

Record of Board Meeting #2015-05 on May 26, 2015

Theme: "Reflections on a Successful Year"

VENUE:	Artisan Eats Board Room	PARTICIPANTS:	NOT ABLE TO ATTEND:
DURATION:	7:06 pm – 9:08pm	1. Kathy Bellringer	10. Neil Boyd
CHAIR:	Soren Hammerberg	2. Joanne Gassman	
RECORDER:	Kim A Stephens	3. Jennifer Hall	
		4. Soren Hammerberg	
		5. Julia McCaig	
		6. Colleen O'Neil	
		7. Jennifer Pardee	
		8. Kim Stephens	
		9. Andrea Verwey	

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 Apr 28, 2015: Moved by Colleen & Seconded by Jennifer Hall 	
1 Electronic Decisions	None	
2 Report from Chair	<ul style="list-style-type: none"> • Soren spoke to three matters. <ul style="list-style-type: none"> a. Marg Whitty Bursary - agreement drafted for \$50K to be paid in \$10K installments; beneficiary is Island Pacific School; objective is to leverage the initial \$50K to build an endowment fund that taps into IPS alumni; pursuant to Board policy, an endowment will not be opened until the installment payments reach \$25K b. Smoothstone Foundation – no action over the past month c. Six String Nation – West Van Community Foundation has passed a Board Resolution supporting a collaborative undertaking in 2017 on the part of the Howe Sound (Sea to Sky) community foundations. Refer to previous decision by BICF Board at January 2015 meeting: <i>Decision #2015-18: Advise West Van Community Foundation that BICF would like to include Bowen in the tour</i> 	

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TOPIC	DISCUSSION HIGHLIGHTS / DIRECTION & DECISIONS	ACTIONS
3 Report from the Treasurer	<ul style="list-style-type: none"> Kristen provided a financial overview. Refer to Attachment #1. 	
4 Annual General Meeting	<ul style="list-style-type: none"> The evening was a resounding success and further raised the profile of BICF. A special thanks and kudos to Colleen, Julia and Jennifer Hall for a job well done. The event attracted a crowd of more than 100. This certainly confirms community awareness and interest. Everything worked well except the venue capacity for an event of this size <p>Decision #2015-41: Consider an alternative venue for 2016 AGM</p> <p>Decision #2015-42: Select April 21 or 28 for 2016 AGM, subject to venue availability</p>	
5 Calgary Conference	<ul style="list-style-type: none"> Soren, Colleen and Julia were excited and energized by the “collaborative spirit” that they experienced at the conference. In particular, three initiatives by other community foundations resonated such that they merit further consideration and exploration to assess applicability to our Bowen Island situation: <ol style="list-style-type: none"> Trail Rider for the physically handicapped (Shuswap) Brochure that is designed to match causes to donors (Victoria) Branding slogan (Calgary) – “For Bowen Island forever <p>Decision #2015-43: Replace “Giving Back to Bowen” with a new slogan</p>	
6 Report from Grants Committee	<ul style="list-style-type: none"> Refer to Andrea’s report (Attachment #2) Scholarships: <p>Decision #2015-44: Danielle Dulong Scholarship - terminate the fund. (Moved by Andrea and seconded by Soren)</p> <p>Decision #2015-45: Maggie Cumming Scholarship – approve payment of \$1000. (Moved by Andrea and seconded by Soren)</p> <p>Decision #2015-46: Golf Course Scholarship – because BICF has no role in the process, simply post information about the annual winner on the BICF website.</p> Community Impact Grants: <p>Limited response to 2015 announcement. Only 2 rsvp’s for the info session.</p> 	Action #2015-29: Post letter on Board page about closing of Dulong scholarship fund (Action by Andrea)

