



**Draft Minutes of Board Meeting  
October 7, 2019**

**Present:** Virginia Bartley, Penny Hopkins, Jeff Richardson, Barb Royce-Payne, Sandy Thomson, Duane Webster, Jo-anne Vandierendonck, Lynda Wide

**1. Call to Order**

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

**2. Approval of Agenda**

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

*Motion carried*

**3. Approval of Minutes**

*Motion by Lynda (Jeff) to approve the minutes of the June 24, 2019 meeting, as circulated and amended.*

*Motion carried*

**4. Business Arising from the Minutes**

(a) Newsletter

The board agreed that the newsletter is best circulated in October, before Canadians typically leave to winter in Mexico. The next issue will be released in October 2020.

***Action Item: Jeff will put the next newsletter together with Lynda's backup and Kim's assistance on layout.***

***Action Item: Project managers will provide Jeff and Lynda with photos and stories related to their projects***

(b) Oaxaca Volunteer's Activity

Virginia reported that she contacted Mary Rankin who replied that she would happily help but as a part-time resident of Oaxaca only. Board members agreed that a full-time resident would be preferable to carry out the various duties involved. Two names were mentioned as potential volunteers: Tanya Lapierre and Helen Hewitson.

**Action Item: Board members should be alert to possible volunteers living in Oaxaca. Virginia will contact the above-noted two people when she --is in Oaxaca.**

(c) Financial Reports/Graphics for Website

Penny has produced an effective pie chart/visual aid to demonstrate CANFRO's annual activities.

**Action Item: Penny will provide a similar pie chart/visual aid following each financial year end.**

(d) Website Maintenance

Jeff reported that much of the website necessary maintenance he identified and undertook in his role as communications liaison has been completed. There is now an embedded donation form for use through Canada Helps. Donations pages have been amended to allow for gifts in a third party's name. Work is ongoing on archives /vaults for important but dated board documents.

**Action Item: Jeff will continue to monitor the archives/vaults matter.**

**Action Item: Board members should periodically look closely at the website and report any problems or suggestions.**

The donors page is unchanged at this point. The board agreed that it should ideally reflect the past three years of donors.

**Action Item: Project managers will identify previous donors to their projects who are no longer donating and advise Penny of the names. Penny will advise Jeff of names to be removed, and Jeff will ask Kim to do so.**

(e) Website Reports

This matter was covered in other parts of the agenda for this meeting and the previous annual meeting.

(f) Facebook

Our Facebook volunteer, Jo-anne Vandierendock, continues to maintain our page and update it with interesting and engaging postings. She monitors clicks on the website and (relatively fewer) "likes" as well. With her help, we will continue to post and hope for wider interest in CANFRO and its activities.

(g) Strategic Planning Meeting

The strategic planning meeting is now scheduled immediately following the February 2020 board meeting in Oaxaca. It appears that all board members will be present.

(h) Canadian Breakfast

Sandy reported that she has made arrangements for the January 26, 2020 Canadian breakfast to be at Terranova on the zocalo. The cost will be 200 MXP per attendee. Terranova requires a deposit.

*Moved Virginia (Sandy) to allocate from administrative funds the amount of \$1080 CAD (140,000 MXP) to Terranova to cover the costs of 70 people (the minimum number guaranteed).*

*Motion carried*

***Action Item: Sandy will ensure payment to Terranova, as required.***

***Action Item: Breakfast planning committee members will meet prior to the event to plan the agenda.***

(i) CANFRO Video

***Action Item: Virginia will write an introduction to the video and Jeff will place a link to it on the website.***

(j) Report on CANFRO Donors

Jeff noted that most of the information he collected and previously circulated would be informative at the upcoming strategic planning session. It is clear that much of CANFRO's total annual donation amount comes from relatively few people. He stressed that soliciting legacy gifts will be important to CANFRO's ongoing financial planning purposes.

(k) Judi Schwartz Legacy Gift

Penny noted that some funds have been authorized for release and that remaining funds would likely be similarly authorized by the end of 2019. The amount available to CANFRO will be substantial, and will be applied to support projects with our partner agent, CEI, which was an organization dear to Ms. Schwartz' heart. In many ways, the board agreed, management of this legacy gift will act as a template for management of future legacy gifts.

***Action Item: Virginia will update policies and procedures to specifically note how CANFRO will address administrative fees and expenses related to soliciting, receiving, accounting for and disbursing legacy gifts.***

(l) Donor Appreciation Event

Jeff described the sort of event he had in mind. He has a few ideas about where to have such an event and how to host it. Communication among board members about the event will need to take place by email, or face-to-face in Oaxaca, before the strategic planning meeting.

***Action Item: An ad hoc committee of Jeff, Robin Cardozo, Marnie Fleming and Sheila du Toit will make suggestions about the event and submit a notional budget for it.***

(m) Mid-Year Special Fundraising Campaign

Lynda updated board members about the recent decision by the federal government of Mexico to defund charities, allegedly to contain corruption in their management. Only TOLC, of all CANFRO partner agencies, received federal funding. A special plea to donors was extremely successful. \$5,200 CAD was collected from CANFRO's Canadian donors and \$5,125 of that was matched.

**5. President's Report**

See minutes of annual meeting.

**6. Treasurer's Report**

See minutes of annual meeting.

**7. Vice-President Finance's Report**

Penny introduced the timing of receipts for donors. The donation form provides that these will be issued within two weeks of CANFRO receiving them. This seems too onerous for Barb. The board decided that quarterly issuance of receipts will be fine.

***Action Item: Barb will issue receipts quarterly.***

***Action Item: Project managers will continue to provide appreciation notes as soon as they get notice of donations to their projects. These notes will address the fact that receipts will be issued quarterly.***

***Action Item: Penny will amend the donation form to reflect this change and Jeff and Kim will amend the website accordingly. New donation forms will be provided to project managers for distribution to their partner agents.***

**7. Project Managers' Reports**

See minutes of annual meeting.

## **8. New Business**

### (a) Legacy Gifts

Board members agreed to discuss this further at the strategic planning session following the February 2020 board meeting.

***Action Item: The gift committee (Jeff, Lynda, Penny and Virginia) will meet as soon as practicable to make some suggestions about legacy gifts for discussion at the strategic planning meeting.***

### (b) Expanding Agency Agreements

Virginia noted that the agreements may prove too restrictive as CANFRO manages legacy gifts or other large donations.

***Action Item: The gift committee will review the agreements and suggest amendments, as needed.***

## **9. Next Meeting**

The next meeting of the board will be in Oaxaca on February 12, 2020, at Lynda's place. The board meeting will start at 1:00. The strategic planning meeting will follow. Board members should set aside 4 hours in total.

## **10. Adjournment**

*Motion by Duane (Sandy) that the meeting be adjourned at 8:15 pm.*

*Motion carried*