



# Minutes

June 12, 2015

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

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

1. Call to Order

President Perry Batchelor called the meeting to order at 12:00 p.m.

2. Review of the Agenda.

**MOTION: Brenda Thiesen – moved – Darrell Friesen – seconded – THAT** the agenda is approved as circulated.

**CARRIED.**

3. Review of Previous Minutes

**MOTION: John Teichroeb – moved – Harv Kroeker – seconded - THAT** the minutes of the meeting held May 8, 2015 are adopted as circulated.

**CARRIED.**

4. Financial

- John presented the attached financial report and reviewed with the board.

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

**CARRIED.**

- Rhineland Child Care was part of the 2014 spring granting period. Their original project cost was \$17,500 and were granted \$2,000 from ACF. They recently submitted receipts, and their project cost came in at \$6,700. Discussion entailed whether to prorate the grant to reflect the new project cost. ACF board decided not to prorate the grant.

**MOTION: Harv Kroeker – moved – Brad Derksen – seconded - THAT** the Altona Community Foundation not prorate the 2014 spring grant to the Rhineland Child Care and grant them \$2,000.

**CARRIED.**

5. Administration Fees on Funds

- ACF board discussed implementing an administration fee policy.
- Darrell to find out what Carman Foundation does and Jennifer inquire what Winkler and Morden Foundations do and report back to the board. Review findings at our fall meeting.

6. Orientation Manual

- Jennifer presented the board with an orientation manual for new board members, included were our by-laws, roles of board members, different funds we hold, etc.

7. Website

- YIP website tab needs updating. Perry presented some new wording - Jennifer to email to board for final approval.
- Board discussed adding a tab on our website to name our different funds and provide a brief description. Jennifer to get a quote from Relish Designs.

8. Kendall Wiebe Endowed Fund Agreement

- John sent a draft of the agreement to the board to review and met with the family twice.
- Changed Art's name on the draft to his legal name William Arthur Wiebe.
- Under "Successor Advisor" it was added that the donor's daughters become advisors if the donor dies or becomes incapable of managing his affairs.
- Final copy was signed by Perry and John – attached.

**MOTION: Byron Loeppky – moved – Darrell Friesen – seconded - THAT** the Altona Community Foundation approve the signed copy of the Kendall Wiebe Endowment Fund.  
**CARRIED.**

9. Other Business

- Final YIP agreement has now been signed – attached.
- Thomas Sill Foundation – letter of intent was sent in for the funding agreement. No requests from TSF for additional information. Reminder we have \$1,000 to promote the 18 month challenge. Byron to update us at the fall meeting – financial to provide an update as well.
- 2015 spring granting period – Brenda phoned all the grants that were denied – they were thankful for the verbal communication. Awarded grants were sent a letter – most of the grant letters were hand delivered by Brenda.
- Rhineland Area Food Bank will not be using their grant of \$5,000 from the 2014 spring granting period. John to draft a letter and send to the Rhineland Area Food Bank. Send letter to Jennifer to include in the orientation manual for future reference.
- Neubergthal Heritage Foundation has asked for an extension of 3 months on their grant of \$1,000 from the 2014 spring granting period.

**MOTION: Darrell Friesen – moved – Harv Kroeker – seconded - THAT** the Neubergthal Heritage Foundation be granted a 3 month extension on their 2014 spring grant. New deadline to submit receipts is August 31, 2015.

**CARRIED.**

- John to draft a letter to the Neubergthal Heritage Foundation to reflect the extension. Send letter to Jennifer to include in the orientation manual for future reference.
- New board members – all members to come up with some potential names and present at the fall meeting.

10. Next Meeting Date

- Friday, September 11, 12 noon – Golden West boardroom.

**Adjournment**

**MOTION: Carol Braun – moved – Brad Derksen – seconded - THAT** this meeting is now adjourned and the next regular meeting of the Altona Community Foundation will be held on Friday, September 11 at 12 noon.

**CARRIED.**



Altona Community Foundation, President

11:06 AM  
09/06/15  
Accrual Basis

Altona Community Foundation Inc.  
**Balance Sheet**  
As of 9 June 2015

	<u>9 Jun 15</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Chequing/Savings</b>	
1000-00 · Operating Chequing Account	8,182.01
1010-00 · 3003 - VIP Surplus Shares	2,106.98
1035-10 · 00208 - Curtis Klassen Fund	6,210.05
1050-10 · GIC - Non-Redemable - ACF	1143939.01
1052-10 · GIC - Non Redemable - RCF	5,000.00
1060-10 · 00204 - Interest Granting - ACF	23,865.15
1070-10 · 00206 - Savings for invest.-ACF	10,293.12
<b>Total Chequing/Savings</b>	<u>1199596.32</u>
<b>Other Current Assets</b>	
12000 · Undeposited Funds	450.00
12010 · Deposits to be receipted.	-250.00
<b>Total Other Current Assets</b>	<u>200.00</u>
<b>Total Current Assets</b>	1199796.32
<b>Other Assets</b>	
1210-10 · Accrued Interest Recievable	18,958.11
<b>Total Other Assets</b>	<u>18,958.11</u>
<b>TOTAL ASSETS</b>	<u><u>1218754.43</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000-10 · Grants Payable	31,500.00
<b>Total Accounts Payable</b>	<u>31,500.00</u>
<b>Other Current Liabilities</b>	
2050-00 · Acct's Payable & Accrued Li...	5,000.00
2550-00 · GST/HST Payable	-344.73
<b>Total Other Current Liabilities</b>	<u>4,655.27</u>
<b>Total Current Liabilities</b>	<u>36,155.27</u>
<b>Total Liabilities</b>	36,155.27
<b>Equity</b>	<u>1182599.16</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1218754.43</u></u>



