



Record of 2014 Decisions & Actions

TOPIC	DECISIONS	ACTIONS
Record of Meeting #2014-4 on June 24, 2014		
Treasurer's Report	Decision #2014-01: If routine expenses that are administrative in nature are within an approved budget, then the Chair and Treasurer are authorized to pay such expenses (Moved by Kathy Bellringer; seconded by Julia McCaig)	
Reports from the Chair	Decision #2014-02: In future, BCIF will identify a community need and focus fundraising efforts by 3 rd party events (e.g. BIG) with that need specified	<p>Action #2014-01: Draft a policy statement to guide BICF compliance with the Anti-Spam Regulation (Action by Soren/Kim) DONE</p> <p>Action #2014-02: Develop a fundraising protocol that informs community groups about BICF expectations pursuant to Decision #2014-02 (Action by Jennifer Donor Committee) DONE</p>
Vital Conversations	<p>Decision #2014-03: It is not within the scope and capacity of BICF to supplant the role of an elected council</p> <p>Decision #2014-04: Organize a "Leadership Initiative Meeting" so that the Board can have an extended conversation about the nature of the leadership role</p> <p>Decision #2014-05: Control the VC message and communicate the "story of the day" in a way that buys time for completion of the formal report</p> <p>Decision #2014-06: Draft a policy statement relating to preparation of media releases within a specified number of days following an event</p>	<p>Action #2014-03: Ratify the electronic decision to donate \$500 to the Food Bank as a thank you gesture to all the VC scribes & facilitators DONE</p> <p>Action #2014-04: Convene the "Leadership Initiative Meeting" on July 25 from 1pm to 5pm (Action by ALL) <i>Defer consideration of the need and/or purpose to August 26 meeting of Board</i></p> <p>Action #2014-05: Ask Joyce Ganong to facilitate the "Leadership Initiative Meeting" (Action by Soren) DONE</p> <p>Action #2014-06: Prepare a "good news" story for publication in the UnderCurrent (Action by Kathy/Neil) <i>No action required because pre-empted by Pauline Lebel article on July 4, 2014</i></p> <p>Action #2014-07: Circulate a "progress update" to VC participants (Action by Andrea) DONE</p>
Maggie Cumming Legacy Fund		<p>Action #2014-08: Meet with Bruce Greyell and consult on TOR (Action by Soren) DONE</p> <p>Action #2014-09: Bring forward the Draft Terms of Reference for "Maggie Cumming Committee" for review and ratification at the Leadership Initiative Meeting (Action by Kim) DONE</p>

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Record of Meeting #2014-4 on June 24, 2014		
Strategic Discussion of Board Functions	<p>Decision #2014-07: The Draft Organization Concept Chart is a start, with the next step being integration with a Venn diagram way-of-thinking (i.e. overlapping circles)</p> <p>Decision #2014-08: Establish an annual target for granting (e.g. 5x5, 10x10) that will make a material difference through funding of defined {projects / initiatives / themes}, and then ask donors to help BICF achieve the “granting target.”</p>	<p>Action #2014-10: Resume the conversation about the Draft Organization Concept Chart at the Leadership Initiative Meeting on July 25 (Action by ALL)</p> <p><i>Defer discussion to August 26 Board meeting</i></p> <p><i>Defer discussion to January 2015</i></p>

