**MINUTES**

**CRANBROOK AND DISTRICT COMMUNITY FOUNDATION**

The Regular Meeting of the Cranbrook and District Community Foundation was held Tuesday, October 8, 2013 at 5:30 p.m. in the RDEK Board Room.

PRESENT: Vice Chair Sharon Richardson

 Director Bev Bull

 Director Lee-Ann Crane

 Director Corinne Friesen

 Director Lorraine Frocklage

 Director Dave Struthers

ABSENT: Director Neil Cook

 Chair Wayne Eburne

 Director Rod McInnes

 Director Carol Murray

IN ATTENDANCE: Councillor Diana J. Scott

 Theresa Bartraw, Executive Director

 Riley Wilcox, Fund Development Coordinator

CALL TO ORDER: Vice Chair Richardson called the meeting to order at 5:30 p.m.

1. **ADOPTION OF AGENDA**

REG. MEETING

OCT. 8, 2013 Moved by Director Crane and seconded

**THAT the Agenda for the October 8, 2013 Regular Monthly Meeting be adopted.**

Carried Unanimously.

 **(2) ADOPTION OF MINUTES**

REG. MEETING

SEPT. 10, 2013 Moved by Director Struthers and seconded

 **THAT the Minutes of the September 10, 2013 Regular Monthly Meeting be adopted as amended.**

 Carried Unanimously.

 **(3) DELEGATION**

 Nil

 **(4) COMMITTEE REPORTS**

FINANCIAL In the absence of Director McInnes, the Executive Director inquired as to the Board’s preference in receiving financial information i.e., how often, level of detail etc. Director Bull suggested that as the Board is showing a deficit, receiving detailed financial information on a monthly basis is important.

Director Struthers circulated copies of the Financial Budget Forecast and the YTD Forecast vs. Actual statements as at September 30, 2013 that he had printed in a larger format for the Board’s reference.

GOVERNANCE Director Crane is reviewing the Policy Manual (Board of Directors Manual) and will be bringing policies forward for review prior to the Annual Meeting.

GRANTS The Grants Committee consists of five Foundation Board members and three Community Members at Large. The position of Committee Chair is vacant and Executive Director Bartraw advised Board members that a Committee Chair needs to be in place by December.

 Fund Development Coordinator Wilcox advised that Mr. James Letcher has expressed interest in joining the Grants Committee as a Community Member at Large.

 Grant information for the first decade was presented to the Board for information. The Opportunity Fund list will be presented quarterly.

PROMOTIONS/

FUND DEVELOP. Director Friesen reported that the Promotions and Fund Development Committee was very active during the summer and that the Fund Development Coordinator was actively working with local media promoting the Foundation and its goal to raise awareness in the community.

 Director Friesen thanked Director Struthers for his company’s sponsorship of the Foundation at a forthcoming Chamber of Commerce monthly lunch meeting. Fund Development Coordinator Wilcox will address the Chamber on the Board’s behalf. Hopefully, Chair Eburne will be in attendance as well.

 Director Friesen also reported that in conversation with Ms. Ursula Brigl, Chief Librarian at the Cranbrook Library they continue to be interested and are preparing to do an information/business blitz to raise funds for their endowment.

 Mr. Rob Venier, Investment Broker, is now with Nesbitt Burns and is prepared to offer coordination of transfers from other private investors and investment companies. He would like to become a member of the Promotions and Fund Development Committee.

 **(5) ADMINISTRATIVE UPDATES**

FUND DEVEL.

COORDINATOR Riley Wilcox outlined her activities regarding the public awareness campaign which included working with the Drive and the Bee on radio ads and Ms. Karen Johnston, Publisher of both the Townsman and Kootenay Advertiser. Inserts are sponsored by Black Press, Townsman and Kootenay Advertiser and will appear in both publications.

 Riley is actively involved with both the Prestige Inn and the East Kootenay Chamber of Mines planning for their upcoming Minerals South Conference being held November 4th to 7th.

Riley reported that she will be addressing Fernie City Council October15th and Sparwood City Council October 28th. Elkford City Council is not interested at this time. The Board’s goal is to provide information to respective Council’s in the Elk Valley.

 Councillor Scott suggested that Riley contact City of Cranbrook staff and request to appear as a Delegation at a Cranbrook City Council meeting to introduce herself and provide information regarding Philanthropy Week/Day and, also, outline the Foundation’s future plans, fund development, current activities and granting/gala information.