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Report from Grants Committee (continued)	<ul style="list-style-type: none"> • Knick Knack Nook Small Neighbourhood Grants: A challenge is how to define neighbourhoods. Andrea will meet with Kathy Lalonde about BIM being the payor of grants. • Knick Knack Nook Scholarships: KKN frustrated by lack of candidates. The issue is that the criteria are too restrictive. Decision #2015-47: Grants Committee will develop a process and criteria for a Scholarship Committee for consideration by KKN 	
7 Report on Youth Council	<ul style="list-style-type: none"> • Refer to Youth Council Terms of Reference (Attachment #3). Jennifer Pardee reported out on her recent conversations with high school administrative staff about expanding the reach of the Youth Council re youth prospects. Decision #2015-48: Approve the Youth Council Terms of Reference. (Moved by Soren and seconded by Joanne) • Jennifer Pardee also reported out on a CFC webinar regarding the rollout of the Youth Catalyst Fund. While interesting, this is premature for BICF. Our role would be to encourage other organizations to apply for grants. 	
8 Report from Donors Committee	<ul style="list-style-type: none"> • Soren reported that we have a functioning system for receipts and thank you letters. • Jennifer Hall reported that three events per year are suggested for interaction with donors. Who will volunteer to help make this happen? Decision #2015-49: Develop a concept for a “Donor Fundraising Event” 	
9 Report from Communication Committee	<ul style="list-style-type: none"> • Jennifer Hall reported that the next e-newsletter is scheduled for release on June 4. 	

Bowen Island Community Foundation

Income Statement

For the period 1/1/2015 to 5/31/2015

Attachment #1

Printed: May 26, 2015

REVENUE

40100	Tax Receipted Gifts-Comm Impact Fund	7,235.00
41000	Unreceipted Donations-Comm Impact Fund	200.00
41006	Unreceipted Donations-KNN Env Sustain	3,739.00
41200	Gifts from Other RC-Comm Impact Fund	816.85
41203	Gifts From Other RC-CHAC	288.30
41204	Gifts From Other RC-Aaron Sluggett	24.03
41207	Gifts from Other RC-BIJGA	144.15
45000	Interest Income Community Impact Fund	191.74
45002	Interest Income-Maggie Cummings Fund	19.18
45003	Interest Income-CHAC	8.38
45004	Interest Income-Aaron Sluggett	7.60
45005	Interest Income Danielle Dulong	1.26
45006	Interest Income KKN Fund	12.27
45007	Interest Income BIGAJGSF	5.88
45009	Interest Income Bowen Legacy	150.58
45010	Interest Income Helping Hand	25.23
45100	Fund Administration Fees Earned	41.56
45103	Fund Admin Fee Paid CHAC	(2.88)
45104	Fund Admin Fee Paid Aaron Sluggett	(0.24)
45106	Fund Admin Fee Paid KKN	(37.00)
45107	Fund Admin Fee Paid BiGAJGSF	(1.44)

TOTAL REVENUE

12,869.45

EXPENSE

50000	Advertising and Promotion	903.69
50010	Annual General Meeting	3,095.98
50110	Conference Expenses	4,334.61
50200	Interest and Bank Charges	14.00
50210	Postage and Courier	304.50
50300	Licenses, Memberships and Dues	622.25
51000	Office Supplies and Expenses	2,048.72
55200	Insurance	756.00
56000	Grants to Community Comm Impact	5,100.00
56002	Grants To Community Maggie Cummings	1,500.00
56006	Grants to Community-KKN	5,452.00
56010	Grants to Community-Helping Hand	3,000.00
58004	Scholarships Awarded-Aaron Sluggett Fund	1,000.00
58006	Scholarship Awarded KKN	1,000.00

TOTAL EXPENSE

29,131.75

NET INCOME

(16,262.30)

Bowen Island Community Foundation

Balance Sheet

As of 5/26/2015

Printed: May 26, 2015

ASSETS

10000	Chequing Account	7,022.07
10100	Powersaver Account	99,054.63
10110	Term Deposit 2.3%	200,000.00
10200	Equity Shares	26.00

TOTAL ASSETS

306,102.70

LIABILITIES and FUNDS

30100	Community Impact Fund	74,116.40
30102	Maggie Cummings Fund	7,163.18
30103	Community Hall and Arts Centre Fund	3,787.80
30104	Aaron Sluggett Scholarship Fund	2,932.39
30105	Danielle Dulong Scholarship Fund	578.26
30106	KNN Environmental Sustainability Fund	4,245.27
30107	BIGA Junior Golf Scholarship Fund	2,783.59
30109	Bowen Legacy Fund	201,198.58
30110	Community Chest Fund	9,297.23

