

COMMUNITY FUND OF NORTH KOOTENAY LAKE

Minutes of the Board Meeting held Thursday, October 26, 2017

David Stewart's Langham office, second floor.

Present: Catherine Whitehead, Vice President; David Stewart, Past President; Barney Gilmore, Secretary; Aiko Jackson, Treasurer; Joe Johnston, and Charles Cuell.

Regrets: Honora Cooper, President, & Peter Jonker

The meeting was convened: at 5:15 p.m. by Catherine.

Approval of the Agenda: Moved by Joe. **Adopted.**

Approval of Minutes of September 13, 2017: Moved by Aiko. **Adopted**

REPORTS:

Treasurer's report: Aiko reported no new activity in our Society account. Four cents interest was added at the end of September, bringing our month-end balance to \$2,987.26. Remaining to be paid is an outstanding claim of \$40 to reimburse Barney for his September 5th payment of our Annual B.C. Societies filing charge to Victoria. Barney **moved** that in lieu of a payment, this \$40 be assigned as a starting contribution to the 2018 Treasure Fund, to reside therein until such time as it is awarded next summer **Approved.**

CORRESPONDENCE: No correspondence was received by the Secretary.

BUSINESS ARISING FROM THE MINUTES:

Reconsideration of our existing Policy 011 on Conflicts of Interest. The existing form (page 2 of the Policy Document) for yearly reporting of potential sources of Conflict of Interest by Board Members was considered at some length. In the end, no tweaking or clarifying of the current wording was yet deemed advisable. The Board recognized that it was almost entirely on decisions of the Granting Committee where such conflicts might occur. "Non-Work" conflicts were understood to come from a Board member's outside volunteer efforts, and memberships in various groups that might receive Grant awards from CFNKLS.

This policy mandates that all Board Members fill out an updated Conflict of Interest declaration each year before March 31st, or upon joining the Board of Directors. The secretary is to arrange for receipt of these forms going forward, and the call for them is to be added to our Yearly Calendar. Completed forms are to be stored in digital form by the secretary. If submitted in paper form, Charles has agreed to scan those for now. All current Board members are asked to submit a Conflict of Interest form (report) to the Secretary by December first if possible.

Status and future of archival grant applications and final reports. Barney has given to Charles backup digital files of all letters to Grant recipients for the past three years. He also provided Charles (and will give to Peter) spreadsheet files detailing all key information about the awarded grants made in 2017 and 2016 with a blank column for recording the receipt of each Final Report received

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from each grant recipient. (New Grant Applications will not hereafter be considered from organizations for which there is still an outstanding Final Report to be supplied. Peter has volunteered to archive and keep track of these Final Reports and will be given copies of these two spreadsheets as well.

Treasure Hunt 2018 to be further considered. Barney reported that Barrie Woodhurst has volunteered to make us another Treasure Box for 2018. Barrie hopes he may have it for us by the beginning of the year. Catherine reported that Pennywise has agreed to help us again with the same support: financial [advertising] and office support, as they did this year. There was an indication that they might welcome a shorter time span of involvement. **Catherine** will investigate further what might be their concern. (We already were expecting to start publicity for the Hunt rather closer to the AGM than we did this year. The long lag between the announcement of the forthcoming Hunt, and the start of the Hunt did seem to reduce initial interest in the event.)

Upcoming workshop November 7 – 9 (Art of Hosting). So far as the Board is aware, none of our Board Members plan to attend.

Board representation at the December Christmas Faire. Aiko has asked for a table at this year's event, to be shared with another group. She is expecting confirmation in November. This event is part of the "Giving Tuesday" pre-Christmas efforts to increase charitable giving generally. In this connection David **moved** that CFNKLS pay for the Giving Tuesday regional advertising campaign and then collect from the other participating Community Foundations their share of our total costs. **Approved.**

NEW BUSINESS :

Ratification of the decision to apply the KCFEA donation to the Arts & Culture Fund. **Moved** by Joe/David that the Board confirm that the CFNKLS share (\$175) of the donation from the Kootenay Columbia Festival and Events Association shall be placed in our Arts & Culture Fund. **Approved.**

Formal adoption proposed of existing draft Policy 004 (CFNKLS Organization Structure.) The Board looked over our Policy 004 which has yet to have been formally approved. The potential for a few clarifications was considered but in the end it was **moved** by Charles that we approve it as it stands. **Approved.**

Reconsideration of Policy 003 (Vision and Long Term Goals.) The Board spent most of the remaining time at this meeting working on possible clarifications and updates for this policy. The Vision statement we felt was well said. We agreed that the Vision statement should be complemented by, and be more clearly consistent with, the declared Mission. Charles suggested the Mission statement might better read something like "CFNKLS mission is to empower the communities of North Kootenay Lake to become increasingly thriving and resilient."

We appeared to agree that Long Term Goals should remain in this policy, but not be made time dependent or more concrete. We agreed that the 5th goal about stewardship of the endowments should be removed. The Goals and Aspirations sections might better be moved to a policy about strategic planning.

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While considering the “transparency” of CFNKLS work, it was incidentally agreed that some notice should appear somewhere on our website that CFNKLS members can request access to any approved Board minutes, and that normally the Board would be bound to allow such access.

It was finally agreed that we should continue to refine this policy, sharing views and suggested wordings by email, in preparation for our November Board meeting.

Next Board Meeting Scheduled: Thursday November 23rd at 5:15 in David’s Langham office.

Adjournment at 6:15 p.m.

Barney Gilmore
CFNKLS Secretary