



Minutes of the Altona Community Foundation Board of Directors held on Friday, May 24, 2019 at 12:00 pm in the boardroom at Golden West Broadcasting.

Present were: president, Chris Sumner; vice-president, Loren Brault; treasurer, Wendy Dyck; Bill Penner; Brenda Thiesen; Keith Stoesz; Tracy Klassen, Scott Penner and Ken Wiebe.

1. Call to Order

Chris Sumner called the meeting to order at 12:05 p.m.

2. Review of the Agenda

**MOTION: Bill Penner – moved – Brenda Thiesen – seconded – THAT** the agenda is approved as presented.

**CARRIED.**

3. Review of Previous Minutes

**MOTION: Keith Stoesz - moved Tracy Klassen – seconded - THAT** the minutes of the meeting held April 12, 2019 are adopted as circulated.

**CARRIED.**

4. YIP

- During the 2018-2019 school year YIP raised \$663 by holding two fundraisers. That money was matched by the ACF, with the additional funds coming from the YIP account:  $\$663 + \$663 + \$795.11 = \$2,121.11 - 80\% = \$1,696.89$  which was rounded up to \$1,700 that YIP had to disperse.
- YIP held a cheque presentation event on May 23 at W.C. Miller Collegiate with representatives from the grant recipients, ACF and media in attendance.
- Selected by YIP, attached are their 2018-2019 grant recipients:
  - Altona YFC / The Station - \$500 – exterior upgrades to outdoor meeting area
  - Kiddie Sunshine Daycare - \$500 – iPads for communicating with parents
  - Rhineland & Area Food bank - \$300 – laptop and software for administrator
  - Katie Cares - \$400 – side tables for guest rooms
- The current memorandum of understanding between the ACF and YIP will be expiring at the end of the current school year – June 30, 2019. ACF hopes to renew the agreement with the new YIP group at the start of the 2019-2020 school year.

5. Financial

- Wendy issued the following grant cheque: Rosenfeld Good Neighbour Centre, \$2,500 – kitchen renovations.
- Wendy presented the attached financial reports to the board.

**MOTION: Wendy Dyck – moved – Ken Wiebe – seconded – THAT** the attached financial reports are approved as presented.

**CARRIED.**

- Currently the ACF debit card is only authorized by the board to view the ACF account online.

**MOTION: Bill Penner – moved – Ken Wiebe – seconded – THAT** Wendy have authorization to set-up an online payment option with the ACF debit card.

**CARRIED.**

6. 2019 Spring Granting

- 2019 spring grant applications: 11 grants received - 10 were accepted, one was submitted past the deadline date.
- Board had \$16,950 to disperse.
- The withdrawn 2018 spring grant from Oakview Golf for \$1,000 was not added into the 2019 spring granting cycle, ACF's matching dollars to YIP for \$663 was not taken out of the 2019 spring granting cycle and the withdrawn 2018 spring grant from the Rosenfeld Skating Rink for \$1,200 was not added into the 2019 spring granting cycle - \$1,537 will be moved into the 2019 fall granting cycle.
- Scott went through the scoring guide for the grants received with the board.
- Multiple grant applications were submitted by one applicant. An applicant may submit more than one application during any granting period. Each application will be considered in accordance with the Altona Community Foundation's eligibility criteria.

**MOTION: Loren Braul – moved – Wendy Dyck – seconded – THAT** the Altona Community Foundation reserves the right to collectively consider all applications submitted by an applicant during any granting period for the purpose of determining the amount of the grant.

**CARRIED.**

- Board confirmed the following \$16,950 in grant requests:
  - The Gardens on Tenth - \$4,000 – roof repair
  - Rosenfeld Skating Rink - \$1,500 – new windows
  - Field of Dreams - \$3,000 – pathway, final grandstand project, media booth
  - Altona Community Health Centre - \$2,000 – outdoor wheelchair swing
  - Gretna Arena - \$2,000 – LED lighting
  - Kiddie Sunshine Centre - \$1,450 – pre-school room renovations
  - Blue Sky Opportunities - \$1,500 – shower trolley
  - Neuberghthal Heritage Foundation - \$1,500 – eaves trough, cement pad, tables/chairs

**MOTION: Scott Penner – moved – Loren Braul – seconded – THAT** the Altona Community Foundation approve the 2019 spring grant requests as presented.

