

Bursary Society CFUW-SC Board Meeting

Minutes

Meeting Date, Time and Location: **Tuesday June 19, 2018 1:03 p.m.** held at the home of Patsi Minnes
4043 Browning Road, Wilson Creek

Attendees: Marilyn Bowker, Maggi Carson, Ellen Heale, Elaine Jackson, Laura Maddalozzo, Patsi Minnes,
Kathy Taylor

Regrets: Wendy McGowan, Diane Williams

Secretary: Ellen Heale

- 1) Chair Patsi Minnes
- 2) Quorum, Yes
- 3) Motion to approve Agenda by Elaine, seconded by Marilyn, Carried
- 4) Motion to approve the Minutes of April 9, 2018, as circulated by Kathy, seconded by Elaine,
Carried
- 5) Unfinished business:
 - 5.1 Budgeting and accounting for fundraising dollars, and reporting to CRA [Kathy, Elaine]

Concerns associated with Ivan Sayers fundraiser and implications on our books, increased workload, in past years events the Bursary Society received a cheque from the Club, in the last fiscal year produced 97 receipts, challenges associated with significantly more record keeping (not more reporting to CRA) and bank statement reconciliation with our credit card provider information; it was a busy year. Present to Finance Committee by Elaine that the Bursary Society will look after credit card donations, but the Club needs to administer all aspects of ticket sales; Club needs a fundraising policy to outline fundraising responsibilities [Ellen]; and need to minimize assets for gaming grant submissions.

Will investigate a software program for bookkeeping [Elaine]
 - 5.2 Year-end Financial Report Review [Kathy, Elaine]

Gwen Nelson retiring; Review completed and books approved; need to find a new reviewer
 - 5.3 Treasurer's Report [Kathy, Elaine]

\$8,741. on hand; \$2,000 pending for outstanding bursary recipient; budget to be formalized after Finance Committee meets
 - 5.4 Board Tool Kit 2018 issued, nothing outstanding
 - 5.5 Past Minutes, correspondence to the Sechelt Public Library Archives [Ellen]

5.6 Annual Report submitted to BC Registries to meet Societies Act May 28th, 2018 [Ellen]

5.7 Jennifer Smith set up Bursary Display at Arrowhead Fundraiser 'Crazy for Life'

6) New Business:

6.1 Election of Officers Motion by Patsi, seconded by Maggi, Carried

- (a) President - Ellen
- (b) Past President - Patsi
- (c) Treasurer - Kathy
- (d) Assistant Treasurer - Elaine
- (e) Secretary - rotating
- (f) Communications & Community Partnerships – Marilyn and Laura
- (g) Members-at-Large – Maggi, Wendy, Diane

Patsi was thanked for her leadership, kindness and generosity. Kathy will draft a letter to the Credit Union with changes and make arrangements for signing updates.

6.2 Strategic Planning 2018 – 2019 [All]

- (a) Outreach to increase the number of applicants – approach Wendy & Diane (e.g. Capilano University)
- (b) Joint bursaries with local businesses - Marilyn & Laura
- (c) Mentoring – Patsi (approach to Credit Union Community Fund for potential funding)

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

6.3 Proposed meeting dates Noted at 1:00 p.m.

- (a) June 19th – welcome, appointment of Board positions, overview, strategy
- (b) October 15th – funding and grant applications, endowment policy
- (c) December 3rd – Swag Ladies (December 15th, 2018 at Trail Bay Mall)
- (d) January 7th – review rating and application forms
- (e) March 4th – advertising campaign (February/March 2019); applications (April 3 to May 1, 2019): request for donations (IWD March 8, 2019)
- (f) May 6th – review of applications (May 6, 2019); award bursaries (week of May 13, 2019); AGM (May 27, 2019)

(g) Motion to approve that interim 'meetings' may be held electronically by email (e.g. to vote on issues, comment on policy) by Ellen, seconded by Elaine, Carried

6.4 Bursary Bookmarks - Marilyn and Laura to investigate re: communications requirements; is a budgeted item

6.5 IGA Fundraising Cards - Elaine will coordinate distribution

7) Next meeting date: October 15th 2018

8) Motion to Adjourn by Elaine at 2:34 p.m.