

## MINUTES

### CRANBROOK AND DISTRICT COMMUNITY FOUNDATION

The Regular Meeting of the Cranbrook and District Community Foundation was held Tuesday, May 13, 2014 at 5:30 p.m. in the RDEK Board Room.

PRESENT: President Wayne Eburne  
Director Bev Bull  
Director Lee-Ann Crane  
Director Lorraine Frocklage  
Director Carol Murray  
Director Lori Stephenson  
Director Connor Stewart  
Director Dave Struthers

ABSENT: Director Neil Cook  
Director Corinne Friesen  
Director Dana Osiowy

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

CALL TO ORDER: President Eburne called the meeting to order at 5:31 p.m.

AGENDA  
MAY 13, 2014

(1) **ADOPTION OF AGENDA**

Moved by Director Struthers and seconded

**THAT the Agenda for the May 13, 2014 Regular Monthly Meeting with two additional items under Correspondence be adopted.**

Carried Unanimously.

REG. MEETING  
APR. 8, 2014

(2) **ADOPTION OF MINUTES**

Moved by Director Stephenson and seconded

**THAT the Minutes of the April 8, 2014 Regular Monthly Meeting be adopted.**

Carried Unanimously.

CITY OF CBK.  
INVITATION

(3) **CORRESPONDENCE**

Mayor Stetski invited Board members to attend a workshop May 24, 2014 to discuss opportunities for service clubs/organizations to discuss and/or outline potential opportunities for the City of Cranbrook.

Executive Director will attend and Board members are encouraged to attend also.

INTEREST RATE  
CREDIT UNION

East Kootenay Community Credit Union advised in their letter dated May 8, 2014 that the special interest rate agreement on our General and Project accounts at the rate of 2.50% expired January 31, 2014 and that the rate will be honoured until May 31, 2014. They are offering an interest rate of 1.55% commencing June 1, 2014 until May 31, 2016.

President Eburne will arrange to meet with Tomoe Surtees, Senior Account Officer.

(4) **DELEGATION**

Nil

(5) **COMMITTEE REPORTS**

FINANCIAL

Director Bull submitted the October 1 to December 31, 2013 Cheque Register.

Moved by Director Bull and seconded

**THAT the October 1 to December 31, 2013 disbursements as outlined on the CDCF Cheque Register in the amount of \$35,449.14 be approved.**

Carried Unanimously.

Director Bull provided copies of the Statement of Financial Activities to December 31, 2013 and the Statement of Financial Position to December 31, 2013 for the Boards information.

2014 BUDGET

Director Bull presented the proposed 2014 Operating Budget for review. Included in the proposed 2014 Budget is the Endowment Fund goal of \$100,000 in relation to the objectives of the Fund Developer.

Moved by Director Bull and seconded

**THAT the Cranbrook and District Community Foundation operating budget for the 2014 fiscal period be approved as presented.**

Carried Unanimously.

EXECUTIVE

President Eburne reported that he and Executive Director Wilcox attended the Regional District of East Kootenay Directors' meeting May 2, 2014 and provided them information on the Cranbrook and District Community Foundation. A short question/answer period followed their presentation.

President Eburne thanked the Regional District for providing the use of their Board Room for the Foundation's monthly meetings.

The Executive Committee met several times to review the HRJ funding application. President Eburne advised that discussions are ongoing.

Community Foundation of Canada is encouraging our Foundation in the support of the development and administration of Community Funds in the Elk Valley. They suggest elected officials be contacted first, next interested members of the community and to follow up with mining executives. They are offering substantial dollars in the form of matching grants to further the goal of viable community foundations.

President Eburne advised that Executive Director Wilcox will attend the BC Regional Community Foundations Session to be held in Penticton May 22 and 23, 2014. An opportunity to meet with the Anonymous Donor's representative is available following the conclusion of the Session.

GRANTS

Director Struthers reported that grants totaling \$36,170.11 will be presented at the 2014 Gala which will be held May 27, 2014 in the ballroom of the Heritage Inn.

Councillor Scott advised that the City of Cranbrook has selected the Sam Steele Society as the recipient of the Community Builder award to be presented at the Gala.

Moved by Director Struthers and seconded

**THAT the 2014 grants totaling \$4,000 be presented to:**

<b>East Kootenay Party Program</b>	<b>\$ 500.00</b>
<b>Kootenay Christian Fellowship</b>	<b>\$ 2,000.00</b>
<b>Community Connections Society</b>	<b>\$ 1,500.00</b>

Carried Unanimously.

PROMOTIONS AND  
FUND DEVELOP.

Fund Development Committee Notes of April 23, 2014 were circulated to Board Members.

Friends of Children Board members have expressed interest in further development of their fund. Director Crane reminded the Board that the Regional District of East Kootenay may be receptive to funding requests involving children.

NOMINATING  
COMMITTEE

Director Cook advised President Eburne that he continues to work toward filling the three vacancies currently on the Board and hopes to have people in place by the Annual General Meeting in June.

EXECUTIVE  
DIRECTOR

**(6) ADMINISTRATIVE UPDATES**

Executive Director Wilcox presented her monthly report for April and advised that she and Director Bull continue to work with the Anonymous Donor on the funding application for a three year term retroactive to April 1, 2014.

President Eburne advised that the Anonymous Donor is pleased with the high level of activity and awareness there is in the community.

TERMS OF REF.  
FINANCE COMM.

**(7) BUSINESS ARISING**

Director Crane presented the Finance Committee Terms of Reference for the Board's approval.

Moved by Director Crane and seconded

**THAT the Finance Committee Terms of Reference be approved.**

Carried Unanimously.

CHAMBER  
INTRODUCTION

Board members of the Cranbrook and District Community Foundation will be introduced at the May lunch meeting of the Cranbrook Chamber of Commerce May 21, 2014 at the St. Eugene Resort. Board members are encouraged to attend and can advise the Executive Director who will reserve with the Chamber.

**(8) NEW BUSINESS**

MEMBERSHIP

To increase our membership, Board members agreed to provide forms at the Gala. The annual membership fee is \$10. Builder or Sustaining membership is available for \$50. Information regarding opportunity funds and on-line membership will be provided on the back of the form.

ADMIN. FEES

Director Bull advised that the Anonymous Donor is suggesting that the Cranbrook and District Community Foundation consider raising the administration fee from .75% to 1.5%.

A survey of Group II administration fees levied by other Community Foundations was provided for information.

Board members deferred the topic to the June meeting but agreed that administrative fees should be reviewed on an annual basis.

Director Crane hopes to provide a draft policy for review and/or possible adoption.

GALA

Executive Director Wilcox requested assistance with the decorating for the Gala.

ANNUAL MEETING

The Annual General Meeting will be held June 17<sup>th</sup> at 5:30 p.m. in the Regional District Board Room. The June regular monthly meeting will follow at 6:15 p.m. with a social hour to follow at Heid Out.

**(9) ROUND TABLE**

President Eburne thanked Director Struthers for his generous donation of \$250 toward the cost of the Gala.

Director Struthers advised he is a member of a Chamber of Commerce directed committee concerned with the upcoming doctor shortage in the City of Cranbrook and invited interested Board members to join him.

**(10) ADJOURNMENT**

ADJOURN

Moved by Director Crane

**THAT the Regular Meeting of May 13, 2014 be adjourned at 7:30 p.m.**

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President

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Secretary