

Notes from Endow Manitoba Conference April 2024

Kim Lavallee

I was asked to be part of a plenary session at lunch on Saturday, April 20th, so on the morning of April 19th, I met with the Endow team to go over the process and what each of us on the panel would share.

On the afternoon of April 19th, I attended the pre-conference session for executive directors. There were 15 ED's in attendance. It was very informative, and we discussed how each of us operate, as well the following topics were discussed:

- Granting
- Fund Development
- Governance
- Management & Staffing

On the evening of the 19th, I attended the Welcoming Reception, which was a great opportunity to connect with other Foundations.

I then attended the Measuring Grant Impact session hosted by Roxanne Tackle. Ken told a story on CFPD's 150 WWC event and the impact it has on our community and not just the financial impact but also the wonderful partnerships, exposure for the non-profits that pitched as well as how the women in attendance got to briefly experience our granting procedures.

I then participated in the Lunch Plenary hosted by Sky Bridges and included Kris Archie, who was the Keynote Speaker. It was a great experience and had a lot of great feedback from others.

I then attended the Learning to Create with Canva Session that was hosted by Cynthia Bigrigg where I learned to create some marketing material as well as how to best do social media posts.

That afternoon I attended the Attracting New Board Members Session. The message was to make sure when you do attract new board members to ensure they feel engaged.

In the evening there was a social event at the Manitoba Museum. It was a great event.

On April 21st, I attended the Working with Grant applicants' session hosted by Noah Erenberg and Breanna Renwick. We learned to adapt our grant making process to make it easier for applicants, so it is a positive experience and accessible for all.

Overall, it was a great conference.

Notes – April 2023 Endow Conference (Cathie McFarlane)

Four representatives of CFPD attended the conference – 3 directors and Executive Director. We each tries to go to different pre-conference and concurrent sessions to maximize information received. Plenaries were attended by all. I think we all found our individual discussions with other foundation representatives and the break out session individual table discussions were very helpful to glean what other foundations are doing.

Pre-conference session: Treasurers

- About 15 foundation Treasurers in session, about ½ were CPAs. Many are volunteers who also do all the accounting work for their own foundations.
- Denise Campbell from Endow/Winnipeg Foundation was our facilitator for the session
- There was a lot of discussion about the need for foundation audits and the increasing cost of these.
- Smaller foundations aren't always able to afford a full audit, some using the Note to Reader
- Not all have a good division of duties in their foundations. I commented having someone else verify financials is a good fiduciary practice and the need for a full audit may not be necessary if the foundation's endowed funds are handled by the Winnipeg foundation as their operational budgets are small
- Many comments about the need to issue T4As for scholarships from your foundation when the individual amount or collective, if issued several scholarships to same person, over \$500.
- Right now, CFPD doesn't need to issue receipts as the school division is doing this. Some foundations are experiencing that their division is not wanting to issue receipts in future and have pushed this back on the foundation to do. ... not a concern for us now, something to watch out for.

Opening Plenary – Enhancing Well-being: Stories of Impact

- In person presentations by Lac du Bonnet, Boissevain and Carberry. A foundation representative spoke briefly and then showed a video on their projects.
- Lac du Bonnet's was on their arena and the "Lunch is on Us" soup kitchen run out of the arena. They explained they didn't realize food insecurity was a concern in their area and the numbers using the "lunch" program have increased significantly since it started. (I would echo that point about not realizing about food insecurity when you see the seasonal "cottage" residences in the area – only a slice of what their community is all about!)
- Boissevain was on their food pantry that was in existence and has been greatly assisted by the grant they received from their local foundation. The pantry representative explained they couldn't continue to operate without the grant.
- Carberry talked about their library as a meeting place for local residents and children – and the impact it is having on their community.

Concurrent Session 1: Measuring Grant Impact

- Ken presented our foundation's "150 Women who Care" event to the group. All CFPD members went to support. Other's attending seemed engaged and asked questions. Unfortunately, attendance was low. I'd suggest we do a video if asked again to present as thought that added to the presentation in the plenary session.
- Importance to measure the impact to community for these events
- Suggested to review past grants – accepted or not to determine trends happening in area for specific needs
- Discussion on lessons learned from how a grant impacted people. Did a grant go to what it was intended? Important to fund impact back with community
- It improves trust and importance of foundation in community when you measure the outcomes

