

Record of Board Meeting #2016-08 on Oct. 25, 2016

Theme: "Heading into Giving Campaign"

VENUE:	Caring Circle Resource Centre	PARTICIPANTS:	NOT ABLE TO ATTEND:
DURATION:	7:00 pm – 9:00 p.m.	1) Neil Boyd	
CHAIR:	Soren	2) Henry Campbell	
RECORDER:	Julia	3) Michael Cornelissen	
		4) Soren Hammerberg	
		5) Jennifer Pardee	
		6) Kim Stephens	
		7) Joanne Gassman	
		8) Jennifer Hall	
		9) David Podmore	
		10) Julia McCaig	

TOPIC	DISCUSSION HIGHLIGHTS / DIRECTION & DECISIONS	ACTIONS
Quorum & Agenda	<ul style="list-style-type: none"> • Quorum declared by Soren • MOTION to approve Agenda & MOTION to approve Record of Meeting on September 27, 2016: Moved by Soren & Seconded by Neil 	
1 Electronic Decisions	<ul style="list-style-type: none"> • Recording of Electronic Decisions: "Be it resolved that the Administrator of the Foundation is authorized to incur expenses of a routine and administrative nature to the amount of \$100 without prior approval of the Chair or Treasurer. The Administrator will work within the annual budget of the Foundation as approved by the Board". 	

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<p>2 Report from Chair</p>	<p>Overview of Giving Campaign</p> <ul style="list-style-type: none"> • the campaign is well underway as the Donor committee have been working hard behind the scenes • the Giving Letter will be delivered to the post office Friday of this week for delivery Tuesday, November 1st • all directors are asked to send personal notes/donation reminders to their circle of friends and connections within a few days of the mailout, referencing that “they may have received our Giving Letter in their mailbox a few days ago...”. • directors were asked to consider their own donations to the campaign, but recognized their efforts were already significant in terms of volunteer time • board to email Julia their list of contacts to ensure no overlap • Julia to circulate a .pdf version of the Giving Letter to the board for their circulation • this year’s target is \$50K as lead donor is not contributing this year - that \$100K is now a directed gift to a designated fund. There may be a payment from the directed capital account to the library expansion, to BI Children’s Centre and some for the Health Centre. Total of approximately \$150K during 2016-17. To be confirmed by Soren <p>Garden Gateway opening and launch reception</p> <ul style="list-style-type: none"> • Jen H. noted we should have had better signage to indicate that everyone was welcome to Doc’s after the ribbon cutting <p>Governance workshop with Family Place November 5th</p> <ul style="list-style-type: none"> • BICF sponsoring with \$1,000, BI Children’s Centre organizing and co-sponsoring. Neil will do introduction. Not many are signed up so it’s not known if it will go ahead. (post note: as of Nov. 1, 30 are signed up) Soren commented that the \$100 fee may be a deterrent - their registration number sits at 3. The terms of the engagement changed when accommodation promised to Vince Battistelli did not transpire. We will still donate the \$1,000 if they reschedule to next year 	<p>Action #2016-34: Neil to talk to Ann Silberman at BI Children’s Centre to see if Governance Workshop will go ahead.</p>

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3 Report from the Administrator	<ul style="list-style-type: none"> • submitted as attached 	
4 Report from the Treasurer	<p>Michael reviewed the Financials to Sept 30 2016 (see attached)</p> <ul style="list-style-type: none"> • the deficit showing for fees will self adjust as donations come in and we receive the Vancouver Foundation distribution in the early part of next year • we need to hold back some more cash - the decrease of \$18K over the beginning of the year is because of granting cycle • a policy for issuance of charitable receipts was raised by Soren to potentially give tax receipts for services provided. Michael investigated CRA's policy stating that a charitable receipt is in essence cash, thus the issuance of charitable receipts by CRA is tightly controlled. This was discussed at length due to the significant donation by Andy Rainsley for the Garden Gateway project. • the issue of gifts in kind i.e. property, equipment, gifts of shares can generate a charitable receipt for those items - one exception is the gift of inventory i.e. a case of wine given by a winery. Time and energy/skills cannot be used. Andy's contribution was \$43K. David referenced Canada Revenues Agency's Policy Commentary CPC-017 - (http://www.cra-arc.gc.ca/chrts-gvng/chrts/plcy/cpc/cpc-017-eng.html) which is very clear and it does condone this practice. • we don't want the legacy of the Garden Gateway to reflect some parties leaving with bad feelings around the project, although this has more to do with personalities at play than the discussion at the table. There are other projects pending - if we can lay this out at the initiation of the granting process this could be a component of the process, allowing contractors to deduct this as a marketing expense • How do other Foundations deal with this? Michael to investigate and report. <p>BE IT RESOLVED "The BICF, as a registered charity in good standing, may issue tax receipts for eligible amounts of gifts of cash or property.</p> <p>Gifts-in-kind are gifts of property and cover items including artwork, equipment, securities and cultural property. Property does not include the</p>	<p>Action #2016-35: Michael to research CRA's CPC-017 Policy and to meet in December with Soren. Soren will then meet with Andy Rainsley.</p> <p>Decision #2016-36: Resolution at left re: issuance of tax receipts for gifts-in-kind MOVED by Michael SECONDED by Kim</p>

