



## MINUTES

Board Meeting on February 26, 2013 at 7.00 pm

Andrea Verwey's home

**Present:** Bob Andrew, Kathy Bellringer, Dee Elliott, Keith Ewart, Joyce Ganong, Colleen O'Neil, Andrea Verwey

**Regrets:** Daron Jennings, Mary Letson (on leave)

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1. Quorum declared; Joyce Ganong called the meeting to order.
  2. **MOTION** to approve the Agenda moved by Joyce Ganong, seconded by Keith Ewart, **carried**.
  3. **MOTION** to approve Minutes of January 22nd meeting moved by Joyce Ganong, seconded by Keith Ewart, **carried**.
  4. Recording of Electronic Decisions  
*January 24, 2013, Moved by J. Ganong, That Kathy Bellringer attend the CFC 2013 Conference in Winnipeg, and that we identify any necessary sources of funding to ensure that this happens. Seconded by D. Jennings. Carried.*
  5. **Chair's Report**
    - **2013 grant requests** Joyce has received contacts from groups inquiring about 2013 grant availability. In each case, she explained our 2013 commitment to the Community Chest, promising to record their details and those of their organization so that we can be sure to include them if we proceed with the Vital Signs needs assessment. In some cases, she also had to reinforce that the Foundation focuses on making organizations more sustainable, rather than contributing to operational costs.
    - **Grant writing support** The Chamber of Commerce has asked for support in preparing grant applications. Joyce proposes to run another grant-writing workshop, hopefully partnering again with the Community Recreation
    - **Winnipeg conference** Vancouver Foundation is accepting applications for support for members to attend the June conference. Joyce has put an application in, hoping we can send a third person along with Kathy Bellringer and Andrea Verwey.
    - **AGM** The AGM is happening on May 28<sup>th</sup> at 7pm at the Youth Centre, with some of its patrons to play for us on the instruments the Foundation funded.



**6. Treasurer`s Report**

Keith reported that he has set up more savings accounts at the Credit Union using sums that were owed at December 31, 2012—BIGA, CHAC, Cummings, KKN, and Community Chest now have their own accounts and collect interest, as does the recent anonymous \$50,000 donation.

Joyce just got annual report from the Vancouver Foundation. Good news: we are very close to what has been contributed and the market value—finally! \$588,000 contributed; \$578,000 market value.

**7. Business arising from November 27, 2012 Minutes**

**a. Board Succession**

Existing Board members` intentions for 2013-14

ANDREW Bob	One more year.
BELLRINGER Kathy	Will stay.
ELLIOTT Dee	Will stay on for one more year, continuing to do the receiving. She doesn`t have much time to contribute beyond that at the moment.
EWART, Keith	Will step down, although he will stay on to work with his successor. Finding the successor is key, ideally one that can bring us online and choose the appropriate software package to do it.
GANONG Joyce	Will stay on for one more year as a Board member, either as a Board member in general, or as outgoing chair.
JENNINGS Daron	Will stay on, with the understanding of the rest fo the Board that he will have limited time to contribute during his time on the BIM Council.
LETSON, Mary	On medical LOA; Mary to decide in due course.
O`NEIL Colleen	One more year. Caring Circle is likely to become a much bigger focus for her.
VERWEY Andrea	Will stay.

**Number of people we need to recruit** Agreed that we need to recruit 4-6 more Board members as we enter an important transitional year (2013-14). Ideally, 3 people at the May AGM, and then 2-3 more in October-November 2013.

**Skills sought** MUST HAVE finances/bookkeeping; incoming chair. ALSO: communications, community depth, fund development, donor relations.



**Possible new recruits, and who will speak to them**

Name of possible recruit	Details	Agreed follow up, if any
Soren Hammerberg	See below*	Joyce has received Soren’s application
Kristen Watson	CFO with the Municipality	Keith to talk to Kristen about Treasurer role
Louise McIntosh	Bowen Island Waste Management	Dee
Tina Overbury	Creative, communicator	Joyce and Andrea
Leah Cline	GP, health and welfare, works at Canuck House, married to Martin Clarke	Colleen
James Glave	Communications person, social justice advocate, connected to the Ag Alliance	Colleen
Ida Goodreau	Lots of senior experience, exCEO Vancouver Coastal Health	Colleen
Ross Allen	Financial background, connection to Smooth Stones	Andrea to speak to Ross provided he is keen on Treasurer role

\*Joyce reported on her interview with Soren Hammerburg. In addition to his experience, Joyce says she was impressed with his personality and thinks he would fit in with us, and the foundation movement as it goes on. He is retired, teaches out at UBC, totally gets philanthropy. Set up a foundation for his clients wanting to fund school in South Africa. He asked about the values of the Board. Interested in organizational and strategic planning, great Board member (experience). Doesn’t mind reaching out to people.

Andrea to write ad to appear in *The Undercurrent* on March 8<sup>th</sup> and notice in the Forum, with applications to us by March 22<sup>nd</sup>. Talk about it at the March meeting.

**b. 2013 Operating Budget**

MOTION Joyce moved that our budget for 2013 expenditures, including \$250 for communications, be \$5,648.00 (pending the additional cost for software). Seconded by Keith Ewart. Carried.