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Record of Meeting #2014-5 on July 25, 2014		
Record of June Meeting	<p>Decision #2014-09 (pursuant to Action #2014-01):</p> <p><i>Policy Statement to Guide Compliance with Anti-Spam Regulation:</i> "We invite your Donation to our Community Caring Fund (possible name change) in order that we may continue to fund charitable work on Bowen Island. Tax receipts are provided for donations of \$20.00 or more"</p>	
Vital Conversations	<p>Decision #2014-10: Permit Heather Prittie to submit an "invoice for the record" for a portion of her donated time so that she can then at least trigger a "tax credit" to compensate her for lost earnings.</p> <p>Decision #2014-11: Accept-in-principle the draft version of the <i>Report on the Vital Conversations Event</i></p> <p>Decision #2014-12: Drive traffic to the BICF website by only providing the link when sending out the announcements</p> <p>Decision #2014-13: It is the telling of the "Vital Conversations story" that is important in the short-term to shape / manage expectations</p> <p>Decision #2014-14: Develop a succinct "Vital Conversations storyline" for presentation purposes</p>	<p>Action #2014-11: Incorporate suggested edits and circulate the "as finalized" version of the Vital Conversations Report for final approval (Action by Kathy) DONE</p> <p>Action #2014-12: Develop the "who will receive list" for distribution of the Final Report (Action by Colleen) DONE</p>
Maggie Cumming Legacy Endowment	<p>Decision #2014-15: Approve the <i>Terms of Reference for the Maggie Cumming Implementation Committee</i> (Moved by Colleen O'Neil, seconded by Neil Boyd)</p> <p>Decision #2014-16: Purchase 20 additional copies for distribution as gifts (Moved by Soren Hammerberg, seconded by Colleen O'Neil)</p>	<p>Action #2014-13: Meet with BIM Council on September 8 October 14, 2014 to present structure for BICF-BIM collaboration, and invite Council to appoint representatives on the <i>Maggie Cumming Implementation Committee</i> (Action by Soren & Kim) DONE</p> <p>Action #2014-14: Organize a "photo-shoot" with the three Maggie Cumming Legacy Advisors (Action by Soren & Kim) DONE</p> <p>Action #2014-15: Prepare a "good news" story for communication purposes once BICF-BIM collaboration is formalized (Action by Kim)v</p>

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Record of Meeting #2014-5 on July 25, 2014		
Donor Services – Giving Campaign 2014	<p>Decision #2014-17: Going forward, BICF will develop outstanding donor relations.</p> <p>Decision #2014-18: Enhance the letter drop campaign through an email-based communication system; and by teaming with the Vancouver Foundation.</p> <p>Decision #2014-19: BICF currently raises funds via both flow-through grants and endowments. The Mission Statement should reflect that duality.</p> <p>Decision #2014-20: The Donor Services Committee will bring back recommendations for the <i>2014 Giving Campaign</i> at the August meeting</p>	<p>An amendment to previously identified action was noted:</p> <p>Action #2014-02: Develop a fundraising protocol that informs community groups about BICF expectations pursuant to Decision #2014-02 – <i>that is, to focus efforts by 3rd party event organizers on an identified need</i> (Action by Jennifer Donor Committee) DONE</p> <p>Action #2014-16: Meet on July 31 to develop steps to launch a successful <i>2014 Giving Campaign</i> no later than November 1 (Action by Donors Services Committee, namely Soren, Jennifer, Julia, and Kristen) DONE</p>
Grants Committee	<p>Decision #2014-21: Ratify the electronic decision to award <i>Knick Knack Nook Bursaries for Environmental Sustainability</i> as follows (moved by Andrea Vervey, seconded by Neil Boyd):</p> <ol style="list-style-type: none"> 1. <i>3,000 payable to the University of British Columbia on behalf of Noah Carson</i> 2. <i>\$3,000 payable to the University of British Columbia on behalf of Ashley Callister</i> 3. <i>\$2,000 payable to Simon Fraser University on behalf of Bev Rapley</i> 4. <i>\$1,000 payable to the University of Victoria on behalf of Lissy Allen</i> 5. <i>\$1,000 payable to the University of British Columbia on behalf of Annie Faragher</i> <p>Decision #2014-22: The Grants Committee has the discretion to be creative in recommending how best to disburse the \$25,000 grants budget in 2014.</p>	<p>Action #2014-17: Meet on August 5 to develop an implementation plan for the <i>Caring Community Fund-2014 Grants Program</i> (Action by Grants Committee, namely Andrea, Kim, Neil, Kathy and Daron) DONE</p>

