

AGENDA

CRANBROOK AND DISTRICT COMMUNITY FOUNDATION

Regular Meeting 5:30pm, Tuesday, June 14, 2016

RDEK Board Room

1. **Adoption of Agenda**
2. **Adoption of Minutes**
3. **Delegation**
4. **Committee Reports**
 - 4.1 Executive
 - 4.2 Finance
 - 4.3 Fund Development and Promotions
 - 4.4 Governance
 - 4.5 Grants
 - 4.6 Nominating
5. **Administrative Updates**
 - 5.1 Executive Director
 - 5.2 Fund Development Coordinator
6. **Correspondence - Nil**
7. **Business Arising**
 - 7.1 Annual General Meeting
 - 7.2 Cranbrook Public Library Fund
 - 7.2 Cranbrook History Centre Fund
8. **New Business**
 - 8.1 CFC 2017 Conference: Ottawa
 - 8.2 Draft Financial Statement from Auditor
 - 8.3 Gifts That Give Hope
9. **Round Table**
10. **Adjournment**
11. **Closed Meeting**

MINUTES

CRANBROOK AND DISTRICT COMMUNITY FOUNDATION

The Regular Meeting of the Cranbrook and District Community Foundation was held Tuesday, May 18, 2016 at 5:30 p.m. in the RDEK Board Room.

PRESENT: President Wayne Eburne
Director Michele Bates
Director Lorraine Frocklage
Director Carol Hatala
Director Dave Struthers
Director Ron Webb

ABSENT: Director Neil Cook
Director Kirk Green
Director Ken Lo
Director Jim Wavrecan
Councillor Norma Blissett
Jody Jacob, Fund Development Coordinator

IN ATTENDANCE: Riley Wilcox, Executive Director
Livia Lara, Event and Administrative Assistant

CALL TO ORDER: President Eburne called the meeting to order at 5:40 p.m.

AGENDA
MAY 18, 2016

(1) **ADOPTION OF AGENDA**

Moved by Director Struthers and seconded

THAT the Agenda for the May 18, 2016 Regular Monthly Meeting be adopted.

Carried Unanimously.

REG. MEETING
APR. 12, 2016

(2) **ADOPTION OF MINUTES**

Moved by Director Struthers and seconded

THAT the Minutes of the April 12, 2016 Regular Monthly Meeting be adopted.

Carried Unanimously.

(3) **DELEGATION**

Nil

(4) **COMMITTEE REPORTS**

EXECUTIVE

President Eburne advised that he and the Executive Director met with the Anonymous Donor to review the Amendment Agreement which replaces in its entirety the terms and conditions set out in the "Original Grant Agreement". The remaining term ends March 31, 2018.

Directors agreed that the Executive Director renegotiate proposed Grant Fund percentage increases to the Donor.

President Eburne advised that the Strategic Planning review sessions were cancelled due to membership unavailability and will be rescheduled for early September.

FINANCIAL

Director Lo reviewed the quarterly report from the Vancouver Foundation.

Director Lo has agreed to represent the Foundation at Columbia Basin Trust monthly meetings.

GOVERNANCE

A motion to expand the boundaries of the Cranbrook and District Community Foundation will be introduced at the Annual General Meeting.

Former Director Crane is preparing an amended policy to cover expansion to the Elk Valley and South Country for review.

Ms. Crane provided draft copies of Fernie Community Fund Terms of Reference for the Governance Committee, Grant Making Committee and Fund Development and Promotions Committee for review.

Directors discussed the policy(s) content in considerable detail and President Eburne will forward their comments/concerns to Ms. Crane for consideration and/or inclusion.

GRANTS

Questions concerning administrative fees charged on interest income have been resolved. Past fees charged are consistent with our Policy.

The Granting Committee will proceed with the granting process.

Directors suggested that the existing endowment agreement format be changed. Wording needs to be concise and less ambiguous with little or no room for interpretation. The agreement re-write needs to be undertaken immediately and provided to the Board for their approval as soon as possible.

NOMINATIONS

President Eburne will propose several members of the community to act as directors for consideration and approval at the Annual General meeting.

EXECUTIVE DIRECTOR

(5) ADMINISTRATIVE UPDATES

Riley Wilcox reviewed and elaborated on her written monthly report.

FUND DEVELOP. COORDINATOR

Ms. Wilcox reviewed the Fund Development Coordinator's report in Ms. Jacob's absence.

SAM STEELE SOCIETY

(6) CORRESPONDENCE

An invitation to participate in the 2016 Sam Steele Days celebration was received for information.

