

MINUTES

CRANBROOK AND DISTRICT COMMUNITY FOUNDATION

The Regular Meeting of the Cranbrook and District Community Foundation was held Tuesday, January 13, 2015 at 5:30 p.m. in the RDEK Board Room.

PRESENT: President Wayne Eburne
Director Lorraine Frocklage
Director Carol Murray
Director Lori Stevenson
Director Connor Stewart
Director Dave Struthers
Director Jim Wavrecan

ABSENT: Director Bev Bull
Director Neil Cook
Director Lee-Ann Crane
Director Kirk Green
Director Ron Webb

IN ATTENDANCE: Councillor Norma Blissett
Riley Wilcox, Executive Director
Jody Jacob, Fund Development Coordinator

CALL TO ORDER: President Eburne called the meeting to order at 5:37 p.m.

INTRODUCTIONS President Eburne introduced Mr. Jim Wavrecan who was invited to join the Foundation as a director and Councillor Norma Blissett, Cranbrook City Council liaison. Board members then introduced themselves.

AGENDA
JAN. 13, 2015

(1) **ADOPTION OF AGENDA**
Moved by Director Struthers and seconded
THAT the Agenda for the January 13, 2015 Regular Monthly Meeting be adopted.
Carried Unanimously.

REG. MEETING
DEC. 9, 2014

(2) **ADOPTION OF MINUTES**
Moved by Director Murray and seconded
THAT the Minutes of the December 9, 2014 Regular Monthly Meeting be adopted.
Carried Unanimously.

(3) **DELEGATION**

Nil

(4) **COMMITTEE REPORTS**

EXECUTIVE President Eburne and Director Bull have met several times with staff since the beginning of January. The first cheque from the Anonymous Donor has been received. Director Bull and the Executive Director are currently working on year end in preparation for the annual audit.

<u>FINANCIAL</u>	Nil
<u>GOVERNANCE</u>	Nil
<u>GRANTS</u>	Director Struthers reported that work is progressing on the granting process with revised application forms and an earlier (February) start. He also advised that interest revenue will be increased over 2014.
<u>NOMINATION</u>	Director Eburne has recruited Mr. Jim Wavrecan to join the Cranbrook and District Community Foundation as a director. Moved by Director Stevenson and seconded THAT Mr. Jim Wavrecan be appointed to the Board of the Cranbrook and District Community Foundation to serve as a Director his appointment is to replace Director Osiowy and serve for the remainder her term ending June 2016. Carried Unanimously.
<u>PROMOTIONS AND FUND DEVELOP.</u>	Nil
<u>EXECUTIVE DIRECTOR</u>	(5) <u>ADMINISTRATIVE UPDATES</u> Riley Wilcox provided an overview of her activities during the past month.
<u>FUND DEVELOP. COORDINATOR</u>	Jody Jacob updated Directors on the Stone Soup Challenge. Rick Klassen, Kootenay Granite is sponsoring this event. Other sponsors include College of the Rockies, Tuscany's Creative Type brand communication, Sysco, 102.9 The Drive FM and B-104 Total Country. The final event will be held March 4 th from 11:30 – 1:00 p.m. at the Prestige Inn. Funds raised will be shared 50/50 between the Salvation Army and the Cranbrook and District Community Foundation's General Endowment Fund.
	(6) <u>CORRESPONDENCE</u> Nil
<u>FERNIE COMM. FDN.</u>	(7) <u>BUSINESS ARISING</u> Outreach is continuing between CDCF and Fernie citizens. A committee consisting of eight people from Fernie and two staff members from the CDCF is working to form a community foundation in Fernie. A presentation will be made to the Fernie Chamber of Commerce in February.
	(8) <u>NEW BUSINESS</u>
<u>RING TOSS</u>	The BDO Ring Toss to benefit the Homeless Shelter will be held January 31 st . Directors were asked to volunteer their time for this fundraiser and advise Riley of their availability.
<u>CFC NATIONAL CONFERENCE</u>	The 2015 CFC National Conference will be held May 7 – 9, 2015 at the Hyatt Hotel in downtown Calgary. Directors Eburne and Crane as well as Riley Wilcox and Jody Jacob will attend. There are still funds available for two people to attend. Interested persons should contact Riley. The name of the guest speaker is yet to be announced.

FINANCE
COMMITTEE

President Eburne would like to establish a Finance Committee comprised of a cross section of Cranbrook financial business managers. The committee would provide advice on managing newly acquired funds locally and also draw more attention to the Foundation and provide a sense of Foundation ownership to the community. A current board member is required to chair this committee.

ALUMNI TERMS
OF REFERENCE

A copy of the Niagara Community Foundation Ambassador's Circle was provided for review and consideration.

UPCOMING
MEETINGS

President Eburne advised Directors that he will be absent from the February and March regularly scheduled meetings. Directors considered the necessity of a February meeting and agreed that unless something urgent arose, it could be cancelled. Directors agreed that the March meeting should be held as scheduled.

(9) ROUND TABLE

Director Wavrecan would like to meet with the Fund Development Coordinator to learn more about fund raising plans.

Councillor Blissett asked if City Council could refer financial requests received from various city clubs and organizations such as Street Angels to the Foundation and was assured that this is acceptable.

Congratulations to Director Struthers, newly elected President of the Cranbrook and District Chamber of Commerce. He will serve a one year term.

Director Struthers suggested that extra effort be made to bring awareness to local businesses regarding the Stone Soup Challenge.

Director Stevenson is willing to provide assistance in the office to assist with yearend preparation. She advised that she is considering attending the CFC Conference and will advise the Executive Director accordingly.

Director Murray thanked Councillor Blissett and Director Wavrecan for their interest in joining the Foundation.

(10) ADJOURNMENT

ADJOURN

Moved by Director Murray

THAT the Regular Meeting of January 13, 2015 be adjourned at 7:12 p.m.

President

Secretary