

## Record of Board Meeting #2018-04 on April 24, 2018

### Theme: "Annual Meeting Planning and Year Ahead"

<b>VENUE:</b>	Think Tank Island Pacific School	<b>PARTICIPANTS:</b>	<b>UNABLE TO ATTEND:</b>
<b>DURATION:</b>	7:00pm – 9:10pm	1) Neil Boyd 2) Michael Cornelissen 3) Henry Campbell 4) Joanne Gassman 5) Jennifer Hall	12) Holly Graff 13) Sheree Johnson
<b>CHAIR:</b>	Soren Hammerberg	6) Soren Hammerberg 7) Julia McCaig 8) Jennifer Pardee	
<b>RECORDER:</b>	Julia McCaig	9) David Podmore 10) Larry Lunn 11) Kim Stephens	

TOPIC	DISCUSSION HIGHLIGHTS / DIRECTION & DECISIONS	ACTIONS
<b>Quorum &amp; Agenda</b>	<p>Quorum declared by Soren.</p> <p><b>MOTION</b> to approve Agenda and <b>MOTION</b> to approve Record of Meeting of March 27, 2018</p> <p><b>MOVED</b> by Jen H. <b>SECONDED</b> by Dave</p>	
1 <b>Electronic Decisions</b>	<p>Recording of Electronic Decisions:</p> <p>None</p>	
2 <b>Treasurer's Report</b>	<ul style="list-style-type: none"> <li>• Presentation of 2017 Financial Statements (<i>copies attached</i>)</li> <li>• Report from Finance Committee:               <ul style="list-style-type: none"> <li>discussion centered around the First Credit Union \$250K Power Saver account with interest @ 1% has interest income which is being offset by admin fees on Legacy Fund. Larry will investigate 2 or 3 competitors to FCU. The donor would probably prefer to keep this money on Island.</li> <li>Ron Strange had raised the issue of a black swan type event, i.e. earthquake – what role should we play, what funds, what sorts of grants? We have limited access to capital of funds, only in MC fund and CI Fund.</li> <li>Our discretion in such event is limited to the CI fund.</li> </ul> </li> <li>• <b>Friends of the Foundation</b> account: Now that constitution has been reorganized and Foundation can make donations directly, this account has been closed and original donors have been reimbursed \$1,251.50 each. All four donors have agreed to</li> </ul>	

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		<p>donate those funds directly to the Helping Hand fund.</p> <ul style="list-style-type: none"> <li>the Helping Hand Fund has a balance of \$21,854 plus the pending 4 donations of \$1,251.50 each to be deposited. Therefore even if \$10K is invested, we are well within the range to endow this fund.</li> </ul> <p><b>Decision #2018-09: BE IT RESOLVED</b> “that the board approve endowment of \$10,000 held in the Helping Hand fund invested with the Vancouver Foundation.”</p> <p><b>MOVED</b> by Soren, <b>SECONDED</b> by Jo.</p> <p><b>Decision #2018-10: BE IT RESOLVED</b> “that the board approve our 2018 draft expense budget in the amount of \$50,000”.</p> <p><b>Decision #2018-11: FURTHER, BE IT RESOLVED</b> “that the board waive appointment of an auditor for the 2017 financial year.”</p> <p><b>MOVED</b> by Michael, <b>SECONDED</b> by Soren.</p> <p>After presenting his report, Michael announced that he would be retiring as Treasurer, effective the May 4 Annual Meeting. He has agreed to ensure a smooth transition of his duties to a successor when appointed.</p>	
3	<p><b>Administrator’s Report</b></p>	<ul style="list-style-type: none"> <li>a new meeting venue has been arranged at Island Pacific School – 671 Carter Road ongoing. No charge will be made, although we could provide a donation to the school</li> <li>AM Friday May 4<sup>th</sup> at CHC – review of Annual Meeting Agenda and tasks</li> <li>2018 Planning of Events – Approval of dates as shown on the Master Calendar of events here: <a href="https://docs.google.com/spreadsheets/d/1FdH_mbC1Uzl6zBg4MimkAcSNDqQzth0VLYaxYBCplh8/edit#gid=1102301391">https://docs.google.com/spreadsheets/d/1FdH_mbC1Uzl6zBg4MimkAcSNDqQzth0VLYaxYBCplh8/edit#gid=1102301391</a></li> <li>Chair’s transition going smoothly</li> <li>Discussion: Tentative date for ‘Legacy Seminar’ is October 20, 2018, 2:00 p.m. to 4:00 p.m. CHC. This is also Municipal Election Day? It was decided that having this event conflict with the Municipal election might eventually influence attendance. (report attached)</li> </ul>	
4	<p><b>Communications Committee</b></p>	<p>Revised Mission Statement:</p> <p>Discussion: With Bylaws and Constitution finalized, is it time to refresh and restate our Mission Statement? (draft attached)</p> <p>Deferred to May board meeting.</p>	
5	<p><b>Maggie Cumming Fund</b></p>	<p>Maggie Cumming Fund:</p> <p>Budget for Snug Cove House. 2018 Grant at AM</p> <p>Traditionally a \$1,000 grant has been provided to Snug Cove House and it is proposed to issue another grant of \$1,000 at this year’s Annual Meeting.</p>	<p><b>Action #2017-17</b> Advise Snug Cove House, cheque needs to be drawn and announcement made at Annual</p>