EXECUTIVE

DIRECTOR Theresa Bartraw advised that she is currently completing the Strategic Planning Summary. She reported that she was pleased with the turnout for the Open House held September 27th. She was actively involved in the screening/interviewing process and the hiring/orientation for the Youth in Philanthropy position.

 Staff from the Anonymous Donor will be visiting the week of October 28th. They are interested in the planning/progress of the Homeless Shelter. Theresa advised that she would like to address issues surrounding the longevity of our administrative grant with them during their visit.

 Theresa continues to work on fine turning monthly Board packages.

 **(6) CORRESPONDENCE**

SURREY CARES

SURVEY Karen Roberts, Surrey Cares (formerly Surrey Foundation), emailed advising that they are conducting a province wide survey to provide information that will be shared with provincial community foundations.

 The survey includes: name of foundation, start date, population served, current value of endowment funds, grant amounts, distribution and administration fees, number of staff, their function, how their FTE breaks down and whether we have a working board.

 **(7) BUSINESS ARISING**

STRATEGIC

PLANNING Vice Chair Richardson thanked Theresa and Riley for planning and implementing the Strategic Planning Workshop.

GRANTS COMM.

CHAIR Director Struthers agreed to Chair the Grant Committee and will begin to review the process for 2014. Committee and Staff will plan the Gala.

 Moved by Lee-Ann Crane and seconded

 **THAT Councillor Struthers be nominated to Chair the Grants Committee.**

Carried Unanimously.

 **(8) NEW BUSINESS**

PROJECT

UPDATES Cranbrook Community Foundation is currently holding funds for Key City Gymnastics—Building Healthy Futures Funds totaling $16,113.76.

 Funds are now in place for Sunrise Rotary’s Paint the Train Project.

HOMELESS

SHELTER Progress regarding the Homeless Shelter is slow. To date, BC Housing has no plans for implementation. Board members expressed their concern regarding the lack of progress.

Minister of Social Development, Don McRae and Bill Bennett, Kootenay East MLA will present funds to keep the shelter open every night from November 1st to March 31st to the Salvation Army October 11, 2013.

Political support with respect to MLA’s Bill Bennett, Kootenay East and Columbia River/Revelstoke, Norm MacDonald was discussed since the shelter will serve the needs of persons residing or passing through the whole East Kootenay area.

 Councillor Crane reminded Board members that Regional District of East Kootenay Directors are very supportive of the project and should be kept informed and included in discussions regarding the shelter.

A meeting facilitated by Columbia Basin Trust regarding Homelessness and Community Projects is scheduled for October 30th from 1:00 – 3:30 p.m. in the Manual Training School Meeting and Conference Centre. Board members are welcome to attend.

NOMINATING

COMMITTEE The policy and procedure for the Nominating Committee was approved at the January 13, 2004 Board Meeting. It will be included in the Policy and Procedures Manual review and submitted for Board approval in early 2014 prior to the Annual Meeting.

HUMAN RESOURCES

COMMITTEE Currently, there is no Human Resources Committee. Board members discussed the need for both a Committee and a Policy.

A policy could be used as a reference in the hiring process and should establish job descriptions and staff evaluations. The policy should, also, outline the roles and responsibilities of Staff versus Board members.

STUDENT/YOUTH

POSITION Executive Director Bartraw advised that Ms. Maddie Wallace has been hired and began work October 7th. Ms. Wallace is a first year full time student at the College of the Rockies. She has demonstrated a strong commitment to our community and is an active volunteer.

 Employment will continue until May 12, 2014 and duties will include administrative tasks and work on the website to enable it to become more user friendly.

Board members look forward to meeting Ms. Wallace at a future Board Meeting.

 **(9)** **ROUND TABLE**

 Director Struthers commented on the interesting Strategic Planning Workshop and the great things underway.

 Councillor Scott looks forward to the Strategic Planning Summary and is excited about the good work being done.

 Director Friesen commented that staff are doing a great job and that growth continues.

 Director Crane is looking forward to the Strategic Planning Summary and reminded Board members to keep our outlying district in the forefront. The Regional District could include Foundation information (space allowing) in their newsletters.

 **(10) ADJOURNMENT**

ADJOURN The Regular Meeting of October 8, 2013 adjourned at 7:35 p.m.

 Chair

 Secretary