

Record of Board Meeting #2015-02 on February 24, 2015

Theme: "Take Stock & Look Ahead"

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

TOPIC	DISCUSSION HIGHLIGHTS / DIRECTION & DECISIONS	ACTIONS
Quorum & Agenda	<ul style="list-style-type: none"> • Quorum declared by Soren Hammerberg • MOTION to approve Agenda & MOTION to approve Record of Meeting on January 27, 2015: Moved by Soren & Seconded by Andrea • Soren noted that all Decisions and Actions are current 	
1 Electronic Decisions	<p><i>On receipt of \$3,702 from the Knick Knack Nook Re-Use It Store Society, the Foundation will issue cheques for Knick Knack Nook Small Grants as follows:</i></p> <ul style="list-style-type: none"> a) <i>\$1,400 for the Bowen Children's Centre's No Child Left Behind Program;</i> b) <i>\$1,422 for the Homework Club at BICS and</i> c) <i>\$880 for the Mini Gardeners, Healthy Eaters Lunch Club Program at Family Place.</i> <p>Motion moved by Andrea and seconded by Soren</p>	
2 Report from Chair	<ul style="list-style-type: none"> • Soren provided information updates on several matters. None required action by the Board. 	
3 Report from the Treasurer	<ul style="list-style-type: none"> • Kristen presented the 2015 Budget in "final" form. This reflected decisions made at the January 2015 meeting. Soren reported that in 2014 the ROI for funds invested with the Vancouver Foundation exceeded 9%. The investment strategy is such that the guaranteed permanent annual payout is 3½%. <p>Decision #2015-20: Approve the 2015 Budget</p>	

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4 Report from Nomination Committee	<ul style="list-style-type: none"> A Director position will be vacant as of April. This resulted in a spirited discussion about: 1) the sub-group approach that is key to recent BICF success; 2) the skill-set that a new Director should bring to the table; 3) development of Board talent; and 4) potential succession factors in recruitment. <p>Decision #2015-21: Meet with Jennifer Pardee and Joanne Gassman (in that sequence) to confirm that either would be willing to serve on the Board, and identify what gaps either could fill related to advancing the BICF mission.</p> <p><i>Postscript: Jennifer Pardee is out of country. Joanne Gassman has accepted the invitation to serve as a Director, subject to Board approval at March 24 meeting</i></p>	<p>Action #2015-11: Meet with Jennifer Pardee and Joanne Pardee (Action by Soren & Kathy)</p> <p>Action #2015-12: Place an ad in the UnderCurrent newspaper to make public the vacant Director position (Action by Soren & Kristen)</p>
5 Howe Sound Neighbourhood	<ul style="list-style-type: none"> Kim reported that the six Howe Sound community foundations are meeting on Feb 28 to continue the process of relationship-building. His agenda item is to inform the other foundations about the Howe Sound Community Forum. Kim and Soren reported out on their conversations with Ruth Simons, Executive Director of the Future of Howe Sound Society. Effectively, she is the secretariat for the Howe Sound Community Forum. Bowen Island Municipality will host the May 1st meeting of the Forum. 	<p>Action #2015-13: Report out on the outcome(s) of the Feb 28 meeting of the six Howe Sound community foundations (Action by Kim)</p>
6 Danielle Dulong Scholarship	<ul style="list-style-type: none"> In 2013 a scholarship (\$500) was awarded but not collected. The student has now requested payment. The balance remaining in the scholarship fund is \$577. <p>Decision #2015-22: Payout the \$500 scholarship, with the remaining \$77 to be used to cover the cost of closing out the fund</p> <p>Decision #2015-23: In future, establish a term limit on memorial funds</p>	<p>Action #2015-14: Contact Beth Turner about securing the consent of the Dulong family to close out the scholarship fund (Action by Andrea)</p>
7 AGM	<ul style="list-style-type: none"> Planning is well-advanced and organizational details are coming together. 	
8 Report from the Grants Committee	<ul style="list-style-type: none"> Refer to Andrea's report (Attachment A). It encompassed 3 reporting items, 1 recommendation, and a conversation-starter about how to support / integrate BICF grant program with the Knick Knack Nook (KKN) and BIM granting programs. <p>Decision #2015-24: Integrate KKN Small Grants Program with the BICF Community Impact Grants Program for a 2-year trial period.</p> <ul style="list-style-type: none"> New information is that BIM Terms of Reference specify that there will be a BICF representative (currently Joyce Ganong). This was a surprise to the Board. <p>Decision #2015-25: Table the discussion of BICF role on the BIM Grants Advisory Committee to a future meeting</p>	<p>Action #2015-15: Confirm with KKN about BICF directly managing their Small Grants Program (Action by Andrea)</p> <p>Action #2015-16: Circulate a copy of the Terms of Reference for the BIM Grants Advisory Committee (Action by Kristen)</p>



Grants Committee Report

Prepared by Andrea Verwey for the Board Meeting on February 24, 2015

The Grants Committee met on Wednesday, February 18, 2015. This report includes:

- 3 reporting items;
- 1 recommendation; and
- Our views on 1 discussion point for the meeting: BIM and KKN grant support

Reporting items

The status of the 2014 Community Impact Grants

1. Grant payouts

- a) We are in the process of paying grant monies to the Community School Association for the Youth Centre programs (\$2,500), and to the Bowen Island Public Library Foundation for the Library & Gallery Project (\$2,600 now for the feasibility study, with \$12,400 more to come if the feasibility study confirms there is a case for it). I attach a thank you letter from Tina Nielsen and Jacqueline Massey.
- b) The grant monies for the Garden Gateway project will be paid out to Bowen Island Heritage as the project gets closer.
- c) The proposed grant to the Bowen Agricultural Alliance via the Community School Association for the pollinator initiative and demonstration garden is on hold pending Metro Vancouver’s review of the community input. Elle Glave from the BAA expects the outcome of that very soon and will keep me informed.

