

ANNUAL REPORT

YUKON FOUNDATION

**Annual General Meeting
December 15, 2022**

AGENDA

ANNUAL GENERAL MEETING

Thursday, December 15, 2022, at 5pm

Northlight Innovation, Whitehorse, & ZOOM

1. Call to Order
2. Adoption of Agenda
3. Adoption of 2021 AGM Minutes
4. Reports
 - a. Chair - Michael Pealow
 - b. Treasurer - Kim Tanner
 - Adoption of the 2021-2022 Financial Statements
 - c. Governance Committees
 - i. Investment Management - Dianne Bruce
 - ii. Policy - Karen Hougen-Bell
 - iii. Investment and Fund Management Policy - Michael Pealow
 - iv. Fund Agreements – Jennifer Hall
 - d. Operations Committees
 - i. Awards - June Hampton
 - Adoption of the 2022 Awards Committee Minutes
 - ii. Applications / Evaluations / Awards 2023 - Tanis Giczi
 - iii. Communications - Keith Halliday
 - e. Executive Director - Jennifer Hall
5. Board Membership
 - a. Board members who are not renewing or who are changing their board positions
 - b. Appointment of new board members and/or new board positions
6. Appointment of the Executive Committee
7. Appointments of Professional Services
8. Speaker
 - Aaron McRann, Executive Director, South Okanagan Community Foundation
9. Adjourn

AGENDA #3 - ADOPTION OF YUKON FOUNDATION 2021 AGM MINUTES

YUKON FOUNDATION ANNUAL GENERAL MEETING MINUTES

December 15, 2021

Fiscal Year: October 1, 2020 to September 30, 2021

Attendees

DIRECTORS - in person: Michael Pealow, Karen Hougen-Bell, Kim Tanner, Davida Wood, Keith Halliday, June Hampton - **ZOOM:** Gordon Ryder, Helen Bowie, Keith Halliday, Fred Smith, Kevin Gillespie, Tanis Giczi, Patricia Cuning, Tara Christie, John Firth

GUESTS - in person: Kevin McCort, Stacy Lewis, Peter Woodruff - **ZOOM:** Dianne Bruce, Michael Gates, Alex Jegier

EXECUTIVE DIRECTOR - in person: Jennifer Hall

Minutes

1. Call to Order

The meeting was called to order at 5.06pm. The chair, Michael Pealow, welcomed everyone online and in person to the meeting. Each person in attendance at the beginning of the meeting introduced themselves in a roundtable format.

2. Adoption of Agenda

MOVED: by Fred, seconded by June.

MOTION: That the agenda be adopted with one amendment - that Michael Pealow be added to agenda item 5b. Carried

3. Adoption of 2020 AGM Minutes - Tuesday, December 15, 2020

MOVED: by Kim, seconded by Gordie.

MOTION: That the minutes of the AGM held on December 15, 2020, be adopted as presented. Carried.

4. Reports

a. Chair - Michael Pealow

Michael thanked the committees and board for the tremendous amount of work completed this year.

MOVED: by Karen, seconded by Davida.

MOTION: To accept the report of the chair, as presented. Carried.

b. Treasurer - Kim Tanner

MOVED: by Kim, seconded by Fred.

MOTION: To accept the October 2020 - September 30, 2021 Financial Statements, as presented by auditors Crowe Mackay. Carried

c. Investment Committee - Dianne Bruce,

Dianne reported on the current investment climate and noted an 14.55% year to date return.

MOVED: by Karen, seconded by Kim.

MOTION: To accept the report of the Investment Committee. Carried.

d. Awards Committee - Kevin Gillespie

MOVED: by Davida, seconded by Kim.

MOTION: To accept the report of the Awards Committee as presented. Carried.

e. Policy Committee - Karen Hougen-Bell

Karen noted the priority of finalizing the newly drafted gift agreement template and policies.

MOVED: by June, seconded by Davida.

MOTION: To accept the report of the Policy Committee as presented. Carried.

f. Investment and Fund Management Policy Committee - Michael Pealow

Michael noted that the work so far has been completed by the executive committee and will be shared with the board soon.

MOVED: by Karen, seconded by Kim.

MOTION: To accept the report of the Investment and Fund Management Committee. Carried.

g. Communication and Branding Committees - Keith Halliday

Keith noted project work related to the brand refresh, biographies of fund holders, and a spring event.