Discussion about whether we should be taking a more consistent approach to drawing out our (modest) admin fee—a percentage that applies across the funds.



**MOTION** by Joyce Ganong that the Foundation take its admin fee as an equal percentage (up to 1%) from three established funds--CHAC, Caring Community, and Maggie Cumming—plus the KKN as added. Seconded by Bob Andrew. **Carried.**

c. **Anonymous Donor Flow Through Agreement Template**

Joyce raised the issue of how we protect the confidentiality of donors who want to remain anonymous—requests that we have honoured to now. Joyce would like the Foundation to create a policy for anonymous donations that stipulates who at the Foundation (eg. Treasurer, receipting person and the Chair only) will know. Based on that policy, we can create a Flow Through Agreement template to use in every case. Joyce will draft the policy and bring it to the next meeting for review and discussion.

d. **Maggie Cumming Legacy Fund** xxx

i. **Trails Component Advisory Committee** Joyce and Daron will be meeting on 27 February to talk to Allan Whitehead, Sue Ellen Fast, and Bob Turner.

ii. **Scholarship, Snug Cove House and Trails for 2013** We have in the order of \$14,000. \$1,000 was proposed as a reasonable amount, and given that Maggie felt at least as strongly about Snug Cove House as she did about the scholarships, we should do at least as much for Snug Cove House.

**MOTION** by Bob Andrew that the Foundation disburse the approximately \$14,000 available from the Maggie Cumming Legacy Fund as follows: (i) 1% administration fee; (ii) an increase from \$500 to \$1,000 for the Maggie Cumming Scholarship for 2013; (iii) \$1500 to Snug Cove House for programming (Better Meals Program); and (iv) the remainder for creating trails. Seconded by Colleen O’Neil. **Carried.**

e. **Community Chest Next Steps** (Bob Andrew) Nothing to report. Bob will convene the meeting with community leaders by the next meeting.

f. **Update on Community Caring Booklet and Plans** (Colleen O’Neil) Health Care Guide is at the printer and will be ready to mail out next week and then uploaded to their website. They moved into the resource centre last week, and have been open for 3 days so far. 32 people have come in; 6 with pertinent health care concerns. Colleen is working on getting a grant from the Vancouver Foundation for salary. Municipality is contributing \$2,000 for light and heat and office supplies. She will also approach the Alexander Foundation, which funds neighbourhood support spaces, to see whether Snug Cove House could apply on our behalf.

8. **New Business**

a. **Bowen Island Gives** (Andrea Verwey and Kathy Bellringer) Andrea discussed the conversation with Nicola Murray. Exciting development that creates a strong connection with enthusiastic fundraisers (who last year took their money off Island), and supporting our objective of supporting youth programming.



**MOTION** (Andrea Verwey): The Community Foundation agrees to partner with BI Gives by providing its online donations portal for BI Gives' 2013 fundraising efforts in support of a Me To We Leadership Program for Bowen youth. BI Gives will pay 3.9% per transaction (ie. Canada Helps' standard transaction fee that includes issuing a tax receipt, with no additional administration fee payable to the Community Foundation). BI Gives will acknowledge the Bowen Island Community Foundation as a partner on its website and in other key materials. Seconded: Kathy Bellringer. **Carried.**

- b. **Unsung Hero Nomination for CFC Conference** Joyce will send a reminder out every week to try and pull out names from the group to consider for this award.
- c. **Vital Signs Update** (Kathy Bellringer) Confirmed the group's feeling that it while it is expensive to do, creating a complete picture of what the community needs would be invaluable for the Foundation's work, especially when approaching donors. Kathy reported that there is a different Vital Signs program for small communities that will cost in the \$1000-\$1500 range. Joyce and Kathy will meet with them to find out more. Colleen will forward *2009 Age Friendly Reports* to Kathy.

9. **Motion to adjourn** – Carried.

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**NEXT MEETING**

Tuesday March 26, 2013 at 7.00 pm at Colleen's house, 480 Craggs End (right at the end).

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**ROUND-UP OF ACTION ITEMS FROM THE FEBRUARY 26<sup>TH</sup> MEETING**

Joyce Ganong	<p>Joyce will draft an Anonymous Donor Policy and bring it to the next meeting for review and discussion.</p> <p>Weekly follow ups with the group about Unsung Hero nominations.</p> <p>Meet with Tina Overbury re: recruitment</p>
Dee Elliott	<p>Speak with Louise McIntosh re: recruitment</p>
Andrea Verwey	<p>Prepare to report on the website.</p> <p>Advise Nicola Murray of tonight's motion about BI Gives.</p> <p>Andrea to write ad to appear in <i>The Undercurrent</i> on March 8<sup>th</sup> and notice in the Forum</p> <p>Speak to Ross Allen re: Treasurer role</p>
Bob Andrews	<p>Convene meeting with community leaders about the Community Chest by the next meeting.</p>
Colleen O'Neil	<p>Forward <i>2009 Age Friendly Reports</i> to Kathy</p> <p>Speak to James Glave, Leah Cline, Ida Goodreau</p>
Keith Ewart	<p>Speak with Kristen Watson about the Treasurer role</p>
Kathy Bellringer	<p>Find out more about the lower cost Vital Signs option and whether it could be available to/appropriate for Bowen Island</p>