election of her successor, she shall hand over all books, monies, and documents pertaining to her office to the new treasurer.

DIRECTORS:

The Directors are elected to act as an advisory council or management committee to the Institute, and are expected to assist the other officers in planning and carrying on the work of the Institute.

TERMS OF OFFICE:

Officers shall be elected for a term not to exceed three years. No officer shall be eligible for the same office for more than one term, except in extenuating circumstances.

VACANCIES:

In the event of an officer of an Institute dying,, or resigning office, or otherwise vacating the same, during the period for which she was elected, the Branch executive shall appoint an eligible person to fill the office until the next Annual Meeting.

QUORUM:

A quorum is the least number of members who are permitted to transact business.

20% of the paid-up members shall form a quorum for a regular meeting but there shall be a minimum attendance of four paid members.

40% of all paid-up members shall form a quorum at a special meeting, with a minimum of five paid-up members.

COMMITTEES:

Committees may be elected at a meeting of the Institute; appointed by the executive; or appointed by the chair. The chair has the right to appoint a committee after a motion to the effect has been passed at a regular or special meeting of the members, or by the executive.

Special and temporary committees are chosen to take charge of a special work.

A committee may not undertake financial responsibility unless it is given such power by the executive. If it involves expenditure it must first submit an estimate of the probable expenditure to the branch.

Committees may make a progress report to the Institute to tell how the work for which they were appointed is getting along. This report may be approved or otherwise by the meeting.

EDUCATIONAL COMMITTEES

Education Conveners shall be appointed at the Branch Annual Meeting:
Agriculture and Canadian Industries
Education and Culture
Environment and Conservation
Health, Home Economics & Social Services
International Affairs
Citizenship and Legislation

SPECIAL COMMITTEES

Handicraft Co-ordinator
Resolutions Chairperson
Home & Country Editor (Provincial level only)
A.W.I. Girl's Club Supervisor (Provincial level only)

CONDUCTING A MEETING OPENING EXERCISES

O CANADA

O Canada!
Our home and native land!
True Patriot love in all thy sons command,
With glowing hearts, we see thee rise,
The true north strong and free!
From far and wide, O Canada,
We stand on guard for thee.
God keep our land, glorious and free!
O Canada, we stand on guard for thee!
O Canada, we stand on guard for thee!

FLAG SALUTE

I salute the flag, the emblem of my country,
And to her I pledge my love and loyalty.

MARY STEWART COLLECT

Keep us, O Lord from pettiness, let us be large in
thought, in word and deed.

Let us be done with fault-finding and leave off
self-seeking.

May we put away all pretence and meet each other face to face
Without self-pity and without prejudice.

May we never be hasty in judgment and always generous.

Let us take time for all things, make us grow calm, serene, gentle.

Teach us to put into action our better impulses,
Straight forward and unafraid.

Grant that we may realize, that it is the little things that create
differences, that in the big things of life , we are one.

And may we strive to touch and to know the great human heart
common to us all;

And, O Lord, God, Let us not forget to be kind.

GRACE

We thank thee Father, for Thy care,
Food, friends and kindnesses we share.

May we forever mindful be
Of Home and Country and of Thee.

RULES FOR CONDUCTING A MEETING

All meetings should begin at the hour announced. If the president or vice-president is not present, those in attendance may appoint a chairperson and proceed with the program, or such portions of it as they may think well, until the president or vice-president arrives, when the acting chairperson should retire in her favour. Until a quorum is present, business should not be transacted, although features of the day not involving business may be proceeded with.

In the absence of the secretary, the chairperson may name some person, approved by the meeting, to act in her place or the meeting may be asked to elect a secretary pro-tem, in the regular way.

When a member wishes to speak, she rises and addresses the chair, "Madam Chair" or "Madam President". The president call her by name, "Miss Brown", thus introducing her to the meeting and she is then at liberty to speak. She must not do so until recognized by the chair.

A member is not permitted to speak more than once to the same question but may ask permission to explain something said in her former statement.

A MOTION

Every important item of business should be brought before the meeting in the form of a motion. A member rises and says, "Madam President, I move..." Another member rises and says, "Madam President, I second the motion."

A motion should not be discussed until it is PROPERLY SECONDED. When any item of business or policy is brought before the meeting, some preliminary explanation may be necessary before a motion can be made but the chairperson should not permit explanation or answering of questions bearing on the same to continue unduly before calling for a motion, and she must see that the members confine themselves to the MOTION UNDER CONSIDERATION.

When a motion has been made and seconded, the chair should repeat the motion with the name of the mover, and seconder, and then say, "You have heard the motion. It is open for discussion." Ample opportunity must be given for discussion. When all have spoken who wish to do so, the chair asks, "Are you ready for the question?" Those who are say, "Question", or silence gives consent, then she must always call for the vote of those opposed. When it is difficult to count the votes from "For" or "Against" or a show of hands, a standing vote may be called for by the chair. A majority of votes is required to carry a motion, unless otherwise provided. In the event of a tie, the motion is declared lost.

