



Minutes

November 20, 2015

Minutes of the Altona Community Foundation Board of Directors held on Friday, November 20, 2015 at 12:00 pm at Golden West Broadcasting boardroom.

Present were: president, Perry Batchelor; vice-president, Byron Loeppky; treasurer, John Teichroeb; Darrell Friesen; Brenda Thiesen; and Steve Siemens.

Regrets: Brad Derksen, Carol Braun, and Harv Kroeker.

1. Call to Order

President Perry Batchelor called the meeting to order at 12:10 p.m.

2. Review of the Agenda

The following items were added for discussion: named fund service fees under financial and planning session meeting date under new business.

MOTION: Byron Loeppky – moved – Brenda Thiesen – seconded – THAT the agenda is approved with the additions.

CARRIED.

3. Review of Previous Minutes

MOTION: Darrell Friesen – moved – Byron Loeppky – seconded - THAT the minutes of the meeting held October 16, 2015 are adopted as circulated.

CARRIED.

4. Financial Report

- John reviewed the attached financial report with the board.

MOTION: John Teichroeb – moved – Brenda Thiesen – seconded - THAT the Altona Community Foundation board accept the financial report as presented.

CARRIED.

- John presented the attached amended service fee for named fund accounts based on recommendations from the board at last month's meeting.

MOTION: Steve Siemens – moved – Brenda Thiesen – seconded - THAT the Altona Community Foundation board accept the amended service fee as presented.

CARRIED.

5. Giving Challenge Update

- Over the weekend 46 donors contributed \$31,400.
- 16 of the 46 were new donors.
- Jennifer to send thank you letters to all donors that contributed over the weekend.
- Jennifer to place thank you ad in newspaper, Darrell in radio.
- Byron to send The Winnipeg Foundation and the Thomas Sill Foundation thank you notes on behalf of the ACF.
- Discuss at January's planning session on how to raise the balance to reach our goal of \$50,000.

6. Giving Challenge Advertising

- ACF to use the \$1,000 provided to us from the Thomas Sill Foundation for radio and paper advertising to promote the Giving Challenge to help leverage funds towards our goal of \$50,000.

MOTION: John Teichroeb – moved – Darrell Friesen – seconded - THAT the Altona Community Foundation use the \$1,000 from the Thomas Sill Foundation for radio and paper advertising.

CARRIED.

7. 2015 Fall Grants

- Not a lot of grant applications during this granting period: 12 grant applications were received, 8 grants were awarded, 4 were denied due to receiving after deadline, out of area, not a registered charity and one was for operating.
- Brenda went through the scoring guide for the grant requests received.
- Byron excused himself on discussions regarding Blue Sky Opportunities.
- Brenda to ask for clarification on the Blue Sky Opportunities and Furever Friends grant applications so there is no confusion when they submit invoices.
- 2015 fall grant recipients were:
 - Altona Minor Basebal - \$2,000
 - Gallery in the Park - \$2,300
 - Gardens on Tenth - \$3,500
 - Blue Sky Opportunities - \$6,000
 - South Central Cancer MB - \$700
 - Rosenfeld Skating Rink - \$3,500
 - Altona Curling Club - \$4,500
 - Furever Friends - \$500

MOTION: Steve Siemens – moved – John Teichroeb – seconded - THAT the 2015 fall grant requests are approved as presented.

CARRIED.

- Brenda to contact grants that were denied.
- Jennifer to prepare letters for accepted grants – Brenda to deliver.

8. 2014 Fall Grants

- Some 2014 grants are still outstanding: Altona Recreation – Perry to follow up; Pembina Valley Humane Society – Brenda to follow up.
- John to send a letter to YFC denying their 2014 fall grant as the invoice they submitted did not match what their grant had been accepted for.

9. Health Living Forum

- Great reviews on Byron's ACF presentation.
- Good exposure.
- If ACF has a booth next year, just need an ACF rep at the booth during the lunch break to hand out brochures and answer questions.

10. United Way Meeting

- Our local United chapter was given notice from United Canada that they can use their name/logo for 2015-2016 campaign, however, they are asking them to join a combined United Way in their region for 2016/2017. John was invited to attend the United Way meeting to consider how we might be able to work together.
- John went through the details of named funds and flow through funds with the United Way board.

