

COMMUNITY FUND OF NORTH KOOTENAY LAKE

Board Meeting on Wednesday, March 9, 2020 at 5:00 p.m.

Aiko Jackson's home, 6432 Back Road, in Kaslo

Present: Honora Cooper, President; Catherine Whitehead, Vice President; Aiko Jackson, Treasurer; Barney Gilmore, Secretary; Joe Johnston; and Donna Butt.

Regrets: David Stewart, Past President (David resigned for health reasons, effective as on March 3rd, 2020)

Invited Guest: Dawn Lang

The meeting was convened: at 5:00 p.m. by Honora.

Report from Dawn Lang: For a few years now Dawn has worked with the Vancouver Foundation, assessing large grant applications for major projects in the Education sector. She spent twenty five minutes sharing with the Board some of what she learned about grant applications and the projects they fund, and about the nature of adjudicating these applications and providing feedback to the applicants and to the Vancouver Foundation Board that must make the final decisions for awarding these grants. As our own applications arrive this spring, the Board had a number of questions about Dawn's experience as an adjudicator. The Board thanked her for her shared experiences.

Approval of today's Agenda: Moved by Honora **Approved**

Approval of the revised Minutes of February 12, 2020: Moved by Joe. **Approved.**

[These February minutes, and those for January, were subsequently found to contain errors in the Treasurer's report as written. After the board met today, these errors were discovered and corrected, and the effected minutes, now changed, will be up for approval at our April meeting.]

REPORTS:

Treasurer's report: Our closing balance at February's Board meeting was \$3,350.66. Since that meeting we received a transfer donation of \$1,126.90 to our Society account from the Kootenay Savings Foundation. We received an additional 5 cents interest on our account. We paid a domain hosting fee of \$48, leaving a closing balance of \$4,429.61. Aiko moved acceptance of this March Treasurer's report. **Approved.**

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Status report re our Community Facebook account. We have received a few more members to our Facebook group and it now numbers about 100. Aiko recently posted a reminder about grant applications and corresponding deadlines.

CORRESPONDENCE:

Honora reported receipt, from Ming Ho at the RBC, a notice about a Youth Development initiative. She forwarded this information: to Mr. Zuk at JVH (thinking of their recent fund raising enquiry to us for a student trip to Costa Rica.) She also forwarded this notice to Shannon Isaac of the KULYN.

We received a report from Don Scarlett in connection with final disbursements from the estate of Ann MacNab. As one of her beneficiaries, CFNKLS needed to sign and return our acceptance of Don's report as final. Honora signed the required form, and gave a copy of that form to the Secretary to be archived. It currently appears that the CFNKLS Community Fund will receive an expected additional bequest of \$461.97 from the MacNab estate.

Correspondence can now continue to come to us at Box 661, Kaslo, B.C. There will be no charge. This Box has been registered to 651 A. Ave. (Honora's property) and will remain so registered until and unless that property were ever to sell.

One application for a small grant award has come in. (See the report below for details.)

BUSINESS ARISING FROM THE MINUTES:

Further policy discussion re helping grant applicants find needed sponsors

We would like to help non-profit organizations that are not registered charities to find charity sponsors to administrate their proposed projects. However there are some churches and local charities that will no longer be sponsoring so as to minimize the risk of losing their charitable standing with Canada Revenue. If the charity in question can reasonably make the project "their own," fitting their general charitable mission, they should still be able and willing to sponsor projects without risk.

Status of the Neighbourhood Small Grants Initiative funds Catherine reported that as of this meeting \$130 remains in our fund for small neighbourhood grant projects. Kate O'Keefe, president of the Kaslo Community Acupuncture Society, has written requesting a \$100 donation from this fund to help toward the purchase of a reclining chair for their patients. The Board discussed this request and our consensus was that the small grants initiative program was not the appropriate venue for a partial donation toward a larger goal, one that might also have private as well as public benefit. **Catherine** was asked to reply to this request advising the KCAS that it would be better for them to apply for a regular CFNKLS grant to cover the full cost of such chairs,

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recognizing however that KCAS is not itself a registered charity and would need a charitable sponsor for any such grant application.

Consideration of a 2020 budget, and allocation of our KSCF donation & VF rebate Honora & Aiko are putting the finishing touches on these allocation decisions and will communicate them to the board for approval in April. Since our February meeting we have decided to keep \$300 of the recent Vancouver Foundation administration fee rebate in our Society account, to cover Pennywise advertising relating to the Treasure Hunt. We will also withhold a further \$1,000 for seeding the Treasure Fund destined to go to the Charity selected by the Finder of the Treasure Box. We hope to raise at least a further \$1,500 for the Treasure Fund from local donors. We are left with \$3,570.51 from the Vancouver Foundation rebate that is to be “donated” by us back into our General Community Fund held by Osprey.

Update on 2020 Treasure Hunt plans Catherine reported that she and Barney have had a recent meeting, and plans for the hunt are progressing well. She spoke to Karma at Pennywise and they will donate advertising space to the value of half of what we require, up to \$600 total cost (i.e. \$300 donated by them.) Catherine and Barney are preparing to hide the 2020 Treasure Box fairly soon. **Aiko and Honora** will need to provide the \$250 cash from our Society account to go into the Box very soon.

NEW BUSINESS:

Approval of Policy 301 regarding Archive protection & Confidentiality
[Deferred until our April meeting.]

Consideration of terms of agreement letters between sponsors & applicants
The Board does not wish to determine or dictate the format or wording of letters of agreement between charitable sponsors for grant proposals and the applicants who propose to carry out the projects. But we do wish to clarify and stress that such letters of agreement with sponsoring & administrating charities must be included with each relevant grant application. Donna has already changed the granting guidelines on our website to stress this requirement.

Consideration of any policy re CFNKLS support of Grant-Sponsor administration fees The Board discussed possible wordings for the public, alerting them to our reluctance to spend grant monies on project administration costs that go beyond a certain level. **Joe & Barney** will work on appropriate wording for the Board to consider at its next meeting. There was some agreement that administration fees as part of a grant should be capped in some fashion.

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Recognition of the long service to CFNKLS by David Stewart We are hoping that we can give a suitable public recognition of David's long service in conjunction with his attendance at the AGM. **Catherine** will try to assure he can and will attend. We are considering gifts of flowers, a special lunch, and other possibilities. We will continue to work on these arrangements in the next two months.

Next Board Meeting Scheduled: Our next meeting will be at 5:00 p.m. on Monday April 20th, at Honora's home at 651 A Ave.

Adjournment: The meeting was adjourned at 6:24 p.m.

Barney Gilmore
CFNKLS Secretary