



CANFRO

Draft Minutes of Board Meeting September 6th, 2016

Present: Virginia Bartley, Penny Hopkins, Alvin Starkman, Sandy Thomson, Duane Webster, Lynda Wilde

Regrets: Barbara Royce-Payne

1. Approval of Agenda

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

Motion carried

2. Approval of Minutes

Motion Penny (Alvin) to approve the minutes of the Board Meeting of June 6th, 2016, as circulated.

Motion carried

3. Business Arising from the Minutes

(a) Grant Applications

Lynda noted that she had reached an impasse in her efforts to ascertain where we might fruitfully apply efforts to writing applications for grants to CANFRO. Sandy noted that there are not many readily available Canadian sources for grant money, and that CANFRO will likely need to keep relying upon individual donors for the foreseeable future.

Action Item: Board Members will continue to disseminate information about CANFRO and its projects, as well as to encourage individual donations. Project Managers will continue to provide updates for Facebook.

(b) Legacy Gifts

Virginia noted that basic information is now available on the website, and donors considering legacy gifts are directed to contact CANFRO's President.

Action Item: Virginia will prepare some basic legacy gift forms and other documents for the website.

(c) Trip Advisor

Sandy reported that she has contacted Trip Advisor to make the necessary application, and will send in the required documents once she reaches Oaxaca in the autumn. CANFRO will then have a free listing (for now), and its name will pop up when people are searching information about Oaxaca. Funds earlier set aside to finance this initiative will be held aside in the administrative account until Sandy learns if they will be needed. It may be that there will be a fee levied depending upon the number of hits counted by Trip Advisor.

Action Item: Sandy will follow up to ensure that the application process is completed and the funds accounted for or returned to the general administrative pool of funds.

(d) Interac E-Transfer

This continues to be a popular method of donating, but there are problems in identifying the donor without a specific covering note.

Action Item: Penny will work with Kim to ensure that the “Notes” section of the donation form for Interac E-Transfers provides necessary direction to donors.

(e) Canada Helps

Penny reported that, pursuant to an earlier decision by Board Members, Canada Helps now has direct access to CANFRO's accounts. The lower fee of 3.9%, rather than 5.4% will now reduce deductions on donations made through Canada Helps. Deductions on donations made through PayPal remain at 1.9%.

(f) Imagine Canada

Penny reported that she had paid the basic \$100 Membership fee and we can now access this organization for information on policies and procedures, best practices, funding organizations, deadline dates for grant applications, etc.

Action Item: Virginia will refer to Imagine Canada sources when drafting or updating CANFRO documents.

(g) Newsletter

Lynda noted that Nan Newell is ready to start putting this together, and is seeking stories and photos from Board Members, especially Project Managers. She proposes a small, initial document and hopes it can be released by the end of 2016.

Action Item: Once the newsletter is released, Lynda will work with Kim to make sure it is linked to the website.

(h) GESMujer

Lynda and Sandy have been in touch with representatives of this organization. At the moment, it has no Canadian donors, although it hopes an association with CANFRO will change the funding situation. Lynda and Sandy have asked for a proposal, supported by documentation in English, so that Board Members can consider whether to launch another project with GESMujer as an Agent.

(i) Facebook

Previously, platform differences meant that Facebook presented differently on iPads and computers.

Action Item: Penny will consult Kim, and Lynda will consult Jo-Anne to see if any action is needed to address the appearance of Facebook on different screens.

(j) Policies and Procedures

Virginia reported that she would begin work on these over the next year, taking into consideration any requirements of ONCA and regulations promulgated under it, as necessary. An updated Fundraising Policy has already been prepared and approved by Board Members.

Action Item: Virginia will work on creating and updating policies and procedures.

4. New Business

(a) Transfer of Projects' Funds

Motion by Lynda (Penny) that the Treasurer and the Vice-President (Finance), the two signatories on CANFRO's Canadian TD account, will wait for specific requests from Project Managers before effecting transfer of funds for project expenses.

Motion carried

Board Members agreed that, as CANFRO has developed sufficient policies & procedures, as well as checks & balances, to ensure financial and reporting security, Project Managers could now be considered "active agents" with greater autonomy.

(b) New Board Members

Board Members agreed that they should be alert to potential new recruits for the CANFRO Board and for CANFRO volunteers. Sandy cautioned against making the Board larger, but all present agreed that current Board Members could identify replacements for themselves, as needed.

(c) Meeting of NGO Partners/Agents

Lynda agreed to work on arranging a meeting for early March of 2017, so that CANFRO Directors and Officers, partners and can get to know each other, become familiar with all CANFRO projects etc. Funds can be transferred from the administrative account. A potential location might be the patio at TOLC.

Action Item: Lynda will advise Board Members about her progress in this matter, and request assistance, as needed.

5. Next Board Meeting

The next meeting of Board Members will be Monday February 6th, 2017, at 4:00 pm, at Penny's home in Oaxaca, 307 M. Bravo, #5.

6. Adjournment

Motion by Alvin (Duane) that the meeting be adjourned at 6:15 pm.

Motion carried