



Minutes of Annual Meeting September 18, 2017

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

Regrets: Duane Webster, Barbara Royce-Payne

Guests: Anne Sherman, Lynn Preston

1. Call to Order

The meeting was called to order at 5:04 pm.

2. Approval of Agenda

*Motion by Lynda (Penny) to approve the agenda, as circulated.
Motion Carried*

3. Approval of Minutes

*Motion by Sandra (Lynda) to approve the minutes of the 2016 Annual Meeting as circulated.
Motion carried*

4. Business Arising from the Minutes

None

5. President's Report

See attached.
*Motion by Penny (Barb) to accept the President's Report, as circulated.
Motion carried*

Action: Penny to post The President's Report in the *Documents Library* section of the website under the ABOUT US tab.

6. Treasurer's Report

See attached Cash Flow statements.
*Motion by Lynda (Gini) to approve the report
Motion carried*

Action: Penny to post Cash Flow statements for each of the CANFRO bank accounts in the *Documents Library* section of the website under the ABOUT US tab.

7. Project Managers' Reports

Project Managers reported on the disposition of funds in the 2016 - 2017 fiscal year. They then proposed cash outflows for the coming fiscal year. See attached reports.

- (a) The Tutor Project
\$55,000 MXN proposed cash outflow 2017-2018.
- (b) The Book Project
\$190,000 MXN proposed cash outflow 2017-2018
- (c) The School Sponsorship Project
\$250,000 MXN proposed cash outflow 2017-2018
- (d) The Food Project
\$150,000 MXN proposed cash outflow 2017-2018
- (e) The Speech & Signing Therapy Project
\$65,000 MXN proposed cash outflow 2017-2018
- (f) The High School Project for Girls
\$130,000 MXN proposed cash outflow 2017-2018

Motion by Alvin (Virginia) to approve the reports, including proposed cash outflows for 2017 – 2018.

Motion carried

9. New Business

- (a) Audit Expenses

Motion by Gini (Sandy) to approve Notice to Reader expenses of \$750.00

Motion carried

- (b) Administrative Fees

Information item. Last year CANFRO decided to keep the administrative fee at 5% for 3 years beginning 2016/17.

- (c) Insurance

Information item. Changes to the Ontario Not-for-Profit Corporations Act (ONCA) are still pending. The new Act may contain revised regulations related to liability insurance.

Action: Gini will continue to monitor the situation.

(d) By-Laws and Policies and Procedures

(i) Roles & Responsibilities

This document had been reviewed and updated.

Motion by Barb (Sandra) to approve as amended.

Motion Carried

Action: Penny to post on website and G-Drive

Currently there are 2 people volunteering with CANFRO. We need to add Policies and Procedures related to volunteering.

Action: Sandy will draft a new section on volunteering for the CANFRO Policies & Procedures.

(ii) Financial Policies and Procedures

This document had been reviewed and updated.

Motion by Lynda (Sandy) to approve as amended

Motion Carried

Action: Gini to finalize and circulate.

Action: Penny to post on website and G-Drive.

Action: Project Managers to append to Agency Agreements on renewal.

(iii) Gift Review Policy/Gift Review Committee

Motion Sandra (Penny) to accept this new policy as written

Motion Carried

Action: Penny to post on website and G-Drive

(iv) Legacy Gifts

Motion Sandra (Barb) to accept this policy as amended.

Motion Carried

Action: Penny to post on website and G-Drive

(e) Election of New Officers and Directors

Motion by Alvin (Lynda) to approve the following Officers and Directors for another 2-year term

Barb Royce-Payne	Treasurer	2017 - 2019
Sandra Thomson	Board Member	2017 - 2019

Motion carried

12. Next Annual Meeting

September 2018. Date to be announced.

13. Meeting Adjournment

*Moved Barb (Penny) that the meeting be adjourned at 6:20 pm.
Motion carried*