

COMMUNITY FUND OF NORTH KOOTENAY LAKE

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

ZOOM Meeting ID 198 708 843 with PW as 092661

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

The meeting was convened: at 5:25 p.m. by Honora after a delayed start arising from some false meeting data.

Approval of the Agenda Moved by Catherine. **Approved**

Approval of Minutes of March 9, 2020 Moved by Catherine. **Approved**

Approval of corrections to January's & February's Treasurer's reports. Moved by Donna that the corrected Treasurer's reports, now posted on our website for the January and the February meetings, be approved by this Board. **Approved**

REPORTS:

Treasurer's report since March 9. We had an opening balance of \$4,429.61 as of March 9th. Outgoing expenses included \$250 for the Treasure Hunt prize for the box, and \$18.38 for a Neighbourhood Small Grants ad in the Pennywise. Income included \$0.06 interest earned, and \$39,867.90 from the disbursement of Ann MacNab's estate. The estate funds will be sent to Osprey to be added to the CFNKLS General Fund. Our current balance is \$44,029.19. Aiko moved acceptance of this report. **Approved** [After transferring the MacNab bequest, our working balance would be \$4,161.37]

Approval of the rental of A Ave Office (Post office requirement). Honora reminded us that in order to save a fee on our Kaslo post box we had to have an "office" address in town registered to no one else. She has thus "donated" the cost of an "office" in her A Avenue home at a nominal "rental" of \$10 per month. \$120 will be paid to her by the society and she will donate it back . Barney moved approval of this arrangement. **Approved**

Status report re our Community Facebook account. Aiko reported our Facebook page has had about the same traffic as last month. The Board agreed that the recent Food Hub announcement, of which we received a copy, should be posted on the Facebook Page and Donna should put it on our website "Highlights" [Events] page.

CORRESPONDENCE:

Notice of gift to Environment Fund from Kiara Lynch. Barney reported personally receiving a bankers cheque for \$500 from Kiara Lynch, made out to CFNKLS. Asked to which fund or purpose she intended the cheque to be put, it sounded to Barney like the environmental fund was closest to what she hoped for. When Barney suggested it go there she said yes. He asked her to email a written confirmation that this was her intended destination for this donation and she said she would do so that evening. Barney sent her an email reminder that evening and again a day or two later when no response was received. **Barney** will bring the cheque in for Aiko very soon, and **Catherine** will speak to Kiara about the written direction to the Environment Fund.

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BUSINESS ARISING FROM THE MINUTES and Related matters:

1. Final status of the Society Budget for 2020. The Society Budget for 2020 with corresponding figures for two previous years (Budgeted and Actual) was shared with the Board by Aiko, via email, shortly before the meeting. Not everyone could open the file in the format sent and a 2-Page PDF version was sent soon after. There was a brief description of this budget. Aiko moved its acceptance for presentation at the AGM. **Approved**

2. Grant Application status and consideration of deadline extensions Honora reported that so far we have received 9 grant applications (with perhaps a few more expected) totaling approximately \$30,000 so far. (Last year there were 24 applications with requests totaling just under \$57,000). Last year we awarded a bit more than \$46,000 in grants. This year we have a little over \$47,000 available for grants. It was decided not to extend the current deadline for applications this year given the time constraints in getting cheques from Osprey to grant recipients if we did delay our decisions for more than a few days. We may then have a significant surplus of grant funds remaining, and if so we will consider at meetings in the summer or early fall the advisability of opening another grant application window later this year.

3. Status of COVID-Response fast granting potentials: Village & VHKAS The VHKAS has appointed Andy Shadrack to spearhead work on promoting economic amelioration and health-promotion during the Covid-19 pandemic. Andy has asked CFNKLS if they can help with costs of the Covid-19 mitigation signs at the entrances to Kaslo. The board approved Catherine spending the remaining \$130 in our local neighbourhood small grants fund, plus \$120 from our 2020 grant funds to cover half the cost of those signs. She (with Aiko's help) will send Andy and the VHKAS a cheque for \$250.

Meanwhile the Village would like to have further information about administering grant cheques for other small pandemic-related expenses that we might wish to award from our Osprey funds administrated through the Village. In particular they have asked for a list of our Criteria for deciding on such grants, and some suggestions of the amount of their staff time that might be taken up with accepting this role. **Honora** is to prepare a first draft of this information to the village for the Board to consider, edit, and expand.

4 Grant Committee membership and meeting arrangements. The Board decided that Granting committee should meet via Zoom.com at 10:00 a.m. Saturday May 2nd. This year's committee will consist of Dawn Lang, M.L. Thompson, Honora, Barney, Catherine, & Donna. Joe asked that the scanned, confidential, applications received be shared by email with all members of the board, to be deleted by each recipient after the CFNKLS board next meets and approves the Grant Committee's recommendations in May. The Board agreed to this suggestion.

