

Minutes of Board Meeting May 15th, 2017

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

Regrets: Barbara Royce-Payne, Alvin Starkman

1. Approval of Agenda

Motion by Sandy (Penny) to approve the agenda, as amended

Motion carried

2. Approval of Minutes of February 6th, 2017

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

Motion carried

3. Business arising from the Minutes

(a) Legacy Gifts

Prior to the meeting, Virginia circulated a draft posting about legacy gifts for the CANFRO website. Board members agreed it should be included in the drop down menu about donations.

Motion Sandy (Penny) to adopt the draft document as amended (see ACTION ITEM, below)

Motion carried

ACTION ITEM: Penny will amend the draft posting in three places to update the address for CANFRO and arrange with Kim to have it posted on the website and the G-Drive ASAP.

(b) CANFRO's Online Profile

Sandy followed up suggestions made by Alvin at the last board meeting, but confirmed that CANFRO cannot be listed with Trip Advisor as it fails to meet their guidelines for inclusion. Nonetheless, she has included CANFRO as a listing in Google

Maps, using her Oaxaca address for our Mexican office. (It was through Google Maps that we received a cold call from a new donor last winter.) She is still looking into the possibility of having a popup notification on Facebook.

Penny confirmed that there is still a specific donation of \$200 in the administrative account for support of CANFRO's online profile.

ACTION ITEM: Sandy will continue to investigate using Facebook particularly and enhancing CANFRO's online profile generally.

(c) Interac E-Transfer

Penny reported that she revised the online donation form to make clear the information needed from CANFRO donors using this method to transfer funds. Recent e-transfer donations have included all necessary information from donors.

(d) Newsletter

Lynda reported that the initial CANFRO newsletter was published in early 2017, and that it met with positive reviews. She hopes to have a second published early in 2018. At the moment, it appears that a once-a-year newsletter will be feasible.

ACTION ITEM: Project managers are asked to submit a short story and photos about their projects before 2018.

(e) Joint Meeting with Partners/Agents

Sandy noted that this joint meeting occurred on March 7th, 2017. Representatives from all CANFRO agents attended, as did all project managers and Virginia, as president. The objective of the meeting was to introduce agents' administrators to each other and to foster connections between them. The meeting was a success and there have already been information-sharing emails between agents.

(f) "How CANFRO Manages Its Money"

Penny noted that she circulated this document at the last board meeting, that she has received feedback on it and that it is now on the G-Drive and the website. Both Sandy and Penny shared the amended document with donors to their projects, and both said they felt donors were intrigued by the complexity of procedures needed to deal with funds in two countries.

ACTION ITEM: Lynda will also share the document with donors to her projects.

ACTION ITEM: Penny will see that the document is posted on the CANFRO website donation page.

4. President's Report

Virginia reported that the board was still waiting to hear from the CRA about CANFRO's application for approval of the Speech and Signing Therapy Project.

Penny indicated that she had just called the CRA, and that there was no current information about assignment of our application to a case manager.

ACTION ITEM: Penny will follow up on this and report to the board as soon as she has additional information.

5. Treasurer's Report

Barb being on vacation, Penny reported briefly on her behalf. Updated cash inflow and outflow information for projects will be prepared as soon as Barb is able to do so upon her return to work. Project managers were asked to keep track of G-Drive spreadsheets relevant to their projects, and to report any discrepancies.

Penny then reported on an inquiry made by Don Northey, who is interested in making a donation of securities to CANFRO. Before she left, Barb confirmed that donations of securities can be made through Canada Helps, and that such donations bear a low administrative fee. This is helpful to CANFRO, as it means we do not have to be in the business of trading or selling securities.

Barb and Penny still have some inquiries about the process of receiving and distributing such donations through Canada Helps. Board members will have to decide how to apply funds received in this way.

ACTION ITEM: Barb and Penny will find out what precisely happens when a donation of securities is made to CANFRO but processed through Canada Helps.

ACTION ITEM: Board members will discuss receipt and application of donations of securities at the next Annual Meeting.

ACTION ITEM: Sandy and Virginia are to bring an updated version of CANFRO's "Gift Policy" document to the Annual Meeting. NOTE: The "Gift Policy" document will need to take account of what Barb and Penny find out about donations of securities through Canada Helps AND

donations of securities directly to CANFRO, either during a donor's lifetime or after, through a will.