11. Cottonwood Community Performers

- Cottonwood Community Performers provided complimentary tickets to the ACF board for their upcoming production of The Beverley Hillbillies.
- Most members had already purchased tickets.

12. New Board Members

- Darrell and Harv have completed their terms with the ACF.
- Darrell to approach Chris Sumner who has expressed interest in becoming a board member.
- Perry to confirm with Bill Penner with whom Perry and John both had discussions with on becoming a board member.

MOTION: Brenda Thiesen – moved – Byron Loeppky – seconded - THAT the Altona Community Foundation welcomes Chris Sumner and Bill Penner to the board pending their formal acceptance.

CARRIED.

13. New Business

- January planning session – Friday, January 15, 2016 start at 12 noon and go to 3 p.m.
- Location to be determined.
- Chairs of each committee to plan a list of objectives to present.

14. Next Meeting

Wednesday, December 16, 12 noon – Golden West boardroom.

Adjournment

MOTION: Byron Loeppky – moved – Steve Siemens – seconded - THAT this meeting is now adjourned and the next regular meeting of the Altona Community Foundation will be held on Wednesday, December 16 at 12 noon.

CARRIED.



Altona Community Foundation, President

Financial policy in regards to service fees charged to Named Fund Accounts administered by the Foundation.

Overview:

The Altona Community Foundation has named funds under its administration which may be "flow through funds" or "endowment funds". The foundation is responsible for the issuing of donation receipts and cheques (referred to as service items), as well as investing of funds and these funds form part of the foundations financial statement and are subject to an annual audit. Fees are assessed to these funds to cover operating costs of these funds incurred by the foundation.

Fees may be assessed at the end of the foundations fiscal year-end (Sept.30th).

FLOW THROUGH FUNDS:

The fees assessed to these funds on an annual basis shall be \$1.50 per service item as well as 1% (one percent) of the donations received annually.

ENDOWMENT FUNDS:

The fees assessed to these funds on an annual basis shall be \$1.50 per service item as well as;

- a) .25% (one-quarter of one percent) of the value of the fund up to \$15,000 calculated at the end of the fiscal year.
- b) .50% (one-half of one percent) on the value of the fund from \$15,001 to \$25,000 calculated at end of the fiscal year.
- c) 1% (one percent) on the value of the fund exceeding \$25,001 calculated at the end of the fiscal year.

This policy was board approved by resolution on November 20, 2015

10:23 AM
19-11-15
Cash Basis

Altona Community Foundation Inc.
Balance Sheet
As of 19 November 2015

| | <u>19 Nov 15</u> |
|--|--------------------------|
| ASSETS | |
| Current Assets | |
| Chequing/Savings | |
| 1000-00 · Operating Chequing Account | 6,002.76 |
| 1010-00 · 3003 - VIP Surplus Shares | 2,106.98 |
| 1035-10 · 00208 - Curtis Klassen Fund | 5,043.43 |
| 1050-10 · GIC - Non-Redemable - ACF | 1154209.84 |
| 1052-10 · GIC - Non Redemable - RCF | 5,000.00 |
| 1055-10 · GIC- Non Redemable - KWMF | 10,100.00 |
| 1060-10 · 00204 - Interest Granting - ACF | 26,206.85 |
| 1062-10 · 00210 - Interest Granting - RCF | 2.90 |
| 1070-10 · 00206 - Savings for invest.-ACF | 3,199.85 |
| 1085-10 · 00211-Savings for Invest - KW... | 96.08 |
| Total Chequing/Savings | <u>1211968.69</u> |
| Other Current Assets | |
| 12000 · Undeposited Funds | 31,400.00 |
| 12010 · Deposits to be receipted. | -550.00 |
| Total Other Current Assets | <u>30,850.00</u> |
| Total Current Assets | 1242818.69 |
| Other Assets | |
| 1210-10 · Accrued Interest Recievable | 18,958.11 |
| Total Other Assets | <u>18,958.11</u> |
| TOTAL ASSETS | <u><u>1261776.80</u></u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Other Current Liabilities | |
| 2050-00 · Acct's Payable & Accrued Li... | 5,000.00 |
| 2550-00 · GST/HST Payable | -104.69 |
| Total Other Current Liabilities | <u>4,895.31</u> |
| Total Current Liabilities | <u>4,895.31</u> |
| Total Liabilities | 4,895.31 |
| Equity | <u>1256881.49</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>1261776.80</u></u> |