**CARRIED.**

- Letters to be hand delivered to grant recipients.
- Press release to be sent to media.

7. Town Presentation

- No further contact has been made. Chris to follow up.

8. Administrative Recovery Fee Policy

- Another draft of the administrative recovery fee policy was presented to the board prior to the meeting. Two changes were suggested on point 3 to change: December 31 to September 30 and change the word calendar to fiscal

**MOTION: Loren Braul – moved – Scott Penner – seconded – THAT** the Altona Community Foundation approve the administrative recovery fee policy as presented with the two changes.

**CARRIED.**

9. RBC Future Launch Community Challenge

- RBC FL Community Challenge sent out an amplification package via email.
- YIP and YFC have been made aware of the challenge.
- Board to come up with additional groups to engage before next meeting.
- ACF to launch the challenge in the media, middle of June, will add to our website.

10. Altona Chamber Banquet

- Raised \$4,366 at the banquet: silent auction items, \$2,926 and raffle, \$1,440.

11. Public Relations Report

- Spring grant press release will be sent to media.

12. Asset Development Committee Report

- No new report.

13. New Business

- No new business.

14. Next Meeting Date

- Friday, June 21 – 12 noon – Golden West boardroom.

15. Adjournment.

**THEREFORE BE IT RESOLVED THAT** this meeting is now adjourned and the next meeting of the Altona Community Foundation will be held on Friday, June 21 at 12 noon.

**CARRIED.**



Chris Sumner, president  
Altona Community Foundation

1:54 PM  
19-05-19

Altona Community Foundation Inc.  
**A/P Aging Summary**  
As of 19 May 2019

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
Border Land School Division GR	0.00	0.00	0.00	0.00	2,350.00	2,350.00
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	1,200.00	1,200.00
The Station, Youth For Christ - GR	0.00	0.00	0.00	0.00	2,700.00	2,700.00
Town of Altona GR	0.00	0.00	0.00	0.00	3,630.00	3,630.00
<b>TOTAL</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>9,880.00</u>	<u>9,880.00</u>

1:54 PM  
 May 19, 2019  
 Accrual Basis

**Altona Community Foundation Inc.**  
**Balance Sheet**  
 As of 19 May 2019

19 May 19

<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Chequing/Savings</b>		
1000-00 - Operating Chequing Account (To record operating expenses)		
1000-01 - Chequing Grants (Cheques Issued to grant recipients.)	-2,500.00	
1000-00 - Operating Chequing Account (To record operating expenses) - Ot...	2,585.83	
<b>Total 1000-00 - Operating Chequing Account (To record operating expenses)</b>	<b>85.83</b>	
1080-10 - 00209 - Savings for Invest - RCF (Donations received for Investing In ...)	150.70	
1062-10 - 00210 - Interest Granting - RCF (Interest earned for distribution on th...	148.01	
1085-10 - 00211 - Savings for Invest - KWMF (Donations held in savings for KW...	1,081.38	
1040-10 - YIP Savings (YIP Flow-through account)	784.33	
1060-10 - 00204 - Interest Granting - ACF (Interest received from Investments a...	31,321.08	
1075-10 - Platinum Savings for Invest-ACF	438,633.26	
1070-10 - 00206 - Savings for Invest-ACF (Donations received and held till Inv...	298.03	
1035-10 - 00208 - Curtis Klassen Fund (Donations & Interest held to be granted...	484.06	
1050-10 - GIC - Non-Redemable - ACF (GIC's Invested long term.)	936,900.00	
1052-10 - GIC - Non Redemable - RCF (Long term Investments for the Rosenfel...	5,000.00	
1055-10 - GIC - Non Redemable - KWMF (Long term investment for the Kendall...	10,939.79	
1090-10 - GIC - Menno H Friesen	31,068.00	
<b>Total Chequing/Savings</b>	<b>1,456,884.47</b>	
<b>Accounts Receivable</b>		
11000 - Accounts Receivable (Unpaid or unapplied customer invoices and cre...	500.00	
<b>Total Accounts Receivable</b>	<b>500.00</b>	
<b>Other Current Assets</b>		
1210-10 - Accrued Interest Receivable	21,402.75	
<b>Total Other Current Assets</b>	<b>21,402.75</b>	
<b>Total Current Assets</b>	<b>1,478,787.22</b>	
<b>TOTAL ASSETS</b>	<b>1,478,787.22</b>	
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
2000-10 - Grants Payable (Grants promised to other organizations or indivL...	9,880.00	
<b>Total Accounts Payable</b>	<b>9,880.00</b>	
<b>Other Current Liabilities</b>		
2050-00 - Acct's Payable & Accrued Liab.	3,000.00	
2550-00 - GST/HST Payable (Tax amounts collected on sales and paid on pu...	-269.54	
<b>Total Other Current Liabilities</b>	<b>2,730.46</b>	
<b>Total Current Liabilities</b>	<b>12,610.46</b>	
<b>Total Liabilities</b>	<b>12,610.46</b>	
<b>Equity</b>		
2010-20 - Income Retained for future dist	18,945.40	
2020-40 - Curtis Klassen Memorial Fund	4,932.34	
2030-00 - YIP Fund	-1,010.53	
2040-30 - Contributed Capital	1,335,239.77	
2060-00 - Rosenfield Cemetary	5,151.40	
2070-00 - Kendall Wiebe Memorial Fund	11,998.53	
2080-00 - Menno F Friesen Memorial Fund	28,758.00	
32000 - Retained Earnings (Undistributed earnings of the corporation)	-1,010.30	
<b>Net Income</b>	<b>63,172.15</b>	
<b>Total Equity</b>	<b>1,466,176.76</b>	
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,478,787.22</b>	

