



MINUTES

Board Strategy Session on October 2, 2012 at 6.30 pm

Andrea Verwey’s home

Present: Dee Elliott, Keith Ewart, Daron Jennings, Mary Letson, Colleen O’Neil, Andrea Verwey

Regrets: Bob Andrew, Joyce Ganong, Dave Witty

1. Quorum achieved; Daron Jennings called the meeting to order.
2. **Board membership and succession planning**
 - a Succession planning for the Chair -- We need to plan how to fill Joyce’s very large shoes when she retires as BICF Chair. Because her knowledge of the subject and of BICF itself is so deep, a transition to a new chair will inevitably take some time. Dee pointed out that the role requires a significant time commitment, and we agreed that it will be important to be clear on what this is (and whether parts of the role can be more evenly shared with other Board members) so that we can be realistic with and appealing to potential recruits.
 - b Bob Andrew – Colleen will talk to Bob Andrew about desire to continue serving on the Board.
 - c New Board members – Everyone agreed that before recruiting begins in earnest, we should be clear on the skills we need.

Skills and strengths mentioned as desirable	Possible names	Notes on next steps
Financial wizard, who understands about investments and endowment funds	Ross Allen	Mary to speak to him and/or Patti-Jo Wiese
Philanthropic experience	Natasha LaRoche	
Administration	Jenny Anstey	Mary to speak to Jenny
Grass roots fundraising		
Public relations		



Agreed actions on board membership and succession planning

	Action	Who	By when
1	Draft a set of criteria for new directors (eg. relevant skills, availability for monthly meetings and project work as needed) for use when canvassing for new directors.	Andrea	Circulate ahead of the next board meeting, now scheduled for 30 October
2	Individually, bring names of possible candidates to discuss at next meeting	Everyone	30 October Board meeting
3	Advertise available positions on the Forum, through word of mouth, with an ad in the Undercurrent similar to the one for the Library Board vacancy, and through an article or Susanne Martin editorial recapping BICF's achievements this year and the fact we are looking for new blood – see "Christmas campaign" below.	Colleen (ad text, and editorial), Dee (free Undercurrent ad, Andrea (BICS missive)	After 30 October meeting

3. Christmas campaign

Discussion about how best to approach the campaign. Preliminary ideas:

- Letter asking people to donate, which Colleen offered to refine based on previous years' letters. We threw out ideas about how to focus people's interest in giving. For example, creating a *How will you give back?* campaign, or using the Christmas appeal as a way to raise the seed money for the Community Chest (whatever that is/becomes).
- Writing an article/supporting an editorial in The Undercurrent recapping the Foundation's activities this year, and mentioning the openings for new Board members. We could perhaps find a bequest giver willing to tell their story as part of our storytelling in the community. Or, we could focus on one of the named endowments – interview Bruce Russell, Danielle Dulong for example. Colleen offered to quarterback this piece, too.

4. Community Chest Update

The Directory -- Colleen updated us on her activities since the Community Chest meeting at Bowen Court earlier this year. Colleen has a preliminary list of organizations, people, contacts, and will start to follow up with them to find out who funds what. She will send her preliminary list out to the Board in case anyone can add anything.

The Community Chest as a fund, and an idea for 2012-13 – We spent some time talking about how to give this idea some much-needed form. And then, Keith hit on a great idea: make the Community Chest the Foundation's major contribution for 2012-13. This met with much enthusiasm from the group, and we agreed to look at it further at the next meeting.



5. **New business**

Colleen O'Neil – *The Caring Circle: Directory of Health Support Services on Bowen Island*

Colleen reported that she has been working on this directory with Diane Marshall. It has been written and approved, and Colleen asked the BICF to pay to mail out a brochure to all Bowen Island residents, which will cost about \$2,000.

The Board was generally positive about the idea, particularly if the printed copies included something like “Funded by Bowen Islanders through the Community Foundation”, with a link to the Foundation’s website. Andrea suggested that the brochure should form part of, or at least be tucked inside, the Bowen Island phone book in future years.

We will discuss it further and vote to approve at the next meeting.

6. **Next meeting**

Tuesday 30 October 2012 at 6.30 pm at Joyce and Gordon’s home at 673 Cliff Road

7. **Motion** to adjourn the meeting: **Carried.**

**Proposal for Facilitation Skills Training
Bowen Island Community Foundation
October 20, 2013**

Objectives

The Bowen Island Community Foundation, is embarking on an interactive, inclusive process to effectively and respectfully engage the community. The objective of this proposal is to provide facilitation skills training support in preparation for a public community meeting to be held by the Bowen Island Community Foundation in January 2014. The specific objectives outlined by the Community Foundation are as follows:

1. To build greater awareness of the purpose of Bowen Island Foundation and the contributions that the organization can make to the community.
2. To generate effective dialogue among participants at a public meeting which will lead to a call to action for positive change on the important issues defined by the Bowen Island residents.

Approach

The Bowen Island community has a diverse range of views and interests that will be well represented in a community forum. Bowen Islanders also have a lot in common. They are committed to their community, they share a love for island living and they carry the value of 'neighbors helping neighbors'.

The board will conduct its first Public Forum to identify the strengths, challenges and opportunities that exist for Bowen Islanders to build a vibrant community. The size of the public Community Forum which will be held in January 2014 is estimated to be 80 people.

The forum will focus on making a community connection together, to gain a general sense of 'social well-being' relating to the community issues and to support leaders with a vested interest in the community to implement change.

Key questions that will be asked within breakout sessions during the meeting are as follows:

1. When you picture a healthy, vibrant community, what stands out?
2. What in our community are we doing well? What is working? What do you love about your community?
3. Where are the opportunities for improvement?



Preparation and delivery will be conducted as follows:

1. Tom will attend a planning meeting in November with the Board of Directors to confirm the Community Forum agenda and the communications required to assure maximum attendance.
2. There will be a six hour training session offered to the Bowen Island Community Foundation Board Members before the public community forum meeting. This session will focus on key facilitation skills reviewed and practiced to assure the community meeting will be as interactive and inclusive as possible. A facilitation workbook will be offered to the Bowen Island Community Foundation Board Team as a guide for practicing facilitation skills.
3. The Board of Directors has asked Tom to participate in the January public community meeting as a neutral support, as they initiate small group interaction during the meeting.

Fees

Included is the planning meeting in November, a one-day facilitation skill session in January and the Island Community Meeting in early 2014.

\$3,750 plus GST and *out of pocket expenses

* out of pocket expenses are parking, transportation (ferry) costs, printing of workbooks and audio-visual equipment rental

The payment schedule is:

50% deposit (\$1,875 plus GST) upon receipt of the signed agreement

50% (\$1,875 plus GST) due and payable upon completion.

Timelines

November 20, 2013 - Bowen Island Foundation Board of Directors Meeting

January 22, 2014 - One Day Facilitation Skills session

January 30, 2014 - Community Forum

These dates are estimated based on preliminary discussions. Confirmation of these dates will be made by the Board based on establishing the final date of the Community Forum.



I look forward to the opportunity of working you on this exciting Bowen Island Foundation project.

Tom James
Leadership Instincts

Chair, Board of Director
Vancouver Foundation - Bowen Island Chapter