TOTAL LIABILITIES and FUNDS

306,102.70

Bowen Island Community Foundation

One Fund Details and Balances For the fund 30100 Community Impact Fund

Printed: May 26, 2015

For the period 1/1/2015 to 12/31/2015

Date	Reference	Payee / Description	Memo	Amount
			Starting Balance:	82,811.00
40100 Tax Receipted Gifts-Comm Impact Fund				
1/28/2015	DEP	Share Donation R. MacDonald	Shares for Youth initiatives	5,235.00
2/2/2015	DEP	Dep Feb 2	Kerr Family Foundation	500.00
5/26/2015	DEP	Barry Thomas	Barry Thomas	1,500.00
Total 40100 Tax Receipted Gifts-Comm Impact Fund				7,235.00
41000 Unreceipted Donations-Comm Impact Fund				
3/31/2015	DEP	Dep Mar 31	BORONKAY - RAYMOND	200.00
Total 41000 Unreceipted Donations-Comm Impact Fund				200.00
41200 Gifts from Other RC-Comm Impact Fund				
1/23/2015	DEP	Canada Helps Deposit	Dep Jan 9	768.80
5/7/2015	DEP	Canada Helps Deposit	hoffar	48.05
Total 41200 Gifts from Other RC-Comm Impact Fund				816.85
45000 Interest Income Community Impact Fund				
1/23/2015	GENJRNL 5	misc adj opening balance	Misc Adj opening Cash Bal	0.49
1/31/2015	DEP	Jan Interest Earned	Jan Interest Income	64.85
1/31/2015	GENJRNL 6	Misc ADJ Power Saver		(0.10)
2/28/2015	DEP	Feb Interest Earned	Feb Interest	74.55
3/31/2015	DEP	March Interest Earned		51.95
Total 45000 Interest Income Community Impact Fund				191.74
45100 Fund Administration Fees Earned				
1/23/2015	DEP	Canada Helps Deposit	Aaron Sluggett	0.24
1/23/2015	DEP	Canada Helps Deposit	Dep Jan 9	2.88
3/6/2015	DEP	Canada Helps Deposit	M Atherton re: Herb Paters	0.48
3/31/2015	DEP	Dep Mar 31	kkn SMALL GRANTS	37.00

Bowen Island Community Foundation

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Printed: May 26, 2015

For the period 1/1/2015 to 12/31/2015

Date	Reference	Payee / Description	Memo	Amount
45100 Fund Administration Fees Earned				
4/17/2015	DEP	Canada Helps Deposit	B Brown re H Paterson	0.96
Total 45100 Fund Administration Fees Earned				41.56
50000 Advertising and Promotion				
1/21/2015	CHEQUE 289	Bowen Island Undercurrent	Advertising	(317.84)
4/10/2015	CHEQUE 999	Wiltshire House Publishing	Bowen Pages Advertising	(26.25)
4/11/2015	CHEQUE 292	Bowen Island Undercurrent		(58.01)
4/30/2015	CHEQUE 4302019	Bowen Island Undercurrent	Call for grant submissions	(107.84)
4/30/2015	CHEQUE 4302021	Ultramotif	thank you cards, business	(393.75)
Total 50000 Advertising and Promotion				(903.69)
50010 Annual General Meeting				
4/28/2015	CHEQUE 999	Hemlock Printing	Agendas& Invitations	(637.28)
4/28/2015	CHEQUE 999	Jennifer Hall	reimb for printing for AGM	(646.63)
4/28/2015	CHEQUE 999	Julia McCaig	Paperless Postage Reimbu	(90.00)
4/28/2015	CHEQUE 999	Bowen Island Undercurrent	AGM Advert	(58.01)
4/30/2015	CHEQUE 4302018	Rivendell Retreat Centre	AGM rental	(250.00)
4/30/2015	CHEQUE 4302019	Bowen Island Undercurrent	AGM Advertisement	(116.05)
4/30/2015	CHEQUE 4302020	Jennifer Hall	aGm copy expenses the oi	(21.00)
4/30/2015	CHEQUE 4302022	Dayna Purdy	Photographer	(200.00)
4/30/2015	CHEQUE 4302023	Soren Hammerberg	Beer & Wine	(853.68)
4/30/2015	CHEQUE 4302023	Soren Hammerberg	gift card Jen	(75.00)
4/30/2015	CHEQUE 4302023	Soren Hammerberg	gift card kathleen	(75.00)
4/30/2015	CHEQUE 4302023	Soren Hammerberg	Blue Fur	(73.33)
Total 50010 Annual General Meeting				(3,095.98)
50110 Conference Expenses				
3/27/2015	CHEQUE 293	Julia McCaig	paid for colleen oneil	(765.00)