1:56 PM

2019-05-19

Accrual Basis

**Altona Community Foundation Inc.**  
**General Ledger**  
**As of 19 May 2019**

Type	Date	Num	Name	Memo	Split	Amount	Balance	
<b>1000-00 - Operating Chequing Account (To record operating expenses)</b>							<b>4,023.63</b>	
<b>1000-01 - Chequing Grants (Cheques issued to grant recipients.)</b>							<b>0.00</b>	
General Journal	2019-05-05	81	Touch of The Phoenix - GR	CKMF - Rev...	2000-10 - Gra...	420.00	420.00	
Bill Pmt - Cheque	2019-05-05	953	Border Land School Division GR	856530142R...	2000-10 - Gra...	-2,000.00	-1,580.00	
Bill Pmt - Cheque	2019-05-05		Touch of The Phoenix - GR	QuickBooks ...	2000-10 - Gra...	0.00	-1,580.00	
Bill Pmt - Cheque	2019-05-05	952	Town of Altona GR	108124545R...	2000-10 - Gra...	-60.00	-1,640.00	
Transfer	2019-05-19			Funds Transf...	1035-10 - 002...	1,640.00	0.00	
Bill Pmt - Cheque	2019-05-19	958	Rosenfeld Good Neighbour Cent...	119123594R...	2000-10 - Gra...	-2,500.00	-2,500.00	
Bill Pmt - Cheque	2019-05-19		Municipality of Rhineland - GR	QuickBooks ...	2000-10 - Gra...	0.00	-2,500.00	
<b>Total 1000-01 - Chequing Grants (Cheques issued to grant recipients.)</b>							<b>-2,500.00</b>	<b>-2,500.00</b>
<b>1000-00 - Operating Chequing Account (To record operating expenses) - Other</b>							<b>4,023.63</b>	
Deposit	2019-04-20			Deposit	43760 - Other ...	1,440.00	5,463.63	
Deposit	2019-04-27			Deposit	-SPLIT-	2,351.00	7,814.63	
Bill Pmt - Cheque	2019-05-05	954	Gielason Targownik Peters	52254	20000 - Accou...	-2,966.25	4,848.38	
Bill Pmt - Cheque	2019-05-05	955	Golden West Broadcasting-V	spring grant ...	20000 - Accou...	-436.80	4,411.58	
Bill Pmt - Cheque	2019-05-05	956	Jennifer Darkson-V		20000 - Accou...	-69.42	4,342.16	
Bill Pmt - Cheque	2019-05-05	957	Postmedia Network- V		20000 - Accou...	-351.75	3,990.41	
Deposit	2019-05-11			Deposit	12000 - Unde...	75.00	4,065.41	
Transfer	2019-05-19			Funds Transfer	1075-10 - Plati...	-1,479.58	2,585.83	
<b>Total 1000-00 - Operating Chequing Account (To record operating expenses) - Other</b>							<b>-1,437.80</b>	<b>2,585.83</b>
<b>1000-00 - Operating Chequing Account (To record operating expenses)</b>							<b>-3,937.80</b>	<b>85.83</b>
<b>1080-10 - 00209 - Savings for Invest - RCF (Donations received for investing in the Rosenfeld Cemetery Fund)</b>							<b>150.70</b>	
<b>Total 1080-10 - 00209 - Savings for Invest - RCF (Donations received for investing in the Rosenfeld Cemetery Fund)</b>							<b>150.70</b>	
<b>1062-10 - 00210 - Interest Granting - RCF (Interest earned for distribution on the Rosenfeld Cemetery Fund)</b>							<b>148.01</b>	
<b>Total 1062-10 - 00210 - Interest Granting - RCF (Interest earned for distribution on the Rosenfeld Cemetery Fund)</b>							<b>148.01</b>	
<b>1085-10 - 00211 - Savings for Invest - KWMF (Donations held in savings for KWMF till invested.)</b>							<b>5.44</b>	
Transfer	2019-05-19			Funds Transfer	1075-10 - Plati...	1,075.94	1,081.38	
<b>Total 1085-10 - 00211 - Savings for Invest - KWMF (Donations held in savings for KWMF till invested.)</b>							<b>1,075.94</b>	<b>1,081.38</b>
