



Minutes of the Altona Community Foundation Board of Directors held on Friday, February 23, 2018 at 12:00 pm at Golden West Broadcasting boardroom.

Present were: president, Bill Penner; vice-president, Chris Sumner; treasurer, Wendy Dyck; Brenda Thiesen; Scott Penner; Keith Stoesz; Ken Wiebe and Brad Derksen.  
Regrets: Loren Braul.

1. Call to Order

Bill Penner called the meeting to order at 12:04 p.m.

2. Review of the Agenda

**MOTION: Ken Wiebe – moved – Keith Stoesz – seconded – THAT** the agenda is approved as presented.

**CARRIED.**

3. Review of Previous Minutes

**MOTION: Scott Penner – moved – Brenda Thiesen – seconded - THAT** the minutes of the meeting held January 26, 2018 are adopted as circulated.

**CARRIED.**

4. YIP

- Bill welcomed YIP to the meeting: teacher, Laura Thiessen; Grade 11 rep, Jossie Yan and Eileen Hagin; and their secretary treasurer, Reese Dayton.
- Chris had met with YIP prior to the meeting and had gone over the ACF requirements to YIP and answered questions from the group.
- Recently YIP held a bake sale in the mall and raised approximately \$200. They will be holding a movie night fundraiser on March 9 @ 7 p.m., entry is by donation and snacks will be available to purchase. YIP to email their poster to ACF and we will post on our FB site.
- YIP also wants to revise their grant application form. ACF reminded YIP to make sure that all grant applicants provide their charitable # and suggested to make this more visible on the grant application. ACF to review the form once the changes have been made.
- YIP is looking to engage some charitable groups to apply for grants.
- YIP will have 80% of approximately \$2,400, plus what they fundraise this year to distribute during their granting period.

5. 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.**

- Bergthl School did not submit enough invoices for the total project cost of their 2016 fall grant for \$3,500 that had been given a three month extension until February 28, 2018. Total project cost was \$10,114 and invoices submitted were \$10,011.65.

**MOTION: Wendy Dyck – moved – Ken Wiebe – seconded – THAT** the Altona Community Foundation not pro-rate the \$3,500 grant to the Bergthl School and approve the payment.

**CARRIED.**

- Bill inquired whether we had received the cheques yet from the Province of Manitoba and the Winnipeg Foundation from the 24 Hour Giving Challenge. Wendy to report back to the board.
  - Board reviewed the service fees charged to ACF's named fund accounts and had no revisions at this time.
6. Altona Chamber Banquet
- Chris and Brenda met with the chamber selection committee. Nominations are in already for the community awards and there is a good selection to pick from.
  - IPC once again is generously sponsoring a table for ACF at the chamber banquet.
  - Silent auction prizes are coming in.
7. Public Relations Committee Report
- No new business.
8. Asset Development Committee Report
- Committee met recently and will be inquiring with businesses about payroll deductions and corporate sponsorships.
  - Corporate sponsorship needs to be updated on the website – some logos need to be deleted and some added.
9. Grant Committee Report
- Received another grant application.
  - Brenda contacted the grant application that came in last month as the dollars requested were for operating expenses.
  - An organization has inquired about setting up a benevolent fund through the ACF. Brenda to ask the organization to send us more detailed information.
10. New Business
- Board reviewed the yearly administrator contract – retainer to increase to \$75 and contract was renewed for another year.
  - Keith reported that 2018 Canola Junior Women and Men curling championship hosted by the Altona Curling Club decided that the ACF will be the beneficiary of a \$3,000 donation from the proceeds of the event. Cheque presentation will take place on March 22 at the volunteer recognition night.
11. Next Meeting Date
- Friday, March 23 – 12 noon – Golden West boardroom.
12. Adjournment
- MOTION: Brenda Thiesen – moved – Ken Wiebe – seconded - THAT** this meeting is now adjourned and the next meeting of the Altona Community Foundation will be held on Friday, March 23 at 12 noon.
- CARRIED.**



Bill Penner, president  
Altona Community Foundation

2:08 PM  
2018-02-18

**Altona Community Foundation Inc.**  
**A/P Aging Summary**  
As of 18 February 2018

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
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
Buhler Hall	0.00	0.00	0.00	0.00	500.00	500.00
Gardens on Tenth - GR	0.00	0.00	0.00	5,500.00	0.00	5,500.00
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	1,200.00	0.00	1,200.00
Neubergthal Heritage Foundation Inc. - GR	0.00	0.00	0.00	500.00	0.00	500.00
Rhineland Care Inc. - GR	0.00	0.00	0.00	5,750.00	0.00	5,750.00
South Central Regional Library - GR	0.00	0.00	0.00	4,000.00	0.00	4,000.00
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>16,950.00</b>	<b>9,700.00</b>	<b>26,650.00</b>

