

Cranbrook & District Community Foundation
Board Meeting December 11 2012
CDCF Office

Present: Wayne Eburne, Carol Murray, Lorraine Frocklage, Bev Bull, Corinne Friesen, Patti King, Rod McInnes, Dave Struthers, Sharon Richardson

Regrets: Lee-Anne Crane, Matt Rose, Diana Scott (City appointee),

Staff: Theresa Bartraw, ED – unable to attend.

1. Introductory Remarks 6:35 pm

1.1 Welcome – Wayne welcomed Board members.

1.2 Minutes

Motion #1 “That the Minutes of the Nov 13 2012 meeting be accepted as circulated.”
Friesen/Frocklage/Carried

1.3 Review and Adoption of Agenda by consensus.

2. Committee Reports

2.1 Treasurer – Rod – Moved to be after other Committee reports. See below 2.4.

2.2 Promotions & Fund Development – Corinne – Verbal report provided. Corrine shared the Committee had a successful meeting on November 22 regarding fund development. It was great to share and expand ideas. Discussed the need for the CDCF to be more visible to the public. Corrine approached the Daily Townsman regarding free ad placement – they are very interested. Corrine will contact other media outlets (i.e. KNW and E-Know). The Committee at their meeting also discussed some confusion in the community re: CDCF and EK Hospital Foundation. There is a strong need to get our name/brand out there in the community. The Committee also talked about ensuring our brochures are updated and available in legal offices, funeral homes, financial advisors offices, etc. There is some discomfort by the Committee about how to speak to the funds with interested or prospective donors – a need for training/practise/role-playing identified. The Committee has a January meeting planned. Wayne noted that in Calgary a new software program has been developed where businesses in town can portion an amount or percentage to local charities at the point of sale – the software program does automatic receipting/calculations. Agreed by all it would be worth CDCF exploring and possibly approaching the Downtown Business Association, Chamber and others.

2.3 Governance – LeAnn sent regrets to meeting. No report.

2.4 Grants – Patti. No report, but provided a reminder to Board members to bring suggestions as 1-2 community members are needed on Grant Committee.

2.1 Treasurer – Rod. Provided updated financial statements. After some initial confusion, Rod met with Neil, Wayne, Melba, Theresa and Harvey and now has more clarity about CDCF's financial standing and budget for 2013 as well as knowing where income sources are and what expenses are. Rod reviewed the 2013 draft budget lines in detail. It was noted that the invested funds have gone up a little this year and some new funds have been endowed with Vancouver Foundation. Fourth quarter interest earned on the funds will be confirmed by Vancouver Foundation in Feb/March 2013. While Rod will be away for a few months, he is accessible electronically. It was noted that Theresa completed application for a fund developer. Discussion ensued to approve the 2013 draft budget so Theresa has some scope and knows what is available to work with.

Action: Wayne will provide proposed 2013 budget to Theresa, since by then we will know of any end-of-year expenses and will bring budget to January meeting for Board approval.

2.5 Executive Director – Theresa Bartraw – unable to attend. Wayne provided report in her absence. Application for Fund Developer was sent in and should be reviewed by the Board of Foundation X in January 2013. If approved, will need to form a hiring and selection subcommittee. Discussion by Board about the benefits this position would bring and about possible reporting relationships. Wayne noted our change of address to a new PO Box. Wayne noted the long time support of Muriel Matthews in receiving CDCF mail in the past. Board discussed and agreed appropriate to provide recognition and our thanks to Muriel.

Action: Wayne will develop a letter of thanks with Theresa.

3. Old Business

3.1 Rotary Club – No news to report. Still in progress.

3.2 CBT Training Initiative: Wayne reported there have been meetings with Theresa and Melba. In progress.

3.3 Welcoming Community Initiatives – Wayne reported -In progress.

3.4 Trading Account – Nothing new to report.

4. New Business

4.1 Correspondence – Nothing reported.

4.2 Office Security – Discussed who from Board may need access to CDCF office including key and security code. Currently Wayne and Theresa have keys/codes. Rod requested key/code. Possibly Corrine for Fund Development committee meetings.

Action: If any Board members require access to office on 9th, please notify Theresa.

4.3 – New mailing address – Discussed as part of Wayne's report – see 2.5

4.4 – Social Media Brainstorming – Patti reported meeting with Theresa where they discussed the need to develop a social media presence for CDCF on Facebook as well as the need to update the CDCF website. Patti willing to do some research re: costs to update.

Dave noted he may have a connection willing to help us out with web updates on volunteer basis. 😊

4.5 – New addition to New Business – Homeless Shelter. Wayne provided update that he attended an in-camera meeting with Mayor.

Roundtable:

Round Table

Dave – Shared how much he enjoyed Kim Bater’s Board Development workshop – highly recommended. Dave also shared that each year his company makes a \$1000 donation in the community and this year, they have decided to donate \$500 to the Turkey Drive and \$500 to CDCF!

Corrine – Merry Christmas!

Carol – Season’s Greetings!

Sharon – Merry Christmas!

Rod – Merry Christmas and see you in May!

Wayne – Merry Christmas! Wayne also shared he will organize a photo op with Dave and team at Vast Resource Solutions. Thanks Dave!

Motion to adjourn: Friesen/Richardson/Carried
Meeting concluded.

CDCF Holiday Wine and Cheese commenced. Big thanks to Dave for bringing wine to share!
😊

Next meeting: Tuesday January 15 at 6:30pm at RDEK (Note, change of date from usual schedule for January Board Meeting)