

## Community Fund of North Kootenay Lake Society

### Minutes of meeting October 16, 2014, Hotel Meeting room

**Present:** David Stewart, Honora Cooper, Debra Barrett, Elaine Toffan, Paul Hunter, Sean Kubara

**Approval of Agenda-** Moved by Elaine, 2<sup>nd</sup> Paul MC

**Approval of Minutes** of September 18, 2014 ,( with small correction of dates), Moved by Honora, 2<sup>nd</sup> Elaine MC

#### **Reports:**

1. Treasurer's report- given by Elaine-- last month we made 3 cents in interest; and are now paperless with the Credit Union. Our balance at end of September was \$2,614.07. There was a deposit of \$20. For membership from two persons.

Moved by David, 2<sup>nd</sup> by Honora to approve report

No other reports

**Correspondence:** a \$50. Donation was received from Dirk Pidcock family, indicating it was for the Frank Miles memorial fund, and since there is not such a fund, it will go into general fund.

Paul reported on report from Chelsea from Hospice Society, about to attend week long workshop in Victoria, and giving thank for the opportunity.

#### **Business Arising**

1. Bursary awarded to Savannah Cockerell is still secure at SD #8
2. Strategic planning next steps

We proceeded clockwise around the table to hear general remarks by each member present, then began a point by point review of the strategic document for items still needing attention. Paul noted places where work had been done, and places where not, Honora noted needs in action groups category. Elaine suggested we look at each action group individually. Debra felt that the last 4 items on action group #1 were not satisfactory yet.

**Timeline:** David will re-vamp the timeline as we suggest, adding Giving Tuesday, and moving "determine amount to distribute as grants" to late February. October was suggested as a time for board retreat, though not every year seemed necessary to do this.

**Job descriptions-** David will work on this, and some work has already been done on executive roles and re-distribution of duties. Elaine commented that the website provides a good starting point to introduce new members to the responsibility of their roles. Formalizing a package for board orientation still needed.

**Partners Action Group** – Paul has done lots of work on the website and the password protection is underway, but not complete.

**Policy Action Group-** considered to be done

Sean described how she saw the policy updating process, and although a lot of work was done years earlier so there is a good structure (as Debra saw it) they may not need a lot of updating, but a few might benefit from revision.

**Community Outreach action group-** three items are still relevant for continuing attention; clarifying target audiences, develop appropriate content for each target audience, and Identify appropriate media for communicating.

An office space was mentioned, and at this point, it seems our needs are being met with existing arrangements.

**Application Package-**Changes done early last year, only dates need to be revised each year. A question came up about a line in the form about applicants submitting their application early and being able to get feedback/assistance. **Honora** will check to see if this is included in application form.

**At the next meeting, the board will look at “What do we need to do better?”**

David moved that we pick a date for the AGM now, in order to get the timing we want.

**David** will try to book the first Friday in June, the 5<sup>th</sup> at the Langham.

3. CFC regional Conference in Vancouver, on November 26-28. Honora is booked for room for her and Catherine, approximately \$300. Total, including food. It was moved by Sean, 2<sup>nd</sup> by Debra to reimburse Catherine \$100. for travel and Honora \$300. For accomodations MC
4. Giving Tuesday , a December event.- Plans are underway, Osprey will pay for this, David has notified Pennywise, the ad is much the same as last year. We will add planning in October for December event to timeline.
5. Elaine set up electronic paperless statements, and we could have a password or not.
6. Honora Suggested a party in December, and we decided on and early December 11<sup>th</sup> meeting, at the hotel, and featuring a luncheon before. We will have on the agenda to discuss large donors issues mentioned in last meeting minutes, so Barney can participate. Advance preparation for the future can also be discussed.
7. November newsletter and December press release were suggested so that we capture the attention of donors wishing a tax break.

**Next meeting November 20<sup>th</sup>-- same time and place.**

**Meeting adjourned 1:10 p.m.**

