



Minutes of the Altona Community Foundation Board of Directors held on Friday, December 16, 2016 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 Brault and Brad Derksen.

1. Call to Order

President Bill Penner called the meeting to order at 12:05 p.m.

2. Review of the Agenda

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

CARRIED.

3. Review of Previous Minutes

MOTION: Chris Sumner – moved – Steve Siemens – seconded - THAT the minutes of the meeting held November 16, 2016 are adopted as circulated.

CARRIED.

4. Altona Chamber

- Bill welcomed Stephanie Peters, chamber manager and Jared Barnabe, chamber president to the meeting to answer questions and give an overview about the ACF taking over the nomination to selection process for the citizen of the year, volunteer and youth awards at the chamber banquet. The chamber would also like an ACF board member on their task force for planning the banquet.
- Bill thanked Stephanie and Jared for coming to answer the board's questions and someone from the board will be in contact with them.
- Board discussed and agreed that this year we will work with them but not take ownership of the three awards. Offer assistance for potential nominations.
- Chris and Brad volunteered to sit on the chamber's task force if they are still looking for representatives from the ACF.

5. Financial

- Wendy presented the attached financial reports to the board

MOTION: Perry Batchelor – moved – Brad Derksen – seconded – THAT the financial reports are approved as presented.

CARRIED.

- Wendy reported that Sherry Foord has everything to complete the ACF review of engagement.
 - Received an invoice from Community Foundations of Canada for our 2017 membership renewal - \$450.
- MOTION: Byron Loeppky – moved – Wendy Dyck – seconded – THAT** the board renew our membership with the Community Foundations of Canada for 2017.
CARRIED.
6. Assign 2017 committees
- The new sub-committees for 2017 are: asset development – Brenda, Loren and Wendy; granting – Perry, Byron and Bill; public relations – Chris, Brad and Steve.
- MOTION: Perry Batchelor – moved – Brad Derksen – seconded – THAT** the board reinstate Byron Loeppky as vice-president for 2017.
CARRIED.
7. YIP
- A memorandum of understanding, attached, was presented by Chris to YIP student council.
 - YIP transferred \$5,763.88 the dollars currently being held in their YIP account to the ACF to be set up as flow through fund agreement. Document to be drawn up and signed.
 - The full amount of \$5,763.88 is available to YIP to distribute in their next granting period.
 - YIP was invited to the December meeting, no response. Invite YIP for January meeting to hear about their upcoming fundraising event.
8. 2016 MB Giving Challenge
- Total gifts on November 19 were \$18,700 plus \$2,000 by Endow Manitoba for a total of \$20,700.
 - Eleven cheque donations and fifteen online donations were made.
 - Tax receipts were sent out directly to donees by Endow MB.
 - ACF to send thank you letters to all the donors.
9. Community Foundations of Canada Matching Program
- Brenda confirmed with CFC the dates to accept grant applications will be all of March 2017.
 - Bill, Perry, Wendy and Brenda have access to view grant applications on-line.
10. Administrative contract renewal
- Jennifer and Brad Derksen excused themselves from discussion.
 - Bill presented and reviewed the administrative contract for 2017.
- MOTION: Brenda Thiesen – moved – Byron Loeppky – seconded – THAT** the Altona Community Foundation board accept the administrative contract for 2017.
CARRIED.
11. Public Relations Committee Report
- Chris drafted a news release for the 2016 fall granting period.
 - Stories appeared on PV online – 3 radio stations and the Altona Echo.
12. Asset Development Committee Report
- No report.
 - ACF brochure needs updating – Jennifer to revise.

13. Granting Committee Report

- Brenda hand delivered letters to the organizations that received fall grants.
- Each organization received a grant check sheet along with their letter – Brenda had verbal conversations with each organization on how to correctly submit their invoices, etc. for grants.

14. New Business

- No new business.

15. Next Meeting Date

- Friday, January 13 — 12 noon — Golden West boardroom.

16. Adjournment

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

CARRIED.

A handwritten signature in black ink, appearing to read 'Loren Bral', with a long horizontal flourish extending to the right.

