

**Cranbrook and District Community Foundation  
Board Meeting Tuesday, April 9<sup>th</sup>, 2013  
RDEK Offices**

**Present:** Wayne Eburne, Lorraine Frocklage, Bev Bull, Dave Struthers, Matt Rose, Corinne Friesen, Sharon Richardson

**Regrets:** Patti King, Carol Murray, Rod McInnes, Diana Scott, Lee-Ann Crane, Neil Cook

**Staff:** Theresa Bartraw

**1. Introductory Remarks 5:30 pm**

- 1.1 Welcome – Wayne welcomed board members
- 1.2 Minutes – No amendments

**Motion #1:** “That the minutes of the March 12, 2013 meeting be accepted as presented”.  
Rose/Frocklage/Carried

- 1.3 Agenda – Theresa added two items: 4.7 to new business – Gala committee and 3.3 to old business – audit.

**Motion #: 2** “That the agenda of the April 9<sup>th</sup> meeting be accepted as amended”.  
Frocklage/Friesen/Carried

**2. Committee Reports**

**2.1 Treasurer** – Rod still away. Bev hasn’t been able to take time away from her own work to work on finances. Plan is still for opportunity funds to go into a separate account and the Shelter funds to go into a GIC.

**2.2 Promotions and Fund Development** – Corrine gave a verbal report. The committee had one meeting since the last board meeting (Theresa, Matt and Corinne met). They focused on the budget, job description and job posting for the fund developer position. The Townsman ads are still running. Corrine will work with Karen Johnston to work out a plan about the ads in the obits. The FD committee is also highly anticipating the completion of the branding process so new collateral can be created. It was suggested that we look at other CFs and their collateral.

**2.3 Governance** – Lee-Ann was absent.

**2.4 Grants** – Patti was absent, but Theresa was able to report in the ED section.

**2.5 Executive Director** – Theresa gave a verbal report. Theresa has attended the following meetings: Homeless Shelter Update, Fund Development Committee, the Abundant NFP presentation hosted by the Kimberley and District Community Foundation, and meetings with Mayor Stetski and Jennifer Krotz from CBT. Theresa reported on her activities, and including the Grant committee update. The package of grant proposals went to Casey Haneymayer on March 13, I ask for decisions back by April 5. The grant packages went out to selection committee the same day. The Haneymayers decided to support one

project in its entirety and to support the organizations they have supported in the past as well (BC SPCA, CCS, Heart and Stroke and Fort Steele). The selection committee will meet on Thursday. Board will approve list via email and then letters to go out afterwards to all applicants (both successful and non-successful). Theresa also highlighted that she has been working on the Fund Development position, the website and branding project, audit, CBT bursaries for the CFC Conference in Winnipeg, and regular duties. It also marks six months since Theresa started with the Foundation. Theresa highlighted the need for support in the office (admin support would be great). In the past the office has had a variety of staff compliments (project employees, admin support, ED role, etc). In 2010 the office had a .5 ED and a .25 admin assistant. Theresa is working at .2 FTE. Theresa thanked the board for their support. Theresa also advised the board of a short term contract of Social Planning Coordinator she is working. She sees it as a great opportunity that compliments her work with the foundation.

### **3.0 Old Business**

**3.1 Community Foundation of Canada, Smart and Caring Communities Conference, Winnipeg** – CDCF will be receiving a bursary from the Vancouver foundation which will cover one conference fee. CBT has approved the use of \$4800 for interested CFs in the basin. CDCF will also receive \$500 from CBT as well to attend the conference. Wayne proposed sending two people. It was opened up to the board, if other are interested in the conference please let Theresa know. By next meeting it will be announced who is attending the conference.

**Motion #3:** “That CDCF send one board member and ED, subject to funds to the Winnipeg, Smart and Caring Communities Conference in June”. Friesen/Frocklage/Carried

**3.2 Brand and Website** – Theresa had hoped to share the website, but will reveal the site next meeting. One important development is the Vancouver Foundation has been in touch to inform the CDCF that online donations are now possible on the Vancouver Foundation website. Those funds that are in endowment at the Vancouver Foundation are eligible to be set up for online donations. Theresa anticipates website completion by May 15 at the latest.