## Record of Board Meeting #2018-04 on April 24, 2018

	<p>This account has been sitting with significant cash has now become active after 5 years. (Jen Pardee and Dave will be on the implementation committee).</p> <p><b>Decision #2018-12: BE IT RESOLVED</b> “that Snug Cove House be provided a grant in the amount of \$1,000 from the Maggie Cumming fund.”</p> <p><b>MOVED</b> by Soren, <b>SECONDED</b> by David.</p>	Meeting. Dave																								
3	<b>Governance</b>	Committee structure to be deferred to May board meeting.																								
7	<b>Grants Committee</b>	<ul style="list-style-type: none"> <li>• Report on 2018 Community Impact Grant process and timelines</li> <li>• Interviews were invaluable, the time for application extension was important, as we need to allow more time and ideas around invitation. Extension needed, as original timeline was adequate.</li> <li>• Board discussion and approval</li> </ul> <p><b>Decision #2018-13: “BE IT RESOLVED</b> that the board approve issuance of the 2018 Community Impact Grants as shown in the table below, for a total amount of \$37,500.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #4f81bd; color: white;">Organization</th> <th style="background-color: #4f81bd; color: white;">Project</th> <th style="background-color: #4f81bd; color: white;">Grant Amount</th> </tr> </thead> <tbody> <tr> <td>Bowen Island Library Foundation &amp; Bowen Island Arts Council</td> <td>Cove Commons Community Plaza</td> <td style="text-align: right;">\$11,500</td> </tr> <tr> <td>Bowen Island Montessori School Society</td> <td>Diversity and Inclusion Programming</td> <td style="text-align: right;">\$2,500</td> </tr> <tr> <td>Snug Cove House Society</td> <td>Assessment of Seniors’ Needs on Bowen</td> <td style="text-align: right;">\$12,500</td> </tr> <tr> <td>Bowfest Committee</td> <td>Sponsorship of the Main Stage at Bowfest Community Event</td> <td style="text-align: right;">\$4,000</td> </tr> <tr> <td>Bowen Island Youth Centre</td> <td>Girl Power and Boy Power Programming for Youth</td> <td style="text-align: right;">\$2,500</td> </tr> <tr> <td>Bowen Bike Park Group</td> <td>Bowen Bike Park</td> <td style="text-align: right;">\$4,500</td> </tr> <tr> <td></td> <td style="text-align: right;"><b>Grand Total</b></td> <td style="text-align: right;"><b>\$37,500</b></td> </tr> </tbody> </table> <p>”</p> <p><b>MOVED</b> by David, <b>SECONDED</b> by Soren.</p>	Organization	Project	Grant Amount	Bowen Island Library Foundation & Bowen Island Arts Council	Cove Commons Community Plaza	\$11,500	Bowen Island Montessori School Society	Diversity and Inclusion Programming	\$2,500	Snug Cove House Society	Assessment of Seniors’ Needs on Bowen	\$12,500	Bowfest Committee	Sponsorship of the Main Stage at Bowfest Community Event	\$4,000	Bowen Island Youth Centre	Girl Power and Boy Power Programming for Youth	\$2,500	Bowen Bike Park Group	Bowen Bike Park	\$4,500		<b>Grand Total</b>	<b>\$37,500</b>
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3	<b>Featured Artist</b>	<p>Jen H and Larry advised that all is finalized. Plan is to thank Michael Nicoll Yahgulanaas and Andrew Plewes, then introduce Guthrie Gloag. Featured Artist Program – general discussion around policy and guidelines. Holly and Jen H.</p> <p>Needs to be on website and has been featured in newsletter. Can be revisited in May Meeting.</p>																								
9	<b>Donor Committee</b>	<p>Next phase kicks off with a meeting of the Committee Sunday May 6th, 10:30 a.m. at Soren’s home. Holly and Jo to co-chair committee. The legacy event will be a practical seminar focussed on giving to island charities. Date set: Sat Oct 20 – 2-4pm CHC</p>																								
10	<b>Chair’s Report</b>	<ul style="list-style-type: none"> <li>• Chair transition</li> <li>• Replacement of Soren as signing authority on bank account (electronic decision to be circulated)</li> <li>• Vancouver Foundation's Information Session for Charities</li> </ul>																								