FERNIE FUND RESOLUTION

(7) BUSINESS ARISING

Directors reviewed in detail, the *Fernie Community Fund* draft resolution and suggested several revisions. The Executive Director will provide an amended resolution for consideration at the June meeting.

DONOR
STEWARDSHIP

President Eburne would like Foundation Directors to consider 'adopting' one (or more) Donors in order to develop and maintain a one on one relationship. This practice might encourage greater interest from donors and potentially encourage them to increase the amount of their endowment.

INVEST. POLICY
AMENDMENT

(8) **NEW BUSINESS**

The opportunity to participate in the investment option offered by Columbia Basin Trust to Community Foundations within the Columbia Basin requires an amendment of Policy 2.01 – Investment Policy – Long Term. A motion must be passed at a Regular Board Meeting prior to proceeding.

Former Director Crane provided information for review.

ANNUAL MTG.

The 2016 Annual General Meeting will be held Tuesday, June 14, 2016 in the RDEK Gallery.

(9) **ROUND TABLE**

Thank you to Ms. Lee-Ann Crane for providing a considerable amount of information and the advice she provided to Directors' for their review.

President Eburne thanked Ms. Jody Jacob and Ms. Livia Lara for their support during the absence of the Executive Director. Their efforts are much appreciated.

Directors are requested to attend a Closed Meeting immediately following the Regular meeting.

(10) **ADJOURNMENT**

ADJOURN

Moved by Director Bates

THAT the Regular Meeting of May 18, 2016 be adjourned at 9:10 p.m.

President

Secretary

Report to the Cranbrook and District Community Foundation board of directors
June 6, 2016

Committee: CDCF Grant-Making Committee

Chairperson: David Struthers

Date of last meeting: June 6, 2016

Date of next meeting: not set

- Members of the Grant-Making committee individually reviewed and scored 10 applications received from 10 different organizations. Total funds requested equaled \$32,544 from project budgets totaling \$754,591.
- The Grant-Making committee met on June 6, 2016 to review the applications and determine the allocation of endowment grants. A total of \$4,727.17 was available for granting from the various CDCF endowment funds; a total of **\$4,011.15** is recommended for allocation. The attached table provides a summary of the projects the committee recommends for the 2016 granting cycle and the funds from which the grants are to be allocated. The committee presents the following motion to the CDCF board for consideration:

That the Cranbrook and District Community Foundation approve the following grants for 2016 as per the recommendations of the Grant-Making Committee:

- *\$1,000.00 to the Cranbrook Boys and Girls Club for their Youth Impact Biking Club;*
- *\$1,156.15 to the Community Connections Society of Southeast BC, for the Better at Home Social Connections program;*
- *\$500.00 to Big Brothers Big Sisters of Cranbrook for their Reaching Out program; and*
- *\$1,355.00 to Summit Community Services Society for the Men's Support Program.*

Applications were received which identified either the **Arts, Culture and Heritage** or the **Environment** field of interest. However, the committee did not feel these applications were closely aligned with the purpose of the available funds and therefore decided to carry-forward the amounts in the Winter Games fund for Arts & Culture and Environmental Endowment Fund.

The committee provided suggestions for further refinement of the grant application form and application review/scoring process. These suggestions will be incorporated into the 2017 granting process.

A big thanks to Riley for doing an initial review of the applications and preparing the grant packages for committee members, Jody Jacob and Livia Lara for helping prepare the endowment fund financial summary, and the Grant-Making committee members (Diana J Scott, Marion Eunson, Michele Bates, Devin Solberg and James Letcher) for their participation and thoughtful deliberations as committee members.

Submitted by: David Struthers

Date: June 6, 2016

CDCF Grant-Making Committee Recommendations for 2016

<i>Total Endowment interest available:</i>		General Fund General	General Fund Seniors	Winter Games Art/Culture	Winter Games Sports/Rec	Knights of Pythias	Environment	Total Grant Funds Available
		\$1,849.85	\$1,156.15	\$310.90	\$911.64	\$94.70	\$403.93	\$4,727.17
Applicant	Project	Grant Allocations						Total Grant Allocated
Cranbrook Boys & Girls Club	Youth Impact Biking Club*				\$911.64	\$88.36		\$1,000.00
Community Connections Society	Better at Home Social Connections		\$1,156.15					\$1,156.15
Big Brothers Big Sisters of Cranbrook	Reaching Out**	\$500.00						\$500.00
Summit Community Services Society	Men's Support Services	\$1,349.85				\$5.15		\$1,355.00
Total Endowment interest granted:		\$1,849.85	\$1,156.15	\$0.00	\$911.64	\$93.51	\$0.00	\$4,011.15
<i>Remaining fund balance:</i>		\$0.00	\$0.00	\$310.90	\$0.00	\$1.19	\$403.93	\$716.02