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Record of Meeting #2014-5 on July 25, 2014		
Community Chest	<p>Decision #2014-23: Getting the Terms of Reference right is the priority</p> <p>Decision #2014-24: Be clear in the Terms of Reference that the gifts are to fund community work undertaken by the United Church</p> <p>Decision #2014-25: While the maximum fund budget has been established annually at \$10,000, the unspent amount at the end of each financial year will be credited to the Caring Community Fund.</p> <p>Decision #2014-26: Appoint Colleen O'Neil to be the BICF Director on the Committee Chest committee (Moved by Soren Hammerberg, seconded by Neil Boyd)</p>	<p>Action #2014-18: Finalize the Terms of Reference to reflect Decision Nos. 23 through 26; bring back to the Board on August 26 for ratification (Action by Soren & Neil) DONE</p>
Website	<p>Decision #2014-27: Make a clear distinction between documents that can be in the public domain (e.g. AGM) vs those that must remain private (e.g. record of meeting)</p>	<p>Action #2014-19: Change the password for member log-in (Action by Julia) DONE</p>
Strategic Discussion of Board Functions	<p>Decision #2014-28: It requires all Directors to be in attendance in order to address and/or reconcile three fundamental questions or conditions that provide a starting point for informed decision-making:</p> <ol style="list-style-type: none"> a. Is there a need or compelling reason for a strategic planning session? b. What specifically would such a session address? c. If these conditions are met, is there in fact a need for an external facilitator? <p>Decision #2014-29: To gather information for the Board, authorize Kathy Bellringer to have an exploratory conversation with Christine Jarvis solely to gain an understanding of the nature of the services she provides, her availability on weekends, the rates she charges and the anticipated total cost. Presuming that the first two conditions under Decision #28 are met, this information would inform consideration of Question (c).</p>	<p>Action #2014-20: Deliver on commitments and make things happen so that BICF has a host of "good news" stories that Soren and others can share with prospective donors via personal communication, the website, and e-newsletters (Action by ALL) DONE</p> <p>Action #2014-21: Have an exploratory conversation with Christine Jarvis in accordance with guidance provided by Decision #29 (Action by Kathy) IN ABEYANCE UNTIL 2015</p>

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Record of Meeting #2014-6 on August 26, 2014		
Report from the Chair		Action #2014-22: Formalize Directors' terms, duties and responsibilities (Action by Soren) DONE
Financial Report	Decision #2014-30: BICF would not be the lead organization for fundraising related to capital campaigns (such as a Community Centre), but would consider partnering with other funding organizations	Action #2014-23: Meet with a legal expert to ensure that BICF is "CRA-compliant" for fundraising related to "capital campaigns" (Action by Soren) DONE
Vital Conversations	Decision #2014-31: Based on due consideration of the preliminary information: a. It is premature for BICF to consider a proposal from Ethelo Decisions. b. Allow time for the municipal process and rezoning to mature. c. Defer serious consideration of potential options until 2015.	Action #2014-24: Inform John Richardson "thanks, but no thanks" regarding his unsolicited proposal re use of the Ethelo Decisions online tool (Action by Soren)
Community Chest	Decision #2014-32: Approve the Terms of Reference as written, and change the name of the Community Chest to <i>Helping Hand Fund</i> (Moved by Soren & Seconded by Neil)	Action #2014-25: Inform the LRC that BICF will allow some 'limited flexibility' with the \$1,000 grant limit, subject to BICF Board approval of any such recommendation by the Helping Hand Committee (Action by Soren) DONE
Grants Committee	Decision #2014-33: Approve a grant budget of up to \$25,000 for 2014, with awarding of grants to be completed by year-end (Moved by Soren & Seconded by Kathy) Decision #2014-34: Approve the process and criteria reflected in the <i>Call for Proposals for the 2014 Community Grants Program</i> (Moved by Andrea & Seconded by Neil) a. Compile a list of Bowen Island charitable organizations, post the list on the BICF website and reference the link in the Call for Proposals b. Spread the word about the Call for Proposals via the MailChimp e-newsletter and the UnderCurrent newspaper. There will be no mailbox drop.	Action #2014-26: Phone CRA and ask for a list of Bowen Island organizations that currently have charitable status (Action by Andrea) DONE

