



Minutes of the Altona Community Foundation Board of Directors held on Friday, October 13, 2017 at 12:00 pm at Golden West Broadcasting boardroom.

Present were: president, Bill Penner; treasurer, Wendy Dyck; Brenda Thiesen; Chris Sumner; Loren Braul; Brad Derksen; Scott Penner and Keith Stoesz.

1. Call to Order

Bill Penner called the meeting to order at 12:08 p.m.

2. Review of the Agenda

MOTION: Brenda Thiesen – moved – Brad Derksen – seconded – THAT the agenda is approved as presented.

CARRIED.

3. Review of Previous Minutes

MOTION: Wendy Dyck – moved – Scott Penner – seconded – THAT the minutes of the meeting held September 8, 2017 are adopted as circulated.

CARRIED.

4. New Board Members

- Bill Penner welcomed new board members Scott Penner and Keith Stoesz.
- Alvin Ginter declined the board seat. Board will continue to look for an additional member.

5. Reorganize Committees

- Bill Penner accepted the role of president for a second term.
- Chris Sumner accepted the role of vice-president.
- The new sub-committees for 2017-2018 are: asset development – Loren and Wendy; granting – Keith, Scott and Brenda; public relations – Chris, Bill and Brad.

6. Financial

- Rhineland Child Care did not submit enough invoices for the total project cost of their 2016 spring grant.

MOTION: Loren Braul – moved – Brenda Thiesen – seconded – THAT the Altona Community Foundation pro-rate the \$600 grant to Rhineland Child Care to reflect the actual amount spent and approve a payment of \$582.60.

CARRIED.

- Wendy has started work on the ACF year end to forward to GTP.
- Wendy presented the attached financial reports to the board.

MOTION: Wendy Dyck – moved – Keith Stoesz – seconded – THAT the attached financial reports are approved as presented.

CARRIED.

7. Liability Insurance Update
 - ACF received a letter from the Town of Altona stating our board of directors is now included on the Town of Altona's umbrella policy for liability insurance coverage.
 - The term of the policy is from April 1, 2017 to April 1, 2018.
 - The certificate of insurance detailing the coverage to be filed in the ACF manual.
8. Altona & District Health Board Update
 - A letter was sent to the Altona & District Health Board for clarification on what type of fund they wanted the Altona Hospital Fund and the Dr. Toni Scholarship Fund to be set up as.
9. Giving Challenge Update
 - Received notification from the Province of Manitoba that they will also be stretching funds for community foundations during the 24-Hour Giving Challenge on November 18.
 - Chris to touch base with Melissa about the ACF Live Action Broadcasts on that day.
10. YIP Update
 - Chris invited the YIP student reps to the ACF October board meeting – invitation was declined.
 - Chris offered to attend a student council meeting to re-outline what the YIP program is all about.
 - Laura Thiessen from W.C. Miller reported that student council held their first meeting of the year and decided they would like to hold off on thinking about YIP until January.
 - Board to send a letter to the school outlining the requirements of YIP and the granting dollars that are currently in their account.
11. Public Relations Committee Report
 - Radio commercials have been voiced by Loren and Scott for the fall 2017 granting period.
 - Bill was interviewed by Golden West and was featured on CFAM morning discussing fall grants.
 - Chris to send out a media release for the 24-Hour Giving Challenge once the Province of Manitoba formally announces their role in the Giving Challenge.
12. Asset Development Committee Report
 - Loren updated the board on their campaign – contacting with current, recent and lapsed donors.
 - Keith to find out details about Friesens payroll deductions and report back to the board if the ACF can include an attachment with their pay stubs.
13. Grant Committee Report
 - Call for 2017 fall grants went out.
14. New Business
 - Bill to contact a potential board member and keep the board updated.
15. Next Meeting Date
 - Friday, November 10 – 12 noon – Golden West boardroom.

16. Adjournment

MOTION: Brad Derksen – moved – Scott Penner – seconded - THAT this meeting is now adjourned and the next meeting of the Altona Community Foundation will be held on Friday, November 10 at 12 noon.

CARRIED.

A handwritten signature in black ink, appearing to read 'W. Penner', with a long horizontal flourish extending to the right.