## Record of Board Meeting #2018-04 on April 24, 2018

	<p><i>(Thursday, May 10 - Vancouver Public Library)</i></p> <ul style="list-style-type: none"><li>• Soren overview comments 2013 – 2018. Much has been accomplished, the work will be continual. It was a most rewarding experience.</li></ul>	
<b>Next meetings</b>	<ul style="list-style-type: none"><li>• Board Meeting: May 22<sup>nd</sup> at 7:00 p.m. (IPS)</li><li>• Board Meeting: June 26<sup>th</sup> at 7:00 p.m. IPS</li><li>• Board Meeting: July 24<sup>th</sup> at 7:00 p.m. IPS</li><li>• August <b>NO MEETING</b></li><li>• Board Meeting: September 25<sup>th</sup> at 7:00 p.m. IPS</li><li>• Legacy Event: October 20<sup>th</sup> from 2:00 – 4:00 p.m. CHC</li><li>• Board Meeting: October 23<sup>rd</sup> at 7:00 p.m. IPS</li></ul>	

## Treasurer's Report

The Financial Statements for the Year ended December 31, 2017 show:

- Donations Received of \$251,268, compared to \$167,856 the previous year, a significant increase of \$83,412 or 50% over the previous year.
- Endowment Fund Income from the Vancouver Foundation of \$37,846, up 27% from last year.
- Community Grants were \$233,300, an increase of \$131,690 over the previous year. These grants include one large payment of \$145,000 for the construction of the Cove Commons, and \$20,000 administered grants distributed on behalf of the Knick Knack Nook Environmental Sustainability Fund.
- Scholarships granted were \$32,500, more than double the \$15,000 awarded in 2016.
- \$85,300 was transferred to the Vancouver Foundation for investment in Endowment Funds, compared to the \$50,400 transferred the previous year. Of this \$34,900 increase, \$26,300 represents three new Endowment Funds created during the year.
- Operating Expenses (other than internal Administration Fees charged by the Community Impact Fund to other Funds) were \$51,765, an increase of \$27,039 over the previous year. Of this increase, \$12,307 was in respect of a full year's remuneration to a new administrator, \$6,449 for legal fees on Re-Incorporation of the Foundation, \$6,700 for the Vital Conversations update, and the \$7,764 cost of a Community Foundations of Canada conference. This last \$7,764 cost was offset by charitable gifts in the same amount. Excluding these costs, which totaled \$33,220, other operating costs would have shown a decrease of \$6,181. Budgeted expenditures for 2018 (again excluding internal Administration fees), are \$40,000, 23% less than the \$51,765 in 2017.
- Fund Balances, after accounting for all Receipts, Grants, Expenses and transfers to and from the Vancouver Foundation, decreased by \$99,173 from \$438,563 last year to \$339,391 as of December 31, 2017. Excluding the \$145,000 grant for the construction of the Cove Commons, other fund balances increased by \$45,828 over the previous year.

- The market value of Endowment Funds invested at the Vancouver Foundation increased from \$885,891 last year to \$1,004,656 this year. The value per investment unit increased by 3.48 % from \$20.55 a year ago to \$21.29 as of December 31, 2017, net of 1.3% fund management fees. These unit value increases are also net of Endowment Fund distributions which returned \$0.79 per unit in respect of 2017, a yield of approximately 3.8%.
- The Combined Fund Balances of the Bowen Island Community Foundation and the Vancouver Foundation Funds totaled \$1,344,047 as of December 31, 2017, an overall increase of 1.5% over the previous year, this modest percentage again due to the Cove Commons grant referred to above.

### **Statutory Obligations**

The statutory requirements of the Canada Revenue Agency (CRA) for the fiscal year ended December 31, 2017 will be met with the filing of the Information return, together with the Financial Statements for the period. This maintains the Foundation's eligibility to issue receipts to donors for income tax purposes.

