

Cranbrook & District Community Foundation  
Board Meeting February 20,2012  
Christ Church Anglican Hall

Present: Neil Cook, Harvey Venier, Carol Murray, Corinne Friesen, Lee Ann Crane, Matt Rose

Regrets: Neil Cook, Sharon Richardson, Bev Bull, Wayne Eburne, Diana Scott(City appointee), Stan Doehle,

Staff: Melba Hanson

Volunteer: Katherine Hough

**1. Introductory Remarks 6:36 pm**

**1.1** Welcome

**1.2** Minutes

**Motion #1** "That the Minutes of the January 10 meeting be accepted as circulated." Rose/Venier/Carried

**1.3** Review and Adoption of Agenda

**Motion #2:** "That the Agenda be adopted as amended."

Murray/Friesen/Carried

**2. Committee Reports**

**2.1** Treasurer – no report but noted that investments with the Vancouver Foundation are up to 5% interest; Harvey will have statements for the next meeting and the final interest figure so it will be clear how much funds will be available for 2012 grants.

**2.2** Promotions & Fund Development – Corinne noted that in January she did a presentation to the Library Board with Harvey & Melba – appeared interested but they have not responded to date. It may be worth pursuing a matching grant with the City to start an endowment. Neil requests a letter to the Board thanking them for presentation opportunity and asking if they have any questions etc (Corinne/Melba).

**2.3** Governance – no report; policy and procedures manual and HR policies are being worked on but nothing to present to the Board today.

**2.4** Grants – no report – ads have gone out – close date for grant applications is February 29<sup>th</sup>.

**2.5** Executive Director – (copy attached to minutes in the office) Melba noted that the Foundation has an opportunity to write for a new grant with Foundation X to hire a fund development officer – they will fund 70% but where will the Foundation find the other 30%? Goal is \$70,000 a year with the Foundation responsible for \$20,000 – letter to CBT, SIDIT, Vancouver Foundation, Community Futures, BC Hydro, Columbia Power Corporation

**Motion #3:** “That the Executive Director’s report be accepted.”

Rose/Friesen/Carried

### **3. Old Business**

**3.1** Homeless Shelter –letter received that \$130,000.00 from RDEK for 2 years to fund the shelter.

**3.2** JCP – no report from Cherie Clarricoates JCP manager.

**3.3** CBT workshop – addressed in Executive Director’s report – need more Board members to attend.

**3.4** New Office: everything moved in and set up now require contents & liability insurance

**Motion #4:** “That the contents and liability insurance policy along with D&O insurance be purchased from Falkins for \$750.”

Venier/Crane/Carried

**3.5** Job description for Executive Director is ready for publication and to be posted on the Foundation’s website, will send copy to the Directors for comment/feedback if any.

**3.6** Foundation X application – addressed in Executive Director’s report

**3.7** Foundation credit card: discussion about advisability and feasibility: Melba will check with other non-profits whether they have cards and to report back to March meeting.

### **4. New Business**

**4.1** Correspondence – list distributed and copy attached to minutes in office.

4.1.1 Falkins Insurance: D&O papers ready for signing, see motion #4 above.

4.1.2 RDEK: letter received advising that RDEK will sponsor applications to the Foundation from nonprofits who are not charities within Electoral Areas B & C.

Concluding Remarks: Corrine looking forward to March 7<sup>th</sup> meeting; Harvey noted that the Credit Union interest rate which had been at 5% was reduced without notice so he and Melba met with manager Ken Goldsmith and were advised that interest rates have been reduced to 2.5% with an annual review along with a donation from the CU at the end of the year so will likely end up with the same amount of money in the end! Lee-Ann & Neil: comments about re-approaching Sparwood, Fernie & Elkford to get Community Funds started since a Foundation has not been established.

Motion to adjourn: Murray/Venier

Meeting concluded: 7:45 pm

Next meeting: March 13, 2012 at 6:30pm at Christ Church Anglican Hall