

## MINUTES

### CRANBROOK AND DISTRICT COMMUNITY FOUNDATION

The Regular Meeting of the Cranbrook and District Community Foundation was held Tuesday, April 8, 2014 at 5:30 p.m. in the RDEK Board Room.

PRESENT: President Wayne Eburne  
Director Bev Bull  
Director Lee-Ann Crane  
Director Corinne Friesen  
Director Lorraine Frocklage  
Director Dana Osiowy  
Director Lori Stephenson

ABSENT: Director Neil Cook  
Director Carol Murray  
Director Connor Stewart  
Director Dave Struthers

IN ATTENDANCE: Councillor Diana J. Scott  
Melba Hanson  
Riley Wilcox, Executive Director  
Maddie Wallace, Youth Programs Assistant

CALL TO ORDER: President Eburne called the meeting to order at 5:30 p.m.

AGENDA  
APR. 8, 2014

(1) **ADOPTION OF AGENDA**

Moved by Director Friesen and seconded

**THAT the Agenda for the April 8, 2014 Regular Monthly Meeting be adopted.**

Carried Unanimously.

REG. MEETING  
FEB. 11, 2014

(2) **ADOPTION OF MINUTES**

Moved by Director Osiowy and seconded

**THAT the Minutes of the February 11, 2014 Regular Monthly Meeting be accepted.**

MTG. NOTES  
MAR. 11, 2014

Carried Unanimously.

Moved by Director Stephenson and seconded

**THAT the Notes of the March 11, 2014 Regular Monthly Meeting be received for information.**

Carried Unanimously.

EAST KOOT.  
BRAIN INJURY

(3) **CORRESPONDENCE**

The Cranbrook and District Community Foundation 2013 grant given to the East Kootenay Brain Injury Association has been recognized in their **headline** magazine.

(4) **DELEGATION**

Nil

(5) **COMMITTEE REPORTS**

EXECUTIVE

President Eburne reported that upon his return from vacation, he met briefly with Director Cook and they reviewed the contract renewal with H.R.J. (Anonymous Donor).

GRANT MAKING

Members of the Committee individually reviewed and scored fourteen applications received from seven different organizations. The Committee then met April 3<sup>rd</sup> to review the applications and determine the allocation of endowment grants. A summary of the recommended projects for the 2014 granting cycle was presented for approval.

The Committee identified a number of potential improvements and/or enhancements to both the grant application form and the grant scoring form. The Committee plans to update the forms so that they are finalized and approved prior to the next granting cycle. The Committee will also propose recommendations to the Board on improvements to the process.

The Grant Making Committee recommends the following grants for 2014:

East Kootenay Party Program	\$ 500.00
Kootenay Christian Fellowship	\$ 2,000.00
Community Connections Society	\$ 1,500.00

Ms. Hanson inquired as to the status of the City of Cranbrook/Knights of Pythias combined grant for the Community Builder award.

Councillor Scott advised that City Council plans to meet May 1<sup>st</sup> and the award will be announced at the Gala.

FINANCIAL

Director Bull advised that the books have been sent to BDO Dunwoody for the 2013 audit.

Board members discussed administration fees currently charged and various rate applications. President Eburne suggested that this topic should be reviewed on an annual basis and addressed at the Annual General Meeting each year.

Moved by Director Stephenson and seconded

**THAT the Board's policy regarding administration fees be provided to our donors and further, that staff survey other Foundations regarding their administration fee policies so that a recommendation can be ready for the Annual General Meeting.**

Carried Unanimously.

PROMOTIONS AND  
FUND DEVELOP.

Director Friesen advised that the Animal Welfare Fund has reached endowment status. Focus will begin now on the Arts, Culture and Heritage Opportunity Fund and the Friends of Children Opportunity Fund.

Director Friesen also reported that the Townsman/Advertiser had provided the Foundation a complimentary table at the Kootenay Women's Show and that she was very encouraged by the level of interest shown by attendees.

EXECUTIVE  
DIRECTOR

Riley Wilcox submitted her monthly report outlining activities during the past month.

Riley advised that the Mahovlic family would like to develop an Opportunity Fund Deed of Gift in the amount of \$20,000 and that the family is planning to host a fund raiser sometime this summer.

The family plans to liaise with Mount Baker Secondary School for scholarship selection and distribution. They also plan to present a family funded \$1,000 scholarship in June to initiate this fund.

FUND DEVELOP.  
COORDINATOR

Maddie Wallace submitted her final report and outlined some of her activities during the last month. She advised that she would be willing to return if another opportunity arises in the future.