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Record of Meeting #2014-6 on August 26, 2014		
Donor Services Report	<p>Decision #2014-35: Proceed with the 2014 Campaign pursuant to these guidelines:</p> <ul style="list-style-type: none"> a. Eliminate the “administrative nightmare” and disproportionate cost of processing cheques by promoting use of the online Canada Helps feature b. Focus BICF fundraising efforts on flow-through funds that will allow BICF to leverage discretionary grants pursuant to the <i>Community Grants Program</i> <ul style="list-style-type: none"> - Only the flow-through funds will be listed on the mail drop letter - Move the endowment funds to a secondary page on the website. c. Those who initiated creation of endowment funds, not the BICF, will be responsible for raising additional monies for their endowment funds d. Post a “thermometer image” on the website to track progress towards the fundraising goal of \$100,000 e. Approve the Newsletter format as presented in draft. 	<p>Action #2014-27: Recommend a new name for the Caring Community Fund (Action by Donor Services Committee)</p> <p>DONE</p>
Strategic Discussion of Board Functions	<p>Decision #2014-36: Defer consideration of the need for a strategic planning session until 2015</p>	
Attendance at Events		<p>Action #2014-28: Purchase a “banner stand” and organize name tags for BICF attendance at community events (Action by Julia & Colleen) DONE</p>

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Record of Meeting #2014-7 on September 30, 2014		
Report from the Chair	Decision #2014-37: BICF cannot be involved with fundraising by the Medical Clinic Society	
Financial Report	Decision #2014-38: Revert to the previous system and merge the operations fund with the Community Impact Fund (Moved by Soren & Seconded by Kathy)	
Grants Committee	Decision #2014-39: In January 2015, develop a policy for achieving sustainability by establishing a balance between annual granting and growth of endowed funds.	
Donor Services Committee	Decision #2014-40: Create a Donor's Circle that would be by invitation, and with an expectation that donors would make an ongoing minimum annual contribution of \$10,000	
Youth Committee	Decision #2014-41: Explore whether and how to form a Youth Committee, with consideration given to structure, composition, invitation or application, age and a "voice" on any youth initiatives or grants.	Action 2014-29: Explore what other community foundations are doing for youth involvement and mentoring, and develop Draft Terms of Reference for consideration by the Board (Action by Neil) DONE
Food Bank Fund Raiser	Decision #2014-42: Future BICF hosting of fund raisers organized by the Beer & Wine Store would be conditional on either BICF being the beneficiary or designating who will be the beneficiary.	Action 2014-30: Offer to host a fund raiser at the Beer & Wine Store in 2015 (Action by Soren) DONE

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Record of Meeting #2014-8 on October 28, 2014		
Grants Committee	Discussions at the committee level will continue re organizing a grants seminar hosted by the Foundation, for the entire community, The committee will consider putting grant writing skills resources on our website	
Social Media	We need to make our Facebook page more vital and energetic by continual updates and additions	
Vital Conservations	Should we follow up this initiative with dinner gatherings taking on specific themes from the report and drilling down on those issues?	

