



MINUTES

Board Meeting on January 22, 2013 at 7.00 pm

Daron Jennings' office

Present: Bob Andrew, Kathy Bellringer, Dee Elliott, Keith Ewart, Joyce Ganong, Bruce Greyell (guest for Item 3), Daron Jennings, Colleen O'Neil, Andrea Verwey

Regrets: Mary Letson (on leave)

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1. Quorum declared; Joyce Ganong called the meeting to order.
 2. **Motion** to approve Minutes of November 27th meeting: moved by Joyce Ganong, seconded by Keith Ewart, **carried**.
 3. Joyce offered a special welcome to our newest Board member, Kathy Bellringer.
 4. **Committee Structure for Distribution of the Trails and Recreation portion of the Maggie Cumming Legacy Fund** – Guest Bruce Greyell.

- a. **Background**

Joyce offered some background to this agenda item. The MCLF is the Foundation's largest gift to date. When grants started being distributed, it was done through the Greenways Committee (part of BIM at the time) – the best group for the job, particularly because people who understood Maggie's wishes (Sue Ellen Fast, Bob Turner, and Alan Whitehead) were on it. The make up of that Committee has changed. The Foundation needs to rethink the process and decision-makers for these grants monies. Maggie spoke to Bruce about what she wanted to achieve with the gift, so Joyce asked him to come share his background knowledge.

Bruce: My connection to Maggie was through the Parks and Rec Commission. She was passionate about the Trails Committee, and connecting Bowen communities through parks and other greenways. When the Foundation was established, she approached me to learn more about how funds were administered, etc. She was looking for security and confidence, which she got. When she died and left a significant sum, this was first I heard of the gift. Counsel for the executor (one of her sons) explained that there was a provision in the will and that the monies were for three purposes: a scholarship, greenways, and Abbeyfield. There was also a letter to me separate from the formal part of the estate [Note: it is in Tab 5 of the Board binder]. It has been years since I saw the letter but I recall that Maggie wanted the Foundation to consult with the three people Joyce named earlier – I don't know whether the Greenways Committee was constituted at the time – who were the leading people that she dealt with on a day to day basis. I met with them, gave them a copy of the will, and we talked about how to structure the



future. I don't know what the history has been since then, and I haven't spoken to them since.

Joyce explained that Bruce stepped down from the Foundation at that point, and Murray Atherton became chair. The Foundation decided to put the grant in the hands of the Greenways Committee. Since then, there was one year when the Foundation did not have MCLF money to distribute because of the economic downturn. The monies were strongly affected because they were in a socially responsible fund. The Vancouver Foundation agreed to move the money out of that fund (with Hamish Cumming's agreement). The Foundation did not grant MCLF monies last year, and there is now a sizeable amount of money -- \$8,000 in term deposit with Credit Union; \$8,940 cash in bank. Out of that will come the 2013 scholarship (\$500) and Abbeyfield (\$1,000 in the past).

b. The question of how to distribute MCLF monies

Options discussed, with the third selected:

- The Municipality, which is a credible body to handle the money.
- The Conservancy, although one of the Greenways grants was wanted for the Conservancy.
- Set up a MCLF Grants Committee with Municipality people participating.

MOTION by Colleen O`Neil to appoint a Maggie Cummings Legacy Fund Grant Distribution Committee, which will consist of: (i) Sue Ellen Fast, Bob Turner, and Alan Whitehead; (ii) a representative of the Parks, Trails, Greenways Committee; and (iii) an ex officio member of the Bowen Island Community Foundation Board. The MCLF Grant Committee will bring grant recommendations to the BICF Board for approval. Seconded by Dee Elliott. **Carried.**

c. Land gift to the benefit of the Foundation

Bruce reminded the Board of the directions in Maggie's will that the executor was to pursue subdividing a piece of land she owned into 4-6 lots and selling them for the benefit of the Foundation. He recalls that at the time he was discussing it as a Board member, the land value was roughly equivalent to the size of the monetary gift. Joyce confirmed that the extate had offered to pay the Foundation out for the value of the land, which it declined.

Daron Jennings noted that there might be potential for trails to go in around the donated lots, using the MCLF grant money for it. Nice symmetry, we all agreed.

Action item—Daron Jennings will strike the MCLF Grant Distribution Committee.



Action item—Dee Elliott will speak to the executor of Maggie Cumming’s estate, Hamish Cummings to get an update on the estate, the property, and future plans.

Action item—Andrea Verwey will organize an infographic for the website that shows how the MCLF Grant Distribution Committee is constituted and how it connects to the Foundation.

