



**BOWEN ISLAND
COMMUNITY
FOUNDATION**

MINUTES

Board Meeting on 27 May 2014 from 7.00 pm
Soren Hammerberg's home

Present: Kathy Bellringer, Soren Hammerberg, Julia McCaig, Colleen O'Neil, Kim Stephens, Andrea Verwey

Regrets: Bob Andrew, Neil Boyd, Daron Jennings, Kristen Watson

1. Call to order at 7 pm.
2. Quorum declared by Soren Hammerberg.
3. **MOTION** to approve the Agenda moved by Andrea Verwey, seconded by Colleen O'Neil, **carried**.
4. **MOTION** to approve Minutes of March 25, 2014 meeting moved by Andrea Verwey, seconded by Colleen O'Neil, **carried**.
5. **Recording of Electronic Decisions:** none
6. **Treasurer's Report – Soren on behalf of Kristen**
 - Soren and Kristen met since the last meeting. Soren filed the Treasurer's Report, amended to these Minutes as Appendix 1.
 - Tax return in process of being filed, and *Society Act* filing is current.
 - Kristen is keeping Nicola and Jen apprised of the BIG! totals.
 - Kristen is assessing software packages to compile our financial and other data – donors, etc. – in conjunction with Sandra Cunningham from the Sechelt Foundation. *Keeping in touch is an important part of nurturing donors.*
 - Financial spreadsheet has been updated to the end of April 2014 – we are within budget on all items.
7. **Presentation of Fund reports – Soren**



**BOWEN ISLAND
COMMUNITY
FOUNDATION**

The fund reports are revamped, and will be distributed along with the year end and 1st quarter report from the Vancouver Foundation. Each fund holder will now receive one – something which was not happening in the past.

8. Vital Conversations – Kathy

- Report on facilitation meeting with Tom James May 12 – “it was worthwhile, and we sure learned what we didn’t know!”
- Discussion of process for BICF Forum - Tom will be the timekeeper and keep us all to schedule. The materials have been circulated for facilitators and scribes. We are hoping to be able to use the format used by the Vancouver Foundation. We will put the report on the website, and disseminate it freely to community groups that are interested. An action plan would be a further step from here – we need to be flexible enough to respond to Saturday morning’s process appropriately.
- Soren noted that our VC process sparked interest at the BC CF meeting he attended last week.
- Andrea to collect muffins and coffee from The Snug and join fellow Board members helping to set up at 815 am.
- 63-64 confirmed plus 17-18 scribes and facilitators.

9. Web site walkthrough – Julia

- Reminder to use Foundation email signature
- Reminder to use the Foundation memo and letterhead template in every instance, and that the Foundation logo should always appear at the top left of the document
- Update on increased Facebook traffic

10. Communications: Soren

- Soren showed us several examples of donor info documents he received in Penticton that we could readily use and customize. Soren will circulate the link to the CFC website that shows all the



**BOWEN ISLAND
COMMUNITY
FOUNDATION**

different vehicles, and the document “Tips for Board Members (Ways for Board Members To Do More)”. Very excited about getting these packages together and getting them out. Lots of cool stuff out there to adapt and get them out.

- Soren will be speaking at the Aaron Sluggett Dinner, Endswell event, Aaron’s Run, and *The Undercurrent* interview.

11. Board structure and evolution – Soren

Naturally evolving to have the work shared more evenly among Board members.

Soren spoke to Bob about his ongoing role and the extra time commitments being required from Board members. Bob has decided to step down from the Board. Bob will continue to manage the Community Chest Committee in an adjunctive role, reporting to Soren as the head of that committee rather than as a full Board member.

Soren announced that Andrea will chair the Grants Committee, which will also includes Kathy, Kim, Andrea, Neil, Daron. There will be a granting workshop with Joyce will be held on **June 12th** for all of us from 3-6 at the Cottage in the Old Orchard; review grants manual in advance. Soren mentioned looking for greater depth on the granting front.

12. New Board Member: Jennifer Hall – Soren

Soren put Jen’s name before the Board for consideration. He noted her experience and enthusiasm, her current role with BIG!, etc. Enthusiastic support expressed by all.

Motion to appoint Jennifer Hall to the Board by Soren Hammerberg; seconded by Julia McCaig, **carried**.

13. Minute taker - Kim Stephens will take over the Minutes from the next meeting.



**BOWEN ISLAND
COMMUNITY
FOUNDATION**

14. Community events - Soren

Daron will organize the Snug Cove Christmas Tree; Colleen will organize the Remembrance Day wreath.

15. BIG! Mount Gardner Hike – Soren

Organized by Jennifer Hall/Nicola Murray and their team, with proceeds to the Community Caring Fund. Soren will attend the event and present on behalf of BICF at after party. They are hosting a silent auction, and have asked whether we might have items to donate – eg. gift certificates, art piece, costs, etc. Do we want to donate something? We discussed it and agreed to donate anonymously two gifts: Michael Epp ferry boat (Andrea to source) and a \$100 gift certificate from Bowen Kayaking (Soren to source).

