

CAPS Foundation Directors Meeting
February 27, 2019
7:00 p.m. EST
Via Zoom

Participating in Zoom conference:

Lorne Kelton, Chair	Faythe Buchanan
Hugh Culver, CSP	Mark Black, CSP
Carol Ring	Merge Gupta-Sunderji, CSP (from 7:45 pm)

Guests: Greg Schinkel CSP, CAPS National Representative
Shari Bricks, Executive Director

Regrets: Michael Hughes
Recorded by Shari Bricks / Called to order at 7:04 pm

1. **Call to Order / Agenda Review** – Quorum confirmed

2. **Minutes of the December 5, 2018 Foundation Directors’ Meeting were reviewed**

On a **Motion** by Faythe Buchanan and seconded by Hugh Culver, CSP the minutes of the December 5, 2018 Foundation Board of Directors meeting were approved as submitted. **Carried.**

3. **Minutes of the Foundation’s 1st AGM Meeting held on December 5, 2018 were reviewed**

On a **Motion** by Mark Black, CSP and seconded by Hugh Culver, CSP the minutes of the September 4, 2018 Special Foundation Board meeting were approved as submitted. **Carried.**

4. **Inter-Board Meeting Follow-up** – Lorne

- Michael Kerr is traveling tonight and won’t be joining us on the call
- Lorne and Michael connected re: concerns that arose from the meeting
 - competing email blasts and/or events to raise money to the members
- Want to keep the dialogue open and going forward
- NSA – have their own challenges at this time – they have a very different legal structure
- Our Foundations traditional fundraising is at the annual Convention and there is no expectation that anything will change
- Lorne had a call with Dianne McCoy about a presence at the chapter level, for Foundation communication to chapters
- We did clarify the NSA Foundation structure – their Foundation Board does not have a seat on the NSA Board, but the NSA Board has two seats on the NSA Foundation Board (2 seats)

- Will have Michael Kerr join a future Foundation meeting
- Greg noted that the CAPS Board still needs to come back with an official position as to a Foundation Seat on the CAPS Board – however Lorne noted that this is a closed issue but that CAPS can bring any ideas or suggestions forward at any time

5. Website Admin Overview / General Class Membership –Lorne

- Lorne gave an overview of the current Foundation website
- The website is now 99% in French
- There is an admin log in which goes to a repository of Foundation Admin documents
- There are sub pages that are further password protected (PMBF and Peer Support) and only the Chairs of those committees would have access at this level
- All Board of Directors and Executive Director will have admin access to the website back end
- **Action 5.1 – Lorne** to send out the password to the Admin portion of the website
- “Become a Member of the Foundation” option is live on the website (home page)
- We had looked at including the membership option as part of the CAPS annual renewal but felt with this being the first go it made more sense to do it independent of the national renewal cycle
- **Action 5.2 – Lorne** to remove Edmonton Chapter and add GSF Dual and Virtual on the Chapter affiliation drop down on the membership form
- Because the Foundation is its own Corporation, CAPS members need to “opt” in to joining the Foundation, rather than it being a given as part of CAPS membership
- There is no goal as to the number of members in the General Class of membership
- Want to ensure that the CAPS General Class membership is well explained in any communication that goes out
- Thought to use the March or April KeyNotes as the launch of this membership class
- The PMBF application form is live on the website and has been used by the last two applicants – there is also a PDF option
- Peer Support also has an online form
- **Action 5.3 – Hugh** to convene a meeting of the PMBF committee to address any issues, including funding limits, etc. and then bring it back to the Board for approval
- At this point in the year we are about 50% of our budgeted grant allocation
- Kudos were given to Lorne on the great work on the website!

6. Communications Strategy - Merge

- This is the first time the board has discussed and reviewed the Communications Plan together – feedback had been provided by Hugh, Lorne, Faythe and Shari
- **Action 6.1 – Mark** to ensure he reviews the section in the plan around Convention
- There are 12 KeyNote opportunities each year to participate in – would like to work out an Editorial calendar together on what should go in to each issue
- What goes out in KeyNotes can then be linked to the website
- Messages can submitted via writing or video
- Ideas: Peer Support / Convention / Membership / PMBF / Why I Give / PMBF Grant Testimonials / Interview with each Board member /
- Discussion on a liaison for the Foundation at each Chapter – this could be part of promotion – and for Chapters to talk about how they raise funds for the Foundation

- Re: Chapters – it was noted that some chapters and Presidents are more maxed out when it comes to taking on more as it relates to the Foundation

7. Donations / Committed Items - Mark

- Jane Atkinson – offered her boot camp/retreat
- Chris Ward – Video Narrative – offered a demo video package
- 2 CAPS Academy Packages
- 2 hour learning piece with an Expert Panel

8. Financial Update - Carol

- Financial update was distributed in advance by email
On a **Motion** by Carol Ring and seconded by it was moved to accept the CAPS Foundation Financial report as distributed. **Carried.**

Other Business

- **Next Meeting Date** – Tuesday, May 7, 2019

On a **Motion** by Lorne Kelton and seconded by Mark Black it was moved to adjourn the meeting. **Carried.** Meeting adjourned at 8:34 pm.



Chair of the meeting (Lorne Kelton)



Secretary of the meeting (Faythe Buchanan)