

Minutes

January 15, 2015

Minutes of the Altona Community Foundation Board of Directors held on Thursday, January 15, 2015 at 12:00 pm at Golden West Broadcasting boardroom.

Present were: president, Darrell Friesen; vice-president, Byron Loeppky; treasurer, John Teichroeb; Perry Batchelor; Brenda Thiesen; Carol Braun; Brad Derksen; Harv Kroeker and Steve Siemens.

1. Call to Order

President Darrell Friesen called the meeting to order at 12:00 p.m.

2. Review of the Agenda.

MOTION: Perry Batchelor – moved – Brenda Thiesen – seconded – THAT the agenda is approved as circulated.

CARRIED.

3. Review of Previous Minutes

MOTION: Steve Siemens – moved – Byron Loeppky – seconded - THAT the minutes of the meeting held November 14, 2014 are adopted as circulated.

CARRIED.

4. Financial

- Appoint auditors for 2015.

MOTION: John Teichroeb – moved – Perry Batchelor – seconded - THAT the Altona Community Foundation appoint BDO as the board's auditors for the year 2015.

CARRIED.

- John provided copies of the 2014 financial statements for all board members – an electronic copy will be posted to our website.
- Moving forward it was recommended we sign all copies of the minutes.
- There was an oversight on the Curtis Klassen Fund – there were 2 grants paid out of their operating account not out of the account we hold for them, no receipts can then be issued. It was noted that the ACF should be attending the meetings of the Curtis Klassen Fund. Byron to follow up with their board members and report back to ACF
- Board approved auditor's report.

MOTION: Perry Batchelor – moved – Harv Kroeker – seconded - THAT the Altona Community Foundation approve the 2014 auditor's report by BDO.

CARRIED.

- 24-Hour Giving Challenge was a great success. Donations were stretched by The Winnipeg Foundation. The challenge raised \$9,240 for the ACF - \$7,700 plus \$1,540 matched by The Winnipeg Foundation. All 15 donors were sent personalized thank you letters for their donation.
- John presented the attached balance sheet for January 2015.

- See attached copy of our first endowed fund agreement for the Rosenfeld Cemetery Fund as approved by the board in October of 2014.
 - CFC (Community Foundation of Canada) Criteria for Membership – John reviewed the criteria for membership with the board to keep our status as a CFC member.
 - Perry to review ACF by-laws and bring a draft to next meeting.
 - Tax receipts for donated art – have artists mail us an invoice for the value of their donated pieces, we will then mail out receipts to them.
 - Sill Foundation Funding challenge – John to fill out application and mail, deadline is March 31, 2015. Review quarterly on how the fund is progressing.
5. 2014 Fall Faspa
- Art auction raised \$1,425.00, dinner donation, \$275, expenses totalled \$1,609.15, net gain of \$90.85. See attached report.
6. ACF Easel
- Board reviewed ACF easel proof. Keep mission statement, delete last 2 lines. Jennifer to review easel changes with Sandi and email final file to Darrell.
7. PVOL Web Advertising
- Winkler Foundation said no to co sponsoring the advertising on the obit page. \$150 would be the cost to ACF on our own.
 - Concluded the cost is too expensive. Review in future for possibility of a short term commitment.
8. Board Restructure
- Darrell's term is expired at the end of 2015. Byron declined president, Brad declined president at this time, Perry accepted the role of president for the year 2015. Board appointments for 2015: Perry, president; Darrell will serve as past president; Byron, vice-president; John, secretary treasurer.
 - PR committee: Carol, Harv and John.
 - Granting committee: Steve, Darrell, and Brenda.
 - Asset development: Brad, Byron and Perry.
- MOTION: Perry Batchelor – moved – Darrell Friesen – seconded - THAT** the Altona Community Foundation approve the ACF board appointments for 2015.
CARRIED.
9. Administrator Contract Renewal
- Administrator contract is up for renewal. Board approved renewing for another year.
- MOTION: Carol Braun – moved – Brenda Thiesen – seconded - THAT** the Altona Community Foundation approve the renewal of the administrator contract for 2015.
CARRIED.
10. Review 2015 plans
- Increased PR.
 - Provide news bulletins with thank you letters / year end donation receipts.
 - Board agreed we should personally deliver donation receipts where applicable.
11. Chamber Event
- Brad will contact chamber about ACF participating at their awards banquet.
 - Board agreed to participate if welcomed.

