

Bursary Society CFUW-SC Board Meeting

Minutes

Meeting Date, Time and Location: **Monday March 4, 2019 at 1:04 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, Patsi Minnes, Marlene Oussoren (electronic proxy), Kathy Taylor

Secretary: Ellen Heale

- 1) Chair Ellen
- 2) Quorum, Yes
- 3) **Motion** to approve Agenda, as amended by Wendy, seconded Patsi, Carried
- 4) **Motion** to approve the Minutes of January 7, 2019, as circulated by Elaine, seconded Patsi, Carried
- 5) Unfinished business:
 - 5.1 Grant applications (Ellen)

No others at this time. Awaiting replies from Walmart, London Drugs Foundation and District of Sechelt. Discuss gaming grant monies. Consensus that benefits of receiving a grant outweigh any potential negatives.
 - 5.2 Strategic Planning 2018 – 2019 Update
 - (a) Outreach to increase the number of applicants (Wendy)

Locations for poster distribution on spreadsheet - from Gibsons to Madeira Park. Volunteers were organized.
 - (b) Community Awareness & Communications (Ellen)

Advertising campaign for bursary applications is underway; Facebook promotion (Capilano University, Sunshine Coast Community Foundation, CFUW-SC, FYI Sunshine Coast), contact previous bursary recipients, newspaper add to run March 22nd and April 12th (Coast Chiropractic and IDA will sponsor the two ads), and a submitted article for March 8th to the Coast Reporter. Donor letter will go out March 7th

Look into advertising on local radio station (Ellen); Coast Cable community board (Elaine)
 - (c) Mentoring (Patsi)

Nothing to report. Send National's mentoring information to previous bursary recipients. (Ellen) Discussion can we help them to assist each other?
 - 5.3 Friends of the Bursary Society (Ellen)

For discussion is setting up donation categories for 'Friends of the Bursary Society'. Names would be published (with permission) on the website and in our annual report. Donors would receive a charitable tax receipt.

For example:

Platinum – Donation over \$5,000.

Gold – Donation over \$1,000.

Silver – Donation over \$100.

If a person donated \$100. over a ten-year period, they would become a 'gold' donor. This will require maintaining a spreadsheet of donors and amounts.

This would not change membership in the Bursary Society, so no need to amend the constitution.

This initiative would allow us to 'attract' individuals who do not wish to join the Club, but who support the ideals of the Bursary Society. It would also allow us to build community partnerships with no other expectations of individuals.

Discuss possibility for thank you recognition, e.g. in the fall.

Motion to institute a 'Friends of the Bursary Society' donor category. Moved by Elaine, seconded by Patsi, Carried.

List of donors and email addresses to Ellen for follow-up. (Kathy)

6) New Business:

6.1 IDA Rx Drug Mart (Ellen)

Commitment to \$700. Donation for 2019 (\$200. For advertising and \$500. Bursary donation)

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

(a) \$16,340.18 in our account. Minor expenses expected. Sunshine Coast Community Foundation monies to come in April.

Motion to have \$13,000. available for bursaries in 2019 by Ellen; seconded by Patsi. Discussion, no potential fundraising in foreseeable future. Need to accommodate repeat bursary recipients. Carried.

1. Request to CFUW-SC for donation; Club has funds, thinking about how to allocate money. Club consideration of donation to National Scholarship fund; local donation to different 'audience', e.g. school; expenses associated with legal constitution review. Discussion.

Motion that the Bursary Board request a \$2,000 donation from CFUW-SC to support the Bursary Society by Patsi, seconded by Elaine, Carried. Ellen will make a formal request to the CFUW-SC Board.

6.3 Estate planning (Patsi)

Nothing to report.

6.4 Review of Rating Form for Bursary Applications (Ellen)

Maggi will screen applications for completeness and distribute to Board members. Kathy will assist Maggi, as required.

Discuss 'low paying job', implied in the application form associated with financial circumstances and self-supporting (both under Financial Need).

Ratings due May 5th for summarizing prior to meeting. May 6th meeting to review applications and award bursaries

6.5 Board planning 2019 - 2020

The following board members have agreed to a subsequent term: Ellen, Elaine, Patsi, Marlene and Wendy

Kathy and Maggi will be finishing their term on the Bursary Board as of May 2019.

New member, Marian de Jong has agreed to join the Bursary Board. Ellen will email Unni with information (i.e. need additional members)

7) Next meeting dates: May 6th, 2019 Review of applications

June 3rd meeting to determine Board positions for 2019 - 2020

8) Motion to Adjourn by Elaine at 2:41 p.m.