

MINUTES

CRANBROOK AND DISTRICT COMMUNITY FOUNDATION

The June Meeting of the Cranbrook and District Community Foundation was held Tuesday, June 9, 2015 at 6:30 p.m. in the RDEK Board Room.

PRESENT: President Wayne Eburne
Director Lorraine Frocklage
Director Carol Murray
Director Lori Stevenson
Director Dave Struthers

ABSENT: Director Neil Cook
Director Kirk Green
Director Connor Stewart
Director Ron Webb
Director Jim Wavrecan
Councillor Norma Blissett

IN ATTENDANCE: Ms. Bev Bull
Ms. Lee-Ann Crane
Mr. Randal Macnair
Riley Wilcox, Executive Director
Jody Jacob, Fund Development Coordinator

CALL TO ORDER: President Eburne called the meeting to order at 6:35 p.m.

AGENDA

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JUNE 9, 2015

Due to the number of absences, there was not a quorum, however, Directors agreed to hold an informal meeting and follow the prepared agenda.

COMMITTEE REPORTS

EXECUTIVE

President Eburne reported that the Executive Director is assembling background information pertaining to the Hanemayer fund administration fees levied by both the Vancouver Foundation and the Cranbrook and District Community Foundation. Former director and past Treasurer Harvey Venier, was instrumental in initiating the fund on behalf of both the Cranbrook and District Community Foundation and the Hanemayer family.

On behalf of the Board, President Eburne will seek independent legal advice for a review and recommendation on the deed of gift administration fees. He expects this issue to be resolved by the end of July.

FINANCIAL

Director Stevenson begins the duties of Treasurer and will work with former treasurer Bev Bull over the summer months to familiarize herself with the role and responsibilities of the position.

GOVERNANCE

Former Director Lee-Ann Crane advised that although she has resigned her position on the Board, she will continue to update the Board of Directors Manual and distributed copies of Policies 1.01 through 1.30.

Lee-Ann asked Directors to review the policies over the summer in preparation for approval and adoption at the September board meeting.

GRANTS

President Eburne thanked the Grants Committee and Executive Director Wilcox for the successful luncheon May 29th held in the Manual Arts Training Centre focusing on grants to local organizations and the announcement of the 2015 Sustainable Community Builder award presented to Mr. Gord Johnston by Mayor Pratt.

The format changed significantly from other years and feedback on the shortened presentation(s) has been positive.

Hanemayer Endowment Fund grants will be awarded following an independent legal interpretation of the Foundation's administration fee relating to the Hanemayer funds.

ADMINISTRATIVE UPDATES

EXECUTIVE DIRECTOR

Riley Wilcox reported that a significant amount of her time during the last few weeks was spent dealing with the Ryan family donation and sale of securities flowing through to Key City Gymnastics including weekly meetings with Mr. Ryan. She is also compiling information from the Vancouver Foundation as well as researching the history of the Casey and Corinne Hanemayer family endowment fund.

FUND DEVELOP. COORDINATOR

Jody Jacob reviewed her written report.

CORRESPONDENCE

FORT STEELE SUMMER THEATRE

Foundation members are invited to attend an exclusive preview of the 2015 Summer Theatre Production "**The Pirate Queen of the Kootenays**" June 20th at Fort Steele Heritage Town.

The production will be presented daily during the 2015 Fort Steele Heritage Town summer season.

TELUS COMM. INCENTIVE PGM.

The TELUS Care-A-Van summer program involving a team of their employees will be in Cranbrook the week of July 29th to – August 1st.

The program involves giving back to Telus valued and potential customers and the community by volunteering in Cranbrook. They will be looking to incorporate a donation aspect that will be presented at their Customer Appreciation Event on August 1st.

NEW BUSINESS

KEY CITY GYMNASTICS

Executive Director Wilcox received and signed a letter from Mr. Al Ryan dated June 8, 2015 regarding his dissatisfaction with the length of time the Foundation took to sell securities his family was donating to Key City Gymnastics.

In his letter, Mr. Ryan threatened to start legal action against the Cranbrook and District Community Foundation and President Wayne Eburne personally.

Mr. Ryan has been into the Foundation office several times regarding the Foundation's failure to act expeditiously and he feels the Foundation should make up the \$10,000 shortfall due to the length of time it took the Foundation to sell the securities.

Former Treasurer Bev Bull suggested the Board may be facing what could become a legal matter regarding the share transfer but also, there is the matter of harassment of our employees. Bev advised that should the Board wish to secure the services of legal counsel in relation to this

matter, formal notification to our insurer of the pending action is required as we may have insurance coverage against future claims.

Bev also suggested that the Board should discuss what constitutes harassment and how best to protect our staff, even if we have a policy.

ROUND TABLE

Randal Macnair thanked the Foundation for inviting him to attend the 2015 Community Foundations of Canada Conference held in Calgary in May.

Randal also advised that there are several people actively involved in establishing a fund for the community of Fernie.

Director Murray thanked former Directors Bull and Crane for their dedication and contribution to the Cranbrook and District Community Foundation during their respective terms. Both Directors spent a considerable amount of time—it shows and well done!

ADJOURNMENT

ADJOURN

The meeting adjourned at 7:56 p.m.