

MEETING SUMMARY

*Date: December 7, 2016
9:00AM PST*

Held via Skype.

Notes prepared by Laura Morrison.

*Attendees: Arnica Rowan, Menbere Muluneh, Flora Meier, Tawnya Pattie,
Nicole Bellefleur, Laura Morrison*

Regrets: Dacia Douhaibi

Meeting Minutes include formal meeting decisions, informal meeting discussion and tasks assigned to directors.

MEETING DECISIONS

MOTION	1ST	2ND	PASSED
<i>To accept the Meeting Minutes from November 2, 2016 as presented.</i>	Arnica	Flora	Yes
<i>To hold AGM on Facebook between December and January</i>	Flora	Arnica	Yes

TASKS/TO DO

TASK	DATE	LEADER	HELPER
<i>To prepare own sample profiles for board members.</i>	Mid Dec 2016	Arnica Flora	
<i>To complete 100 word profile (with travel picture).</i>	End of Dec 2016	All board members	
<i>To complete 400 word article (topics below)</i>	End of Jan 2017	All board members	Dacia
<i>To find pictures of Menbere in Ethiopia</i>	Jan 2017	Arnica	

<i>To print out donor cards in newsletter</i>	Jan 2017	Arnica	
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MEETING NOTES

Meeting called at 9:12am (PST)

Meeting Minutes from November 2, 2016 - Accepted

Finances

Lead by Tawnya

Financial statements 90% complete. Statement will be presented at January meeting for review by board.

VCS was on a lose trajectory, but with recent donations budget is looking more positive; however, VCS is still down from last year.

VCS currently has 47 regular monthly donors.

Upcoming AGM

Lead by Arnica

The AGM will be held between Christmas and New Years through Facebook and will present financial statements and program updates to members.

Recent Donations

Lead by Arnica

VCS received an anonymous donation of \$6,000. These funds could potentially be used to support the teen girl program. Further discussion required.

Marketing Plan

Lead by Flora

Discussed goals, environmental assessment, who we are, our donors, target market, key messages, approach, tactics, future opportunities, and board commitment.

Reporting of Love and Hope Family Centre

Lead by Arnica

Love & Hope sponsors (monthly donors) will be sent two updates per year. One update will be of their sponsor child and another update will include a picture of the family. Both updates will include a set of basic questions and answers for the donors to receive some personal information about the child and family.

Arnica's mother has volunteered to prepare and send updates to donors.

Board Profiles

Lead by Arnica

Each board member will prepare a 100 word bio profile by the end of December. A travel picture should be included along with the profile. Arnica and Tawnya will prepare their profiles and send to other board members as samples.

Newsletter Topics

Lead by Arnica

Each board member is responsible to writing a 400 word article for the VCS newsletter. Articles are due by end of January and will be used throughout 2017.

Dacia is available to assist board members in helping to writing or edit their articles.

Topics are as follows:

- Nicole – Mountains of bottles, fundraising for VCS. Include landscape photo
- Dacia – Best practices in international development
- Flora – Why we don't use pictures of starving children
- Menbere - Privileges theme – safety, family, employment, birthplace, etc.
- Laura – Being donor, what you get out of it
- Tawnya – How do we build confidence and accountability into the projects VCS decide to work with
- Arnica – Where is VCS doing (where have we come from)

Other

Board discussed state of affairs on Ethiopia.

Meeting adjourned at 10:05am (PST)