12. Fall Event

- Perry discussed a formal event as a fundraiser
- Perry discussed approaching people for potential donations.
- What is the purpose of a fall event – fundraising vs. public relations.
- Board liked the idea of a formal event. Consensus is that board will discuss with friends and family and see if there is interest and report back at next meeting.

13. Mall TV

- John has updated the power point on our TV via a laptop donated by the Town of Altona.
- BSI won't allow laptop computer in their office.
- Perry will approach Jen at BSI to see if we can work something out with them.

14. Youth in Philanthropy

- YIP to present at the February meeting.

15. Meeting adjourned.

Next meeting date: Thursday, February 12, 12 noon – Golden West boardroom.

11:46 AM
13/01/15
Accrual Basis

Altona Community Foundation Inc.
Balance Sheet
As of 13 January 2015

	<u>13 Jan 15</u>
ASSETS	
Current Assets	
Chequing/Savings	
1000-00 · Operating Chequing Account	7,355.66
1010-00 · 3003 - VIP Surplus Shares	2,633.72
1035-10 · 00208 - Curtis Klassen Fund	9,218.87
1050-10 · GIC - Non-Redemable - ACF	1117939.01
1052-10 · GIC - Non Redemable - RCF	5,000.00
1060-10 · 00204 - Interest for Granting	21,566.06
1070-10 · 00206 - Savings for invest....	24,821.73
1080-10 · 00209 -Savings for Invest - ...	-0.65
Total Chequing/Savings	<u>1188534.40</u>
Other Current Assets	
12000 · Undeposited Funds	<u>300.00</u>
Total Other Current Assets	<u>300.00</u>
Total Current Assets	<u>1188834.40</u>
TOTAL ASSETS	<u><u>1188834.40</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000-10 · Grants Payable	<u>34,500.00</u>
Total Accounts Payable	34,500.00
Other Current Liabilities	
2550-00 · GST/HST Payable	<u>-119.77</u>
Total Other Current Liabilities	<u>-119.77</u>
Total Current Liabilities	<u>34,380.23</u>
Total Liabilities	34,380.23
Equity	
30000 · Opening Balance Equity	1117168.91
32000 · Retained Earnings	26,538.05
Net Income	<u>10,747.21</u>
Total Equity	<u>1154454.17</u>
TOTAL LIABILITIES & EQUITY	<u><u>1188834.40</u></u>



The Altona Community Foundation Inc.

ENDOWED FUND AGREEMENT

Initial Gift	Otto Fielman (the "Donor") will provide a gift to establish the Fund within the Altona Community Foundation Inc. (the "Foundation"). The Fund shall be known as the Rosenfeld Cemetery Fund .
Capital	Each Gift to the Fund (which, for greater certainty, includes the Initial Gift) or any property substituted for it, shall be held permanently and invested by the Foundation in accordance with the Financial Management Policies of the Foundation in force from time to time.
Gifts not held "permanently"	Any gift received from the Donor or any other person and designated clearly as a gift that is not to be held permanently shall be expended in accordance with the remaining terms of this Agreement.
Purposes	The purpose of this Fund will be to support the costs of improving and maintaining the Rosenfeld Cemetery. Funds will be paid to the R.M. of Rhineland for distribution to the Rosenfeld Cemetery Committee whose activities are within the objects of the Foundation. The business number for the R.M. of Rhineland is 107943201RT0001.
Distribution of earnings	The Foundation shall determine the annual distributable earnings according to the Financial Management Policies of the Foundation in force from time to time.
Recognition	All distributions will be identified as coming from the Fund.
Administration Fee	The Foundation will charge the income and capital of the Fund an administration fee in accordance with the Financial Management Policies of the Foundation in force from time to time, provided that the Foundation shall only do so on a basis that is equitable relative to its other funds established under this form of agreement.
Receipting	The Foundation will issue a charitable receipt for all donations to the fund according to The Income Tax Act.
Reporting to donors	The Foundation will provide a financial fund report on an annual basis.
Right to vary clause	This Agreement may be amended in the future in such respects as the Foundation and the Donor may mutually agree by written amending agreement, or where the Board of the Foundation deems it necessary to amend any of the terms governing the Fund in order to carry out the purpose(s) of the Fund, but is unable to obtain written agreement from the Donor consenting to such amendments, provided that in no event shall any such amendment derogate from the following: <ul style="list-style-type: none">• The capital of the Fund and any additions to the fund shall be held "permanently" by the Foundation and managed in accordance with the

Altona Community Foundation Inc.

