



MINUTES

Regular Board Meeting on 26 November 2013 from 8.30 pm to 10.05 pm

Andrea Verwey's home

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

Regrets: Kristen Watson, Mary Letson (on leave)

1. Call to order following Strategic Planning Session at 8.30 pm.
2. Quorum declared by Soren Hammerberg.
3. **MOTION** to approve the Agenda moved by Soren, seconded by Bob Andrew, **carried**.
4. **MOTION** to approve Minutes of October 23rd meeting moved by Andrea Verwey, seconded by Colleen O'Neil, **carried**.

5. Report from Co-Chair Joyce Ganong

Bank signatories

MOTION by Colleen O'Neil that Kristen Watson, Joyce Ganong, and Soren Hammerberg be the approved bank signatories for the BICF. Kim Stephens seconded. **Carried**.

6. Report from Co-Chair Soren Hammerberg

- **2013 Giving Letter** Went to every household on the Island. He got some great feedback about the letter that it was direct and easy to read. Neat story attached to the first donation that came in: one of our newest residents on Bowen sent the first cheque in to be opened. Clearly, they must have recognised what a great place this is!
- **Remembrance Day Wreath** – to be reimbursed.
- **Budget** – Soren has reviewed a draft budget with Kristen, and she will present that at the January meeting.
- **Investment Policy** – Funds have been sitting relatively dormant – we owe it to every donor to make sure where their monies are invested. Kevin Manning at the First Credit Union will be rolling our money into one dollar amount in a term



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deposit (with higher term deposit rate), but that will be listed out individually in our books. We will get the 1 year GIC rate, which will offset the admin charges. Please submit any outstanding expenses.

- **Administrative Fee Policy** Soren noted that it is time for a single flat rate administrative fee from which exemptions may be made. We debated the term “administrative fee” – will people accept it, or question it as a money grab. We decided that the term reflects the truth of what’s occurring – a low, flat rate for managing the donation, its investment, and the payout of its dividends. Soren advised the Board of his \$10K contribution toward the Foundation’s administrative costs, and also noted that Daron Jennings offsets many costs through his office resources.

MOTION by Soren Hammerberg that the Administrative Fee Policy dated November 26, 2013 (Attachment 1) be adopted by the BICF and applicable to all funds under administration as of January 1, 2014. Seconded by Andrea Verwey. **Carried.**

7. **Communications Report**

Motion to approve the 2014 communications budget (Attachment 2) moved by Andrea Verwey, seconded by Bob Andrew. **Carried.**

Brief update on:

- the business package being prepared, including: (1) business cards; and (2) stationery
- donor materials
- website integration to the Credit Union
- publication strategy and schedule to come at the January meeting

Soren has a meeting with a large prospective donor coming up. 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.

8. **Report on the Community Forum (Kathy Bellringer)**

Kathy met with [Tom James](#) and explained that we need to postpone the Community Forum for a bit.

Kathy also met with Trina Prior at the Vancouver Foundation and went through everything they did with community conversations in great detail – they met with community leaders to talk about the main issues in the community, and had an expert at each table (minister, high school principal, etc), did lots of publicity in terms of getting it online and encouraging all to being people to the table. The only disappointing session



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was Richmond. 5.30pm to 8.00 pm midweek seemed to work best. Follow up survey afterward – 4.9/5 was the rating for the sessions, because they approached it from a positive viewpoint – what do you love about your community, what could be improved? Main benefit – awareness about the Vancouver Foundation went up dramatically, a lot of which Trina attributes to this program. Costs were minimal – maximum \$5K. Advertised in pamphlets and providing food and snacks. Only four of them took the training – the conversations in the end were pretty positive – she did suggest doing it for confidence's sake. Their emphasis was on engaging the community and getting a higher profile. Vital Signs takes too much time and money for them – this was more of an interpersonal thing.

Soren noted that he still sees this as “Vital Signs Lite” – a way to prioritize where our funding goes.

Daron noted that Imagine Bowen was like this (see [BIM 2006 minutes](#), p,5) and got incredible information. They spoke to young families, retired people, business people, etc. Same hopes and dreams for Bowen Island for all of them. People thought priorities were developer driven, but they weren't.

Kathy confirmed that Tom James would charge \$3750 + GST + OOP expenses for the day of training and the evening community meeting. We would have 10 leaders and 10 tables of 6 people. His day of training would involve all the leaders. Tom is available after the 17th of January. Perhaps we should do it in May – after the AGM.

