

COMMUNITY FUND OF NORTH KOOTENAY LAKE

Board Meeting on Monday, January 20, 2020 at 5:00 p.m.

Honora Cooper's house, 651 A. Ave in Kaslo

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

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

Approval of the Agenda: Moved by Aiko **Approved**

Approval of Minutes of December 16, 2019: Moved by Joe. **Approved**

REPORTS:

Treasurer's report: Our closing balance in December was \$3,684.83. Debits since our December meeting totaled \$169.88 and we earned 5 cents interest. The debits included an earlier donation of \$50 to the Treasure Fund, now transferred to Osprey, and \$119.88 paid to Pennywise for the display Ad about Giving Tuesday. Our balance thus currently stands at \$3,515.00 with \$270 of this remaining in our Small Grants fund.

Aiko advised the Board that our Credit Union account does not have documentation showing we require two Board Member signatures on cheques from our account. She **moved** that the Board amend our bank account resolution to require 2 Board-approved signers on CFNKLS cheques, and, that the Credit Union be formally informed of this decision. **Approved.**

Status report on our Community Facebook Pages Aiko reported that we continue to get up to half a dozen new "likes" each week for our Facebook page.

CORRESPONDENCE: (See also New Business)

Honora reported receipt of a project update received from the Kaslo Housing Society. She also reported that Andrea Dicks has been elected the new President of Community Foundations Canada. She also received correspondence from Inukshuk Enterprises asking if we wished to be listed in the next edition of Charitable groups in Canada, as we had been recently. There is no charge for this (but for an enhanced listing a charge would apply.) The book is very thick. Our mention would be hardly noticeable. Past listings do not seem to have generated new donations. The Board decided not to undertake a new listing at this time.

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BUSINESS ARISING FROM THE MINUTES:

CFNKLS Website Update and Policy changes in progress.

Potential rules for agreement documents between charitable sponsors & grant applicants. (See also New Business below.) These policy matters dealing with grant applications were considered together in light of their mutual implications. There was a full discussion of the advantages and potential disadvantages of providing to (or possibly requiring from) grant applicants, a sample agreement form for use by applicants who will be using a charitable group to administrate their grant. After consideration it was the consensus of the Board that we should not limit or require a particular administration agreement form for non-charitable grant applicants using a sponsor group. That could conceivably create legal problems for us if a dispute arose between a grant recipient and his or her sponsoring administrator. It was also argued that we are not mandated to find eligible sponsors for all would-be grant applicants in need of a sponsor. That said, the Board also agreed that we need to do what we can to facilitate the ability of applicants to find a suitable sponsor. (See New Business)

The Board has, since our last meeting, been consulting together by email with proposed new wordings for CFNKLS Policies P202 through P204. With some final tweaking at this point in our meeting, Honora moved that each of these four grant-related policies be worded as follows. (Each was **Moved**, and each was **Approved**.)

P202. When a grant enquiry is received from a non profit or individual without Charitable registration they may be given names of charities or qualified donees who might sponsor them, and/or they may be referred to the list of charities and qualified donees on our web site.

P203. As grants are received, by email or mail, they are reviewed for completeness. Applicants will be contacted within a week after receipt of their application to confirm that the application has been received by CFNKLS. Each applicant will be advised at that time if any missing documentation is still needed.

P204. The date for the Granting Committee to review and select grant recipients each year will normally be one week to 10 days after the final deadline chosen for the grants to be received. This allows the CFNKLS board time to approve the granting committee's decision and to forward the results to the Osprey Foundation prior to their May board meeting for final approval.

P205. a. Only one year grants receive approval.

b. The Granting Committee is to refer to CFNKLS granting guidelines as needed in coming to a decision on a grant.

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c. The priority question for final decisions shall be "Does this grant project support a thriving and resilient community?"

d. Consideration of a grant with a project completion date prior to the date of the AGM shall have very low priority.

Status of the Neighbourhood Small Grants Initiative funds remaining. As noted above in the Treasurer's report \$270 remains in the our Small Grants fund. Catherine has been in touch with Christine Parton who requested help with buying a table and some art materials for her "Open Art Studio" held at the Langham from time to time. Catherine **moved** that we approve granting her \$140 for these items from our Small Grants Initiative funds. **Approved.**

The funds still available thus now total \$130. Barney **moved** we pay for another classified ad in Pennywise (estimated cost less than \$20) about the Small Grants Initiative funds remaining. **Approved.** Catherine will arrange for this ad to appear.

NEW BUSINESS:

Update on potential CFNKLS Board members and guests attending March and April meetings. Dawn Lang will attend our March Board meeting (expected to be held Tuesday March 3rd) to share with us information about the latest work of the Vancouver Foundation. Kathy Freeman will attend our April Board meeting (expected to be held Monday April 20th) and may be invited to join the Board right away and serve as our Board Secretary starting at the end of June.

Disposition of the KSCF donation & the VF rebate we received. Consideration of this item was tabled for our February meeting when Aiko will have completed the 2019 financial figures.

Potential rules for agreement documents between charitable sponsors & grant applicants. Much of the discussion of this issue occurred under Old Business, in our earlier discussion on policies surrounding grant applications and awards. Still outstanding is wording for information helping non-charitable applicants to find charitable sponsors to administrate the funds we award for their projects. Joe will continue to work with the Board for providing such information to such applicants. We will consider these issues and suggesting solutions at our next meeting.

Living Lakes Canada as an acceptable sponsor of Grant Applications. Our recent communications from Osprey concerning some confusion at Living Lakes Canada, (a charity administrating grants awarded to two of our 2019 grant applicants) about what LL received and what was required of them, led to our concern about LL as sponsors. We have now learned that the ED of Living Lakes had been on a month's

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vacation and had been unavailable to clarify some questions about the grant funds they were administrating. There was no fault on the part of Living Lakes.

However, this did raise for us the issue that applicants using a charitable sponsor have been asked to include a copy of their agreement with the sponsoring institution as part of their application to CFNKLS. Often this is not done. Sometimes it is only done with a letter from the sponsor praising the proposal, but not disclosing any terms or responsibilities which the sponsors understand that they are assuming.

The Board recognized it will need to look at whether we need clearer guidance on this matter for grant applicants.

[At the last Grant Committee meeting there appeared to be a need for a possible policy, or guiding rule of thumb, on what might constitute a “reasonable” administrative fee for sponsoring institutions, expressed either as an absolute dollar figure, and/or as a percentage of the grant awarded. Here too a copy of the sponsoring agreement is desirable for grants having sponsoring charities that receive and administer our grant funds.]

New Business arising during this meeting. Donna has paid the charge for renewing the annual hosting of our website, at the cost of \$24.39. Honora **moved** we reimburse this cost. **Approved.**

There was a separate administrative error this year by a project sponsor that has come to our attention. SD#8 did not cash the grant award cheque given to them in support for the Community Recycling student project at the back of the School. Osprey will be issuing SD#8 a replacement cheque. Donna will communicate with the two people working on the SD#8 project, to insure they know the status of the funds they need, and the deadline for completing it.

Next Board Meeting Scheduled: Our next meeting will be held **Wednesday February 12th** at the home of Donna Butt, 430 8th St., in Kaslo.

Two further meeting dates were tentatively set. **Monday March 9th** at Aiko’s home, and **Monday April 20th** at Honora’s house in Kaslo.

Adjournment: was at 6:05 p.m.

Barney Gilmore
CFNKLS Secretary