

ST. JAMES SCHOLARSHIP FOUNDATION

MEETING MINUTES

Meeting Held: Thursday, November 3, 2016, Aidan Conklin Building, Board Room, 5:00 p.m.

Present: Bruce Alexander, President
Nora Wood, Treasurer
Jen Cameron
Dawn Hicks
Darryl Johnson
Lorelei Steffler
Tom Dercola
Sandy Lethbridge

Regrets: Lesley Sawyer
Serge Couture

DISCUSSION AND RECOMMENDATIONS

1. Approval of the Agenda

Item number 7 deleted (information to be included under Treasurer's Report); all other items moved up.

Carried

2. Minutes of Meeting

Re-send minutes from May 5, 2016 to committee

3. President's Report

Meeting with BL to review internal campaign. Bruce attended August 2016 board meeting as a delegation to review & update trustees on activities and status of the Scholarship Foundation. All school board policies have been updated in order to allow Scholarship Foundation to work autonomously on behalf of the funds raised by the Foundation. Suggestion that the same trustee on the Scholarship Foundation is the same trustee that is on the Awards & Scholarship Committee.

BA updated group on status and schedule of the internal campaign; beginning with middle years' schools.

BA has reached out to Crosstown CU to find out more information regarding fundraiser called: Shred Day.

4. Secretary-Treasurer's Report

1. Surplus cash/cash requirements were reviewed with committee.

Motion: Purchase of term GICs in order to leave balance of 2 years' worth of annual awards requirements plus \$5,000 operating fund in cash account. Ladder GICs in accordance with cash requirements. Leave 1 GIC as a 12-month term in consultation with LS.

2. Funds Generated from Internal Campaign

Balance of funds received from internal campaign (2015-2016) is \$1,915.

Motion: To transfer additional \$1,285 to the St. James Scholarship Endowment Fund.
Carried

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

5. Correspondence

None

Sandy Lethbridge to reach out re: disappointment about number of thank-you's; NW to follow-up on what school's practice is for sending thank-yous and providing personal information.

6. Review of Annual Report

BA reviewed the donor profile in the 2015 Annual Report; planning to write a recipient profile for the 2016 annual report on Mark Hearson and one on the donor profile on the Susan Bohonos memorial award.

7. Internal Campaign – covered in President's report.

8. Plans for 2016-17 were discussed by committee members.

9. Electronic Campaign – internal campaign donors emailed (employees) – NW to ask Sr. Admin team.

Motion: Scholarship application form to be reviewed & updated to collect email addresses from external donors.

Carried

Motion: NW to raise question of electronic campaign within the SD with Sr. Admin and report back to Scholarship Foundation.

Carried.

10. Forms (Donor Privacy & donations in Memory)

Group discussed 7Oaks forms – work will be done with JC to develop form. Take a look at last year's report that we didn't add bc of privacy concerns.

11. Shred Day Fundraiser – planning meeting to be established (January 12, 2017)

12. Business Arising – JC recommended that we redesign the website to take advantage of the new environment that will be available to us.

JG – CEO of The Beaver (a professional fundraiser) would be willing to come in and do a presentation on fundraising campaigns. To be planned for January 2017 meeting.

Motion: NW to raise issue of soliciting SD vendor list for donations to the Scholarship Foundation.

JC: 1800 Grad inserts were distributed in June 2016 awards; Jen to send this as a digital file to schools to print and insert (should this format be continued...)

None

Adjournment: 6.15 pm

Next Meeting: Thursday, January 12, 2017

Minutes recorded by Nora Wood, Treasurer