MOVED: by Gordie, seconded by Helen.

MOTION: To accept the report of the communication committee, as presented. Carried.

h. Executive Director - Jennifer Hall

Jennifer noted the work to implement Foundant software in 2021 and plans for 2022, including a schedule of meetings that will coordinate the work of the Foundation.

MOVED: by Kim, seconded by June.

MOTION: To accept the report of the executive director as presented. Carried.

5. Board Membership

a. Positions Vacated

- Kevin Gillespie, Representative of Yukon Law Society
- James Holt, Representative of Watson Lake Region

The chair thanked Kevin and Jim for their service.

ACTION: Letter to be sent to the Yukon Law Society requesting a new appointment.

ACTION: Call for representatives from the Watson Lake region.

b. Re-appointment of Board Members

- Patricia Cunning
- Michael Pealow
- Gordon Ryder

MOVED: by June, seconded by Davida.

MOTION: THAT Patricia Cunning, Michael Pealow and Gordon Ryder serve for another 4-year term, starting December 2021. Carried.

c. Appointment of New Board Members for 4-year terms

- Tanis Giczi, Representative of Government of Yukon

This appointment was approved at the August 2021 board meeting pending the official appointment by the Government of Yukon which has now happened via a letter from Premier Sandy Silver. The chair welcomed Tanis to the Yukon Foundation board.

d. Nomination of Board Members

None

6. Appointment of the Executive

- a. Chair - Michael Pealow
- b. Vice Chair / Past Chair - Karen Hougen-Bell
- c. Treasurer - Kim Tanner
- d. Secretary - Miriam Mueller
- e. Member at Large - Davida Wood

MOVED: by Gordie, seconded by John.

MOTION: THAT the appointments to the executive committee be approved as presented. Carried.

7. Appointments of Professional Services

- a. Solicitors - Macdonald & Company Lawyers
- b. Auditors - Crowe Mackay LLP
- c. Bankers - CIBC
- d. Investment Advisors - RBC Dominion Securities

MOVED: by Fred, seconded by Helen.

MOTION: THAT the solicitors, bankers, auditors and investment advisors as listed above be approved for the provision of professional services to the Yukon Foundation. Carried.

8. Speaker

- Kevin McCort, CEO, Vancouver Foundation
- See the AGM Material notes for biographical information about Kevin.

9. Adjourn

MEETING ADJOURNED at 6.41pm.

ACTIONS

ACTION: Letter to be sent to the Yukon Law Society requesting a new appointment.

ACTION: Call for representatives from the Watson Lake region.

AGENDA ITEM #4 - REPORTS

4.a. REPORT - YUKON FOUNDATION CHAIR

Several years ago, with our 2019-2022 Strategic Plan, the Board decided to work towards doubling the Yukon Foundation's endowment. This was a tremendous shift from how things had previously been done. A massive amount of work has been needed to lay a proper foundation for that growth; certainly more – but necessary – work has been required than I expected.

The modernization process we have embarked upon has included:

- Changing the ways that we govern the Yukon Foundation;
- The implementation of new software for improved engagement, outreach, and reporting;
- The exploration and drafting of a wide variety of policies; and
- Committee work to clarify operational processes.

Considerable work was completed this fiscal with the combined efforts of the board, committees, and staff. As always, I would like to thank our skillful Executive Director, Jennifer Hall, for her hard work, stewardship, and commitment to the Foundation. Thank you, also, to our Board, for being actively involved in the Foundation and for making so many good things happen.

We are now in a very different place than we were in 2019.

Not only has the Foundation changed, there have been significant changes in the Community Foundation and federal regulatory landscape. We need to understand these changes and carefully consider how we, as a Foundation will respond. Considerations include:

- CRA's disbursement quota increasing from 3.5% of earnings to 5%;
- The state of the financial markets, inflation, rates of return, and our conservative investment policy's role in meeting our administrative needs while also achieving the new disbursement quota;
- The new ability to issue grants to non-qualified donees;
- The sustainability of essential volunteer contributions to the operations of the Foundation;
- Continuing to find efficiencies in our administrative and financial processes; and
- The board's policies regarding fund agreements and the establishment and awarding of grants and scholarships, with the decisions we make this coming year affecting the Yukon Foundation for decades to come.

There are big questions we need to explore and big decisions that we need to make. As such, 2023 will bring with it a new Strategic Plan.

