



CANFRO Board Meeting  
June 24th, 2013

## Minutes

**Present:** Board members: Virginia Bartley, Penelope Hopkins, John Rollins, Patricia Simmons, Alvin Starkman, Lynda Wilde

**Regrets:** Duane Webster

**1. Approval of Agenda**

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

*Motion carried*

**2. Approval of Minutes**

John pointed out some points for amendment.

*Motion by Alvin (John) for approval of the Minutes of the February 11<sup>th</sup>, 2013 Board meeting, as amended,*

*Motion carried*

**3. Business Arising from the Minutes**

(a) Application for Charitable Status

CANFRO Objects

Penny reminded Board members that CANFRO objects need changing pursuant to earlier CRA comments. At least the fourth of the original objects will be deleted: "To improve knowledge and skills of agricultural practices in Oaxaca, Mexico, by providing workshops and conferences, dealing with such topics as sustainable food production, cultivation of healthy ancient crops, and care of farming animals", as it does not relate to any ongoing or planned projects.

CRA might suggest additional changes. Virginia noted that a formal application is required, as well as a fee, payable to the Ontario government. Board members agreed to await further CRA input before pursuing this matter.

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**Action Item: Notice must be filed respecting a change in Alvin's Canadian address. Penny agreed to do this.**

Agency Agreements

Penny reported that these have all been signed and included with CANFRO's resubmitted application to CRA.

Certified Copy of Bylaw

Penny reported that this too was included with CANFRO's resubmitted application to CRA.

Resubmission to CRA

Penny reported that CANFRO's resubmitted application has been acknowledged as received; that it is yet to be assigned to a CRA officer (a process which can take months); that the officer is not likely to be the one with whom she had earlier contact and that she will follow up with regular telephone calls to CRA.

(b) Housekeeping

Website

Penny and Kim are updating the website to reflect more information about CANFRO's agents and agency agreements.

While the website currently acknowledges the work of the website and logo designers, Board members agreed that it should also acknowledge the work of other non-Board members, such as Sandy Thomson.

**Action Item: Penny will add acknowledgments as the need arises. She will begin with a notation about Sandy Thomson.**

Board Members' Biographies

Biographies for ongoing directors were submitted as agreed during the February 11<sup>th</sup>, 2013 Board meeting, and are published on the website.

Canadian Council for International Co-Operation

This action item still remains from the Minutes of a past Board meeting. Virginia undertook to see to it as soon as possible.

**Action Item: Duane or Virginia will look into this group and report by email before the next meeting.**

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Oaxaca Bank Account

Alvin confirmed that he has closed the bank account he opened for CANFRO purposes, and that he did not incur significant expenses respecting it.

Official Donation Form

Penny circulated a draft of this form. It includes donor information, specifies that tax receipts will be in CAD, includes (in check box form) a list of CANFRO's agents and projects and advises donors they have a choice as to publication of their names on the website. Penny suggested amending the form to add a notation about the administrative fee. Lynda suggested adding a check box to give donors a clearer choice as to publication of their names on the website. Alvin suggested customizing a form for each partner's own use in Oaxaca. Virginia confirmed that the longer version (showing all partners and projects and otherwise amended per suggestions) will be on the website.

*Motion by Alvin (Pat) to amend the draft official donation form as suggested.*

*Motion carried*

***Action Item: Penny will amend the form as discussed, post the longer version on the website and bring final versions to the AGM for approval.***

Receipts

Once CRA approval is obtained, when money is received in Canada for CANFRO projects, John will deposit it in the Belleville account and immediately send an acknowledgement and digital receipt. He will advise the relevant project manager for follow-up to the donor. He will send the money to Oaxaca at the first opportunity, in the least expensive manner. (See "Bank Charges", below.)

When money is received by an agent in Oaxaca, it will be deposited in the relevant agent's account per the agency agreement, and John will be notified as soon as possible by the agent using the "donation made in Oaxaca" form so that he can issue an acknowledgment and digital receipt. The project manager involved will provide follow-up to the donor.

***Action Item: John will draft a digital acknowledgment and a digital receipt once CRA approval is received.***

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Videographer

An action item still remains from the Minutes of the February 11<sup>th</sup>, 2013 Board meeting.

***Action Item: Once CRA approval is received, Alvin will follow up with the videographer who earlier expressed an interest in CANFRO.***

**4. Treasurer's Report**

Financial Report

John presented a trial balance sheet (rather than an income and expense form) revealing CANFRO debits and credits. He confirmed that start-up costs earlier paid by Lynda, Virginia and John himself were to be assessed as donations. Similar costs paid by Penny were to be partially assessed as a donation (some money went to the domain host), and Kim's account for website development remains a payable.

Bank Charges

John has a good relationship with the bank in Belleville. Relying upon CANFRO's charity status will not further reduce bank charges. Transfer fees are unavoidable when money moves through bank and wire transfers between Mexico and Canada. Board members agreed to minimize costs by arranging personal transport of money whenever possible.

Annual Tax Return

John reported that he had filed two versions of tax returns and that at least one had been accepted as correct. Penny has some information as to the proper version to file in future.

***Action Item: John and Penny will determine the proper tax form to file each year.***

Insurance Coverage

This matter will be addressed at the meeting following CRA approval.

**5. New Business**

Board members discussed the need for John to receive statements from partners' accounts regularly and expeditiously. Upon CRA approval, the accounts should be established and, if possible, involve

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digital statements. Ideally, John should receive these directly as well as partners. If this is not possible, partners should be directed to send statements either digitally or in hard copy as soon as they are received.

***Action Item: Once CRA approval is received, John will work with project managers to arrange for delivery of statements.***

**6. Next Meeting**

The meeting will follow the AGM on September 23<sup>rd</sup>, 2013. The AGM will start at 5:00 PM. The Board will meet in Belleville, at a place to be determined.

***Action Item: Penny will advise the Board about the meeting place, and provide directions.***

**7. Adjournment**

*Motion by Lynda (Alvin) that the meeting be adjourned.*

*Motion carried*