**MINUTES**

**CRANBROOK AND DISTRICT COMMUNITY FOUNDATION**

The Regular Meeting of the Cranbrook and District Community Foundation was held Tuesday, December 10, 2013 at 5:30 p.m. in the RDEK Board Room.

PRESENT: Chair Wayne Eburne

 Director Bev Bull

 Director Neil Cook

 Director Lee-Ann Crane

 Director Corinne Friesen

 Director Lorraine Frocklage

 Director Carol Murray

 Director Dave Struthers

ABSENT: Director Rod McInnes

 Director Sharon Richardson

 Director Connor Stewart

IN ATTENDANCE: Councillor Diana Scott

 Melba Hanson, Advisor

 Theresa Bartraw, Executive Director

 Riley Wilcox, Fund Development Coordinator

CALL TO ORDER: Chair Eburne called the meeting to order at 5:37 p.m.

1. **ADOPTION OF AGENDA**

REG. MEETING

DEC. 10, 2013 Moved by Director Friesen and seconded

**THAT the Agenda for the December 10, 2013 Regular Monthly Meeting be adopted.**

Carried Unanimously.

 **(2) ADOPTION OF MINUTES**

REG. MEETING

NOV. 12, 2013 Moved by Director Murray and seconded

 **THAT the Minutes of the November 12, 2013 Regular Monthly Meeting be amended.**

 Carried Unanimously.

 **(3) DELEGATION**

 Nil

 **(4) COMMITTEE REPORTS**

NEW

COMMITTEES Chair Eburne advised that an Executive Committee will be formed and will include the Chair, Past Chair, Vice Chair, Treasurer and Secretary.

 A Finance Committee will also be formed. Members will include the Chair, Director /Treasurer Bull, the Credit Union Representative, Director McInnes and Mr. Rob Venier, Advisor.

 Terms of Reference will be established for both committees and the Committee Establishment Policy will be amended.

 Moved by Director Friesen and seconded

 **THAT an Executive Committee consisting of the Chair, Past Chair, Vice Chair, Treasurer and Secretary be formed and, further, that a Finance Committee consisting of Director Bull, Treasurer; Director McInnes; the Credit Union Representative and Mr. Robert Venier, Advisor be formed.**

Carried Unanimously.

COMMUNICATION Meeting Dates, Notice of Meeting, Board and Committee Agendas, Minutes and Financial information should be made available on the website. An access code for Board members, past Board members and Advisors would be required.

 Director Struthers suggested that everything would be in one place and would allow members to prepare prior to attending meetings.

FINANCIAL Director Bull reported that the Financial System Software just arrived.

 A separate bank account will be set up for the Opportunity Fund and the purchase of a G.I.C. for the Homeless Shelter Project is being considered as there is $124,000 sitting in the account that should be earning a better rate of interest.

 Moved by Director Bull and seconded

 **THAT the Financial Report be accepted.**

Carried Unanimously.

GOVERNANCE Director Crane advised that the Finance Policy is ready for discussion and possible approval at the next meeting.

GRANTS Director Murray will remain on the Grants Committee and with the addition of Mr. James Letcher, the Grants Committee is now complete.

PROMOTIONS AND

FUND DEVELOP. The outreach and presentations in both Fernie and Sparwood were well received and staff will continue to provide information on matching grants and community affiliate funding. Both Municipal Councils will be invited to attend the annual grants gala.

STAND-UP FOR

COMMEDY Planning for *Stand-Up for Comedy* continues and is planned for Saturday, March 8, 2014. Mr. Patrick Meliha is the headliner.

 **(5) ADMINISTRATIVE UPDATES**

EXECUTIVE

DIRECTOR Theresa Bartraw thanked Director Murray for her willingness to provide clerical assistance in the office in the coming weeks.

 There are many opportunities for funding as well as options for youth through Columbia Basin Trust and Theresa has been spending time researching opportunities. January 9, 2014 is CBT’s annual call for social grants.