Altona Community Foundation, president

7:31 AM
2016-12-13

Altona Community Foundation Inc.
A/P Aging Summary
As of 13 December 2016

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Big Brothers Big Sisters - GR	0.00	0.00	0.00	0.00	500.00	500.00
Blue Sky Opportunities GR	0.00	0.00	0.00	0.00	5,000.00	5,000.00
Border Land School Division GR	0.00	0.00	0.00	0.00	510.00	510.00
Border Lane Shooting Assoc. - GR	0.00	0.00	0.00	0.00	1,500.00	1,500.00
Gardens on Tenth - GR	0.00	6,000.00	0.00	-1,295.00	913.00	5,618.00
Geneals House - GR	0.00	0.00	0.00	0.00	500.00	500.00
Manitoba Mennonite Historical Society GR	0.00	3,500.00	0.00	0.00	0.00	3,500.00
Municipality of Rhineland - GR	0.00	0.00	0.00	0.00	500.00	500.00
Rhineland Care Inc. - GR	0.00	0.00	0.00	0.00	240.00	240.00
Rosenfeld Good Neighbour Center GR	0.00	3,000.00	0.00	0.00	0.00	3,000.00
Town of Altona GR	0.00	7,700.00	0.00	0.00	6,800.00	14,500.00
TOTAL	<u>0.00</u>	<u>20,200.00</u>	<u>0.00</u>	<u>-1,295.00</u>	<u>16,463.00</u>	<u>35,368.00</u>

3:50 PM
 2016-12-10
 Accrual Basis

Altona Community Foundation Inc.
Balance Sheet
 As of 10 December 2016

	<u>10 Dec 16</u>
ASSETS	
Current Assets	
Chequing/Savings	
1000-00 - Operating Chequing Account (To record operating expenses)	3,163.13
1035-10 - 00208 - Curtis Klassen Fund (Donations & Interest held to be granted...	331.48
1050-10 - GIC - Non-Redemable - ACF (GIC's Invested long term.)	1,231,009.84
1052-10 - GIC - Non Redemable - RCF (Long term Investments for the Rosenfe...	5,000.00
1055-10 - GIC - Non Redemable - KWWMF (Long term Investment for the Kendall ...	11,374.19
1060-10 - 00204 - Interest Granting - ACF (Interest received from investments a...	19,771.55
1062-10 - 00210 - Interest Granting - RCF (Interest earned for distribution on th...	150.16
1070-10 - 00206 - Savings for Invest -ACF (Donations received and held till Inv...	5,883.04
1085-10 - 00211-Savings for Invest - KWWMF (Donations held in savings for KW...	95.82
Total Chequing/Savings	<u>1,276,779.21</u>
Other Current Assets	
1200-00 - GST Refund from Federal Gov't (Total revenue received or earned fr...	215.75
12000 - Undeposited Funds (Funds received, but not yet deposited to a bank a...	1,010.00
12010 - Deposits to be receipted. (Donations that have been deposited but nee...	-1,000.00
Total Other Current Assets	<u>225.75</u>
Total Current Assets	<u>1,277,004.96</u>
Other Assets	
1210-10 - Accrued Interest Receivable	12,849.02
Total Other Assets	<u>12,849.02</u>
TOTAL ASSETS	<u><u>1,289,853.98</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000-10 - Grants Payable (Grants promised to other organizations or indivl...	35,368.00
Total Accounts Payable	<u>35,368.00</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 pu...	-73.89
Total Other Current Liabilities	<u>2,426.11</u>
Total Current Liabilities	<u>37,794.11</u>
Total Liabilities	<u>37,794.11</u>
Equity	
2010-20 - Income Retained for future dist	20,609.98
2020-40 - Curtis Klassen Memorial Fund	5,648.24
2040-30 - Contributed Capital	1,163,806.41
2060-00 - Rosenfeld Cemetary	5,000.00
2070-00 - Kendell Wiebe Memorial Fund	10,197.00
3000-00 - Opening Balance Equity (Opening balances during setup post to this ac...	4,932.54
32000 - Retained Earnings (Undistributed earnings of the corporation)	64,640.91
Net Income	-22,775.21
Total Equity	<u>1,252,059.87</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,289,853.98</u></u>

