



**Board Meeting
August 13, 2014**

Notes of the meeting

In attendance:

Tracy St-Denis
Frank Walsh
Cameron Buddo
Kimberly Doyle
Julie Green
Katherine MacDonald
Sylvie Francoeur, Executive Director
Candace Thorne, In-coming Executive Director

Regrets:

Jeff Fowler
Paul Gillard
Deborah Ross
Trevor Sinclair
David Connelly
Matthew Spence

1. Welcome and Introductions

Tracy welcomes everyone to her home and to a special BBQ board meeting. She gives a special welcome to Candace Thorne, new Executive Director. Tracy reminds the board that as per the E-motion that was unanimously carried, Candace has started working. She also notes that quorum has not been reached for this meeting. It will therefore be an information sharing session, with motions to follow by email.

Tracy also informs the Board members present that Sheila has tendered her resignation as of August 12, 2014. In her resignation letter, Sheila thanks everyone and wishes all the best to the Board and the United Way. Tracy will talk with her about her replacement.

On another note, Frank has approached Mariam Gordon to sit on the board. She is the Equity Vice-President with the Union of Northern Workers.

2. Review Agenda

Everyone agrees with the agenda with the following changes are: #4 deleted, Labour Forum added to #11, and In-camera discussion is added at the end of the meeting.

3. Review previous minutes.

A motion to adopt the minutes of the June 11th meeting will be sent by email.

- a. **Action tracker:** The action tracker is reviewed and updated.

4. Financial Update

Katherine goes through the first draft of the financial statements to March 31st, 2014. She will be sending an email to MacKay asking that they be completed by the end of September.

She then explains the United Way's financial situation by going through the Balance Sheet and Profit and Loss reports to March 31st, 2014. The board questions the high Pledge Loss (\$6,275), which can be attributed partly a correction from the previous year. Without this correction the pledge loss for this fiscal year would be about \$4,000, which is on par with previous years. The Board also notices that the Community Investment Fund represents about 62% of the total budget.

Katherine then reports on this year's budget versus the actual situation. She has updated the budget to reflect the upcoming \$15,000 grant from Imperial Oil, and has increased the Community Investment Fund to \$63,500 from \$53,500. The Board asks her to increase it further to \$65,000. Katherine also explains that the processing fees are reflected in the Other Income account. She closes by explaining that she has increased the forecast for expenses for postage and for membership fees to UWCC; the latter is because of to having to pay for our 2011 and 2012 memberships fees to UWCC this year.

Finally, she reports on a comparison between 2012 and 2013 designations. Here's a summary of what she explained in regards to Federal government employees:

	2012	2013
Donations to Health Partners	Increase of 12%	Increase of 24%
Donations to United Way	Increase of 49%	Increase 43%
Donations to Others	Increase of 39%	Increase of 33%

5. Report on grant process review and proposed funding criteria

Frank explains that the special committee mandated to review the United Way's grant program met a few times and exchanged numerous emails. Their goal was to try to find a simpler way to do things. Processes used by other jurisdictions were reviewed.

Frank asks the Board members present for their opinions regarding the suggested eligibility guidelines. It is suggested to add operating expenses directly linked to programming to the eligibility list. It is also suggested to remove the lobbyist reference in the non-eligible list as it is obvious that they could not receive funding as they would not have a CRA number. It is also suggested to remove organizations with deficits from the non-eligible list.

Sylvie will post the results of the Board's discussion and the committee's work on the Members' portal.

Frank also explains that he has sent an email to last year's Community Engagement committee members to ask them to renew their mandate. So far Judy McLinton and Linda Bussey have both said yes. He has approached Mariam Gordon and is waiting for her response. The Board suggests recruiting someone that could better represent the aboriginal community, such as Lisa Tesar, Sandra Lockhart or Ivan Landry. It may also be worthwhile to directly contact aboriginal organizations.

6. Campaign planning

Tracy asks Sylvie to report on the campaign plan. Sylvie explains that an action plan has been created to make it easier to track progress. So far, the launch at the legislative assembly for September 17th is being planned. GCWCC has already had a couple meetings and GNWT is planning their first meeting at the end of August. Cameron is putting together a committee to take care of the public campaign. Outcrop will be approached to sponsor the design of marketing tools.

7. Motion regarding Inuvik Youth Center project

A motion regarding a request from the Inuvik Youth Center to change their project will be sent by email and approved.

8. Motion regarding UWCC checklist (Membership requirement)

A motion to adopt the UWCC membership requirement checklist will be sent by

email and approved.

9. Executive Director's Report

Please see Appendix 2 for ED Report.

10. Other:

- a) Anti-spam legislation: Sylvie explains that information reviewed by UWCC confirms that the United Way is not touched by this legislation as our activities are not commercial in nature.
- b) September 3rd, 2014, City of Yellowknife event: Sylvie asks if a board member could be present at the City of Yellowknife's Community Showcase night. Cameron volunteers.
- c) UNW Labour Forum: Frank informs everyone that he is running for the presidency of the UNW. The convention is taking place in Yellowknife on Oct 17-19, 2014.

11. Next meeting

September 10th, 2014, 5:15 pm, PSAC

October 8th, 2014, 5:15 pm, PSAC

Frank will unfortunately have to miss both meetings. Katherine will not be present at the October 8th meeting.

EXECUTIVE DIRECTOR'S REPORT

June 12th-August 13th, 2014

Administration & Operations

- Participated in four short meetings with Tracy, either in person or by phone
- Updated the job posting for the ED position
- Researched information in preparation of the 2013-2014 financial statements
- Mail, filing and deposits
- Sent a message to recipients reminding them of sending in their final reports
- Briefly reviewed final reports received
- Met with Katherine to discuss our bookkeeping practices
- Completed bookkeeping from April-July 2014
- Paid our invoices
- Updated the GNWT donor list and our Excel spreadsheet
- Confirmed deposits from GNWT

Governance

- Set-up Matthew's account on Member's portal
- Set-up a meeting with the Grant Review Process Committee
- Sent some information on Job descriptions for board to Trevor
- Completed the minutes of the June board meeting
- Under Tracy's guidance, completed the agenda for the August board meeting
- Sent all appropriate documentation for the board meeting
- Confirmed individual board members' attendance at board meeting

Marketing & Fundraising (Campaign)

- Set up a meeting between board members to initiate the federal campaign
- Released a press release regarding the Days of caring project.
- Purchased and delivered snacks at all four project sites.
- Updated our website
- Released the July and August editions of our newsletter
- Sent information to Federal campaign coordinator, Megan Shaben.
- Attended two meetings with Federal campaign committee
- Contacted the Hay River Soup Kitchen and added them to our distribution list
- Completed a comparison of designation amounts between 2012 and 2013
- Met with Julie and Tracy regarding the 2014 campaign plan. Produced and update an action plan.
- Spoke with Canada Post local General Manager about missed opportunity regarding the 2013 mail out. He recommended that we call 1-800 number.
- Set-up a meeting with Outcrop to discuss sponsorship opportunity.
- Set-up a meeting with Northwestel to discuss campaign and sponsorship.
- Updated the corporate list and sent out.
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In the next few weeks:

- Commence transition with new ED
- Prepare Special Campaign Newsletter
- Set-up of new database
- Campaign organization (as per action plan)
- And anything else that Tracy has in store for me!!!