 The Niedermayer Family Fund is growing and Scott and Rob have indicated an interest in knowing the emerging needs of the community. Bev has made herself available to assist them in establishing a five-year plan.

 Theresa also reported that donations are coming in to the office and we have now received the first donation made through the website.

FUND DEVELOP.

COORDINATOR Riley Wilcox advised the Board of her disappointment with the Public Awareness Campaign handled by Black Press. Advertising in both the Townsman and Advertiser was undersold and did not yield the results we anticipated. However, the radio campaign has been well received.

YOUTH PROGRAM

ASSISTANT Maddie Wallace has spent the past few weeks familiarizing herself with Foundation activity through filing and website updates. She will now begin her outreach to engage youth to participate with the Board and the Foundation.

 **(6) CORRESPONDENCE**

 Nil

 **(7) BUSINESS ARISING**

SENIOR’S

FUND Discussion regarding separating the Salvation Army Initial Start-up Fund ($10,000), the Community Fund ($40,000) and the Senior’s Fund ($50,000) currently held in the General Endowment Fund and begun as separate endowments (deed of gifts) ensued.

 Director Bull and Ms. Bartraw will prepare a draft resolution separating these funds from the General Endowment Fund for consideration at the next meeting

BOARD

APPOINTMENTS Currently there are four vacancies on the Board. Chair Eburne will contact both the College of the Rockies and the Credit Union to remind them to name their representative as soon as possible. Director Cook reminded Board members of the importance of gender equality for the Foundation.

 Moved by Director Murray and seconded

 **THAT Ms. Dana Osiowy be appointed to the Cranbrook and District Community Foundation Board.**

 Carried Unanimously.

 Moved by Director Struthers and seconded

 **THAT Ms. Lori Stevenson be appointed to the Cranbrook and District Community Foundation Board.**

 Carried Unanimously.

 **(8) NEW BUSINESS**

VITAL

SIGNS Both the Executive Director and the Fund Development Coordinator attended the Vital Signs Webinar and recommended that the Board apply for funding.

 Programs are launched from March to October and both Theresa and Riley feel it is worthwhile for the Board to pursue. A time commitment between five to ten hours per week would be involved.

FOUNDATION

“X” Mr. Anonymous is very interested in seeing our Foundation grow and suggested we work toward a multi-year contract.

 Foundation “X” feels that community foundations *“have their ear to the ground”* at the grass roots level and would like foundations to be present throughout the Province. Foundation “X” is willing to liaise with other foundations in key hub areas.

BMO NESBITT

BURNS Mr. Robert Venier, CFP, Investment Advisor and Financial Planner with BMO Nesbitt Burns has offered to assist the Foundation with financial planning and has provided comprehensive information including setting up of an account to allow the Foundation to receive Securities, GIC’s, EFT’s, Stocks and Bonds.

 Information packages were distributed to Board members and they are requested to complete the Member Information form and return to Staff as soon as possible.

 Rob has researched the Vancouver Foundation’s website and looks forward to participating in our Foundation’s financial planning. BMO Nesbitt Burns has the Architect Program which allows for local input of funds while remaining with the Vancouver Foundation.

WEBSITE

UPDATE Online donations can now be made on the website through Pay Pal. More information will be forthcoming.

PROJECT

UPDATES Two donations of $50 each were received for Paint the Train and the $5,000 donation from an anonymous donor for the Homeless Shelter earlier this year has now been received.

 **(9)** **ROUND TABLE**

 Chair Eburne thanked Director Crane for the use of the Regional District’s Boardroom.

 Councillor Scott reported that she has been hearing good things about the Foundation lately and was impressed with the radio ads.

 Director Crane requested that Board members attend a Regional District meeting and make a presentation emphasizing the Foundation’s boundaries. She further suggested that contact with Regional District Directors should be made following local elections.

 **(10) ADJOURNMENT**

ADJOURN **The Regular Meeting of December 10, 2013 adjourned at 8:52 p.m.**

 Chair

 Secretary