

Bursary Society CFUW-SC Board Meeting

Minutes

Meeting Date, Time and Location: **Monday October 15, 2018 1:04 p.m.** held at the home of Patsi Minnes 4043 Browning Road, Wilson Creek

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

Regrets: Diane Williams

Secretary: Ellen Heale

- 1) Chair Ellen, thank you to Patsi for hosting
- 2) Quorum, Yes
- 3) Welcome to Barbara Cochran, President CFUW-SC
- 4) Motion to approve Agenda by Patsi, seconded Elaine, Carried
- 5) Motion to approve the Minutes of June 19, 2018, as circulated by Wendy, seconded Kathy, Carried
- 6) Announcement: A wonderful donation was made to the Bursary Society by a former Club member Barbara Annie Mercer (member from 1997 to 2010). The donation amount was \$40,000.

Patsi to follow-up with lawyers and estate agents on the Coast regarding the awareness of bequests to the Bursary Society.

7) Unfinished business:

7.1 Policy for Donations and Grant Applications (Ellen)

Motion to accept the Policy, by Elaine, seconded Patsi. Discussion, wording as amended (under Program 'soliciting' and under Definitions 'revenue'). Carried

7.2 Recommendation for software program for book keeping (Kathy & Elaine)

Further discussion required, possibly to start in the new fiscal year.

Need someone with book keeping experience to review our books. Kathy and Elaine to follow-up, advise Claire.

7.3 Investment Policy (Ellen)

Motion to accept the Policy, by Patsi, seconded Wendy. Discussion, Carried

As per our bylaws “1.2 All funds received by the Society shall go to the Bursary Fund, which may, at the discretion of the Board, be composed of any combination of monies held in liquid form, long-term investments or endowments.”

Motion to transfer the \$40,000 Mercer donation to the Sunshine Coast Community Foundation endowment by Kathy, seconded Patsi. Discussion, Carried. Kathy to follow-up.

7.4 Strategic Planning 2018 – 2019 Update

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

Information on potential points of contact and timing. Leave information at schools, work hubs, Open Door, Provincial offices, coffee shops, grocery stores; include Madeira Park and Pender Harbour; need a poster Ellen and Wendy to follow-up

(b) Community Awareness & Communications (Ellen)

Ten grant applications; 1 refused; 3 more eligible to apply for in the new year
Submitted an article to ‘The Local’ and the ‘Coast Reporter’ for October 17th,
International Day for the Eradication of Poverty, linkage to poverty on the coast and education, and the gift card program
Further discussion on community partnerships at the December meeting.

(c) Mentoring (Patsi)

Outreach to bursary recipients from 2017 and 2018, heard back from two former recipients. Plan to stay in touch. Follow-up email by Patsi before Christmas.
Discussion on status of swags. Follow-up by the Club at the October General Meeting

8) New Business:

8.1 Approval of the 2018 – 2019 Budget (Kathy & Elaine)

Motion by Elaine, seconded Patsi. Discussion, Carried.

9) Next meeting date: December 3, 2018

10) Motion to Adjourn by Patsi at 2:17 p.m.