

Minutes of Board Meeting September 17, 2018

Present: Virginia Bartley, Barb Royce-Payne, Sandy Thomson,
Duane Webster, Lynda Wilde

Regrets: Penny Hopkins

Guests: Jeff Richardson, Robin Cardozo

1. Call to Order

The meeting was called to order at 7:15 pm.

2. Approval of Agenda

Motion by Duane (Jeff) to approve the agenda, as circulated.

Motion carried

3. Approval of Minutes

Motion by Sandra (Jeff) to approve the minutes of the June 2018 meeting, as circulated.

Motion carried

4. Business Arising from the Minutes

(a) Project Managers' Ongoing Updates

Virginia and Lynda stressed the need for project managers to collect and send photos, stories and project updates for the Facebook page and for the newsletter.

Action Item: Project Managers are to maintain regular contact with Jo-Anne and Lynda to keep them supplied with as much fresh information for publication as possible.

(b) Minutes and Invitations to Meetings

Virginia reported that she sends minutes of meetings to Gail and Jo-Anne to keep them updated and assist in their ongoing CANFRO volunteer work. The board agreed that emeritus board members

can ask to receive minutes to support any ongoing CANFRO-related work they undertake.

(c) Report on Oaxaca Volunteer's Activities

Penny was not present to report on Gail's activities in Oaxaca.

Action Item: Virginia will follow up with Gail and report at the next meeting, as needed.

(d) Privacy Policy Enhancement

Addressed at annual meeting.

(e) Volunteer Work/Volunteer Qualification

Paperwork on this was addressed at annual meeting. However, Virginia specifically mentioned the important roles that CANFRO's volunteers have been playing. Each of them – Kim for the website, Jo-Anne for the Facebook page, and Gail for monitoring the CANFRO presence in Oaxaca, as well as assisting with the annual Canadian breakfast – has been of enormous help to CANFRO's operations and its success.

Action Item: Virginia will advise Gail that the board would like to have the next annual Canadian breakfast in February, on a Sunday.

Action Item: Jeff will send Virginia the contact information ASAP for the owner/operator of Alhondiga. Virginia will then ask Gail to contact the owner/operator of Alhondiga to see if that locale might be appropriate.

(f) CANFRO's Online Profile

Although at the last board meeting Alvin felt there might still be some possibility of mentioning CANFRO in Trip Advisor, he had not reported on his findings. Sandy offered to contact Tanya Lapierre, a Canadian who attended the last Canadian breakfast, to seek clarification once and for all about the Trip Advisor situation.

Sandy reported that Amazon Cares, a fundraising vehicle for US-based charities on Amazon.com has no equivalent for Canada-based charities on Amazon.ca.

Action Item: Sandy will report on her conversation with Tanya Lapierre at the next board meeting.

(g) Facebook

Lynda provided information on Jo-Anne's behalf about the Facebook page. Overall, the trend of visits and "likes" is up. A few

donors have come forward as a result of seeing the Facebook page. Board members agreed that Jo-Anne is doing a wonderful job of keeping the page interesting and engaging.

5. President's Report

Provided at annual meeting.

6. Treasurer's Report

Provided at annual meeting.

7. Project Manager's Reports

Only Lynda provided regular reports for her projects in addition to the annual project reports submitted at the annual meeting. See attached reports for the Book Project and the Tutor Project.

Action Item: Project managers are to submit regular reports about their projects to Virginia at the latest one week before each board meeting.

8. New Business

(a) Website Accessibility

Board members discussed the types of documents that should be on the website, emphasizing transparency but also relevance. The possibility of an archive file for old financial reports (rather than current ones) was mentioned. Generally, the board agreed that all annual project reports, financial statements of the current and previous year, and minutes of meetings should be readily available for viewing. The board also agreed that documents that matter most to website visitors should be easily locatable.

Action Item: Each board member is to look at the website with a view to highlighting important information and making all the information it contains more accessible and relevant. They are to report their suggestions to Virginia before October 31, 2018. Virginia will collate the suggestions and provide them to Penny and Kim in due course.

9. Next Board Meeting

The next meeting of the board will be in Oaxaca on February 11, 2019, at a time and place to be determined.

10. Adjournment

Motion by Jeff (Sandy) that the meeting be adjourned.

Motion carried.