



MINUTES

Board Meeting on 21 January 2014 from 7.00 pm to 9.00 pm
Soren Hammerberg's home

Present: Kathy Bellringer, Joyce Ganong, Soren Hammerberg, Daron Jennings (by phone), Julia McCaig, Kim Stephens, Andrea Verwey, Kristen Watson

Regrets: Bob Andrew, Colleen O'Neil

1. Call to order at 7 pm.
2. Quorum declared by Soren Hammerberg.
3. **MOTION** to approve the Agenda moved by Soren, seconded by Joyce Ganong, **carried**.
4. **MOTION** to approve Minutes of November 26th meeting with minor amendments moved by Andrea Verwey, seconded by Joyce Ganong, **carried**.
5. **Recording of Electronic Decisions:** none
6. **Report on the AGM on Tuesday, April 22, 2014, "A Decade of Giving Back to Bowen"**
Soren reported that the AGM will be held at Tir Na Nog, and will include a performance. Colleen is working to pull together performers.
7. **Community Forum Report**
Kathy reported that Tom James is set for late May. Possible dates discussed: May 12-17 for facilitation training, open forum on the May 24-25 weekend.

In terms of possible facilitators, Joyce and Kathy have identified 10-11 people and met with 4 of them (Jacqui Massey, Tina Neilson, Shelagh Mackinnon, Ted Spears) today about being involved and getting a preliminary sense of the issues. Three of them want to be trained as facilitators. Soren noted that we can also draw on subcommittee people like Natasha LaRoche, Gary Anders. Joyce and Kathy noted that the people they spoke to are willing to invite people to the Forum, and bring people whose voices don't actually get heard. Great meetings!

Next meeting: Come with a recommendation about which people should act as facilitators – Board and community. Board members can all be trained if they want to – but we don't *need* everyone.

Daron commented on Imagine Bowen. He dug up what he had and spoke with Wolfgang at length. Wolfgang is thrilled that there are others interested. Wolfgang was concerned



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about turning everything over without an introduction to what the Community Forum is and what its goals are. The Imagine Bowen program started, stopped, started, and was abandoned. Would make most sense to sit with Wolfgang, Daron, Joyce and Kathy to sit and pull out what may be appropriate and what might not. Huge amount of work – several boxes. Welcome to it, with the caveat that it be handed over with care and ensuring that what BICF takes is useful. Joyce will send Daron some times.

8. Follow up matters from Strategic Planning Discussions November 26, 2013 (Soren)

Donor Lists - The list we discussed last meeting has not materialized. How do we create a list of potential donors without this lead? Kathy: start with people we know who may be interested, prioritized as face-to-face, mailout, etc. Soren: doesn't need to be systematic. Have each member of the Board give me input on potential donors and how we might approach them. A dozen different approaches to take as we coalesce around a more strategic approach. Soren has had 4-5 different meetings with people, and it's been successful. Confidential and sensitive list.

Roles of Board members – Returning to the agenda from the November meeting, we need to ensure that everyone is engaged outside the work we do at our meetings. Joyce: Soren and I spoke about me carrying on with grants for a while. On reflection, I think I should carry on with someone as a mentor. Would like to see it more broadly based within the Foundation, so there is a measure of objectivity in place. I could do some kind of a mini-workshop (1 hour) for everyone – offer the language to everyone.

Soren reported that tonight he will be proposing a program to make 5 grants of \$5K each – \$25K total – in 2014. We need to discuss to whom we are sending invitations for these grants, get applications in, and in turn get the applications reviewed in conjunction with this time frame. Could be a good vehicle for us to have this session with Joyce. Hoping I am not too optimistic about all this. Would certainly tie in well with the AGM. We have the money, we have the personal resources here. We just need to structure the five grants. Could Joyce then mentor us on the process leading to the grant review? Joyce: need criteria before you announce the grant. A lot of up front work. I really wonder if there is enough time to do it at the AGM. Maybe *announce* the program at the AGM with the criteria – then we get bang for buck throughout the year as you announce them. Deep issue is to figure out why we are giving the grants. Soren: choose as wide a body of recipients as possible. Should we sit at a meeting like this and choose 5 areas? Or should we get others' help to pick the categories – ie. Community Forum? AGM to Forum to payouts as the chronology.

Joyce: Youth and seniors would be categories for sure. I also think that communication on island – increasing its effectiveness – is important. We would expect environmental concerns to come up. Health care.



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Daron: We might be surprised at the applications that come forward around the theme of sustainability. Community forum helps us to shape where the categories are. Then call for applications around the categories agreed.

Joyce: We have an immediate granting issue with the KKN – they need us to provide granting expertise, and they will issue the cheques. They are meeting tonight and I expect that they will have 2 x 3K grants- one for enviro sustainability, one for social sustainability. They want us to share the limelight with them. 6K on sustainability into the community. Their student bursaries are now up to 10K.

Kristen: We need to set up agency agreements with the Municipality for directing of BICF funds through to non-charitable organizations. We need to get a proposal to “Municipal Kirsten”. We’ve done it informally before, for example, to get \$\$ to the Caring Circle. What’s needed: something on paper that says that the Municipality is acting for BICF. Joyce and Soren will prepare something to present to Council.

Board roles: Soren noted that we have 9 people now, and Soren is thinking about recruiting up to the 12 person maximum. Asked for feedback about workload.