I look forward to working with all of you this coming year as we work toward realizing the potential of the Yukon Foundation, as we help Yukoners to achieve theirs.

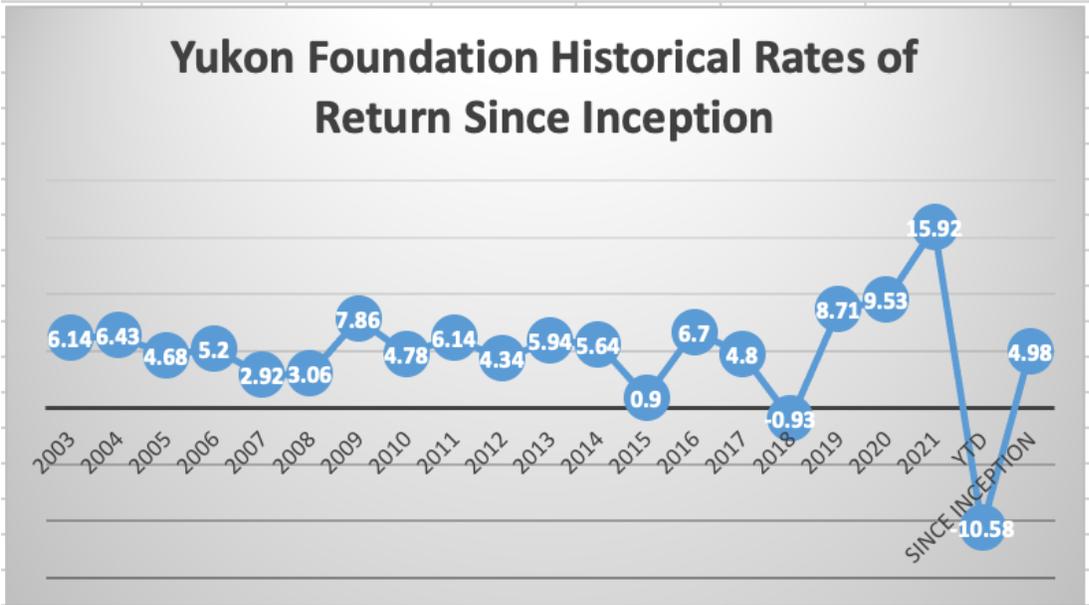
Michael Pealow
Chair

4.b. REPORT - TREASURER

See attached financial statements for the fiscal period from October 1, 2021, to September 30, 2022, prepared by Crowe Mackay.

4.c. REPORT – GOVERNANCE COMMITTEES

i. Investment Management - Dianne Bruce



Source: RBC Securities, December 2022

ii. Policy Committee - Karen Hougen-Bell

At the February 2022 board meeting, the board approved and reviewed new Fund Agreement templates, as well as the corresponding Gift Acceptance policy. These documents are to be used when a donor is establishing a long-term fund or short-term fund.

- At the September 2022 board meeting, the *Disbursement of Funds* section of the long-term template was edited and amended to reinforce that the Foundation has the final determination of disbursements
- Further amendments are pending. If the proposal (see: Schedule A of Policy #3 - Gift Acceptance) goes forward, the required threshold for establishing a segregated fund will increase from \$5,000 to \$25,000
- Further amendments, that will continue to improve the templates, will be considered in 2023

BACKGROUND NOTE: The new templates and policy were reviewed at the October 2021 board meeting, with the help of a lawyer from Miller Thompson law firm. They replace templates that had been in use for several decades.

iii. Fund / Investment / Financial Management Policy - Michael Pealow

The executive committee met several times this year to review the Investment and Financial Management discussion document. It was presented and discussed that the September board meeting. Three board members have reviewed the document, which needs to be migrated into a policy document. This reference /policy document will set the course of the Yukon Foundation for the next few decades.

iv. Fund Agreement Committee – Jennifer Hall

Following the recommendations that were compiled at the 2022 Award’s Committee meeting, a Fund Agreement committee was formed. Through October and November, the committee reviewed the relevant fund agreements to understand the issues that need to be resolved prior to the 2023 Award Season.

