



## **Minutes of CANFRO Annual Meeting September 23rd, 2013**

**Present:** Virginia Bartley, Penelope Hopkins, John Rollins, Alvin Starkman, Lynda Wilde

**Regrets:** Patricia Simmons, Duane Webster

### **1. Approval of Agenda**

*Motion by Lynda (John) to approve the agenda, as circulated.*

*Motion carried*

### **2. Approval of Minutes (2012 Annual Meeting)**

*Motion by John (Lynda) to approve the minutes of the 2012 AM, as circulated.*

*Motion carried*

### **3. Business Arising from Minutes**

Further to discussions at the 2012 AM, Board members again briefly discussed matters related to developing and amending CANFRO policies and procedures, as well as matters related to donor relations.

*Motion by Penny (Alvin) that, as agreed at the last AM, discussions about developing and amending CANFRO policies and procedures should be addressed at regular Board meetings.*

*Motion carried*

*Motion by Penny (Alvin) that, as agreed at the last AM, matters related to donor relations (privacy and transparency, formal thank-you mechanisms etc.) should be addressed at regular Board meetings.*

*Motion carried*

#### **4. President's Report**

Penny provided an oral report to Board members. She indicated that the application for Supplementary Letters Patent had been filed and receipt of it had been acknowledged. Its initial recipient, the Office of the Public Guardian and Trustee for Ontario (the OPGT), raised some questions about its contents. These questions had been addressed and, although timing for OPGT approval of the application was uncertain, Penny indicated that she would begin to telephone regularly for updates.

Once the OPGT completes its review and approval process, then the application goes to the Companies and Personal Property Securities Branch of Ontario (the CPPSB) for its separate review and approval. It is the CPPSB that will issue Supplementary Letters Patent.

Approved Supplementary Letters Patent will have to be provided to the Canada Revenue Agency (the CRA). The CRA gave CANFRO 60 days from August 16, 2013 to obtain Supplementary Letters Patent and re-apply for a charitable number. This deadline cannot be met, but an application for an extension of time can and will be submitted and doubtless approved. Ideally, the CRA will be in a position to assign a charitable number to CANFRO before the end of 2013.

*Motion by Lynda (John) to receive the President's Report.*

*Motion carried.*

#### **5. Vice-President's Report**

None.

#### **6. Project Managers' Reports**

##### The Hearing Aid Project & The Women's Project

Alvin reported that executed agency agreements have been provided to the relevant agents. Once CRA assigns a charitable number to CANFRO, CORAL and Casa de la Mujer will establish the necessary bank accounts and commence agreed-upon accounting and reporting procedures.

##### The Book Project

Lynda reported similarly, noting that Libros Para Pueblos has its own agency agreement in hand.

##### The Advanced Education Project & The Tutor Project

Penny too reported similarly, noting in addition that some funds have already been received and sent to support these projects.

***Action Item: Assuming the charitable number is assigned in 2013, Penny will check with the CRA to see if donations made in 2013 can receive charitable receipts.***

## **7. Treasurer's Report**

John provided a report of CANFRO assets and liabilities, including a balance sheet as of July 31, 2013, an income statement covering the period from August 1, 2012 – July 31, 2013, and an overall balance as of July 31, 2013.

*Motion by Virginia (Lynda) to receive the Treasurer's Report.*

*Motion carried*

## **8. New Business**

Virginia noted that, should the application for Supplementary Letters Patent be approved, Bylaw No. 1 would need to be amended to reflect newly approved corporate purposes for CANFRO. This can be done by way of a special meeting.

***Action Item: If the application for Supplementary Letters Patent is approved by the OPGT and the CPPSB, and if the CRA assigns a charitable number to CANFRO, (a) Virginia will circulate a proposal to amend Bylaw No. 1 and (b) Penny will call a special meeting of the Board to consider the proposed amendment.***

## **9. Election of Officers and Directors**

Board members accepted with regret the decision by Patricia Simmons to withdraw from CANFRO and to devote herself to other charitable activities.

Penny noted that the initial two-year terms established for Board members were expiring. Members agreed that, especially following Pat's decision, it will be important to recruit more people to the Board once CANFRO is up and running as a registered Canadian charity. Members also agreed that, pending receipt of a decision from the CRA, and while CANFRO is acting in its initial stages, the slate of elected officers and directors should remain as follows:

President: Penny  
Vice-President: Alvin  
Treasurer: John  
Secretary: Virginia  
Director: Lynda  
Director: Duane

*Motion by Penny (Virginia) to approve the above-noted slate of officers and directors.*

*Motion carried*

**10. Next Annual Meeting**

The next AM will take place in Kingston, at Lynda's house (413 Regent Street, Kingston) at 5:00 PM on Monday, September 15, 2014.

**11. Adjournment**

*Motion John (Alvin) that the 2013 AM be adjourned.*

*Motion carried*