



MINUTES

Board Meeting on 23 October 2013 from 7.00 pm to 9.15 pm

Kathy Bellringer's home

Present: Bob Andrew, Kathy Bellringer, Joyce Ganong, Julia McCaig , Colleen O'Neil, Kim Stephens, Andrea Verwey

Regrets: Keith Ewart, Soren Hammerberg, Daron Jennings, Kristen Watson

1. Quorum declared; Joyce Ganong called the meeting to order @ 7.10 pm.
2. **MOTION** to approve the Agenda moved by Joyce Ganong, seconded by Bob Andrew, **carried**.
3. **MOTION** to approve Minutes of September 24th meeting as amended and re-circulated to Board members on October 20th. The amendments record: (i) the electronic decision made August 16th to issue \$1,000 from the Community Chest Fund; and (ii) the correct background details for Kim Stephens in paragraph 8. Moved by Joyce Ganong, seconded by Bob Andrew, **carried**.
4. Recording of Electronic Decision made September 28, 2013. **MOTION** by Joyce Ganong and Soren Hammerberg that Julia McCaig be appointed to the Board of the Bowen Island Community Foundation. **Carried**.
5. **Report from Co-Chair Joyce Ganong**
Joyce gave a progress report on producing Maggie Cumming's story in hard copy. She is working with Larry and Sylvia Adams on options. A good quality product remains the priority.
6. **Report from Co-Chair Soren Hammerberg, presented by Joyce Ganong**
 - a. **Meeting with Community Chest** Soren sat in on their last meeting and took part in a discussion about their mandate and process. CC Committee members were provided with confidentiality agreements to sign.
 - b. **Board roles** Soren met twice with new Board member Julia McCaig to divvy up Joyce Ganong's listing of BICF admin functions, which they are still coming to understand. He will be looking to the Board to continue spreading out these functions.
 - c. **Website update** The update is still in progress. Pictures and bios are the first priority, and at the meeting we confirmed that Julia has managed to fill almost all of these gaps.



**BOWEN ISLAND
COMMUNITY
FOUNDATION**

Kristen is the lucky last, and Julia and Andrea will work with her to get something posted ASAP.

- d. **Fundraising strategy** Soren will present this strategy at the Strategic Meeting in November, and welcomes any thoughts and ideas between now and then.
- e. **Donor Services.** Soren has yet to speak to Daron and Colleen in detail, but hopes that they might chair this committee, which will be responsible for developing and enhancing our donor recognition. He will raise this further at the Strategic Meeting in November.
- f. **Website integration with First Credit Union** We are working towards linking to the First Credit Union with a description of our work and a link to our website on theirs. Andrea and Julia confirmed that this is in train and that they will report/show and tell at the next meeting.
- g. **Relationship building with the Vancouver Foundation**
 - Soren met with Stacie Graham, our Vancouver Foundation representative. They are sending us donor relations material, and are more than willing to help with design.
 - Kathy Bellringer will be our Vancouver Foundation liaison.
 - Soren and Kathy will visit the Vancouver Foundation's new President and CEO, Kevin McCort. Soren knows the former Chair of the Foundation, Jake Kerr, who has a home on Bowen Island, and is well placed to connect us to the philanthropic community. Soren will ask Jake to contribute to Fund development and introductions.
- h. **Financials and budget** Soren has met and reviewed policies with Kristen. Soren and Kristen will be presenting financials and budget at the November meeting for discussion. They will be recommending changes to the investment policy (laddering of funds retained on account on three month roll over) and fee structures.
- i. **Donor and other marketing collateral** Soren has a meeting with a large prospective donor when he returns. Andrea and Julia are updating the donor and marketing collateral (see the Communications Report). Joyce offered a caution that we not rush into the first meeting hoping to close. Slow and steady relationship building is key.

7. Business Arising

a. Vital Signs Project

Kathy directed the Board to the proposal that Tom James sent through and which she circulated earlier. The \$3750 quote is much less than we expected, and Kathy feels that it is a good deal.



**BOWEN ISLAND
COMMUNITY
FOUNDATION**

Kim Stephens raised the issues of whether the proposed process (with or without Tom James) might be premature, and costly when weighed against our annual granting of \$6,000. During the ensuing discussion, he suggested that the Board might instead focus on the topic of “what’s need on Bowen Island” with one another and decide what we think. Do we want to pay an external person (even at this “deal” price) when we have the skills internally to crystallize what the BICF’s shared vision is?