<b>1040-10 - YIP Savings (YIP Flow-through account)</b>							<b>784.33</b>	
<b>Total 1040-10 - YIP Savings (YIP Flow-through account)</b>							<b>784.33</b>	
<b>1060-10 - 00204 - Interest Granting - ACF (Interest received from investments and used to fund grants.)</b>							<b>31,149.68</b>	
General Journal	2019-04-10	82		gic interest	4100-20 - Info...	171.40	31,321.08	
<b>Total 1060-10 - 00204 - Interest Granting - ACF (Interest received from investments and used to fund grants.)</b>							<b>171.40</b>	<b>31,321.08</b>
<b>1075-10 - Platinum Savings for Invest-ACF</b>							<b>351,845.78</b>	
Transfer	2019-04-10			Funds Transfer	1050-10 - GIC...	85,000.00	436,845.78	
Transfer	2019-04-10			Funds Transfer	1055-10 - GIC...	1,075.94	437,921.72	
Deposit	2019-04-13			Deposit	-SPLIT-	128.95	438,050.67	
Deposit	2019-04-27			Deposit	12000 - Unde...	28.95	438,079.62	
Deposit	2019-05-11			Deposit	12000 - Unde...	150.00	438,229.62	
Transfer	2019-05-19			Funds Transfer	1000-00 - Ope...	1,479.58	439,709.20	
Transfer	2019-05-19			Funds Transfer	1085-10 - 002...	-1,075.94	438,633.26	
<b>Total 1075-10 - Platinum Savings for Invest-ACF</b>							<b>86,787.48</b>	<b>438,633.26</b>
<b>1070-10 - 00206 - Savings for invest-ACF (Donations received and held till invested.)</b>							<b>288.03</b>	
Deposit	2019-05-07			Deposit	12000 - Unde...	10.00	298.03	
<b>Total 1070-10 - 00206 - Savings for invest-ACF (Donations received and held till invested.)</b>							<b>10.00</b>	<b>298.03</b>
<b>1035-10 - 00208 - Curtis Klassen Fund (Donations &amp; interest held to be granted in memory og Curtis Klassen)</b>							<b>124.71</b>	
General Journal	2019-04-30	83		s/c	5010-40 - Ban...	-0.65	124.06	
Deposit	2019-05-11			Deposit	4000-40 - Tax...	2,000.00	2,124.06	
Transfer	2019-05-19			Funds Transf...	1000-01 - Che...	-1,640.00	484.06	
<b>Total 1035-10 - 00208 - Curtis Klassen Fund (Donations &amp; interest held to be granted in memory og Curtis Klassen)</b>							<b>359.35</b>	<b>484.06</b>
<b>1060-10 - GIC - Non-Redemable - ACF (GIC's Invested long term.)</b>							<b>1,021,900.00</b>	
Transfer	2019-04-10			Funds Transfer	1075-10 - Plati...	-85,000.00	936,900.00	
<b>Total 1060-10 - GIC - Non-Redemable - ACF (GIC's Invested long term.)</b>							<b>-85,000.00</b>	<b>936,900.00</b>
<b>1062-10 - GIC - Non Redemable - RCF (Long term investments for the Rosenfeld Cemetry Fund)</b>							<b>5,000.00</b>	
<b>Total 1062-10 - GIC - Non Redemable - RCF (Long term investments for the Rosenfeld Cemetry Fund)</b>							<b>5,000.00</b>	
<b>1065-10 - GIC - Non Redemable - KWMF (Long term investment for the Kendall Wiebe Memorial Fund)</b>							<b>12,015.73</b>	
Transfer	2019-04-10			Funds Transfer	1075-10 - Plati...	-1,075.94	10,939.79	
<b>Total 1065-10 - GIC - Non Redemable - KWMF (Long term investment for the Kendall Wiebe Memorial Fund)</b>							<b>-1,075.94</b>	<b>10,939.79</b>
<b>1090-10 - GIC - Menno H Friese</b>							<b>31,058.00</b>	
<b>Total 1090-10 - GIC - Menno H Friese</b>							<b>31,058.00</b>	
<b>TOTAL</b>						<b>-1,609.57</b>	<b>1,458,884.47</b>	

