



Minutes of the Altona Community Foundation Board of Directors held on Friday, September 8, 2017 at 12:00 pm at Golden West Broadcasting boardroom.

Present were: president, Bill Penner; vice president, Byron Loeppky; treasurer, Wendy Dyck; Perry Batchelor; Brenda Thiesen; Chris Sumner; Steve Siemens; Loren Braul and Brad Derksen.

1. Call to Order

Bill Penner called the meeting to order at 12:03 p.m.

2. Review of the Agenda

**MOTION: Perry Batchelor – moved – Byron Loeppky – seconded – THAT** the agenda is approved as presented.

**CARRIED.**

3. Review of Previous Minutes

**MOTION: Steve Siemens – moved – Brenda Thiesen – seconded - THAT** the minutes of the meeting held June 23, 2017 are adopted as circulated.

**CARRIED.**

4. Financial

▪ Wendy presented the attached financial reports to the board.

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

**CARRIED.**

▪ The Altona Skating Club did not submit enough invoices for the total project cost of their 2016 spring grant.

**MOTION: Brenda Thiesen – moved – Perry Batchelor – seconded – THAT** the Altona Community Foundation pro-rate the \$2,000 grant to Altona Skating Club to reflect the actual amount spent and approve a payment of \$1,636.

**CARRIED.**

▪ Gretna Arena's three month grant extension on their spring 2016 spring grant of \$500 expired August 31 – send letter stating grant has been withdrawn.

▪ Border Lane Shoot Association spring 2016 grant of \$1,500 has expired – send letter stating grant has been withdrawn.

▪ The Altona & District Health Board has approved the transfer of the Altona Hospital Fund and the Dr. Toni Scholarship Fund to the Altona Community Foundation. The Dr. Toni Scholarship Fund meets the criteria for an endowment fund – two scholarships per year. Clarification needs to be made on the Altona Hospital Fund whether they will be a flow through fund or an endowment fund. Jennifer to draft a letter to the Altona Hospital Board and wait their response before drafting the agreements.

5. New Board Members
  - Still waiting for confirmation on two new board members before the October meeting.
  - Brad and Brenda to keep the board updated.
  
6. ACF Domain Name Renewal
  - The ACF domain name will be expiring on November 1, 2017.
  - MOTION: Loren Braul – moved – Brad Derksen – seconded – THAT** the Altona Community Foundation renew the domain name for six years.
  - CARRIED.**
  
7. Liability Insurance Update
  - To date the ACF has not carried any liability insurance.
  - A letter was sent to the Town of Altona requesting the ACF board of directors be included on the Town of Altona's umbrella policy for liability insurance coverage.
  
8. Earl Dick Memorial Golf Tournament
  - ACF collected \$4,125 in donations at the third annual Earl Dick golf tournament that took place on September 6 at the Oakview Golf Course.
  - Wendy, Chris, Brad, and Jennifer took donations, directed traffic and helped out with score cards, teams etc.
  - Wendy printed out receipts on site – very well received. Brad distributed receipts during supper. Saved ACF the cost of postage on the mailings.
  - MOTION: Brad Derksen – moved – Byron Loeppky – seconded – THAT** the Altona Community Foundation gift \$2,062.50 to the Oakview Golf Course.
  - CARRIED.**
  
9. YIP
  - Chris to touch base with Laura at W.C. Miller next week.
  - YIP currently has \$2,400 in their account and must give 80% away over this school year.
  
10. Public Relations Committee Report
  - Endow MB 24-Hour Giving Challenge is coming up on November 18.
  
11. Asset Development Committee Report
  - Loren presented a proposal to the board for a telephone campaign.
  - Board suggested some changes and will review campaign.
  
12. Grant Committee Report
  - Applications will be accepted during the month of October for 2017 fall grants.
  - Jennifer to book print and radio advertising as last year.
  - Jennifer to submit notice to Altona Chamber for their monthly newsletter.
  
