**MINUTES**

**CRANBROOK AND DISTRICT COMMUNITY FOUNDATION**

The Regular Meeting of the Cranbrook and District Community Foundation was held Tuesday, November 12, 2013 at 5:30 p.m. in the RDEK Board Room.

PRESENT: Chair Wayne Eburne

Director Bev Bull

Director Lee-Ann Crane

Director Corinne Friesen

Director Lorraine Frocklage

Director Carol Murray

Director Connor Stewart

Director Dave Struthers

ABSENT: Director Neil Cook

Director Rod McInnes

Director Sharon Richardson

Councillor Diana J. Scott

IN ATTENDANCE: Melba Hanson, Advisor

Theresa Bartraw, Executive Director

Riley Wilcox, Fund Development Coordinator

Maddie Wallace, Youth Programs Coordinator

CALL TO ORDER: Chair Eburne called the meeting to order at 5:30 p.m. He advised Board members that Ms. Sharon Richardson has resigned due to health difficulties effective immediately.

Chair Eburne welcomed former Director Connor Stewart back to the Board of Directors after a leave of absence.

1. **ADOPTION OF AGENDA**

REG. MEETING

OCT. 8, 2013 Moved by Director Murray and seconded

**THAT the Agenda for the November 12, 2013 Regular Monthly Meeting be adopted.**

Carried Unanimously.

**(2) ADOPTION OF MINUTES**

REG. MEETING

OCT. 8, 2013 Moved by Director Friesen and seconded

**THAT the Minutes of the October 8, 2013 Regular Monthly Meeting be adopted as amended.**

Carried Unanimously.

**(3) DELEGATION**

Nil

GOVERNANCE Director Crane recommended a Policy Review be conducted every three years.

Director Crane circulated draft copies of the Standing Committee Establishment Policy and Nominating Committee – Terms of Reference for discussion and review. She expects to bring them to the next meeting for formal approval and adoption.

FINANCE A Financial Report was not presented. Director McInnes has advised the Chair that as he plans to be absent from the City a substantial amount of time, he is resigning the position of Treasurer. However, he has indicated his willingness to become an advisor to the Finance Committee which will be formed in the near future.

Chair Eburne reported that Director Bull has agreed to accept the position of Treasurer at least until the Annual Meeting. Bev’s goal is to provide Financial Statements more frequently and will be training staff in this regard. She further advised that additional software will likely be required.

GRANTS Director Struthers advised he had emailed the 2013 Grant Committee members. Six members have indicated their willingness to remain for the 2014 granting process. Ms. Cathy Stevely advised that she is not presently available but that she would like to rejoin the Committee in the future. The Committee’s current terms of reference allow up to nine members.

James Letcher will be invited to join the Grant Committee and Riley Wilcox will arrange to introduce Mr. Letcher to Director Struthers.

PROMOTIONS AND

FUND DEVELOP. Director Friesen reported that the newspaper articles and radio spots were going well.

Preliminary planning for “Stand-up for Charity tentatively scheduled for March 8, 2014 is underway.

Director Friesen congratulated Riley for coordinating the Minerals South Conference held earlier in the month. A considerable amount of time was spent organizing this conference.

Riley attended a Fund Raising Workshop with Ms. Lorna Visser, Strategy Facilitator who, as part of the workshop cost, will provide a one hour session either in person or via Skype with any or all Board Members. Riley will coordinate a date and time.

**(5) ADMINISTRATIVE UPDATES**

EXECUTIVE

DIRECTOR Theresa Bartraw advised that she has spent a lot of time familiarizing Maddie Wallace our newly hired Youth in Philanthropy Coordinator with the Foundation’s goals and objectives.

Theresa attended the Sparwood City Council meeting of October 28, 2013 and was well received. Sparwood currently has a Society in place.

ANONYMOUS

DONOR Foundation “X” (Anonymous Donor) would like to be informed of social programs and activities that we become aware of and would like our Foundation to communicate to them projects we would like to see funded. Further, they would like us to advise them of the needs of the social and non-profit sectors. They are concerned with the lack of progress regarding the Homeless Shelter.

Mr. “X” was surprised that the Executive Director position is not full time Theresa will look into the possibility of amending the hours in our contract.

Chair Eburne is confident that the Anonymous Donor is prepared to support our dependency until we reach our goal of sustainability which is approximately $5,000,000.

STUDENT/YOUTH

POSITION Chair Eburne welcomed and introduced Ms. Maddie Wallace to Board members. Maddie advised that she is currently updating the Foundation’s website and Facebook page as well as working on the office binders. Development of a Philanthropy Survey is also underway.

FUND DEVELOP.

COORDINATOR Riley Wilcox reported that the East Kootenay Chamber of Mines was very happy with our efforts and have invited us back in 2015. Although time consuming and labour intensive, this is a worthwhile fundraiser and does not interfere with other charitable organizations’ fund raising projects. Riley thanked Board members for volunteering their services with the registration desk and trade show.

On October 15, 2013 Riley made a presentation to the City of Fernie’s Committee of the Whole and was well received.

**(6) BUSINESS ARISING**

STRATEGIC

PLAN Chair Eburne reviewed the Strategic Plan. With approximately forty long term/short term items identified, he suggested that we need to start at the beginning and work to the end continuing to review our priorities. The Executive Director will provide a matrix for the next meeting.

Moved by Director Friesen and seconded

**THAT the Strategic Plan be accepted.**

Carried Unanimously.

**(7) NEW BUSINESS**

HOMELESS

SHELTER Executive Director Bartraw attended a meeting facilitated by Columbia Basin Trust. Approximately twenty-five participants were in attendance.

The homeless shelter and other housing related issues were discussed. Although political interest is escalating nothing positive is expected until April when the Legislative Assembly is scheduled to convene. A well thought out effort to apply pressure is required and the Coalition will continue meeting.

DONOR

RELATIONS Maintaining a relationships with our donors (strong in some cases and non-existent with others) was discussed. Communication, building future contacts and keeping in touch with current donors is important.

SENIORS’

FUND Executive Director Bartraw has been discussing with the Vancouver Foundation the possibility of removing Senior’s funds from the General Fund and establishing a separate fund to allow greater administrative efficiency. Terms specific to benefiting seniors in the community could be implemented. Theresa will provide additional information.

**(8)** **ROUND TABLE**

SERVICE

RECOGNITION Chair Eburne would like recognition made of Board members that have completed their term or resigned.

Director Stewart suggested that framed certificates could be presented, Director Bull suggested that presentations could be made at the Gala, and Director Struthers suggested that recognition should be included in the Foundation’s newsletter.

END OF YEAR

GET TOGETHER Chair Eburne suggested that members consider a winter get together (possibly a pot-luck). Members decided that early New Year would be best. Riley and Theresa will plan with Director Murray who has offered her home.

PROGRESS Melba Hanson reported that she is pleased with the direction and progress the Foundation has made and continues to make.

**(9) ADJOURNMENT**

ADJOURN Moved by Director Stewart

**THAT the Regular Meeting of November 12, 2013 be adjourned at 7:57 p.m.**

Chair

Secretary