



WATERLOO WELLINGTON FUND RAISING EXECUTIVES
Executive Board Meeting
Thursday, November 24, 2016
Conestoga Collage, Waterloo Campus
108 University Avenue East

Present: Dawn Gill, Andrew Middleton, Marlow Gingerich Craig Stevenson

Regrets: Brian Banks

MEETING MINUTES

Discussion:

- **(CS)** moves to amend the AGM minutes
 - Correct meeting title - change Board Meeting -> Annual General Meeting
 - Correct members present - change Board Members -> Members at Large
- **(CS)** moves, **(MG)** seconds, all in favour

Treasurer's Report:

- Balances in good standing
- Accounts receivable for \$80 for Sunnyside Foundation Job Ad invoice
 - No responses to several requests to pay – Board approves **(CS)** recommendation to write it off
 - Will no longer run Sunnyside Foundation Job Ads until invoice is paid
- PDF of entire November 2016 financial statements to be added to post-meeting notes

Program Review: Digital Story-Telling with Norm Clare, Quarry Communications

- All who registered attended including many day-off registrations – 13 total
- High percentage of non-members, including Brian Burke
- Five non-members, one future member
- No takers on the tour of host facility since event ran 15 minutes past advertised end-time
- Supporting information - Norm sent presentation slides and gave info on how to edit video

Membership - New and Potential Members:

- No more sticky name tags switch to lanyards. Use a different lanyard for members vs. event guests – a visual cue to help us effectively greet new people. **(CS)** to provide lanyards for February.
- See WFRE Membership Promotion **(MG)**
 - ****All board members need to take proactive stance to invite others**
- Introduce all non-members and guests at each meeting

- *(DG) will write a meeting template to help plan each meeting including the new elements we have proposed*

CFRE Point Tracking:

- Fee required to have WFRE courses officially approved by CFRE governing body – AFP (**CS** to follow-up)
- **(CS)** can sort courses by date/topic/speaker/ number of hours and generate a certificate (PDF to be emailed on a calendar year basis). See Attendance document set post meeting
- CFRE tracking statements members only options

Programing:

- Consider a follow-up Breakfast and Learn on how to video edit
- Next meeting 'What Do Donors Want' – Marlow Gingerich moved to Tuesday, February 21, 2017 from original February 28th date

Bursaries and Scholarships:

- \$250 each for best sponsorship proposal and best fundraising proposal
- WFRE member(s) will adjudicate
- Jerry Lawler and Kristen Brown did the last round of adjudication
- To be awarded week of April 1st. Executive WFRE board member to be on hand to present
- One scholarship to be created to assist student to take a course or purchase a membership in the fundraising profession
- **(AM)** to draw up the paperwork, define student parameters
- Bursaries applications need to be endorsed by applicant's organizations E.D./ or leadership staff

401:

- Suggestion to raise fee. Currently \$75 early bird - \$90 regular. Recommended increased \$85 early bird - \$100 regular for top-notch speaker plus lunch

Next meeting

- ***Wednesday January 18th, 4:00 pm (location TBA)***