



Minutes of Board Meeting June 1st, 2015, 4:00 PM

Present: Virginia Bartley, Penny Hopkins, Barbara Royce-Payne, Alvin Starkman, Sandy Thomson, Duane Webster, Lynda Wilde

Regrets: None

1. Approval of Agenda

Motion by Lynda (Duane) to approve the agenda as circulated.

Motion carried

2. Approval of Minutes

Penny pointed out a small error in the President's Report.

Motion by Alvin (Penny) to approval of the Minutes of the February 9th, 2015 Board meeting, as amended,

Motion carried

3. Business Arising from the Minutes

(a) Service Clubs, Chambers of Commerce

Action Items: Board members in contact with service clubs will introduce the work of CANFRO. Board members will also check club websites and report to the Secretary what they learn about grant applications.

(b) Fundraising Policies and Procedures

Sandy reported briefly about Imagine Canada, whose members are charities working to serve and engage communities in Canada and around the world.

Action Item: Sandy will try to access fundraising the policies and procedures for IC and draft something similar for CANFRO. The draft will include a framework to test potential sources of funding.

(c) Social Media Sub-committee

Penny reported that Jeff Nugent is trying to provide or arrange assistance to help with this on a *pro bono* basis.

Lynda noted how important a social media presence, especially a Facebook one, could be.

Motion by Virginia (Duane) that Lynda be the liaison person with Jeff for sub-committee activities.

Motion carried

Action Item: Penny will contact Jeff to urge some activity in this matter, and ask him to contact Lynda.

(d) Minutes, "Success Stories" on Website

Penny noted that Kim has cleansed the website following a recent spate of hacking. She will post updated Minutes as she receives them in final form.

Action Item: Virginia will forward the latest Minutes to Penny, once they have been amended, as noted above.

(e) Transfer and Disbursement Forms

Penny noted that these forms seem to be working fairly well but that they can also be considered works in progress if problems arise or suggestions are made.

(f) Bank Fees for the Book Project

Lynda reported that the initial 10,000 MXN loan, made by LPP to CANFRO to establish a low-fee bank account for this project, has now been reimbursed from CANFRO Admin funds.

(g) Bank Fees for the School Sponsorship Project

Penny reminded Board members that she is still owed 5,000 MXN in repayment of a 10,000 MXN loan she made to maintain the low-fee bank status of the account opened by CEI for its 2 CANFRO projects.

(h) Lila Downs Concert

Action Item: Alvin will contact organizers to ascertain whether CANFRO can be publicized at upcoming concerts. He will copy his emails to Penny and Virginia, for CANFRO records.

(i) CORAL

Sandy agreed to take over as Project Manager for the Hearing Aid Project.

Action Item: Sandy and Alvin will arrange a transition of Project Manager's duties as quickly as possible.

(j) CANFRO Administrative Fees

Lynda reported that Doug Harmon, who has been her contact person for the Book Project, has been taken seriously ill. Enid Dollard has stepped in, and Lynda is working with her on donations and reports for the project. The matter of administrative fees remains to be finally settled.

Penny reported that there are no problems with these fees as far as CEI is concerned.

Action Item: Lynda will continue to work with Libros para Pueblos on the matter of administrative fees.

(k) Records Maintenance

Alvin and Penny discussed his recent efforts to provide the necessary receipts to satisfy CRA. Penny expressed concern about the possibility of missing or insufficient receipts. Board members discussed the possibility of using expense logs for hard-to-receipt expenses. Alvin raised the possibility of stepping aside as Project Manager for the Women's Project. Board members agreed to revisit the matter once financial reports are being prepared for the September Board and Annual Meetings.

On the matter of financial reports, Penny pointed out that she and Barbara are working on improved spreadsheets.

(l) Fundraising

As noted above, Sandy will be working on a policies and procedures framework for fundraising, and will present a draft at the September 2015, or the February 2016 meeting.

(m) Audit

Penny reported that accountants recognize three types of financial scrutiny: first, "notice to reader" reports (cost approximately \$1,000), second "financial review" reports (\$2,000), and third formal audit reports (\$4,000). At this point,

scrutiny is not required by the CRA (less than \$100,000 collected annually). That said, once CANFRO starts making formal applications for funds from service clubs or other organizations, including government departments, then at least financial review reports will be required. Barb is qualified to prepare these reports.

4. President's Report

There was no formal report.

5. Treasurer's Report

Lynda and Sandy suggested that the Treasurer could provide reports at each February Board Meeting and each Annual Meeting about proposed and actual budgets for each project.

Motion by Lynda (Sandy) that the Treasurer's Report be in prose (rather than only in spreadsheet) format for attachment to Minutes and posting on the website.

Motion carried

Motion by Lynda (Duane) that, each February, Project Managers and the Treasurer should arrange to transfer any administrative funds from Oaxacan project accounts into the CANFRO Canadian account.

Motion carried

6. Project Managers' Reports

(a) The Book Project

Lynda reported that some 68,000 MXN have been donated, transferred and dedicated to purchasing books. *Libros para Pueblos* now supports 75 libraries in the state of Oaxaca.

(b) The Tutor Project

Lynda also reported that some 19,000 MXN have been donated, transferred and disbursed to support tutors' salaries. Funds donated by the retired teachers of B.C. last year will not be forthcoming again, as the donors do not want their funds used to pay salaries.

(c) The Advanced Education Project

Motion by Lynda (Penny) to transfer funds remaining in the AEP account to the account for the Tutor Project, and thereafter to close the AEP account.

Motion carried

(d) The Women's Project

Alvin reported that two young women are being supported, although outstanding donations are still expected from one of the donor couples.

(e) The Hearing Aid Project

Sandy will begin to work with CORAL in October, and report to Board members about her progress in February of 2016.

(f) The School Sponsorship Project/The Food Project

Penny reported that some 40 Canadians are providing donations for these projects. This is the most hectic time for her, as Project Manager, and she will report on activities at the next meeting.

7. New Business

Peppo Marotta, the assistant administrator at CEI , is a bit of a computer whiz. Penny noted that Board members have agreed to pay him to help CANFRO use Google Drive to communicate effectively. Lynda suggested he might also liaise with Jeff on social media visibility.

8. Next Meeting

Sandy indicated that she might be able to attend a Kingston meeting, depending upon date and time selected. September 19 and September 26 2015 are options. Sandy will communicate with Board members to finalize details. Lynda agreed to have the meeting at her place.

9. Adjournment

Motion by Lynda (Alvin) to adjourn the meeting.

Motion carried