



**United Way**  
Northwest Territories

Change starts here

## MINUTES

Board of Directors Meeting  
June 16, 2015  
5:30 PM  
Baker Centre

**Present:** Tracy St. Denis, chair; Katherine MacDonald, treasurer; Julie Green, secretary; Kimberly Doyle, Matthew Spence, Jeff Fowler, Cameron Buddo, David Connelly and Candace Thorne, Executive Director

**Regrets:** Deborah Ross, vice-chair; Penny Ballantyne, Gayla Thunstrom, Paul Gillard and Craig Yeo

### 1. Welcome

### 2. Review Agenda

Motion to adopt by David, seconded by Matt with two additions. Carried.

### 3. Review previous minutes

a) The minutes from May 13, 2015 were reviewed. Motion to adopt by Kim and seconded by Matt. Carried.

### 4. Financial update

a) Treasurer financial update – Katherine reviewed the 2015-16 budget. She is recommending a community investment target of \$150,000. There was some debate about whether to keep a \$6,000 contingency fund given its effect on boosting the admin expenses to 23%. Katherine is also working with Candace on preparations for the audit. An application went to United Way/Centreaid for \$5800 reimbursement for data entry.

### 5. Campaign Update/Planning

- a. Days of Caring – Kim reported June 25 is the date RBC will be building planter boxes for the YWCA. A group including Kim will plant flowers at Avens; CIBC staff will work at the food bank and construction of outhouses at the Foster Families Coalition camp is a work in progress.
- b. GCWCC – (Matt) All department contacts are now in place. They may meet in June to begin campaign planning. Dates for the campaign are flexible. Materials have been ordered.

- c. GNWT – GNWT will probably keep same campaign dates (November). There was a suggestion that the premier and the president of UNW be honorary co-chairs of the campaign.
- d. Labour – Julie reported on a presentation she and Craig made to local union presidents at NTFL meeting to engage labour.
- e. NorthwesTel – Paul absent
- f. City – Katherine is working on engaging the City. Employees at the City have to sign up each year; there is no carry over as with GNWT.

**6. Executive Director’s report**

- Website – Candace will meet with Outcrop about how people can make donations via the website. She will also clarify the scope of services available from Outcrop this year.
- Database: contract fell through.
- The refund for the bingos has been received.
- Fort Providence grant: Serious efforts have been made to get the 2015 grant money into the hands of Zhahti Koe Friendship Centre without success. Moved by David that since the Friendship Centre has been able to meet the requirement of having a valid CRA charitable registration number, the grant will be withdrawn. Seconded by Jeff. Carried.
- Northwestel is cancelling its phone donation. A letter has been sent asking them to reconsider.

**7. Chair’s Report:**

- The Chair received 15 applications for the campaign co-ordinator position. Two candidates have been interviewed so far and both are great. A decision will be made by June 19<sup>th</sup> and a motion to hire a new campaign co-ordinator will be sent to the board soon afterwards.

**7. Meeting Adjourned.** Next meeting BBQ at Tracy’s July 14 at 5:30 p.m.

**June 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/Centreaide to be reimbursed for GCCWC paperwork	submitted	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	
Admin	Preliminary financials for year end and budget for next	June 16 2015	Katherine	
Admin	Update thank you section of website	ongoing	Julie	