



MINUTES

Board Meeting on June 26, 2012 at 7:00 p.m.

Dee Elliott's home

Present: Dee Elliott, Keith Ewart, Daron Jennings, Mary Letson, and Andrea Verwey

Regrets: Bob Andrew, Joyce Ganong, Colleen O'Neil, Dave Witty

1. Quorum achieved; Daron Jennings called the meeting to order.
2. **Motion** to approve the Minutes of the April 24, 2012 meeting: **Carried.**
3. **Motion** to approve the Minutes of the 29 May 2011 meeting held after the AGM: **Carried.**
4. **Report on the BICF website and branding**

Mary Letson reported that she is working on the BICF website and branding/logo with Leanne Romak from Digitally Hip, who donated a new website as a \$1,500 gift in kind. Mary will continue this work over the summer – aiming for something that we can largely maintain ourselves – and will report further in September.

5. **Recording of Electronic Decisions**

April 27, 2012	That the provisions of the April 26 th Letter of Direction from Elisabeth Thompson, as attached, be accepted in their entirety and that our commitment to same be conveyed to her.
May 7, 2012	That the BICF \$5,000 grant for 2012 be awarded to the Family Place, as per the application submitted. [Note: Paid at the AGM on 29 May 2012.]
May 26, 2012	That the Maggie Cumming Legacy Scholarship for \$500 be awarded to Annie Faragher and The Aaron Sluggett Memorial Scholarship for \$500 be awarded to Bailey Jones. [Note: Keith has not paid these out. He is waiting on a prompt from Joyce.]
May 30, 2012	That the 2012 recommendations of the Danielle Dulong Memorial Scholarship be accepted as follows: \$500 to Roos Schut and \$500 to Jasper Wrinch. [Note: Paid out at West Vancouver graduation]
May 31, 2012	That the Flow Through Funds in the amount of \$5,200 be directed as follows: Project #1 - \$3,500 for the Youth Project as submitted to BICF for the Major Grant. Project #2 - \$1,650 for the Children's Centre to buy a composter, and extend their garden for growing vegetables as described in an email on file.



6. **Chair's Report of 25 June 2012 (see Appendix 1), including two Motions on the Knick Knack Nook.**

Motion 1 *THAT the Knick Knack Nook Fund for Environmental Sustainability be established with the \$3,000 donated in 2012 by Knick Knack Nook and that this be an Open Fund to which anyone can contribute. Carried.*

Agreed next step: Determine the mechanism for setting up the KKN Fund.

Agreed for further discussion: Following a brief discussion about service issues with the First Credit Union, agreed that we need to discuss whether and how these issues should be raised with the FCU.

Motion 2 *THAT BICF agree to assist KKN in developing and implementing methodology for community grants. Carried.*

7. **Financial Report**

8. **Business Arising**

a. **Community Chest** – Discussion about the meeting held on June 19, 2012. Points to note:

- i. General discussion about the COMMUNITY WEB idea that was raised. In this model, BICF acts as a facilitator – creating an inventory, sharing the inventory with professionals and others on the front line, acting as a clearing house for donations in a tax beneficial way.
- ii. What role should Community Chest play in fundraising? Some ideas:
 - Where money *is* raised for the Community Chest, ensure that the donor makes the decision about where money goes lies with the donor (a comparison was made with the choice of charities offered at the Whole Foods checkout when you bring your own bags).
 - Use Community Chest collection jars and shaker tins around the community, with coins collected for the benefit of specified organizations, divided equally among those organizations at the end. This raises the Community Chest profile, shows we are not only serving a financial elite. Could include a running total of money raised somewhere like The Snug.
- iii. General agreement that with Colleen's report to come, we have to go slowly and make sure other stakeholders are clear that we do not want to compete or override their effectiveness in the community. We want to help, because we have done all the hard legwork to get this position. Getting everyone in other organizations on board with the Community Chest model chosen is key.



- b. **New Board members** Andrea Verwey knows someone with a background in philanthropy who would be good, although she is already committed to one Bowen Island community board for 2012-13. Andrea will speak to her and connect her with Joyce if appropriate. Meanwhile, we will all continue to brainstorm to seek people who are creative, with an interest in philanthropy, and team-spirited.

9. **New business**

- a. **BCIF Grant Application Criteria** - Mary Letson made two proposals.
 - i. *Amend the criteria so it requires an organization to have its board approve an application before it is submitted.* Agreed in principle, subject to new language and a motion being considered for next meeting. Andrea agreed to draft new language that would add “applicant Board’s approval”.
 - ii. *Review the criteria, particularly the Aaron Sluggett Memorial Scholarship, to attract more candidates.* Before Christmas, Mary will to approach the Sluggett Family to talk about making the scholarship more all-encompassing interms of its areas of study and/or the location of the studies. We agreed that all scholarships need to be reviewed to ensure that all eligible students understand what is available, and further agreed that scholarships should be on the agenda for the next regular meeting after the strategic session.
- b. **Rules about receiving grants in consecutive years** – Agreed that we would make time in our next regular meeting to discuss changing the rules so that an organization cannot receive grants in consecutive years. It was suggested that if there are no suitable candidates, the money could be held back for the subsequent year.