5. Status of \$3,000 KSCF funds and short term plans for them. Catherine mentioned that at a recent meeting of the Osprey affiliates there was interest expressed in creating emergency funds to have available for assisting quickly in response to things like the pandemic or fires or floods. The affiliates were told that difficulties with required oversight on the spending of such funds would not be easy to overcome.

With respect to the recent KSCF gift, Joe reported that Tina's answers to his questions were helpful, and that the \$3,000 addition to our General Fund was, under the circumstances, the best placement of that portion of that gift.

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6. Consideration of the allocation of our Societies' MacNab Bequest. The consensus of the Board was that Ann MacNab always meant for her support of CFNKLS to boost the amount of its yearly endowment interest available for grants in perpetuity. Thus her final bequest to CFNKLS should be placed in the General Fund, as had all her previous donations and earlier bequest.

7. Status of the Neighbourhood Small Grants Initiative funds. This matter arose in connection with Agenda item #3 above. The funds allocated for 2019 have now been committed. \$380 remains for small grants in 2020.

8. Consideration of any policy re CFNKLS support of Grant-Sponsor administration fees. Recent email discussion among the Board on the wording of this matter had mostly finalized the wording desired. Joe suggested two final additions to the policy wording that were included at this meeting. It was moved by Barney that these additions be adopted and the policy approved. **Approved.** That policy will be posted on our grant application web page, and it will read:

CFNKLS is legally required to award its grant monies from its endowment funds only to official charitable organizations labelled by the Canadian Revenue Agency as "Qualified Donees". These organizations included all officially registered charities, and some other registered entities that include most churches, schools, municipalities, and government bodies. CFNKLS applauds and values our local charitable organizations that support the many worthy projects enriching our lives and our communities. Local Not-For-Profit volunteer groups, which are not themselves registered charities, do require one of the many local qualified donees to overview and administrate all of the funds that CFNKLS grants for community projects.

CFNKLS understands that some supervising charities, with paid administrative staff, may need to charge an administration fee to the grant projects that they agree to oversee. In general, however, CFNKLS prefers not to devote more than 12.5% of any grant award, or \$400, whichever is lower, for the administrative and supervisory costs of the various projects it supports. CFNKLS may give some preference to applications where applicants have a relationship with the supervising charity, one that permits the entirety of the grant to be applied to the proposed project.

Grant applications that request more than these guideline amounts should provide an explanation as to why a greater support for administration costs is justified for this application. Such applicants should also be prepared for the possibility that their grant award may be reduced by some amount because the administrative costs will otherwise be higher than CFNKLS prefers to support.

9. Consideration of terms of agreement letters between sponsors & applicants. Our earlier consensus was confirmed at this meeting that CFNKLS should not complicate the efforts of applicants to find sponsors by dictating the form and wording of such agreement letters. It is enough that we require applicants with sponsors administrating their funds to submit with their application to us a copy of such letters of agreement.

10. Update on 2020 Treasure Hunt plans. Barney and Catherine confirmed that the Treasure Hunt is at least postponed, but that it may become possible to carry it out later this summer. The current status of the hunt, and its rules for this year, have been updated on the Hunt website at www.nkltreasure.wordpress.com When asked if the Treasure has been hidden yet, no answer was given to the Board.

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11. Further policy discussion re helping grant applicants find needed sponsors. No new steps on this question appeared necessary. Items #8 and #9 above seemed sufficient.

12. Board vacancy replacements, current status of. Honora and Barney are feeling out potential volunteers for service on the board. The Board has two vacancies and so willingness to immediately take on the role of Secretary is not a requirement for appointment.

13. Recognition of the long service to CFNKLS by David Stewart. With the Covid-19 distancing needs in place it is not easy to plan any form of social recognition. We will return to this item at a future meeting.

14. Approval of Policy 301 regarding Archive protection & Confidentiality. Most of those attending this meeting could not recall seeing the wording of this Policy. Barney doesn't believe he has a copy. Donna does have a copy and will sent it to each of us for consideration at our next Board meeting.

NEW BUSINESS:

Joe has noted that on our form used for instructing Osprey into which endowment fund a donation is to be placed our General Fund and our other dedicated funds are listed, but above them all it also lists a "North Kootenay Lake Fund." This fund does not exist, and seems to be a duplicate for our General Fund. **Joe** will check this out and arrange for any corrections needed.

Next Board Meeting Scheduled: We will meet next via Zoom.com at 5:00 p.m. on Monday May 25th. **Honora** will circulate the meeting number and the password in due course. These will also appear at the top of the next Agenda when that is circulated.

Adjournment: was at 6:35 p.m.

Barney Gilmore
CFNKLS Secretary