2:00 PM  
 19-05-19  
 Accrual Basis

**Altona Community Foundation Inc.**  
**Profit & Loss**  
 1 October 2018 through 19 May 2019

1 Oct '18 - 19 May 19

<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4000-00 - Tax-Received Donations - ACF (Total eligible amount of gifts received by th...	35,880.00
4000-03 - 24Hour Giving Challenge	11,427.42
4000-00 - Tax-Received Donations - ACF (Total eligible amount of gifts received by ...	<u>47,307.42</u>
<b>Total 4000-00 - Tax-Received Donations - ACF (Total eligible amount of gifts received ...</b>	<b>47,307.42</b>
4000-05 - Tax Received Donation - Op (Donations designated for operating)	1,131.02
4000-30 - Tax-received Donation - MennoF	2,300.00
4000-40 - Tax-received Donations - CKMF (Donations to the Curtis Klassen Fund)	2,960.00
4010-00 - Donation, Grants, Not Receipted (Amount received from other registered cha...	1,450.63
4100-20 - Interest on Investments - ACF (Revenue from Investments In cash, securities...	28,375.14
4100-30 - Interest on Investment - RCF (Income earned on Investments for Rosenfield ...	147.96
4100-40 - Interest - Curtis Klassen Fund (Interest Eraned on Curtis Klassen Fund)	4.83
4100-50 - Interest on Investment - KWFund (Interest earned on Investments an for the ...	24.21
4100-60 - Interest on YIP Fund	2.88
43760 - Other Income - not receipted (Amount of all other gifts which which a tax rece...	3,208.98
<b>Total Income</b>	<u><b>86,914.07</b></u>
<b>Gross Profit</b>	<b>86,914.07</b>
<b>Expense</b>	
5000-00 - Advertising and Promotion (Advertising, marketing, graphic design, and oth...	2,344.00
5010-00 - Bank Service Charges - ACF (Bank account service fees, bad check charges ...	2.65
5010-40 - Bank Service Charges - CKMF (Service charged on the Curtis Klassen fund ...	1.95
5010-50 - Bank Service Charges - RCF (Bank Service charges on the Rosenfield Cenele...	0.65
5010-60 - Bank Service Charges - KWMF (Service fees from the Credit Union)	0.65
5010-70 - Bank Service Charges - YIP	0.65
5000-20 - Grants Paid - ACF (Program-related awards, grants, benefits, individual assi...	12,000.00
5000-30 - Grants Paid - CKMF (Grants paid on behalf of Curtis Klassen MemorialFund)	5,040.00
5110-00 - GST Paid (GST Paid on Purchases)	-0.01
5070-00 - Meeting Expenses (Expenses related to board meetings. Lunch etc.)	345.19
5080-00 - Membership Fees & Dues	605.00
5090-00 - Office Supplies (Office supplies expense)	56.67
5030-00 - Postage	30.52
66700 - Professional Fees (Payments to Accountants for services rendered)	2,835.00
5120-00 - Salary / Contract Labour (Payroll expenses)	578.00
<b>Total Expense</b>	<u><b>23,741.92</b></u>
<b>Net Ordinary Income</b>	<u><b>63,172.15</b></u>
<b>Net Income</b>	<u><u><b>63,172.15</b></u></u>