



## Minutes of CANFRO Board Meeting September 23<sup>rd</sup>, 2013

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

**Regrets:** Duane Webster

### 1. Approval of Agenda

*Motion by Alvin (John) to approve the agenda, as circulated.*

*Motion carried*

### 2. Approval of Minutes (June 24<sup>th</sup>, 2013)

*Motion by Penny (John) to approve the minutes of the June 24<sup>th</sup>, 2013 Board meeting, as circulated.*

*Motion carried*

### 3. Business Arising from Minutes

#### Website:

Penny raised some housekeeping issues associated with the website. These were assigned to her as action items in a previous meeting. Board members agreed that such housekeeping issues should wait until after the CRA assigns a charitable number.

#### Canadian Council for International Co-Operation:

Virginia reported on her research into this organization. Most of its constituent members are very large international charities. Its focus is primarily lobbying and education. There are minimum fees associated with membership (approximately \$300) and no appreciable benefit in membership for CANFRO at this time.

***Action Item: CCIC membership could be re-visited in a year or so, assuming receipt of a charitable number. Penny will add this as an agenda item for a future meeting.***

Donation Forms:

Board members looked over draft donation forms (to be used for cash donation made in Oaxaca) circulated by Penny. A few changes were suggested and agreed upon.

***Action Item: Penny will amend the donation forms based upon Board members' suggestions.***

***Action Item: Alvin and Lynda will provide logos for the organizations for which they act as Project Managers and these will be added to the relevant donation forms.***

***Action Item: Penny will produce donation forms specific to each project once the CRA assigns a charitable number.***

***Action Item: John will make 50 copies of each of these forms on superior paper stock, fold them and send them to Alvin by DHL or another courier service.***

***Action Item: Project Managers will ensure the forms are provided to the projects for which they are responsible.***

The donation form available though the website will be in a format that can be printed, completed and mailed to CANFRO (with payment by cheque) OR filled in online with payment through PayPal.

***Action Item: Penny will produce online donation forms specific to each project once the CRA assigns a charitable number.***

Annual Tax Return:

***Action Item: John will file the 2013 return, online if possible, within the time allowed of up to 6 months after the CANFRO year-end date.***

Transparency:

Board members agreed that all donation forms should include a question about permission to publish an individual donor's name.

Board members also agreed that it is important for all CANFRO publications, both electronic and written, to give consistent messages, using consistent language.

## Thank-You Letters

Board members further agreed that there should be a standard thank-you letter, issued on CANFRO letterhead, to be sent in either written or electronic form. The letter will not specify the donation amount. A receipt for tax purposes will be attached to it. The receipt, of course, will specify the donation amount. John, as Treasurer, will send copies of the letter to the donor (with a receipt) and to the relevant Project Manager (without a receipt). The relevant Project Manager will then follow up with a more personalized thank-you of some kind.

***Action Item: Once CRA assigns a charitable number, Virginia will draft a copy of the standard CANFRO thank-you letter for John's use.***

### **4. Treasurer's Report**

None. Provided earlier at AGM.

### **5. New Business**

Board members generally discussed tours as fundraisers – culinary tours, craft beer and mezcal tours – for possible future consideration.

### **6. Next Meeting**

The next meeting of the Board will be on Monday, February 10<sup>th</sup>, 2014 at 3:00 PM at Alvin's place in Oaxaca.

### **7. Adjournment**

*Moved by John (Lynda) that the meeting be adjourned.*

*Motion carried*