5. Chair’s Report

- a. **2013 Operating Budget** – Joyce distributed copies of the preliminary operating budget for 2013. She noted that we are allowed to charge 1% for administrative fees, and some for flow through funds. However until a fund reaches \$20K, we don’t take the 1%. In 2012, we kept our budget way down and money into in the community by not taking the full 1%. We covered the \$2K in expenses with the Caring Community Fund and MCLF. We got a donation to cover Andrea Verwey’s attendance at the CFC Conference in June. If we want to send a second attendee, we can seek further donations.

Action item—Andrea to estimate a Communication and Promotion budget.

- b. **CFC Membership Requirements**

MOTION by Joyce Ganong that the Board of Directors of the Bowen Island Community Foundation has reviewed, read, and understood the Criteria for continuing Membership in CFC and that its Chair has completed the Checklist on continuing Criteria for Membership in CFC. Seconded by Bob Andrews. **Carried.**

6. Treasurer’s Report.

Keith Ewart: *We had a good 2012.* Keith distributed copies of *BICF Notes to Financial Statements*, revised to January 21st, noting that it represents the deposits for the last two years because we were not depositing with the Vancouver Foundation for a while. Since year end, an additional \$5K has come in.

7. Business arising from November 27, 2012 Minutes

- a. **Board Recruitment Policy**

MOTION by Andrea Verwey to adopt the Board Recruitment Policy as revised and distributed on December 13, 2012. Seconded by Colleen O’Neil. **Carried.**

- b. **Board Succession** Short further discussion about the types of interests and skills we need represented on the Board—eg. youth, environmental, technical, facilitation skills, donor relations, compliance work and CFC liaison, a new chair.
- c. **Website & Logo** Andrea Verwey and Joyce Ganong updated the Boards on the new Foundation logo, which will follow CFC guidelines, and which we will discuss with

Leanne Romak. Andrea briefly reviewed the one-page *Website Revitalization Project Plan*, and noted the suggestion to add a Volunteer Opportunities button on the website.

- d. **Christmas Campaign results** Dee Elliott reported that we received \$8705.56 through 45 donors.
- e. **BICS Cares Project** Joyce Ganong and Dee Elliott reported on BICS fundraising results. The kids collected \$1208 in cash and boxes of hats and gloves and gear to give out to 12 people in need on the Island. For some, Dee bought specific things (bar fridge, Presto Logs, Coleman stove, gift certificates), and for others, more general things. Bill Pocklington acted as a liaison, and handed out things. Dee noted an ongoing need, with people still coming in to see her. We agreed that she was right to be careful about dependency. The BICS project is over now, but has taught us a lot that will help with our Community Chest work and other research.

8. New Business

- a. **Community Chest Action Required** Joyce Ganong reported that her letter to the Community Chest stakeholders went out announcing the Foundation's \$5K grant and desire to set up the Community Chest Grant Distribution Committee. Joyce is keen to get a meeting going to create it, peopled by those respected in the community for being objective and confidential. There is now \$5,700 in the pot (including \$700 from the Christmas Appeal).

Action item—Bob Andrews will set up the meeting. Andrea will re-send him the minutes of the meeting we held with Community Chest leaders last summer.

- b. **Caring Community Booklet Update** Colleen O'Neil reported that the final copy will be finished and in to print in the next week, then distributed by mail. Digitally Hip will do their website, and they now have an office by the Village Baker. The Board noted how lovely it is to have been a part of the planning conversation for this project and to have been able to support it where we can.
- c. **Donation announcement** Joyce reported that someone has made a donation of \$50,000 that they would like to flow through in 2013. They select the recipient – we benefit from the profile. Joyce will recommend a flow through agreement because of its amount.

Action item Joyce will email through a flow through agreement for our approval.

- d. **Knick Knack Nook inquiry** Joyce reported that KKN continue to want to support a composting facility on Bowen, but that decision is taking a long time and they may need to distribute the significant monies they are holding sooner. They have asked whether they would have the option to have a fund similar to the donor designated flow through fund, linking to an environmental fund. Joyce: *And it all started with a small grant from us. What a success story!*

The KKN's inquiry lead to a discussion about existing needs in the community. Normally, the grants application tells us. Should we instead convene the community leaders and ask what is needed? Kathy Bellringer reported on the CFC's Vital Signs model that's ready for us to use,

and could be a way for us to do objective market research for as little as \$1K. Agreed to put this item on the February agenda for further discussion.

9. **Motion to adjourn** – Carried.