At the February board meeting, the committee will be presenting policies relating to the following topics:

- Funds with low annual income
- Funds with more than one field of study
- Funds with very specific (out-of-date) terms/conditions
- Funds with very broad terms/condition
- Funds with no terms and conditions

The committee is also reviewing the Yukon Foundation Act in detail:

- to understand the authority of the Foundation board
- to understand if there are constraints to amendments
- to recommend further amendments to the Fund Agreement templates

Later in 2023, the committee will be developing, or contributing to, policies and procedures for:

- Unsegregated funds
- Travel bursaries
- Requested amendments

4.d. REPORT - OPERATIONS COMMITTEES

i. Awards 2022 Committee - June Hampton

1. Comparative Summary of the Award Season Results

Awards Summary	2021	2022
Project Grants	17	14
# of Organizations	11	9
\$ Grants Total	\$64,404	\$51,889
# of Scholarships	272	326
# of Successful Awardees	166	222
\$ Min Award	\$500	\$500
\$ Avg Award Amount	\$1,172	\$1,240
\$ Highest Award Amount	\$4,342	\$5,400
\$ Total Scholarships	\$188,758.65	\$275,543.61

2. Summary Report of the 2022 Award Season – Reviewed at the September Board Meeting

SUMMARY STATISTICS - Yukon Foundation 2022 Award Season	
SCHOLARSHIPS	
# of Successful Scholarship Applicants	222
# of Unsuccessful Scholarship Applicants	54
# of Applicants that started but did not complete	47
# of Scholarship Applicants - TOTAL	323
# of Submitted Scholarship Applications	> 3000
# of Approved Scholarship Applications	326
# of Scholarships for \$500	103
# of Scholarships for \$5,000 or higher	4
Average \$ for each Successful Applicant	\$1,240
Minimum \$ Scholarship Amount	\$500
Highest \$ Scholarship to a Recipient	\$5,400
TOTAL amount awarded in Scholarships	\$275,543.61
GRANTS	
# of Successful Grant Applicants	9
# of Unsuccessful Grant Applicants	2
# of Grant Applications - TOTAL	11
# of Submitted Grant Applications	37
# of Unsuccessful Grant Applications	23
# of Approved Grant Applications	14
# of Designated Recipient Grants	2
TOTAL amount awarded in Grants	\$51,888.76
Admin Funds, Yukon U, ASC	\$22,404.10
TOTAL 2022 DISTRIBUTIONS	\$349,836.47

3. Adoption of the 2022 Awards Committee Minutes – Reviewed at the September Board Meeting

MINUTES

Awards Committee Meeting - July 5, 2022 - Northlight Innovation, Whitehorse

Chair: June

Attendees: June, Miriam, Bruce Williams (guest), Tanis, Karen, Kim with Davida and Michael on Zoom

Staff: Jennifer

1. **Approval of Agenda**
2. **Review of 2022 processes and policies undertaken**

REPORT:

- Applicants used the Foundation's online SLM software to apply and evaluators used the same software but with a separate login process to score the applications
- Applications were received from April 15th to June 15th
- There were 3034 applications received from 272 applicants, all were evaluated except duplicates which occurred when applicants submitted more than one eligibility checklist
- The project applications were submitted through Formsite.
- Evaluations were completed from June 16th to July 1st
- Evaluators were emailed a summary table of information about the fund, the available funds for distribution and the number of applicants.
- Donor Advised Funds were evaluated by Fund Advisors who received information by email if they had not accessed information about their Fund via the Fund Advisor Portal.
- Evaluators sent a summary email with recommendations to Jennifer.
- Jennifer set-up the initial structure with the current list of applicants' names, populated the spreadsheet with initial recommendations in the Notes section.
- Kim continued populating the spreadsheet (Columns) with allocations from the Legacy Fund, for which most applicants applied.
- Evaluators were asked to send in alternates. Alternates were sent to recommended Legacy.
- Draft of the spreadsheet reviewed at the Awards Committee, reviewing for excessive award amounts, and reviewing all applicants who are not receiving awards, and any awards that have a complication

DISCUSSION:

- Committee discussed the schedule of the Award Season; suggested the closing date be moved to May 31.
- High school transcripts can be accessed through counsellors
- Some funds ask for transcripts and some do not want to emphasize transcripts.

ACTION1: Edit wording in application about transcripts – “send your most recent...”

ACTION2: Rural schools are out by early June so promotional information should be circulated earlier, April, or right after Spring Break.

ACTION3: The dates for the 2023 Awards Committee could be April 15 to May 31 to give time for evaluations to take place in early June.

