

Minutes

September 13, 2013

Minutes of the Altona Community Foundation Board of Directors held on Friday, September 13, 2013 at 12:00pm at Town of Altona offices.

Present were: President Darrell Friesen, Vice President Byron Loeppky, Chad Friesen, John Teichroeb, Harv Kroeker, Perry Batchelor, and Brad Derksen.

Regrets: Carol Braun and Steve Siemens

1. Call to order

President Darrell Friesen called the meeting to order at 12:05 p.m.

2. Review of the agenda.

MOTION: John Teichrob – moved - Brad Derksen – seconded – THAT the agenda be approved as circulated.

CARRIED.

3. Review of previous minutes

MOTION: Byron Loeppky – moved – Harv Kroeker –seconded - THAT the minutes of the meeting held June 12, 2013 be adopted as circulated.

CARRIED.

4. The United Way

Darrell Friesen reported on the Altona United Way

- They have requested our support in securing a treasurer for their efforts
 - Byron Loeppky will contact Ken Bergman to see if he is interested.
- The United Way board is awaiting a ruling from United Way Canada as to whether the local branch will be allowed to continue operating under the United Way Banner.
 - Ken Wiebe will inform us as soon as he hears.

5. YIP Program

Chad Friesen reported that Kerry Enns of W.C. Miller has submitted a proposal to convert the Youth in Philanthropy program to a course offered in 2nd semester of the current school year. The board reviewed the submission and requested further information in form of a presentation at the next meeting on October 11, 2013.

1. Kerry Enns to present the course to the board including the long-term vision for the YIP program at W.C. Miller.
2. Someone from the YIP program must attend at least two meetings a year to present the status of YIP. Target April and October meetings.

MOTION: Chad Friesen – moved – Perry Batchelor –seconded - THAT ACF issue the agreed \$3,500 payment for 2012 to YIP based on the confirmation (June 27, 2013 letter) that funds have been distributed in accordance to our agreement.

CARRIED.

6. Fall Faspa

Discussion was held regarding the upcoming fall event. The board agreed to the following approach:

- Target date November 21, 2013 – from 4:00 – 6:00
- Approach Red Sunflower Restaurant to host (and make a partial donation)
- Invite all existing donors (from the last two years)
- Invite all Spring and Fall 2013 grant recipients
- Present Fall 2013 grants
- Ask a couple of Spring 2013 recipients to present
- Publicity Committee will follow up – Brad Derksen, Carol Braun, Chad Friesen

We agreed to move the 'Round Table' discussions to the January Planning Session

- Invite 3-5 community stakeholders to join us for planning
- Have the meeting facilitated by a board member.

7. Administrative Assistant

- Delores Loewen resigned the position of Administrative Assistant effective September 1, 2013. We thank Delores for her work with the foundation over the last 12 months.
- Chad Friesen presented Jennifer Derksen as showing interest in the Administrative Assistant position.
- John Teichroeb suggested we modify the employment offer to an annual contract where she would be responsible for her own submissions to Revenue Canada.
- Chad Friesen will update the offer letter and forward to Jennifer.
- Brad Derksen recused himself from the discussion and vote due to conflict of interest.

MOTION: Darrell Friesen – moved – Chad Friesen–seconded - THAT ACF offer Jennifer Derksen the position of Administrative Assistant effective immediately.

CARRIED.

8. Outstanding Cheques and Grants

John Teichroeb presented a list of outstanding cheques for Spring and Fall 2012 granting periods. <attached>.

- Granting Committee will follow up with letters to the outstanding recipients

9. Suggestions for New Board Members

The following names were suggested

- Robert Martens
- Jim Dick
- Betty Loewen
- Rita Wiebe
- Brenda Thiessen

The board agreed to extend an invitation to Brenda Thiessen. Perry Batchelor will contact Brenda and report back at the October 11, 2013 meeting.

10. New Business – Archives

Delores has archived all ACF archives and they are now available through the ACF website. The board discussed what to do with the archive boxes now that they are digitized.

- Dispose of all manual copies and rely solely on the digital archive?
- Keep the founding year (1993) documents for historical reasons and dispose of the rest?

- Purchase a backup system for the digital archives that can be updated periodically and kept in a secure location?
- John Teichroeb will contact Winnipeg Foundation regarding best practices
- Byron will review the archives and decide if there are any important documents to retain in their digital form.
- Decision is tabled to the October 11, 2013 meeting.

11. Adjournment at 1:10 p.m. next meeting date Friday, October 11 at 12:00 noon at Golden West Broadcasting.