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Record of Meeting #2014-9 on November 25, 2014		
2014 Community Impact Grants	<p>Decision #2014-37 43: Approve the recommendations by the Grants Committee to award four grants as itemized in Attachment A, and with the grant for the Garden Gateway Initiative contingent on project approval by Bowen Island Municipality (Moved by Andrea and Seconded by Soren)</p>	<p>Action #2014-31: Suggest to the Garden Gateway Initiative that they consult with the Bowen Island Garden Club about a suitable arrangement for a Maintenance Agreement (Action by Andrea) DONE</p> <p>Action #2014-32: Telephone the four successful applicants and follow-up with written confirmation (Action by Andrea) DONE</p> <p>Action #2014-33: Submit a news release to the UnderCurrent newspaper to publicize the grant awards (Action by Andrea) DONE</p> <p>Action #2014-34 Organize a group photo-op for handing out the cheques to the (Action by Andrea & Soren) Work-in-Progress</p>
Future Grant Programs	<p>Decision #2014-38 44: Commencing in 2016, call for grant proposals during the March-May period and announce recipients at the Annual General Meeting.</p> <p>Decision #2014-39 45: The Grants Committee will bring back a recommendation on whether to defer the 2015 grant funding until Spring 2016.</p>	
Conflicts of Interest	<p>Decision #2014-40 46: Board members with conflicts of interest can be present and may participate in discussions regarding grant applications, but must recuse themselves when the Board votes on the recommendations by the Grants Committee</p>	
Maggie Cumming Endowment	<p>Decision #2014-41 47: Manage the Maggie Cumming Endowment as a stand-alone process because of the unique operating conditions.</p>	<p>Action #2014-35 Write a story about the Maggie Cumming Implementation Committee and post it on the website so that there is a clear understanding in the community about the granting criteria and process (Action by Kim) After presentation to Council on January 26</p>

Bowen Island Community Foundation

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TOPIC	DECISIONS	ACTIONS
Record of Meeting #2014-10 on December 4, 2014		
Report from Chair	<p>Decision #2014-42 48: Approve transfer of \$5000 grant to Caring Circle via a mechanism to be determined (Motion by Soren, seconded by Neil)</p> <p>Decision #2014-43 49: Approve a budget of up to \$10,000 for 2015, with grant disbursements via the Little Red Church on an “as needed” basis (Motion by Soren, seconded by Neil)</p> <p>Decision #2014-44 50: The long-term goal is to build an endowment fund that would sustain grants for Helping Hand, rather than drawing from BICF proceeds as is the current practice.</p> <p>Decision #2014-45 51: Reproduce the “donations letter” as a ½-page ad in the UnderCurrent. (Note: a donation from Soren will pay for this cost)</p> <p>Decision #2014-46 52: Send out a 2nd e-blast via Mail Chimp</p>	<p>Action #2014-36 Post announcements for Caring Circle and Helping Hand grants on the BICF website (Action by Soren & Julia) Work-in-Progress</p> <p>Action #2014-37 Firm up concept for a donor event in conjunction with AGM (Action by Soren)</p> <p>Action #2014-38 Directors to advise Soren if they are interested in attending the 2015 CFC Calgary Conference (Action by ALL)</p>
2014 Community Impact Grants	<p>Decision #2014-47 53: Delay payment of \$2500 grant for Pollinator Garden in Crippen Park Meadow until March 31st 2015, and thereby allow time for completion of community consultation & Metro Vancouver approval processes</p> <p>Decision #2014-48 54: Announce the BAA grant at the AGM</p>	<p>Action #2014-39 Develop a protocol for a “cheque moment” followed by a “project action” by the grant recipient that BICF can then feature for promotional purposes (Action by Andrea)</p>
Policy on Directors Roles, Duties and Responsibilities	<p>Decision #2014-49 55: The <i>Roles, Duties and Responsibilities Policy</i> as written transcends all past documentation by previous Boards, and is deemed to be effective as of December 4, 2014</p> <p>Decision #2014-50 56: Appoint Andrea Verwey as Vice-Chair for a 2-yr term, recognizing that it is premature to view this appointment as “Chair-designate”</p> <p>Decision #2014-51 57: At the January 2015 meeting, consider:</p> <ol style="list-style-type: none"> a. names of potential candidates for recruitment as the 10th Director to replace Daron Jennings; and b. whether to advertise a public “call for applications” in February 2015 to spread the net regarding other candidates for the 10th Director 	