Kathy Bellringer noted the chicken and egg problem that this presents. Do we gather with Tom James and key community voice and then plan? Or do we plan, and then take it to the community? She noted the example of the Vancouver Foundation, which found surprising information coming out of their communities inquiries.

Joyce Ganong argued that this is an appropriate time to do something of this order. We haven’t asked for grant submissions for a long time, because we made focussed calls for submissions, and then granted to the Community Chest last year. Her sense is that we have lost touch with the pulse of the community over these last three years. Donors also want to know what’s going on in the community that they can support. If we can’t tell them that we have tapped into the community’s needs, then we won’t seem credible to donors. It’s time to do something.

Colleen O’Neill agreed about reaching out and taking the pulse, but like Kim wonders about whether we have the skill to do it without Tom James. Julia agreed that we are skilled, but notes that we are new at this and could benefit from the support. Bob noted that as far as he knows, Soren agrees with what Julia just said. Kathy agreed, noting that she would be nervous about going in to facilitate a large group discussion on our own – things break down! When they do, it’s nice to have the outside guy there. Joyce said she also values having outside person to train us: we have diverse skills, and we need to create a consistent presence in our facilitation. Andrea agreed that we all need to learn to listen, and agree on what to listen for.

Andrea asked what the specific output will be from the community consultation. All agreed that it should be a short report on what we learned, and that we will need a considered plan on how we will communicate it to the community and ask as a catalyst for giving. The My Health My Community data and the OCP preamble will be referred to, keeping in mind that the latter is something of a political flashpoint.

Joyce noted everyone’s interest in continuing to explore this project, and suggested we just slow it down a month or two. Kathy will ask Tom about



**BOWEN ISLAND
COMMUNITY
FOUNDATION**

pushing it back/his availability, and try to arrange for us to speak to Lidia Kemeny of the Vancouver Foundation via Skype at our November meeting to ask whether she found the

b. Community Chest report from Bob Andrew

Soren Hammerberg joined the Committee at its last meeting to understand better what they do. They meet monthly for 60-90 minutes. The Committee is still grappling with the big question: what should Community Chest *do*? They are putting together a job description to help them come to grips with the answer, and will develop a process for decisions. There are 15-20 active charities on Bowen Island, and the Committee was thinking of meeting with them early in 2014; Bob reported that Soren has encouraged them to wait and do that alongside the Foundation.

The Community Chest Committee needs a way to be able to give someone Community Chest money quickly. Shelagh Mackinnon says that this could be done through the Little Red Church safely in 24 hours. Joyce suggested that we set up a formal agreement with the Little Red Church if that's the payment vehicle we're using.

Bob is concerned about the consequences if the Community Chest Committee makes a mistake, such as giving money to someone that it turns out did not need it. We agreed that all the Committee can do is undertake due diligence—a responsibility that will be covered in the job description.

c. Christmas letter

Joyce confirmed that the letter is all ready to go. We just need to get it printed and organize a mailbox drop across Bowen Island, no envelope. Julia will work with Joyce to create a version of the letter with the new logo and with grant recipients listed in the footer. It will go out in early November.

d. Maggie Cumming Trail Advisory Committee

Joyce advised that no report is available yet. When it is, she will circulate it by email for feedback, then send the final version to the Trail Advisory Committee for their feedback.

8. New Business

- a. **Strategic Session** Kathy Bellringer and Joyce Ganong are not available the week of November 4th that Soren proposed. In the interest of efficiency, we agreed to combine the Strategy Session with the regular November Board



**BOWEN ISLAND
COMMUNITY
FOUNDATION**

meeting in an extra-long meeting. We will meet at Andrea Verwey's home at 237 Salal Road on Tuesday, 26 November 2013 from 6.00 pm to 9.30 pm, and will begin with an informal supper.

b. Sea To Sky Foundations Environmental Forum

Kim Stephens attended the second meeting of the group held on Thursday, 17 October 2013 and reported as follows:

- An "Environmental Networking and Partnering Forum" will take place on January 11, 2014 from 9.00 am to 1.30 pm – pecha kucha style, with funders getting brief time to say what they need.
- The purpose of the Forum is to "meet each other and explore opportunities for connection, communication cooperation and capacity-building" (i.e. "the 4Cs").
- The Forum will bring together three groups of participants: Foundations/funders; 90 environmental groups in the Howe Sound region (including those on Bowen); Capilano U students.
- Because Kim represented BICF at a planning meeting on October 18, BICF is now considered to be part of the process.
- Other than my time, all that is being asked of BICF is to provide our logo for inclusion on the invitation.
- Marja de Jong Westman has a list of Bowen Island environmental groups and will provide us with an electronic copy.

c. Report on Communications by Andrea Verwey

The Julia phenomenon Andrea reported that Julia has jumped straight into the frying pan, doing a tremendous amount of work on our communications needs.