When motions arise concerning expenditures of money, a 2/3 majority vote shall be required.

When the motions arise which are of a controversial nature, it is strongly suggested that a 2/3 majority be required.

AMENDMENTS

After a motion has been moved and seconded, some one may offer an amendment, which must be seconded. When a vote is taken, the amendment is taken first. If the amendment is lost, the original motion is voted on. If the amendment is carried, the meeting is asked to vote on the original motion as amended.

There should be only one motion before the meeting at one time, unless it is a motion to amend.

The chairperson of the meeting should not forget:

1. To see that every motion or amendment is properly seconded.
2. To read the motion or amendment to the meeting before discussion and again before voting.
3. To put the amendment before putting the main motion.
4. To call for the votes of both in favour and opposed.
5. To announce the result of the vote clearly.
6. To put the main motion to the meeting as amended provided the amendment has already carried.

When a motion contains two or more propositions the chair may require that it be divided in which case each proposition shall be moved, seconded, discussed and voted upon separately.

MOTION WITHDRAWALS

Motions may be withdrawn by the mover before being seconded.

Motions may be withdrawn after being seconded, with the consent of the seconder.

When a member thinks it inadvisable to continue the discussion on a motion, she may attempt to dispose of it by one of the following motions:

- (a) That the matter be referred to a committee.
- (b) That the question be put, i.e. that the vote be taken without further discussion.
- (c) That the discussion be postponed or adjourned until some definite date in the future.
- (d) That the question be laid on the table, i.e. that it be "shelved" for the present.

(e) That the meeting adjourn. A motion to adjourn is always in order but may not be made while a member is speaking or while the vote is being taken. It can be debated.

TO CONCLUDE DISCUSSION ON A MOTION:

If, however, the motion has been moved, seconded and stated by the president, it then requires the unanimous consent of the meeting to withdraw it.

ADJOURNMENT:

When the business of the meeting is ended, the chair may call for a MOTION OF ADJOURNMENT which DOES NOT require a seconder, or she may DECLARE THE MEETING ADJOURNED.

MEETINGS:

Regular meetings should be held at a definite time and place which is made known to all the members. The date of regular meetings shall not be changed, unless advance notice is given to each member prior to date of the meeting at which such change will be voted upon. A meeting may be postponed provided notice of postponement reaches all members in sufficient time.

At least four regular meetings must be held during the year, at which papers shall be read, addresses delivered or discussion held dealing with topics in harmony with the aims and objects of Women's Institutes. It is customary for Institutes to hold monthly meetings.

Special meetings may be called by the president or secretary or AT THE REQUEST of the Board of Directors, and due notice shall be given the members. It must be kept in mind that no business can be transacted at a special meeting except that for which the meeting is specifically called.

ORDER OF REGULAR MEETING

Opening Exercises

Reading of the minutes- approval of minutes & signing

Roll Call

Treasurer's Report

Report of Committees

Business arising out of the minutes

Correspondence and business arising from same

New Business

Regular Program

Adjournment

ORDER OF ANNUAL MEETING

Opening Exercises

Reading of the minutes of the last Annual Meeting AND the last regular meeting ...Approval of both annual and last regular meeting

Minutes (separate motions)

President's address and discussion thereon

Secretary's report and discussion

Reports of committees

Audited Treasurer's report

Discussion of reports

Business out of the minutes or reports

Roll Call

Election of Officers

Appointment of Education Conveners

Payment of ALL Dues

New Business

Regular program

Adjournment

AUDITORS: The auditors may be members or may be some outside persons who shall be appointed by the Institute to verify the books of the treasurer. This work must be done very carefully and thoroughly. The auditors should see that the balance carried forward from the preceding year corresponds with the records as contained in the financial statement of the previous year. The receipts for membership should correspond with the record of members found in the minute book. All expenditures must be vouched for by receipt and books must balance perfectly with latest bank statement.

BY-LAWS

An Institute at an Annual or Special General Meeting, called for that purpose, may take, alter or repeal by-laws or regulations for general management not consistent with the provisions of the Women's Institute Act, or the Provincial By-Laws or regulations shall, however, not have force or effect until approved by the Provincial Council.

RESTING BRANCHES

The Provincial Office shall be notified of the intention of the Branch. Minimum annual dues shall be \$30.00 per branch per year, payable to the Provincial Office. Submit the person's name to receive mailings while the Branch is resting. After a period of no more than two years, the decision of the Branch to become active or to disband shall be made known in writing to the Provincial President of AWI and the Provincial Office.

DISBANDING

In case of an Institute wishing to disband a notice of motion to disband shall be sent to all members one month prior to day when vote will be taken. The District Director and Constituency Convener Should be notified by letter one moth PRIOR to notice of motion to disband.

Upon disbanding, an Institute shall surrender to the Provincial Office of the AWI, the Certificate of Incorporation together with a statement of disposition of property or funds in their possession at the time of dissolution. Minute books and other articles of historic value should be preserved.

