

Record of Board Meeting #2016-10 on Nov. 22, 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) Henry Campbell 2) Soren Hammerberg 3) Jennifer Pardee 4) Kim Stephens 5) Joanne Gassman 6) Jennifer Hall 7) Julia McCaig	1) Neil Boyd 2) David Podmore 3) Michael Cornelissen
CHAIR:	Soren		
RECORDER:	Julia		

TOPIC		DISCUSSION HIGHLIGHTS / DIRECTION & DECISIONS		ACTIONS	
Quorum & Agenda		Quorum declared by Soren MOTION to approve Agenda & MOTION to approve Record of Meeting on October 25, 2016: Moved by Soren seconded by Kim			
1 Electronic Decisions		Recording of Electronic Decisions: Decision #2016-35: "Be it resolved that a grant in the amount of \$50,000 be paid to the Bowen Island Children's Centre from the Bowen Legacy fund".		Decision #2016-35: "Be it resolved that that a grant in the amount of \$50,000 be paid to the Bowen Island Children's Centre from the Bowen Legacy fund".	

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<p>2 Report from Chair</p>	<ul style="list-style-type: none"> • Giving Campaign – Soren reviewed donations YTD report submitted by Michael totalling \$105,000 received in 2016 to date. He believes we'll be well over last year's Giving Campaign amount of \$50,000. • Directors to issue specific requests – we reviewed the spreadsheet of contacts and the board was reminded to add their contact names to avoid duplication and issue their notes/requests over the next week. A spreadsheet for the recipients is located in Google Docs here: https://docs.google.com/spreadsheets/d/1oaW_tzq_0NYIH55yQJbE74r9I4YUspkzpr59wnaX7FU/edit-gid=96929664 • Roles of Ambassadors – Jen H. will compose a note to them asking that they contact their friends and connections to encourage them to support the Foundation. Kim suggested they be recognized at our AGM. • AGM date 2017 – Tuesday April 25th and Thursday, April 27th were suggested, Julia to confirm venue availability. Decision #2016-36 Venue/planning committee to comprise: Soren, Chair, Julia, Jen, David, Neil with a potential committee meeting to be determined for January • Ron Woodhall has expressed a desire to support the Foundation. It was discussed and felt that he could create a cartoon on behalf of the Foundation. • Strategic Planning Session – tentatively set tentatively for Saturday, June 24th dependent on facilitator availability. Michael and David to head committee, Chris Corrigan to facilitate? • CFC Conference, Ottawa, May 11-13, 2017 – Julia has opted not to attend, Jen Hall and Jen Pardee announced their desire to attend. The budget was discussed and the fact that this is going to be more expensive than a flight to Calgary. All board members are asked to consider the value of this inspiring conference and to let Soren know if they would like to take part in it by the January board meeting. 	<p>Decision #2016-36: AGM Planning Committee struck: Soren - Chair, Julia, Jen, David, Neil and possibly Nicola Murray.</p> <p>Action #2016-38: Jen H. to contact Nicola Murray as a possible AGM Committee member</p> <p>Action #2016-39: Jen H. to ask Ron Woodhall if he'd like to do a cartoon highlighting the Foundation as a way to support us.</p> <p>Action #2016-40: Jen H. to contact Darryl Deegan (specifically to enquire about his situation) and to ask Ambassadors to be on the AGM Committee.</p> <p>Action #2016-41: Julia to confirm AGM venue.</p>

