



Record of Board Meeting #2014-6 on August 26, 2014

Theme: "Moving Forward on Multiple Fronts"

VENUE:	1010 Cowan Point Drive	PARTICIPANTS:	NOT ABLE TO ATTEND:
DURATION:	7:00pm – 9:15 pm	1. Kathy Bellringer	8. Jennifer Hall
CHAIR:	Soren Hammerberg	2. Neil Boyd	9. Daron Jennings
RECORDER:	Kim A Stephens	3. Soren Hammerberg	10. Kristen Watson
		4. Julia McCaig	
		5. Colleen O'Neil	
		6. Kim Stephens	
		7. Andrea Verwey	

TOPIC	DISCUSSION HIGHLIGHTS / DIRECTION & DECISIONS	ACTIONS
Quorum, Agenda & Record of July Meeting	<ul style="list-style-type: none"> • Quorum declared by Soren Hammerberg • MOTION to approve Agenda & MOTION to approve Record of Meeting on July 25, 2014: Moved by Soren Hammerberg & Seconded by Colleen O'Neil • Refer to Attachment A for consolidated list of "Decisions & Action" and status. All 21 action items have been addressed or are a work-in-progress. 	
1 Report from the Chair	<ul style="list-style-type: none"> • Soren reported that, in the previous month, he had: <ul style="list-style-type: none"> ▶ productive meetings with John Weston, the Mayor, Jake Kerr, David Podmore and the Maggie Cumming Legacy Advisors ▶ presented a copy of "Maggie's Story" to Trish McGeer, sister of Maggie Cumming ▶ met with the Executive Director of WVCF ▶ met with Rotary Club and has a pending speaking engagement • Soren also reported that he is in the process of developing a package that will outline Directors' terms, duties and responsibilities. This will be presented and discussed more fully when the Board meets on September 30 • Soren also praised the recent committee work of Board members and stated that "the Board is evolving nicely into a working Board". 	Action #2014-22: Formalize Directors' terms, duties and responsibilities (Action by Soren)

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2 Financial Report	<ul style="list-style-type: none"> • No change in the financial situation. All activities are within budget • Funds managed by the Vancouver Community Foundation are yielding ~6% return • Soren met with WVCF to learn more about setting up funds for capital campaigns. <p>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</p>	Action #2014-23: Meet with a legal expert to ensure that BICF is “CRA-compliant” for fundraising related to “capital campaigns” (Action by Soren)
3 Vital Conversations	<ul style="list-style-type: none"> • The Vital Conversations Report has been widely circulated. BICF has been invited to make a presentation to Council (refer to Attachment B). This will be done in conjunction with the Maggie Cumming presentation on October 14. • BICF has been approached by John Richardson of Ethelo Decisions with an offer to provide consulting services. Ethelo is an online software tool that is built around a data processing algorithm. The claim is that use of the tool will depoliticize a municipal decision process. It is expensive. <p>Decision #2014-31: Based on due consideration of the preliminary information:</p> <ol style="list-style-type: none"> 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)
4 Community Chest	<ul style="list-style-type: none"> • Neil Boyd presented the Terms of Reference. The purpose is to provide structure and accountability. This makes it clear to everyone regarding BICF expectation. Refer to Attachment C. Shelagh MacKinnon of the Little Red Church (LRC) has reviewed and signed off. <p>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)</p>	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)
5 Grants Committee	<ul style="list-style-type: none"> • Andrea Verwey presented the Call for Proposals. BICF has made a public commitment to grant \$25K in 2014. Refer to Attachment D. <p>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)</p> <ul style="list-style-type: none"> • An extended discussion covered these topics: how to connect grant applicants 	

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	to organizations that have charitable status; who has charitable status; and whether a mailbox drop is a cost-effective way to spread the word.	
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<p>Grants Committee (continued)</p>	<p>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)</p> <ul style="list-style-type: none"> 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. 	<p>Action #2014-26: Phone CRA and ask for a list of Bowen Island organizations that currently have charitable status (Action by Andrea)</p>
<p>6 Donor Services Report</p>	<ul style="list-style-type: none"> • BICF now has a comprehensive and consolidated database compiled on MailChimp. This allows BICF to reach over 400 individuals via e-newsletter. Kudos to Julia McCaig and Liz Hammerberg for this milestone achievement. Refer to Attachment E. • An extended discussion encompassed these topics: <ul style="list-style-type: none"> 1) Run this ourselves rather than through the Vancouver Foundation 2) Distribution via a mail drop and electronic letter 3) Alignment of Donation page/Canada Helps/Website donation button 4) Re-energize our Donor base with a financial goal of \$100,000 (note: compares with \$81,000 in 2013) 5) Rename the Caring Community Fund. Suggestions include: Community Impact Fund, Bowen Impact Fund or Vital Community Fund. Feature flow through funds in the Campaign 6) Organize a donor recognition event: reception? date? location? format? <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. 	<p>Action #2014-27: Recommend a new name for the Caring Community Fund (Action by Donor Services Committee)</p>

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	<ul style="list-style-type: none"> 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. 	
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7 Sea-to-Sky Community Foundations	<ul style="list-style-type: none"> • Refer to Attachment F. Kim reported that: <ul style="list-style-type: none"> ▶ The Environmental Forum in January 2014 brought the six Sea-to-Sky community foundations together. The consensus was that collaboration should go beyond “environment”. ▶ The six have agreed to move forward incrementally: 1) meet regularly; 2) share and learn from each other; 3) focus on a range of topic areas that could engage other Board members; and 4) identify an initiative to work on together. 	
8 Strategic Discussion of Board Functions	<ul style="list-style-type: none"> • Refer to Decision #2014-28. It provides a frame-of-reference for moving forward: <p style="margin-left: 20px;">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> <ul 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? • Neither of the first two conditions under Decision #28 has been met. The next four months are critical in terms of the work of the Grants Committee and the Donor Services Committee. The results will incrementally inform how BICF moves forward. <p style="margin-left: 20px;">Decision #2014-36: Defer consideration of the need for a strategic planning session until 2015</p> 	
9 Attendance at Events	<ul style="list-style-type: none"> • The Wine Store has asked BICF to be the host for a fundraising event on September 12. The proceeds will go to the Food Bank. • This opportunity triggered a discussion on the need for promotional materials 	<p>Action #2014-28: Purchase a “banner stand” and organize name tags for BICF attendance at</p>

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	that BICF reps can take to such community events.	community events (Action by Julia & Colleen)
Next Meeting	<ul style="list-style-type: none">• On Tuesday, September 30, 2014 at BIM Council Chambers	