

Record of Board Meeting #2015-04 on April 28 2015

Themes: “Welcoming new members, and getting strategic about our work”

VENUE:	Rede Boardroom, Artisan Square	PARTICIPANTS:	NOT ABLE TO ATTEND:
DURATION:	7.00pm to 9.30pm (approx.)	1. Kathy Bellringer	9. Kim Stephens
CHAIR:	Soren Hammerberg	2. Neil Boyd	
RECORDER:	Andrea Verwey	3. Joanne Gassman – first meeting	
		4. Jennifer Hall	
		5. Soren Hammerberg	
		6. Julia McCaig	
		7. Colleen O’Neil	
		8. Jennifer Pardee – first meeting	
		9. Andrea Verwey	
		10. 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 March 24, 2015: Moved by Soren & Seconded by Neil 	
1 Electronic Decisions	None	
2 Strategic Planning Session	<ul style="list-style-type: none"> • We agreed to spend a half day together as a Board to plan our work from June 2015 to AGM 2016. Andrea Verwey will facilitate. <p>Decision #2015-37: Conduct a Strategic Planning Session for the Foundation Board on Friday, June 5th from 12pm to 5pm at the Rede Boardroom at Artisan Square.</p>	<p>Action #2015-23: Book Rede Boardroom for June 5 (Action by Andrea)</p> <p>Action #2015-24: Distribute session outline and any prework by Monday, June 1st (Action by Andrea)</p>

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3 Report from the Treasurer	<ul style="list-style-type: none"> • Kristen reported on the cost effective (\$50 per annum) not-for-profit accounting software that she is now using for the Foundation’s finances. • Kristen presented the drafts of the Financial Statements that she will be presenting at the AGM on April 30th. The Board offered suggestion about adding notes for the benefits of AGM attendees on office expenses and Vital Conversations. <p>Decision #2015-38: Present the Financial Statements (with the addition of notes as discussed) at the AGM.</p>	<p>Action #2015-25: Finalize Financial Statements for presentation at the AGM (Action by Kristen).</p>
4 Report from AGM Organizers	<ul style="list-style-type: none"> • Colleen updated the Board on the planning for the AGM, and took us through the evening’s proceedings and program of speakers. All the logistics – catering, wine service, servers, parking – is on track. • Jen H and Soren reported on the donor materials that will be handed out. 	
5 Report from the Communications Committee	<ul style="list-style-type: none"> • Jen H and Neil presented a draft article that they have prepared for submission to The Undercurrent. It introduces readers to the members of the Board, including the newly joined Jen P and Joanne. Everyone was pleased with the tone, and we agreed that anyone wanting to amend the description of their background would submit those changes to Jen H and Neil by Friday May 1st. <p>Decision #2015-39: Submit article to The Undercurrent introducing the community to our individual Board members.</p>	<p>Action #2015-26: Email Jen H and Neil with any requested changes to the Meet our Board Members by Friday May 1st. (Action by all Board members)</p>
6 Report from the Youth Advisory Committee	<ul style="list-style-type: none"> • Jen P presented a report on the April 16th BI Youth Advisory Committee Meeting (attached). Benefactor Ross McDonald has a strong interest in supporting youth, and was an active and engaged participant at the meeting. The Committee is working to finalize the BI Foundation Youth Council Terms of Reference (attached), and will bring the final version to the Board for approval at the next meeting. • John Stiver is exploring young people to tap as potential members for the Youth Council. Those involved are excited that involving youth will offer good mentoring around consulting, decision-making, and granting. 	<p>Action #2015-27: Finalize the BI Youth Council Terms of Reference to present for approval at the May meeting (Action by Jen P, Soren, and Neil).</p>

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<p>7 Report from the Chair</p>	<ul style="list-style-type: none"> • Soren provided information updates on a number of matters. Only the Medical and the resulting conversation about funding and/or supporting other capital projects like the Library Extension/Gallery is of material significance. No other matter required action by the Board. • Soren reported on his ongoing due diligence work and discussions with the objective of securing a Fundraising Agreement with the Smooth Stones Foundation. The financial issues at play have two components: (1) fundraising; and (2) dealing with deficiencies in rent. Soren remains optimistic about the project and the Foundation's possible role in its success. • As a follow on to the Medical Centre report, Kathy reported on the ongoing planning for the fundraising campaign for the Library Extension/Gallery, noting that this committee would be coming back to the Foundation at the appropriate time to seek support for their fundraising efforts. This led to a general discussion about the Foundation's fundraising role in capital projects, and a decision to explore the issue further at our upcoming strategy session. <p>Decision #2015-40: Include the issue of the Foundation's role in fundraising for capital projects at the June 5th strategic planning session.</p>	<p>Action #2015-28: Ensure that the topic of the Foundation's role in fundraising for capital projects is included in the outline of the June 5th strategic planning day. (Action by Andrea in consult with others)</p>