CRA also requires that a minimum percentage of donations received in the preceding year be disbursed on charitable grants or programs. This is known as the "disbursement quota" for which the Foundation has been in a healthy "surplus" position for the years 2004 through 2017. Surpluses may be accumulated and available for carry-forward for draw-down during periods of deficit, should they arise.

Michael Cornelissen CA(SA) Ret. MBA

Treasurer

April 24, 2018



**BOWEN ISLAND  
COMMUNITY  
FOUNDATION**

**Bowen Island Community Foundation**

**Financial Statements**

**For the Year ended December 31, 2017**

**Bowen Island Community Foundation  
Balance Sheet**

As At December 31		2017	2016
<b>Assets</b>			
<b>Cash and Deposits</b>			
First Credit Union:			
Chequing Account		61,998	65,731
Powersaver		255,904	145,754
Term Deposit		-	205,756
Equity Shares & Patronage Account		265	77
		318,166	417,317
<b>Accounts Receivable</b>	Note 3	33,725	35,062
<b>Total Assets</b>		<b>\$ 351,891</b>	<b>\$ 452,379</b>
<b>Liabilities and Fund Balances</b>			
<b>Liabilities</b>			
Accounts Payable	Note 4	12,500	13,816
<b>Fund Balances</b>			
Aaron Sluggett Scholarship Fund		2,721	7,411
Bowen Island Community Hall & Arts Centre Fund		7,110	6,561
BIGA Junior Golf Scholarship Fund		5,027	2,827
Bowen Island Youth Fund		9,223	8,903
Bowen Legacy Fund		117,201	237,134
Camp Bowen Society		224	-
Community Impact Fund		149,289	144,844
First Credit Union Fund		5,031	-
Foxglove Fund		(170)	-
Helping Hand Fund		21,854	12,949
KKN Environmental Sustainability Fund		2,592	5,774
Maggie Cummings Estate Fund		15,670	8,808
Marg Witty IPS Scholarship Fund		3,620	3,352
<b>Total Fund Balances</b>	Note 5	339,391	438,563
<b>Total Liabilities and Fund Balances</b>		<b>\$ 351,891</b>	<b>\$ 452,379</b>

**Notes to the Financial Statements**

- Note 1     The Bowen Island Community Foundation, hereinafter referred to as BICF, is a Registered Charity with Canada Revenue Agency, Charitable Registration Number 88361 8514 RR0001.
- Note 2     These Financial Statements have been prepared using the Fund method of accounting in accordance with Generally Accepted Accounting Principles.
- Note 3     Account Receivable represent donations dated or received prior to December 31, and banked during the first week of the following calendar year.

Note 4 Accounts Payable represent Community Grants committed as of December 31 but payable in the following calendar year.

Note 5 A detailed accounting of transactions within each Fund is shown on **Schedule A** to the Financial Statements.

In addition to administering the Fund Balances shown on the Balance Sheet, BICF has transferred funds to the Vancouver Foundation to establish Endowment Funds that generate permanent investment income. This income flows back annually to the respective Funds administered by BICF.

The Endowment Funds managed by the Vancouver Foundation, hereinafter sometimes referred to as VF, are not carried on the Balance Sheet of BICF.

For informational purposes, Vancouver Foundation Endowment Fund assets are also shown on Schedule A to these Financial Statements with a detailed accounting of the transactions within each Fund.

<b>In summary:</b>	<b>As of December 31</b>	<b><u>2017</u></b>	<b><u>2016</u></b>
Bowen Island Community Foundation Fund Balances	A	<u>339,391</u>	<u>438,563</u>
Vancouver Foundation Fund Balances			
At Book Value	B	820,776	732,805
At Market Value	C	<u>977,921</u>	<u>885,891</u>
Combined Fund Balances	A+B	<b><u>\$ 1,160,167</u></b>	<b><u>\$ 1,171,368</u></b>
Combined Fund Market Values	A+C	<b><u>\$ 1,317,312</u></b>	<b><u>\$ 1,324,454</u></b>