	<p>Financial Management Policies of the Foundation in force from time to time;</p> <ul style="list-style-type: none"> The capital and investment earnings of the Fund shall only be used to support activities or qualified donees (as defined by the Income Tax Act (Canada) whose activities are within the objects of the Foundation.
Purposes no longer possible	The Donor recognizes that a particular purpose or pattern of grants may not be achievable in the future, particularly if any of the contributors cease to exist. Should this be the case, the Foundation shall ensure that the earnings are applied in support of other organizations carrying out similar purposes.
Provision if fund doesn't reach certain level.	Until the capital (total of gifts contributed) of the Fund shall reach \$5,000, there will be no disbursements.

Fund Specific Clauses


Donor advised	<p>Throughout the Donor's lifetime, the Foundation shall seek the Donor's advice with respect to the making of disbursements from the Fund, provided that the Donor is able and willing to advise. The Donor understands the Foundation's Board has final authority regarding disbursements from the Fund. The Donor understands that disbursements from the Fund can only be applied to support activities of the Foundation or qualified donees under the <i>Income Tax Act (Canada)</i> whose purposes are consistent with the objects of the Foundation.</p> <p>In any year when no such advice is received by the Foundation, or when there are no Donor-Advisor(s), or if made are not acceptable to the Foundation's Directors, distribution of the annual Distributable Earnings will be made at the discretion of the Foundation Directors with consideration being given to the original intent of the Donor-Advisor(s) and by guided by the pattern of giving established.</p>
Successor Advisor	At such time as the Donor dies or becomes incapable of managing his affairs or advises the Foundation in writing that he no longer wishes to act as the advisor the successor shall be as appointed by the Rosenfeld Berghaler Church and the Rosenfeld Lutheran Church. The Foundation shall seek and receive the advice of the successor under the same terms as the Donor. If no successor is appointed than the Foundation shall make decisions regarding the disbursement of funds at its sole discretion, having regard to the original intent of the Donor.

Field of Interest	The purpose of this Fund will be to support charitable purposes and activities of the Foundation and qualified donees whose purposes are consistent with the objects of the Foundation and, in particular, the maintenance of the Rosenfeld Cemetery.
-------------------	---

IN WITNESS WHEREOF the Donor and the Foundation have executed the Agreement as of the date set out below.

Donor's Name:

Otto Feldman
6 Glenwood Bay
Morden, MB.
R6M 2A8


Signature

Oct 18, 2014
Date

Altona Community Foundation Inc.


President: Darrin Friesen


Treasurer: John Feichroeb

October 17, 2014
Date

Papa's – 2014 Fall Faspa

55 guests @ \$15.99 / plate - \$879.45 (added 15% gratuity)
Kick back of \$275 from Dennis & Joanne Friesen to bring down the plate cost to
\$10.99 / plate

- Pulled pork / bun / tortilla shells
- Spring rolls
- Veggie platter / dip
- Cheese ball / crackers
- Salsa & guacamole
- Assorted desserts
- Coffee & tea

Ordered 24 bottles

- 6 - Merlot
- 6 - Cabernet Sauvignon
- 6 - Pinot Grigio
- 6 - Sauvignon Blanc

Returned 4 bottles (1 Pinot & 3 Sauvignon Blanc)

- Papa's provided fresh flowers on the table.
- Darrell brought a sound system from Golden West.
- ACF board served the wine.
- Talked about our first named fund for the Rosenfeld Cemetery.
- Four cheque presentations were made.
- Art auction went over well – raised \$1,425
 - Barb Wiebe, garden sculpture (\$300)
 - Jill Ferris, large and a small batik (\$200 / \$30)
 - Marlene Dyck, pottery (\$70)
 - Gail Sawatzky, painting (\$500)
 - Olga Krahn, painting (\$175)
 - Red River Mutual, Jet's prize pack (\$150)

Art auction raised	\$1,425.00
Dinner donation	\$275.00
Expenses totaled	\$1,609.15
Net gain	\$90.85

Recommendation next year invitations are hand delivered by board members, or personally invited via phone.