

AGENDA
CRANBROOK AND DISTRICT COMMUNITY FOUNDATION
Regular Meeting Tuesday, February 9, 2016
RDEK Board Room

1. **Adoption of Agenda**
2. **Adoption of Minutes**
3. **Correspondence – Nil**
4. **Introduction of new board members**
5. **Committee Reports**
 - 5.1 Executive
 - 5.2 Financial
 - 5.3 Fund Development and Promotions
 - 5.4 Governance
 - 5.5 Grants
 - 5.6 Nominating
6. **Administrative Updates**
 - 6.1 Executive Director
 - 6.2 Fund Development Coordinator
7. **Business Arising**
 - 7.1 Strategic Planning
 - 7.2 CBT Investment Tool
 - 7.3 Vancouver Foundation
8. **New Business**
 - 8.1 Vital Signs
9. **Round Table**
10. **Adjournment**

MINUTES

CRANBROOK AND DISTRICT COMMUNITY FOUNDATION

The Regular Meeting of the Cranbrook and District Community Foundation was held Tuesday, January 12, 2016 at 5:30 p.m. in the RDEK Board Room.

PRESENT: President Wayne Eburne
Director Michele Bates
Director Lorraine Frocklage
Director Carol Murray
Director Dave Struthers
Director Jim Wavrecan

ABSENT: Director Neil Cook
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 5:30 p.m.

AGENDA
JAN. 12, 2016

(1) **ADOPTION OF AGENDA**

Moved by Director Wavrecan and seconded

THAT the Agenda for the January 12, 2016 Regular Monthly Meeting be adopted.

Carried Unanimously.

REG. MEETING
DEC 8, 2015

(2) **ADOPTION OF MINUTES**

Moved by Director Struthers and seconded

THAT the Minutes of the December 8, 2016 Regular Monthly Meeting be adopted.

Carried Unanimously.

(3) **DELEGATION**

Nil

(4) **COMMITTEE REPORTS**

EXECUTIVE

President Eburne advised that court proceedings regarding the sale of stocks held by Mr. Al Ryan for donation to the Kootenay Gymnastics Club will convene at 2:00 p.m. January 14, 2016 at which time, legal counsel will request dismissal. Both he and the Executive Director will attend on our behalf.

FINANCIAL

BDO have begun posting our accounts and will be providing financial statements and budget preparation as well as recommending cost/time saving practices to streamline monthly financial reporting. They will also make recommendations regarding consolidation of some of our established funds.

GOVERNANCE

Former Director Crane has advised that following her retirement from the Regional District of East Kootenay, she will be reviewing, recommending and finalizing the Policies and Procedures Manual for Board approval.

GRANTS

Director Struthers reported that the Hanemayer family has selected the recipients for the allocation of 2015 interest income.

Moved by Director Struthers and seconded

THAT the Cranbrook and District Community Foundation approve the following grants representing allocation of 2015 interest income from the Hanemayer funds:

**\$15,000.00 – Cranbrook History Centre
\$ 2,000.00 – BCSPCA East Kootenay Branch
\$ 9,177.16 – Friends of Fort Steele Endowment Fund**

Carried Unanimously.

Director Struthers advised two additional board members are required to join the committee. Director Bates volunteered to join the Grant Making Committee which will leave one board vacancy.

Ms. Marion Eunson, Ms. Diana J. Scott and Mr. James Letcher will continue to serve on the committee. Mr. Devin Solberg is interested in also serving although he is currently living beyond the CDCF geographical area and is ineligible.

Moved by Director Struthers and seconded

THAT Section 3.3 of the Granting Committee's Terms of Reference be amended allowing the Chair to appoint public members living and/ or working in our geographical area.

Carried Unanimously.

NOMINATING

President Eburne has been actively pursuing four prospective board members and would like to have board vacancies filled within the next few weeks.

PROMOTIONS AND FUND DEVELOP.

Director Wavrean would like to increase the membership.

EXECUTIVE DIRECTOR

(5)

ADMINISTRATIVE UPDATES

Riley Wilcox reviewed her monthly report. Issuance of charitable receipts requires a lot of staff time for events such as the Miracle on Baker Street fund raiser for the Homeless Shelter.

President Eburne and other Directors commented on the success of Miracle on Baker Street and congratulated both Riley and Jody on a job well done.

FUND DEVELOP. COORDINATOR

Jody Jacob advised that planning for the second annual Stone Soup Challenge is underway and the final match-up is planned for March 2nd with the venue yet to be confirmed.

TRADE INVEST.
ACCOUNT

(6) **CORRESPONDENCE**

Mr. Robert Venier, B.Mgt., CFP, Trade Investment Advisor and Financial Planner has requested that the Foundation establish a Foundation Account with East Kootenay Community Credit Union.

In view of the relationship between the Foundation and the Credit Union, directors agreed that we proceed with the establishment of an account.

STRATEGIC
PLANNING

(7) **BUSINESS ARISING**

The Strategic Planning Session will be held Saturday, January 16, 2016 from 9:15 a.m. to 3:15 p.m. in the Chamber of Commerce Board Room. Ms. Jacqueline Arling will facilitate. Directors are encouraged to attend.

ADMIN. FEES

The establishment of clear and consistent administrative fees is required and needs to be reflected in all future agreements.

COLUMBIA
BASIN TRUST

A Director of the Foundation is required to represent CDCF January 14th via video conference to discuss working with Columbia Basin Trust in the future. Director Struthers agreed to attend. President Eburne and Executive Director have a prior meeting but will attend the video conference in the Foundation's Board Room if time allows.

FDN. SIGNING
AUTHORITY

(8) **NEW BUSINESS**

President Eburne, Director Frocklage and Director Bates will attend the Credit Union to provide signatures for 2016.

(9) **ROUND TABLE**

Director Bates advised that tickets for the Haiti Fund Raiser to be held Saturday, May 9th at the Curling Rink are now on sale.

Director Murray requested that the Foundation's website be updated to reflect current information.

Director Struthers advised that his focus will be on grant making for 2016 for the next few months.

Executive Director Wilcox reported that she will be meeting with City of Cranbrook personnel shortly regarding City Council's selection for the 2016 Sustainable Community Builder Award. Acknowledgement of the winner will be announced at the 2016 Grants presentation.

President Eburne advised that he will be stepping down as President of the Foundation at the Annual Meeting although he intends to stay on as a Director of the Foundation.

(10) **ADJOURNMENT**

ADJOURN

Moved by Director Murray

THAT the Regular Meeting of January 12, 2016 be adjourned at 7:11 p.m.

President

Secretary