3. **Review of volunteers and board evaluators**

REPORT:

- There were 11 volunteer evaluators (5 were new), 13 board evaluators (3 with own funds), 34 donor evaluators/committees
- 5 new evaluators were recruited, after past evaluators were unavailable.
- Feedback from evaluators – for discussion with the relevant working committee and the Board
 1. The two-week timeline in late June seemed to be problematic for people's holiday schedules. See above action.
 2. We also need more time to prepare for the Awards Committee meeting if we are to develop a spreadsheet ahead of time. Need to schedule the date & time of the Awards Committee meeting at the February board meeting, with details to board members of their availability to serve as evaluators.
 3. Insert a question for each fund that allows for a unique qualifying score, especially important when evaluators are scoring applicants multiple times
 4. Post a list on the Documents section with the amounts available to award for each fund
 5. Develop more screening filters for the funds that received more than 30 applications (financial need, additional statements, references) – Phelps, A Bruce, J. Bunker, A Fisher, Veinott, T Guttman, G Bruce, H Couch, M O Lunde, F Anthony, General, Northern Canada Fund, Legacy, D Dungey, Wh Prof Womens,
 6. Discuss ways to manage the funds that have multiple fields of study, with low principal – e.g. Couch, Phillips, Cameron, Iles, Phelps. And with high principal – e.g. Bunker, Rowan and Leduc. Especially with there are trades and humanities students being assessed in the written format.

7. Review all 2022 numbers of applications per funds, and look for ways of increasing the eligibility filters
8. Merge similar, small awards – e.g. the Professional Women’s and the Debra Dungey Awards
9. Link the Marilyn King award to the financial need qualifying question. Check other awards for links from financial need qualifying question to the evaluation SLM List.
10. Review or clarify the definition of Education (as a field of study), clarify requirements for Teacher Training, clarify the requirement of Art School (e.g. Hildebrant), the definition of social sciences and links to other fields of study, and where to locate social work and counselling courses
11. Check viewing options for transcripts – evaluator should be able to view without downloading.
12. Accepting applications for students who are attending schools that do not have a charity number or accept donations, therefore not qualified donees. These students will need cheques mailed to them or to their schools.
13. Limit the number of fields of study a student can select
14. Limit the field of study to the immediate course work, not aspirational or future degrees.
15. Develop a way to clarify to those completing post-graduate work that they are not a 1st, 2nd ... year student. This is confusing because medicine is an undergraduate degree. As well, graduate work does relate to years of progress.
16. Promotion of the awards in the communities, with information available in April or earlier.
17. Develop a separate application for Trades students or increase the information about acceptance letters for trades students.
18. Improve the question “why are you applying to the Yukon Foundation” and make it specific to “financial need”
19. Additional “physical disability” question to the Fontaine and Desrosiers Funds.
20. Create sections of eligibility questions.
21. Send out a feed-back form to all evaluators and then also schedule online training in March/April.
22. Deal with duplicate submissions with eligibility check-lists.
23. Better understanding of alphabetizing or way to setting the default view of the evaluator
24. Clearer section about the applicants’ program, degree.
25. Directions to evaluators: decisions about splitting funds, alternates will be used for the Legacy fund if they have stated a commitment to the Yukon
26. The Legacy Fund should probably have one dedicated evaluator who works on the final distribution of awards.

ACTION4: Table the discussion of the above items to the Applications Committee meetings in the fall.

ACTIONS: The current SLM system can provide us with stats.

4. Review of draft award allocations

REPORT

- 114 funds distributed money, with multiple awards from several funds
- 0 applications for Whyard, CPR, Duncan, and Copper awards this year. And the Sophie Partridge Fund did not receive a suitable applicant and is carrying forward the funds
- Varsity did not renew for this year, and at the time of the Awards meeting the Foundation has not heard from the Campion and YOOP Fund advisors.

DISCUSSION:

- See the spread sheet document: “DRAFT 2022 Awards Committee Spreadsheet”
- Committee reviewed the spreadsheet and made adjustments as needed

5. Approvals for allocations

MOTION1: To approve the allocations as presented in the “DRAFT 2022 Award Committee Spreadsheet” dated July 5 at 8.06pm. Kim/Karen. Carried.

6. Approval of process if there are additional amendments

DISCUSSION:

- Jennifer informs Kim about the awardee’s change of plans
- J and K discuss the changes with the relevant evaluator or donor and consult the files
- Decision is formalized with an update to the Committee for a decision with an email

7. Review of payment processes

Defer to the Executive Committee and the notes discussed at the June executive meeting.