Bowen Island Community Foundation

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Date	Reference	Payee / Description	Memo	Amount
50110 Conference Expenses				
4/30/2015	CHEQUE 4302016	Colleen O'Neil	Hotels-conf expenses	(1,188.33)
4/30/2015	CHEQUE 4302023	Soren Hammerberg	BC Ferry	(43.60)
4/30/2015	CHEQUE 4302023	Soren Hammerberg	Marriott Hotels	(626.46)
4/30/2015	CHEQUE 4302023	Soren Hammerberg	Marriott Hotels	(713.16)
4/30/2015	CHEQUE 4302023	Soren Hammerberg	Parking YVR	(88.00)
4/30/2015	CHEQUE 4302023	Soren Hammerberg	Taxi	(50.00)
4/30/2015	CHEQUE 4302023	Soren Hammerberg	Yellow Taxi	(45.06)
4/30/2015	CHEQUE 4302023	Soren Hammerberg	westjet	(50.00)
4/30/2015	CHEQUE 4302023	Soren Hammerberg	Conf fee SH	(765.00)
Total 50110 Conference Expenses				(4,334.61)
50200 Interest and Bank Charges				
1/31/2015	CHEQUE 999	First Credit Union	Jan Bank Fees	(3.50)
2/28/2015	CHEQUE 999	First Credit Union	Feb Bank Charges	(3.50)
3/31/2015	CHEQUE 999	First Credit Union	March Interest	(3.50)
5/26/2015	CHEQUE 4302024	First Credit Union	April Fees	(3.50)
Total 50200 Interest and Bank Charges				(14.00)
50210 Postage and Courier				
2/24/2015	CHEQUE 999	Canada Post	Post Office Rental 2015	(215.25)
4/30/2015	CHEQUE 4302023	Soren Hammerberg	roll of stamps	(89.25)
Total 50210 Postage and Courier				(304.50)
50300 Licenses, Memberships and Dues				
4/16/2015	CHEQUE 291	Volunteer Canada	Membership	(100.00)
4/27/2015	CHEQUE 999	Minister of Finance	Annual Report Filing Fee	(25.00)
4/27/2015	CHEQUE 999	Kristen Watson	Community Foundation C	(450.00)

Bowen Island Community Foundation

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Date	Reference	Payee / Description	Memo	Amount
50300 Licenses, Memberships and Dues				
4/27/2015	CHEQUE 999	Kristen Watson	Donation Software Renewal	(47.25)
Total 50300 Licenses, Memberships and Dues				(622.25)
51000 Office Supplies and Expenses				
1/15/2015	CHEQUE 285	Artisan Office Services	Misc Office Expenses	(52.33)
1/20/2015	CHEQUE 286	Hemlock Printing	Printing for Xmas mail out	(286.72)
1/20/2015	CHEQUE 287	Hemlock Printing	Printing	(1,104.04)
4/27/2015	CHEQUE 999	Julia McCaig	RE the Print House 18046:	(406.56)
4/28/2015	CHEQUE 999	Ultramotif	RE: Business Card layout	(78.75)
5/26/2015	CHEQUE 4302025	First Credit Union	Cheque Order	(120.32)
Total 51000 Office Supplies and Expenses				(2,048.72)
55200 Insurance				
4/27/2015	CHEQUE 999	Kristen Watson	D&O Insurance	(756.00)
Total 55200 Insurance				(756.00)
56000 Grants to Community Comm Impact				
3/19/2015	CHEQUE 290	BI Community School Association	CSA-re Bowen Youth Cent	(2,500.00)
3/28/2015	CHEQUE 294	Bowen Island Public Library Foundation	Feasibility Study Grant	(2,600.00)
Total 56000 Grants to Community Comm Impact				(5,100.00)
Total Changes to Fund Balance:				(8,694.60)
Ending Balance:				74,116.40