**Bowen Island Community Foundation**  
**Statement of Operations and Changes in Fund Balances**

<b>For the Year Ended December 31</b>	<u><b>2017</b></u>	<u><b>2016</b></u>
<i>Note: The composition of each one of the the line items below is detailed according to each Fund in Schedule A to the Financial Statements.</i>		
<b>Fund Receipts</b>		
Gifts      Not Received	44,868	5,434
Registered Charities	61,463	46,358
Tax Received	144,937	116,064
	<u>251,268</u>	<u>167,856</u>
Endowment Fund Income from Vancouver Foundation	37,846	29,835
Investment Income	4,580	2,852
Administration Fees Earned by Community Impact Fund	10,321	9,486
	<u><b>304,015</b></u>	<u><b>210,029</b></u>
<b>Fund Payments</b>		
Grants      Community	223,300	89,610
Scholarships	32,500	15,000
Transfers to Vancouver Foundation Endowment Funds	85,300	50,400
	<u><b>341,100</b></u>	<u><b>155,010</b></u>
<b>Net Fund Receipts (Disbursements)</b>	<u><b>(37,085)</b></u>	<u><b>55,019</b></u>
	<b>2018</b>	
	<u><b>Budget</b></u>	
<b>Operating Expense</b>		
Administration Fees Paid to Community Impact Fund	<u>10,000</u>	9,486
Administrator's Remuneration	16,800	3,333
Advertising and Promotion	5,000	4,498
Annual General Meeting	3,000	2,075
Bank Charges	200	460
Canada Helps and Chimp Fee	1,500	1,465
Conference Expenses	-	1,480
Donor Recognition	2,500	4,713
Directors' Liability Insurance	800	756
Education & Training	500	-
Legal Fees on Re-Incorporation	1,000	6,449
License Dues and Fees	1,100	1,050
Office Supplies & Expenses	3,000	2,978
Postage & Courier	700	703
Program Expenses	1,200	1,177
Travel Expense	300	38
Vital Conversations Update	2,400	-
<b>Total Operating Expense</b>	<u><b>50,000</b></u>	<u><b>34,212</b></u>
<b>Net Increase (Decrease) in Fund Balances</b>	<u><b>(99,171)</b></u>	<u><b>20,807</b></u>
<b>Opening Fund Balances January 1</b>	<u><b>438,562</b></u>	<u><b>417,755</b></u>
<b>Closing Fund Balances December 31</b>	<u><b>\$ 339,391</b></u>	<u><b>\$ 438,562</b></u>

Note 6      Conference Expenses have been substantially reimbursed by \$7,764 offsetting cash donations from attendees.

## Bowen Island Community Foundation

Detailed Fund Balances	Total	Aaron Sluggett Memorial Scholarship Fund	Bowen Island Community Hall and Arts Centre Fund	Bowen Island Golf Association Junior Scholarship Fund	Bowen Island Youth Fund
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**Year ended December 31, 2017**

### Bowen Island Community Foundation Funds

<b>Opening Balances January 1</b>	<b>438,563</b>	<b>7,411</b>	<b>6,561</b>	<b>2,827</b>	<b>8,903</b>
Gifts					
- Not Received	44,868	-	-	-	-
- Registered Charities	61,463	-	-	-	-
- Tax Received	144,937	4,250	505	1,800	350
VF Endowment Fund Distributions	a 37,846	1,528	6,754	1,967	-
Investment Income	4,580	62	54	23	74
Administration Fees Earned	10,321				
	<u>742,578</u>	<u>13,251</u>	<u>13,874</u>	<u>6,617</u>	<u>9,327</u>
Administration Fees Paid	(10,321)	(453)	(1,752)	(545)	(93)
Operating Expense	(51,765)	(77)	(12)	(45)	(11)
Community Grants	(223,300)	-	-	-	-
Scholarships and Bursaries	(32,500)	(1,000)	-	(1,000)	-
Transfers to VF	b (85,300)	(9,000)	(5,000)	-	-
Cash Transfers between Funds	-	-	-	-	-
<b>Closing Balances - December 31 A</b>	<b><u>\$ 339,391</u></b>	<b><u>\$ 2,721</u></b>	<b><u>\$ 7,110</u></b>	<b><u>\$ 5,027</u></b>	<b><u>\$ 9,223</u></b>

### Vancouver Foundation Funds

<b>Opening Balances January 1</b>	<b>732,805</b>	<b>26,568</b>	<b>135,541</b>	<b>39,511</b>
Transfers from BICF	b 85,300	9,000	5,000	-
Investment Income & Fee Rebate	40,517	1,689	7,136	2,064
VF Endowment Fund Distributions	a (37,846)	(1,528)	(6,754)	(1,967)
<b>Closing Balances - December 31</b>				
Book Value B	<u>\$ 820,776</u>	<u>\$ 35,729</u>	<u>\$ 140,922</u>	<u>\$ 39,608</u>
Market Value C	<u>\$ 1,004,656</u>	<u>\$ 42,423</u>	<u>\$ 172,239</u>	<u>\$ 49,507</u>

