



WATERLOO WELLINGTON FUND RAISING EXECUTIVES
Board Meeting
Thursday, September 1, 2016
Abundance Canada,
50 Kent Ave., Kitchener

Present: Brian Banks, Marlow Gingerich Dawn Gill, Craig Stevenson,
Regrets: Susan Dusick

MEETING MINUTES

July / previous minutes:

Not formally moved or accepted

AGM + Lunch and Learn with Michael Logue - KCI Philanthropy ***"Fund Raising Trends"***

General

- 12 people signed up
- Sandwiches, salad, cookies, (same as last year) Edelweiss Tavern catering
- Meal, \$16.95 plus tax
- Michael (speaker) sent bio and head shot today, invites to go out shortly
- **(MG)** and **(AM)** give advanced regret for their absence
- **(DG)** to prep card and gift

Agenda

- **Welcome – (DG)** will MC
- **Financial Report (CS)** will follow up with financial auditor re: report
 - Do an advance reporting via email/ paper copy on the table **(BB, CS)**
- **2014/2015 Program Review:** events plus results, **(BB)**
- **Board: returning: MG, DG, BB, CS**
 - **(BB)** will introduce the new board and invite other
 - **(AM)** special consideration
 - **(SD)** will let us know by October
 - If needed, Board will appoint a specific member to fill in for a year
- **Motion (DG)** will request the formation of a committee to research a name and focus change for the WFRE organization. **(DG)** will compose and share with committee advance, **(MG)** will second
- **Introduction of Michael**
 - **(DG)** to keep time
 - Thanks, gift presentation, dismiss **(DG)**

Board:

Board roles and duties in general:

Treasurer:

- Registration (banners, directional signage, day of attendance). **(DG)** will bring for AGM and hand off to **(CS)**
- Record keeping (membership lists, financial)

Secretary:

- Minutes (Creating and distribution) **(DG)**
- Speaker recognition **(DG)**

Programing:

- Catering **(DG)**, Sept. 13 **(BB)** will take care of catering
- Speaker procurement **(ALL)**
- Venue/Facilities **(BB)**
- MC, rotating responsibility
 - Sept. 13 **(DG)**
 - **(MG)** will consider next

Communications:

- Website updates **(BB)**
- Membership **(BB)**
- Programming **(BB)**

Membership:

- Recruiting, follow-up, retention **(ALL)**

Treasurer Report:

- Balance sheet and income statement distributed by **(CS)**
- Please review **(CS)** notes for details

Membership:

- Jeff H. of Cambridge Self-Help food Bank (CSHFB) will consider future board participation. CSHFB will become a member, Jeff will observed WFRE for a year. **(DG)** to follow-up
- **(DG)** to reach out to Wasi R. for membership

- Jennifer L. has been presented with the benefits and payment options for WFRE membership. Has considered board participation, most interested in coordinating WFRE peer meet-ups with past member Crystal (??) with the help of WFRE official board promotion
- Tracy Helm – New Development (director/ Officer?) for fundraising for Hospice of Waterloo Region (*action item? Is someone planning to reach out to with an invitation to membership?*)
- Christine R. has renewed for Rockway Mennonite Colligate
- HOF has a Corporate membership (confirmed by **DG** post-meeting)

Programing: 401/ joint event - Penelope Burke

- Last Thursday/Friday in May or first Thursday/Friday in June (see **CS** summary notes for details)
- ½ morning, 9:00 am. – 12:00 pm, breakfast prior at 7:45 am., break at 10:30 pm.
- Box lunch if they need to leave
- Try Little Mushroom for box lunch (**DG**)
- Sponsors
 - Jeff G. – Raiser’s Edge Data management solutions, ask for suggestion (**DG**)
 - AdvantEDGE (**DG**) -, CIBC, RBC (**BB**), Capacity Canada, Canada Helps (**DG**)
- Next meeting 401 meeting, **Tuesday Oct. 4th. 4:00 pm.** In our neck of the woods. (**BB**) will work on the location
 - Need to finalize our sponsorship package, to approach prospective sponsors in Nov. with possibility of adding them to promotional information starting winter 2017

Communication:

New opportunities for 2016/2017

- Snapped KW, both Chambers, Faith Fm. Invite all member to invite to and share WFRE Facebook, LinkedIN, and Twitter. (**BB**)
- Touch base with Epic (**DG**), Raiser Edge group learning group (**DG –via Shelley Holmes**) and LRFPR re: cross promotions

Programing: General

- All speakers confirmed
- Follow all meeting with a survey – plus invitation to host in up-coming year (**this task was not assigned**)
- Meals and venues
 - **Nov. 22nd**, Breakfast, CSC Meal on Wheels for venue and catering - confirmed (coffee, tea, muffins, fruit, yogurts) for \$75
 - **Feb. 28th**, Lunch, Blooms: (**AM**) to follow-up the date of Conestoga’s Success Week. If it conflict with our date, Blooms may not be open

- **April 25th**, Breakfast, KWAG: (rental agreement to be signed) – room rate \$180 +hst. for 4 hours of rental (coffee \$15 a pot) – moving ahead with rental to support the member’s involvement? **(DG)** will arrange for outside catering.
- **June 20th**, after hours passed apps: **(AM)** will approach Cambridge Mill through Cambridge Mill connection through college/student). Will request pricing for passed apps., open bar for 20+ guests.

Conestoga Collage:

- Review of the student membership **(ALL)**
- **(AM)** teaches on Tuesday we could choose a different day to allow **(AM)** and students to attend WFRE events
- **(AM’s)** class has a sponsorship and event component
- Questions to explore:
 - How can WFRE collaborate with the Event Management program?
 - What could benefit the members as well as students?
 - members access student for volunteering (students need to complete 100+ hrs co-op)
 - Meet-up at the college with students
 - Sit on grading or information panels for student projects/review
 - Fundraising ideas for members; brainstorming case study for ideas. Hear, gain youth perspective on fundraising and philanthropy
 - Many students looking for guidance re: choosing the fundraising profession
 - Posting volunteer opportunities on WFRE website
 - Students posting resumes
 - Come to class and pitch re: our mission and current needs

Next meeting:

Next meeting **Thursday Oct. 6th, 4:30 pm.** at Conestoga College