16. Aaron’s Run – Soren

The event will take place on Saturday June 14th. Proposal to top up the scholarship of \$500 to \$1,000 based on income generated to match the Dulong scholarship.

Motion by Soren Hammerberg to top up the Aaron Sluggett Fund payout for 2014 to \$1000, with those funds coming from our Community Caring Fund; seconded by Andrea Verwey; **carried**.

17. Endswell Art Auction – Julia

Sunday June 8th – 1:00 p.m. to 3:00 pm

Julia reported that all is going well, Soren is coming along to represent the Foundation, and others are coming along, too. Julia asked people to distribute invitations to friends off Island. Kathy raised the concern about us being directly involved in a mixed commercial enterprise/fundraising event like this – Soren and others agreed – but we will meet this commitment.

18. Vancouver Foundation - Soren

Suggestion that Soren, Kathy, and Jennifer to meet VF to talk about the 2014 Giving Campaign. We need to have an open discussion on the viability of the way our funds are set up now. Setting up a family



**BOWEN ISLAND
COMMUNITY
FOUNDATION**

endowment (like Maggie Cumming) is something that the family should be continuing to drive; we simply manage.

19. Granting programs - Soren

Soren reported on possible grants available that he learned about in Penticton: (1) Neighbourhood Community Grant (VF); and (2) True Sport (CFC) – no need to be a charity. Great responses to community needs where the group (eg Bowen Island Yacht Club, Boy Scouts). Something for the Grants Committee to consider.

20. Dulong Fund - Soren

Motion to approve granting of scholarship of \$1,000 to the West Vancouver School Board District #45 in accordance with the recommendations of Beth Turner as appended. By Soren Hammerberg, seconded by Colleen O'Neil, **carried**.

21. Maggie Cumming Fund - Soren

The book Soren reported on his meeting with the family May 17 – toured the properties that will come to us, nice meeting with the family with lunch, gave them 5 copies of the book. Josephine Riley and Larry Adams are the ones behind the book, and there is a problem with the printer – the family wants copies. Appetite in the community for the book. Need 20 to hand out; are we going to make this available online? At what cost?

- Option 1: Offer books by donation. They cost us \$50, and we can give a tax receipt for and keep any donations above and beyond that (because of CRA requirements).
- Option 2: Order 20 clean copies and distribute them. Donate to the Library and to the Archives. Others wanting it can order through Blurb.

We agreed to go with Option 2 – Joyce has already ordered 20 copies.



**BOWEN ISLAND
COMMUNITY
FOUNDATION**

The Maggie Cumming scholarship - Soren

Scholarship – no applicants for 2013. Consideration to granting scholarship to a qualified applicant to the Aaron Sluggett Fund. Refer to the Granting Committee.

22. Chair's Report: Soren

- Soren and Natasha had a really good meeting with the Financial Advisory Committee on April 16th. What's clear is that we have been too general in our donation approach. We need to evolve a focused and directed fund raising vision. One easy way to do this is that we as a Foundation are looking to target \$100,000 a year in grant funds as the basis of our granting program (building to \$10K by 10). Creates a defined target. Vital Conversations and granting committee will tie the rationale to us. We can tell people how far short we are falling; the types of community needs are not being met. The other issue is whether we are going to be part of a big program on the island: health centre, library expansion, arts centre, community centre – capital campaign.
- *Imagine Canada* – started an accreditation program for all non-profits in the country. Jumped on by CFC. If you get an Imagine Canada accreditation, you get a logo on your letterhead – your protocol is perfect, your ducks are in a row. Significant attribute for all significant donors. Two stage process – one for small, one for large. A few hundred dollars, with a coaching mentor to take us through the process. 3-4 year project. Could be a great legacy project. Soren to investigate this further and bring it back to the Board for discussion in due course.
- We should look at getting a Youth Council – the Sunshine Coast has it. They meet in between different foundations and provide input. Terms of reference could be gleaned from the Vancouver Foundation.

Next meeting: Tuesday, June 24, 2014 at Colleen's home at 7pm.

Adjourned at 9.30 pm.



**BOWEN ISLAND
COMMUNITY
FOUNDATION**

ROUND-UP OF ACTION ITEMS FROM THE MAY 27 MEETING

EVERYONE	Prepare for the Grants Workshop by reading the CFC Granting Guidelines
Soren Hammerberg	Source auction item for the BIG! event Manage (with Julia?) distribution of Maggie Cummings book when it arrives Organize meeting for Soren, Kathy, Jen with the Vancouver Foundation Further investigate the Imagine Canada accreditation process and report back in due course
Daron Jennings	
Kristen Watson	
Kathy Bellringer	
Colleen O'Neil	
Julia McCaig	
Kim Stephens	
Andrea Verwey	Source auction item for the BIG! event Organize payment of the Aaron Sluggett Scholarship, and letters to applicants Discuss how to handle the Maggie Cumming scholarship money for 2014 with Grants Committee