

CAGP London Roundtable

Minutes of Executive Meeting
Friday, April 23, 2010 - 8:30 am to 9:30 am
London Health Sciences Foundation
747 Baseline Rd E, London, ON

Present: Sue McLean, Rachel Bayley, Vicki Hayter, Lori Ann Horley (recorder),
Lisa Mazurek

Regrets: Deborah Barton, Joanne Beaton, Lorie Colledge, Don Gordon

Adoption of Agenda: A verbal agenda was presented and adopted.

1. CAGP All in a Day
2. Finance
3. Education
4. Nominating Committee
5. Leave a Legacy Luncheon
6. Teleconference with Tony Lee at 9:00 am (Canadian Cancer Society, Ontario Region to discuss the Free Wills Program)

Approval of Minutes: Minutes of previous Executive Meeting were adopted.
(Motion: L. Mazurek/L.A. Horley)

1. All in a Day Gift Planning

Sue McLean advised that it wasn't able to be arranged with National to reduce each attendees' fee by \$50 similar to what K-W Round Table did using their bursary funds for attendees of the CAGP All in a Day Gift Planning workshop.

Lisa Mazurek informed the group that Joanne Beaton had stated that the \$99.50 discount that Joanne had been granted from National was returned to CAGP London-Roundtable. Joanne stated that she, Vicki Hayter and Lori Ann Horley had volunteered that day.

1. Treasurer Update – Lisa Mazurek

Lisa reviewed the highlights of the financial statements.

- London CAGP Roundtable continues to maintain a relatively healthy balance (currently at \$15,087. It had been suggested to move a portion of the funds into a GIC. Lisa stated that she would look into that with RBC.
- The Windermere billing delay is still occurring. For the March session, it was thought that the bill was perhaps a bit low due to being for both break and lunch costs. Lisa followed up with Windermere but hasn't had a response. Lisa will pay the bill that Windermere has submitted.
- Lisa also advised that she would be assembling the material required for National Office for the year-end statements as had been requested.

3. Education Update – Vicki Hayter

- Vicki Hayter thanked everyone for their help in setting the June 25th educational session and AGM date. She stated that 5 of the Executive are confirmed to attend that day.
- Education days for the next year are:
 - September 10, 2010
 - November 12, 2010
 - January 14, 2011
 - March 11, 2011
 - May 6, 2011 (perhaps something at the Grand Hall; topic – Engaging Next Generation of Donors – it's also the Leave a Legacy Lunch)
 - June 10, 2011 – Annual General Meeting
- Vicki advised that speaker asks were out to the following individuals:
 - Paul Nazareth, Arch Diocese of Toronto, networking session
 - Yolanda Bronstein, Mt Sinai Hospital Foundation, Rising to the Occasion Getting the Most Out of your donor visits
 - Dianne Lister from Trent University
 - Other topics: Aging Donors, Ethical Issues
 - Building Advisor Networks (Rachel Bayley and Vicki Hayter to discuss)
 - Stewardship Defined from an Investment Perspective (e.g. Financial accountability, endowment reports)
 - Offering something for a half day session and collaborating with other local Round-tables: Chatham-Kent, Windsor, Kitchener-Waterloo, Hamilton, etc.
- Sue McLean stated that she would connect with the other Round-Table chairs at the CAGP Conference in May.
- Lori Ann Horley suggested adding a line to the Evaluation Form to ask attendees to recommend other topics for London Round-table sessions. In this way, it will be ongoing information coming to us and we won't need to scramble for topics (if we should ever have a problem with that). People may be more likely to think about what other topics they might like while participating in a session – it will be top of mind.

2. Nominating Committee

- Sue McLean stated that she had reviewed the bylaws and generally the nominating committee consisted of the Past Chair, Chair and Secretary.
- Sue will put together a memo re Call for Nominations and ask Joanne Beaton to email it out to members. Positions still to be filled: Vice Chair and member at large [\(2\)](#)
- Vicki stated that needed some time to consider serving as Vice Chair and would advise Sue.
- The procedure from previous annual general meetings included asking for nominations from the floor, presenting the slate of executive along with their name, list of duties and a blurb about the person. The membership then reviewed it and then voted on it.
- Sue suggested having a discussion over email to review the positions and process. It was also suggested to include an education assistant as there was a lot of work in that role.

- Next steps:
 - Sue to develop materials (Call for Nomination form). Nominating information to be sent out at least 4 weeks in advance of meeting and annual meeting notice 2 weeks prior to meeting.
 - Joanne to email out

3. Leave a Legacy Luncheon

- It is set for May 7 at Covent Garden – Lunch session with a speaker
- Lisa Mazurek expressed a concern about attendees. Committee shared information that most people hadn't yet registered and would be doing so shortly.
- Deadline to register is May 4
- Speaker Gift still needs to be arranged
- Take Away will be the note cards. Lisa Mazurek will order these.
- Rachel Bayley mentioned that she will promote through the Estate Planners
- Lisa Mazurek stated that the poster was done and all information was now live on the web site and information had been sent to London, Waterloo, Chatham-Kent, and Windsor.
- Lisa Mazurek will liaise with Joanne Beaton (also membership coordinator at London and Region Fundraising Executives (LRFRE)) asking if LRFRE is able to e-blast this out for CAGP.

4. Telephone Conference with Tony Lee, Canadian Cancer Society, Ontario Division

- Tony Lee provided information about the Free Wills program in Canada.
- Canadian Cancer Society is testing both the UK and Canadian groups running this program
 - Cancer Research UK (CCS's UK counterpart) has had great success with this program and it has been running a long time in the UK; 80% of cash realized from bequests are due in some way to the free wills program in UK
- Groups of charities are involved, lawyers charging a reduced rate for a basic will to those who are 55 and older and charities pay lawyers.
- Nuances of the program – why are charities banding together?
 - Due to liability and undue influence
 - If a lawyer prepares a Will for free and something goes wrong -- Third party agency recruits the lawyers that meet the criteria (eg member of the law association, proven track record). If something goes wrong the onus is on the lawyer not the charity.
 - Group of charities – lawyers cannot influence client to make a gift in their will to any of the charities listed (e.g. undue influence) or any bequest at all to any charity. Only 2 cases in the UK where this was an issue and both cases did not succeed in the court.
 - Sees the program as good for the sector

- Questions:
 - Rachel Bayley: asked if there were any major differences in the companies offering the program.
 - Tony Lee: Methodology is very similar – the Canadian agency knows the market well and the UK agency knows the program well. Canadian Cancer Society is testing both companies.
 - Rachel Bayley: What are the types of lawyers in London involved?
 - Tony Lee: medium sized firms, family type, one big firm is involved with a junior partner and a senior partner overseeing. Not using one person firms, looking at 1 to 3 in the office
 - a question was asked about timing.
 - Tony Lee -- UK company is in 5 communities simultaneously – in the fall, Canadian company in Kitchener Waterloo mid April (now). 41 appointments have been setup. Advertising: print ads in community newspapers, charities' logos, lawyers, basic will for free for those over 55.
 - Sue McLean thanked Tony for his time this morning and providing the information
 - Tony stated he was pleased to be asked – thought the whole program was good for the sector. It's something that's new to the sector and needs to have some explanations with it to inform everyone.
 - Tony advised he would be willing to share the results and outcomes of the program when it is complete in Canada.
5. **Next Executive Meeting**
- Friday, May 21 – perhaps a breakfast meeting. More details to come about location and time.

Meeting adjourned at 9:30 am.