

Altona Community Foundation

Minutes of the Altona Community Foundation Planning Meeting held on Thursday, January 24th, 2013 at Red River Mutual at 6:30 p.m.

Present were: Chad Friesen, Steve Siemens, Byron Loeppky, Carol Braun, Perry Batchelor, Harv Kroeker, Darrell Friesen, John Teichroeb and Delores Loewen.

Regrets: Brad Derksen

Call to order

Foundation President Chad Friesen called the meeting to order at 6:30 p.m.

1. Financial Update – John Teichroeb

John Teichroeb updated Board members on the financials. Total assets sit at \$1,102,266.88 as of 21/01/2013. The operating budget sits at \$6364.46.

2. Board Re-Organization Update

Board members held discussions on Board appointments and approved the following:

- i.) President – Darrell Friesen / Byron Loeppky (to be confirmed at the next meeting).
- ii.) Vice President – Bryon Loeppky/ Darrell Friesen (to be confirmed at the next meeting).
- iii.) Treasurer – John Teichroeb
- iv.) Secretary – Delores Loewen
- v.) Granting Committee

John Teichroeb, Perry Batchelor and Harv Kroeker

vi.) Publicity Committee

Chad Friesen, Carol Braun and Brad Derksen

vii.) Asset Development

Bryon Loepky, Darrell Friesen and Steve Siemens

3. Review Successes of 2012

John Teichroeb reviewed a check list of yearly housekeeping duties from a form sent out by Foundation Canada. Some very good points that the Altona Community Foundation should review/implement, such as nomination process, new board member packages, etc.

4. Granting Protocol

There was much discussion regarding determining grant funding and how best to address a number of concerns.

a.) Local vs Regional

Local – Activity is based in the community (Altona, RM of Rhineland, Gretna, Rosenfeld)

Regional – Activity that is based outside of the community but does have a benefit to members in the community.

- Board members held much discussions on regional vs local granting
 - should ACF extend funding to projects based outside of the community but that benefit members in the community?
 - Does regional granting open ACF for add'l regional donations from new sources? or do the incoming donations remain static (local) while the requests for grants increase (regional)?
 - Do we reduce the funding available to local projects in order to fund regional projects?
 - Discussion was held on setting a percentage of total funding that may be awarded regionally at the discretion of the board.
 - If the board deemed a regional project more deserving than other local projects, it could donate up to a maximum % to regional.

Board members agreed that our granting policy should include the following: "Projects must primarily benefit the people of Altona and area. For projects located outside the boundaries of Altona, Gretna, Rosenfeld, and the RM of Rhineland, applicants should demonstrate how the project will benefit these communities." Only then would the merits of the project be weighed against other grant applications.

MOTION: Carol Braun – moved – Perry Batchelor – seconded – THAT the Board approve the following guidelines to consider grant applications:

Up to a maximum of 10% of available grants may be allocated to regional projects. Projects must primarily benefit the people of Altona and area. For projects located outside the boundaries of Altona, Gretna, Rosenfeld, and the RM of Rhineland, applicants should demonstrate how the project will also benefit these communities.

CARRIED.

b.) Capital Projects vs Operating Funds

Board members held discussion on where to draw the line between capital and operating. After much discussion the Board agreed to reaffirm the position that The Altona Community Foundation may fund some operating expenses on a one-time basis for project start-ups, new organization start-ups, or human resource development. This funding is intended to help organizations get new programs established, but the foundation will not make grants available for ongoing operating expenses.

5. Goals and Objectives for 2013

a.) Public Relations

Board members held discussions on how best to promote the Foundation. An example is the Carman Foundation hosts a yearly event inviting grant recipients and asks them to share what the Foundation has done for them. Board members agreed that being part of the Chamber Annual Awards Banquet last year was a success and hope to continue again this year.

- Darrell Friesen to contact Becky at the Chamber re: Citizen Dinner
- Publicity Committee to revamp the “Annual Faspá” (putting grant recipients together with donors)

b.) Grants

Board members held discussion on granting and correspondence and agreed that all members should be in contact with grant recipients; contact via telephone to announce granting approval, send out a letter confirm regulations and conditions and then the same Board member follow up with the cheque presentation.

- Carol Braun will provide a formal letter for response as well as what information to provide to the recipient when being contacted by Board member. This will keep all the information consistent throughout.
- Upon approval of the granting process, the Board will appointment recipients with respective Board member.

