



CANFRO

Minutes of Board Meeting September 26th, 2015, 11:30 AM

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

Regrets: Alvin Starkman

Guests: Jo-Anne Vandierendonck

1. Approval of Agenda

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

Motion carried

2. Approval of Minutes of Meeting on June 1st, 2015

Motion by Lynda (Duane) to approve the Minutes as circulated

Motion carried

3. Business Arising from the Minutes

(a) Service Clubs/Chambers of Commerce

Board Members generally discussed organizations (Kinsmen groups, Rotary clubs, professional associations, etc.) that might have an interest in CANFRO projects.

Action Item: On an ongoing basis, Board Members, particularly Project Managers, should develop and maintain lists of possible funding sources, and keep track of associated grant cycles.

(b) Fundraising Policies and Procedures

Sandy agreed to pursue additional information about establishing such policies from Imagine Canada.

Action Item: Sandy will report back to the Board about this at the next meeting.

(c) Social Media Sub-Committee

Lynda reported on the Facebook page established for CANFRO. As of the current meeting, it has received 150 views and 100 “likes”. The more active it is in terms of numbers, the faster we can change to a simple URL, such as “Facebook.com/Canadian Friends of Oaxaca”. In order to make its Facebook presence effective, CANFRO should post at least one promotional piece per month. Lynda suggested that we have a specified Facebook manager to update content and maintain links.

Action Item: Jo-Anne, as a CANFRO volunteer, will work with Lynda, with an eventual transition of Facebook work to Jo-Anne in mind.

(d) Repayment of CEI Loan

Penny reminded Board Members that she had advanced an initial sum equivalent to 10,000 MP to establish a low-fee bank account for CANFRO through its Agent, CEI. Half of this amount has already been repaid.

Motion by Virginia (Sandy) that a further amount equivalent to 5,000 MP be repaid to Penny from the CANFRO administrative account.

Motion carried

(e) Lila Downs Concert

As Alvin was not present at the meeting, there was no further report on this potential fundraising event.

(f) Administrative Fees

Lynda noted that there might still be some confusion on the part of CANFRO’s Agents with respect to automatic deduction of the 5% administrative fee from all donations. She confirmed with Barb that Project Managers and Agents will all receive the same information about donors, donations, deductions and amounts available for disbursement.

(g) G-Drive and Records

Penny reported on the ongoing work being done by Peppo Marotta, of CEI. He is refining a way to use G-Drive to create a database of donors and their donations, as well as to share documents among CANFRO participants.

Motion by Lynda (Virginia) for Penny to provide a small honorarium (equivalent to approximately 2 ½ days of his salary) to Peppo Marotta to acknowledge him for his previous and his ongoing G-Drive work.

Motion carried

Action Item: Penny will ask Peppo Marotta about a possible group workshop for CANFRO users of G-Drive.

4. President's Report

This was presented at the Annual Meeting and attached to the Minutes of that meeting.

5. Treasurer's Report

This was presented at the Annual Meeting, and attached to the Minutes at that meeting.

Barb again pointed out the importance of receiving monthly statements for CANFRO's Oaxacan bank accounts from Project Managers, as well as receipts for all expenditures. She also advised Project Managers that she will post project-specific monthly donor and donation information on G-Drive, or use email to report it.

Barb confirmed that when donations are made in Canada the administrative fee is automatically deducted and recorded on the *Admin.* line of the Canadian TD account. When donations are made in Oaxaca, the administrative fee is automatically deducted and recorded on the *Admin.* line of the appropriate account.

The minimum balance in the account maintained by LpP for the Book Project and minimum balance in the account maintained by CEI for the Food Project and The School Sponsorship Project should be maintained at 10,000 MXN to keep the accounts low-fee.

Funds from the Admin line of the account maintained by CEI will be applied to fund the honorarium for Peppo Marotta and various incidental expenses incurred in running the projects.

6. Project Managers' Reports

(a) The Tutor Project:

Lynda provided a proposed budget for the current fiscal year, August 1st, 2015 – July 31st, 2016: there is now 32,000 MP in the Oaxaca account, and 404 CAD in the TD account (5,150 MP). There is thus some 37,150 MP to disburse to tutors.

(b) The Book Project:

Lynda provided a proposed budget for the current fiscal year, August 1st, 2015 – July 31st, 2016: there is now 32,000 MP in the Oaxaca account, and 2,916 CAD in the TD account (37,144

MP). There is thus some 69,144 MP to disburse on infusion sets for libraries.

Lynda reminded the Board about the memorial fund established to honour Teressa Loeb. Money from the fund will be applied to the Book Project, as well as the 1,000 donated by CONTIGO.

Action Item: Lynda will ensure that special acknowledgments of the Loeb and CONTIGO donations will be added to the CANFRO website.

Action Item: Penny and Lynda will discuss regularly updates to CANFRO's Facebook page.

(c) The Women's Project:

(d) The Hearing Aid Project:

Sandy had nothing further to report on these two projects, having reported at the Annual Meeting immediately prior to the Board meeting. There are no proposed budgets at this time, given that she has just taken on the role of Project Manager.

(e) The Food Project:

(f) The School Sponsorship Project:

Penny had nothing further to report on these two projects, having reported at the Annual Meeting immediately prior to the Board meeting. She did note, however, the need to empty individual student accounts at the end of each fiscal year.

Motion by Sandy (Virginia) that, at the end of each fiscal year, the Project Manager for the School Sponsorship Project has discretion to allocate unspent funds (to a School Sponsorship Project reserve, to a Food Project reserve, or to an administrative fund reserve).

Motion carried

7. New Business

(a) Updated Brochures

Penny suggested that Project Managers work with their respective Agents to update any necessary information, including, for example, information about deduction of CANFRO's administrative fees.

Action Item: Lynda and Penny will coordinate efforts to update CANFRO brochures and then distribute them.

(b) Expenses - Policies and Procedures

Penny noted that she had incurred expenses travelling to Toronto in support of the CONTIGO donation, noted above. She sought repayment of the cost of a hotel for one night. Board members agreed the expense fell within those reasonably contemplated for carrying on CANFRO business.

8. Next Meeting

The next Board meeting will be held in Oaxaca on February 1st, 2016, at Penny's place. 4:00 pm

9. Adjournment

Motion by Duane (Sandy) to adjourn the meeting

Motion carried