8. Review of notification of board

The board will be informed by email that the allocations have been made. A full report will be made at the September board meeting.

9. Adjourn

ii. Applications / Awards 2023 Committees - Tanis Giczi

Applications Committee 2023

Based on feedback from evaluators using the new Foundant application program, work on suggested changes and improvements has begun. Tanis and Jennifer have met with Mike from Foundant to discuss some of those changes.

Based on evaluator feedback the following changes will be made on the application form:

- # of fields of study will be limited to max of 3
- Under “Learning Institution,”
 - clearly indicate your program of study (degree/diploma name, department name, etc). This will be moved close to the top of the form
 - this will be a separate question from Institution name
 - text box will be added for dates of program
- add a score for reference letters (where applicable)
- Whitehorse will be added to the list of communities
- Add birthday as date field – helps to clarify mature student, youth, etc

Discussions in progress:

- We will be adding a fifth question. With only four questions, too many applicants were coming out with the same score. The committee have been discussing this addition
- The application committee is discussing rewording the third question – why are you applying to YF? – so that applicant’s answers are more specific to *why Yukon Foundation*, and not just ‘school is expensive’
- What to do about funds that have so many different program options? (and little money); The committee has asked that the Fund Agreement investigate allowable options
- The committee is working on changing the scoring rubric to a five-point scale (from a four point) to allow for more room for grading at the top end, as requested by evaluators

Awards Season 2023

- The committee needs to go through all applications before sending to evaluators to ensure that the application belongs in a particular fund. Applications have been made for funds for which they do not qualify. Limiting the number of ‘fields of study’ to a maximum of three will hopefully help alleviate most of these.
- A formalized list of instructions will be sent out to all evaluators; committee is working on these instructions and will try to host a brief virtual meeting for evaluators before evaluations begin

Things that EVALUATORS NEED TO KNOW

- The amount of money in the fund for disbursement
- Before scoring any application, evaluators need to review the description of the fund; what is it specifically for?

- They are to provide their top choices, in order, not just #1; this helps the awards committee with legacy fund awards, and covers those who had a very strong application, but just fell short of being awarded for a specific fund
- They can recommend the monies be split among 2+ recipients, and recommend the amounts per person
- What to do if not a match? Send an email to ED to remove
- Consider all answers when scoring. Sometimes there is information under question that doesn't relate to the rubric for that particular question, but is found in another question. If an applicant puts information in any of the questions, it can be used anywhere in the assessment
- How to communicate your decision; email to ED with a ranking; if scoring more than one fund, please send one email with all decisions
- What to do when an applicant already has a score? You do not need to re-score the application

iii. **Communications Committee - Keith Halliday**

The Communications Committee report covers a summary of 2022 output and plans for 2023 in four areas:

1. Fund agreement and public communications.

Working with Jennifer and the fund agreement standardization working group to address anomalies and policy questions in support of the efforts for the new fund agreement to make sure we are consistent and clear in our communications with the public and potential donors.

2. Supporting donors celebrating their funds.

Working with Jennifer when specific funds had specific events where they wanted to showcase their funds; e.g., Yukon Foundation at Geoscience.

3. Brand refresh.

As agreed at the October 2021 board meeting, we formed a sub-committee composed of June, Kevin, Fred, Tanis, Miriam, Michael, Keith, and Stacy, with Keith as the chair, to refresh the Yukon Foundation brand consistent with the Yukon Foundation 'elevator speech'. The sub-committee prepared a recommendation for the Board which was approved in April. The new brand/logo has been in use since then, including for the application season, and has been receiving positive feedback.

4. Promo package.

Early work has begun on promotion packages based on the updated fund agreement and refreshed brand for donors, influencers (such as accountants or school counselors) and the general public. This will potentially be supported by one or more donor events in 2023.

4.e. REPORT FROM THE EXECUTIVE DIRECTOR

Click here to read all of the [executive director reports](#) from 2022. Here are some highlights!

Fund Development

Following the approval of a new fund agreement template in February 2022, the Foundation signed 12 contracts with new donors. Three awarded scholarships in 2022 and the rest will be awarding scholarship and grants in the 2023 Award Season. Click here for more details about the [Foundation's fund development](#).