N.B. Minute Books should be sent to the Provincial Office for Archiving. Scrap Books and other articles of interest should be kept in local museums or libraries. Notice of where they are being kept **MUST** be given to the Provincial Office, if you choose to keep your minute books locally, as we have many requests per year from people doing research. We recommend that you **DO NOT KEEP** these important books in a member's home as family members have been known to garbage them when the member dies, then that history is lost.

ASSOCIATE MEMBERS

Any former AWI member, not residing within reasonable distance of an existing Institute, may become an associate member by applying to the Provincial President and on payment of membership dues of \$30.00 per year. Such membership entitles her to attend and participate in discussion at Provincial, District, Constituency and Branch meetings, but does not entitle to vote nor hold office. She shall receive a subscription to Home and Country, Federated News, all Branch mailings and a copy of the Annual Report Book.

"YEARS OF SERVICE" PIN

Alberta Women's Institutes have made available a "Years of Service" pin, means of which Branches may honor individual

members. Pins are given in numerals of 5 years, beginning with 10 years, i.e. 10,15,20,25, the specified number on a chain. Cost listed in "Home & Country".

BOOK OF REMEMBRANCE

The name of a member who has passed away may be entered in the Book of Remembrance by a Branch, Constituency, District or by the A.W. I. Council.

The application should be accompanied by a biography of approximately 200 to 225 words giving:

1. Maiden Name
2. Married Name
3. Date and Place of Birth
4. Date and Place of Marriage
5. Brief description of her family—Married to, number of children, where she lived and worked.
6. Died where and on what date
7. Life in Women's Institute, when she joined, to what branch, what positions she held, if any, and what was she best at.
8. Special interests, hobbies etc.
9. She will be sadly missed by "what" Branch and her family.

You may wish to note the involvement in other organizations, cause of death, illnesses, etc.

A fee of \$25.00 must be included with the submission to cover costs of printing and inclusion in the Book of Remembrance.

Applications may be sent to the office at any time during the year.

The ceremony may be performed at the Constituency ,
District OR Provincial Conferences.

ALBERTA WOMEN'S INSTITUTES GIRLS' CLUB

A.W.I. Girls' Clubs have, since 1918, been sponsored by the A.W. I. Throughout the Province. It is a project unique to Canada.

Girls' Clubs were incorporated in 1919, by an amendment to the Women's Institutes Act. Girls' Clubs follow A.W.I. guidelines in programming, studying a five-year point programme.

Girls between the ages of 6 and 16 may become members of the Alberta Women's Institutes Girls' Club.

For information on the forming of an AWIGC contact the AWI Provincial Office.

A.W.I. GIRLS' CLUB PLEDGE

I promise to do my best for my club, my community, and my country.
I promise to work hard to keep peace and harmony in my club.
I promise to be friendly and kind to others.

{This pledge was sanctioned by AWI Council,, May, 2001}

RESOLUTIONS

Any branch may write and present a resolution to the provincial resolutions chair. Every resolution **MUST BE** moved by the writing branch and seconded by another branch.

The form of writing a resolution has changed a number of times over the year. It is now accepted to begin "Be it resolved that the Alberta Women's Institutes approach the (federal or provincial) government to"

Add after this statement of resolution your reasons why this should be done. Include with your resolution as much supporting information as possible. The more information that supports your resolution, the better it will be received.

A resolution may be brought to the floor of a constituency conference if desired and then passed on the provincial chairperson.

After a resolution has been put to the assembly at provincial convention and passed, the resolution chair writes to the appropriate government officials on behalf of A.W.I. It is hoped that whenever possible she will be able to talk to her local MLA or MP in regards to the resolution.

After a resolution is passed at the provincial convention, each and every member should be writing to her MLA or MP in support of the resolution [Numbers of letters impress politicians]

APPENDIX

PROVINCIAL CONVENTIONS

1915	Olds College	Olds
1916	Macdonald Hotel	Edmonton
1917	Palliser Hotel	Calgary
1919	Central Methodist Church	Edmonton
1920	First Baptist Church	Edmonton
1921		Edmonton
1922	Palliser Hotel	Calgary
1923	University of Alberta	Edmonton
1924	Palliser Hotel	Calgary
1927	University of Alberta	Edmonton
1928	Palliser Hotel	Calgary
1929	University of Alberta	Edmonton
1930	Palliser Hotel	Calgary
1931	University of Alberta	Edmonton
1932	Cancelled due to financial depression	
1933	Palliser Hotel	Calgary
Provincial Convention held every two years starting 1935		
1935	University of Alberta	Edmonton
1937	Palliser Hotel	Calgary
1939	MacDonald Hotel	Edmonton
1941	Palliser Hotel	Calgary
1943	Cancelled at the request of the Minister of Transport	
1945	MacDonald Hotel	Edmonton
1947	Palliser Hotel	Calgary
1949-1971	University of Alberta	Edmonton
1973	Eric Harvey Theatre	Banff