10. **Next meeting**

Our next meeting is the annual strategic session. Andrea Verwey will host the meeting and potluck dinner at her home at 347 Salal Road from 7.00 pm to 8.30 pm. Andrea will send a Doodle poll of everyone’s availability for dates from September (after Labour Day) to the first week of October.

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



APPENDIX 1: Chair's Report and Two Motions, 25 June 2012

Community Chest

Thank you, all, for inviting the guests, welcoming them, contributing so much to the discussion, and to Colleen for agreeing to help us take the first, next step. I believe that we are, indeed, moving forward, and that we will in fact have a Community Chest Endowment Fund in place in the foreseeable future. That said, we do need to be careful that we focus on (and use the terms) fund development as opposed to fund raising once we get to that point. It was clear to me that as soon as we started to talk about fund raising, people started to back away - concerned that a new initiative like a Community Chest could impact each organization's ability to meet their own requirements.

In addition, I learned that there are some who regard the Foundation as an organization that appealed to the wealthy. In some ways, this was said as a compliment, in that we obviously have access to "deep pockets" and that therefore we wouldn't be any "competition" for the more "blue collar crowd". But the comment bothers me and tells me that we have more work to do to let people know that the Foundation is everyone's.

Current Website

Just before leaving, I learned that our website administrators "Bluefur" had done some internal migrations. This meant that our website was refusing emails and we didn't know it. I believe it is now fixed, but if you hear of any problems, please let me know and also you need to have this knowledge so that you can tell people why the problems existed.

Two motions relating to the Knick Knack Nook

KKN Board has advised me that they have confirmed that the \$3,000 which was given to us earlier in the year is to be used to create a new Endowment Fund that is broader in nature than the original Bursary Fund they had considered.

They plan to continue to issue Flow Through Funds for the Bursaries on an annual basis.

Furthermore, they have asked that we work with them to distribute up to \$2,000 in small grants this year aimed at environmental sustainability beginning in the fall. For this first year I have suggested that we simply help with the screening of applications and that they would issue the cheques, so there would be minimal work but hopefully a good learning exercise for those on our Board who would like to learn more about grant-making. In subsequent years this could become a Flow Through program. The benefits to KKN: They get to concentrate on what they do best - run a re-use it store. The benefits to BICF: More profile and anchor our strengths of grant making in the community.

Finally, they want to ensure that they cover our administrative costs and have asked that we come up with an administrative fee for our efforts.

Motion 1 *THAT the Knick Knack Nook Fund for Environmental Sustainability be established with the \$3,000 donated in 2012 by Knick Knack Nook and that this be an Open Fund to which anyone can*

contribute.

Motion 2 *THAT BICF agree to assist KKN in developing and implementing methodology for community grants*

Maggie Cumming Legacy Fund

At our AGM, Sue Ellen Fast approached me to advise that actually she, and several others were to have been advisors for the trail/recreation portion of Maggie's Fund. As they were also on the Greenways Committee at the time, this was a convenient place to handle the decision making. She has provided some documentation. I have asked Bruce Greyell for his input as to how to proceed, because we need the Municipality in the loop for its concurrence on work done on Municipal lands as well as a place for us to forward the money. I hope to meet with him next weekend and will send you the results of that discussion. All this to say that we will need to decide how to distribute the 2012 MC funds in early fall.

Bequest

Those who attended the Community Chest meeting are aware that someone in the community is planning to name BICF as a beneficiary in the Will. The purpose of the bequest will be to support the needs of seniors on Bowen so that they can continue to live on the island. Should there be sufficient funds in the bequest, the request has been made to establish an endowment specifically for this purpose. As the Will has not been finalized, it is inappropriate for me to propose a Motion, but as with the earlier one, I have committed that we will consider the Letter of Direction once it is received and send a reply with our commitment to honour the wishes of the Donor. I expect that this will happen in the near term.

Next Meeting

As in the past, I would like our next meeting to be an informal discussion (over food?) talking about the year ahead. It has proven to be an invaluable start for us in the past - allowing us to focus on what we can achieve. To help with setting the date, I am NOT available:

July 3 - 25th

August 30 - September 5

September 11 - September 29

I apologize for the limited availability - but life unfolds as it will, I guess.

If we can't do the informal discussion until October, maybe we could set it for early in the month?

I'll be thinking of you and if you need to talk to me, I can be reached at 1-403 396-1928

Joyce