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<ul style="list-style-type: none"> • Christmas tree – Family Place support – Friday December 2nd 3:00-4:30. Soren and Liz are going to decorate and welcome all board members to join them. • Review updated “2016 Action Items Outstanding” – i.e. golf tournament Building Centre sponsorship. All outstanding items were reviewed and action taken as follows: <ul style="list-style-type: none"> ○ Action #2016-12: Kim to draft a Memorandum of Understanding with regard to the Foundation managing Knick Knack Nook’s small grant program. ○ Action #2016-16: Henry to fine-tune the policy wording for scholarships so that it is more generic. Considerable discussion ensured on the topic of scholarship funds generally. Henry reported on the IPS scholarship fund discussions he’d had with Ted Spear, Principal of IPS. The board discussed the possibility of creating a general Bowen Island Scholarship Fund as opposed to individual ones. Criteria, policy of scholarships generally, the need to have a pool to start as opposed to having them in the Community Impact Fund. Possibilities: earmark these funds on our financials, open a youth account where scholarship monies could be invested, opt to designate to either a university or other educational institution who then finds the candidate. Henry and Soren to work on criteria for managing these funds and perhaps engage an ambassador (Ted Spear?). Michael to be directed to set up a separate account for designated funds re: scholarships. ○ Action #2016-37: <i>(out of numerical order as it relates to the above item #2016-16)</i> Witty Bursary - the fund is held by us, we’ve been charged with managing this fund. We are taking under advisement that IPS could have a letter of thanks or some voice to thank donors, but we need to deal with issues of mechanics and confidentiality. ○ Action #2016-29: Neil to contact owners of the Building Centre re: hosting golf tournament (Anna Donnelly & Alan Innes) 	<p>Action #2016-42: Soren to approach Michael to obtain name of someone he knows.</p> <p>Action #2016-43: Jen H. to approach Chris Corrigan and Caitlin Frost to facilitate Strategy Session, after David and Michael agree.</p> <p>Action #2016-44: Soren and Henry to start working on managing these funds. Soren to talk to donors who’ve already contributed; Henry to contact Vancouver and West Vancouver Foundations to see how they award their scholarships. They will ask Ted Spear to also be involved. Soren will direct Michael to set up a separate account for designated funds</p>	

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	<ul style="list-style-type: none"> ○ Action #2016-31 : Henry reported we're fine with new Societies Act compliance. We will file electronically our constitution and by-laws will be done by our January meeting. This will be reported at our AGM. ○ Action #2016-33: Jo reported that she met with Kathy Bellringer to discuss our Vital Conversation event. Kathy advised the event in 2014 took 100 hours. Public Dialogue. Community Gathering Place and Civic Pride were all determined to be priority items in the Vital Conversation Report and all had been acted upon. Kathy strongly suggested we connect with Joyce. Jo had also met with Holly and Soren. Holly was inspired by the Vital Conversation event to undertake the Garden Gateway project. Jo's recommendations <ul style="list-style-type: none"> ▪ convene as a committee (Jo, Kim, Henry, Jen P., and Holly Graff) as well as some ambassadors and perhaps people from the branding committee? ▪ connect with Joyce to discuss previous event ▪ determine what do we want it to look like for 2017. ▪ report this plan to the community, report our accomplishments then potentially have a lottery to determine participants? ▪ September 2017 would be a good timeframe. Jo to convene a meeting of the Vital Conversation committee and report back to the board in March 	
	<ul style="list-style-type: none"> • Remembrance Day – the wreath was laid by Julia and Jen H. for which they were thanked 	<p>re: scholarships.</p> <p>Action #2016-45: Henry to report our compliance with the new Societies Act at the AGM.</p>