Website Julia has done a tremendous job of refreshing the functionality of the new website and getting the remaining Board bios and photos loaded.

Stationery and business cards Julia and Andrea have discussed the specifics of what we need to order (letterhead, envelopes, business cards, BICF folders), and Julia is in the process of collecting quotes from Bowen Island providers for the graphic design work and printing we will need. We feel (and the meeting agreed) that we need to take the time to get these things right – they are expensive to produce so we need to get it right the first time and in a format that will last as long as possible.



**BOWEN ISLAND
COMMUNITY
FOUNDATION**

Donor materials Andrea outlined the materials that we will generate as a first step: (1) black CFC-designed presentation folders with “All For Community”, customised to refer to BICF on the front tagline, back story and contact details; (2) an overview of the BICF for donors; (3) other donor inserts from the CFC into which our logo has been inserted; and (iv) 4 versions of the “anthem” colour document, customised with the BICF name and logo, and featuring:

- Soren Hammerberg, Chair of the BICF
- Colleen O’Neil, BICF Director and Coordinator of the Caring Circle Health Resource Centre
- BIVFD firefighter (individual to be decided) in costume, with camera
- 2013 scholarship recipient (individual to be decided)

Andrea presented this mix as representing the BICF Board and BICF recipients, women and men, and a range of ages. All agreed on the choices.

Short-term donor package for Soren Julia and Andrea will work to ensure that Soren has the basic hard copy tools to take into his upcoming donor meeting. Julia has organized copies of the black CFC folder, Andrea is working with Natasha Chetty to finalize an overview document targeting donors, and Andrea will look into “temporary” cards for Soren.

d. Flow Through Grant Motion by Joyce Ganong

An anonymous donor made a \$2,000 flow through grant for the benefit of the Caring Circle. Because the Caring Circle is not a registered charity, we will issue the cheque to the Bowen Island Municipality for the benefit of the Caring Circle.

MOTION that the Foundation pay \$2,000 from an anonymous flow through donation for the benefit of the Caring Circle. Moved by Kim Stephens and seconded by Bob Andrew. Carried.

9. **Next meeting:** Strategic Session and regular Board meeting combined -- November 26th from 6pm to 930 pm at the home of Andrea Verwey at 347 Salal Road.

10. **Adjourned** at 9.15 pm.



ROUND-UP OF ACTION ITEMS FROM THE OCTOBER 23RD MEETING

Soren Hammerberg	Develop strategy to present at the November 26 th meeting. Speak to Daron and Colleen about the Donor Relations Committee.
Joyce Ganong	Continue working on the production of the Maggie Cumming story. With Julia, oversee the mailout of the Christmas letter.
Daron Jennings	None
Kristen Watson	Submit bio and photo to Julia McCaig With Soren, develop financial strategy to present at November 26 meeting
Kathy Bellringer	Confer with Tom James about his availability for a slightly delayed community consultation project. Inquire about whether the Board might meet Lidia Kemeny of the Vancouver Foundation by Skype at the November 26 th meeting. Prepare a motion on the project for the November 26 th meeting.
Colleen O'Neil	None
Bob Andrew	Determine a credible and practicable way for BICF to make fast Community Chest payments (Little Red Church?) and set up a formal agreement with them.
Julia McCaig	Finalize bio and photo with Kristen Watson. With Andrea, complete web integration with First Credit Union. With Joyce, oversee the mailout of the Christmas letter. With Andrea, work to finalize quotes on stationary and other marketing collateral for the Board. With Andrea, create a social media publication plan for 2014.
Kim Stephens	Obtain electronic copy of the list of Bowen Island environmental groups from Marja de Jong Westman
Andrea Verwey	With Julia, complete web integration with First Credit Union. Arrange temporary cards for Soren Hammerberg. Oversee the production of the BICF Overview document for donors. Scope and price the creation of "The Anthem" inserts. With Julia, work to finalize quotes on stationary and other marketing collateral for the Board. With Julia, create a social media publication plan for 2014.