Concurrent Session 2: Practical Strategic Planning

- Led by Alan Goddard, VP, Capacity Building and Programs with Winnipeg Foundation
- He leads Strategic Planning sessions for individual foundations as requested
- Important to focus your 1st plan on marketing – people need to know you are these to donate to
- Planning important to ensure relevancy of foundation to community
- Important to equally use internal and external data in planning process
- Be bold with your vision statement; interconnections lead to a stronger strategy
- Recommend you collect annual reports from other local non profits to see what their programs are
- Important we state our position that we aren't competing with other foundations, like a hospital foundation
- Suggested to have a display board in community to show where grants have gone to by sector
- Have a look at Endow's sustainability report
- Approach organization to apply to foundation for grant funding
- Advertise for other non-profits
- One foundation has an initiative to have health care professionals stay in the community
- Several talked about the Vital Signs survey process. Several foundations running a pilot with the company on this – Winkler and Brokenhead (Beausejour area) are two. I met the person there from the company running Vital Signs. More information in scanned handouts.

Lunch Plenary: Fostering Relationships with Indigenous Communities

- Kris Archie from Ts'quescen – The Circle of Philanthropy was keynote speaker. There was a panel of several foundation indigenous members. Kim was part of this panel, talking about her experience in this area
- A chief and part of The Pas foundation talked about their foundation running info sessions at lunch time for public – one was fraud prevention\

- Suggested to support a Philanthropist of the year award

Concurrent Session 3: Unlocking the Magic of Story: connect, engage and share

- Showcase stories of past scholarship winners and what meant to them – The Pas talked about one winner becoming a doctor, coming back to community to practice
- Use banners with project and donation total
- In break out table session, one person from Pinawa foundation talked about the value of WIFI in their hospital that their foundation supported and a very touching story of a daughter being able to connect with her father during his time in the hospital (now passed away)
- Interviewing scholarship recipients is a way to get youth involved in your foundation
- Grads appreciated being asked their story – several said they were waiting to be asked
- Recommended to switch up time of day to post to social media to determine best read ship times
- Work with an influencer – Kenora has done that, you need to consider the cost though to the benefit
- Presenter talked about doing videos on our phones and using a wireless mic for your phone for these
- Plum Coulee foundation talked about the children's books, partnered with Dolly Parton's foundation on book giveaway to young children. A touching story of 2 children, 1 passed away very young with cancer and the older one wanting to go to the burial site to read to the sibling that had passed away

Host Social event on Saturday night was held at the Manitoba Museum.

Breakfast Plenary (Day 2): Update on funding non-qualified Donees

- Lead with Andrea Dicks and Tracey Vavrek of Community Foundations of Canada
- Good information although seems to leave with more questions
- Kim talked to Endow/Wpg Foundation post conference and thankfully they will be issuing more information, instructions, template documents
- A qualified disbursement is a disbursement that needs to be applied to a foundation's charitable purpose
- Funds need to be issued to an organization directly
- NQD: disbursement needs to fit the charity's purpose; disbursement needs to be only used for charitable activities; need documentation: purpose of disbursement, declaration grantee applied to only
- Fact sheet coming with risk levels. Grants less than \$5,000 more flexible; over \$25,000 to manage risk
- Foundations need to analyze organization applying, their financials
- Will need aa T3010 (new version) form for any disbursements over \$5,000

Concurrent Session 4: Connecting Donors with Community Priorities

- Identifying within community to encourage applicants
- Let your community know what is happening
- Use a bulletin board with photos from organizations supports and in all communities
- Do we use Google metrics?
- Check other community foundation web sites for needs
- Foundation to develop Cases for Support or info document to encourage doners to support
- Promote other community events
- Promote community fund – where grants are coming from
- Promote success of funds and statistics of grants given
- Consider using Vital signs
- Sustainability is relevant, use a good-better-best model. Ask donors what impact they want from their donation

Handouts from Conference follow.

UNDERSTANDING YOUR COMMUNITY'S WELLBEING THROUGH A VITAL SIGNS PROJECT

1. Let's Talk Big Picture

Engage with local community leaders to gain insights into what's impacting wellbeing locally

3. Collect and Analyse Community Information

Research and analysis: Conduct a community-wide survey, targeted interviews, gather local data, and use relevant federal and provincial datasets.

5. Share What We've Learned Together

Publish and launch the report within the community.

2. Tailoring the Research to the Community

Conduct workshop sessions for qualitative research with community stakeholders, delving into the areas of wellbeing, to identify key information for tracking community progress.

4. Reflect on the Findings

Collaborate with community stakeholders to review and assess what the research found.




Gray Matter Insights

Wellbeing means having the best possible life you can have.

It includes many important things like being healthy, having a clean and safe environment, strong and active communities, access to education and learning, having enough time for friends, family, work, and fun, being able to take part in making decisions in your community, and enjoying hobbies and cultural activities.

