



**United Way**  
NWT

**Board Meeting  
January 8th, 2014**

**Minutes of the meeting**

**In attendance:**

Kevin Lewis  
Tracy St-Denis  
Katherine MacDonald  
David Connelly  
Julie Green  
Kimberly Doyle  
Sheila Bassi-Kellett  
Jeff Fowler  
Sylvie Francoeur, Executive Director

**Regrets:**

Susan Erwin  
Trevor Sinclair  
Cameron Buddo  
Sugan Mannavarajan  
Frank Walsh

**1. Review Agenda**

Tracy wishes everyone a Happy new year! Also welcomes Jeff Fowler to his first United Way NWT board meeting! Sylvie is asked to add him to the member's portal.

A motion to adopt the agenda is moved by Kim and seconded by Sheila.  
Approved.

**2. Review previous minutes.**

A motion to adopt the minutes of the November 4<sup>th</sup> meeting with a few corrections (change Sylvie's observer status to Executive Director, correct the typos and the fact that thank you cards should be included in the cost and in an addition to the budget) is moved by Julie and seconded by Kevin. Approved

### 3. Board procedures

- a. Executive Committee Meetings: Tracy talks to the Board about the possibility of holding executive committee meetings. Everyone seems to think it is a brilliant idea, but a decision should be made with all board members present. Tracy also reminds everyone that to be compliant with our new by-laws, we need to nominate a Vice-Chair. This individual should be interested in eventually becoming Chair. We also need to think of the attributes of a Vice-chair, such as representing a different sector than the Chair.
- b. Action tracker: We need to make better use of the Action Tracker, by having it updated after each board meeting. We could keep track of our yearly progress by having a yearly action tracker. The Board asks Sylvie to update the action tracker at the same time as she is preparing the minutes.

Tracy also takes the opportunity to let the Board know that Susan will be joining her family in Ontario, possibility towards the end of March. Everyone is sorry to see her go, but wishes her well. We will ask her to think of her replacement.

Telus update: Sylvie is asked to send the link to the community voting campaign to the Board and ask them to promote it.

- c. Board Yearly Calendar. Sylvie is asked to move the AGM to November and post it on our portal.

### 4. Financials

- a) Katherine submits the final audited financial statements form March 31<sup>st</sup>, 2013. She explains that the management letter from Crowe/MacKay is a good one and only sends one standard recommendation which is to make sure we keep a filing of our grant revenues. The board extends it's gratitude to Katherine.

Our goal is usually to break even, but we had a little loss, however, we had an increase in campaign revenue campaign 2011.

We need to plan how to spend the Unrestricted net assets which are at \$91 204. We are cashing away \$30,000 for the Community Engagement Fund.

Next year we will see a decrease because there was a decrease in the 2012 campaign revenue. This year's budget was planned in accordance

with a budgeted loss. So we can expect our savings to go down!

We definitely do not want to carry a huge asset, but we do need a buffer. What is that buffer? Katherine will do a bit of an analysis, and present a report at next meeting.

A motion for approval of audited financial statements for March 31st, 2013 is moved by Julie and seconded by Kim. Approved.

b) Year to date budget.

The Board looks at the list of expenses and wants a print out of the Board development, as well as wanting to make sure that the grant from MACA is added to the revenues.

c) Income manager donor database.

The board realizes the importance of managing its donor base. Under recommendation from Julie, we looked into the cost of purchasing a program called Income Manager. The cost is \$1,600 for purchase of the software, plus training for \$1,400. The only downfall is that it does not automatically send receipts, and that they will stop producing it in a few years. However, nothing will stop us from using it, but technical support will probably not be available.

Julie has applied for funding from the City of Yellowknife and is also looking at help from the Yellowknife Community Foundation.

United Way Centraide Canada does not have a centralized donor database program.

A motion to purchase the Income Manager software and training is moved by David. Seconded by Kim. Approved.

d) In-camera discussion on ED compensation and contract.

## **5. Grant review process**

The Board discusses the importance of reviewing the procedures surrounding the grant review process in order to provide guidance to the Community Engagement Committee. Clear criteria need to be established and to ensure more accountability, a second board member should be on the committee. It is also suggested that the ED review all applications before they are submitted to the committee and follow up with the applicants to help them complete their application.

The Board creates a sub-committee composed of Frank, Julie, Jeff, Tracy and Sylvie to review grant process. Julie will initiate the first meeting.

## **6. Campaign update and reporting**

The board discusses the importance of conducting a postmortem exercise to evaluate the successes and the challenges of the campaign. Sylvie is asked to set up a meeting after February 10<sup>th</sup>, with Tracy, Cameron, Trevor, Sugaan, Kevin and Sheila to do an evaluation.

As for the campaign results, we will have final numbers at the next meeting. Kevin confirms that thank you cards have been sent to federal employees, so we need to concentrate on everyone else. Should be ready for the next meeting.

## **7. Days of caring**

The board discusses the need to conduct activities other than fundraising activities, to raise the profile of the organization. United Way can become a marriage broker between companies and non-profits, to help with recruitment of volunteers and work on special projects. We need to cultivate the idea to non-profits of graciously accepting offers of help.

It seems that Federal employees have a coded day of volunteering within their contracts, which will be a great help to recruit volunteers.

We need a committee to help organize and plan this event. Sylvie will talk with board members who are not present to discuss it.

## **8. UWCC audit letter**

Tracy has asked Katherine to see if she can get a first draft of our letter to UWCC regarding audit costs by the end of March. It is also suggested to get support from other smaller united ways.

Tracy also reminds everyone that the results of the national strategy leadership meeting are on the members' portal.

## **9. Next meeting**

Wednesday, February 12<sup>th</sup>, 2014