

## MINUTES

### CRANBROOK AND DISTRICT COMMUNITY FOUNDATION

The Regular Meeting of the Cranbrook and District Community Foundation was held Tuesday, January 14, 2014 at 5:30 p.m. in the RDEK Board Room.

PRESENT: Chair Wayne Eburne  
Director Bev Bull  
Director Neil Cook  
Director Lee-Ann Crane  
Director Corinne Friesen  
Director Lorraine Frocklage  
Director Carol Murray  
Director Dana Osiowy  
Director Lori Stevenson  
Director Connor Stewart  
Director Dave Struthers

ABSENT: Director Rod McInnes

IN ATTENDANCE: Councillor Diana J. Scott  
Theresa Bartraw, Executive Director  
Riley Wilcox, Fund Development Coordinator

CALL TO ORDER: Chair Eburne called the meeting to order at 5:31 p.m.

WELCOME: Chair Eburne welcomed new Directors Osiowy and Stevenson to the Cranbrook and District Community Foundation Board of Directors.

Chair Eburne advised Board members that he, Theresa Bartraw and Riley Wilcox held a short Board orientation meeting last week with Dana and Lori.

REG. MEETING  
JAN 14, 2014

(1) **ADOPTION OF AGENDA**  
Moved by Director Friesen and seconded  
**THAT the Agenda for the January 14, 2014 Regular Monthly Meeting be adopted.**  
Carried Unanimously.

REG. MEETING  
DEC. 10, 2013

(2) **ADOPTION OF MINUTES**  
Moved by Director Murray and seconded  
**THAT the Minutes of the December 10, 2013 Regular Monthly Meeting be amended.**  
Carried Unanimously.

(3) **DELEGATION**  
Nil

(4) **COMMITTEE REPORTS**

EXECUTIVE

Chair Eburne outlined procedural changes regarding agendas, minutes, committee reports etc. They are now found on the Foundation's website and he advised members that if they encountered difficulty accessing the website or content, to contact Foundation staff.

Chair Eburne advised that due to Sharon Richardson's resignation, the Board no longer has a Vice-President. He advised that his plans are to remain on the Board until 2016 thereby giving anyone interested in becoming the Vice-President a lengthy learning curve. He suggested that current Board members give consideration to becoming Vice-President.

Chair Eburne reported that he had not received any follow-up from either the Credit Union or College of the Rockies and hopes that they will have a representative in place before our next meeting. A follow-up with the Labour Board for representation is also required.

MEMBER  
RECOGNITION

Recognizing retired Board members at the Grants Gala was discussed. Directors felt that the evening was very busy with grant presentations and possibly not the right venue. Making presentations at the Annual General Meeting was discussed and Director Frocklage suggested that perhaps presentations could be made following the Annual Meeting at an informal party. Further discussion is required.

FALKINS  
INS. GROUP

Falkins Insurance Group staff members, through their own internal fund raising, have donated \$15,000 to the Foundation to establish the Falkins Community Endowment Fund.

Chair Eburne has met with Mr. Peter Stefano and looks forward to receiving additional funding in the future. Wayne will continue to meet with Mr. Stefano to research matching funds opportunities. A news release and photo opportunity will be arranged shortly.

STAFF  
ROLES

Chair Eburne, Director Bull, Executive Director Bartraw and Fund Development Coordinator Wilcox met recently to review and clarify Board/Staff roles and focus.

FINANCIAL

Director Bull recommended that the Board review and approve disbursements on a quarterly basis and provided the January 1 to September 30, 2013 cheque register.

Moved by Director Bull and seconded

**THAT the January 1 to September 30, 2013 disbursements outlined on the Foundation's Cheque Register totalling \$119,694.86 be approved.**

Carried Unanimously.

Moved by Director Bull and seconded

**THAT the Board accept both the Statement of Operations and Statement of Financial Position to September 30, 2013.**

Carried Unanimously.

2014  
BUDGET

Director Bull advised that the 2014 Budget should be ready for review and approval in February.

GOVERNANCE

Director Crane presented the Standing Committee Establishment Policy and the Nominating Committee--Terms of Reference for Board approval.

Moved by Director Crane and seconded

**THAT the Standing Committee Establishment Policy be adopted.**

Carried Unanimously.

Moved by Director Crane and seconded

**THAT the Nominating Committee--Terms of Reference be adopted.**

Carried Unanimously.

Director Crane will meet with members of the Governance Committee to review Terms of Reference for Executive, Finance and Audit, Fund Development and Promotions, and Governance Committees.

GRANTS

Director Struthers advised he met with Mr. James Letcher and they reviewed the role of the Grants Committee.

Theresa advised staff are reviewing and streamlining the grant application process. Package information will acknowledge that the grants are modest.

Advertising will begin shortly with the deadline for applications the end of February or early March. The Grant Selection Committee will meet following the closing date.