Why measure wellbeing?

If you measure indicators of wellbeing in your community, and understand how they are interconnected, you can use that evidence to make decisions that support and improve wellbeing across your entire community.


Gray Matter Insights
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BROKENHEAD RIVER
**COMMUNITY
FOUNDATION**

Donor Survey

Has the Foundation adequately shown our appreciation for your gift and how meaningful it is to us and the community?

- Yes
 No

If no, we apologize! What can we do to make you feel more appreciated?

How would you rate your donation experience?

1
Worst

2

3

4

5
Best

What is your preferred method of supporting the Foundation? (Check all that apply)

- Yearly Donation
 Monthly Donation
 Community wide, publicly hosted events (ie. Wine Tasting, Win a Wine Cellar nights)
 Employer/Organizationally based canvassing
 Public Media canvassing (ie. newspaper, radio, social media, etc)
 Other

If other, please explain:

How likely are you to tell your friends and acquaintances about us?

1
Not likely

2

3

4

5
Very likely

How would you prefer to receive the annual newsletter and occasional updates from the Foundation? (Check all that apply)

- Mail
 Email
 Prefer not to be contacted

Do you have any questions/concerns or additional comments about our organization?

Please mail to: Brokenhead River Community Foundation Box 2225, Beausejour, MB R0E 0C0
Or scan and email to: brcf@brcfoundation.ca

Stay on top of your charity's books and records



Proper books and records make it easier for you to complete your charity's annual information return and demonstrate to the Canada Revenue Agency (CRA) that your charity is using its resources for charitable purposes.

Examples of records



Organizational

- Governing document
- By-laws
- Meeting minutes



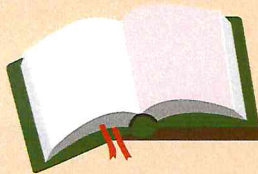
Financial

- Financial statements
- Copies of donation receipts
- Payroll records



Source documents

- Emails
- Written agreements
- Contracts and invoices



Storage tips

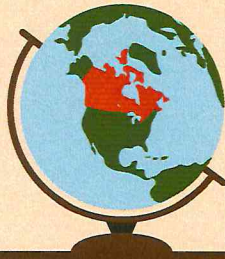


Use a readable format for electronic records such as PDF, Excel, or Word.

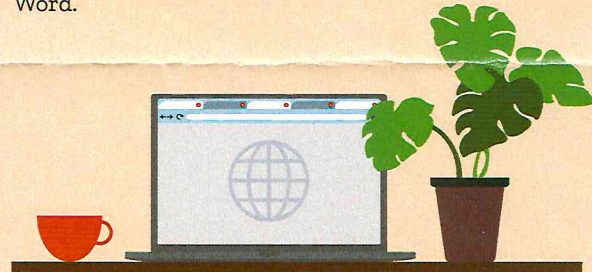
Any electronic records must be easily accessible from Canada.

Store at a Canadian address on file with the CRA.

Keep backup copies in a separate place, preferably off-site.



Note: Even if you hire a professional to keep your books and records, your charity is responsible for their completeness, accuracy and accessibility.



Retention of documents

Period

2 years

Types of documents

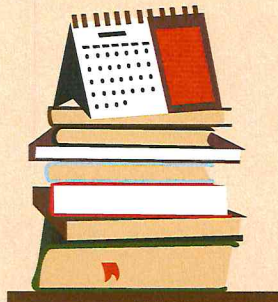
- Copies of donation receipts

6 years or 2 years after revocation

- Transaction reports
- Source documents
- Copies of T3010s
- Financial statements
- Summary of year-to-year transactions

Life of the charity and 2 years after revocation

- Governing documents
- By-laws
- Meeting minutes
- Records for 10 year gifts



To learn more about books and records, go to canada.ca/charities-giving



Canada Revenue Agency

Agence du revenu du Canada

Canada



Keeping adequate books and records

A registered charity must keep adequate books and records for the prescribed time period, at an address in Canada that is on file with the Canada Revenue Agency (CRA (Canada Revenue Agency)). The following checklist gives an overview of the general requirements.

Checklist

Are the books and records of the charity kept as follows:

- Copies of official donation receipts** (other than for 10-year gifts) kept for a minimum of two years from the end of the calendar year in which the donations were made.
- All records concerning 10-year gifts** kept for as long as the charity is registered and for a minimum of two years after the date the registration of the charity is revoked.
- Minutes of meetings of the directors/trustees/executives** kept for as long as the charity is registered and for a minimum of two years after the date the registration of the charity is revoked or, in the case of a corporation, for two years after the day the corporation is dissolved.