



**BOWEN ISLAND
COMMUNITY
FOUNDATION**

MINUTES

**Board Meeting on 24 September, 2013 at 7:00 pm
Colleen O'Neil's Home**

Present: Kathy Bellringer, Keith Ewart, Joyce Ganong (Chair), Soren Hammerberg, Daron Jennings, Colleen O'Neil and Kristen Watson

Regrets: Andrea Verwey, Mary Letson (on leave), Bob Andrew

1. Call to Order

2. Declaration of Quorum:

A quorum was declared by the Chair.

3. Approval of Agenda

Two additions were made to the Agenda: Community Chest and Annual Campaign.

4. Approval of Minutes of August 13th, 2013:

Approved as circulated.

5. Recording of Electronic Decision:

August 16, 2013, Moved by Joyce Ganong, Seconded by Colleen O'Neil THAT \$1,000.00 be issued from the Community Chest Fund to the United Church on Bowen (Little Red Church) for the purposes of assisting an island family with urgent health and financial needs. **Carried**

6. Chair's Report

Janet LeRoy was now providing her services to issue the BICF Charitable Tax Receipts, using the Foundation's software. In due course, Kristen will take this responsibility on.

Joyce is providing assistance to the Caring Circle regarding structure for incorporation as a Society. This may involve a second organization, i.e. for the Health Clinic, if it is to be separate from the Caring Circle. Soren agreed to review the information that is developed.

The Knick Knack Nook Small Grants program is still going to go forward. Joyce will mentor through the process, but 2 Foundation Board members need to be involved. Kathy agreed to be one of those members.

Daron and Joyce reported that the Terms of Reference for the Maggie Cumming Advisory Committee will be ready for review by the Board very soon. After the Board has had the opportunity to provide feedback, the Advisory Committee



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members will review for their agreement, then they will be presented to the Board for endorsement.

7. Treasurer's Report:

Kristen reported that she is transferring the BICF information into a software format, and using that activity as a way of "getting up to speed" as Treasurer. Keith mentioned that the software company that provides our receipting software also has an accounting program which Kristen might like to look at: "Software 4 Non-profits" is the name of the company, and Dan Cooperstock is the owner.

Kristen advised that she would like to invest some of the funds being held at the Credit Union in term certificates. This approach was viewed by the Board as wise, and it was suggested that Kristen bring forward a Policy for acceptance, so that the Treasurer has the ability to manage the funds accordingly, without requiring Board approval for each decision.

Kristen will prepare a Budget Report for the October meeting.

8. Business Arising:

A. Board Membership and Chair Succession:

MOVED by Kathy Bellringer, Seconded by Kristen Watson, that Soren Hammerberg be elected as incoming Chair for the Foundation. **Carried.** (The expectation is that Soren and Joyce will co-Chair for several months to allow a smooth transition in leadership. The decision will be Soren's as to when he is ready to solely assume the Chair's position, but Joyce would like it to be no later than March 1st, 2014.)

Soren expressed his commitment to the Board and the community, and his desire to build on the successes of the past, while moving forward with more structure and shared responsibilities. To that end, he will be meeting with each Board member to determine what interests, skills and time they have to contribute. From that he will prepare a Board Structure proposal for consideration and endorsement by the Board.

Soren and Joyce met with Kim Stephens, a water management practitioner who is Executive Director of a not-for-profit society.

In addition to his familiarity with environmental issues he has experience in positive change management and is keen to participate on the Foundation Board.

MOVED by Kristen Watson, seconded by Colleen O'Neil, that Kim Stephens be appointed to the Board of the Bowen Island Community Foundation. **Carried.**

Colleen reported that Julia McCaig is interested in being on the Board. She would bring with her skills in website design and management as well as administration/management. **ACTION:** Soren & Joyce to follow-up.

Colleen and Joyce reported that Louise McIntosh may be interested. She has a tremendous depth of knowledge of Bowen, and is also known to be willing to work hard on projects. **ACTION:** Soren & Joyce to follow-up.

