

MINUTES

CRANBROOK AND DISTRICT COMMUNITY FOUNDATION

The Regular Meeting of the Cranbrook and District Community Foundation was held Tuesday, September 10, 2014 at 5:30 p.m. in the RDEK Board Room.

PRESENT: Chair Wayne Eburne
Director Bev Bull
Director Lorraine Frocklage
Director Rod McInnes
Director Carol Murray
Director Sharon Richardson
Director Dave Struthers

ABSENT: Director Neil Cook
Director Lee Ann Crane
Director Corinne Friesen

IN ATTENDANCE: Theresa Bartraw, Executive Director
Riley Wilcox, Fund Development Coordinator

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

REG. MEETING
SEPT. 10, 2013 (1) **ADOPTION OF AGENDA**
Moved by Director Struthers and seconded
THAT the Agenda for the September 10, 2013 Regular Monthly Meeting be adopted.
Carried Unanimously.

REG. MEETING
MAY 21, 2013 (2) **ADOPTION OF MINUTES**
Moved by Director Murray and seconded
THAT the Minutes of the May 21, 2013 Regular Monthly Meeting be
Carried Unanimously.

(3) **DELEGATION**
Nil

FINANCIAL (4) **COMMITTEE REPORTS**
Director McInnes circulated copies of a seventeen month Financial Budget Forecast from September, 2013 to December, 2014 for the Board's information and discussion.
Details of the Project and General Accounts were also presented. Endowment Fund details will be presented at a future meeting.
Moved by Director McInnes and seconded
THAT the Financial Report be accepted.
Carried Unanimously.

PROMOTIONS AND
FUND DEVELOP.

In Director Friesen's absence, Riley advised that the next Fund Development Meeting will be held September 25th at 7:00 p.m. at the Foundation office.

GOVERNANCE

Nil

GRANTS

This Committee needs a Chair due to a vacancy.

EXECUTIVE
DIRECTOR

(5) ADMINISTRATIVE UPDATES

Activity during the summer involved: hiring and orientation of Development Coordinator; application for and success with Columbia Basin Trust's SchoolWorks Grant Program and, further, development of the job posting and job description; attending meetings and information sessions with community organizations working with young people; meeting with individuals interested in board membership; continued discussions and correspondence with the Anonymous Donor.

An eighteen month Operational Budget was prepared and reconciliation of both CDCF accounts completed. Work also continued on the website.

Planning for the September Strategic Planning event and securing a facilitator was undertaken.

Other activity included attending Housing Committee meetings with Director Cook and securing and arranging the office move for September 1st.

FUND DEVELOP.
COORDINATOR

Riley Wilcox began employment with the Foundation at the end of June. During the summer she has been coordinating an ad campaign with the Townsman to begin Thursday, September 19th. She also reported that she has been working with the "B" and "The Drive" on an awareness campaign that will air shortly.

Friday, November 15th is National Philanthropy Day and a request will be made to City Council for a Proclamation.

Also, to highlight National Philanthropy Day and to bring attention to the Cranbrook and District Community Foundation, Riley will work closely with the Townsman preparing an insert in the paper that will feature the various philanthropic activities and highlight the Foundation's goal of increasing our Endowment and Opportunity funds. To date, Melba Hansen has written four articles for inclusion in the insert.

A suggestion was made that donors as well as grant recipients be profiled as well.

E.K. CHAMBER
OF MINES

Riley contacted the East Kootenay Chamber of Mines/ Southern Mining Association to introduce herself and the Cranbrook and District Community Foundation. During the conversation, she was advised that the Mining Association will be hosting a Mining Conference in Cranbrook November 5, 6 and 7, 2013 and would welcome Foundation participation with hosting duties such as registration assistance and coffee breaks etc. in return for a donation from the Mining Association.

Riley advised Board members that she will require volunteers and Dave Struthers volunteered to assist as his company will be participating in the Conference. However, other volunteers will be needed.

Riley further reported that she will join Chair Eburne in an outreach with the Elk Valley.

NAME TAGS

Director Murray suggested that name tags for Board members would be useful both at the Open House and also for use at the Mining Association Conference. Riley will order tags immediately.

(6) CORRESPONDENCE

Nil

(7) BUSINESS ARISING

STRATEGIC
PLANNING

Planning for the Strategic Planning Workshop to be held September 21, 2013 from 8:00 a.m. to 2:00 p.m. and conducted by Ms. Ingrid Liepa is well underway.

Ms. Liepa has circulated a questionnaire via email for interested Foundation members to participate in and has requested responses by Monday, September 16th. The workshop will focus on preparation of an Operational Plan and strong decision making.

(8) NEW BUSINESS

SENIOR'S FUND

The Executive Director reported that she is investigating with the Vancouver Foundation the possibility of combining the funds in the Senior's Endowment Fund with the Senior's Opportunity Fund.

A discussion regarding the various funds held by the Foundation. The view expressed was that more involvement with our donors is very important and they should be encouraged to become more actively involved with the Foundation and in actively increasing funds in their respective named fund.

Chair Eburne advised Board members that he would be meeting with the Niedermayer brothers later in the week.

NEW COMMITTEES
AND CHAIRS

Discussion was held regarding the possibility of creating future committees such as a Youth in Philanthropy Committee. This Committee would fall under the direction of the Fund Development Committee and work closely with the Fund Development Coordinator.

YOUTH IN
PHILANTHROPY

Recruitment for a Youth and Philanthropy Coordinator will begin immediately. An application to Columbia Basin Trust through their School Works program was approved for up to twelve hours per week at \$8 per hour. The Foundation will be responsible for any additional salary (to meet minimum wage) that may be required. The term will expire May 21, 2014.

Duties would involve public relations support, developing, updating and maintaining the Foundation website, posting of photos, supporting the Fund Development Coordinator, providing administrative support, and collaboration with other youth organizations such as Big Brothers and Sisters for example.

Moved by Director Richardson and seconded

THAT the Board approve the hiring of a Youth Coordinator through the Columbia Basin Trust School Works Program beginning immediately through May 21, 2014.

Carried Unanimously.

ANONYMOUS DONOR

Theresa reported that the contact for our Anonymous Donor is Mr. Greg xxxxxxxx. Wayne suggested that Theresa invite him to visit with us in the near future.

OPEN HOUSE

The Foundation will host an Open House Friday, September 27th at our new office location from 2:00 to 5:00 p.m. Invitations have and will be sent out. Board members can contact Theresa to have additional invitations issued.

NEW OFFICE
SPACE

Chair Eburne expressed his satisfaction with the relocation of the Foundation offices to 100 Cranbrook Street North. Mr. Phillip Jones was extremely helpful in securing the new office space at a good monthly rate.

Chair Eburne thanked Director Murray for assistance in obtaining "good deals", floor plan layout and moving the office to its new location.

NEW BOARD
MEMBERS

Currently there are five Board vacancies. A general discussion was held regarding the recruitment of Board members. Currently, there are five vacancies. Bev Bull suggested that the Foundation prepare some basic guidelines (template for new directors) to assist with recruitment.

Following considerable discussion that included the advisability of selecting someone currently involved with other charitable organizations (conflict of interest), Board members agreed to review the topic further.

It was suggested that a Recognition and Nominating Committee become a sub-committee of the Governance Committee under the direction of the Committee Chair.

(9) **ROUND TABLE**

Nil

(10) **ADJOURNMENT**

ADJOURN

Moved by Director Murray and seconded

THAT the Regular Meeting of September 10, 2013 be adjourned at 7:45 p.m.

Chair

Secretary