6. Project Managers' Reports

(a) The Book Project

Lynda reported that the Canadian account currently contains 3744.36 CAD and the Mexican one 61379 MXN. Funding is on track for this project.

(b) The Tutor Project

Lynda reported that a new Mexican account has been established for this project. The Canadian account currently contains 2.15 CAD and the Mexican one 52,240 MXN.

Motion by Duane (Penny) to transfer 10,000 MXN from the Canadian administrative account to the Mexican account for the Tutor Project, to meet the minimum deposit requirement.

Motion carried

ACTION ITEM: Penny and Barb will transfer 10,000 MXP to the Mexican account for the Tutor Project as soon as possible.

Penny reminded board members that 50 CAD is automatically transferred from the administrative account to a project account to cover the costs of each wire transfer between Canada and Mexico.

(c) The High School Project for Girls

Sandy reported that there are sufficient funds in the Mexican account to cover May, June and July expenses for currently sponsored students. She hopes to make another transfer of funds by the end of the month. She does not currently have access to the G-Drive to give precise amounts available. Four students will be sponsored for the next year, thanks to additional, and new, Canadian donors to this CANFRO project.

She noted that our agent, FONDO, now occupies new premises, much better premises for the girls, thanks to a generous donor.

ACTION ITEM: Sandy will provide the new address for FONDO, for CANFRO records.

(d) The School Sponsorship Project

Penny noted that it is donation season for this project, and donations are flowing in, as expected. She anticipates collecting all necessary funds by the end of June and transferring them to the Mexican bank in July.

There are currently 39 students receiving support, slightly more than in previous years.

(e) The Food Project

As with the School Sponsorship Project, funds are being received as expected and will be applied in due course to support the project at CEI.

7. New Business

(a) Agency Agreements

Virginia reminded project managers that new agency agreements are needed in the very near future. The current agreements will expire on various specified dates between February and May 2018.

Names of some contact people in the agencies need to be updated, as do some addresses, as does other relevant information contained within the agreements. The agreements need to be signed by Virginia, as CANFRO's president, and by the appropriate representative for each agent. Project managers will collect agents' signatures in Oaxaca.

Virginia will keep the expired and new agency agreements in CANFRO's corporate files. They can be accessed as needed.

ACTION ITEM: Project managers will update the agency agreements for their projects and provide them to Virginia before the Annual Meeting.

(b) Following up on New Donors

As noted, one new donor came to CANFRO through contact with Google Maps. Another found out about CANFRO through a charitable organization operating out of BC. It is important to learn how people come to know about CANFRO.

ACTION ITEM: Board members contacted by potential new donors to CANFRO projects, or by people interested in the work of CANFRO, should ask about how they learned about us.

(c) Encouraging Donors to the Tutor Project

This project is less well known to Canadian donors. Furthermore, it can be more difficult to obtain donations to support a program or a tutor, rather than an individual student.

ACTION ITEM: Lynda will work with Kim to strengthen the language encouraging donations to the Tutor Project.

(d) New Brochures

Penny noted that she produced new brochures, as agreed at the last board meeting, but they contain a typo. She will print corrected brochures.

Action Item: Penny will print corrected brochures and provide them to project managers as soon as possible.

(e) Donation Form Changes

Lynda suggested that donation forms make specific reference to the possibility of legacy gifts.

ACTION ITEM: Penny and Kim will work on adding a reference to legacy gifts to CANFRO donation forms, both online and in hard copy. New hard copy forms can then be provided to project managers and to projects.

(f) Board Renewal

Lynda reported that Gail Schacter has expressed an interest in working with CANFRO, at least as a volunteer. Lynda would like to pursue this and, at the same time, see if Gail might be interested in joining the board. All agreed that Gail would be an excellent renewal choice for the board.

Sandy cautioned about keeping the board small, as a working board. A new board member should lead to retirement of a former one. She suggested retiring board members could be given a sort of emeritus and advisory status.

ACTION ITEM: Lynda will speak to Gail about possible board membership, as well as volunteering opportunities.

ACTION ITEM: Penny and Virginia will revise the “Roles and Responsibilities for Board Members” document to reflect changes since it was last issued, and bring a draft to the Annual Meeting.

8. Next Meeting

The next meeting of the board will be on September 5th, at Penny's house, at 4:00 pm.

9. Adjournment

Motion by Sandy (Duane) that the meeting be adjourned

Motion carried