**3.3 Audit** – Three proposals were received for auditing services. Discussion around the changing auditors at a time when financials are not as clear as the board would like. Bev suggested CDCF could stay with BDO and contract auditing services for one year only and again look for proposals for the 2013 tax year.

**Motion #4:** “To appoint BDO for auditor services for 2012 tax year services”. Richardson/Friesen/Carried

Theresa to will let BDO know. Theresa will also thank KPMG and Redding and let them know we will stick with the status quo this year and then look at new proposals for 2013.

**3.4 Fund Developer** – Key aspects of the contract with the anonymous donor were discussed. Reporting to the donor takes place on a quarterly basis. Questions were raised about the milestones and objectives of the project. The proposed milestones are \$500,000 increase in endowments and \$100,000 increase to general revenues (over two years).

**Motion #5** – “That the CDCF enter into the contract for a fund developer as put forward by the anonymous donor” Friesen/Rose/Carried. Clause – continuation of the position is contingent on increasing and maintaining funding for operations.

#### **4.0 New business**

**4.1 Job description and posting** – Board reviewed the job description and job posting at length. The position will emphasize legacy building or fund development. Key activities will focus on relationships with financial organizations (lawyers, advisors, funeral homes) as well as recruiting fund raisers and supporting current supporters. These activities will be the focus over front line fundraising. The strategy is on the long term with less focus on immediate results. Board also discussed reporting and responsibilities. The board is comfortable with the FD Coordinator reporting to the chair. The Executive Director works only 15 hours per week so the ED can provide Administrative support on top of the chair meeting with FD coordinator once a week for the first few months. There will also be monthly board meetings plus monthly fund development committee meetings as well. The board was comfortable with job description and posting details \$27/hr. The job posting will be shared right away and appear in the paper between the 12 and 19. Close May 3. Carol, Wayne and Theresa to sit on hiring committee – Sharon as back up.

**4.2. Abundant not-for profit** – The attended this workshop with Patti. The session was very useful and forward thinking. It stressed the importance of volunteer engagement and recruitment. Favored a model focused on utilizing the skills of the volunteers that come forward to support our organizations. It was suggested that organizations should maximize the skills and strengths of their volunteers by using them based on their abilities, not having a description of what needs to be done and get volunteers who can do those tasks. Paid employees should do what’s “leftover”.

**4.4 Strategic plan** – Initial conversation regarding a strategic planning session. The current plan is 3 years old. There is new energy and new resources to maximize so planning would be prudent. Discussion around timing it will be September at the earliest. Strategic planning will be put on the agenda for the next meeting. The foundation can spend the summer organizing. It was suggested that the Vancouver foundation may provide a consultant to facilitate. It was suggested that a Saturday be selected - a half to three quarter day.

**4.5 Annual report for AGM** - Group decided to not issue an annual report. Strategic plan will help dictate whether we move to electronic or hard copy of future editions.

**4.6 Shelter project** – Wayne brought forward Neil’s request to have the board discuss his leadership on the shelter project with the Salvation Army. Group discussion ensued and motion passed regarding the request.

**Motion #6:** “That Neil will be the board member that represents the board and CDCF at the Homeless Shelter Project”. Rose/Struthers/Carried

**4.7 Gala committee** – A reminder of the Granting Gala and 10 year anniversary. Theresa is interested in support. Lorraine and Matt can assist in offering historical pieces. It was suggested that the total amount that the Foundation has accepted in donations and the amount of grants distributed in the 10 year period and their impact is highlighted? Invite list was discussed. Suggestions were Fort Steele, Symphony. Dave volunteered the printer at his business. We can print tent cards and banners with new logo.

## **Round table**

Corrine brought forward the Chamber luncheon on April 17<sup>th</sup> at St. Eugene. Chris Botterill will be presenting. Starts at 11:45. Anyone can attend the luncheon without being a member just need to reserve.

Motion to adjourn: Frocklage/Richardson/Carried  
Adjourned 8:05pm

**Next meeting Tuesday, May 21 at 5:30 at RDEK**