

St. James Scholarship Foundation

Meeting Minutes

**January 18, 2018
5:00 pm, Room A
2574 Portage Avenue**

Attendance:

Bruce Alexander, President
Tom Dercola, Vice-President
Nora Wood, Secretary-Treasurer
Jen Cameron, Media & Website
Sandy Lethbridge, Trustee

Darryl Johnson, Director
Dawn Hicks, Director
Lindsay Sawyer-Fay, Director
Serge Couture, Director
Dorothy Young, Director

Regrets: Lorelei Steffler, Director
Steffan Jonasson, Director

1. Approval of Agenda

Agenda approved as submitted.

2. Approval of Minutes – May 25, 2017 meeting

Carried

3. President's Report

Bruce Alexander provided an update of 2017 activities:

- August: BA attended School Board meeting as a delegation to present and review the annual report with Trustees and solicit donations for the internal fundraising campaign
- Met with Nora Wood (Treasurer) and Jen Cameron (Information Officer) about forward planning
- BA sent correspondence to the Federal Finance Minister, Honorable Bill Morneau, with copies to local MLAs, Doug Eyolfson and Falcon Ouelette,

regarding a recent announcement about the pledge to donate money earned from Finance Minister's family business to charity

- BA attended MLA Doug Eyolfson's community event "The Spirit of Giving" on Nov 18, 2017, as a representative of the St. James Scholarship Foundation. The event was held to showcase charitable organizations operating within the community
- BA attended the annual Christmas dinner of the 1960's Silver Heights alumni group in the spirit of building and maintain relationships with these long-time donors.

President's report received as information.

4. Secretary Treasurer's Report

1. NW provided summary of 2017 revenue and unreconciled balances of asset account as follows:

2017 Donations (Unreconciled)

2017 Donations - Restricted	\$ 5,900
2017 Bank Interest earned	\$741
Payroll Deductions (Internal Campaign)	\$ 940
The Winnipeg Foundation 2017 Spending Policy disbursement	\$9,735
<u>TOTAL 2017 Revenue (Unreconciled)</u>	<u>\$17,316</u>

Assets as at Dec 31, 2017 (Unreconciled)

Bank	\$95,715
Crosstown CU GICs	\$70,322
Winnipeg Foundation Balance	\$142,127

2. Total of 2017 awards disbursed = \$13,835
3. Matching grant of \$7,685.12 received from Winnipeg Foundation (as of Nov 2017)

Secretary-Treasurer's report received as information.

5. New Director Enrolment – Dorothy Young

Motion: To Enroll Dorothy Young as director of the St. James Scholarship Foundation.

Carried

6. Correspondence

Several pieces of correspondence were received.

Correspondence receive as information.

7. Shred Day Fundraiser

Update on tentative event was provided. Email response from Grace Thorney (Phoenix Recycling) was reviewed. Group discussed alternatives.

Motion: President, Bruce Alexander, will send a letter to Crosstown Credit Union for a request to co-brand a shred day with their organization as a community project.

Carried

8. University of Winnipeg Recipient Data Collection Form

Bruce Alexander provided information regarding U of W's approach for collecting information from award recipients in order to build a recipient database. NW to take to Senior Admin meeting for direction regarding privacy implications.

Motion: The matter of the Scholarship Foundation gathering award recipient data be referred to Superintendent's Department.

Carried

9. Future Recipient Profile Information from Schools

Discussion about possibility of receiving award recipient information from high schools. No action required.

10. Soliciting Political Office Holders (MLA, MP, Councilor)

The group discussed the merits and potential issues re: soliciting political officer holders for planned giving donations to the endowment fund. No action required.

11. Metis Award Proposal

NW gave update on the 2017 Metis Award proposal. 2017 award was not issued/funds not received from donating parties. NW to follow-up with Cherie Stroppa regarding plan for 2018 award.

12. Athletic Awards

Bruce Alexander proposed reaching out to the various athletic associations for donations/ creation of awards – both professional and amateur. Tom Dercola indicated that many athletic associations already have awards in place. Jen Cameron suggested

reaching out to the professional alumni group, such as the ones that attend Sturgeon Height's "Pros vs Joes" annual school event; it was determined that it would be most appropriate for these requests to go through the School Principal because of possible privacy concerns; Jen Cameron to reach out to compile a list of individuals and build email database.

Motion: Information Officer, Jen Cameron, to compile a list of possible donors re: the creation of athletic awards and/or donations to the endowment fund. The report to be prepared and presented at the next meeting.

Carried

13. Award Values

The policy indicating that all awards must be a minimum of \$100 was reviewed. Anything less will be considered a prize. Currently all awards meet policy limits. No action required.

14. Corporate Sponsors

The possibility of soliciting corporate donations was discussed. Lindsay Sawyer suggested reaching out to local small business owners within the division. Darryl Johnson suggested using the St. James Chamber directory as a resource.

Motion: That a subcommittee be formed to review solicitation of possible corporate/small business donors and further;

That the subcommittee be chaired by Lindsay Sawyer and further;

That the subcommittee report to the Scholarship Foundation board prior to March 15, 2018 and further;

That the subcommittee be composed of the following directors: Sandy Lethbridge, Jen Cameron, Tom Dercola, Dorothy Young and Nora Wood.

15. Forward Planning

Marketing and logo ideas were discussed. Jen Cameron will make a report and recommendation regarding marketing and logo options for the next meeting.

16. New Business

No new business arising

17. Next Meeting Date: Subcommittee meeting, March 2, 2018 at 2 pm

18. Adjournment: 6:40 pm

Minutes recorded by: Nora Wood, Treasurer