MOTION by Joyce Ganong that we move forward on this basis (and this budget) and schedule Tom for a May date and work backwards from there, in anticipation of a definite plan and budget presented. Seconded by Bob Andrew, **carried**.

9. **Environmental Initiative with Howe Sound (Kim Stephens)** Memo from Kim attached. Forum will be at Capilano Uuniversity. Once the Forum sends out its invites, then a jointly-crafted letter from the Foundations will go to groups on Bowen and invite them to attend. Colleen will add some names to the list of Bowen's groups.
10. **Maggie Cumming** Joyce reported that Larry and Sylvia Adams at [Thumbprint Books](#) are donating 50% of their time to the project for Maggie's book. Want to honour our donors over time, and this has the possibility of us creating a format for putting our donor stories together – different but consistent. Eg. Maggie's story would be connected through the pages with horse prints on a trail. *We will be able to input it directly on the website – ready to go.* Joyce and Gordon would like to give a gift to the Foundation to cover Sylvia and Larry's time – even at 50% of their time, it would be \$65 a book. Text and pictures are ready. They propose to use [Blurb](#) for the production quality. There will be one book for each of the three children (they are also potential donors), one for each of Sue Ellen and Josephine (who wrote it), a copy for the Archives, and for the Library. We would retain copyright.



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Motion by Joyce Ganong to proceed with producing seven copies of the Maggie Cummings book at \$65 + taxes as an operating fund cost. Seconded by Kim Stephens, **carried**.

11. **AGM confirmed for Tuesday April 22, 2014**

Soren suggested the theme of *A Decade of Giving: 2004-2014* (2004 was the first year that the Foundation gave a cheque), which everyone agreed with. He also suggested Tir-Na-Nog as a possible location, which would allow us to include a performance.

Next meeting: Tuesday, January 28, 2014 at Soren's.

Adjourned at 10.05 pm.



ROUND-UP OF ACTION ITEMS FROM THE NOVEMBER 26 MEETING

Soren Hammerberg	Change the bank signatories.
Joyce Ganong	Press the button on production of the Maggie Cummings books as agreed above.
Daron Jennings	n/a
Kristen Watson	Starting January 1, 2014, begin applying 1% admin fee to all funds (unless Board has agreed on an exception).
Kathy Bellringer	Book Tom James for a community meeting and training day after the AGM based on the costs outlined agreed above.
Colleen O'Neil	Give Kim names of environmental groups to add to his list.
Bob Andrew	n/a
Julia McCaig	With Andrea, complete website integration with First Credit Union. With Andrea, finalize publication strategy and schedule for 2014 and report at January meeting.
Kim Stephens	n/a
Andrea Verwey	With Julia, finalize publication strategy and schedule for 2014 and report at January meeting. Compile business card details and order same for all Board members.



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ATTACHMENT 1

ADMINISTRATIVE FEE POLICY

POLICY INTENTION

Administration of receipts (both Charitable and Non-Charitable receipts) for donations, and distribution of grants from Funds (both Endowed and Flow Through funds) incurs costs on the BICF. A reasonable Administrative Fee can assist in the offset of such costs, as is practiced by community foundations across Canada. The Administrative Fee Policy defines the parameters of such a fee.

POLICY STATEMENT

Administrative fees will be charged on all endowed and flow-through funds and will be included in all Fund Agreements.

The administrative fee for the subsequent fiscal year will be calculated based on the market value and undistributed earnings in each fund as of the end of the third quarter of the current year. The annual Administrative fee is 1% of market value. This fee is applicable to all Endowed and Flow Through Funds.

The current Administrative Fee Policy terminates as of December 31, 2013.

The Administrative Fee is applicable as of January 1, 2014.



ATTACHMENT 2

**Communications budget to end of calendar year 2014:
stationery, marketing and donor materials**

Proposal prepared by Andrea Verwey and Julia McCaig, November 2013

Item	Details	Estimated/possible costs
Graphic design work done	25+ hours @ \$90/hr less 20% not for profit rate + tax with Bowen Island provider Will cover the business package (stationery and business cards, email signatures, donor materials (Overview + 5 customized inserts and customized anthem template), and helping to create readily-accessible-by-all library of logos and templates on the Board page	\$2,000
Printing of business package	Letterhead, envelopes, business cards; total includes \$250 already spent on branded Christmas cards and temporary business cards for the Chair	\$1,250
Other printing costs	Donor materials in small runs; other promotional material All done through The Office	\$ 750
Other admin costs	Couriers, thank you for volunteer "anthem portraits" photographer, buying additional folders from CFC	\$ 100
TOTAL		\$4,100



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ATTACHMENT 3