

St. James Scholarship Foundation Meeting Minutes

March 15, 2018, 5 PM

Room A, SJASD Board Office

Attendance: Bruce Alexander, President
Nora Wood, Treasurer
Jennifer Cameron, Media & Website

Dorothy Young, Director
Dawn Hicks, Director
Darryl Johnson, Director
Lindsay Sawyer, Director
Serge Couture, Director
Steffan Jonasson, Director

Regrets: Sandy Lethbridge, Trustee
Lorelei Steffler, Director
Chris Sculthorp, Director

1. Approval of Agenda

MOTION

Agenda approved with the following additions/amendments:

- New memorial scholarship at St. James Collegiate – to be added under “New Business”
- Consolidation of Items 9 & 15

CARRIED

2. Approval of Minutes

MOTION

To approve January 18, 2018 meeting minutes.

CARRIED

3. President's Report

Bruce Alexander, President, provided an update on activity that has occurred since the January 18/18 meeting. Correspondence has been drafted and sent to the CEO of Crosstown CU regarding the Foundation's request to piggyback onto their annual charitable Shred Day event. Fundraising updates: BA approached Bill Moir regarding fundraising request with positive reception; endowment sub fund to be established \$10,000 with The Winnipeg Foundation.

Bruce will approach 6 more individuals this year after the 2017 annual report is prepared.

4. Secretary-Treasurer's Report:

Received \$500 contribution from Dorothy Young to top up the Dr. D. Young Humanitarian Award

Received \$250 contribution from Bruce Alexander to top up the Captain Gordon Alexander Memorial Award.

Received \$10,000 contribution from The Toronto Foundation (Moir Family Foundation) to establish the Bill Moir Award (details of award described in agenda item #7).

Secretary-Treasurer's report received as information.

5. Correspondence:

No correspondence.

6. Winnipeg Airports Authority Award

Nora provided information to the group regarding conversations with Tyler MacAffee, Public Relations Officer at WAA regarding potential contributions and award establishment.

Receive as information.

7. Bill Moir Award for SJCI – Details on Bill was shared with the group. The \$10,000 donation was received in February 2018 but will not have sufficient time to earn financial return necessary to fund 2018 award. Committee discussed the possibility of funding 2018 award out of General Scholarship Foundation funds. Endowment fund will be established with the Winnipeg Foundation and annual award will begin in 2019, according to the annual Winnipeg Foundation spending policy rates. Nora Wood, Treasurer will confirm 2018 award amount at next meeting.

MOTION

That the annual Bill Moir Award be approved at St. James Collegiate per criteria of: "The recipient will have maintained involvement in the Hockey Academy and/or community hockey and/or high school hockey with an academic average of 80%. Hockey should be the major athletic focus, but alternatively team membership in other inter-collegiate sports may be considered. Additionally, the recipient will have been a good citizen of the school and have a post-secondary program of studies as a personal goal," and further;

That the 2018 Bill Moir Award be funded out of General Unrestricted Fund for 2018 only and further;

That the \$10,000 contribution received by The Toronto Foundation (Moir Family Foundation) be disbursed to The Winnipeg Foundation for the establishment of the Bill Moir Award sub-endowment fund.

CARRIED

8. Sequence of award payment for sub-fund awards
9. Sub-Committee Report – Lindsay Sawyer

The March 2/18 sub-committee minutes were reviewed and discussed with committee.

Emphasis was placed on: 1) Developing an overall strategy for growth; 2) Creating specific targets and goals with established timelines; 3) Creating impact stories and organizational purpose content – this message should create a sense of importance regarding the work and meaning that contributions to the Foundation make to ensure that a robust scholarship & awards program is created and sustained for the students of SJASD; 4) Ensuring that adequate organization resources and supports are in place to support growth efforts re: Administrative requirements, donor relations, marketing & communications, fundraising, etc.

Establishing a web page that describes Foundation-funded awards with accompanying criteria was determined to be the next step in order to increase awareness and provide a resource for students regarding information about the work we do and available awards.

MOTION

Dorothy Young to be provided with historical Scholarship Foundation award information on all current awards in order to write a summary of award information, along with background, amounts and criteria to be used to develop content on applicable web sites.

CARRIED

10. Logo Revamp – Jennifer Cameron

Committee provided feedback to Jenn regarding logo samples; Direction to include a message highlighting the greater than 80 years of service to the community that the Foundation has provided. Jen to create 5 options and bring back to next meeting.

11. Information gathering re: schools' alumni award potential – Jen Cameron

Item carried to next meeting.

12. Metis Award Potential

Status of potential establishment of the Metis Award, as passed in June 2017, was provided by Nora re: email correspondence with C. Stroppa. Nora will follow up with C. Stroppa at the beginning of April re decision.

13. Red River Co-Op charitable donations program

Motion

Bruce Alexander to write letter to CEO of Red River Co-Op soliciting request for charitable contribution consideration.

CARRIED

14. Collecting Information from Recipients

Bruce to draft information collection forms and email out to committee for review. The form will accompany Foundation-funded awards and will form an integral part of recipient relations going forward. Schools will be provided with instruction for distribution.

15. March 2 Sub Committee

Item was consolidated with #9

16. Annual Report – Donor Profile

Possible donor profiles were discussed: Bill Moir and Winnipeg Airport Authorities.

17. Annual Report – Recipient Profile

Possible recipient profile content was discussed, including a piece on students who received books at Crestview and the recipient of the inaugural Indigenous Leadership Award. Nora will ask April Waters to reach out to Charlie Hinton on the Foundation's behalf.

Stefan suggested the possibility of issuing press release on Willows Book fund to CBC re: I Love to Read Month at the AGM. Jen will reach out to Jenness Moffatt, principal of Crestview School to determine whether the award has already been distributed and arrange media invitations accordingly.

18. Dates for Annual Meeting and Report prep meeting

April 19: AGM & Annual Report preparation meeting to be held.

May 24: AGM @ 6:30 PM

19. WF Agency Fund Power Point slides

Bruce Alexander to provide to Elizabeth Rothery to distribute to group for information.

20. Business Arising

Committee discussed including an April meeting agenda item re: 2019 growth strategies and direction for the subcommittee; Nora will pull items from subcommittee meeting minutes to structure these items around. This information will be distributed to members prior to meeting so that thought can be done ahead of April meeting; Bill Moir profile for Fall Contact issue.

21. New Business

Dorothy Young submitted an award application to establish the "Paul Havixbeck Memorial Award" at St. James Collegiate. Mr. Havixbeck was a retired teacher of the division who has recently passed away. Tom Dercola and Dorothy will undertake reaching out to former students of Paul's to contribute to the fund through various social media and other communications. A \$500 lump sum contribution will be made to establish a \$100 annual award with criteria of "outstanding grade 12 mathematics student, involvement in school activities, graduating with a minimum of a B average". The award will be administered through the local funds.

Motion

That approval be given to establish the Paul Havixbeck Memorial Award at St. James Collegiate beginning June 2018.

CARRIED

22. Date of Next Meeting: April 19, 2018, 5 PM

23. Adjournment 6:50 PM

Minutes recorded by Nora Wood, Treasurer