1. Adoption of Agenda

The following item was added to the agenda:

- Additional Application
  MOVED BY Pam and seconded by Ash
  To adopt the amended agenda.

CARRIED

2. Adoption of Minutes

MOVED BY Ash and seconded by Tania
To adopt the February 21, 2018 minutes.

CARRIED

3. Financial Statement Presentation

Robin Woods provided a detailed presentation on reading and interpreting financial statements and financial information.

Some key items were as follows:

- The financial statements are a good source of information when reviewing the applications.

- It may be beneficial to first review the organization’s budget prior to reviewing the financial statements, as the budget will give a greater sense of the entity.

- Some fiscal year ends do not tie into the application; if the financial statements provided are more than six months, the organization be requested to provide more up to date documents.
4. Overview on How to Review Application Forms

A detailed review was provided to the members with regard to the grant application forms, and the specific information contained on the forms.

5. Interview Process / Questions for Interview

Members were provided with some suggestions and guidelines for conducting effective and successful interviews, as well as some possible questions for the organizations.

Members were reminded of the confidential nature of the information shared during the interview with the organizations, as well as the committee discussions, and that this information not be shared outside of the committee.

6. Accountability Forms

This item was deferred to the next meeting.

7. Any Other Business

Members were informed that an additional grant application was received past the posted deadline. The organization provided a rationale indicating that they are going through some transition and consequently, the deadline for submissions was missed. The organization did not apply to the DNV last year, but was in the funding cycle for 2015 and 2016. It was noted that the organization serves the residents of the North Shore, and provides a much needed service.

Members were requested to indicate by a show of hands, if they wished to accept the application.

7 – Accept
2 – Opposed

The application was accepted and will be considered.

8. Next Meetings

The next meeting date is on Wednesday, April 4th, 2018.

9. Adjournment

The meeting was adjourned at 9:00 pm.

District Vision Statement

Our goal is to be recognized among the most sustainable communities in the world as demonstrated through our environmental stewardship, strong network of neighbourhoods, a vibrant economy and community-driven growth and change.