



**Minutes of Board Meeting
September 21, 2020
Meeting held via ZOOM**

Present: Virginia Bartley, Penny Hopkins, Jeff Richardson, Sandra Thomson, Duane Webster, Lynda Wilde
Guests: Danielle Charbonneau, Ralph Gault, Wendy Robbins, Jo-Anne Vandierendonck
Regrets: Barb Royce-Payne

1. Call to Order

The meeting was called to order at 7.25 pm.

2. Approval of Agenda

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

Motion carried

3. Approval of Minutes

Motion by Duane (Jeff) to approve the minutes of the June 22, 2020, meeting, as circulated.

Motion carried

4. President's Report

Sandy thanked members of the Board for the vote of confidence and undertook that, as president, she would carry on the traditions of the two presidents who preceded her.

5. Treasurer's Report

This was provided at the annual meeting.

6. Vice-President Finance's Report

This was provided at the annual meeting.

Penny added a few items to her written report. First, she asked that project managers ensure that she is copied when they send their monthly statements to Barb. Second, she reported that she had

topped up Oaxaca accounts, as necessary, to make sure that they held the required minimum amounts. She advised that Saúl could now be repaid the amount he had deposited in the CORAL account and asked project managers to keep tabs on account minimums to avoid bank fee and repayment issues.

Action Item: Project Managers will address statements and bank accounts, as noted above.

7. Project Managers' Reports

These were provided at the annual meeting.

8. Committee Reports

Reports from the Communications Committee, the Gift Committee and the Succession Planning Committee were provided at the annual meeting.

As chair of the Communications Committee, Jeff added to his written report. He spoke about the potential of a shift in format from an annual newsletter to an annual report, saying he felt it would demonstrate more maturity as an organization for CANFRO, and thus more gravitas as far as donors might be concerned. An annual report would include some financial information that does not currently appear in the newsletter.

Motion by Jeff (Lynda) that CANFRO adopt an annual report format for the erstwhile newsletter.

Motion carried

Jeff expressed his gratitude to Wendy Robbins for all of her help thus far. He also noted that a new volunteer, Jennifer Campbell has offered to help with it.

9. Business Arising from the Minutes

(a) Volunteer Recruitment

Jeff noted that CANFRO's August email had generated an offer to assist from Jennifer Campbell, as noted above.

(b) CANFRO Credit Card

Penny reported that a no-fee business credit card could be arranged, but that it comes with some administrative requirements, including a separate sustaining bank account to cover any card

balance. Board members discussed whether a card would be helpful. Penny offered to check with Barb, who has occasionally used her personal credit card and awaited repayment for such things as website hosting fees and other charges. Board members agreed that Penny and Barb can ask to revisit the issue of a CANFRO credit card as appropriate.

(c) Inquiries from Oaxaca NGOs

Board members agreed that NGOs seeking approval as CANFRO partner agencies should receive letters from the president that explain CANFRO's policy and the complex, time-consuming nature of any such approval.

Action Item: For the next annual meeting, Virginia will ensure that CANFRO's policy is clear and will draft a generic letter for any necessary alteration and signature by the president.

(d) CORAL Account Issues

These have been resolved, per the above V-P Finance's Report.

(e) Policies and Procedures Update

Most of the policies and procedures have been updated, as required. However, annual review is a good practise.

Action Item: Virginia will perform and annual review and update of policies and procedures for each annual meeting.

(f) Expanded use of Donated Funds

Virginia reported that she had contacted Don Northey and answered his questions about applying donated funds in ways consistent with CANFRO's agency agreements.

(g) Updated Agency Agreements

Jeff and Virginia reported on the progress of broadening the current, narrowly defined terms of these agreements while still keeping CANFRO funds under its direction and control. Updated agreements have been provided by each project manager.

Motion by Duane (Penny) to approve the draft updated agreements, as circulated.

Motion carried

Action Item: Project managers will prepare final versions of updated agreements and have them translated as required and executed during

2021. Copies of the signed agreements will be provided to each partner agency and to Virginia for the corporate records.

(h) Pandemic Funding

Project managers reported on pandemic preparations and initiatives of partner agencies in the annual meeting.

(i) Donations through Facebook

There can be problems with delay in receiving donated funds and thus with providing receipts. CEI could provide helpful information about using this option.

Action Item: Jo-Anne and Penny will continue to investigate this and report at a future meeting.

10. New Business

(a) Updated Budget Requests

Motion by Jeff (Virginia) that during the remainder of the 2020/21 fiscal year unallocated gifts less than \$1,000 will be allocated to support CORAL and larger unallocated gifts will be allocated by the Gift Committee, with review of this issue at the 2021 annual meeting.

Motion carried

(b) Administrative Fees

Motion by Jeff (Penny) that administration fees on large gifts, including legacy gifts be prorated as follows: the fee deducted on gifts up to \$50,000 will remain at 5% and gifts over \$50,000 will be subject to a reduced administrative fee deduction of 3%. Any special expenses incurred due to processing a gift will be deducted from that gift if the said administrative fees do not cover them.

Motion carried

(c) Canadian Breakfast

Action Item: Sandy and Jeff (as the planning committee) will discuss what can be arranged for the next Canadian Breakfast and report at a future board meeting.

11 Next Meeting

The next meeting of the board will be a Zoom meeting on Tuesday, February 9 at 6:00 pm EDT.

12. Adjournment

Motion by Virginia (Duane) that the meeting be adjourned.

Motion carried