



**United Way**  
Northwest Territories

Change starts here

## MINUTES

Board of Directors Meeting  
April 8, 2015  
5:30 pm – 7:00 pm  
PSAC Boardroom

**Present:** Tracy St. Denis, chair; Deborah Ross, vice-chair; Julie Green, secretary; Katherine MacDonald, treasurer; David Connelly, past-president; Cameron Buddo, Kimberly Doyle, Paul Gillard, Matthew Spence, Craig Yeo and Candace Thorne, Executive Director

**Regrets:** Gayla Thunstrom, Jeff Fowler, Penny Ballantyne

### 1. Welcome

### 2. Review Agenda

Motion to adopt by Kim, seconded by Deborah. Carried.

### 3. Review previous minutes

- a. Meeting minutes from March 11, 2015 reviewed. Motion to adopt by Kim, seconded by David. Carried.

### 4. Financial update

a) Treasurer financial update – Katherine is projecting the net loss for the fiscal year has gone down to \$9,085. She reported 80% of pledges have been distributed. \$10,000 will be set aside in a reserve fund for emergency donation requests, like Children First Foundation in Inuvik. She will present a budget for the new fiscal year, and preliminary previous fiscal financials at the next meeting.

b) Review Engagement – Tracy reported she has a call scheduled with the national Director of Membership April 9<sup>th</sup>. Katherine noted that there is no CRA requirement or threshold for an audit. Motion: that United Way NWT request United Way/Centreaide raise its requirement for a full audit of financial statements to \$300,000 in revenue. Moved by David, seconded by Matthew. Carried.

## **5. Campaign Update/Planning**

- a. GCWCC – Matt reported that Connor will be the lead for the UW campaign in 2015, and Matt is the champion at Connor. He is now looking to other departments to identify campaign champions. The 2015 campaign will refocus on payroll deductions vs. fundraising at events. The first meeting of this group will take place in May. A loose end to tie up is who will be providing administrative support.
- b. GNWT – Deborah reported that benefit officers from each department met to discuss the payroll program, re continuous intake. The form has been revised to change deadline information.
- c. Corporate – Paul reported that NWTel will run a campaign in May with Candace’s help. He has a committee to work with and a launch event planned for May 1.  
Cameron and David distributed a handout that outlines their approach to business to begin payroll deduction. Craig has provided labour contacts. CBC and the NWT Teachers’ Association will be added. Cameron and David are now working on a package of info that will include an introduction letter, information for the payroll people and an FAQ.
- d. Labour – Craig reported that presidents of UNW locals will be meeting June 12 and United Way is on their agenda to make a presentation. NTFL will distribute UW information, perhaps at a mixer Craig will organizer. Craig said labour wants to be recognized as a community partner and UW provides that opportunity.

## **6. Executive Directors report**

- The designation payments from donors to non-profits are out. She has not been able to set up electronic payments at this time so payments will continue to be made by cheque. Payments will be made three times a year in 2015.
- Candace has obtained some additional GCCWC forms to enter, worth approximately \$3-\$4,000. The question is whether deductions will begin with the fiscal year (vs. the calendar year).
- Thank you notes have been completed.

## **7. Review of ED’s allocation of hours**

A discussion was held in camera.

## **8. President’s Report:**

- Tracy will begin forwarding the “Impact” newsletter to board members
- There is a national “town hall” meeting on April 14 at 12:30 local time.

- No one from UWNWT will be attending the national meeting in Saskatoon.
- Tracy will organize volunteers to attend the community showcase on April 26. The event starts at 11:30 at the Multiplex.
- UWNWT will field a team in the Gumboot Rally with Cameron, Julie, Katherine and Tracy participating.

**8. Meeting Adjourned.** Next meeting May 13<sup>th</sup> at 5:30 p.m.at the PSAC office.

### April Action Tracker

Activity	Task	Due Date	OPI	Status
Campaign	Contact prioritized business list to establish payroll deduction plans; set goals and timing; work with labour to get in the door	ongoing	Cameron David Craig	
Campaign	File paperwork with United Way/Centraide to be reimbursed for GCCWC paperwork	Immediate	Katherine/Candace	
Campaign	Report on BMO, CIBC and RBC results	13 May 2015	Cameron/ Candace	Pending
Campaign	Firm up administration support for GCCWC	13 May 2015	Matt	
Campaign	Decide whether to organize a labour/UW mixer mid-June	13 May 2015	Craig	
Admin	Inform United Way/Centraide review engagements will replace audits starting in 2014-15	ongoing	Tracy	
Admin	Preliminary financials for year end and budget for next	13 May 2015	Katherine	
Admin	Update thank you section of website	13 May 2015	Julie	
Admin	Fix login problems for Matt, Cameron, Deb and Katherine	Immediate	Julie	
Admin	Create volunteer sched for community showcase Ap. 26	Immediate	Tracy	