

MEETING NOTES

CRANBROOK AND DISTRICT COMMUNITY FOUNDATION

An informal meeting of the Cranbrook and District Community Foundation was held Tuesday, March 11, 2014 at 5:30 p.m. in the RDEK Board Room.

PRESENT: Director Bev Bull
Director Lorraine Frocklage
Director Carol Murray
Director Lori Stephenson
Director Dave Struthers

ABSENT: President Wayne Eburne
Director Neil Cook
Director Lee-Ann Crane
Director Corinne Friesen
Director Rod McInnes
Director Dana Osiowy
Director Connor Stewart
Councillor Diana J. Scott

IN ATTENDANCE: Riley Wilcox, Executive Director
Laura Haley, Cranbrook Chamber of Commerce

CALL TO ORDER: Director Struthers called the meeting to order at 5:47 p.m.

Due to a lack of quorum and because Ms. Haley was in attendance, Board members agreed to hold an informal meeting to review and discuss some of the items on the agenda not requiring decisions.

CFC FUND DEV.
WORKSHOP

(3) **CORRESPONDENCE**

Community Foundations of Canada is hosting a Caring Communities Fund Development Workshop in Penticton May 22 - 23, 2014. Directors are asked to consider attending particularly if they might be in the Okanagan on those dates. Director Cook has indicated that may be available to attend some of the sessions as he will be in the area on business.

CDC GROUP LEVEL

We have been advised that the Cranbrook and District Community Foundation has been promoted to Group Two with CFC. This is due in part to our outreach with communities in the Elk Valley.

(4) **DELEGATION**

At our invitation, Ms. Laura Haley of the Chamber of Commerce was invited to attend the meeting and provide information on the benefits of becoming a Chamber member.

Ms. Haley outlined the Chamber's mandate and identified benefits. As an example, people considering relocating to Cranbrook might research the Chamber's website and could receive information regarding our Foundation with a link to our own website. Reward cards offered by local businesses would be available to all Board members.

Further, membership could bring greater awareness of our goals and objectives to the broader business community. Annual membership fees are \$176 plus tax.

Following a short question and answer period Director Struthers, on behalf of those present, thanked Ms. Haley for her presentation and advised that a decision on whether to become a Chamber member will be made in the future. Ms. Haley then left the meeting.

(5) COMMITTEE REPORTS

FINANCIAL

Director Bull reviewed the spreadsheet she had prepared regarding “*Growing Our Potential*” for the Board’s information. HRJ, acting on behalf of the Anonymous Donor would like to enter into a three year agreement covering two full time positions for thirty-five hours each effective April 1, 2014 to March 31, 2017.

A full time position for the Executive Director is desirable but discussion and agreement on duties/hours for the Fund Development Officer position need to be addressed and agreed to by the Board. Members are comfortable having Director Cook contact HRJ for clarification prior to submission of the application.

Board members would like assurance that they will be able to afford their share of the funding.

GRANTS

Director Struthers outlined the Grant Committee’s review and selection process upon receipt of the applications. The Committee’s decisions will be presented to the Board at the April meeting.

Pros and cons of the proposed Friday, May 30th date for the Gala were discussed. Riley will contact the Heritage Inn for other suitable dates. A date will be confirmed at the April meeting, if not before.

(6) ADMINISTRATIVE UPDATES

EXECUTIVE
DIRECTOR

Riley Wilcox expanded on her report posted on the website for Board members information.

She was happy to report that the Animal Welfare Fund will be fully funded very soon. The ten thousand dollar mark is nearly met.

The Mark Mahovic in Memoriam Scholarship Fund is nearing endowment status. However, the family would like to grow the fund to \$20,000. Granting will begin in 2015.

Planning for the Skate with Santa fundraiser continues for November 15, 2014.

(7) BUSINESS ARISING

VITAL
SIGNS

A response from Cranbrook City Council regarding the Vital Signs presentation has not been received to date.

As the Cranbrook and District Community Foundation has now been elevated to Level II with CFC, the fees have been increased from \$1,575 to \$2,625.

Riley will contact CFC and advise that our participation was approved by the Board based on the Level I cost of \$1,575. The fee increase for Level II would require further Board approval.

STEP-UP BC

(8) **NEW BUSINESS**

Ms. Ann Veerman responded to Riley's inquiry regarding short and long-term human resources support needs and provided links to best practice reading and resources around Succession Planning, Employee Handbook and Building Strong Resilient Organizations.

(9) **ROUND TABLE**

Director Struthers advised his company has information, material and templates available for Human Resources policies and he is willing to share information.

Director Murray has a problem accessing reports on the website and wondered if others were experiencing difficulty. Riley will work with Carol to try and resolve.

(10) **ADJOURNMENT**

ADJOURN

The informal meeting of March 11, 2014 adjourned at 7:45 p.m.