**(7) BUSINESS ARISING**

ANONYMOUS  
DONOR

The Anonymous Donor is very supportive and anxious to renew a long term agreement with the Foundation. Several details require further discussion such as number of employees, weekly hours of work, etc.

Director Bull is concerned that the Board cannot afford two employees for thirty-five hours each per week and recommends we consider one position with a maximum of thirty-five hours and a second position for twenty hours per week.

President Eburne will meet with Directors Bull and Cook sometime in the next few days as the contract needs to be finalized by April 15<sup>th</sup> (retroactive to April 1, 2014).

VITAL SIGNS

The fee of \$1,575 for participation in Vital Signs will remain although the Cranbrook and District Community Foundation has been elevated to Group II.

Councillor Scott advised that City Council has not had any further discussion regarding our request that they partner with the Foundation in connection with Vital Signs.

The City currently holds \$60,000 in their Cranbrook Connections Fund and Councillor Scott suggested that we suggest to the City how they could/should participate in this initiative.

Columbia Basin Trust is not interested in funding Vital Signs and has suggested that we pursue this project with Community Futures.

COMMITTEE(S)  
TERMS OF REF.

Moved by Director Crane and seconded

**THAT the Fund Development and Promotions Committee Terms of Reference be adopted.**

Carried Unanimously.

Moved by Director Crane and seconded

**THAT the Governance Committee Terms of Reference be adopted.**

Carried Unanimously.

Moved by Director Crane and seconded

**THAT the Grant Making Committee Terms of Reference be adopted.**

Carried Unanimously.

FINANCE COMM.  
POLICY

Director Crane presented a draft Financial Management Policy (Administrative Fee) for discussion and will bring the policy forward to the next meeting for adoption.

HUMAN RESCS.  
COMM. POLICY

Currently, human resources issues are being handled by the Executive Committee. Director Crane will review general statements and responsibilities for inclusion in a Human Resources Committee Policy and present to the Board for its consideration.

CHAMBER OF  
COMMERCE

Board members discussed becoming a member of the Cranbrook and District Chamber of Commerce. Membership is on an annual basis.

Moved by Director Osiowy and seconded

**THAT the Cranbrook and District Community Foundation become a member of the Cranbrook and District Chamber of Commerce.**

Carried Unanimously.

**(8) NEW BUSINESS**

KIMB. / CBK.  
WINTER GAMES

Directors discussed combining the Winter Games Arts and Culture Fund with the Arts, Culture and Heritage Opportunity Fund (\$6,048.27) initiated by Ms. Melba Hanson. The Winter Games Legacy Fund is separated into two categories:

Cranbrook and District Community Foundation Endowment Fund for Kimberley/Cranbrook 2008 Winter Games for Sports - \$37,500, and

Cranbrook and District Community Foundation Endowment Fund for Kimberley/Cranbrook 2008 Winter Games for Arts and Culture - \$13,950 (to assist art or culture organizations).

Ms. Hanson advised that the purpose of the Arts, Culture and Heritage Opportunity Fund is to fund projects and programmes for advancement of the arts, culture and heritage. Support may include but is not limited to programmes and workshops related to the arts or heritage and physical projects protecting or enhancing cultural or heritage buildings.

Ms. Hanson is not in favor of combining the two funds.

ON-LINE  
BANKING

East Kootenay Community Credit Union is offering the Foundation on-line banking services. This item will be referred to the Finance and Executive Committees for their review and consideration.

GRANT GALA

The Grant Gala will be held Tuesday, May 27<sup>th</sup> at the Heritage Inn beginning at 7:00 p.m.

President Eburne suggested that details explaining how funding is acquired be included in the program.

**(9) ROUND TABLE**

The President and Executive Director will make a presentation to the Regional District of East Kootenay Directors meeting May 2<sup>nd</sup>.

Councillor Scott advised that she is interested in establishing a Leadership Opportunity Fund and would like to promote this at the Gala.

President Eburne reported that Director Cook remains involved with plans to re-size the Homeless Shelter and that the Committee has received positive feedback. The Committee remains confident that the Shelter is close to becoming a reality.

The 2015 National Conference will be held in Calgary May 5<sup>th</sup> to 8<sup>th</sup> and President Eburne encouraged Directors to consider attending due to its close proximity. Registration forms will be available this fall.

President Eburne requested Directors consider the frequency of Board meetings and suggested that meetings could be scheduled every six weeks instead of the current four weeks.

**(10) ADJOURNMENT**

ADJOURN

Moved by Director Crane

**THAT the Regular Meeting of March 8, 2014 be adjourned at 7:01 p.m.**

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President

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Secretary