Bill Penner, president
Altona Community Foundation

2:05 PM
2017-10-09

Altona Community Foundation Inc.
A/P Aging Summary
As of 9 October 2017

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Boomerang Bags Altona	0.00	0.00	0.00	0.00	1,200.00	1,200.00
Border Land School Division GR	0.00	0.00	0.00	0.00	0.00	0.00
Buhler Hall	0.00	0.00	0.00	0.00	500.00	500.00
Gardens on Tenth - GR	0.00	0.00	0.00	0.00	2,000.00	2,000.00
Manitoba Mennonite Historical Society GR	0.00	0.00	0.00	0.00	3,500.00	3,500.00
Municipality of Rhineland - GR	0.00	-500.00	0.00	0.00	500.00	0.00
Rhineland Care Inc. - GR	0.00	0.00	0.00	0.00	0.00	0.00
Rosenfeld Good Neighbour Center GR	0.00	0.00	0.00	0.00	3,000.00	3,000.00
The Station, Youth For Christ - GR	0.00	0.00	0.00	0.00	1,500.00	1,500.00
Town of Altona GR	0.00	0.00	0.00	0.00	3,000.00	3,000.00
TOTAL	<u>0.00</u>	<u>-500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>15,200.00</u>	<u>14,700.00</u>

2:03 PM
 2017-10-09
 Accrual Basis

Altona Community Foundation Inc.
Balance Sheet
 As of 9 October 2017

	<u>9 Oct 17</u>
ASSETS	
Current Assets	
Chequing/Savings	
1000-00 - Operating Chequing Account (To record operating expenses)	4,525.43
1035-10 - 00208 - Curtis Klassen Fund (Donations & Interest held to be granted in me...	4,464.64
1040-10 - YIP Savings (YIP Flow-through account)	2,413.74
1050-10 - GIC - Non-Redemable - ACF (GIC's Invested long term.)	1,052,009.84
1052-10 - GIC - Non Redemable - RCF (Long term investments for the Rosenfeld Ceme...	5,000.00
1055-10 - GIC - Non Redemable - KWMF (Long term investment for the Kendall Wiebe ...	11,678.80
1060-10 - 00204 - Interest Granting - ACF (Interest received from investments and use...	23,884.20
1062-10 - 00210 - Interest Granting - RCF (Interest earned for distribution on the Roa...	1.76
1070-10 - 00206 - Savings for Invest.-ACF (Donations received and held till invested.)	218,876.53
1080-10 - 00209 -Savings for invest - RCF (Donations received for investing in the Roa...	200.13
1085-10 - 00211-Savings for invest - KWMF (Donations held in savings for KWMF till l...	96.12
Total Chequing/Savings	<u>1,323,151.19</u>
Other Current Assets	
12010 - Deposits to be receipted. (Donations that have been deposited but need to be ...	-450.00
Total Other Current Assets	<u>-450.00</u>
Total Current Assets	<u>1,322,701.19</u>
Other Assets	
1210-10 - Accrued Interest Receivable	12,849.02
Total Other Assets	<u>12,849.02</u>
TOTAL ASSETS	<u><u>1,335,550.21</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000-10 - Grants Payable (Grants promised to other organizations or individuals)	14,700.00
Total Accounts Payable	<u>14,700.00</u>
Other Current Liabilities	
2050-00 - Acct's Payable & Accrued Liab.	2,500.00
2550-00 - GST/HST Payable (Tax amounts collected on sales and paid on purchases...	-245.65
Total Other Current Liabilities	<u>2,254.35</u>
Total Current Liabilities	<u>16,954.35</u>
Total Liabilities	<u>16,954.35</u>
Equity	
2010-20 - Income Retained for future dist	10,916.47
2020-40 - Curtis Klassen Memorial Fund	4,928.89
2040-30 - Contributed Capital	1,243,265.32
2060-00 - Rosenfeld Cemetery	4,988.25
2070-00 - Kendall Wiebe Memorial Fund	11,442.25
3000-00 - Opening Balance Equity (Opening balances during setup post to this account. ...	173.90
32000 - Retained Earnings (Undistributed earnings of the corporation)	43,545.26
Net Income	<u>-684.48</u>
Total Equity	<u>1,318,595.86</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,335,550.21</u></u>