Funds that were finalized in 2022		Funds under development		Patrons
Fund signed and finalized	Initial Donation	Funds under development	Initial Donation	
Name	\$	Name	\$	Dianne Bruce Karen Hougen-Bell Gordon Ryder JoAnn Waugh Ruth Wilkinson
Sgt. James Giczi MSM Award	\$5,000.00	Mary Easterson Fund [interim name]	\$1,100.00	
Dawson City Womens Cont Ed	\$27,500.00	Rick Steele Scholarship	\$0.00	
Sophie Partridge Scholarship	\$5,000.00	Steven Marshal Mervyn Fund	\$0.00	
YFNCC Scholarship	\$5,000.00	Boreale Foundation	\$0.00	
Michael J Woods Fund	\$20,000.00	Philip R. W. Daniels Memorial	\$0.00	
Yukon Recycling Research Fund	\$35,000.00	Yukon Mining Legacy Foundation	\$0.00	
Okanagan Yukoners Scholarship Fund	\$4,500.00	Peter Jenkins	\$25,000.00	
Dale Corman/Western Copper & Gold	\$300,000.00			
Jim McFaul/Banyan Gold	\$50,000.00			
Amanda Taylor Scholarship Fund	\$20,000.00			
Hampton Scholarship Fund	\$26,000.00			
Mental Wellness Fund	\$25,000.00			

Donor Relations

Throughout 2022, we have been working hard to set up Community Suite, the Foundation's contact management and fund management software. As well as producing all financial reports, Community Suite coordinates the information relating to the people, donations, and investment data of the Foundation's nearly 200 funds.

- **Fund Advisor Portals** allow original donors to see the status of their fund – the principal, the annual spendable, any additional donations, as well as a list of the awardees
- **Donations and tax receipts** are tracked and recorded and can be sent out by email or mail
- **Scholarship data** was migrated into Community Suite and then integrated into the reporting system
- **Profiles for all donors** are now captured in the system and this contact information and donation will provide a platform for future communications and campaigns

Awards Season

Building on the 2021 version of the Scholarship Lifecycle Manager (SLM), we developed a 2022 version which:

- Introduced an **eligibility quiz** that matched applicants with relevant scholarships and then directed them to the applications for each award
- Was determined by the **terms & conditions** listed in the original fund agreements, which Tanis Giczi and I summarized into a spreadsheet that tracks the terms for each Fund
- Developed a **scoring system** that was used by evaluators to assess applications and make recommendations for the award

The Foundation's Award Season is not possible without the **incredibly generous** dedication of hours, and for a few people days, spent evaluating the 3,000 applications that the Yukon Foundation received in 2022.

Planning for 2023

Looking forward into the next calendar year, I have drafted some planning notes. These notes are categorized into the key strategic goals that are listed in the 2019-2022 Strategic Plan.

Although, my work must primarily focus on the operational management of the granting cycle and donor relations, I have also given some thought to strategic planning and goal setting.

The Foundation board is due to update the strategic plan. I offer these thoughts to help structure and integrate the overall direction of the organization, both strategic and operational, in the year ahead.

Good Governance

- **New strategic plan**
- **Quarterly board meetings – February, May, September, November**
- **Finalize the financial management and investment policies**
- **Ongoing work with committees to approve governance policies**
- **Board development and training**

Modern and Efficient

- **Third version of the SLM scholarship application and evaluation systems**
- **Complete the switch from Sage & Excel spreadsheets to Community Suite**
- **Continue work on policies and procedures for fund agreement management**
- **New online payment approval process in place**
- **Implementation of a sustainable Award Season payment system**
- **Donation Portal with Stripe's online payment system**
- **Ongoing training with Community Foundations of Canada's network**

Increase Awareness

- **Donor Package** – referencing approved management policies
- **Outreach to secondary schools**
- **Increased use of social media**
- **Promotional materials** in template form
- **Engagement with CFC's national funding programs**
- **Patron Donations** will be promoted on the new Donation Portal

Double the Endowment

- **New Donors** – New Donor Campaign
- **Original Donors** - Fund Advisor Portal Campaign
- **Partial Donors** - Unsegregated Funds Campaign

