

Record of Board Meeting #2016-02 on February 23, 2016

<i>Theme: "Preparations for AGM"</i>			
VENUE:	Artisan Eats Board Room	PARTICIPANTS:	NOT ABLE TO ATTEND:
DURATION:	7:05 pm – 8:38pm	<ol style="list-style-type: none"> 1. Neil Boyd 2. Jennifer Hall 3. Soren Hammerberg 4. Julia McCaig 5. Colleen O’Neill 6. Jennifer Pardee 7. Kim Stephens 8. Andrea Verwey 9. Kristen Watson 	<ol style="list-style-type: none"> 1. Joanne Gassman
CHAIR:	Soren Hammerberg		LEAVE OF ABSENCE:
RECORDER:	Kim A Stephens		<p>Kathy Bellringer advised on Feb 19 as follows: “I know I said I would like to stay on the grants committee but it does not look like I will be able to participate in the next round.”</p>

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 26, 2016: Moved by Julia & Seconded by Soren 	
1 Report from Chair	<ul style="list-style-type: none"> • Noteworthy items: <ol style="list-style-type: none"> a. Administrative Assistant – The time has come to address the need for administrative support in carrying out the functions of BICF. Soren reported out on the assessment that he and Joanne have completed. The minimum requirement is 8 - 12 hours per week. <p style="margin: 5px 0 0 0;"><i>Decision #2016-09:</i> Approach a select group of donors and ask for a 3-year commitment to create an Administration Fund.</p> <p style="margin: 5px 0 0 0;"><i>Decision #2016-10:</i> The implementation plan for an Administrative Assistant will be carried forward as an ongoing agenda item.</p> b. Meeting Recorder – Over the past two years a standard has been established for tracking Decisions and Actions. <p style="margin: 5px 0 0 0;"><i>Decision #2016-11:</i> Rotate the Recorder function every 6 months, with Neil carrying out the role for the first 6-month segment.</p> 	<p>Action #2016-06: Prepare an implementation plan for an Administrative Assistant (Action by Soren/Joanne)</p>

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1 Report from Chair (cont'd)	<ul style="list-style-type: none"> c. Governor General – Event at Kay Meek Centre on March 3 is a joint undertaking of all the Sea-to-Sky Foundations. Cost to BICF should be minimal. Good public relations. d. Artist in Residence – Michael Nicoll Yahgulanaas is confirmed. Also, the owner of the SEI image is YVR who have approved use of the image. We await being advised whether a photograph is available for our use that is also acceptable to the artist. e. Garden Gateway Initiative – Project is underway at last. At the ground breaking ceremony, Holly Graff recognized the critical role that the BICF grant has played. 	Action #2016-07: Confirm whether Michael N Y is interested and available to play a role at the AGM (Action by Jenn H)
2 Report from the Governance Committee	<ul style="list-style-type: none"> • The remaining area to be finalized is Financial Policies. <i>Decision #2016-12:</i> Defer consideration until March meeting. 	Action #2016-08: Finalize Financial Policies in consultation with, Michael Cornelissen, Treasurer-designate (Action by Neil)
3 Report from Grants Committee	<ul style="list-style-type: none"> • Andrea reported that “we are on track” with a joint call (with Knick Knack Nook) for grant applications, and we have established a timeline for decision-making that will make possible awarding of grants at the AGM on April 21. <i>Decision #2016-13:</i> Develop an implementation plan for a comprehensive and coordinated approach to scholarships and bursaries. 	Action #2016-09: Meet with Donna Scorer of KKN about expand the scope of the KKN approach to scholarships (Action by Soren/Kim)
4 Report from Communications Committee	<ul style="list-style-type: none"> • Jenn H reported that there is an abundance of news items for inclusion in the upcoming e-newsletter 	
5 Report from Treasurer	<ul style="list-style-type: none"> • Kristen reported that she is finalizing the year-end Financial Statement and will meet with Michael Cornelissen, Treasurer-designate, to complete the transition / hand-over process. 	
6 Report on Youth Council	<ul style="list-style-type: none"> • Soren reported that the donor priority is “kids at risk” because his goal is to do something that is “life-changing”. The donor has committed for 3-year funding. • The real issue in play is “teen space” because the Youth Centre is under-utilized and the real need is to pave the parking lot. • Jennifer P made the “Ah-Ha” observation that the Youth Council is not dependent on the donor; and Soren added that the donor is funding the Gym Night program only. <i>Decision #2016-14:</i> Re-assess value of Gym Night at the end of March. <i>Decision #2016-15:</i> Encourage/ guide Youth Council to apply for a grant for a “Games Night” 	Action #2016-10: Meet with donor and ascertain what he wants to do (Action by Soren/Jennifer P)

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7 Report from Nominations Committee	<ul style="list-style-type: none"> • Soren reported out on recent interviews of prospective candidates. There is no driver to add more new Directors presently. The priority is to integrate Henry Campbell and Michael Cornelissen. • Soren noted that David Podmore has expressed enthusiasm about joining the Board, and the proposed timing would be later in the year. 	
8 Annual General Meeting	<ul style="list-style-type: none"> • April 21 at Cates Hill Chapel • Colleen reported all the arrangements are coming together. • Subsequent discussion focussed on the theme that “the AGM is a promotion for what BICF does”. There was much brainstorming around identifying an individual who could deliver an inspirational concluding speech and whether or not it would have more impact to open with such a speech. 	Action #2016-11: Review the Donor List and identify an appropriate candidate, or candidates, to deliver an inspirational speech (Action by Colleen)
9 BIM Grants Committee	<ul style="list-style-type: none"> • Joyce Ganong has agreed to serve one more year and mentor Andrea who would then takeover as the designated BICF member of the BIM Grants Committee. <p>Decision #2016-16: Appoint Joyce Ganong as the BICF representative on the BIM Grants Committee for the term ending 2016.</p> <p>Moved by Soren, Seconded by Jennifer H</p>	
10 Next Meeting	<ul style="list-style-type: none"> • March 29 	