

Cranbrook & District Community Foundation

Board Meeting October 9, 2012

Regional District of East Kootenay Office

Present: Wayne Eburne, Carol Murray, Lee-Anne Crane, Lorraine Frocklage, Sharon Richardson, Matt Rose

Regrets: Bev Bull, Corinne Friesen, Patti Moore, Rod McInnes, Dave Struthers, Neil Cook, Diana Scott (City appointee)

Staff: Melba Hanson, Theresa Bartraw

Volunteer: Katherine Hough

Guest: Rob Venier

1. Introductory Remarks 6:30 pm

1.1 Welcome – Wayne welcomed Board members and thanked Lee-Anne for arranging our meeting space at the RDEK for the coming year. Wayne introduced Theresa Bartraw as the Foundation's new Executive Director. Wayne also welcomed Rob Venier who will be presenting on trading accounts.

1.2 Minutes

Motion #1 "That the Minutes of the September 12, 2012 meeting be accepted as circulated." Murray/Richardson/Carried

1.3 Review and Adoption of Agenda by consensus.

Trading Account Presentation (Rob Venier): Rob needs only one more signature from Board members then the documents will be sent to the appropriate parties for the transfer from the donor of mutual funds to the Foundation which will then be sold and the monies deposited to the Foundation's Credit Union account. The trading account will remain open in case of any future gifts of stocks, bonds or mutual funds. There will be a commission fee charged for stocks or bonds but not mutual funds if there is no redemption fee or charge on these funds. Rob is willing to speak with interested parties about donating securities to the Foundation.

2. Committee Reports

2.1 Treasurer – Rod (no report)

2.2 Promotions & Fund Development – Corinne (no report)

2.3 Governance – Wayne, binders distributed last month, asked for feedback. It was noted that there some inconsistencies and formatting problems which were all referred to Theresa otherwise the comments were positive. Lee-Anne offered to chair this committee – accepted and appointed.

2.4 Grants – Patti (no report - she is away on her honeymoon)

2.5 Executive Director – (copy attached to minutes in the office). Discussion about Kim Bater’s presentation (sponsored by CBT) on Oct 23rd – currently only a few registered so it’s in danger of being cancelled. Committee members and financial advisors will be invited to attend as well. Wayne has been invited to attend an in camera meeting with City Council in November about the homeless shelter.

Motion #2: “That the Executive Director’s report be accepted.”

Crane/Rose/Carried

3. Old Business

3.1 Rotary Club – still painting and we are still holding funds for them but not raising funds. This item will remain on the agenda until the matter is closed.

3.2 CBT Training Initiative: see 2.5 above and Executive Director’s report.

3.3 Welcoming Community Initiatives – Melba wrote a support letter for CBAL’s application. Foundation would be responsible for hosting community round tables and promoting Cranbrook as a welcoming community for immigrants

3.4 LOI grant application for Fund Developer: information has just been posted on the website so the new Executive Director will take this over.

3.5 Trading Account: see above

3.6 Policies and Procedures Manual: each committee is asked to review the policies concerning their areas and report back.

4. New Business

4.1 Correspondence – the list was distributed and a copy is attached to the minutes in the office. An email letter from Community Foundations Canada

was read by Melba: Barb McMillan will be focusing on other CFC initiatives and so the regional support management portfolio moves to Jane Humphreys and Cindy Lindsay. Wayne is to write a letter of thanks to Barb for her many years of support. Letter of thanks also will be sent to Christ Church Anglican for allowing the Foundation to meet, rent-free, for the past decade.

4.2 Office (keys and security): Melba reported that keys have been provided to CBAL so a list is to be kept as to who within CBAL has keys. Alarm has gone off immediately on opening the door for both Melba and CBAL and at one point police attended when Melba's call to the alarm company was not accepted. Melba is seeking to have JSL fix the problem.

Concluding Remarks: Matt, Sharon, Lee-Anne all expressed happy thoughts that Theresa has been hired and Carol asked about the Foundation holding regular office hours in the future. Theresa is pleased to be part of the Foundation and looking forward to working with the Board.

Motion to adjourn: Richardson\Rose

Meeting concluded: 7:25 pm

Next meeting: AGM: November 13, 2012 at 6:30pm at the RDEK office.