13. New Business
  - Brian Esau from Red River Mutual donated a painting to ACF. The artist is Brian's brother-in-law Dennis Fast and the painting is Polar Bear – White on White. Board decided to use the painting at the ACF silent auction during the Altona Chamber banquet.
  - Loren advised that the donor tabs on the ACF site are not linking to the correct site. Jennifer to contact Relish.
  - Bill thanked Perry, Byron and Steve for their six years of service on the ACF board.

14. Next Meeting Date

- Friday, October 13 – 12 noon – Golden West boardroom.

15. Adjournment

**MOTION: Perry Batchelor – moved – Brad Derksen – seconded - THAT** this meeting is now adjourned and the next meeting of the Altona Community Foundation will be held on Friday, October 13 at 12 noon.

**CARRIED.**

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

Bill Penner,  
Altona Community Foundation

2:57 PM  
2017-09-07

**Altona Community Foundation Inc.**  
**A/P Aging Summary**  
As of 7 September 2017

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
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
Border Lane Shooting Assoc. - GR	0.00	0.00	0.00	0.00	1,500.00	1,500.00
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
Gretna Prairie Centre	0.00	0.00	0.00	0.00	500.00	500.00
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	0.00	0.00	0.00	500.00	500.00
Neubergthal Heritage Foundation Inc. - GR	0.00	0.00	0.00	0.00	2,000.00	2,000.00
Rhineland Care Inc. - GR	0.00	0.00	0.00	0.00	0.00	0.00
Rhineland Child Care GR	0.00	0.00	0.00	0.00	600.00	600.00
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
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>19,800.00</b>	<b>19,800.00</b>

2:56 PM  
2017-09-07  
Accrual Basis

Altona Community Foundation Inc.  
**Balance Sheet**  
As of 7 September 2017

	<u>7 Sep 17</u>
<b>ASSETS</b>	
Current Assets	
Chequing/Savings	
1000-00 - Operating Chequing Account (To record operating expenses)	4,853.85
1035-10 - 00208 - Curtis Klassen Fund (Donations & Interest held to be granted in me...	6,390.56
1040-10 - YIP Savings (YIP Flow-through account)	2,413.74
1050-10 - GIC - Non-Redemable - ACF (GIC's Invested long term.)	1,237,009.84
1052-10 - GIC - Non Redemable - RCF (Long term investments for the Rosenfeld Ceme...	5,000.00
1055-10 - GIC - Non Redemable - KWWMF (Long term investment for the Kendall Wiebe ...	11,678.80
1060-10 - 00204 - Interest Granting - ACF (Interest received from investments and use...	25,523.98
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.)	33,726.53
1080-10 - 00209 -Savings for invest - RCF (Donations received for investing in the Roa...	200.13
1085-10 - 00211-Savings for invest - KWWMF (Donations held in savings for KWWMF till l...	96.12
Total Chequing/Savings	<u>1,326,895.31</u>
Other Current Assets	
1210 - Deposits to be receipted. (Donations that have been deposited but need to be ...	-400.00
Total Other Current Assets	<u>-400.00</u>
Total Current Assets	<u>1,326,495.31</u>
Other Assets	
1210-10 - Accrued Interest Receivable	12,849.02
Total Other Assets	<u>12,849.02</u>
<b>TOTAL ASSETS</b>	<b><u>1,339,344.33</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000-10 - Grants Payable (Grants promised to other organizations or individuals)	19,800.00
Total Accounts Payable	<u>19,800.00</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...	-243.65
Total Other Current Liabilities	<u>2,256.35</u>
Total Current Liabilities	<u>22,056.35</u>
Total Liabilities	<u>22,056.35</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
Net Income	41,552.90
Total Equity	<u>1,317,287.98</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>1,339,344.33</u></b>