FUND DEVEL. AND PROMOTIONS

Director Friesen and Riley Wilcox have begun detailing their Business Community Outreach Plan. They hope to meet with accountants, bankers, corporate citizens, lawyers and sports group leaders etc. during 2014.

Due to a conflict with the Rotary Club's annual Film Festival, the tentative date for "Stand Up For Comedy" planned for March 8<sup>th</sup>, has been postponed to October. Planning continues for this event.

Moved by Director Friesen and seconded

**THAT THE Fund Development Committee Report be accepted.**

Carried Unanimously.

(5) ADMINISTRATIVE UPDATES

EXECUTIVE DIRECTOR

Theresa Bartraw provided details of her activities such as administrative tasks, youth program supervision, year-end activity, grant application processes and external meetings/communications.

YOUTH PROGRAM ASSISTANT

The Youth Program Assistant is very attentive to detail and a great communicator. Maddie Wallace has been researching with other foundations to determine what they are doing regarding youth.

FINANCIAL  
PLANNING

Director Murray expressed concern regarding Robert Venier's potential role with the Foundation and requested clarity of his role.

Director Bull will meet informally with Mr. Venier and Bev suggested that she would research other foundations to determine what their policies are regarding financial advisors.

FUND DEVELOP.  
COORDINATOR

Riley Wilcox advised that she is focusing on business outreach and that the Friends of Cranbrook Public Library are now ready to establish their endowment fund.

SENIOR'S  
FUND

**(6) BUSINESS ARISING**

Board members agreed that the two original contributions received from the Green Home Foundation should be transferred to a separate fund.

Moved by Director Bull and seconded

**THAT the Cranbrook and District Community Foundation Board hereby requests that the Vancouver Foundation transfer \$50,000 including all market gains and losses accrued from the Cranbrook and District Community Foundation General Endowment Fund to a newly established Cranbrook and District Community Foundation Senior's Fund as of March 31, 2014.**

Carried Unanimously.

STRATEGIC  
PLAN

Theresa Bartraw circulated Strategy 1 – Community Building and Profiling, Strategy 2 – Highlight and Celebrate our Grant Giving Role and Strategy 3 – Enhance Operations of the CDCF Board for review with adoption to follow in February.

VITAL SIGNS

Theresa Bartraw reviewed the Vital Signs program and advised that when completed, Vital Signs could become a public document and assist the Board with decision making.

Theresa noted that the document could also be used in place of, or in addition to, an annual report and that it is advisable to have City Council engaged and willing to provide support.

Councillor Scott will arrange for City Council to meet with Chair Eburne and Staff.

DIRECTOR/  
OFFICER INS.

**(7) NEW BUSINESS**

Discussion regarding insurance coverage currently provided by Falkins Insurance for Directors and Officers and the renewal process was held. Current coverage expires January 17, 2014.

Director Cook requested that staff solicit quotes in November 2014 for the year 2015 as the Foundation has used the same provider for the past several years.

Moved by Director Friesen and seconded

**THAT the Cranbrook and District Community Foundation renew the Directors and Officers insurance policy with Falkins Insurance. Amount not to exceed \$2,000.**

Carried Unanimously.

COMM. FDN.  
MEMBERSHIP

Annual membership renewal with the Community Foundations of Canada is required.

Moved by Director Struthers and seconded

**THAT the Cranbrook and District Community Foundation pay annual membership fees of \$369 to the Community Foundation of Canada.**

Carried Unanimously.

NATIONAL  
CONFERENCE

Chair Eburne reported that the Community Foundations of Canada Conference will be held in Calgary in June, 2015. He requested Board members note this on their calendars for possible attendance.

ANONYMOUS  
DONOR

Staff continues work with the Anonymous Donor and report favourable progress toward a three year contract including increased Executive Director hours.

PROJECT  
UPDATES

Contributions for Key City Gymnastics (\$8,872), Paint the Train (\$600), Friends of Fort Steele (\$9,000), Miscellaneous (\$250) and the cheque for \$6,000 from East Kootenay Chamber of Mines were received in December.

BDO PUCK TOSS

BDO's Kootenay Ice Puck Toss fundraiser will be held Friday, February 21<sup>st</sup>. Theresa Bartraw will recruit Board members to assist selling tickets.

**(8) ROUND TABLE**

NOMINATING  
COMMITTEE

Director Cook will chair the Nominations Committee.

HOMELESS  
SHELTER

Director Cook updated the Board on the Homeless Shelter. He advised that Salvation Army staff and the architect will look at ways of reducing construction costs and they hope to receive project approval in April.

NEW YEAR  
GET-TOGETHER

Director Friesen thanked Director Murray for hosting Board members at the "pot-luck" New Year Get-together.

**(9) ADJOURNMENT**

ADJOURN

**The Regular Meeting of January 14, 2014 adjourned at 7:46 p.m.**

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Chair

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Secretary