

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

### **Minutes**

Meeting Date, Time and Location: **Monday January 29, 2018 1:08 p.m.** held at the home of Patsi Minnes 4043 Browning Road, Wilson Creek

Attendees: Unni Claridge, Ellen Heale, Elaine Jackson, Bev McEwan, Wendy McGowan, Patsi Minnes, Kathy Taylor

Regrets: Maggi Carson, Kathy Caswell, Adrienne Relkie, Carol Tiessen

Secretary: Ellen Heale

1. Chair Patsi Minnes
2. Quorum - Yes
3. Motion to approve Agenda: by Elaine, seconded by Bev, Carried
4. Motion to approve the Minutes of October 5th and November 9th, 2017, as circulated: by Wendy, seconded by Bev, Carried
5. Unfinished business:
  - 5.1 Expense account form available on line under the password protected '[Administration](#)' page on the website
  - 5.2 Registration with Societies Act
    - a) Officially transitioned on the BC Registries and Online Services; 'Certificate of Change of Name' available on-line (Administration page)
    - b) Advised CRA of name change, may take until the end of February, not able to issue receipts with our 'new' name until the name change is completed; all tax receipts issued to 100+ Women Who Care
  - 5.3 CFUW-SC Agency Deed of Gift

Papers are signed with SCCF; Credit Union notified cashing of Term Deposit, Credit Union may not agree to cashing in before due date; SCCU Management Committee will decide if able to cash out early; wait until November 1, 2018 can redeem with year's interest (\$300.89); this will delay applying for a BC Gaming Grant until 2020;

Motion by Patsi that we redeem the Term Deposit as soon as possible, forego annual interest, and that Ellen and Marilyn write a letter to the SCCU Management Committee advising of our concerns; seconded by Wendy, Carried

Ellen will draft up a letter

#### 5.4 Gibsons Public Market Holiday Market Faire

Request for comments will receive a response from Patsi. Discussion on pros and cons and lessons learned. Table reserved for December 15th , 2018 at Trail Bay Mall.

### 6. New Business:

#### 6.1 Rating form for bursary applicants

The form was revised to address need of applicants. A prioritized and streamlined form that will continue to be a 'work in progress'.

#### 6.2 Review of Bursary Society budget (2017 expense report attached for information)

Fundraising monies will go through the Bursary Society budget (expenses and income); The Fundraising budget (i.e. Ivan Sayers' Fashion Show) will be circulated.

Kathy and Elaine will develop a Bursary Society budget

Will approach London Drugs and RX Drug Mart to sponsor advertising;

Increased profile of IGA cards; Progressive Fundraising sends cheques to Kathy; Claire will be an alternate to Kathy Caswell for distribution of cards; Discuss raising profile at next Club meeting

#### 6.3 Review of 2018 Bursary key timelines

Information was presented; advertising campaign January 30th initially post dates for applications and deadlines on website and Facebook page;

#### 6.4 Grant application process

Patsi to investigate avenues to explore; Elaine will compile a list of potential; BC Ferries has a charitable arm (Ellen to investigate), as does Koerner Foundation, Vancouver Foundation, Fortis (Bev to contact); Swag Ladies brainstorm who to approach and how (contact via email Patsi); Follow-up meeting to discuss results

## 6.5 Other

- a) Patsi emailed Capilano University regarding follow-up to the bursary donation; need to formalize the process(Kathy will contact Financial Aid to find out their contact person); photo opportunity;
- b) Any event we are involved with needs to have Bursary Society approval for promotion/publicity.
- c) Attended a SCCF workshop on granting, CRA, tax receipts; when you advertise you are giving a tax receipt cannot determine amount/issue until the event is over
- d) CanaDares is an African orphanage, IWD event on Thursday March 8th at 5:30 p.m., want a partner (CFUW –SC); Bursary Society to get 50 % of proceeds, responsible for 50 % of advertising costs (approx. \$160.); Guest speaker Sarah Payne; Tickets are \$75. ea; net approx. \$1500. proceeds to Bursary Society if sell out; CanaDares will issue tax receipts; email to membership for information
- e) Handout about the Bursary Society; Ellen to draft; to hand out at events; otherwise our target market is electronic
- f) Ellen to review application form for 2018 to ensure dates are accurate
- g) Letter for donations to be determined; letter for application process (IWD)

7. Next meeting date: April 9th, 2018 1:00 p.m.

8. Motion to Adjourn at 2:40 p.m. by Bev.