3:01 PM  
 2017-09-07  
 Accrual Basis

Altona Community Foundation Inc.  
 General Ledger  
 As of 7 September 2017

Type	Date	Num	Name	Memo	Split	Amount	Balance	
<b>1000-00 - Operating Chequing Account (To record operating expenses)</b>							3,725.37	
<b>1000-01 - Chequing Grants (Cheques issued to grant recipients.)</b>							-1,800.00	
Bill Pmt -Cheque	2017-06-26	853	Blue Sky Opportun...	118829274R...	2000-10 - Gra...	-2,820.00	-4,620.00	
Bill Pmt -Cheque	2017-06-26	854	Gardens on Tenth ...	118891928...	2000-10 - Gra...	-5,820.00	-10,440.00	
Bill Pmt -Cheque	2017-06-26	855	Town of Altona GR	108124645R...	2000-10 - Gra...	-4,365.00	-14,805.00	
Transfer	2017-06-26			Funds Trans...	1060-10 - 002...	15,005.00	200.00	
Deposit	2017-06-27			Deposit	43770 - Spec....	2,500.00	2,700.00	
Bill Pmt -Cheque	2017-07-04	857	Town of Altona GR	108124645R...	2000-10 - Gra...	-1,000.00	1,700.00	
Bill Pmt -Cheque	2017-08-31	859	Altona Senior Citiz...	118784677R...	2000-10 - Gra...	-1,200.00	500.00	
Bill Pmt -Cheque	2017-08-31	860	Town of Altona GR	108124645R...	2000-10 - Gra...	-4,136.00	-3,636.00	
Transfer	2017-08-31			Funds Trans...	1035-10 - 002...	-100.00	-3,736.00	
Transfer	2017-08-31			Funds Trans...	1060-10 - 002...	3,736.00	0.00	
Total 1000-01 - Chequing Grants (Cheques issued to grant recipients.)							1,800.00	0.00
<b>1000-00 - Operating Chequing Account (To record operating expenses) - Other</b>							5,525.37	
Bill Pmt -Cheque	2017-06-26	856	Jennifer Derksen-V	Jun mtg plzz...	20000 - Acco...	-67.52	5,457.85	
Bill Pmt -Cheque	2017-08-31	858	Jennifer Derksen-V	Jan to Jun b...	20000 - Acco...	-604.00	4,853.85	
Total 1000-00 - Operating Chequing Account (To record operating expenses) - Other							-671.52	4,853.85
Total 1000-00 - Operating Chequing Account (To record operating expenses)							1,128.48	4,853.85
<b>1035-10 - 00208 - Curtis Klassen Fund (Donations &amp; interest held to be granted in memory og Curtis Klassen)</b>							6,285.73	
General Journal	2017-06-30	37		Jun Interest	1062-10 - 002...	4.83	6,290.56	
Transfer	2017-08-31			Funds Trans...	1000-01 - Ch...	100.00	6,390.56	
Total 1035-10 - 00208 - Curtis Klassen Fund (Donations & interest held to be granted in memory og Curti...							104.83	6,390.56
<b>1040-10 - YIP Savings (YIP Flow-through account)</b>							2,408.23	
General Journal	2017-06-30	37		Jun Interest	1062-10 - 002...	6.16	2,414.39	
General Journal	2017-06-30	37		s/c	1062-10 - 002...	-0.65	2,413.74	
Total 1040-10 - YIP Savings (YIP Flow-through account)							5.51	2,413.74
<b>1050-10 - GIC - Non-Redemable - ACF (GIC's Invested long term.)</b>							1,267,009.84	
Transfer	2017-07-11			matured GIC...	1070-10 - 002...	-30,000.00	1,237,009.84	
Total 1050-10 - GIC - Non-Redemable - ACF (GIC's Invested long term.)							-30,000.00	1,237,009.84
<b>1052-10 - GIC - Non-Redemable - RCF (Long term Investments for the Rosenfeld Cemetry Fund)</b>							5,000.00	
Total 1052-10 - GIC - Non-Redemable - RCF (Long term Investments for the Rosenfeld Cemetry Fund)							5,000.00	
<b>1055-10 - GIC - Non-Redemable - KWMF (Long term investment for the Kendall Wiebe Memorial Fund)</b>							11,398.70	
General Journal	2017-07-31	39		GIC Interest	-SPLIT-	280.10	11,678.80	
Total 1055-10 - GIC - Non-Redemable - KWMF (Long term investment for the Kendall Wiebe Memorial F...							280.10	11,678.80
<b>1060-10 - 00204 - Interest Granting - ACF (Interest recieved from investments and used to fund grants.)</b>							38,119.95	
Transfer	2017-06-26			Funds Trans...	1000-01 - Ch...	-15,005.00	23,114.95	
General Journal	2017-06-30	37		GIC Jun Inte...	1062-10 - 002...	1,321.60	24,436.55	
General Journal	2017-06-30	37		GIC Jun Inte...	1062-10 - 002...	1,300.00	25,736.55	
General Journal	2017-06-30	37		Jun Interest	1062-10 - 002...	33.40	25,769.95	
General Journal	2017-06-30	37		s/c	1062-10 - 002...	-1.30	25,768.65	
General Journal	2017-07-31	39		GIC Interest	1055-10 - GI...	3,491.33	29,259.98	
Transfer	2017-08-31			Funds Trans...	1000-01 - Ch...	-3,736.00	25,523.98	
Total 1060-10 - 00204 - Interest Granting - ACF (Interest recieved from investments and used to fund gra...							-12,595.97	25,523.98
<b>1062-10 - 00210 - Interest Granting - RCF (Interest earned for distribution on the Rosenfeld Cemetry Fund)</b>							1.71	
General Journal	2017-06-30	37		Jun Interest	-SPLIT-	0.05	1.76	
Total 1062-10 - 00210 - Interest Granting - RCF (Interest earned for distribution on the Rosenfeld Cemet...							0.05	1.76
<b>1070-10 - 00206 - Savings for Invest.-ACF (Donations recieved and held till invested.)</b>							551.68	
General Journal	2017-06-30	37		Jun Interest	1062-10 - 002...	14.85	566.53	
Transfer	2017-07-11			matured GIC...	1050-10 - GI...	30,000.00	30,566.53	
Deposit	2017-07-17			Deposit	12000 - Unde...	35.00	30,601.53	
Deposit	2017-07-21			Deposit	12010 - Depo...	50.00	30,651.53	
Deposit	2017-08-22			Deposit	12010 - Depo...	50.00	30,701.53	
Deposit	2017-09-07			Deposit	-SPLIT-	3,025.00	33,726.53	
Total 1070-10 - 00206 - Savings for Invest.-ACF (Donations recieved and held till invested.)							33,174.85	33,726.53

