

Cranbrook & District Community Foundation
Board Meeting March 13,2012
Christ Church Anglican Hall

Present: Neil Cook, Harvey Venier, Carol Murray, Corinne Friesen, Lorraine Frocklage, Stan Doehle, Bev Bull, Diana Scott (City appointee), Sharon Richardson, Patti Moore

Regrets: Wayne Eburne, Allan Redding, Matt Rose, Lee-Ann Crane.

Staff: Melba Hanson

Volunteer: Katherine Hough

1. Introductory Remarks 6:31 pm

1.1 Welcome

1.2 Minutes

Motion #1 "That the Minutes of the February 20, 2012 meeting be accepted as circulated."
Venier/Friesen/Carried

1.3 Review and Adoption of Agenda - amended and adopted by consensus.

2. Committee Reports

2.1 Treasurer – Harvey provided a Profit/Loss Statement for 2011, an Interest Allocation Report for 2011 and a Balance Sheet with comparisons between 2010 & 2011 (copies are attached to the minutes at the office)and provided explanations and noted the 2.5% loss on investments in 2011 (not up by 5% as reported earlier). These are the figures that go to the auditors for the final report and that report should be available within a few months.

Motion #2 "That the financial report be accepted as circulated."
Venier/Richardson/Carried.

2.2 Promotions & Fund Development – Corinne noted that Library Board continues to work with the committee and are looking at an agency endowment with the Foundation. The CBT sponsored workshop was very worthwhile despite low turnout. Melba quoted Norma Cameron's slogan "Give us your money, we'll never spend it."

Motion #3 "That the Fund Development and Promotions Committee report be accepted."
Friesen/Moore/Carried.

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 – Patti reported that grant applications have closed and the committee has been constituted to review applications – numbers are up along with monetary requests. Applications are presented first to the Hanemayer’s and then what they do not fund the committee will review; they begin review process in late March. Grants Gala to be held on May 31st

Motion #4 “That the Grants committee report be accepted.” Moore/Venier/Carried.

2.5 Executive Director – (copy attached to minutes in the office) Melba provided updates and commented on the Community Foundation workshops held in Golden, Cranbrook & Nelson

Motion #5: “That the Executive Director’s report be accepted.” Doehle/Friesen/Carried

3. Old Business

3.1 Homeless Shelter – Neil provided update about meeting with provincial government representatives and awaiting response and meeting in Sparwood and with the RDEK.

3.2 JCP – no report from Cherie Clarricoates (JCP manager), project ends March 31st. Katherine provided an update on the Health Literacy workshop held March 1st in conjunction with CBAL, IHA & the EK Hospital Ethics committee. Neil has requested an end of project report from Cherie.

3.3 CBT Subsidy Administration workshop – covered in Executive Director’s report

3.4 Transitional planning process: 3 applications to date for the Executive Director’s position, closing date is March 16th and then interviews will be scheduled. Neil & Harvey will be stepping down with Wayne agreeing to be chair but Board will need a Treasurer.

3.5 Foundation X application – addressed in Executive Director’s report

3.6 Foundation credit card: Melba will have an update for April meeting.

3.7 Community Builder Award: Diana gave an update –history is that it started as the mayor’s award and it’s now a committee of council with members just now being appointed with no call for nominations so it is unclear whether there will be a recipient for the May gala but they remain hopeful.

4. New Business

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

4.2. Community Foundations of Canada annual checklist: must be completed soon. Copy was sent to Board members for review. A completed and signed copy of the checklist is attached to a copy of these minutes at the office.

Motion # 6 “Given that CFC has a mandate (Annual General Meeting, May 2002) to confirm that members meet, or are working to meet the criteria for continuing membership, the Board of Directors of the Cranbrook and District Community Foundation has reviewed, read, and understood the Criteria for continuing Membership in CFC and has completed the

attached Checklist on continuing Criteria for Membership in CFC.”
Murray/Richardson/Carried

Concluding Remarks: Diana pleased that the library is interested in working with the Foundation, Carol gave update on BDO ring toss fundraiser at the Ice’s March 9th hockey game, Patti is suggesting the Foundation hold off on setting up a Facebook page as they are currently in the midst of changes, Melba thanked everyone who attended the BDO ring toss fundraiser and will report revenue at the next meeting, Neil also pleased at how community connections result in partnerships and Foundation growth noting Diana’s involvement with the library board which contributed to the current discussions about endowments.

Motion to adjourn: Murray/Bull
Meeting concluded: 7:40 pm

Next meeting: April 17, 2012 at 6:30pm at Christ Church Anglican Hall