Provincial Convention held annually starting 1974

1974-1985	Olds College	Olds
1986	Highway Motor Inn	Edmonton
1987-1994	Olds College	Olds
1995-1998	Augustana College	Camrose
1999	Olds College	Olds
2000	Norseman Inn	Camrose
2001	Norseman Inn	Camrose
2002	Stony Motor Inn	Stony Plain
2003	Norseman Inn	Camrose
2004	Red Deer Lodge	Red Deer

PROVINCIAL COUNCIL MEMBERS OF THE ALBERTA WOMEN'S INSTITUTES

1915

President:	Miss Isobel Noble	Daysland
1 st Vice-President:	Mrs. Wm. Fleming	Alliance
2 nd Vice-President:	Mrs. Elves	Vulcan
3 rd Vice-President:	Mrs. A. E. Saunders	St. Albert
Secretary:	Mrs. Jean Muldrew	Red Deer
Treasurer:	Miss A.T. Carlyle	Vermilion
Directors:	Mrs. Robinson	Cowley
	Mrs. A. F. Wilson	Carmangay
	Miss Patterson	Taber
	Miss Robb	Provost
	Mrs. Blackwell	Athabasca
	Mrs. Colvin	Sedgewick

1916

President:	Miss Isobel Noble	Daysland
1 st Vice President:	Mrs. Wm. Fleming	Alliance
2 nd Vice-President:	Mrs. J. A. McKenzie	Strathmore
Secretary-Treasurer:	Mrs. Jean Muldrew	Edmonton
Directors:	Mrs. A. H. Rogers	Fort Saskatchewan
	Mrs. H. J. Montgomery	Wetaskiwin
	Mrs. E. Warren	Milk River

1917

President:	Miss Isobel Noble	Daysland
1 st Vice-President:	Mrs. Wm. Fleming	Alliance
2 nd Vice-President:	Mrs. J. A. McKenzie	Strathmore
Secretary-Treasurer:	Mrs. A. H. Rogers	Fort Saskatchewan
	Mrs. H. J. Montgomery	Wetaskiwin
	Mrs. B. D. Hummon	Carmangay
Mrs. J. F. Price—Peace River (appointed by Advisory Council)		

1918

President:	Miss. Isobel Noble	Daysland
Vice-President:	Mrs. Wm. Fleming	Alliance
Secretary-Treasurer:	Mrs. A. H. Rogers	Fort Saskatchewan
Directors:	Mrs. J. Boyd	Vanrena
	Mrs. F. Grisdale	Vermilion
	Mrs. A. A. Towns	Coronation
	Mrs. F. W. Hughes	Cavendish

1919-1920

President:	Miss Isobel Noble	Daysland
Vice-President:	Mrs. Wm Fleming	Alliance
Secretary-Treasurer:	Mrs. A. H. Rogers	Fort Saskatchewan
Directors:	Mrs. J. Boyd	Vanrena
	Mrs. C. A. Gates	Stony Plain
	Mrs. W. Huyck	Strome
	Mrs. J. N. Beaubier	Champion
	Mrs. A. A. Towns	Coronation
	Mrs. F. W. Hughes	Cavendish

1921

President:	Miss Isobel Noble	Daysland
Vice-President:	Mrs. Wm. Fleming	Alliance
Secretary-Treasurer:	Mrs. A. J. Rogers	Fort Saskatchewan
Directors:	Mrs. J. Boyd	Vanrena
	Mrs. C. A. Gates	Stony Plain
	Mrs. W. Huyck	Strome
	Mrs. J. N. Beaubier	Champion

1922

President:	Mrs. J. N. Beaubier	Champion
Vice-President:	Mrs. J. Boyd	Vanrena
Secretary-Treasurer:	Mrs. A. H. Rogers	Fort Saskatchewan
Directors:	Mrs. Wm. Stewart	Peace River
	Mrs. C. A. Gates	Stony Plain
	Mrs. W. Huyck	Strome
	Mrs. F. W. Hughes	Cavendish

1923-1924

President:	Mrs. J. N. Beaubier	Champion
Vice-President:	Mrs. D.R. McIvor	Gibbons
Secretary-Treasurer:	Mrs. A. H. Rogers	Fort Saskatchewan
Directors:	Mrs. Wm. Stewart	Peace River
	Mrs. C. A. Gates	Stony Plain
	Mrs. W. Huyck	Strome
	Mrs. C. Lynch Staunton	Lundbreck

1925-1927

President:	Mrs. W. Huyck	Strome
Vice-President:	Mrs. Wm. Stewart	Peace River
Secretary-Treasurer:	Mrs. A. H. Rogers	Fort Saskatchewan
Directors:	Mrs. J. Boyd	Vanrena
	Mrs. C. A. Gates	Stony Plain
	Mrs. H. J. Montgomery	Wetaskiwin
	Mrs. C. Lynch Staunton	Lundbreck

1927-1928

President:	Mrs. W. Huyck	Strome
Vice-President:	Mrs. Wm. Stewart	Peace River
Recording Secretary:	Mrs. D.R. McIvor	Stettler
Treasurer:	Mrs. J. Regan	Edmonton
Directors:	Mrs. J. Boyd	Vanrena
	Mrs. A. H. Rogers	Fort Saskatchewan
	Mrs. H. J. Montgomery	Wetaskiwin
	Mrs. F. C. Alcock	Champion