3:48 PM

2016-12-10

Accrual Basis

Altona Community Foundation Inc.
General Ledger
As of 10 December 2016

Type	Date	Num	Name	Memo	Split	Amount	Balance	
1000-00 - Operating Chequing Account (To record operating expenses)							3,801.05	
1000-01 - Chequing Grants (Cheques issued to grant recipients.)							0.00	
Bill Pmt -Cheque	2016-11-28	816		856530142RR...	2000-10 - Grant...	-990.00	-990.00	
Bill Pmt -Cheque	2016-11-28	817	Gardens on Tenth - GR	118891928R...	2000-10 - Grant...	-382.00	-1,372.00	
Bill Pmt -Cheque	2016-11-28	818		107891962RR...	2000-10 - Grant...	-760.00	-2,132.00	
Transfer	2016-12-04			Funds Transfer	1060-10 - 0020...	2,132.00	0.00	
Total 1000-01 - Chequing Grants (Cheques issued to grant recipients.)							0.00	0.00
1000-00 - Operating Chequing Account (To record operating expenses) - Other							3,801.05	
Bill Pmt -Cheque	2016-11-28	819	Jennifer Derksen-V		20000 - Accoun...	-64.08	3,736.97	
Bill Pmt -Cheque	2016-11-28	820		10743201RT0...	20000 - Accoun...	-22.59	3,714.38	
Bill Pmt -Cheque	2016-12-04	821	Golden West Broadc...		20000 - Accoun...	-551.25	3,163.13	
Total 1000-00 - Operating Chequing Account (To record operating expenses) - Other							-637.92	3,163.13
Total 1000-00 - Operating Chequing Account (To record operating expenses)							-637.92	3,163.13
TOTAL						-637.92	3,163.13	

3:49 PM
2016-12-10
Accrual Basis

Altona Community Foundation Inc.
Profit & Loss
1 October through 10 December 2016

	<u>1 Oct - 10 Dec 16</u>
Ordinary Income/Expense	
Income	
4000-00 - Tax-Receipted Donations - ACF (Total eligible amount of gifts received by th...	1,615.10
4000-40 - Tax-receipted Donations - CKMF (Donations to the Curtis Klassen Fund)	30.00
4100-20 - Interest on Investments - ACF (Revenue from Investments In cash, securities...	1,416.92
4100-30 - Interest on Investment - RCF (Income earned on Investments for Rosenfeld ...	147.90
Total Income	<u>3,209.92</u>
Gross Profit	3,209.92
Expense	
5000-00 - Advertising and Promotion (Advertising, marketing, graphic design, and oth...	1,252.00
5000-20 - Grants Paid - ACF (Program-related awards, grants, benefits, individual assl...	20,200.00
5000-30 - Grants Paid - CKMF (Grants paid on behalf of Curtis Klassen MemorialFund)	4,300.00
5010-00 - Bank Service Charges - ACF (Bank account service fees, bad check charges ...	0.65
5010-40 - Bank Service Charges - CKMF (Service charged on the Curtis Klassen fund ...	0.65
5070-00 - Meeting Expenses (Expenses related to board meetings. Lunch etc.)	61.24
5090-00 - Office Supplies (Office supplies expense)	170.59
Total Expense	<u>25,985.13</u>
Net Ordinary Income	<u>-22,775.21</u>
Net Income	<u><u>-22,775.21</u></u>



Altona Community Foundation

For today's needs and tomorrow's dreams.

Box 2076 Altona, MB R0G 0B0 • altonacommunityfoundation.com

Memorandum of Understanding between W.C. Miller Youth in Philanthropy and the Altona Community Foundation September 7, 2016 to June 30, 2019

History

In 2009 The Altona Community Foundation and the Thomas Sill Foundation, together with W.C. Miller Collegiate, introduced the Youth in Philanthropy program. The objective was to provide high school students an opportunity to manage, promote, and deliver a philanthropic program to encourage community action for students. The ACF and TSF agreed to a 6 year seed program. The TSF funded the Y.I.P. program for the first 3 years, contributing \$3,500 per year and ACF provided funding the last 3 years, contributing \$3,500 per year.

In 2015 the Altona Community Foundation and the W.C. Miller Y.I.P. program entered into an agreement of understanding with the Global Issues class ensuring sustainability of the program into the future

After some transitions over the past year the Altona Community Foundation will enter into an agreement of understanding with the W.C. Miller student council ensuring sustainability of the Y.I.P. program into the future.

W.C. Miller will transfer \$5,763.88, the money currently held in the Y.I.P. account. The money will be used to set up a Flow Through Fund Agreement within the Altona Community Foundation. A Flow Through Fund Agreement will be set up and signed by both parties.

Mission Statement of Y.I.P

*The W.C. Miller Y.I.P. group seeks to support projects that benefit young people and families.
We promote health, learning, and an active lifestyle.*

Y.I.P. Commitments

- The W.C. Miller student council will plan and execute a minimum of one fundraising initiative per school year.
- Student council representative(s) will present a report to the ACF board a minimum of three times during the school year as coordinated with ACF board chair Chris Sumner.

The report will include an update on the following items:

- o Fundraising initiatives.
- o Financial status of the program.
- o Grant applications received and grants dispersed.

ACF Commitments

- The Altona Community Foundation will match up to \$1,000/year for a 3 year period assuming the Y.I.P. commitments are met.
- Student council representatives will be made aware of all monthly ACF board meetings and are welcome to attend.