1:51 PM

2017-10-09

Accrual Basis

Altona Community Foundation Inc.
General Ledger
As of 9 October 2017

Type	Date	Num	Name	Memo	Split	Amount	Balance	
1000-00 - Operating Chequing Account (To record operating expenses)							8,889.85	
1000-01 - Chequing Grants (Cheques Issued to grant recipients.)							4,136.00	
Bill Pmt -Cheque	2017-09-13	861	Town of Altona GR	108124645R...	2000-10 - Gra...	-1,636.00	2,500.00	
Bill Pmt -Cheque	2017-09-13	862	Town of Altona GR	108124645R...	2000-10 - Gra...	-2,500.00	0.00	
Bill Pmt -Cheque	2017-09-13	863	Neuberghal Herita...	863046971R...	2000-10 - Gra...	-2,000.00	-2,000.00	
Bill Pmt -Cheque	2017-09-20	865	Gretna Prairie Cen...	spring 2017 ...	2000-10 - Gra...	-500.00	-2,500.00	
Bill Pmt -Cheque	2017-09-20	866	Oakview Golf Club...	103966065R...	2000-10 - Gra...	-2,062.50	-4,562.50	
Transfer	2017-10-09			Funds Trans...	1060-10 - 002...	4,562.50	0.00	
Bill Pmt -Cheque	2017-10-09	868	Border Land Scho...	856530142R...	2000-10 - Gra...	-600.00	-600.00	
Bill Pmt -Cheque	2017-10-09	869	Rhineland Child C...	856530142R...	2000-10 - Gra...	-582.60	-1,182.60	
Bill Pmt -Cheque	2017-10-09	870	Town of Altona GR	108124645R...	2000-10 - Gra...	-1,425.92	-2,608.52	
Transfer	2017-10-09			Funds Trans...	1060-10 - 002...	582.60	-2,025.92	
Transfer	2017-10-09			Funds Trans...	1035-10 - 002...	2,025.92	0.00	
Total 1000-01 - Chequing Grants (Cheques Issued to grant recipients.)							-4,136.00	0.00
1000-00 - Operating Chequing Account (To record operating expenses) - Other							4,753.85	
Bill Pmt -Cheque	2017-09-13	864	Jennifer Derksen-V	Sep mtg me...	20000 - Acco...	-81.36	4,672.49	
Bill Pmt -Cheque	2017-09-20	867	Municipality of Rhl...	10743201RT...	20000 - Acco...	-45.18	4,627.31	
Bill Pmt -Cheque	2017-10-09	871	Jennifer Derksen-V	acf domain n...	20000 - Acco...	-101.88	4,525.43	
Total 1000-00 - Operating Chequing Account (To record operating expenses) - Other							-228.42	4,525.43
Total 1000-00 - Operating Chequing Account (To record operating expenses)							-4,364.42	4,525.43
1035-10 - 00208 - Curtis Klassen Fund (Donations & Interest held to be granted in memory og Curtis Klassen)							6,490.56	
Transfer	2017-10-09			Funds Trans...	1000-01 - Ch...	-2,025.92	4,464.64	
Total 1035-10 - 00208 - Curtis Klassen Fund (Donations & Interest held to be granted in memory og Curti...							-2,025.92	4,464.64
1040-10 - YIP Savings (YIP Flow-through account)							2,413.74	
Total 1040-10 - YIP Savings (YIP Flow-through account)							2,413.74	
1050-10 - GIC - Non-Redemable - ACF (GIC's Invested long term.)							1,052,009.84	
Total 1050-10 - GIC - Non-Redemable - ACF (GIC's Invested long term.)							1,052,009.84	
1052-10 - GIC - Non Redemable - RCF (Long term Investments for the Rosenfeld Cemetry Fund)							5,000.00	
Total 1052-10 - GIC - Non Redemable - RCF (Long term Investments for the Rosenfeld Cemetry Fund)							5,000.00	
1055-10 - GIC - Non Redemable - KWMF (Long term Investment for the Kendall Wiebe Memorial Fund)							11,678.80	
Total 1055-10 - GIC - Non Redemable - KWMF (Long term investment for the Kendall Wiebe Memorial F...							11,678.80	
1060-10 - 00204 - Interest Granting - ACF (Interest recieved from Investments and used to fund grants.)							25,693.47	
Deposit	2017-09-23			Deposit	-SPLIT-	3,335.83	29,029.30	
Transfer	2017-10-09			Funds Trans...	1000-01 - Ch...	-4,562.50	24,466.80	
Transfer	2017-10-09			Funds Trans...	1000-01 - Ch...	-582.60	23,884.20	
Total 1060-10 - 00204 - Interest Granting - ACF (Interest recieved from Investments and used to fund gra...							-1,809.27	23,884.20
1062-10 - 00210 - Interest Granting - RCF (Interest earned for distribution on the Rosenfeld Cemetry Fund)							1.76	
Total 1062-10 - 00210 - Interest Granting - RCF (Interest earned for distribution on the Rosenfeld Cemet...							1.76	
1070-10 - 00206 - Savings for Invest.-ACF (Donations recieved and held till Invested.)							218,726.53	
Deposit	2017-09-15			Deposit	12000 - Unde...	100.00	218,826.53	
Deposit	2017-09-22			Deposit	12010 - Depo...	50.00	218,876.53	
Total 1070-10 - 00206 - Savings for Invest.-ACF (Donations recieved and held till Invested.)							150.00	218,876.53
1080-10 - 00209 -Savings for Invest - RCF (Donations recieved for investing in the Rosenfeld Cemetry Fund)							200.13	
Total 1080-10 - 00209 -Savings for Invest - RCF (Donations recieved for investing in the Rosenfeld Cem...							200.13	
1085-10 - 00211-Savings for Invest - KWMF (Donations held in savings for KWMF till Invested.)							96.12	
Total 1085-10 - 00211-Savings for Invest - KWMF (Donations held in savings for KWMF till Invested.)							96.12	
TOTAL						-8,049.61	1,323,151.19	

