

St. James Scholarship Foundation

Meeting Minutes

**March 8, 2017
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

James Gillespie, Member
Darryl Johnson, Member
Dawn Hicks, Member
Lindsay Sawyer-Fay, Member
Chris Sculthorp, Member
Serge Couture, Member
Stefan Johnasson, Member

1. Approval of Agenda

Agenda approved as submitted.

2. Approval of Minutes – January 19, 2017 meeting

Carried

3. Guest Speaker: Ms. Janet Walker

Information received as information.

4. President's Report

Update regarding progress of internal campaign was provided. Bruce informed the group of background and rationale regarding motions made at the January 19/17 meeting despite low member turnout.

President's report received as information.

5. Secretary Treasurer's Report

1. Transfer of \$46,650 made to SJASD for the following transactions:

2015/16 Awards	\$ 7,435
Tsf to The Wpg Foundation re: Waters Memorial Fund	\$10,000
Tsf to The Wpg Foundation re: 2016 Internal fund Campaign	\$ 1,810
Tsf to The Wpg Foundation re: Ms. Willows' Book Fund	\$27,405
<u>TOTAL Transfer to SJASD</u>	<u>\$46,650</u>

2. Donations in memory of Mr. Raymond Davis approximately \$2,100.

Secretary-Treasurer's report received as information.

6. Correspondence

7. Disposition of Revenue from Winnipeg Foundation

Currently administrative direction re: the annual spending policy as determined by The Winnipeg Foundation, is to annually re-invest funds. NW reviewed rationale to re-consider this practice since these funds provide a reliable income stream to the Foundation and once re-invested are done so in perpetuity, which leaves the Foundation little/no flexibility for operational & annual award decisions.

Motion: Consideration be given at AGM for the disposition of the annual income available through the spending policy from the Winnipeg Foundation endowment funds.

Carried

8. Forms (Donor Privacy and Donations on Memory)

Forms were developed using the SOEF forms as a template and are already being used. Discussed practice of acknowledging gifts greater than \$100 separately from general acknowledgement of gifts under \$100.

NW to put together framework and send with JG's sample to the group. Once group reviews the information, NW will put forth an email vote to members.

Pending Motion: Donors that contribute \$100 or more to the Foundation will have the option of having their name listed in the St. James Foundation Annual Report. Donor of contributions less than \$100 per year will be given the option to be acknowledged generally in total for the year of contribution.

Once this matter has been resolved, NW will coordinate distribution of privacy forms to 2016 donors (staff & external donors).

9. Shred Day Fundraiser – subcommittee to be established to explore feasibility and next steps.

Sub-committee to be established to explore feasibility, timing and SD administrative requirements with the following volunteers:

Sandy Lethbridge
Jen Cameron
Nora Wood
Dawn Hicks
Bruce Alexander
Darryl Johnson

Sub-committee meeting date TBD.

10. Forward Planning

The committee discussed holding a planning session after the regular activities of the AGM had concluded.

11. Business Arising – Stefan Jonassen & Chris Sculthorp were introduced as new members of the Board.

12. New Business

Administration will begin to work on draft Annual General Report using prior issues as a template. JC and BA will explore the possibility of including 2 donor profiles and a recipient profile to this year's edition.

13. Next Meeting Date:

AGM, May 10/17, Board Room, SJASD Board Office
Shred Day Sub-Committee meeting TBD.

14. Adjournment 6:40 pm