2:07 PM  
 2018-02-18  
 Accrual Basis

**Altona Community Foundation Inc.**  
**Balance Sheet**  
 As of 18 February 2018

	<u>18 Feb 18</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Chequing/Savings</b>	
1000-00 - Operating Chequing Account (To record operating expenses)	3,330.54
1035-10 - 00208 - Curtis Klassen Fund (Donations & Interest held to be granted...)	2,649.70
1040-10 - YIP Savings (YIP Flow-through account)	2,417.31
1050-10 - GIC - Non-Redemable - ACF (GIC's Invested long term.)	1,316,484.84
1052-10 - GIC - Non Redemable - RCF (Long term investments for the RosenieL...)	5,000.00
1055-10 - GIC- Non Redemable - KWMF (Long term investment for the Kendall ...)	11,678.80
1080-10 - 00204 - Interest Granting - ACF (Interest received from Investments a...)	33,880.10
1082-10 - 00210 - Interest Granting - RCF (Interest earned for distribution on th...)	-0.61
1070-10 - 00206 - Savings for Invest-ACF (Donations received and held till Inv...)	2,587.63
1080-10 - 00209 -Savings for Invest - RCF (Donations received for Investing In ...)	200.43
1085-10 - 00211-Savings for Invest - KWMF (Donations held in savings for KW...)	96.26
<b>Total Chequing/Savings</b>	<u>1,378,325.00</u>
<b>Other Current Assets</b>	
12200 - Accrued Revenue (Income earned this year, collected next year)	1,964.84
<b>Total Other Current Assets</b>	<u>1,964.84</u>
<b>Total Current Assets</b>	<u>1,380,289.84</u>
<b>Other Assets</b>	
1210-10 - Accrued Interest Receivable	12,849.02
<b>Total Other Assets</b>	<u>12,849.02</u>
<b>TOTAL ASSETS</b>	<u><b>1,393,138.86</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000-10 - Grants Payable (Grants promised to other organizations or indivL...)	26,650.00
<b>Total Accounts Payable</b>	<u>26,650.00</u>
<b>Other Current Liabilities</b>	
2050-00 - Acc'fs Payable & Accrued Liab.	2,500.00
2550-00 - GST/HST Payable (Tax amounts collected on sales and paid on pu...)	-98.42
<b>Total Other Current Liabilities</b>	<u>2,401.58</u>
<b>Total Current Liabilities</b>	<u>29,051.58</u>
<b>Total Liabilities</b>	<u>29,051.58</u>
<b>Equity</b>	
2010-20 - Income Retained for future dist	10,916.47
2020-40 - Curtis Klassen Memorial Fund	4,928.89
2040-30 - Contributed Capital	1,243,285.32
2080-00 - Rosenfield Cemetary	4,988.25
2070-00 - Kendell Wiebe Memorial Fund	11,442.25
3000-00 - Opening Balance Equity (Opening balances during setup post to this ac...)	173.90
32000 - Retained Earnings (Undistributed earnings of the corporation)	45,837.28
Net Income	42,514.92
<b>Total Equity</b>	<u>1,364,087.28</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>1,393,138.86</b></u>