1929-1930

President:	Mrs. H. J. Montgomery	Wetaskiwin
Vice-President:	Mrs. A. H. Rogers	Fort Saskatchewan
Recording Secretary:	Mrs. J. N. Beaubier	Champion
Treasurer:	Mrs. J. Regan	Edmonton
Directors:	Mrs. W. R. Roberts	Sexsmith
	Mrs. W. C. Short	Edmonton
	Mrs. J. P. Ferguson	Trochu
	Mrs. F. C. Alcock	Champion
	Mrs. J. A. Campbell	Milk River

1931-1933

President:	Mrs. H. J. Montgomery	Wetaskiwin
Vice-President:	Mrs. A. H. Rogers	Fort Saskatchewan
Recording Secretary:	Mrs. J. N. Beaubier	Champion
Treasurer:	Mrs. J. Regan	Edmonton
Directors:	Mrs. W. R. Roberts	Sexsmith
	Mrs. W. C. Short	Edmonton
	Mrs. J. P. Ferguson	Trochu
	Mrs. J. A. Campbell	Milk River

1933-1934

President:	Mrs. J.P. Ferguson	Trochu
Vice -President:	Mrs. Wm. Stewart	Peace River
Recording Secretary:	Mrs. J. A. Campbell	Milk River
Treasurer:	Mrs. J. Regan	Edmonton
Directors:	Mrs. M. R. Upton	Berwyn
	Mrs. W.A. Brown	Paradise Valley
	Mrs. E. E. Ulman	Lousana
	Mrs. M. L. Thompson	Coaldale

1935-1937

President:	Mrs. J. P. Ferguson	Trochu
Vice-President:	Mrs. Wm. Stewart	Peace River
Secretary:	Mrs. J. A. Campbell	Milk River
Treasurer:	Mrs. H.J. Montgomery	Wetaskiwin
Directors:	Mrs. M. R. Upton	Berwyn
	Mrs. W. A. Brown	Paradise Valley
	Mrs. O. G. Sibbald	Munson
	Mrs. M.L. Thompson	Coaldale

1937-1939

President:	Mrs. Wm. Stewart	Peace River
Vice-President:	Mrs. M. L. Thompson	Coaldale
Secretary:	Mrs. R. E. Wood	Stony Plain
Treasurer:	Mrs. H. J. Montgomery	Wetaskiwin
Directors:	Mrs. W. R. Roberts	Sexsmith
	Mrs. E. E. Morton	Vegreville
	Mrs. O. G. Sibbald	Munson
	Mrs. J. A. MacQuarrie	Barons

1939-1941

President:	Mrs. Wm. Stewart	Peace River
Vice-President:	Mrs. M.L. Thompson	Coaldale
Secretary:	Mrs. R.E. Wood	Stony Plain
Treasurer:	Mrs. H. J. Montgomery	Wetaskiwin
Directors:	Mrs. M. Zabel	Peace River
	Mrs. E. E. Morton	Vegreville
	Mrs. Wm. MacFarlane	Red Deer
	Mrs. E.J. Bell	Hussar

1941-1942

President:	Mrs. M.L. Thompson	Coaldale
Vice-President:	Mrs. E.E. Morton	Vegreville
Secretary:	Mrs. Wm. McFarlane	Red Deer
Treasurer:	Mrs. H.J. Montgomery	Wetaskiwin
Directors:	Mrs. H.R. Evans	Innisfree
	Mrs. R.E. Reynolds	Picture Butte
	Mrs. M. Zabel	Peace River
	Mrs. M.I. MacKenzie	Knee Hill Valley

1943-1944

President:	Mrs. M. L. Thompson	Coaldale
Vice-President:	Mrs. E. E. Morton	Vegreville
Secretary:	Mrs. Wm. McFarlane	Red Deer
Treasurer:	Mrs. H.J. Montgomery	Wetaskiwin
Directors:	Mrs. H.R. Evans	Innisfree
	Mrs. A.B. McGorman	Penhold
	Mrs. R.E. Reynolds	Picture Butte
	Mrs. D.W. Patterson	Grande Prairie

1945-1946

President:	Mrs. E.E. Morton	Vegreville
Vice-President:	Mrs. H.R. Evans	Innisfree
Secretary:	Mrs. C.G. Strong	Vegreville
Treasurer:	Mrs. Wm. McFarlane	Red Deer
Directors:	Mrs. D.W. Patterson	Grande Prairie
	Mrs. S Lefsrud	Viking
	Mrs. A.B. McGorman	Penhold
	Mrs. T. H. Howes	Millet
	Mrs. Earl C. Hutchinson	Warner

1947-1948

President:	Mrs. E. E. Morton	Vegreville
Vice-President:	Mrs. A. B. McGorman	Penhold
Secretary-Treasurer:	Mrs. C. G. Strong	Vegreville
Directors:	Mrs. D. W. Patterson	Grande Prairie
	Mrs. S. Lefsrud	Viking
	Mrs. T. H. Howes	Millet
	Mrs. Earl C. Hutchinson	Warner