Joyce reported that she is meeting with Natasha LaRoche to determine how she might contribute her knowledge of fund-raising and donor relations to the Board. Andrea has already done a good job of promoting the Foundation with her.

Soren reported that Gary Ander would like to contribute to the Foundation through committee work, such as the Community Chest and outreach to donors.

Keith reported that he has tried to connect with David Riddell, but David has been away. Keith also advised that Tim Pardee is fully committed elsewhere.

B. Vital Signs

Kathy advised that she and Joyce had met with Lidia Kemeny of the Vancouver Foundation, in hopes of soliciting some help with our Vital Signs initiative. Instead, concerns about Vital Signs were reinforced – the amount of time, energy and the lack of statistically valid data for our population.

However, Vancouver Foundation did a post Vital Signs community consultation that could be a useful model for us. VF provided facilitation training for several VF Board Members and Volunteers, who then hosted community conversations. Specific questions were asked, and a set process was followed. The questions:

- a. When you picture a healthy, connected community, what stands out?
- b. What is your community doing well? What is working? What do you love about your community?
- c. Where are the opportunities for improvement?

Though we might want a different set of questions, what impressed Joyce and Kathy is that our goals might be met through such an approach, specifically:

- a. Establishing a presence/profile in the community for safe conversation.
- b. Creating a baseline for further thought and action within the community and to assist us with our strategic priorities.
- c. Taking these strategic priorities to our donors to demonstrate how the Foundation can help the community.

A further benefit would be a group of people on-island with a similar set of facilitation skills, for future conversations.

Kathy met with Tom James who VF contracted to train the facilitators. Lydia highly recommended him. He is willing to help Bowen, and lived on Bowen at one time.

ACTION: The Board was encouraged by this approach, therefore asked that Tom James come to Bowen to meet with us, to explore the idea further. Kathy will contact Tom and advise the Board of a date, likely the week of October 1st.

C. Community Chest

As Bob was not present, an update was not possible. It was agreed that this initiative needs to be fully discussed and issues resolved. **ACTION:** Bob to report at October meeting.

9. New Business:

A. Board Responsibilities/Structure

Soren would like to see a more formal Board structure be put into action, with Board members taking leadership roles in such areas as Communications & Profile Building, Donor Relations & Recognition, Granting, etc. He would like to meet with all Board members to get their perspectives and to find out where they would like to spend their time and energy. Based on those conversations and after talking with other Foundations to learn what works elsewhere (e.g. VF) he will recommend a structure to the Board. He also would like to see a number of community members become active at the committee level – building strength as well as acting to nurture potential Board members.

Soren reflected on the need to build a stronger profile for the Foundation and will be interested to explore whether there is a potential link with the Caring Circle in the future. This led to a short discussion about Caring Circle and the need for liability insurance. Keith recommended that CC contact Coastal Health Authority to see if there might be a way to be under its liability insurance umbrella. Ida Goodreau would be a good person to ask how to approach this.

B. Maggie Cumming's Story

Joyce reported that she had met with Josephine Riley and Sue Ellen Fast, who were the key authors of Maggie's story. They have done a wonderful job, and a lot of research.

The links to the story are in a drop box:

This link has the Print ready version:

<https://www.dropbox.com/s/c08zmmmt97y2m0w4/Maggie%20Print.pdf>

This link is the interactive layout

pdf: <https://www.dropbox.com/s/smv8j1ws1y27hne/Maggie%20layout.pdf>

Josephine and Sue Ellen recognize that editing may be required for our use on the website, etc. They are fine with that and simply say that what they have written is a source document.

The Board wants any hard copy production to be very well done – to honour Maggie and her gift, as well as to demonstrate the Foundation's excellence. It was felt that an event of some sort could be designed around the presentation of the book to Maggie's family, Josephine, Sue Ellen, the Archives, the Library and BICS.

ACTION: Daron will speak with Larry to get a recommendation regarding printing and binding of the story.