Donation Comparison 2013-2014

	2013	2014	Change	Change
			\$	%
Total Donation Revenue:	168,664	196,466	27,802	16%
Deduct:				
Legacy Fund Donations	(107,000)	(106,000)	(1,000)	-1%
Returns on Endowment Funds	(14,516)	(19,941)	5,425	37%
Knick Knack Nook	(6,147)	(16,850)	10,703	174%
Hammerberg	(10,000)	(9,975)	(25)	0%
			-	
Donated by Bowen Community	31,001	43,700	12,699	41%
Canda Helps Total	\$ 4,300	\$ 10,630	\$ 6,330	147%
(included in above)				
Giving Campaign	1,200	9,010	7,810	651%
Balance of Year	3,100	1,620	(1,480)	-48%

Bowen Island Community Foundation Youth Council

Attachment #3

Terms of Reference

A. OBJECTIVES

The Bowen Island Youth Council is a group of volunteer youth who work together to research and assess community needs, work with local non-profit organizations, review and assess funding applications, and make grant money available for youth initiatives (under the auspices of the Foundation).

B. PURPOSE AND GOALS

The Youth Council aspires to better youth communities through innovative grants and inclusive leadership. Its goals are to:

- a. enhance the quality of life for youth
- b. empower young people to take action on issues of need
- c. support programs which encourage youth growth and dignity, inclusiveness, fairness and equality
- d. promote youth voice
- e. increase opportunities for youth participation in the community

C. RESPONSIBILITIES

- a. Observe, update and advise the Foundation on emerging trends and issues relating to youth on Bowen Island.
- b. Review and recommend on grant applications received by the Foundation that are youth-driven, and/or include youth in their design, implementation and decision-making.
- c. Evaluation of youth programs.
- d. Annually review the functioning of the Youth Council, including identifying potential new committee members.

D. ACCOUNTABILITY

The Youth Council is accountable to the Board of Directors of the Bowen Island Community Foundation through the Youth Advisory Committee. The Committee advises and supports the Board in the area of grant making in order to ensure that:

- a. grant making decisions are of the highest standard and quality;
- b. diverse and representative community expertise, input and perspective are provided in making these decisions; and
- c. grant making processes and decisions are transparent, open, fair and relevant to the youth communities served by the Bowen Community Foundation.

The Committee will be composed of representatives involved with youth and youth education on Bowen Island, and one or two members of the Foundation's Board of Directors, to a maximum of five individuals. The Committee will meet at least three times each calendar year with the membership of the Youth Council.

E. FUNCTIONING OF THE YOUTH COUNCIL

1. Membership

- a. A member of the Foundation's Board of Directors acts as the Youth Council's liaison to the Board, and sits as an ex officio member of the Youth Council.
- b. The Youth Council is comprised of a minimum of five and not more than nine youth between the ages of 14 and 24.
- c. The Youth Council is made up of a diverse group of youth whose members bring a wide range of personal, community and school experiences to their understanding of issues facing youth.
- d. All appointments are for a term of one year, renewable for an overall maximum of three years.
- e. Membership terms will be staggered to ensure there is a continuity of experience, the ability to pass on knowledge, and the mentorship of new members.