2:08 PM  
2018-02-18  
Accrual Basis

Altona Community Foundation Inc.  
**Bank Accounts**  
As of 18 February 2018

Type	Date	Num	Name	Memo	Split	Amount	Balance
1000-00 - Operating Chequing Account (To record operating expenses)							3,423.65
Bill Pmt - Cheque	2018-02-18	887	Jennifer Dorkson-V	Jan 2018 ma...	20000 - Accou...	-93.11	3,330.54
Total 1000-00 - Operating Chequing Account (To record operating expenses)						-93.11	3,330.54
1035-10 - 00208 - Curtis Klassen Fund (Donations & interest held to be granted in memory og Curtis Klassen)							2,649.70
Total 1035-10 - 00208 - Curtis Klassen Fund (Donations & interest held to be granted in memory og Curtis Klassen)							2,649.70
1040-10 - YIP Savings (YIP Flow-through account)							2,417.31
Total 1040-10 - YIP Savings (YIP Flow-through account)							2,417.31
1050-10 - GIC - Non-Redemable - ACF (GIC's Invested long term.)							1,215,209.84
General Journal	2018-01-31	51		transfer to gi...	1062-10 - 002...	101,275.00	1,316,484.84
Total 1050-10 - GIC - Non-Redemable - ACF (GIC's Invested long term.)						101,275.00	1,316,484.84
1052-10 - GIC - Non Redemable - RCF (Long term investments for the Rosenfeld Cemetry Fund)							5,000.00
Total 1052-10 - GIC - Non Redemable - RCF (Long term investments for the Rosenfeld Cemetry Fund)							5,000.00
1055-10 - GIC - Non Redemable - KWMF (Long term investment for the Kendall Wiebe Memorial Fund)							11,678.80
Total 1055-10 - GIC - Non Redemable - KWMF (Long term investment for the Kendall Wiebe Memorial Fund)							11,678.80
1060-10 - 00204 - Interest Granting - ACF (Interest recieved from investments and used to fund grants.)							29,028.13
General Journal	2018-01-31	51		interest on gi...	1062-10 - 002...	2,120.80	31,148.93
General Journal	2018-01-31	51		interest on gi...	1062-10 - 002...	1,495.00	32,643.93
General Journal	2018-01-31	51		interest on gi...	1062-10 - 002...	767.00	33,410.93
General Journal	2018-01-31	51		interest on gi...	1062-10 - 002...	469.17	33,880.10
Total 1060-10 - 00204 - Interest Granting - ACF (Interest recieved from investments and used to fund grants.)						4,851.97	33,880.10
1062-10 - 00210 - Interest Granting - RCF (Interest earned for distribution on the Rosenfeld Cemetary Fund)							-0.60
General Journal	2018-01-31	51		o'd charge	-SPLIT-	-0.01	-0.61
Total 1062-10 - 00210 - Interest Granting - RCF (Interest earned for distribution on the Rosenfeld Cemetary Fund)						-0.01	-0.61
1070-10 - 00206 - Savings for invest-ACF (Donations recieved and held till invested.)							101,291.95
Deposit	2018-01-26			Deposit	-SPLIT-	2,071.98	103,363.93
Deposit	2018-01-27			Deposit	12000 - Unde...	500.00	103,863.93
General Journal	2018-01-31	51		transfer to gi...	1062-10 - 002...	-101,275.00	2,588.93
General Journal	2018-01-31	51		s/c	1062-10 - 002...	-1.30	2,587.63
Total 1070-10 - 00206 - Savings for invest-ACF (Donations recieved and held till invested.)						-98,704.32	2,587.63
1080-10 - 00209 -Savings for Invest - RCF (Donations recieved for investing in the Rosenfeld Cemetary Fund)							200.43
Total 1080-10 - 00209 -Savings for Invest - RCF (Donations recieved for investing in the Rosenfeld Cemetary Fund)							200.43
1085-10 - 00211-Savings for Invest - KWMF (Donations held in savings for KWMF till invested.)							96.26
Total 1085-10 - 00211-Savings for Invest - KWMF (Donations held in savings for KWMF till invested.)							96.26
<b>TOTAL</b>						<b>7,329.53</b>	<b>1,378,325.00</b>

2:07 PM  
 2018-02-18  
 Accrual Basis

**Altona Community Foundation Inc.**  
**Profit & Loss**  
 1 October 2017 through 18 February 2018

1 Oct '17 - 18 Feb 18

<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4000-00 - Tax-Received Donations - ACF (Total eligible amount of gifts received by th...	46,071.57
4000-40 - Tax-received Donations - CKMF (Donations to the Curtis Klassen Fund)	500.00
4010-00 - Donation, Grants, Not Received (Amount received from other registered cha...	1,596.26
4100-20 - Interest on Investments - ACF (Revenue from Investments In cash, securities...	12,834.98
4100-30 - Interest on Investment - RCF (Income earned on Investments for Rosenfeld ...	147.85
4100-40 - Interest - Curtis Klassen Fund (Interest Eraned on Curtis Klassen Fund)	7.01
4100-50 - Interest on Investment - KW Fund (Interest earned on Investments an for the ...	0.14
4100-60 - Interest on YIP Fund	3.57
43760 - Other Income - not received (Amount of all other gifts which which a tax rece...	30.00
43770 - Spec. gift from oth reg. char. (Amount of specified gifts received from other re...	2,000.00
<b>Total Income</b>	<u>63,191.38</u>
<b>Gross Profit</b>	63,191.38
<b>Expense</b>	
5000-00 - Advertising and Promotion (Advertising, marketing, graphic design, and oth...	1,585.00
5000-20 - Grants Paid - ACF (Program-related awards, grants, benefits, individual assL...	14,682.60
5000-30 - Grants Paid - CKMF (Grants paid on behalf of Curtis Klassen MemorialFund)	2,820.00
5000-40 - Grants Paid - RCF (Funds paid from the Rosenfeld Cemetery Fund Account.)	149.26
5010-00 - Bank Service Charges - ACF (Bank account service fees, bad check charges ...	4.55
5010-40 - Bank Service Charges - CKMF (Service charged on the Curtis Klassen fund ...	1.95
5010-50 - Bank Service Charges - RCF (Bank Service charges on the Rosenfeld Ceme...	0.66
5030-00 - Postage	63.20
5070-00 - Meeting Expenses (Expenses related to board meetings. Lunch etc.)	286.36
5080-00 - Membership Fees & Dues	505.00
5090-00 - Office Supplies (Office supplies expense)	101.88
5120-00 - Salary / Contract Labour (Payroll expenses)	476.00
<b>Total Expense</b>	<u>20,676.46</u>
<b>Net Ordinary Income</b>	<u>42,514.92</u>
<b>Net Income</b>	<u>42,514.92</u>