1949-1950

President:	Mrs. A. B. McGorman	Penhold
Vice-President:	Mrs. S Lefsrud	Viking
Secretary:	Mrs. W. E. Janssen	Hillsdown
Treasurer:	Mrs. L.D. Smith	Penhold
Directors:	Mrs. Lorne Harris	Berwyn
	Mrs. J.C. McLean	Irma
	Mrs. T.H. Howes	Millet
	Mrs. A. McIlroy	Shaughnessy

1951-1952

President:	Mrs. A.B. McGorman	Penhold
Vice-President:	Mrs. S. Lefsrud	Viking
Secretary-Treasurer:	Mrs. W.E. Janssen	Hillsdown
Directors:	Mrs. L. Harris	Berwyn
	Mrs. J.I. Jones	Mannville
	Mrs. S Swainson	Red Deer
	Mrs. A. B. Mundie	Knee Hill Valley
	Mrs. A. McIlroy	Shaughnessy

1953-1955

President:	Mrs. A. Lefsrud	Viking
Vice-President:	Mrs. T. H. Howes	Millet
Secretary-Treasurer:	Mrs. R.W. Prendergast	Red Deer
Directors:	Mrs. D.S. Hayden	High River
	Mrs. J.I. Jones	Mannville
	Mrs. J. R. Tait	Hanna
	Mrs. W. R. Ford	Coutts
	Mrs. S. Swainson	Red Deer

1955-1957

President:	Mrs. T.H. Howes	Millet
Vice-President:	Mrs. W. R. Ford	Coutts
Secretary:	Mrs. R. W. Prendergast	Red Deer
Treasurer:	Mrs. L. D. Smith	Penhold
Directors:	Mrs. D. S. Hayden	High Prairie
	Mrs. J. Bielish	Warspite
	Mrs. J. R. Graham	Panoka
	Mrs. C. L. Alexander	Cayley
	Mrs. M. G. Roberts	Drumheller

1957-1959

President:	Mrs. T.H. Howes	Millet
Vice-President:	Mrs. W.R. Ford	Coutts
Secretary:	Mrs. J. Hannah	Drumheller
Treasurer:	Mrs. H. Marshall	Edmonton
Directors:	Mrs. N. Hnatiuk	Grande Prairie
	Mrs. J Bielish	Warspite
	Mrs. John Richards	Red Deer
	Mrs. C.L. Alexander	Cayley
	Mrs. M.G. Roberts	Drumheller

1959-1961

President:	Mrs. W.R. Ford	Coutts
Vice-President:	Mrs. M. G. Roberts	Drumheller
Secretary:	Mrs. James Richards	Red Deer
Treasurer:	Mrs. H. Marshall	Edmonton
Directors:	Mrs. N. Hnatiuk	Grande Prairie
	Mrs. S.E. Thorne	Fort Saskatchewan
	Mrs. John Richards	Red Deer
	Mrs. H. Haney	Picture Butte
	Mrs. G.S. Wilson	Drumheller

1961-1963

President:	Mrs. M. G. Roberts	Drumheller
Vice President:	Mrs. John Richards	Red Deer
Secretary:	Mrs. James Richards	Red Deer
Treasurer:	Mrs. Harry Marshall	Edmonton]
Directors:	Mrs. F. Anthony	Fairview
	Mrs. S. E. Thorne	Fort Saskatchewan
	Mrs. C.A. Quail	Round Hill
	Mrs. C. L. Alexander	Cayley
	Mrs. G. S. Wilson	Drumheller

1963-1965

President:	Mrs. M.G. Roberts	Drumheller
Vice-President:	Mrs. J. Bielish	Warspite
Secretary:	Mrs. R. A. Leadley	Edmonton
Treasurer:	Mrs. H. Marshall	Edmonton
Directors:	Mrs. F. Anthony	Fairview
	Mrs. R. J. Whitson	Mannville
	Mrs. C.A. Quail	Round Hill
	Mrs. Gerald Newman	Blackie
	Mrs. Alex Robertson	Carstairs

1965-1967

President:	Mrs. J. Bielish	Warspite
Vice-President:	Mrs. C. Alexander	Cayley
Secretary:	Mrs. C.A. Quail	Round Hill
Treasurer:	Mrs. G. McMillan	Edmonton
Directors:	Mrs. H. Hnatiuk	Grande Priarie
	Mrs. R. J. Whitson	Edmonton
	Mrs. J. T. Morrisroe	Red Deer
	Mrs. G. Newman	Blackie
	Mrs. J. H. Hosegood	Didsbury

1967-1969

President:	Mrs. J. Bielish	Warspite
Vice President:	Mrs. C. Aleaxander	Cayley
Secretary:	Mrs. Chester Oxtoby	Olds
Treasurer:	Mrs. G. McMillan	Edmonton
Directors:	Mrs. H. Hnatiuk	Grande Prairie
	Mrs. H. Lefsrud	Viking
	Mrs. J.T. Morrisroe	Red Deer
	Mrs. J. Holland	Lethbridge
	Mrs. J.H. Hosegood	Didsbury