- Once the Board members have done the presentation, photos and grant information are to be forwarded to Delores and she will provide a media release.

c.) Governance

We wish to review, re-affirm, or modify our protocol for Nominations, Board Member Orientation, Job Descriptions, HR Policies, Scheduled Review of Protocols, and Reviewing the Performance of the Board.

- Perry Bachelor agreed to take the lead on this work.

The Altona Community Foundation should have informational packages available for new board members including the protocols discussed above plus basic information about the board structure, granting process, and guides for being an effective board member.

- Byron Loeppky will head up this project.

d.) Promotional Material

We wish to investigate and develop a physical promotional tool that can be used when speaking to people one-on-one or in large groups. It should explain the mission of ACF in a concise manner and provide a mechanism to make donations or request grants.

- Chad Friesen will head up this project.

e.) Named Funds, Field of Interest Funds, etc.

We wish to explore the opportunities to raise awareness and funds through the establishment of Named Funds or Field of Interest Funds, etc.

- Chad Friesen will coordinate some training for the board on these concepts.

6. 2013 Projects for Delores to engage

Board members that are presently storing boxes of past information were asked to deliver them to Delores's residence and she will begin the process of archiving some of the information. In the process she will gather all past guidelines and polices for review.

2013 Projects for Delores

- Archiving
- Protocols, Guidelines, By-Laws Review – assist Perry B
- New Board Package – assist Byron L
- Coordinate ACF role in Chamber Dinner – assist asset development committee

- Coordinate the “Annual Faspa” – assist publicity committee
- Update the website as required
- Craft and release press releases as required.
- Meet with new board members to provide an introduction (fall)
- Coordinate grant process
- Research funding opportunities for ACF that may be available but not previously known.

7. Outstanding Business

A number of cheques are ready for presentation:

- Rosenfeld Skating Ring - Harv Kroeker to present
- Gardens on 10th – Steve Siemens to present
- Blue Sky Opportunities – Carol Braun to present

Board members held discussion the Spring 2012 grant to the Cancer Resource Centre in Morden. There was some confusion on the amount funding they received.

MOTION: Darrell Friesen – moved – Steve Siemens – seconded – THAT the Cancer Resource Centre receive for \$2,000 for a one-time grant for gas cards be approved.

CARRIED.

See Altona Community Foundation – Action Plan 2013 attached – Carol Braun to provide.

Adjournment at 9:15 p.m.

Next meeting to be held on Wednesday, February 13th, 2013 at 12: noon at Golden West Broadcasting.

Area	Actions	Who	When
Management	Sort and archive previous documents	Dolores to sort	
Visibility	<p>Vaspa/ Dinner for grant recipients??</p> <p>Chamber Dinner – present there; silent auction; raffle tickets; 10-min “who is the foundation?”</p> <p>Chamber Golf Tourney – ACF at one hole to chat up work that is done</p> <p>Grant – phone call after grant and hand deliver the letter; deliver the cheque afterwards – Message development</p> <p>TV Screen</p>	<p>Chamber Dinner – Darrell will call Becky</p> <p>John will email to Dolores who will update the PowerPoint</p>	
PR	<p>Brochures?? Use to “pitch” ACF</p> <p>Chamber Dinner</p> <p>Vaspa</p> <p>Photo and presentation of grants</p>	<p>Chad and Steve – something to discuss re pitching ACF (brochure)</p> <p>Carol – Phone message + letter</p> <p>Everyone on the board</p>	
Grants	<p>Grant – phone the recipient + hand deliver the letter; deliver the cheque afterwards; ensure picture and info goes to Dolores for PR</p> <p>Designated grants – company or individual sets up a grant within ACF – house and distribute \$s</p> <p>Charitable Organization # - What exactly is expected/needed?</p>	<p>Everyone on the board</p> <p>Chad – contact someone from Wpg Fdn who could educate the board about that</p>	

	Protocol for Granting Procedures	Dolores will check minutes from Fall 2012 if this was done	
Governance	<ul style="list-style-type: none"> -New board package -Nomination process -Description of board role -Individual board roles -Process for reviewing performance of ACF -Process for review of policies 	<p>Dolores – Gather info from the archived boxes that would address these</p> <p>Byron – New board members pkge</p> <p>Perry - Policies</p>	