# The Altona Community Foundation Inc.

## ENDOWED FUND AGREEMENT

Initial Gift	William Arthur Wiebe and Mary Ann Wiebe (the "Donors") provided the initial gift to establish a Scholarship Fund in memory of their daughter that is currently administered by the Border Land School Division. At their request the fund will be transferred to the Altona Community Foundation Inc. (the "Foundation"). The Fund shall be known as the <b>Kendall Ann Wiebe Memorial Award Fund</b> .
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.
Purpose(s)	The purpose of this Fund will be to provide a scholarship to a student or students as determined by the W. C. Miller Collegiate. Funds will be paid to the Border Land School Division for distribution to the W. C. Miller Collegiate scholarship Committee whose activities are within the objects of the Foundation. The business number for the Border Land School Division is 856530142RR0001.
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 Kendall Ann Wiebe Memorial Award 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.

Altona Community Foundation

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	<p>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:</p> <ul style="list-style-type: none"> <li>• The capital of the Fund and any additions to the fund shall be held "permanently" by the Foundation and managed in accordance with the Financial Management Policies of the Foundation in force from time to time;</li> <li>• 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.</li> </ul>
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.
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 Income Tax Act (Canada) whose purposes are consistent with the objects of the Foundation.</p> <p>In any time, 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>

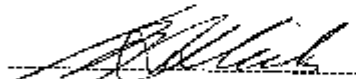
Altona Community Foundation Inc.

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 than the daughters of the donors may advise. If they choose not to then 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 to establish a Scholarship Fund with the W. C. Miller Collegiate that supports students who have a passion in the field of art and or cosmetology and enrolled in a post-secondary institution of their choice.

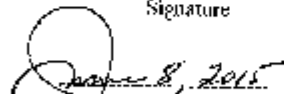
IN WITNESS WHEREOF the Donors and the Foundation have executed the Agreement as of the date set out below.

Donors Names:

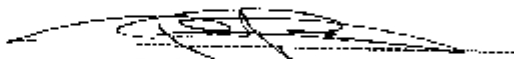
William Arthur Wiebe  
 Mary Ann Wiebe  
 Box 11  
 Rosenfeld, MB,  
 R0G 1X0


  
 Signature


  
 Signature


  
 Date

Altona Community Foundation Inc.

  
 President: Perry Batchelor

  
 Treasurer: John Teichroeb

  
 Date

 [Altona Community Foundation Inc.]

**Memorandum of Understanding  
Between W.C. Miller Youth In Philanthropy program and the  
Altona Community Foundation  
May 8, 2015**

**History**

The W.C. Miller Youth in Philanthropy program (YIP) program began a number of years ago with the assistance of the Thomas Sill Foundation. The Thomas Sill Foundation developed the program in order to promote a spirit of generosity and philanthropy among high school students. It also gave the students an opportunity to witness the positive impact that giving can have within a community. To get the program going the Thomas Sill Foundation contributed \$3,500 for a period of 3 years. At the end of the 3 years, the Altona Community Foundation contributed \$3,500 a year for another 3 years.

After a number of transitions over the past few years it is time to revisit the interaction and possibilities that exist between the Foundation and the YIP Program.

**Mission Statement of YIP Program**

The W.C. Miller YIP group supports projects that benefit young people and families. We promote health, learning, and an active lifestyle.

**Proposal for the YIP program**

There are responsibilities that each organization would agree to in order to make this collaboration a long term success. The timing of some of the activities below would vary depending on a spring or fall semester Global Issue course.

**ACF Commitments**

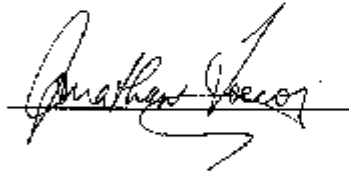
- The Altona Community Foundation would contribute \$2,000/year for a 3 year period only if the YIP commitments are met.
- The money will be presented during a Global Issue class.
- Three times during the semester an ACF Board member will be asked to present to the class. There will be a presentation by the Asset Committee, the P.R. Committee, and the Granting Committee. The goal is to share information about the history of the ACF, the role it plays in our community, the legacy it will leave, along with the roles of each of the Committees.

### YIP Commitments

- The Global Issues class will plan and execute a minimum of one fundraising initiative.
- The Global Issues class representative and teacher will present a report to the ACF twice during the semester as coordinated with the ACF Board chair.
- The class commits to a minimum of one granting process per semester, allocating 100% of funds provided by ACF into school-community projects.
- The funds raised by the class will be used at the class's discretion.
- The report will include an update on the following items:
  1. Update on class progress
  2. Update on financial status of the program
  3. Update progress of fundraising initiative
  4. Update on grants (number received)

The commitment between both parties will have long term benefits for both the YIP program and the Altona Community Foundation.

Any amendments to this document need to be ratified by both parties.



Representative for YIP Program



Representative for ACF

Dated - 15.05.22