C. RCMP Request

The RCMP forwarded the attached request for a grant of \$250, to match a grant from the Bowen Island Rotary Club, to help with the costs of a Restorative Response Program.

After careful consideration, the Board concluded that the request would not be supported.

ACTION: Joyce to respond to the request, advising of the decision.

D. Annual Campaign

Last year, several donors suggested that we get our annual campaign letter out in late October or early November.

After considering a newsletter approach, which would contain Financial Statement, it was felt that we should save that idea for immediately after the AGM.

It was agreed that a letter be sent out to all households, as was done last year, with donation direction on the reverse side. As with last year, key donors would also receive a hand written note from the Chair along with the general letter.

Joyce asked for help with the content of the letter.

ACTION: Joyce to send out last year's letter; ALL Board Members to review and provide ideas for this year's letter.

11. **Next Meeting** October 22nd at 7 p.m. at Kathy Bellringer's home

12. **Adjourn**

From: Nancy JOYCE [<mailto:nancy.joyce@rcmp-grc.gc.ca>]
Sent: Saturday, September 14, 2013 7:54 PM
To: jganong@telus.net
Cc: teresa@nsrj.ca
Subject: North Shore Restorative Justice funding
Importance: Low

Hello Joyce,

Thanks for your consideration - from the RCMP. As mentioned we would like to use the services provided by the North Shore Restorative Justice Society and are currently somewhat limited as we have not got any committed funding from Bowen Island. I am attaching the original letter of request that was sent to the Rotary Club of Bowen Island. The Board of the Rotary Club has agreed to support this funding request at a level of \$250 and we are hoping that there will be another organization on Bowen Island that will match this request, to a total of \$500.

I have copied Teresa Canning on this email and will leave the details to you both.

Thanks again.

Nancy

Nancy Joyce (Cpl)
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April 24, 2013

Bowen Island Rotary Club
Bowen Island, BC

Re: Restorative Response Program

Att: Eva Churcher

Dear Eva, and the Bowen Island Rotary Club,

Thank you so much for having me and for asking me to give an introduction to our work at the North Shore Restorative Justice Society (NSRJ) on January 31st, 2013. I sincerely apologize for the long delay in your request of a follow up letter. Since my meeting with you at the end of January, there have been some major changes at NSRJ, one of them being a new Executive Director-me! It has been a whirlwind of a few months but exciting, and after finishing my training I am finally getting to finish my to-do list! I appreciate your patience with the delay.

As was presented, NSRJ is a non-profit organization that advocates and supports restorative responses to crime and conflict. Restorative justice is an approach to harm and crime that is based on inclusion, respect, compassion, accountability, and healing. The Society has operated the Restorative Response Program, a community-based initiative that provides an effective alternative to the court system, since 1997. The program responds to situations of crime and conflict committed by youth and adults through the facilitation of mediation, conferencing, peacemaking circles and shuttle mediation based on the principles of restorative justice. The hope for these processes is to provide meaningful responses to harm that hold offenders accountable, provide restitution, answers and healing for victims, and address the underlying needs and causes of crime. Restorative justice is an internationally practiced approach and research demonstrates high rates of victim satisfaction, lower rates of re-offending, and increases in community connection and peace.

Due to the success of this program and an overall growing awareness and acceptance of restorative justice, demand for our services by both

the police and individual citizens grows each year. Currently we are core funded by both the City and District of North Vancouver, and the District of West Vancouver. As was discussed in my presentation, I am hoping that we can provide these same successful services to the community of Bowen Island. In order to start these referrals I am asking for a donation of \$500. On average it takes our organization 20-25 hours to process a case from start to resolution. With this donation our organization would be open to receiving both police based and community referrals from the residences on Bowen Island for the next year to run as a pilot project. Although I do not foresee a large number of referrals, I am sure that this donation would allow our organization to process a number of cases this year and to see what the need looks like for future years.

I would be more than happy to discuss our funding request or any other questions or concerns you may have of our Society.

Thank you again for considering support for our organization.

Sincerely,

Teresa Canning
Executive Director