

## **Bursary Society CFUW-SC- Board Meeting Minutes**

**Meeting Date, Time and Location:** Monday January 10th, 1:30 pm by Zoom

1. Attendees; Elaine Jackson (Treasurer), Rhian Piprell (Minutes), Marian De Jong (Chair), Jan Adaskin, Diane Melody, Marie Anna Elder
2. Quorum yes - 6
3. Motion to approve the agenda: Approved Rhian Piprell, Seconded Marie Anna Elder
4. Motion to approve the minutes of the October 4, 2021 meeting. Approved Marie Anna Elder, Seconded Jan Adaskin
5. Treasurer's report as of December 31st. Elaine Jackson
  - Elaine explained the fundraising cards sales. As only \$50 was earned for the society and it was very labour intensive we might not want to do this again next year unless one person is prepared to take it on and promote it outside the club.
  - Elaine will check as to whether the Fundraising card income should be in both the income and expenses column as it is an insignificant amount
  - If we were distributing bursaries today we would probably distribute \$7000
7. New Business and future meetings
  - a. Review rating and application form and appoint board members to review April applications.
    - Agreed rating form did not need updating
    - Elaine will take out ' Describe your career goals' where it is repeated on the application form and update all the dates in line with 2022/2023 for Ellen to update on Bursary webpage.
    - Diane Melody will review the applications with Jan Adaskin's help. Jan will send out the summary form she has created.
  - ai. Elaine updated everyone on the CFUW board meeting
  - b. International Women's Day. Elaine will write an article for the Coast Reporter about the Bursary Society and put in an ad at the same time.
  - c. To dos for March 24th meeting.
    - Plan advertising campaign. Usually adds in the Coast Reporter, through the newsletter and Facebook.
    - Confirm application dates
    - Recruitment for replacement Board members. (Elaine has to step down as Treasurer. May be voted in at the AGM to stay on the board)
  - d. To dos for May 9th meeting
    - Review applications and reward bursaries

- Review nominations
- Review and approve the Annual Report, financial statements and any other material for the AGM

e. AGM meeting date potentially Monday 30th May

8. Next Meeting Monday March 14th, Marie Anna Elder (Chair)

9. Jan moved Adjournment at 2:17 pm