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	<p>trading assets of a business, such as inventory.</p> <p>Contributions of services, such as time, skills or efforts are not property and therefore do not qualify as gifts-in-kind for purposes of issuance of tax receipts.</p> <p>The eligible amount of a gift is the amount by which the fair market value exceeds the amount of any advantage received.</p> <p>(For clarity, “advantage” is the total value received by a donor in relation to making a gift. For example, a donation of \$1,000 is made to the local ballet company, which is a registered charity. The charity provides the donor three tickets to a show that they are valued at a total of \$150. The donor is considered to have received an advantage of \$150. Therefore, the eligible amount of the gift for receipt purposes is \$850 (\$1,000 - \$150”).</p> <p>MOVED by Michael SECONDED by Kim. Policy attached.</p>	
<p>5 Report on Youth Council</p>	<ul style="list-style-type: none"> Jen P. reported that we made a recommendation that a Youth Forum, in furtherance of Vital Conversations, be established to engage youth to determine their priorities and help with funding - a donor has taken youth under his wing and is donating \$5K / year. His wishes are to hear from the kids. Jen’s idea was to evolve the notion of an actual youth forum wherein individuals would meet with our support. She’s been working with facilitators from Jeff Willis’ Creative Toolbox, there will be a social media blitz, same format as vital conversations, \$500 - \$700 is expected from First Credit Union to support this initiative for youth in grades 7-9, IPS, BICS, and Rockridge. This will be a joint sponsorship of BICF, the CSA, the Municipality and the First Credit Union. Jen requested \$100 for snacks and food as this needs to be fun and has to engage youth, food’s a big component of that. Other ideas: Laughing Yoga has been suggested to get kids engaged. John Stiver will facilitate this in a World Café format. This involves small tables where people move from table to table use doodlepads and so on. We need to talk to Jeff and contemplate what we’ll call it. Efforts are being made to keep it from being anything related to an adult activity (i.e. “forum”, “Vital Conversation”). Christine Walker is 	<p>Decision #2016-37: BE IT RESOLVED to approve \$100 expenditure. MOVED by JEN P. and SECONDED by Soren.</p>

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	<p>encouraged by the Youth fund of \$7,500. Julia to help with social media/website. The evening is set for Friday, Nov. 18th. 4:15 - 7:00 pm.</p> <p>BE IT RESOLVED to approve \$100 expenditure. MOVED by JEN P. and SECONDED by Soren.</p> <p>Skateboard park update: John is talking to Children's Centre around skateboard park and we're not managing this project.</p>	
6 Vital Conversation	<ul style="list-style-type: none"> It was agreed that this event could be slated for next fall. A committee was struck comprising Jen P., Kim, Henry, Jo. Jo will talk to Kathy Bellringer and Joyce Ganong and take it from there. She will also contact Holly Graff and could consider co-chairing. Jo raised the issue of our strategic plan which she stated is important for us as a group - Soren advised this will be done in the spring, just after our AGM - tentatively in May. Holly Graff - Jo may consider co-chairing 	Action #2016-38: Jo to connect with Kathy Bellringer, Joyce Ganong and Holly Graff.
7 Societies Act	<ul style="list-style-type: none"> Henry reported he is still working through the boxes. Michael advised he's awaiting a box from Kristen Watson which is to be dropped off to him. 	
8 Witty Bursary	<ul style="list-style-type: none"> A request for a bursary has come from Ted Spear at IPS. To be granted at the same time in conjunction with our other scholarships and bursaries. Discussion ensued around timing and process. Fall is better time to award this as a way to potentially offset a receivables issue. It makes more sense to offer it in advance of the September term. Decision was for Henry to coordinate the IPS Bursary with our other scholarships. Discussion ensued about timing, maybe best to grant this Bursary at beginning of school year, hence an August/September item. 	Action #2016-39: Henry to coordinate the IPS Bursary with our other scholarships and to contact Ted Spear at IPS and make a recommendation to the board for the existing Bursary request of \$1,000.
10 Next Meeting	<p>Tuesday, November 22, 2016 7:00 p.m. at Caring Circle Resource Centre</p> <p>Thursday, December 1, 2016 7:00 p.m. - no formal board meeting - annual potluck for board members only - Jo to host</p>	