



MINUTES

Board Strategy Session on October 30, 2012 at 6.45 pm

Joyce Ganong's home

Present: Dee Elliott, Keith Ewart, Joyce Ganong, Daron Jennings (by telephone), Colleen O'Neil, Andrea Verwey

Regrets: Bob Andrew, Mary Letson, Dave Witty

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1. Quorum declared; Joyce Ganong called the meeting to order.
 2. **Motion** to approve 2 October Minutes: moved by Keith Ewart, seconded by Andrea Verwey, **carried**.
 3. **Motion** to approve payment to BCIT for the 2012 BIGA scholarships for Derek Puri and Gage Meeres: moved by Keith, seconded by Joyce, **carried**.
 4. **Motion** to approve \$7,000 flow through funding from an anonymous donor to the Volunteer Fire Department: moved by Keith, seconded by Colleen O'Neil, **carried**.
 5. **Chair's Report**

- a. Maggie Cumming Fund

The Fund has \$8,000 that has not yet been distributed due in part to the disbanding of the Greenways Committee (of which Sue Ellen Fast and Allen Whitehead were members). Joyce recommended that we not deal with the matter hastily. Instead, carry over the 2012 funds into 2013. Invite Bruce Greyell to the January 2013 meeting to talk about structuring a solution that would honour Maggie's intentions and work for everyone. She noted that if the solution involves Municipal or Crown land, we may need to flow the funds through that body.

Daron Jennings agreed to check on the status of the Parks, Trails and Greenways Advisory Committee for which BIM has advertised. [Daron reported back by email on October 31st as follows:

Further to our discussion last night, the above committee has been struck, terms of reference have been established, but have yet to have their inaugural meeting. Details, unfortunately, are not on BIM's website yet.]

Motion that the recreation component of the Maggie Cumming Legacy Fund be carried over to January 2013, with the distribution of these funds to be a major agenda item at the Foundation's January 22nd meeting: moved by Joyce Ganong, seconded by Dee Elliott, **carried**.



- b. Knick Knack Nook flow through funding

Motion to approve \$4,000 in flow through funding from the Knick Knack Nook to the University of Western Ontario (\$2,000 for Ashley Callister) and to the University of British Columbia (\$2,000 for Geoffrey Lewicki): moved by Keith, seconded by Dee Elliott, **carried**.

- c. [2013 CFC Conference](#) attendance

Andrea would like to go, which Joyce Ganong supports. Joyce recommended that the Foundation plan to send two people in June 2013, and look to the conference organizers and anonymous local donors to support it. The group agreed with this approach.

- d. Helping the Knick Knack Nook with their decision-making

The Knick Knack Nook has set aside \$2000 a year for small grants to they will make themselves to organizations. They are getting a lot of applications and feel that they don't have the expertise to make decisions. They have asked the Foundation to help them establish a process and share some expertise about decision-making. Joyce will do this (with Andrea Verwey shadowing/understudying).

6. Treasurer's Report

- a. Financials --- As at September 30th, the Foundation has: \$8,000 in an interest bearing account for Maggie Cumming; \$4,000 for the Bowen Island Arts Council; \$2,000 for the Bowen Island Golf Association; \$15,000 and \$17,000 for the Bowen Island Community Foundation; \$10,000 in a bank account (some of which belongs to BIGA, with whom we share the account); \$3,00 in Aaron Sluggett savings; \$3,200 for the Dulong Scholarship.
- b. Transferring our funds --- Earlier, Keith and Joyce were not impressed with how our funds were doing with the Vancouver Foundation. But as of September 30th, the consolidated trust fund for the Vancouver Foundation is showing a preliminary return of 10.92%. For the 3 months ending 30 Sept: 3%. For the 9 months preceding that: 6+%. Keith advised that he thinks it is time to put our term money (\$63,000 sitting with the First Credit Union) back with the Vancouver Foundation. Each organization has given us permission to put their money in term deposits, so Keith recommends that as each one matures, we transfer interest bearing funds over.

Motion to confirm that as interest bearing funds now with the First Credit Union mature, the Foundation will transfer those funds to the Vancouver Foundation's Consolidated Trust Fund (with the exception of the Maggie Cumming Fund, which will be discussed in January 2013 as per earlier motion): made by Keith Ewart, seconded by Colleen O'Neil, **carried**.



7. Board succession

Andrea still due to send everyone her thoughts on potential new criteria for new Board members. Colleen provided the November 2008 Board Recruitment Policy as a starting point.

Further discussion about the skills and strengths that are needed. Joyce approves the list recorded in the Minutes from our October 2nd discussion. All agree that some help with the Community Foundation's paperwork is critical. Also mentioned: grant-making, strategic planning and direction.

We agreed that to move this matter forward, Board succession and skills mapping will be the sole subject of the next meeting. Where do each of us (existing members) fit in and what are we missing? In the interim, Joyce will speak to Bob Andrew about his intentions.

8. Christmas campaign

Continued discussion about how to proceed with the campaign. General, or targetted mailout? If general mailout, we need to consider whether we will be offending existing donors with a generic letter. If targetted, the appeal should be supplemented with an *Undercurrent* article. Joyce wondered whether it might be best to wait to do a mailout after the 10th anniversary AGM ("Giving back to Bowen").

Decided to do a general mailout, with personalised cards enclosing the mailout going out to existing donors in advance. Dee offered to pay for half the mailout in exchange for a receipt.

To do:

- Colleen to finalize the letter and article with Andrea's help.
- Dee to talk to the post office about the cost of the mailout.

9. Community Chest

Colleen O'Neil will call each person on her preliminary list of community chest recipient organizations, and type up the complete results for us all to review ahead of the next meeting on November 27th.

Discussion about the fact that if we are going to refer to it in an appeal to the community, we need a motion of intent to create a Community Chest Fund – not an endowment fund, but a pool from which organizations can draw for emergencies.

Motion of Intent to create a Community Chest Fund: moved by Dee Elliott, seconded by Andrea Verwey, **carried**.

10. Caring Circle

Colleen O'Neil shared the good news that since the October 2nd meeting when she sought money for the printing of the Caring Circle brochures, the Rec Commission has come forward with some leftover grant money for which the project fits the criteria. The Caring Circle project now just needs money to cover half the cost of the brochure design.

Motion that the Bowen Island Community Foundation contribute in the order of \$150 to Fine Lines Media for the design of the Caring Circle Group's Health Resource Guide for Bowen Island. The brochure will acknowledge this contribution: moved by Joyce Ganong, seconded by Daron Jennings, **carried**. [Note that a subsequent electronic motion was passed amending the payment amount to \$380.80. This motion will be fully recorded in the minutes of the November 27th meeting.]

NEXT MEETINGS

- Tuesday, November 27th at Colleen O'Neil's home
- Tuesday, January 22nd at a venue to be decided