NEXT MEETING

February 26, 2013 at 7.00 pm at Andrea Verwey’s home, 347 Salal Road (604 947 0535)

ROUND-UP OF ACTION ITEMS

Daron Jennings	Strike the MCLF Grant Distribution Committee.
Dee Elliott	Speak to the executor of Maggie Cumming’s estate, Hamish Cummings to get an update on the estate, the property, and future plans.
Andrea Verwey	Organize an inexpensive infographic for the website that shows how the MCLF Grant Distribution Committee is constituted and how it connects to the Foundation. Create a Communication and Promotion budget for 2013.
Bob Andrews	Set up a meeting with the community leaders invited to last summer’s Community Chest meeting to discuss the creation of the Community Chest Grant Distribution Committee.
Joyce Ganong	Email the Board a flow through agreement for the recent \$50,000 donation for our approval.

DATE:	January 21, 2014
TO:	Board of Directors, Bowen Island Community Foundation (BICF)
CC:	Joint Planning Committee for 2014 Howe Sound Environmental Forum
FROM:	Kim A Stephens, BICF Director
SUBJECT:	Mobilizing Resources – An Environmental Networking & Partnering Forum Reflections on How to Build on Success – What’s Next?

CONTEXT:

On January 11 (Saturday), Capilano University hosted an Environmental Forum that was undertaken as a collaborative effort of the six Howe Sound Community Foundations. The planning committee had identified three tiers of desired outcomes:

- A. **IMMEDIATE:** Connect Capilano University Earthworks & Global Stewardship students with environmental groups so that they can do their 40 hours of volunteer time
- B. **NEAR-TERM:** Create an opportunity for environmental groups to meet with funders who have deep pockets
- C. **LONG-TERM:** Explore where collaboration of the six Sea-to-Sky Community Foundations might lead vis-à-vis “convening for action” → *What’s Next?*

Attached for reference purposes is the final version of the agenda for this flagship event. Also, several representative photos are included on the last page to provide the reader with an impression of the event.

PURPOSE:

The focus of this memo is on “What’s Next”. In providing food for thought, my objectives are two-fold:

1. Inform the BICF Board about what might be achievable through collaboration
2. Contribute to the debriefing by the planning committee about collaboration next steps

The Environmental Forum introduced a “Howe Sound neighbourhood” way-of-thinking and taking action. This is a viable initiative as discussed later in this memorandum.

RECOMMENDATIONS:

That the Bowen Island Community Foundation:

1. Partner and coordinate efforts with the five other Howe Sound community foundations under the umbrella of a “Howe Sound neighbourhood” collaborative initiative.
2. Create a sub-committee of the Board to undertake the Bowen Island contribution to Howe Sound collaboration.
3. Establish a budget of \$1500 (for meeting, travel and related expenses) to support BICF participation in the initiative.

Mobilizing Resources – An Environmental Networking & Partnering Forum

Reflections on How to Build on Success – What’s Next?

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SYNOPSIS:

In a nutshell:

- a. The Forum was superbly organized
- b. The response from target audiences exceeded expectations: 127 people attended!
- c. The venue had great ambience
- d. There was energy in the room
- e. Bowen Island folks had a noticeable presence
- f. The event achieved all three ‘desired outcomes’

Of relevance from the BICF perspective:

- The keynote presentation was delivered by Stephen Foster, a Bowen Island resident
- I was tasked with closing remarks on “What’s Next?”
- The Undercurrent headline on Jan 10th was: “Planning for the future of the Sound”
- My post-Forum conversation with former Mayor Bob Turner had several Ah-Ha Moments

Regarding the actual program, all the presentations were good and several were very good, but three really stood out because they spoke to what the six foundations could accomplish by aligning efforts and collaborating to advance a shared vision for the **“Howe Sound neighbourhood”**.

In my closing remarks, I weaved a “What’s Next” storyline by connecting the dots between “quotable quotes” by Stephen Foster, Don Basham (Sunshine Coast Community Foundation) and Barb McMillan (Environment Committee, West Vancouver Community Foundation). Captured in the table below are the sound-bites that caught my attention as Ah-Ha Moments:

Quotable quotes by Stephen Foster	Quotable quotes by Don Basham	Quotable quotes by Barb McMillan
About the future of Howe Sound	About the role of community foundations*	About the role of community foundations*
<ul style="list-style-type: none">• Governments cannot do it• So, build relationships and partnerships.• It takes time.• It is piece by piece.• Volunteer – because good things happen when you do	<ul style="list-style-type: none">• It’s about inspiring leadership• Foundations are in a position to mobilize the community• We can do that by being neutral and credible	<ul style="list-style-type: none">• Leadership - it is more than \$• It is about starting conversations that lead to change
* NOTE: These comments are directly aligned with the BICF Strategic Plan and what we envision vis-à-vis being relevant and credible in a leadership role on Bowen Island		

DISCUSSION OF “WHAT’S NEXT?”