2:56 PM  
 2017-09-07  
 Accrual Basis

Altona Community Foundation Inc.  
**Profit & Loss**  
 1 October 2016 through 7 September 2017

1 Oct '16 - 7 Sep 17

<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4000-00 - Tax-Receipted Donations - ACF (Total eligible amount of gifts received by the register...	34,207.60
4000-10 - Tax Receipted Donations - RCF (Donations received for the Rosenfeld Cemetary 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...	34,714.04
4100-30 - Interest on Investment - RCF (Income earned on Investments for Rosenfeld Cemetary ...	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. charit...	2,500.00
6060-00 - Fundraising Event (Events used to raise awareness and funds for the foundation)	4,370.00
<b>Total Income</b>	<b>94,980.60</b>
<b>Gross Profit</b>	<b>94,980.60</b>
<b>Expense</b>	
5000-00 - Advertising and Promotion (Advertising, marketing, graphic design, and other promot...	2,444.00
5000-20 - Grants Paid - ACF (Program-related awards, grants, benefits, individual assistance)	36,528.00
5000-30 - Grants Paid - CKMF (Grants paid on behalf of Curtis Klassen MemorialFund)	5,300.00
5000-40 - Grants Paid - RCF (Funds paid from the Rosenfeld Cemetary 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...	5.85
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 Cemetary 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)	1,104.00
66700 - Accounting Fees (Payments to Accountants for services rendered)	1,620.00
<b>Total Expense</b>	<b>53,427.70</b>
<b>Net Ordinary Income</b>	<b>41,552.90</b>
<b>Net Income</b>	<b>41,552.90</b>