

ST. JAMES SCHOLARSHIP FOUNDATION

MEETING MINUTES

Meeting Held: Thursday, January 19, 2017, Aidan Conklin Building, Board Room, 5:00 p.m.

Present: Bruce Alexander, President
Nora Wood, Treasurer
Dawn Hicks
Darryl Johnson
Stefan Jonnason

Regrets: Lesley Sawyer
Jen Cameron
Lindsay Sawyer
James Gillespie
Tom Dercola
Serge Couture
Lorelei Steffler
Sandy Lethbridge

DISCUSSION AND RECOMMENDATIONS

1. Approval of the Agenda

Eliminate #7 and 8 (consolidated in #5 Secretary-Treasurer's Report)

Revise agenda to deal with urgent items #7, 8, 10 & 11.

Carried

2. Minutes of Meeting

Approve May 5, 2016 meeting minutes.

Approve Nov 3, 2016 meeting minutes.

3. Guest Speaker: Ms. Janet Walker

4. President's Report

Motion: To appoint Stefan Jonasson as board member.

Carried

5. Secretary-Treasurer's Report

1. Disposition of revenue from the Winnipeg Foundation. Carry to next agenda.

2. Ms. Willows' Books

Motion to approve the application to establish the Ms. Willows Books Fund to be administered in perpetuity as an endowment fund held with The Winnipeg Foundation. The award is intended to be used to distribute books to students attending Crestview School on an annual basis. The lump sum award amount will be determined by The Winnipeg Foundation's Spending Policy and will be distributed to Crestview School for administration and distribution of the annual book awards;

And further that

Motion to approve transfer of \$28,786 less 2016/17 award to the Winnipeg Foundation to establish the Ms. Willows Books Fund as a sub fund of the St. James Scholarship Endowment Fund.

Carried

6. Correspondence

1. The Winnipeg Foundation 2017 Spending Policy: Current spending rate is set at 4.6% and the current amount allocated to spend is \$3,850.00

2016 Spending Policy amount was 4.4% and we will receive \$3,406.00

The fund has been in existence for 3 years and has generated a spending policy in the amount of \$8,162.28.

7. Plans for 2017

8. Forms (Donor Privacy and Donations in Memory)

NW to send permission forms to 2017 donors as well as 2016 donors that were omitted from the 2015 annual report.

9. Shred Day Fundraiser

10. Business Arising

11. New Business

NW has had several calls inquiring about the foundation sending cards to family for donations made in memory of individuals. Need to establish a process for doing so. NW to reach out to the family to confirm the address and formalize a process for distributing the acknowledgements.

12. Next Meeting

13. Adjournment: 6:05 pm