

Cranbrook & District Community Foundation

Board Meeting May 8, 2012

Christ Church Anglican Hall

Present: Harvey Venier, Wayne Eburne, Carol Murray, Corinne Friesen, Lorraine Frocklage, Diana Scott(City appointee), Patti Moore, Lee-Anne Crane

Regrets: Sharon Richardson, Bev Bull, Allan Redding, Matt Rose

Staff: Melba Hanson

Volunteer: Katherine Hough

1. Introductory Remarks 6:30 pm

1.1 Welcome – Wayne as chair

1.2 Minutes

Motion #1 “That the Minutes of the April17, 2012 meeting be accepted as circulated.” Friesen/Crane/Carried

1.3 Review and Adoption of Agenda .

Motion # 2 “That the Agenda be adopted as circulated.”

Venier/Frocklage/Carried

Sunrise Rotary Presentation: (Allan Davis & Rob Venier): Sunrise Rotary has taken on a new local project to refurbish Engine 4090 known as the Alco Restoration Project. A number of local contractors are already on board to assist in the project. Initial funding is in place (\$5,000 from Downtown Businessmen’s Association & \$20,000 from CKCA) and hope to have it completed by the end of June 2012. Safety issues have been recognised and will be carefully monitored. Need to set up process for donors requiring tax receipts as the Rotary is a non-profit organization but not able to provide the necessary receipts so they need to set up an agency agreement with the Museum of Rail Travel (charity) and the Foundation holds the funds raised and issues receipts. Rotary unsure how much administrative work would be necessary but are prepared to pay an administrative fee for the assistance of the Foundation (they appreciate the assistance of the Foundation and are not

asking for the work done to be free as they are paying their contractors full price). Discussion ensued by Board in absence of members. Noted that the Foundation requires a policy or procedure to deal with these requests in the future along with an option to forgive the fee. Wayne agreed that the governance committee would draft this for the next meeting.

Motion #3 “That the Cranbrook & District Community Foundation agrees to enter into an agreement with the Sunrise Rotary Club and the Museum of Rail Travel for the Alco Restoration Project with an administrative fee to be charged by the Foundation of 3% or \$1,000 which ever is the less.”

Crane/Friesen/Carried

2. Committee Reports

2.1 Treasurer – Harvey provided a profit & loss statement and assets and liabilities statement (Jan-Mar 2012 with comparison with 2011) with discrepancy noted on the latter statement under payroll liabilities. Harvey will investigate the anomaly and report at next meeting. Vancouver Investment Overview handout was reviewed.

Motion #4 “That the financial report for the 3 months ending March 31, 2012 be accepted as circulated.” Venier/Murray/Carried.

2.2 Promotions & Fund Development – Corinne advised that the committee met on April 26th – not well attended but the opportunity for brain-storming session. It was decided that the committee will meet on the last Thursday of each month at 4pm at CDCF office (excepting May as conflicts with Grants Gala). Corrine also reported on the meeting with the Library Board was good and she continues to be optimistic that an endowment fund will be initiated.

Motion #5 “That the Fund Development and Promotions Committee report be accepted .” Friesen/Moore/Carried.

2.3 Governance – Wayne will present the policies and procedures at the next meeting.

2.4 Grants – Patti reminded the Board that the Gala takes place on May 31st and continues to need help and support for this. Membership forms will be made available.

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

2.5 Executive Director – (copy attached to minutes in the office)

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

Eburne/Friesen/Carried

3. Old Business

3.1 Homeless Shelter – still waiting to hear about the mortgage

3.2 CBT Training Initiative: there are funds still available (\$12,000) and Melba’s suggestion is to use it to bring Barbara McMillen in to work with each CF individually and Barbara is agreeable – there are 11 in the Basin.

Motion #6: “That the CDCF use the remaining \$12,000 in the CBT Collaborative Training Fund to engage Barbara McMillen in individual training sessions with the 11 Community Foundations in the Basin.”

Frocklage/Friesen/Carried.

3.3 Hiring Process Update: nothing has been received from either Neil or Bev about whether a job offer has been made, Wayne will follow up as Melba retires on June 12th

3.4 Abbotsford CFC Meeting (May 25/26): unsure whether anyone will attend as Board is unaware whether we have a new Executive Director (there is a special meeting for new Executive Directors and it was decided that it was ideal for the Executive Director attend). Option for other Board members to attend to ensure

3.5 AGM: June 12, 2012 – current chair and treasurer are stepping down as well Stan Doehle has resigned but there are two ready to join the Board. Melba and Harvey will remain as volunteer advisors. Wayne will request Neil to provide a nomination slate for the AGM.

3.6 Sunrise Rotary Club: Engine Refurbishment Project (see notes above)

4. New Business

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

Concluding Remarks: Carol is looking forward to the Gala, Diana disappointed that no applications have been received by City Council for the Community Builder award so nothing will be ready by the Grants Gala, Lee-Anne really appreciated the amount of information she received at the Funds committee

meeting, Melba noted that in order to maintain gender balance on the Board more male recruits are needed.

Motion to adjourn: Frocklage/Moore

Meeting concluded: 8:30 pm

Next meeting: AGM: June 12, 2012 at 6:30pm at Christ Church Anglican Hall