

**Cranbrook and District Community Foundation
Board Meeting Tuesday, May 21, 2013
RDEK Offices**

Present: Wayne Eburne, Lorraine Frocklage, Carol Murray, Rod McInnes, Diana Scott, Bev Bull, Corinne Friesen, Sharon Richardson, Neil Cook, Patti King

Regrets: Dave Struthers, Matt Rose, Patti King, Lee-Ann Crane

Staff: Theresa Bartraw

1. Introductory Remarks 5:30 pm

- 1.1 Welcome – Wayne welcomed board members
- 1.2 Minutes – accepted as presented

Motion #1: “That the minutes of the April 9th, 2013 meeting be accepted as presented”.
Frocklage/Friesen/Carried

- 1.3 Agenda – Two items added after draft was emailed out. Copies were available of the current agenda.

Motion #: 2 “That the agenda of the May meeting be accepted”. Murray/McInnes/Carried

2. Committee Reports

2.1 Treasurer – Rod reviewed the profit/loss statement for the year so far. Theresa and Rod will go back to day one to reconcile the statements. This will be a work in progress. Rod agrees with the idea discussed over the past few months to put the homeless shelter funds into a GIC. Neil commented that discussing this with the Salvation Army would be prudent. Another question regarding the shelter funds such as will it all come out in one lump sum? Rod has also suggested that it may be useful for the CDCF, to look for another treasurer because Rod is away for 6 months of the year. Rod plans to stay on until October for sure.

2.2 Promotions and Fund Development – Corrine gave a verbal report. The committee is anxiously waiting the hiring of the new FD position, as well as anticipating the new branding items. Karen Johnston would also like to meet with the committee and new coordinator to organize a new plan for advertising. She is very interested in assisting the Foundation. Karen suggested the CDCF formally announce the new logo and website and the rationale for the new developments. Suggested CDCF submit an editorial. Rob Venier is also very interested in working with the new FD person to develop materials useful for advisors. Rod has fed Theresa some material for the new website for advisors.

2.3 Governance – Lee-Ann was absent.

2.4 Grants – Patti did a verbal report. Also see Executive Director report. Patti made quick mention that all new grant committee members from this year will also participate next year. Patti will need a board person to take over because Patti's term with CDCF is finishing.

2.5 Executive Director – Theresa attended the following meetings: Grant Selection Meeting, Building Community through Sport CFC Teleconference, Vital signs (CFC) webinar, Spirit of Kimberley (Hosted by the Kimberley and District CF), Teck leadership meetings, Community Agency Fair at Ktunaxa Nation, Vine Madder, Cranbrook Clicks. Theresa reported on the following activities: Hiring of the FD position, Brand extension and website, Granting and Gala, Audit and AGM and the National Conference. Theresa and Wayne will attend the conference in Winnipeg June 6-8.

3.0 Old Business

3.1 Fund Developer Position – Interviews for the position will take place on Monday (May 27). The selection committee includes Wayne, Theresa and Carol. We are interviewing 5 candidates. Theresa highlighted that office equipment is also needed. There is a modest budget written into the grant. Smaller board room table, desk, computer, etc. Continue to share office space with CBAL. They will be occupying the third room as well and this will increase their rent as of July. Theresa will request funds from the anonymous donor once the offer is made.

3.2 Brand and Website – The new website is www.cranbrookcf.com and is now live. There will be a soft launch at the Gala. The facebook page is also live. Theresa needs the summer months to fully update website.

3.3 Grant and Gala

- Board approval of the grants happened via email. Letters to applicants when out around April 20th. Invites started to go out then too. Dignitaries, past and current board members, grant awards, Cranbrook Connected. Other invites?
- Melodie Hull will mc. She will transport Mr. Haneymayer as well.
- Jess and Rob Niedermayer attending. Mention Niedermayer fund – new and start granting next year.
- Melodie covered drinks in the past. Cash bar instead. Unless someone has an idea.
- Sustainable Community Builder Award is going to the Cranbrook Health Care Auxiliary.
- Theresa is again asking for a gala committee: assistance with PowerPoint presentation, addition invites, preparation and decorating. Sharon, Corinne and Carol volunteered to decorate.
- Theresa is looking for feedback about other extras we might implement for 10th anniversary?
- PowerPoint presentation – Looking for volunteers to present awards?
- Talk about opportunity funds
- Retiring members has been a slide in the past – who is retiring?

3.4 AGM – BDO is working on our audit. It is possible the audit won't be complete by June 11. Theresa proposes a change of date of AGM to June 18th. Forward agenda items and bring forward names for new/returning members. Bev, Patti and Lee-Ann are at the end of their terms. Patti is not returning. There are still vacancies from the Credit Union and two other vacancies). Names can be put forward. Connor Stewart could potentially return. Theresa will put the notice in the paper.

3.5 Homeless Shelter Update – Since the election MLA Bennett has stated that his number 2 priority is the homeless shelter). The Homeless Shelter committee has not met since April. Next meeting Tuesday, June 25. Peter Chao (BC Housing) was in the area and met with Captain Kirk Green from the Salvation Army. Sally Ann has met several times with Bill Bennett MLA as well. This 75 pillow facility is important for our profile.

4.0 New Business

4.1 Correspondence – list available

4.2 TECK – Process took place over three days: a session with Theresa, then a morning of interviewing community and organizational stakeholders and then a morning to debrief. Good insight and reminders of the things we ought to be doing as well as the things it would be great to do. Highlighted the national partnership with Benjamin Moore, the opportunities with local box stores, and developing a youth in philanthropy piece. Highlighted the potential to frame community foundations in terms of sustainability and the absolute necessity to engage the board and complete our strategic planning process. Good preparation for the Fund Development Coordinator position.

4.3 Strategic Planning – Theresa is considering CBT funds or perhaps costs could be shared with other CFs in the basin. ECD committees are doing the same planning right now and perhaps we could consider working with their timeline to share some expenses (travel). Ideas of having the Vancouver Foundation facilitate were brought forward. A date was set for a strategic planning session Saturday, September 21. Advisors invited as well as current and new board members. Plan for a ¾ day. 9 am to 2 pm or 3 pm. Sharon will book a room at the College of the Rockies.

4.4 Onebyone – This is a program that Lee-Ann forwarded to the office. Table for next meeting since Lee-Ann is away.

4.5 Office of the Ombudsperson Visit – Theresa received a call from the office of the ombudsperson, Kim Carter and has arranged a meeting with her at the CDCF office on Tuesday, June 25 at 11 am – noon. Any board member interested is invited to join the meeting. We will be discussing shared concerns and community issues that should be highlighted.

Round table

Diana – excited to have the FD on board. She has a fundraising activity idea for the library.

Lorraine – Lorraine wanted to highlight an idea that came from her time with the TECK employees - that being the need to engage youth.

Patti – June is her last meeting and has enjoyed her time with CDCF. She has ideas for new board members.

Neil – The Homeless Shelter project will be fundraising with plastic key chain that says “your donation is key in Cranbrook”

Adjourned 8:05pm

Next meeting 2013 AGM Tuesday, June 18 at 5:30 at RDEK