



**Minutes of Board Meeting
February 12, 2020**

Present: Virginia Bartley, Penny Hopkins, Jeff Richardson, Sandy Thomson, Duane Webster, Lynda Wide

1. Call to Order

The meeting was called to order at 1:00 pm.

2. Approval of Agenda

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

Motion carried

3. Approval of Minutes

Motion by Penny (Jeff) to approve the minutes of October 10, 2019 meeting, as circulated and amended.

Motion carried

4. Business Arising from the Minutes

(a) Newsletter

Jeff and Lynda reported that project managers have been reminded about collection articles and photos for the October 2020 issue of the newsletter. Board members discussed the importance generally of personal stories and specifically success stories.

Action Item: Sandy will try to craft a story about the therapist at CORAL for the newsletter.

(b) Oaxaca Volunteer Activity

Board members agreed that, for the moment, there would be no search for additional volunteers to act on CANFRO's behalf in Oaxaca.

(c) Facebook

Virginia reported in Jo-Anne Vandierendonck's absence, based upon the information she supplied. 305 people "like" CANFRO on Facebook. Of these, 63% are women, and the age spread is

interesting. There is a fairly even spread of people across the 25-65 age group, but the largest number is in the 65+ age group. 99 people identified themselves as located in Oaxaca, 6 in Mexico City 5 in Bangladesh and the remainder in Ontario or Vancouver.

The board discussed having a story about Jo-Anne and her enormous contribution to CANFRO in the newsletter.

Action Item: Penny will contact Jo-Anne and, if she agrees to a story about her, will then write it for October 2020 edition.

(d) Strategic Planning Meeting

The strategic planning meeting is scheduled immediately following the board meeting in Oaxaca.

(e) Canadian Breakfast

Sandy reported on the great success of the 2020 breakfast at Terranova. The food was well-prepared and plentiful. The sound system worked. There was plenty of space, although the room was a bit dark and stuffy. She will discuss an alternate room with the management or seek other options, as necessary.

There were two sponsors for the event: Mezcal Educational Tours and Oaxaca Eats Food Tours. Some 75 people attended and, between doors sales and donations left on tables (150 MXN) the total revenue was 16,500 MXN. Total expenses were 15,500 MXN (including a tip for serving staff), so the net proceeds were 1,000MXN.

Board members thanked Sandy for all the work she put into making the Canadian breakfast a success.

(f) Judi Schwartz Legacy Gift

Penny noted that total funds available to CANFRO will be in the neighborhood of 150,000 CAD, and will be applied to support

projects with our partner agent, CEI.

Motion by Penny (Sandy) that a portion of the funds already received from the Schwartz estate be invested in secure interest-earning accounts.

Motion Carried

Action Item: Penny will work with Barb to make the necessary investments.

(g) Donor Appreciation Event

Jeff suggested that it would be best to delay making arrangements for this event and to plan for it in 2021.

Action Item: The 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.

5. President's Report

Virginia noted that she had been contacted by a Canadian man interested in CANFRO and inquiring about offering assistance or advice in some way. She and Sandy met with him in Oaxaca, and he provided some feedback about the website, most specifically its organization and accessibility of information. He and his wife attended the Canadian breakfast. They are considering their charitable giving and will keep CANFRO in mind.

Action Item: Virginia will send notes about the meeting to Jeff so that he can assess the feedback.

Virginia also reported that she is receiving inquiries from organizations who would like CANFRO to work with them. While this is a positive development in terms of seeing CANFRO's enlarging profile, it is tricky and time-consuming to craft individual responses to such inquiries, and they are liable to increase over time. This might be something to address on the website.

Action Item: Virginia will craft a generic answer for use by board members.

6. Treasurer's Report

Penny reported for Barb that systems are working well, necessary transfers are up-to-date, and each NGO's administration is working to keep the minimum required balance in the accounts for CANFRO's projects.

7. Vice-President Finance's Report

Penny is still monitoring spreadsheets to observe and track incoming and outgoing funds.

She reminded board members that the funds received by CANFRO in 2020 will include the substantial gift from the Schwartz Estate and thus we will need to arrange a full audit for the operating year. Additionally, CANFRO will be a trustee of the funds and should invest unused funds.

Action Item: Penny will obtain a rough estimate of the amount required for the audit and advise the board.

Action Item: Virginia will inquire as to proper investments under the Trustee Act and advise the board.

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

8. Project Managers' Reports

See attached.

9. Report from Communications Coordinator

Jeff reported that Kim has been working with the complications of migrating CANFRO's website to a new host. Some documents remain to be moved. Lynda asked about including room to announce success stories on the website. Structural changes still need to be made to allow for new information and alterations to the menu.

Motion by Jeff (Lynda) to approve an allocation for Kim's additional work in the amount of \$200.

An archives file has been created for board members, available through the password-protected G-drive.

Action Item: Jeff will ensure that the website directs non-board members to the communications coordinator should they seek information in the archives.

Jeff noted that annual project reports are really more to inform the public than to inform board members. He recommended that they be more fully descriptive, including descriptions of the numbers of people assisted through each project where possible.

Action Item: Jeff and Penny will craft a new template for the annual project managers reports/budget approval forms.

10. New Business

(a) Gift Committee

No report. Gift-related issues will be discussed at the strategic planning meeting following the board meeting.

(b) CANFRO Credit Card

Penny reported that this can be used for general CANFRO purposes.

Action Item: Penny will arrange for a no fee TD card for CANFRO use.

(c) School Stipends

There has recently been an announced about proposed government-sponsored stipends for students in public schools.

Action Item: Project Managers will confirm details of the proposed stipends and report at the next board meeting on how they might affect CANFRO-assisted students.

(d) Donor Businesses

Alvin suggested inviting donor businesses to be identified as such on the website in some manner, with a highlighted notice and/or a live link. Sandy noted that donor businesses would not receive tax receipts, but could only deduct the amounts paid as business expenses. Board members agreed to re-visit this idea once current website work has been completed.

Action Item: Jeff will discuss this with Kim and raise it with the board at a future meeting.

11. Next Meeting

The next meeting of the board will be in Kingston at Virginia's house on Monday, June 22nd, 2020, starting at 6:00.

12. Adjournment

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

Motion carried