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<p>3 Report from the Administrator</p>	<p>Julia provided a brief presentation of our Facebook page, showing the new “Donate” button which has been embedded thereon to direct traffic to our website. She also explained how the posts on both our Facebook page and our website News page correlate to visitors on the Google Analytics report submitted with the November Administrator’s Report (attached).</p>		
<p>4 Youth</p>	<p>Jen P. reported that</p> <ul style="list-style-type: none"> • 33 attended the Youth Matters event, with a balanced group between grades 7 - 9. Lots of boys presented challenging dynamic, but the facilitators managed the group well. The Lafta yoga worked well. • Christine Walker is working with council, and the committee will present recommendations and provide next steps. The Foundation will be looking for really specific areas for granting. Jen P. was requested to send preliminary summary to Ross. “With decision making comes responsibility” - this was a good message strongly presented while Ross was there. • There is a lot at stake for the partners, the muni wants to engage but this has to be youth driven. • The board requested a targeted plan around funding and that they have an identified group of youth as an advisory group. • Next meeting December 1 and this initiative will be nice to tie in with youth fundraising. Jen P. will bring our request to the committee. • Messaging has to be determined - from all organizations. • See Vimeo slideshow here: https://vimeo.com/192285855#at=0 (this video is private - password: BowenYouthMatter) 		<p>Action #2016-46: Jen P. to get an article together for either a report or recommendations to council. Neil will assist in writing this up. Deadline: Dec. 12th for publication Dec. 19th in the Undercurrent. Soren and Jen P. to meet and decide next steps.</p>

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5	Nominations	<p>Jen P. and Jo's terms come up in April 2017 and they have agreed to serve another term each (2 years). With Julia moving into Administrator's role, we are now 9 directors. Holly Graff to be approached by Soren. Other potential nomination is Larry Lunn. Oydis Nicol to be invited as an ambassador. We decided 3 new ambassadors would be brought on and announced at our AGM to supplement the existing ones. This will be an expanding "network of champions", additional ambassadors to be approached are Andy Rainsley (by Soren) and Jessica Mitts (Jen H.)</p>		<p>Action #2016-47: Jen H. will contact Oydis Nicol at USSC and Jessica Mitts regarding being Ambassadors. Action #2016-48: Soren to contact Larry Lunn, Andy Rainsley and Holly Graff.</p>	
6	Grants	<p>Kim gave an overview of the grants committee work to be commenced next month. The committee meets January 24, 2017 and will report to the board by the February meeting. Michael, Soren and Kim to meet and work on a draft budget prior to that board meeting. (see attached draft schedule)</p>		<p>Action #2016-49: Michael, Soren and Kim to meet and work on a draft budget for grants committee prior to February 2017 board meeting</p>	
7	Governance Workshop	<p>27 attendees Rick Rizowski at IPS gave Henry some good feedback on the event.</p>			

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<p>8 Witty Bursary</p>	<p>IPS to make the decision on the scholarship by July 1st, 2017. Of note:</p> <ul style="list-style-type: none"> • It will always be a Bowen student • We will not report the name of the bursary recipient and won't divulge donor names • we will issue a cheque in March once the fund has been established. 	<p>Action #2016-50: Henry to send a letter on Foundation letterhead, thanking them and advising that recipient must be a Bowen Island student as per our mandate</p> <p>Action #2016-51: Michael to determine when Witty Bursary was paid out last time to determine when it next payout</p>
<p>9 Next Meetings</p>	<ul style="list-style-type: none"> • Christmas Potluck Thursday, December 1 - 6:30 at Jo and Bruce's home - board and partners welcome (we decided as our regular board meeting was so close to this date, we would not be doing board business, thus opened the dinner up to spouses/partners) • Tuesday, January 24 7:00 p.m. • Tuesday, February 28 7:00 p.m. • Tuesday, March 28 7:00 p.m. • Friday, April 28 AGM (to be confirmed depending on venue) 	



Administrator's Report - November 21, 2016

Website and social media updates

- Posts - Garden Gateway, Bowen Youth Matter "Imagine" event, Giving Campaign article, Bulletin article, Remembrance Day wreath post, CBC video post re: Knick Knack Nook, Bowen Library first user of Mountain Trike, "Anything is Possible" Community Foundation video
- monitored Google Analytics to see start gauging how our website is performing and to see if anyone visited coming from new "donate now" button on Facebook page (*see report page 2*)

Events

Governance Workshop

- coordination of promotional materials and communications to organizers

Remembrance Day Ceremony

- coordination of wreath and laying of wreath with Jen H.

