

Bursary Society CFUW-SC Board Meeting

Minutes

Meeting Date, Time and Location: **Monday January 7, 2019 at 1:14 p.m.** held at the home of Ellen Heale, 5738 Cartier Road, West Sechelt

Attendees: Maggi Carson, Barb Cochran, Ellen Heale, Elaine Jackson, Wendy McGowan (electronic proxy), Patsi Minnes (electronic proxy), Marlene Oussoren, Kathy Taylor (electronic proxy)

Secretary: Ellen Heale

- 1) Chair Ellen
- 2) Quorum, Yes
- 3) Motion to approve Agenda by Elaine, seconded Marlene, Carried
- 4) Motion to approve the Minutes of October 15, 2018, as circulated by Elaine, seconded Barb, Carried
- 5) Unfinished business:

5.1 Mercer Bursary (Ellen)

The Mercer Family has donated an additional \$10,000 to the Bursary Endowment Fund. Their request is that the bursary be called the "Mercer Bursary". They don't want a big public 'splash'. If possible, to be awarded to a woman in a 'non-traditional' field (e.g. economics, government affairs, trades, IT), but this should not limit us from awarding the bursary. They would like to receive a copy of our annual report.

5.2 Grant applications (Ellen)

Strategy for grant applications where those organizations that support education. Grant applications were submitted and declined from the Vancouver Foundation, Telus, Shell Canada, Air Canada, Honda Canada, Birks Family Foundation, Imperial Oil. No word yet from Walmart Canada or the Sunshine Coast Community Credit Union.

Application to be sent in shortly to the District of Sechelt Community Investment Program. The London Drugs Foundation application will be resubmitted (as per their request). Canada Post grant applications open March 1, 2019.

5.3 Strategic Planning 2018 – 2019 Update

(a) Outreach to increase the number of applicants (Wendy)

Posters and bookmarks ordered and received.

Needs to be in place for our next board meeting in March; contact SC Community Resources, Open Doors, Work BC, Capilano College, Hospital, Care facilities, employment Hubs, consider Pender Harbour and Madeira Park

(b) Community Awareness & Communications (Ellen)

Meeting with Devon Kennedy of SC Community Services later this month to discuss partnership for informing applicants.

Advertising campaign for bursary applications was discussed; Facebook promotion, contact previous bursary recipients, newspaper add and a submitted article; Maggi will investigate cost of add; Ellen will draft submitted article including availability of monies for non-traditional studies (timing IWD)

(c) Mentoring (Patsi)

Nothing new to report.

6) New Business:

6.1 Jeanette Penson Donation (Ellen)

Member of 100+ Women Who Care made a donation of shares to the Bursary Society. Legal and financial arrangements for the sale of shares was done through the Sunshine Coast Community Foundation and the monies were deposited in the Bursary Society endowment fund. Jeanette would also like to receive a copy of our Annual Report.

6.2 Treasurer's Report and Update (Kathy & Elaine)

New reviewer Tim Anderson, retired accountant, has agreed to review our books next May; QuickBooks evaluation in consultation with Elaine resulted in deferring until next year; Credit union statement is currently showing \$ 19,859.96 (outstanding cheque for \$10,000.00 to Sunshine Coast Community Foundation will leave us with a balance of \$9,859.96); funds from swag fundraiser have not been received yet (estimated to be \$661.)

Information from Wendy Francis – executive director of SC community foundation, year-end balance \$74,099.41 plus \$10,000 (Mercer family); working on on-line access program to be able to access statements

Reference endowment fund in promotional materials.

6.3 Estate planning (Patsi)

Nothing to report.

6.4 Review of Information for Applicants and Bursary Application Form (Ellen)

Both were reviewed and updated. Available on-line April 3rd, 2019

Key dates:

February/March – promotion of bursary applications

March 7th letter to potential donors, include information on applications

April 3rd to May 1st applications available on-line

May 6th meeting to review applications and award bursaries

May 27th AGM

6.5 Discussion re: potential changes to bylaws

(a) Financial review dates currently May 1st to year end April 30th. Concern re: time line to send out to membership 10 days before AGM. Need to have expenses submitted for year end. Recommend financial review of year prior, present current year information.

(b) Membership – need to consider sustainability of the Bursary Society in light of declining Club membership, discussion on ‘Friends of the Bursary Society’. Discussion on challenges associated with membership retention.

7) Next meeting date: March 4, 2019

8) Motion to Adjourn by Elaine at 2:57 p.m.