The fact that the Environmental Forum resonated with so many people across a wide spectrum of interests tells us that the six community foundations (CFs) have tapped into a significant groundswell. Framing a “big picture” vision in terms of the future of the “Howe Sound neighbourhood” strikes a chord. We on Bowen Island are well versed and positioned to play a leadership role within this framework.

The Forum was a resounding success. It has established initial credibility. Success, however, raises expectations. Now, the challenge for the CFs (i.e. “the Howe Sound Six”) is to come to grips with what it means to deliver a collaborative initiative, and thereby demonstrate how a community of communities can move from talk (rhetoric) to action. It will take a conversational process to translate the enthusiasm on January 11, 2014 into early momentum that may then lead to a self-fulfilling prophecy.

Fortunately, there is a ready-made opportunity for collaboration and mobilizing resources to make real a shared vision for a “Howe Sound neighbourhood”. Elected officials have already come together under the banner of the **Howe Sound Community Forum**. Why not partner with local government through the “Howe Sound Six”?

Senior governments lack the will and capacity to make a difference on the ground where things matter. So, the onus is on local government to pick up the slack. And local government can only do that if it partners with community volunteers. Hence, CFs could play a potentially decisive role in mobilizing resources.

If local governments and CFs were to align efforts under the umbrella of the Howe Sound Community Forum, then we would have the basis for a “top down & bottom up” strategy for achieving the Howe Sound neighbourhood vision.

The WVCF has already shown leadership in bringing together the six community foundations. Is the WVCF ready to raise the bar and be the catalyst for Howe Sound collaboration that is outcome-oriented? This is a question that I will place before the Planning Committee when we meet to debrief and formulate a strategy for consideration by the “Howe Sound Six”.

From the BICF perspective, and given that the environment is a priority for all six CFs, could the Howe Sound neighbourhood vision be the driver for our Bowen Island small picture? May I suggest that the operative phrase is *carpe diem* – seize the day!

MOBILIZING RESOURCES

An Environmental Networking and Partnering Forum



Saturday January 11, 2014
9:30 to 1 pm
Capilano University, Room: Library Building 322

- 9:30 **Registration, Coffee, Networking, Displays**
- 10:00 **Welcome** - Gerry Humphries, Chair, West Vancouver Community Foundation
Overview of the morning - Marja de Jong Westman, Biologist, Capilano University
Howe Sound's Moment is Now! -Stephen Foster, David Suzuki Foundation, Howe Sound Campaign
- 10:20 **Resources for Resilience:** A panel presentation on financial and non-financial support for stewardship organizations -
Moderator: Barbara McMillan
- Hedy Rubin, Real Estate Foundation of BC: Funding Change
 - Maureen Cureton, Vancity: Investing in Community
 - Joan Isac /David Bennett, Fortis BC: Corporate Community Investment Program in BC
 - Allyson Clark, Deloitte: Corporate Support for Sustainability
 - Trish Panz and Sandra Bicego, District of West Vancouver: Local Government as Partners
 - Barbara McMillan: Community Foundations and Vancouver Foundation support
 - Dave Williamson, Community Foundation of Whistler: Environmental Legacy Fund
 - Don Basham, Sunshine Coast Community Foundation: Convening for Collaboration
- 11:15 **Break**
- 11:25 **Speed Dating:** an informal opportunity to obtain more information about organizational support and strategies; for stewardship groups to share their interests and activities; and for Capilano University students to circulate and look for a match for service learning projects
- 12:30 **Networking/Open Space: sharing impressions, ideas, and possibilities**
Using an Open Space format, participants will move around the room and post their input at stations while also networking:
- Station 1 -Challenges and Solutions:** *What have been your challenges or barriers to achieving impact and/or sustainability and what would be helpful in addressing them? Eg. training, tools, information*
- Station 2- What I need/What I can offer:** *Do you have equipment, information, skills etc. that you can share with other groups? What equipment, information, skills etc. does your group need?*
- Station 3- Community assets/resources for resilience:** *What other resources are available to support stewardship organizations and other stakeholders in achieving their goals, increasing impact, sustainability, etc?*
- Station 4 -Opportunities/ideas for collaboration**
- Station 5 - Information sharing going forward:** *Would you like to stay connected with the participants of today's event? If so, how? Would you like to see this become an annual event?*
- 1:00 **What's Next? Closing Remarks and Adjournment**
Kim Stephens, Bowen Island Community Foundation

Room will be open until 1:30 for those who would like to continue conversations, add to Open Space topics, or check out displays.

Mobilizing Resources – An Environmental Networking & Partnering Forum

Reflections on How to Build on Success – What's Next?

Appendix



*Through experience,
we have learned that....*

To Build Trust & Respect,
It Starts with a Conversation.

Listen, Listen, Listen.

Because...

Conversations →
will lead to Dialogue →
will lead to Consensus

