

Minutes of the  
Cranbrook & District Community Foundation  
Board Meeting Wednesday September 12, 2012  
Christ Church Anglican Hall: 6:39pm

1. Introductory Remarks, Wayne welcomes Rod McInnes

1.1 Welcome – Wayne as chair

1.2 Adoption of Minutes general meeting of May 2012

**Motion “That the minutes of the Board meeting of May 8<sup>th</sup> 2012 be adopted”  
Moved by Matt Rose and seconded by Corinne Friesen. Motion Carried.**

The AGM Minutes of June 12<sup>th</sup> were reviewed. These will be passed at the next AGM but Melba wanted to be assured they were correct as written before they are taken to the Credit Union to have signing authorities changed. The consensus was that they are correct.

1.3 Adoption of Agenda

**Motion “ that the Agenda for this meeting be adopted as presented”; Moved by Corinne Friesen and seconded by Carol Murray. Carried**

2. Committee Reports

2.1 Treasurer – Rod. This is Rod’s first meeting and there is no report. He indicated he and Harvey Venier will get together to transfer information. He has installed the new version of Quick Books.

2.2 Promotions & Fund Development – Corinne presented a written report which is attached to the minutes in the office. She highlighted the establishment of the Niedermayer Family Fund. She also confirmed the members of the Fund Development Committee as herself, Melba, Lorraine, Neil, Katherine, Matt and Wayne ( the Chair is an ex officio member of all committees).

**Motion “ That the written report presented be accepted”. Moved by Corinne Friesen and seconded by Matt. Carried**

2.3 Governance – There is at present no chair of this committee and Wayne is actively seeking one.

2.4 Grants – Patti Moore was not present and there was no report.

2.5 Executive Director Melba. A written report was presented and she asked if there were any questions .

**Motion , “that the Executive Director’s report be accepted as presented.” Move by Wayne and seconded by Corinne Friesen. Carried**

3. Old Business

3.1 Rotary Club, Paint the Train: Melba reported that only \$550 has been received and we have written 2 charitable receipts.

3.2 CBT Training Initiative Week of Oct 15<sup>th</sup>. The presentation in Cranbrook (intended for Cranbrook, Kimberley and Creston) will be Tuesday October 23<sup>rd</sup> at the Heritage Inn from 10 am to 4 pm. Kim Bater, who is a founding member of the Banff Community Foundation and an instructor with the Banff Leadership Centre will be facilitating. We can accommodate 15 registrants. Any one attending is asked to register by October 18<sup>th</sup>.

3.3 Hiring Process Update, New Posting Sept 15 deadline. So far we have 8 resumes. Melba commented that some good candidates have come forward.

3.4 Welcoming Community Initiatives, The board had passed a motion that we express our interest in being involved in this and our partnership has been approved by the BC Government. Melba asked for a motion to be an active partner, pointing out that there is no financial commitment required on our part. We would organize round tables of all stakeholder and write a needs assessment . She has contacted the Kimberley Foundation and made them aware of our intention to cover both communities. Kimberley (Terry Oscarson) indicated they would like to be a participant in the round tables we organize. CBAL will write the grant application and it may be early 2013 before it starts.

**Motion; “ That we confirm that we will be active partner in the Welcoming Communities initiative.” Moved by Lorraine Frocklage and seconded by Sharon Richardson. Motion carried.**

3.5 LOI, Grant application for Fund Developer. Melba reported that she authored a letter of intent and sent it to Foundation X and our program office , Ms Anonymous will be putting this forward for recommendation in October. She asked that we redo some of the financials, with heavier expenses in 2013 and tapering off in 2014. Melba will attend to this.

3.6 Trading Account, need info, Melba gathered all information from those present and took the photos of driver’s licenses that were required. Still outstanding are Neil Cook , Patti Moore and Bev Bull who were not at this meeting.

#### 4. New Business

4.1 Correspondence – list circulated, copy attached to minutes in the office. Nothing arising’

4.2 Confirming all Committees and members  
Wayne reviewed the various committees and their membership. Patti was not present to speak to the Grant making committee and if she is willing to continue in this capacity.

Wayne is seeking a chair for the governance committee and Rod said a committee of one for the treasurer is not unusual. Promotions and marketing was part of fund development and this needs to be redefined if it is to be a separate entity.

4.3 New Policies and Procedures Manuals, Wayne gave all Board members present the new manuals and asked to read through and be prepared to vote on the adoption of the manuals.

4.4 New meeting date or place, offer of RDEK board room  
The church has asked us to meet on Wednesdays and a show of hands indicated that the majority felt there is no problems switching.

**NOTE: Since this writing Wayne realized he has a conflict on Wednesdays and we are looking to go back to meeting Tuesdays and accepting Lee -Ann Cranes offer of the use of the RDEK Board room. The next meeting will be TUESDAY OCT. 9th at 6:30 at the RDEK.**

4.5 Change of official signers  
Melba asked the Executive, Wayne, Matt, Lorraine and Rod to go to the Credit Union Commercial office and ask for Cindy who will assist in getting the signing authority changed.

4.6

4.7

Round table:

Lorraine Frocklage paid her membership fee.

It was noted that the CBT has relocated its offices , they are in the same building ( Sun Life Building, next to the clock tower) as before but have taken over a larger space upstairs and have a much larger board room which can be made available to community groups during the day.

Wayne asked Board members to consider what the Foundation should accomplish in the next year. A suggestion was made that we revisit the Strategic plan we did a few years back.

Matt commented that it will be a great accomplishment to have a new executive director and also have a person dedicated to fund development.

Sharon stated that with new energies from a fund development officer she feels we will be moving forward.

Wayne commented that the funds from the Niedermayers may grow each year if they make an annual donation from the hockey school.

Corinne said that she was pleased that the Niedermayer family Fund came together and she holds out hope for our work with the public library.

Dave wants to attend the session on October 23<sup>rd</sup> with Kim Bater.

Carol expressed excitement that we would have a new Ed and with social media we will reach out to the community even more.

Dianna was of the opinion that we should keep our goals short and sweet , having a new ED and possibly a Fund Development officer, this will be enough of a challenge for the next year.