### **Combined Closing Balances**

Book Value A+B	<b>\$ 1,160,167</b>	\$ 38,450	\$ 148,032	\$ 44,635	\$ 9,223
Market Value A+C	<b>\$ 1,344,047</b>	\$ 45,144	\$ 179,348	\$ 54,534	\$ 9,223

Bowen Legacy Fund	Camp Bowen Society	Community Impact Fund	First Credit Union Fund	Foxglove Fund	Helping Hand Fund	Knick Knack Nook Environmental Sustainability Fund	Maggie Cumming Community Legacy Fund	Marg Witty IPS Scholarship Fund
<b>237,134</b>	-	<b>144,844</b>	-		<b>12,949</b>	<b>5,774</b>	<b>8,808</b>	<b>3,352</b>
25,000	6,469	8,399	5,000	-	-	-	-	-
-	-	10,000	-	-	5,000	46,463	-	-
-	110	93,780	82	17,000	5,835	625	600	20,000
-	10	13,491	-	-	-	230	11,976	1,890
2,716	-	1,395	-	-	107	48	73	28
		10,321						
<u>264,850</u>	<u>6,589</u>	<u>282,230</u>	<u>5,082</u>	<u>17,000</u>	<u>23,891</u>	<u>53,140</u>	<u>21,457</u>	<u>25,270</u>
(2,649)	(65)		(51)	(170)	(239)	(530)	(3,124)	(650)
-	-	(50,441)	-	-	(98)	(18)	(1,063)	-
(145,000)	-	(55,000)	-	-	(1,700)	(20,000)	(1,600)	-
-	-	(2,500)	-	(7,000)	-	(20,000)	-	(1,000)
-	(6,300)	(25,000)	-	(10,000)	-	(10,000)	-	(20,000)
-	-	-	-	-	-	-	-	-
<b><u>\$ 117,201</u></b>	<b><u>\$ 224</u></b>	<b><u>\$ 149,289</u></b>	<b><u>\$ 5,031</u></b>	<b><u>\$ (170)</u></b>	<b><u>\$ 21,854</u></b>	<b><u>\$ 2,592</u></b>	<b><u>\$ 15,670</u></b>	<b><u>\$ 3,620</u></b>
	-	<b>261,463</b>		-		-	<b>231,873</b>	<b>37,849</b>
	6,300	25,000		10,000		10,000	-	20,000
	138	14,396		5		336	12,569	2,184
	(10)	(13,491)		-		(230)	(11,976)	(1,890)
	<b><u>\$ 6,428</u></b>	<b><u>\$ 287,368</u></b>		<b><u>\$ 10,005</u></b>		<b><u>\$ 10,106</u></b>	<b><u>\$ 232,465</u></b>	<b><u>\$ 58,144</u></b>
	<b><u>\$ 6,559</u></b>	<b><u>\$ 350,636</u></b>		<b><u>\$ 10,000</u></b>		<b><u>\$ 10,176</u></b>	<b><u>\$ 301,503</u></b>	<b><u>\$ 61,614</u></b>
\$ 117,201	\$ 6,652	\$ 436,658	\$ 5,031	\$ 9,835	\$ 21,854	\$ 12,698	\$ 248,135	\$ 61,764
\$ 117,201	\$ 6,783	\$ 499,925	\$ 5,031	\$ 9,830	\$ 21,854	\$ 12,768	\$ 317,173	\$ 65,234



## Administrator's Report – April 17, 2018

(for period Mar 21 – Apr 17)

### Donor Relations and Events

- Annual Meeting coordination (agenda, invites, ads, venue, assistant hiring, flowers, business cards, nametags, donor packages)
- Donor committee meeting coordination (Sunday, May 6)
- Legacy seminar coordination (Saturday, October 20)

### Administrative

- attendance/minutes of board meeting
- mail processing & accounts payable
- grants committee applicant interview venue
- new venue for regular board meetings
- chair transition – meetings with outgoing/incoming chairs

### Summary of hours

Month	Worked	Paid	Monthly Volunteer	Volunteer to Date
January 2018	62.00	50	12	50.5
February	26	38 (week off)	-12	38.5
March	21	50	-29	-9.5
April (to Apr 17)	31	50	-19	-28.5