

# COMMUNITY FUND OF NORTH KOOTENAY LAKE

Minutes of the Board Meeting held Wednesday, September 13, 2017

Honora's home: 8963 Highway 31, Shutty Bench

**Present:** Honora Cooper, President; David Stewart, Past President; Barney Gilmore, Secretary; Charles Cuell, and Aiko Jackson.

**Regrets:** Catherine Whitehead, Vice President; Peter Jonker.

**Invited Guest:** Joe Johnston

**The meeting was convened:** at 5:15 p.m.

**Approval of the Agenda:** David asked us to add a discussion of Giving Tuesday to New Business. As thus amended, the agenda was moved by Charles. **Approved**

**Approval of Minutes of July 18th, 2017.** Moved by David. **Approved**

## REPORTS:

**Treasurer's report:** Aiko reported that four cheques cleared in July, including the \$1,158 to the charity (Trailblazers) from our Treasure Hunt Fund. The other smaller cheques were for AGM expenses. There was no new activity in our account in August. A total of 9 cents interest was earned for the two months. Our balance at the end of August was \$2,987.22. It is still necessary to complete the change of those with signing authority on our Society account and Aiko brought the required forms to the meeting, which were then signed.

## CORRESPONDENCE:

Honora reported that we are still not listed in the national "Donors Guide." She will clarify with Tina to see if the Osprey listing precludes our listing.

Barney reported that we finally got our annual Societies report, listing new Directors, filed with Victoria. Following which he was finally able to officially "transition" CFNKLS to comply with the new rules and the required change to the format of our Constitution. Our Bylaws remain the same but now are combined into our Constitution. The filing fee for the AGM report was paid by Barney and will be about \$40. There was no fee for the required constitutional "transition."

## BUSINESS ARISING FROM THE MINUTES:

**A Treasure Hunt in 2018 to be further considered.** Barney reported that Pennywise has confirmed to Catherine their willingness to sponsor another Charitable Treasure Hunt in 2018 on the same terms as this year. They have generously agreed to support up to \$600 of free advertising and publication of clues to the hunt. Barney, and Catherine, and today Aiko, have agreed to arrange another hunt if desired. Catherine and Aiko will approach other sponsors for donations to the Treasure Fund.

Barney said that he would donate the money for the Finder that goes inside the Treasure Box, but he hopes that at least \$1,000 can be raised for the Fund that will go to a local charity to be chosen by the Finder. (Such donations would not be run through Osprey and are ineligible for charitable receipts.)

After further discussion, Honora **Moved** that the Board pursue this project again in 2018, and that Barney begin by arranging for a 2018 Treasure Box to be donated to us. **Approved**.

**Update on B.C. Community Foundations meeting in Kelowna.** This annual meeting supported and arranged by the Vancouver Foundation will be held on the 28<sup>th</sup> and 29<sup>th</sup> of this month. Some support funds are available for those who wish to attend. Honora asked if anyone else would like to join her in attending. There are two Board members who are considering doing so.

**Reconsideration of our existing Policy/Governance Documents.** At this meeting we considered Policy P011 on Conflicts of Interest. The Board agreed that we should have a form for declaring existing local and professional memberships and responsibilities to be updated as necessary each year. And we need a clearer method for archiving all such declarations, at least during the tenure of each Board member. **Barney** was asked to draft and circulate such a form, for further discussion.

We also decided to discuss one additional item from Barney's earlier circular "**Notes on Policies Review**" at our upcoming monthly meetings until such time as there are no more Policies apparently deserving review. At our next Board meeting we might easily deal with adopting P004, which was never formally adopted by previous Boards. And we can also discuss P003 (Mission Policy).

**Status and future of archival grant applications and final reports.** It was decided that all letters to grant applicants made each year should be archived on a reliable back-up medium going forward. **Barney** will gather all such correspondence (from the Board) and provide it to Charles for archival electronic storage in a reliable manner. Year-end grant reports from grant recipients are henceforth to be scanned and added to this same archive. A record shall be kept of all such final report filings and those organizations in arrears are to be notified of the need to report, and denied access to new grants until they do report.

## **NEW BUSINESS :**

**Vancouver Foundation Nov. 7-9 event.** Another "Art-of-Hosting" workshop (on Reconciliation) is being offered through the Vancouver Foundation at a location near Vancouver. Honora asked anyone interested in attending to let her know.

**Phoenix Foundation Give-where-you-Live initiative.** CFNCLS does not yet appear to be included on the B.C. map provided on the website for the Phoenix Foundation. Our status as a cooperating Community Foundation at Phoenix has not yet been determined by us. Honora was asked to check with Andrea Dicks at the Kelowna CFs meeting when she is there to clarify why we are not listed on the map with other local CFs.

**CBT Workshops available.** Honora noted that the CBT is planning a 5-hour workshop in Castlegar sometime likely in the week of Oct. 23<sup>rd</sup>. It has to do with a "Training & Networking" event for Community Foundations in the basin. Further details will be coming soon. Once these are known, interested Board members are encouraged to attend. (Honora will be on vacation all of October.)

**Giving Tuesday.** This year Giving Tuesday (the event promoting charitable giving) is due to occur on November 28<sup>th</sup>. David has the CFNKLS banner that we fly in the week(s) leading up to the day. And he agreed to arrange our publicity and participation as he did last year. We will be partnering with Osprey as before. The CFC (the national Community Foundations of Canada organization) coordinates some of the Giving Tuesday publicity. But recently we and many other affiliate Foundations have been dropped from their publicity communications. **Honora** will try to find out why this is happening from Tina Choi (the ED at Osprey). We would like to see this reversed.

In this connection too, David mentioned that the Community Christmas Faire is happening again in early December. Last year we were too late to find a partner with which to share a table. Aiko agreed to arrange for us to share a table, and Honora agreed to represent us at the table during the event.

**Existing Board Vacancy to be filled.** We invited Joe Johnston to our meeting to ascertain if he might be willing to return to our Board after an absence of some years. He told us that he would be willing to serve for the time remaining until the next AGM and possibly beyond. Honora moved that Joe be appointed to fill our current vacancy on the Board. **Approved.** Joe was thanked for his willingness to serve.

**Next Board Meeting Scheduled:** It was decided to hold the next Board meeting at 5:00 p.m. on Thursday October 26<sup>th</sup> We will meet at David Stewart's Langham office on the second floor.

**Adjournment.** 6:05 p.m.

Barney Gilmore  
CFNKLS Secretary

*We embrace a vision of thriving and resilient rural communities of  
North Kootenay Lake*