

Bursary Society CFUW-SC - Board Meeting Minutes

Meeting Date, Time and Location: Monday October 4, 2021 at 1:30 pm virtually via Zoom due to Covid 19 restrictions.

Attendees: Elaine Jackson, Jan Adaskin, Marian de Jong, Marie Anna Elder, Rhian Piprell and Marlene Oussoren. Regrets: Diane Melody

Recording Secretary: Jan Adaskin

1) Acting Chair: Elaine Jackson

2) Quorum: Yes – (6)

3) Agenda: **Motion** to approve Agenda: Elaine Jackson Seconded: Marian de Jong - Carried

4) **Motion** to approve minutes of June 14/21: Elaine Jackson Seconded: Rhian Piprell. Carried

5) Unfinished business:

5.1: Appointment of Chair: All in agreement to make this a rotating position.

January 10th 2022: Marian de Jong March 14th: Marie Anna Elder May 9th 2022: TBA

Appointment of Recording Secretary: Rhian Piprell

5.2: **Motion** to change meeting times to 1:30: Elaine Jackson Seconded: Marian de Jong. Carried.

Proposed Meeting Dates:

(a) October 4th – strategic planning

(b) January 10th - review rating and application forms; consider plans for IWD March 8th, 2022
Request for donations? Article for paper?

(c) March 14, 2022 – discuss bursary advertising campaign typically 2 ads in Coast reporter, Facebook boost through Ellen and Club Newsletter article; when to receive applications (April 1st to May 2nd, 2022); ,

(d) May 9th - complete review of applications May 3 – 8; Award bursaries (week of May 10th 2022), recruiting for replacement of Board members who have completed their terms and nominations for Board members for AGM, review and approve annual report, financial statements and any other material for the AGM.

(e) May 23rd - AGM - Same date as the Club

Carried

Elaine reminded members to keep track of their volunteer hours (for grant applications). Form is available on the Club website under “administration”.

6) New Business:

- 6.1 Type of meetings preferred: Zoom or in In Person. Moved by Elaine Jackson and Seconded by Marie Anna Elder to continue with Zoom meetings until further notice.
- 6.2 Treasurer’s report as of Sept. 29/21: Elaine Jackson.
 - Bursary Society tax return was filed with CRA after the May AGM and has been accepted. This is a preliminary budget. Actual budget is to Sept. 29th. Year end is April 30th. Next Bursary payouts will be in May 2022.
 - Discussion ensued as how to handle the funds this year. There is currently approximately \$10,000 available. \$3000 is held for the Dorothy Fraser Memorial Bursary. The entire amount cannot be used. It is unknown how much will be donated this year. Concerns were expressed about spending money on items such as bookmarks when there is a limited amount for the actual bursaries this year.
 - Elaine Jackson suggested ways to improve the liaison between the Bursary Society and the general membership of CFUW-SC. Elaine will pursue ideas as to how to enhance this situation. One way to keep the Bursary Board connected to the Club is to give a short report at each Club meeting to remind members of the Bursary Board. Elaine volunteered to do this for now. Some other suggestions were: to have an item about Bursary in each newsletter, to have an article about a past Bursary recipient in the newsletter and having an article about “in memoriam” donations in the newsletter. Elaine will follow up and report back at the next meeting.
- 6.3 IGA fundraising cards: There was a discussion as to whether CFUW should charge \$1 for each card as is currently the practice. Proposed by Elaine Jackson and Seconded by Marie Anna Elder that we give the cards away at no cost to the buyer. Rhian Piprell suggested that we put a note in the newsletter as to how much money is made when the cards are used. It will also be a good reminder to members to use the cards.
- 7.0 Next meeting January 10, 2022.
- 8.0 Meeting adjourned at 2:21 pm