2:04 PM
 2017-10-09
 Accrual Basis

Altona Community Foundation Inc.
Profit & Loss
 October 2016 through September 2017

	<u>Oct '16 - Sep 17</u>
Ordinary Income/Expense	
Income	
4000-00 - Tax-Receipted Donations - ACF (Total eligible amount of gifts received by the register...	34,307.60
4000-10 - Tax Receipted Donations - RCF (Donations received for the Rosenfeld Cemetery Fund)	200.18
4000-20 - Tax-Receipted Donations - KWMF (Donation receipts issued for the KWMF)	0.11
4000-40 - Tax-receipted Donations - CKMF (Donations to the Curtis Klassen Fund)	8,580.00
4000-50 - Tax-receipted Donations - YIP (Donations to YIP)	5,992.54
4010-00 - Donation, Grants, Not Receipted (Amount received from other registered charities. R...	3,953.60
4100-20 - Interest on Investments - ACF (Revenue from Investments in cash, securities, and pro...	38,220.01
4100-30 - Interest on Investment - RCF (Income earned on Investments for Rosenfeld Cemetery ...	148.00
4100-40 - Interest - Curtis Klassen Fund (Interest Eraned on Curtis Klassen Fund)	9.73
4100-50 - Interest on Investment - KWFund (Interest earned on Investments an for the Kendall ...	304.80
43770 - Spec. gift from oth reg. char. (Amount of specified gifts received from other reg. chariti...	2,500.00
6060-00 - Fundraising Event (Events used to raise awareness and funds for the foundation)	4,370.00
Total Income	<u>98,586.57</u>
Gross Profit	98,586.57
Expense	
5000-00 - Advertising and Promotion (Advertising, marketing, graphic design, and other promoL...	2,444.00
5000-20 - Grants Paid - ACF (Program-related awards, grants, benefits, Individual assistance)	38,133.68
5000-30 - Grants Paid - CKMF (Grants paid on behalf of Curtis Klassen MemorialFund)	6,725.92
5000-40 - Grants Paid - RCF (Funds paid from the Rosenfeld Cemetery Fund Account.)	147.90
5000-60 - Grants Paid - YIP	4,800.00
5010-00 - Bank Service Charges - ACF (Bank account service fees, bad check charges and othe...	6.50
5010-40 - Bank Service Charges - CKMF (Service charged on the Curtis Klassen fund account.)	1.30
5010-50 - Bank Service Charges - RCF (Bank Service charges on the Rosenfeld Cemetery Fund)	0.65
5010-70 - Bank Service Charges - YIP	1.30
5020-00 - Corporate Filing Fees (Business licenses, permits, and other business-related fees)	25.00
5070-00 - Meeting Expenses (Expenses related to board meetings, Lunch etc.)	697.57
5080-00 - Membership Fees & Dues	505.00
5090-00 - Office Supplies (Office supplies expense)	247.13
5120-00 - Salary / Contract Labour (Payroll expenses)	1,185.36
66700 - Accounting Fees (Payments to Accountants for services rendered)	1,620.00
Total Expense	<u>56,541.31</u>
Net Ordinary Income	<u>42,045.26</u>
Net Income	<u><u>42,045.26</u></u>

1:54 PM
2017-10-09
Accrual Basis

Altona Community Foundation Inc.
Profit & Loss
1 - 9 October 2017

	<u>1 - 9 Oct 17</u>
Ordinary Income/Expense	
Expense	
5000-20 - Grants Paid - ACF (Program-related awards, grants, benefits, individual assistance)	-17.40
5000-30 - Grants Paid - CKMF (Grants paid on behalf of Curtis Klassen Memorial Fund)	600.00
5090-00 - Office Supplies (Office supplies expense)	101.88
Total Expense	<u>684.48</u>
Net Ordinary Income	<u>-684.48</u>
Net Income	<u><u>-684.48</u></u>