



# CANFRO

## Minutes of Board Meeting May 26, 2014

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

Regrets: Duane Webster

### 1. Approval of Agenda

*Moved Virginia (John) to approve the agenda as circulated.*

*Motion carried*

### 2. Approval of Minutes for February 10<sup>th</sup>, 2014 Meeting

*Moved John (Alvin) that the Minutes be approved as circulated.*

*Motion carried*

### 3. Business Arising from the Minutes

#### (a) Roles and Responsibilities:

Penny circulated the draft descriptions of roles and responsibilities for CANFRO officers, members and volunteers.

***Action Item: Virginia will complete the description of the role and responsibilities the Board Secretary, circulate all draft descriptions of roles and responsibilities, obtain comments and/or corrections and circulate new drafts for Board approval.***

#### (b) New Legislation:

Penny and Virginia reminded Board members that new legislation at the federal and provincial levels might affect Board operations and require changes to Bylaw #1.

#### (c) Canadians in Oaxaca:

Alvin reported that it will be extremely difficult to get anything other than a very rough sense of the number of Canadians living



in or regularly visiting Oaxaca. For security reasons, this information may not be available through government sources. For practical reasons, it just may not be calculable, as not all Canadians contact consular officials, or even self-identify while in Oaxaca itself.

Lynda asked how to flush out numbers. A small working group might be necessary. Inquiries posted near donor forms at CANFRO agents might help, but Board members agreed that, for now, the most likely sources of information might be through inquiries placed in Oaxaca Times, the Oaxaca Calendar, etc. It might be possible to obtain additional information with the assistance of Rotary and Lions' Clubs in Oaxaca, as well as the Chamber of Commerce.

***Action Item: This issue will need to be raised again for Board discussion.***

***Action Item: Alvin will look into contacting service clubs in Oaxaca, as well as the Chamber of Commerce, to ascertain whether and how they might help.***

(d) Bylaw Amendment:

As noted above, Virginia will check any new legislation in force federally and provincially with respect to not-for-profit organizations. She will also check the new corporate objects, effective pursuant to CANFRO's Amended Letters Patent.

***Action Item: Virginia will draft an amended Bylaw #1, taking into consideration new legislation and new objects, for Board approval at the next meeting.***

(d) Business Cards:

***Action Item: Virginia and Lynda will check with Duane to see if he still has an interest in having business cards as a member of CANFRO's Board of Directors.***

(e) Facebook Page:

Penny reported that CANFRO is now a presence on Facebook, but only under her name for the moment ([president@canfro.ca](mailto:president@canfro.ca)). This will have to change to allow CANFRO to be accessed and to operate on its own. Doug is looking into this matter. Kim is working on it as well.

***Action Item: Doug and Kim will continue their work, as needed, and Penny will report to the Board on progress in this matter.***



(f) Media Releases:

Virginia reported that the Oaxaca Times and the Oaxaca Calendar published the release approved and issued after the February Board meeting. She noted that they should be asked to republish, given the fact that Canadians might well have missed the relevant issues and are likely to be returning in October, November and December.

Lynda distributed the media piece, “Shaking the Maple Tree”, before leaving Oaxaca in the spring, but suggested that it should be added to the website on a bulletin board or a “breaking news” tab.

***Action Item: Penny will arrange to have a new tab on the website to allow for publication about CANFRO news.***

(g) Insurance:

Virginia noted that this matter should be resolved, or at least addressed, at the next Board meeting.

***Action Item: Virginia will recirculate her memo about insurance coverage.***

***Action Item: Alvin will check with his contact in Mexico to see about coverage for Mexican operations of a Canadian charity.***

(h) Website:

Penny reported that, per the Board’s previous decision, the designation of “Inc.” after the CANFRO name is being removed, bit by bit, from the website, the letterhead etc.

#### **4. President’s Report**

None. Reportable issues have been/will be addressed under other discussion of agenda items.

#### **5. Treasurer’s Report**

John presented a package of documents to detail the current state of CANFRO finances. These included an overall balance sheet of income and expenses, an up-to-date description of administrative revenue and a similar description of Canadian and Oaxacan revenue for each individual project.

*Moved Virginia (Alvin) that the Treasurer’s Report be accepted.*

*Motion carried*



## 6. Project Managers' Reports

Penny noted that Project Managers are scheduled to provide formal, annual reports at the September meeting. Brief updates from the Project Managers were provided, as follows:

- (a) The Book Project:  
The Tutor Project:  
The Advanced Education Project:

Lynda noted that financial and reporting procedures for all of these projects are fully established and functioning efficiently.

- (b) The Hearing Aid Project:

Alvin reported that the CORAL bank account for CANFRO purposes is still in the set-up stage.

- (c) The Women's Project:

Alvin further reported that proceeds from and donations generated by the Lila Downs benefit concert were still unclear. John agreed to repay Alvin for the cost of posters.

A brief discussion followed about the need to specify recipients of academic support funds, as well as to obtain proper receipts for all recipients' expenditures per the agency agreements. Board members discussed a procedure for project managers to obtain approval to transfer and disburse funds. Project managers will complete request forms (see Action Item, below) and provide them to the Secretary, who will circulate them and obtain the approvals needed before providing them to the Treasurer for action.

***Action Item: Within 14 days, Virginia will draft documents to be used by project managers to request transfer and disbursement of funds.***

- (d) The Food Project:  
The School Sponsorship Project:

Penny reported that, following some internal restructuring, CEI will set up its bank account for CANFRO purposes in the near future.

Alvin and his wife hope to support their goddaughter through higher education under the auspices of these projects. As long as their support fits within approvals previously granted by CRA, and as long as procedures for donating, transferring, disbursing and receipting funds are followed, this will be possible. Alvin



and Penny are communicating with Dra. Martha Canseco at CEI to ensure proper accounting and reporting arrangements.

## 7. New Business

- (a) Website:
- (b) Communications:

Penny indicated that, in the interests of transparency, she plans to post all minutes, Standard Operating procedures, position descriptions etc. on the website.

- (b) Strategic Planning:

At the recent strategic planning session, emphasis was placed on revitalizing potential of changes in Board membership and the roster of project managers. Further to that, Penny has made contact with a BC resident who may be willing to take on a project manager's role at CEI.

***Action Item: Penny will report further on this matter.***

## 8. Next Meetings

Board members agreed that the next Board meeting, as well as the 2014 Annual Meeting, will take place on Monday, September 15<sup>th</sup>, 2014, at John's home in Belleville, Ontario, at 5:00 PM.

## 9. Adjournment

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

*Motion carried*