

Bursary Society CFUW-SC Board Meeting

Minutes

Meeting Date, Time and Location: **Monday June 10, 2019 at 1:12 p.m.** held at the home of Ellen Heale, 5738 Cartier Road, West Sechelt

Attendees: Diana Adams, Jan Adaskin, Barb Cochran, Marian de Jong, Ellen Heale, Elaine Jackson, Wendy McGowan (electronic proxy), Patsi Minnes (Facetime), Marlene Oussoren (electronic proxy)

Secretary: Ellen Heale

- 1) Chair Ellen Heale
- 2) Quorum Yes, (Proxy votes from Wendy McGowan and Marlene Oussoren)
- 3) **Motion** to approve Agenda, as amended by Elaine; seconded by Jan, Carried
- 4) **Motion** to approve the Minutes of May 5, 2019 and May 27, 2019, as circulated by Patsi; seconded by Ellen, Carried
- 5) Unfinished business:
 - 5.1 Year-end Financial Report Review [Elaine] Tim Anderson; favourable letter of review received May 23, 2019 (attachment with the minutes)
 - 5.2 Treasurer's Report [Elaine]; meeting with Kathy on Thursday to hand-over books; \$9729.42 after bursary cheques cashed; Sherri Halliday provided course registration information; need an additional signer at the Credit Union
 - (a) Status of request to CFUW-SC for donation (denied)
 - 5.3 Board Tool Kit 2019 [Ellen]
 - 5.4 Past Minutes, correspondence to the Sechelt Public Library Archives [Ellen]
 - 5.5 Annual Report submitted to BC Registries to meet Societies Act, and distributed to donors, as requested [Ellen]

Reminder: Each Board member needs to keep track of volunteer hours (for grant applications).

Total hours for 2018 – 2019 457 hours (close to 500 hours)

- 6) New Business:
 - 6.1 Election of Officers [Ellen]
 - (a) President – Ellen Heale
 - (b) Vice-President – not filled
 - (c) Past President – Patsi Minnes
 - (d) Treasurer – Elaine Jackson
 - (e) Assistant Treasurer – not filled; Jan Adaskin to be an additional signer on the account

- (f) Secretary - rotating
- (g) Members-at-Large: Diana Adams, Jan Adaskin, Marian de Jong, Wendy McGowan, Marlene Oussoren

Motion to approve the election of officers by Elaine; seconded by Patsi, Carried

6.2 Strategic Planning Discussion 2019 - 2020 [All]

- (a) Membership survey – e.g. will you be financially supporting the Bursary Society in 2020; if so, how would you like to be contacted/approached (email, phone call, donation box, *et cetera*); do you want a follow-up phone call; draft questions and distribution to Board members
- (b) Legacy planning; need to enhance awareness of Bursary Society with funeral planners, estate planners – develop a list; inquire with Foundation; Bar Association; estate accountants

6.3 Proposed meeting dates [Ellen]

- (a) June 10th – welcome, appointment of Board positions, overview, strategy
- (b) October 7th – donations and grant applications, policy development
- (c) January 13th – review rating and application forms
- (d) March 2nd – advertising campaign (February/March 2020); applications (April 3 to May 1, 2020); request for donations (IWD March 8, 2020)
- (e) May – review of applications (May 4, 2020); award bursaries (week of May 11, 2020); AGM (May 25, 2020)

6.4 Electronic voting [Ellen]

Motion to approve that interim ‘meetings’ may be held electronically (e.g. to vote on issues, comment on policy) by Ellen; seconded by Marian, Carried.

Note: As per the BC Societies Act electronic voting is allowed for General and Special Meetings of the members of the Society if set out in the Bylaws. However, there are no specifications (voting by mail or another means of communication, including by fax, email or other electronic means) in the Society Act for Board meetings. Our Bylaws do not allow proxy voting at General or Special meetings of the members of the Society, again no reference to Board meetings.

6.5 IGA Fundraising Cards, FlipGive, need to maintain profile.

6.6 Other – nothing noted

7) Next meeting date: October 7th, 2019

8) **Motion** to Adjourn by Patsi at 1:57 p.m.