2. Telling the story of the impact the grants have made on the community The grants were announced and featured in *The Undercurrent* piece in December 2014, and on our website. The Committee remains enthusiastic about the capturing a story of the “grant in action”, and we have divided up responsibility for following up with the grant recipients to get photos and reports at the right time.

Granting story and lead	Committee lead
Youth Centre projects - John Stiver	Neil
Library & Gallery Project - Tina Nielsen and Jacqueline Massey	Kathy
Garden Gateway - Holly Graff	Kim



BOWEN ISLAND COMMUNITY FOUNDATION

The Knick Knack Nook Small Grant Program

The first round of grants

For 2015, the KKN Small Grants Program has \$10,000 available for Environmental Sustainability Grants (\$5,000) and Social Sustainability Grants (\$5,000). Grant applications are considered two to three times a year. We received seven applications across both categories for the first round of 2015 applications due on January 31st.

Earlier this month, I met with the KKN Grants Committee -- Dorothy Geisler, Nerys Poole, Cheryl Evans, and Betty Dhont (absent) – to discuss the applications against the established criteria. The committee decided to fund four projects subject to a few clarifications to be sought – three involving children and youth, and one affecting seniors and others with accessibility needs. As soon as they are finalized, I will seek approval by email.

A new process for granting

The KKN Small Grants Program takes quite a bit of time and effort for them, the applicants, and us. The multiple rounds of applications mean that the Committee is always having to decide whether to “save” some of its grant money for the subsequent round. I suggested that they adopt our Committee’s approach to the CI Grants for 2016 – i.e. grant once a year, in two stages. They were very keen to do this, and will approach their Board to finalize the change and foreshadow it on their website for 2016.

Proposed Neighbourhood Small Grants Program

We planned to revisit the topic of establishing a Neighbourhood Small Grants Program early this year. We remain enthusiastic about the idea – our “innovation” project. However, because so much of our energies this year will be spent consolidating the structure and processes of existing programs, we decided it would not be prudent to try and roll out this new program in 2015. Instead, we will spend this year exploring this program’s feasibility and, if it is, getting ready to roll it out in the spring of 2016.

Preliminary 2015 steps:

- Exploring the possibility of partnering with the Knick Knack Nook to fund the program (e.g. all KKN, or 50/50 BICF and KKN) – Andrea to talk to Donna Scorer
- Because it is very unlikely that any applicants will be registered charities, finding out whether the Municipality would agree to partner with applicants, and whether there would be any restrictions on that – Andrea to talk to Kathy Lalonde
- Looking at the Vancouver Foundation’s version of this program – Kathy



Recommendation for the timing of the 2015 and 2016 CI Grants

We recommend that the following time frames be adopted for the CI Grants Program:

<i>Year</i>	<i>Round 1 applications due</i>	<i>Short list announced</i>	<i>Round 2 materials due</i>	<i>Recipients announced</i>
2015	June 26	July 13	September 25	October 28
2016	February 8	February 29	March 28	AGM in April

Our explanatory notes:

1. We think spring granting is ideal for two reasons: (a) most community programs and projects are planned before the summer for fall starts; and (b) we can announce the winners at the AGM in April.
2. April grant announcements require lots of lead time – a November Call For Submissions and a January reminder. We are already too late for this for 2015 – and even if we were in a position to do it quickly, our pool of prospective applicants would be blindsided.
3. The best option is to move to spring granting in 2016.
4. For 2015, we have brought the announcement timing back to late October, which will be helpful to the Donor Committee for this year’s Giving Campaign.

Discussion Point: our views on supporting BIM and KKN granting programs

1. **We think it is a good idea to talk to the Knick Knack Nook about directly managing their Small Grants Program.** The KKN Small Grants Program looks as though it will be moving to a process and timing cycle that mirrors ours – it will be easy to coordinate alongside the CI Grants process. Andrea is already doing the lion’s share of this work unofficially, and we think that the KKN might be pleased if we offered to give the program the full capacity of the Grants Committee, especially if we propose that they appoint two KKN Board members to join our committee for the process. Also, these grants complement ours and allow us to be more flexible: (a) they are often for small amounts, while we now have a \$2,500 minimum; (b) they can grant to anyone – we can’t; and (c) we have more flexibility in helping applicants find the right granting pool.
2. **We do not think it is a good idea for the Foundation to have a consulting representative on the BIM Grants Committee once Joyce Ganong’s work finishes this year.** While our Committee has the capacity and skill set to help out, we do not think that it is in the Foundation’s interest to devote our volunteer resources to Municipal granting decisions.