1969-1971

President:	Mrs. C. L. Alexander	Cayley
Vice-President:	Mrs. J.T. Morrisroe	Red Deer
Secretary:	Mrs. C. Oxtoby	Olds
Treasurer:	Mrs. G. McMillan	Edmonton
Directors:	Mrs. H. Tattrie	Brownvale
	Mrs. H. Lefsrud	Viking
	Mrs. H. Hillaby	Camrose
	Mrs. J. Holland	Lethbridge
	Mrs. D. Silver	Huxley

1971-1973

President:	Mrs. C.L. Alexander	Cayley
1 st Vice-President:	Mrs. J. T. Morrisroe	Red Deer
2 nd Vice-President:	Mrs. R. J. Whitson	Edmonton
Directors:	Mrs. Wm. Plazier	Peace River
	Mrs. V. Holt	Sangudo
	Mrs. H. Hillaby	Camrose
	Mrs. G. Habberfield	Langdon
	Mrs. D. Silver	Huxley

STRUCTURE CHANGES:

In 1971 the elected provincial council became: President, 1st Vice-President, 2nd Vice President and 5 Directors.

The Secretary-Treasurer became a salaried position and the first office in was established the home of Mrs. George MacMillan.
(Kay)

1973-1975

President:	Mrs. J.T. Morrisroe	Red Deer
1 st Vice-President:	Mrs. M. Ballhorn	Wetaskiwin
2 nd Vice-President:	Mrs. H. Lefsrud	Edmonton
Directors:	Mrs. Wm. Plaizier	Peace River
	Mrs. H. Volt	Sangudo
	Mrs. V. Toffelmire	Veteran
	Mrs. G. Habberfield	Langdon
	Mrs. H. Richardson	Didsbury

In 1975 Mrs. R. Ritchie became the paid Secretary-Treasurer

1975-1978

President:	Mrs. M. Ballhorn	Wetskiwin
1 st Vice-President:	Mrs. Wm. Plaizier	Peace River
2 nd Vice-President:	Mrs. G. Habberfield	Langdon
Directors:	Mrs. F. Cunningham-	Valhalla Centre
	Mrs. P. Kozdrowski	Edmonton
	Mrs. O. Olsen	Stettler
	Mrs. D. Christie	Cochrane
	Mrs. J. Rowbottom	Drumheller

1978-1980

President:	Mrs. Wm. Plaizier	Peace River
1 st Vice-President:	Mrs. J. Rowbottom	Drumheller
2 nd Vice-President:	Mrs. V. Olson	Stettler
Directors:	Mrs. C. MacLaine Pont	Fairview
	Mrs. A. C. Kritzinger	Stony Plain
	Mrs. G. Ballhorn	Wetaskiwin
	Mrs. B. September	Walsh
	Mrs. R. Hallett	Carstairs

1980-1981

President:	Mrs. Wm. Plaizier	Peace River
1 st Vice-President:	Mrs. J. Rowbottom	Drumheller
2 nd Vice-President:	Mrs. V. Toffelmire	Stettler
Directors:	Mrs. C. MacLaine Pont	Fairview
	Mrs. A. C. Kritzinger	Stony Plain
	Mrs. A. Luz	Ohaton
	Mrs. B. September	Walsh
	Mrs. R. Hallett	Carstairs

1981-1983

President:	Mrs. J. Rowbottom	Drumheller
1 st Vice-President:	Mrs. G. Habberfield	Langdon
2 nd Vice-President:	Mrs. G. Ballhorn	Wetaskiwin
Directors:	Mrs. J. Welter	Grande Prairie
	Mrs. G. Withers	Lavoy
	Mrs. A. Luz	Ohaton
	Mrs. S. Prysiazny	Lethbridge
	Mrs. D. Williams	Cessford

1981-1983

President:	Mrs. J. Rowbottom	Drumheller
1 st Vice-President:	Mrs. G. Habberfield	Langdon
2 nd Vice President:	Mrs. G. Ballhorn	Wetaskiwin
Directors:	Mrs. J. Welter	Grande Prairie
	Mrs. G. Withers	Lavoy
	Mrs. A. Luz	Ohaton
	Mrs. S. Prysianny	Lethbridge
	Mrs. D. Williams	Cessford

1983-1984

President:	Mrs. J. Rowbottom	Drumheller
1 st Vice-President:	Mrs. G. Habberfield	Langdon
2 nd Vice-President:	Mrs. G. Ballhorn	Wetaskiwin
Directors:	Mrs. J. Welter	Grand Prairie
	Mrs. G. Withers	Lavoy
	Mrs. W. Meyer	Wetaskiwin
	Mrs. S. Prysianny	Lethbridge
	Mrs. D. Williams	Cessford

1984-1986

President:	Mrs. Kathryn Habberfield	Langdon
1 st Vice-President:	Mrs. Beryl Ballhorn	
	Wetaskiwin	
2 nd Vice-President:	Mrs. Holly Hallett	Carstairs
	Mrs. Ruby Walker	Enilda
	Mrs. Ruby Ritchie	Edmonton
	Mrs. Olive Meyer	Wetaskiwin
	Mrs. Shirley Thomas	Langdon
	Mrs. Noreen Olsen	Carstairs

In 1986 The Secretary Treasurer position was changed to Provincial Executive Secretary.

