

**Community Fund of North Kootenay Lake
Minutes of the meeting March 6, 2014
Kaslo Hotel Meeting Room**

Present: David Stewart, Debra Barrett, Barney Gilmore, Elaine Toffan,
Honora Cooper, Paul Hunter, and Sean Kubara

Meeting convened: 12:08 p.m.

Approval of agenda: Moved by Honora as circulated..

Approval of minutes of January 16, 2014. Moved by Honora.

REPORTS:

1. **Treasurer's report.** Sean is awaiting bank statements, but current bills have been paid through January. David and she have arranged to cover deposits and payments through to our next director's meeting.

There were no other reports to be made at this time.

CORRESPONDENCE: No new correspondence was reported.

BUSINESS ARISING FROM THE MINUTES:

1. **Grant Writing Workshop for March 22nd.** Debra and her committee have placed an announcement in the latest Pennywise concerning this workshop, set to take place on March 22nd at the Senior's Hall. Some questions to Debra from potential applicants were discussed. We confirmed that School projects are eligible for our grants, but the Golf Course, not being a charity, would be one example of a case where a charitable partner would need to be arranged.

Honora prepared a very simplified draft of an Agreement document between an eligible organization (for our grants) and a partner organization desiring to apply for such a grant. There are seven conditions that must be set out in any such partnership agreement to satisfy eligibility for one of our grants. There was discussion of the wording of the sixth such condition, and it was agreed that here the document should require both organizations to maintain "sufficient" records of progress, with the eligible (charitable/supervisory) organization to determine what records would be "sufficient."

It was confirmed that applicants can apply for more than one project.

If applicants wish to get part of the funds necessary for their project from another granting source, we assume that failing to do so would either be ascertained before applying to the CFNKL, or, a grant from CFNKL would be returned when it failed to be sufficient on its own. As a courtesy to other applicants who may have to be turned down due to lack of sufficient grant

funds that year, we prefer applicants to ascertain in advance if the other needed sources of grants or resources will be available for their proposed project.

David, Debra, and Honora will attempt to arrange for a well-written sample grant application to help applicants at the workshop and in the future. Elaine volunteered to bring copies of the existing eligible charities (for partnership purposes) to the workshop, plus grant application packages.

When partnerships with charitable organizations are used by an applicant, we confirmed that the sponsoring charitable organization should be responsible for writing and supplying the Agreement Form between them that will govern the use of our grant to such applicants.

2. Status of grant funds known and still unknown.

As sometimes happens, the size of our granting pool for this year is still unknown as of March 6th.

3. Progress Reports from directors.

Debra is arranging for more photos from last year's grantees. There was a general discussion of the need for more directors.

4. Succession Planning.

At the AGM, Debra, Barney, Honora & Elaine will be at the end of their elected/appointed terms. Sean has asked to relinquish the role of Treasurer for next year. Elaine volunteered take on that responsibility. There followed a tentative and confidential discussion of who might best help to fill out our Board for 2014. This will be an item for Old Business in the March meeting.

NEW BUSINESS:

1. 2014 Grant Application Form

We have had at least one request for application forms to be provided as an MSWord file, to facilitate filling out the application on a computer, for subsequent printing or submitting as an email attachment. Paul will attempt very soon to have such a file added to our website as a possible download, for those who would like to fill in our application form with the help of a computer

2. Setting a Date and planning for the next AGM

We will try to arrange the AGM for the first Friday evening in June, i.e. June 6th. Planning will get underway this week. David & Barney will report at the next meeting.

Next meeting date: Thursday April 17th at the Hotel, 12:00 noon.

Meeting was adjourned: 1:06 p.m.

J. Barnard Gilmore, Secretary