

MINUTES

CRANBROOK AND DISTRICT COMMUNITY FOUNDATION

The Regular Meeting of the Cranbrook and District Community Foundation was held Tuesday, February 24, 2015 at 5:30 p.m. in the RDEK Board Room.

PRESENT:

Director Bev Bull
Director Neil Cook
Director Lee-Ann Crane
Director Lorraine Frocklage
Director Kirk Green
Director Carol Murray
Director Lori Stevenson
Director Dave Struthers
Director Jim Wavrecan

ABSENT:

President Wayne Eburne
Director Connor Stewart
Director Ron Webb
Jody Jacob, Fund Development Coordinator

IN ATTENDANCE:

Councillor Norma Blissett
Riley Wilcox, Executive Director

CALL TO ORDER:

Director Cook called the meeting to order at 5:38 p.m.

**CHANGE OF
MEETING DATE**

Moved by Director Wavrecan and seconded

THAT the cancelled February 10, 2015 meeting be re-scheduled to February 24, 2015.

Carried Unanimously.

**AGENDA
FEB. 24, 2015**

(1) ADOPTION OF AGENDA

Moved by Director Murray and seconded

THAT the Agenda for the February 24, 2015 Regular Monthly Meeting be adopted.

Carried Unanimously.

**REG. MEETING
JAN. 13, 2015**

(2) ADOPTION OF MINUTES

Moved by Director Murray and seconded

THAT the Minutes of the January 13, 2015 Regular Monthly Meeting be adopted.

Carried Unanimously.

(3) DELEGATION

Nil

(4) **COMMITTEE REPORTS**

EXECUTIVE

In the absence of President Eburne, Director Cook agreed to chair the meeting.

FINANCIAL

Director Bull advised that year end information is being finalized in preparation for the 2014 audit and further advised that interest income will show a decrease in the fourth quarter.

Moved by Director Bull and seconded

THAT the October 1, 2014 to December 31, 2014 disbursements as outlined in the CDCF Cheque Register in the amount of \$19,103.93, \$9,627.61 and \$7,349.16 respectively, be approved.

Carried Unanimously.

Moved by Director Bull and seconded

THAT the Statement of Financial Activities and the Statement of Financial Position at December 31, 2014 be approved.

Carried Unanimously.

Moved by Director Bull and seconded

THAT the Financial Report be accepted.

Carried Unanimously.

GRANTS

Director Struthers advised that the Grant Application form is now available on the website. He also advised that the committee requires several additional members to review, rate and recommend successful applicants.

Director Cook advised that Ms. Diana J. Scott is willing to join the committee. She will be contacted.

The Executive Director will be meeting with several organizations to clarify requirements in applying for a CDCF grant.

PROMOTIONS AND
FUND DEVELOP.

Director Wavrecan has agreed to chair the Promotions and Fund Development Committee.

(5) **ADMINISTRATIVE UPDATES**

EXECUTIVE
DIRECTOR

Riley Wilcox reviewed her February 24th report. There are three spots remaining for directors wishing to attend the 2015 CFC National Conference in Calgary May 7th to 9th. An offer to sponsor a member of the newly formed Fernie/Sparwood Community Foundation will be made.

FUND DEVELOP.
COORDINATOR

In the absence of the Fund Development Coordinator, her written report was received.

(6) **CORRESPONDENCE**

BLACK PRESS
MEDIA PTNRSHIP.

Copies of several advertisements highlighting the CDCF were circulated for Director's information. The ads are well done and very informative

(7) **BUSINESS ARISING**

BDO RING TOSS

Ring Toss sales and additional donations totaled \$2,039.25. Directors discussed options for improving the public's awareness of the charity being sponsored. Director Green will arrange for a banner to be made that can be used by the Foundation in the future.

STONE SOUP CHALLENGE

The Stone Soup Challenge is now underway. Salvation Army administrators, staff and clients as well as participating chefs are very positive. The winning soup/chef will be announced at the public lunch being held at the Prestige Inn March 5, 2015. Ticket sales are underway.

(8) **NEW BUSINESS**

CIBC WOOD GUNDY

A substantial donation of securities has been received. Transfer to the CDCF is being handled by CIBC Wood Gundy. Once complete, it is recommended that they be sold immediately.

(9) **ROUND TABLE**

Director Murray announced that she has sold Murray's Office Plus to Rocky Mountain Print Solutions. In celebration of the sale and the phasing in of her retirement, she has purchased a table for the Stone Soup Challenge and invited Rocky Mountain owner/staff members for lunch.

Director Crane advised that she will be unable to attend the CFC Conference in May and will likely be resigning her position on the Board in June.

Director Bull commented that although her employment is keeping her away from home, she is reachable.

Director Cook commented on partnering with Columbia Basin Trust similar to the Golden Foundation. The Executive Director will contact the Golden Foundation for background on their policy and procedure in administering CBT funding.

NEXT MEETING

Directors agreed to meet April 14, 2015.

(10) **ADJOURNMENT**

ADJOURN

Moved by Director Green

THAT the Regular Meeting of February 24, 2015 be adjourned at 6:45 p.m.

President

Secretary