

## MINUTES

### CRANBROOK AND DISTRICT COMMUNITY FOUNDATION

The Regular Meeting of the Cranbrook and District Community Foundation was held Tuesday, February 11, 2014 at 5:30 p.m. in the RDEK Board Room.

PRESENT: President Wayne Eburne  
Director Bev Bull  
Director Neil Cook  
Director Corinne Friesen  
Director Lorraine Frocklage  
Director Carol Murray  
Director Dana Osiowy

ABSENT: Director Lee-Ann Crane  
Director Rod McInnes  
Director Lori Stephenson  
Director Connor Stewart  
Director Dave Struthers

IN ATTENDANCE: Councillor Diana J. Scott  
Riley Wilcox, Executive Director  
Theresa Bartraw

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

REG. MEETING  
FEB 11, 2014

(1) **ADOPTION OF AGENDA**

Moved by Director Friesen and seconded

**THAT the Agenda for the February 11, 2014 Regular Monthly Meeting be adopted.**

Carried Unanimously.

REG. MEETING  
JAN. 14, 2014

(2) **ADOPTION OF MINUTES**

Moved by Director Cook and seconded

**THAT Minutes of the January 14, 2014 Regular Monthly Meeting be adopted.**

Carried Unanimously.

191 CAMPAIGN

(3) **CORRESPONDENCE**

On March 5<sup>th</sup>, Community Foundations of Canada will launch a national print/media campaign to raise the public's awareness of Community Foundations in Canada.

Individual Foundations are encouraged to participate in the campaign by raising local profiles, growing endowments and ensuring that all of Canada is represented by a Foundation in this year-long campaign.

(4) **DELEGATION**

Nil

(4) **COMMITTEE REPORTS**

EXECUTIVE

President Eburne, Theresa Bartraw and Riley Wilcox met with members of Cranbrook City Council seeking support for the Vital Signs project.

President Eburne advised that the Executive Committee had met with Theresa Bartraw, Executive Director following her resignation as of January 31<sup>st</sup>. Theresa indicated her willingness to provide five hours weekly until February 28<sup>th</sup> to allow time for the Board to recruit for the position.

President Eburne further advised that Riley Wilcox had submitted a letter of application for the Executive Director position. He, Directors Cook and Frocklage interviewed Riley and were confident that Riley could fulfil the duties of Executive Director and had offered her the position effective February 1, 2014, which she accepted.

Theresa Bartraw will continue to work five hours a week assisting Riley with the transition to Executive Director.

President Eburne also reported that the Mahovlic family had contacted the Foundation and will be establishing the Mark Mahovlic Memorial Scholarship Fund in their son's memory.

FINANCIAL

Director Bull provided a Statement of Operations and Changes in Fund Balances January through December, 2013 and also a Statement of Financial Position with Year Comparison as of December 31, 2013 for the Board's information.

Director Bull will work with the Executive Director to change internal controls, signage, etc.

Moved by Director Bull and seconded

**THAT the Financial Report be accepted.**

Carried Unanimously.

FUND DEVELOP.  
AND PROMOTIONS

Director Friesen reported that the Committee has chosen to initiate an Opportunity Fund Drive for 2014 to bring the Animal Welfare Fund (\$9,425), the Arts Culture Heritage Fund (\$6,048.27) and the Friends of Children East Kootenay Branch Fund (\$4,971.72) to endowment status.

The Animal Welfare Fund was chosen to initiate this plan with a poster included in the February newsletter, letters to select organizations and businesses and a media plan.

Director Cook advised that he and former Board member Harvey Venier will begin meeting with potential donors to encourage them to consider establishing endowments with the Foundation.

GOVERNANCE

President Eburne advised that Director Stevenson has agreed to join the Governance Committee.

Board members deferred adopting the Terms of Reference for the Executive Committee, Governance Committee and Fund Development and Promotions Committees to the March, 2014 Board Meeting.

Director Frocklage reported that the Terms of Reference for the Grant Making, Finance and Human Resources Committees should be ready for adoption also.

GRANTS

President Eburne, on behalf of Ms. Melba Hanson, inquired as to the status of the Foundation/City of Cranbrook Sustainable Community Builder Award.

Councillor Scott will follow up with the City and report back to the Board.

The Grant Application form has been re-written and should be ready for the newspaper and on-line by February 15<sup>th</sup>.

RECRUITMENT

Director Cook advised recruitment of Board members continues.

EXECUTIVE DIRECTOR

**(5) ADMINISTRATIVE UPDATES**

An application for federal funding of a summer student position has been submitted.

Riley Wilcox will meet with Hospital Foundation staff to discuss ways of growing their endowment.

Planning is also proceeding for a Giving Fair to be held in early December with a possible "Skate with Santa" theme.

The Business Outreach campaign continues with presentations to the Sunrise Rotary Club on February 25<sup>th</sup> and the Regional District of East Kootenay scheduled for May 2<sup>nd</sup>.

YOUTH PROGRAM ASSISTANT

Maddie Wallace, Youth Program Assistant requested direction from the Board regarding Board involvement with Youth in Philanthropy. Do we wish to involve youth with an adult in the community to provide leadership or partner with another organization such as Big Brothers Big Sisters or reach out to Donna Brady Fields of the United Way?

SENIOR'S FUND

**(6) BUSINESS ARISING**

The Senior's Fund with the Vancouver Foundation is now in place.

VITAL SIGNS

Chair Eburne, Theresa Bartraw and Riley Wilcox met with Mayor Stetski, Councillor Scott, Chris Zettle, Communications Officer and Kevin Weaver, Economic Development Officer regarding partnering with the City in gathering information valuable to communities.

Theresa reported a great exchange of ideas and a commitment to participate together on this project. She looks forward to receiving a positive response. Staff at the Regional District have also indicated an interest in participating.

ANONYMOUS DONOR

An Organizational Profile and the Certification requirements have been completed for submission of the funding application to the Anonymous Donor. Board members will discuss what the Foundation's staffing requirements are prior to completion of the submission.

PROJECT UPDATES

**(7) NEW BUSINESS**

Key City Gymnastics continues to fund raise and are interested in holding a car raffle.

HOMELESS SHELTER

Director Cook attended a Homeless Shelter meeting with provincial representatives, project architects and Salvation Army representatives regarding the Homeless Shelter and reported that a good discussion was held regarding reducing costs.

BC Housing representatives advised that they could support a modified project costing between \$5.5 to \$6.5 million dollars similar to “**Willow-bridge**” in Kelowna. Since the meeting, “as built” drawings have been received for the Committee’s review.

YEAR AT  
A GLANCE

Staff prepared the *Year at a Glance* document to provide the Board with information regarding future events and staff activity.

GIFT WORKS

The Gift Works licensing agreement is due for renewal and Board members discussed this program in detail. Director Bull agreed to investigate the benefits and/or value of this or a similar program and will make a recommendation at the next meeting.

**(8) ROUND TABLE**

Councillor Scott reported that she was encouraged by the dialogue between the City and the Foundation regarding Vital Signs.

Director Bull commented on the decline of annual memberships.

President Eburne advised that Director Cook will be assuming the President’s duties during his absence.

Board members expressed thanks to Theresa Bartraw for her work with the Foundation and wished her luck with her future endeavors.

**(9) ADJOURNMENT**

ADJOURN

**The Regular Meeting of February 11, 2014 be adjourned at 7:23 p.m.**

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President

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Secretary