

Cranbrook & District Community Foundation  
Minutes of the Regular Board Meeting: 6:30 pm, Tuesday, January 10, 2012  
Christ Church Anglican Church Hall

In attendance, Neil Cook, Wayne Eburne, Sandra Richardson, Lorraine Frocklage, Harvey Venier, Allan Redding, Bev Bull, Matt Rose, Carol Murray, Corinne Friesen, Stan Doehle, Patti Moore, Diana J. Scott.

Regrets: Lee-Ann Crane

1.0 Introductory Remarks

1.1 Welcome :The Meeting started at 6:35, Neil chaired, wished everyone a Happy New Year and noted we had a good turn out.

1.2 Minutes The minutes of October 2011 were reviewed and corrected, in that Sharon Richardson was indeed present.

**MOVED by Corinne Friesen and seconded by Lorraine Frocklage that the minutes of the board meeting of October 2011 be accepted as corrected.**

**PASSED**

**MOVED by Harvey Venier and seconded by Stan Doehle that the minutes of the board meeting of November 2011 be accepted as circulated. PASSED**

1.3 Agenda. The agenda was accepted by consensus.

2.0 Committee Reports

2.1 Treasurer's report; Harvey presented a Profit and Loss, Previous year Comparison and spoke to various items on his report. He noted that 3 new funds had been added in 2011, and our assets are now at nearly 1.5 million. This report is attached to the minutes in the office.

**MOVED by Harvey Venier and seconded by Carol Murray that the Treasurer's report be accepted as presented. PASSED**

2.2 Fund Development / Promotions Committee; Corinne Friesen gave a verbal report noting that there is a presentation being made to the Library Board Wednesday at 7pm.

2.3 Governance: Wayne Eburne: HR policies: Wayne gave a verbal report that he has met with Cherie of the JCP Project and given her the information and will continue to work with her and the JCP Staff on this.

2.4 Grants; Patti noted that she and Melba have met to draft the time lines for the grant process. . She thanked the 3 board members for their willingness to sit on the adjudication panel for the grants and she is working on confirming the 3 community members.

## 2.5

Executive Director, Melba reviewed her report and noted the Grant Writing workshop January 21<sup>st</sup>, we are awaiting word from Direct Access to gaming as to their participation. She encouraged all board members to attend the presentation on Fund Development by Norma Cameron the 1<sup>st</sup> week of March, as this is part of the Columbia Basin Trust Community Foundations Training Initiative. She made note of the Continuance filing, this is a requirement of all registered .

## 3.0 Old Business

- 3.1 Homeless Shelter, Neil reported that he anticipates there will be funding announcements made when there is a new budget year. In the mean time fundraising continues with a visit to Creston to present information to their
- 3.2 JCP- Cherie- written report was attached to the Executive Directors Report. There were no questions. Wayne commented that they were an eager team.
- 3.3 Report Workshop re Working with Boards, Wayne reported that they had 13 participants and that this fell short of their goals. Although it did not pay for itself the presentation was well received and appreciated by those attending . Wayne noted an opportunity to work more closely with the College on any future workshops.
- 3.4 CBT Subsidy Administration. This was discussed under the Executive Director's Report.
- 3.5 New Office Location. Melba thanked Gerry and Carol who assisted in the movement of the cupboards and the installation of them at the new office. It is located at 19, 9<sup>th</sup> Avenue South, Cranbrook, V1C 2L9. Melba reported she is getting set up and almost there, then she will set regular hours, thinking of 3 hours, two days a week)

## 4.0 New Business

- 4.1 Correspondence: Melba pointed out the notice from Falkins Agency and that the D&O insurance expires January 17<sup>th</sup> . She will find out from them how much the renewal costs and circulate it via email as it is over a thousand dollars and requires board approval.
- 4.2 Credit Card for Foundation. This was discussed and further information will be sought from the Credit Union. It was noted that oversight of this is difficult but it is also unwise to require staff or board members to use their own funds or credit cards to pay for the Foundation's expenses.
- 4.3 Transition: Since Melba is to retire at the end of June her position should be posted and a committee of the Board was struck to see to the job description, posting of the position and hiring. This will consist of Neil, Patti, Bev and Sharon.

The new ED will work with Melba during May and June to train. Melba will circulate a copy of her job description (you do everything) to the committee.

Round table:

Noted that the next meeting falls on Valentine's day. Melba is to see if we can meet on the following Tuesday the 21<sup>st</sup>.

Patti noted that since the Foundation and the Cancer Society are now neighbours she will find time to slip over and Create a Face Book Page for the Foundation.

Sharon said she would be quite willing to help us with using College facilities for our workshops.

Neil noted that we are through early and anyone who would like to could join him at the old Tim Hortons as he was going for coffee>.

Patti and Matt moved adjournment at approximately 7:45pm