2. Recruitment and Selection

- a. The Youth Advisory Committee, in consultation with the Youth Council, will have overall responsibility to lead the process of identifying youth to join the committee.
- b. The Youth Council, in consultation with the Committee, will make recommendations to the sub-committee regarding prospective members. The recommendations will be based on the current composition of the group to help ensure that the Committee is made up of a diverse group of youth with a variety of community, school and life experiences.
- c. Prospective new members will be invited to submit an application, meet with Youth Council members for a brief orientation, and attend the monthly meeting. The names of the new members will be submitted to the Committee, and then to the Foundation Board for approval.
- d. The Youth Council will have an on-going process to identify the qualities that will help in the recruitment of new members. Some of these qualities and guidelines include:
 - (i) Dependability: the effectiveness of the Youth Council is based solely on its members
 - (ii) Dedication: of each member is vital to the sustainability and effectiveness of the Youth Council
 - (iii) Openness: members are encouraged and should not be afraid to contribute to the discussions and debates
 - (iv) Members who are critical thinkers and look at alternative solutions to problems when participating in grant-making decisions
 - (v) Punctuality: being aware of and respecting the time of fellow members
 - (vi) Members who are aware of the issues facing his or her community and/or a willingness to learn about issues beyond one's life experience

3. Conflict of Interest

- a. Youth Council members will disclose, as soon as possible, any potential for conflict(s) of interest, including:
 - (i) membership in any organization or group applying for a grant or
 - (ii) the presence of any friends or family within an applicant organization
- b. In the event of a conflict of interest, the YC member will not participate in any assessment interviews and voting, and will only take part or be present during the consideration of the application if requested by the Chair.

4. Orientation

All new Youth Council members will receive a general orientation each September from the membership of both the Youth Council and the Committee. This meeting will have the additional goal of providing all Youth Councilmembers, new and current, with a team-building and skills-building session.

5. Meetings

a. Frequency and Duration

The Youth Council will meet once a month between September and June, with the exception of December. Each meeting will run from one to three hours and possibly longer when the Council is making decisions on grant applications.

Meetings may be more frequent during the months leading up to these grants meeting(s), in order to allow time for applicant interviews and application assessment.

Additional interim meetings may also provide Youth Council members with opportunities to organize events and activities and conduct site visits.

The February meeting will be a joint meeting with the Board of the Foundation. This annual meeting will allow the Youth Council and the Foundation to review the Youth Council's goals and objectives.

b. Meeting Chair and Recorder

Members will share in the responsibility, through rotation, of chairing and recording the minutes at each meeting. The Chair and Recorder for the next meeting will be decided at the end of each meeting.

c. Agenda

Meeting agendas are prepared by the Youth Council, and approved by the Foundation Board..

d. Attendance

Members are expected to attend the monthly meetings, which will typically be held the third Monday of every month. It is the responsibility of the YC member to notify fellow members and the Committee liaison if unable to attend a meeting. The dates of the grant-decision meetings will be given to members well in advance in order for members to ensure their attendance and availability. A director, a nominee of the Foundation Board, will be present at each meeting.

The Foundation understands there are sometimes circumstances that prevent members from attending monthly meetings. With that in mind, if a Youth Council member is unable to attend three monthly meetings in a year (September - June), the Board will initiate a conversation to discuss the member's availability and explore options to support their ongoing participation.

e. Decision-Making

The Youth Council encourages the use of consensus building as a means of decision making, where members can come to an agreement. Through consensus, the ideas and voice of all participants are gathered to achieve and work towards a common decision. In the absence of the ability to reach a consensus, Youth Council members will be asked to vote with a majority rule.

f. Quorum

Where necessary, the Youth Council members who are in attendance personally or by telephone conference will vote on decisions.

6. Communications

a. Minutes

Minutes of the monthly meetings are the shared responsibility of Youth Council members, and provide important documentation of discussions and decisions.

The Youth Council will submit minutes of the its grant decision meetings to the Foundation Board for final approval. A copy of the approved minutes will be signed by the Youth Council member who chaired the meeting.

b. Reports to the Board for Information and/or Recommendation

The Youth Council, with support from the Board Liaison, is responsible for submitting the following items to the Foundation Board for information and/or approval:

- (i) The list of grants reviewed including the final decisions and amounts recommended
- (ii) An annual review of the Committee's effectiveness and recommendations on priorities and goals for the incoming year
- (iii) The minutes of the monthly meetings (as requested)