CFC Conference

- inquiries re: venue accommodations, group rates and bursary amounts

General administration

- meetings with Soren to discuss and plan Garden Gateway Event, Governance Workshop, Christmas Potluck, donor relations
- communications to Museum and Archives re: donation from Bowen Island Properties
- issuance of thank you cards
- updated Actions and Decisions document
- discussions with Powell River Community Foundation to determine their relationship with First Credit Union
- Canada Helps set up re: linked administrator accounts
- updates to personal donor listing

Summary of Hours

September	52
October	34
November (to Nov22)	30.25



BOWEN ISLAND COMMUNITY FOUNDATION

Bowen Island Community Foundation
All Web Site Data

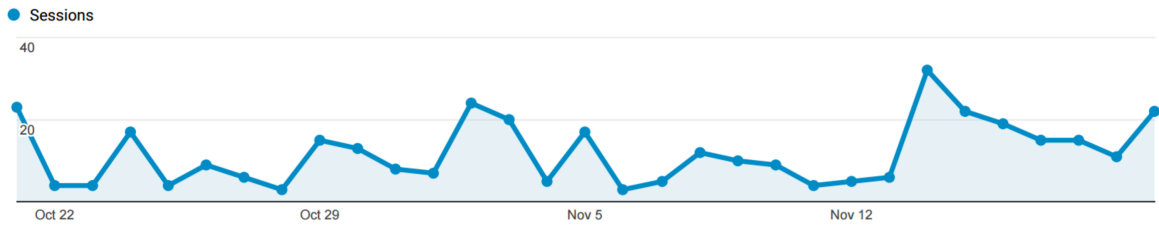
[GO TO REPORT](#)

Audience Overview

Oct 21, 2016 - Nov 20, 2016

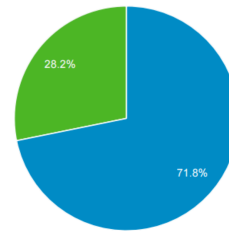
All Users
100.00% Sessions

Overview



Sessions 369	Users 296	Pageviews 774
Pages / Session 2.10	Avg. Session Duration 00:01:32	Bounce Rate 52.57%
% New Sessions 71.82%		

■ New Visitor ■ Returning Visitor



The proposed timeline for the 2017 process

By Sun, Jan 22	Applications package & ads ready to go for: <ul style="list-style-type: none"> • Community Impact Fund (CIF) • Knick Knack Nook (KKN) Small Grants Program 	
Tuesday, Jan 24	Board meets & establishes budget for Community Impact Grants	
Thursday, Jan 26	Release the Application Package! Ad submitted to Undercurrent + banner ad + posts on Facebook (BICF page & Bowen Everything Else) + email to grant applicant community	
Friday, Feb 3	Ad in <i>The Undercurrent</i> appears	
Monday, Feb 13	Round #1 “Good Idea” Applications due for Community Impact Fund (CIF), as well as for KKN Small Grants Program	
By Mon, Feb 20	Grants Committee meets to discuss applications and develop Round #2 shortlist for interviews (along with questions we need more info on)	
Tuesday, Feb 28	At Foundation Board Meeting: provide progress report on Round #1 process and outcome	
By Mon, March 6	Successful applicants advised re Round #2 shortlist, and interviews scheduled; Unsuccessful applicants also advised	
By Wed, March 8	Grants Committee meets with KKN reps to review applications received and select winners	
By Tues, March 21	Interviews and deliberations about shortlisted Round #2 applicants completed	
By Tues, March 28	At Foundation Board Meeting: Recommendations on winners made to Foundation board for ratification	
By Tues, April 4	KKN Board approval sought (coordinate with Donna Scorer about scheduling the KKN April Board meeting within this window)	
By Tues, April 11	Two weeks before AGM: Short-listed applicants notified – yes or no – and successful applicants invited to attend the AGM	
Tuesday, April 25	Foundation AGM: <ul style="list-style-type: none"> • Community Impact Grants winners announced • KKN Small Grants winners announced by KKN President 	