AGENDA ITEM #5 - BOARD MEMBERSHIP

Board members who are not renewing or who are changing their board positions

- Amy Chandler (rep. *Law Society of Yukon*)
- Lorraine Joe (board member)
- Michael Pealow (rep. *Whitehorse Chamber of Commerce*)
- Sharon Peters (rep. *Council of First Nations*)
- Fred Smith (rep. *Yukon Order of Pioneers*)
- Rick Staley (rep. *Northern Alaska Highway*)
- Davida Wood (executive committee member)
- Chamber of Mines position has expired, we are awaiting (re-)appointment

Appointment of new board members and/or new board positions

- Cindy Freedman (*Law Society of Yukon*)
- Blair Hogan (*Council of Yukon First Nations* - appt by Yukon Foundation)
- Trevor Mead-Robins (rep. *Whitehorse Chamber of Commerce*)
- Janet Moodie (board member)
- Michael Pealow (rep. *Northern Alaska Highway*)
- David Schlosser (rep. *Yukon Order of Pioneers*)
- Davida Wood (board member)
- Lori Young (board member)

If agenda item 5b is approved, the table below summarizes the current slate of Yukon Foundation board members.

#	First Name	Last Name	Position	Appointment or Region	Term Start	Term End
1	Helen	Bowie	Member	Dawson Area	Dec 2019	Dec 2023
2	Tara	Christie	Member		Sept 2021	Dec 2025
3	Patricia	Cunning	Member		Dec 2021	Dec 2025
4	Cindy	Freedman	Member	Law Society of Yukon	Dec 2022	Dec 2026
5	Tanis	Giczi	Member	Government of Yukon	Dec 2021	Dec 2025
6	Keith	Halliday	Member		Dec 2019	Dec 2023
7	June	Hampton	Member	Central Yukon	Sept 2021	Dec 2025
8	Blair	Hogan	Member	Council for Yukon First Nations	Dec 2022	Dec 2026
9	Karen	Hougen-Bell	Vice-chair/Past-chair		Dec 2019	Dec 2023
10	Trevor	Mead-Robins	Member	Whitehorse Chamber of Commerce	Dec 2022	Dec 2026
11	Janet	Moodie	Member of Executive		Dec 2022	Dec 2026
12	Miriam	Mueller	Secretary		Sept 2021	Dec 2025
13	Michael	Pealow	Chair	North Alaska Highway	Dec 2022	Dec 2026
14	Gordon	Ryder	Member		Dec 2021	Dec 2025
15	David	Schlosser	Member	Yukon Order of Pioneers	Dec 2022	Dec 2026
17	Kim	Tanner	Treasurer		Dec 2019	Dec 2023
16	Ruth	Wilkinson	Member	Watson Lake	Feb 2022	Dec 2025
18	Davida	Wood	Member		Sept 2021	Dec 2025
19	Lori	Young	Member		Dec 2022	Dec 2026
20	<i>Pending confirmation</i>		Member	Yukon Chamber of Mines		
Hon.	<i>Rolf</i>	<i>Hougen</i>	<i>Honorary Life Member</i>			

AGENDA ITEM #6 - APPOINTMENT OF EXECUTIVE COMMITTEE

Chair - Michael Pealow

Vice Chair/Past Chair - Karen Hougen-Bell

Treasurer - Kim Tanner

Secretary - Miriam Mueller

Member-at-Large - Janet Moodie

AGENDA ITEM #7 – APPOINTMENT OF PROFESSIONAL SERVICES

Auditors - Crowe Mackay LLP

Investment Managers - RBC Dominion Securities

AGENDA ITEM #8 - GUEST SPEAKER

Aaron McRann

Executive Director

Community Foundation of South Okanagan Similkameen

Aaron McRann has been the Executive Director of the Community Foundation of the South Okanagan Similkameen since November 2009. With a Bachelor of Commerce degree and 10 years of business management experience, Aaron was hired as the first full time employee of the Foundation and has overseen a 4X growth in the Foundation. Total granting in the history of the Foundation has now surpassed \$7.5 million and the Foundation's community impact work also includes two real estate investments for the benefit of the community programs and projects.

Aaron is a leader at the national level, serving on many committees and planning groups for Community Foundations of Canada (CFC) and was nominated to the board of CFC in 2015. Aaron is also one of six Canadian Foundation leaders who participated in a trilateral community foundation initiative between Canada, Germany, and Russia. Along with the Board of Directors of the Foundation, Aaron is pleased to promote and develop innovative community building initiatives that have a lasting, positive impact on the communities of the South Okanagan Similkameen.