* A notation will be included in the grant approval letter advising the recipient that CFCF funds were allocated to equipment (trailer) purchase

** A notation will be included in the grant approval letter advising the recipient that CFCF funds cannot be used for core operating costs

Executive Director Report – June 14, 2016

Anonymous Donor Funding Request

- Executive director requested the donor contribution limits be adjusted to 60% in year one, 55% in year two and 50% in year three. Donor Consultant out of office until week of June 13, 2016 - approval of request pending.
- Letter of request for \$25,000 in matching funding for Fernie Community Fund to be submitted to consultant upon their return. We have met all requirements for matching funds through anonymous donor.

Annual General Meeting

- Scheduled date of June 14, rescheduled for Annual General Meeting
- An AGM must be held within 15 months of the previous AGM for all charities registered under the Canada Not-For-Profit Corporations Act. It is my recommendation that CDCF hold their meeting not later September 2016.

Nominations to the CDCF Board of Directors

- New nominations package reviewed. It is a useful tool for board and staff
- Scheduled meeting June 16 with Jennifer Krotz

Audit and Charitable Return

- Extensive work with BDO for audit preparation.
- BDO to prepare T3010 (charity information return) for June 30, 2016 deadline.
- Both the audit and charitable return require the oversight of a treasurer. It is recommended that CDCF board of directors establish an interim director to oversee the responsibilities of the treasurer until one is appointed at the 2016 AGM
- Recommendation that staff receive QuickBooks training through BDO

Granting and Grant Making Committee

- Facilitated report to committee for 2016 grants
- Notifications to all applicants to be distributed after board approval of Grant Making Committee recommendations.

Columbia Basin Trust

- Summary of May 2016 meeting helped to identify areas where Community Foundations and CBT can work collaboratively. Request for individual meeting with CBT recommended by Director Lo.
- CBT endowment matching program can be accessed once geographic boundaries expanded.

Gifts That Give Hope - Recommendation that CDCF discontinue event.

Kimberley and District Community Foundation

- CDCF staff met with Terry Oscarson and CDCF will present to KDCF board of directors in September (meetings held second Wednesday of the month).

Jody Jacob
Fund Development Coordinator
Cranbrook and District Community Foundation

Networking/Donor Relations

- Trying to connect with Harvey Venier to see if Mr. Hanemayer would be interested in using part of his 2015 grant amount to support the new Boys and Girls Club opportunity fund.
- Met with Leeanna Rhodes, lands officer of Aq'am, to talk about granting and cultural camp
- Met with Lynette Wray, Boys and Girls Club

Media

- Sustainable community builder award media release prepared by CDCF and sent out by City of Cranbrook on May 27
- June 8 – Media Release about Boys and Girls Club's new opportunity fund
- Media Release prepared on CDCF granting/ Hanemayer's 15k grant to Cranbrook History Centre Fund and 10 year anniversary of initial donation. Will send out when all numbers are confirmed by Riley and Harvey has reviewed/approved release.

Sparwood

- April 20 – Presented to Sparwood Community Futures. The SFS voted unanimously to support the development of a Sparwood Community Fund, and will be looking this fall at how they can support it financially. Contact is Danny Dwyer. Hoping to recruit him to governance committee.
- May 2 – Presented to District of Sparwood. Went great. Eric Johnstone of EKC showed up in support.
- May 2 – Connected with Barb Nunes, trying to recruit her for Sparwood Governance Committee, former CFO of the District of Sparwood (newly retired) and current board member of EKC. Community Foundation on her "bucket list."
- May 26 – Met with Tammy Ogden, Community Liaison with Teck, to brainstorm community engagement, potential supporters/committee members/donors.
- May 26 – met with Director of Michel Natal Sparwood Heritage Society

Other

- Received \$2,000 cheque/donation from donor to support homeless shelter fund. A result of Miracle on Baker Street. Salvation Army received \$6,200 from the same people for the same project. So homeless shelter project fund will receive \$8,200 boost.
- Working on 2015 Annual Report – nearly complete. Just waiting for numbers from BDO.
- Acquired significant amount of overtime from January through May, most related to Stone Soup work and Riley's LOA (about 40 hours). I work 21 hours a week. Scheduled time off:
 - Away from the office May 16 to 20.
 - Away June 22, 23 (Launching Brook PR)
 - Away from the office June 27 – July 1 (getting hitched and partying my butt off)
 - Away from office July 18 to 22.
 - Will have 2 additional vacation days to take off in august
- Gave notice to the Community Foundation for Aug 31, 2016.