Julia and Andrea – Comms

Andrea – Minutes and meeting admin

Colleen – AGM

Joyce – Mentoring around granting

Kathy – Community Forum, liaison role, and VF liaison, donor relations

Soren – Donor Relations

Kim – Environmental Forum – attending meetings on our behalf – liaison with WVCF

Daron – Environmental committee with Kim

Bob – Community Chest

9. Environmental Forum – Kim

The forum was really successful! There was a huge number of respondents. 127 people there – Bowen contingent was pretty small – under 10. Perception that Bowen was well-represented, though. Steven Foster and Kim Stephens both spoke. Starting to think about “the Howe Sound neighbourhood” – a unifying factor for the foundations.

Daron: what you are doing is really similar to what we experienced at the Howe Sound Community Forum. Five Bowen people went – sat and listened – absorbed what was being said by neighbours throughout the sound. Started to realize that our neighbourhood isn’t just Bowen Island. Kim: yes – hence the pull for the Howe Sound Six (Community Foundations) to align with that governmental group that Daron mentioned.

Recommendations in Kim’s report (attached): Motion to approve those recommendations made by Soren Hammerberg. Seconded by Daron Jennings. **Approved.**



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For the subcommittee, Daren recommends Stephen Foster. Joyce recommends Jacqueline Massey. Soren encourages everyone to remember that BICF must remain neutral on these issues.

10. Treasurer's Report (Kristen)

Kristen will prepare an operating revenue budget for 2014 (including Kim's \$1,500). We have almost \$600K with the VF.

11. Report from the Chair

Giving Campaign and the receipting process - \$81,205 Christmas Campaign result – exceptional compared to other years – last year \$27K. Significant donors stepped up. First person to donate was a new Bowen Islander. The point of my recommendation of the 5 x \$5 is that it's conservative given our position. Budget going forward is realistic. Kudos from Soren to Joyce, Julia and Andrea for the text of the letter, and huge thanks to Janey LeRoy for her help with the administrative support. Huge task to manage it all – humbling experience – hats off to Joyce for doing it in past years, because it was 20-30 hours/week to send the thank yous.

Donations software and the need to update and computerize Donor lists – This will help so much with the Christmas appeal next year!

Administrative tasks and review of BICF contacts – Soren and Joyce are creating an admin task list – it's extensive.

Report on Donor/VF/WVCF meeting – West Vancouver Foundation has been in business for 35 years, has 10 times our population with \$5M in endowments, and our Christmas campaign more than doubled theirs. *Little Island That Could, and Does!* They are more than willing to help us in any way. They have a love-hate relationship with Vancouver Foundation! Kathy and Soren are meeting with the Chair of VF on Thursday this week.

Meeting times and dates for 2014 – February 25th @ Joyce's at 6pm potluck (with Joyce's mini-workshop), March 25th, April 22nd.

Mary Watson's status as a Board member – Joyce reported that Mary is doing well. She won't be ready for volunteer work for some time. She will step down from the Board for now, but we hope that she can help with some of the stories, including Aaron Sluggett. She also has experience with scholarship decisions.



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12. **Communications Report** (Andrea and Julia)

Business package

Business cards and newly-branded envelopes distributed. Andrea explained that the newly branded letterhead is available for all to use on the Board page of the website. We will also soon post the specs for the logo and colors in a format that is easy to use/pass on to others who may be preparing things for us (eg. Undercurrent ad or article).

Publication Plan

Andrea introduced the draft publication plan, which includes content involvement from all members of the Board. Everyone was enthusiastic about it. She and Julia will update the publication plan to include the publication of the Donor Overview materials and the CFC “anthem” document.

Website integration with First Credit Union

Still in train. Waiting on Andrea to write text.

13. **Report on Maggie Cumming’s story** (Joyce)

Everything continues to go well with the production.

Next meeting: Tuesday, February 25, 2014 at Joyce’s home for 6pm potluck supper.

Adjourned at 9.00 pm.



ROUND-UP OF ACTION ITEMS FROM THE JANUARY 21 MEETING

EVERYONE	<p>Make sure the following meeting dates are in your diary: February 25th @ Joyce's at 6pm potluck (with Joyce's mini-workshop), March 25th, April 22nd.</p> <p>Bring recommendations for Community Forum facilitators to the next meeting.</p> <p>Give Soren input on potential donors and how we might approach them.</p>
Soren Hammerberg	With Joyce, prepare an agency agreement to present to the BIM Council.
Joyce Ganong	<p>With Kathy, meet with Daron and Wolfgang about Imagine Bowen.</p> <p>With Soren, prepare an agency agreement to present to the BIM Council.</p>
Daron Jennings	With Wolfgang, meet with Kathy and Joyce about Imagine Bowen.
Kristen Watson	
Kathy Bellringer	With Joyce, meet with Daron and Wolfgang about Imagine Bowen.
Colleen O'Neil	
Bob Andrew	
Julia McCaig	Integrate our website with FCU after Andrea writes text.
Kim Stephens	Create a subcommittee of the Board to undertake the BI contribution to the Howe Sound collaboration.
Andrea Verwey	<p>Write text for FCU web integration.</p> <p>Finalize and communicate publication plan to the Board.</p> <p>Write the Donor Overview material.</p> <p>Blog post about the Christmas appeal results.</p>