1986-1987

President:	Mrs. Kathryn Habberfield	Langdon
1 st Vice-President:	Mrs. Beryl Ballhorn	Wetaskiwin
2 nd Vice-President:	Mrs. Holly Hallett	Carstairs
Directors:	Mrs. Ruby Walker	Enilda
	Mrs. Ruby Ritchie	Edmonton
	Mrs. Faye Mayberry	Red Deer
	Mrs. Shirley Thomas	Langdon
	Mrs. Noreen Olsen	Carstairs

1987-1989

President:	Mrs. Beryl Ballhorn	Wetaskiwin
1 st Vice-President:	Mrs. Holly Hallett	Carstairs
2 nd Vice-President:	Mrs. Shirleyan Hammer	Olds
Directors:	Mrs. Mary Rowe	Grande Prairie
	Mrs. Elizabeth Rushton	Stony Plain
	Mrs. Elizabeth Trehub	Coutts
	Mrs. Barbara Scarlett	Innisfail

1989-1990

President:	Mrs. Beryl Ballhorn	Wetaskiwin
1 st Vice-President	Mrs. Holly Hallett	Carstairs
2 nd Vice-President:	Mrs. Shirleyan Hammer	Olds
Directors:	Mrs. Mary Rowe	Grande Prairie
	Mrs. Elizabeth Rushton	Stony Plain
	Mrs. Hazel Swainson	Sedgewick
	Mrs. Elizabeth Trehub	Coutts
	Mrs. Barbara Scarlett	Innisfail

In 1990 The Elected Provincial Officers became:
President, President-Elect, Vice-President, and 5 Directors.

1990-1993

President:	Mrs. Holly Hallett	Carstairs
President-Elect:	Mrs. Shirleyan Hammer	Olds
Vice-President	Mrs. Elizabeth Rushton	Stony Plain
Directors:	Mrs. Kay Saastad	Hythe
	Mrs. Jessie Strome	Vermilion
	Mrs. Hazel Swainson	Sedgewick
	Mrs. Shirley Reinhardt	Rockyford
	Mrs. Kay Silver	Huxley

1993-1995

President:	Mrs. Elizabeth Rushton	Stony Plain
President-Elect:	Mrs. Doris Northey	Red Deer
Vice-President:	Mrs. Hazel Swainson	Sedgewick
Directors:	Mrs. Zella Pimm	Grimshaw
	Mrs. Marilee Kosik	Wabamun
	Mrs. Grace Grover	Blackfalds
	Mrs. Lillian Dangerfield	Coutts
	Mrs. Gerri Shadlock	Rosedale

1996-1999

President:	Mrs. Doris Northey	Red Deer
President-Elect:	Mrs. Maxean Brigley	Cochrane
Vice-President:	Mrs. Mildred Luz	Ohaton
Directors:	Mrs. Kay Saastad	Hythe
	Mrs. Olga Brown	Drayton Valley
	Mrs. Marcella Bacso	Leslieville
	Mrs. Joshine Fauth	Foremost
	Mrs. Bernice Willsie	Bowden

1999-2002

President:	Mrs. Maxean Brigley	Cochrane
Pres.-Elect:	Mrs. Mildred Luz	Ohaton
Vice-Pres.:	Mrs. Florence Bernakevitch	Calgary
Directors:	Mrs. Diane Smith	Manning
	Mrs. Phyllis Kosik	Alberta Beach
	Mrs. Ada Ashton	Panoka
	Mrs. Darlene Wicks	Coutts
	Mrs. Darlene Hallett	Carstairs

In 2002, the Provincial Council became President, President-Elect and 5 Directors.

2002-2005

President:	Mrs. Mildred Luz	Camrose
Pres.-Elect:	Mrs. Phyllis Kosik	Alberta Beach
Directors:	Mrs. Kay Saastad	Hythe
	Mrs. Irene Moir	Edmonton
	Mrs. Alice Lowis	Bashaw
	Mrs. Darlene Wicks	Coutts
	Mrs. Blanche Cunningham	Innisfail

2005-2007

President Phyllis Kosik Alberta Beach
President Elect. Darlene Wicks Coutts
Directors Mrs. Zella Pim Berwyn
Mayne Allen - Stony Plain
Gloria Coates - Alix
Brenda Willsie - Bowden
-44- Titia Pierce Calgary

2007-2008

President - Darlene Wicks - Coutts.

In term President Elect Zella Pimm -

Directors: Zella Pimm - Berwyn.

Maxine Allen - Stony Plain

Gloria Coates - Alix

Titia Peire - Calgary.

Brenda Wilksie - Bowden/Wetaskiwin.

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