

Record of Board Meeting #2016-04 on April 26, 2016

VENUE:	Artisan Eats Board Room	PARTICIPANTS:	NOT ABLE TO ATTEND:
DURATION:	7:00pm – 9:00 pm	10. David Podmore	
CHAIR:	Soren Hammerberg	1. Neil Boyd	
RECORDER:	Neil Boyd	2. Henry Campbell	
		3. Michael Cornelissen	
		4. Joanne Gassman	
		5. Jennifer Hall	
		6. Soren Hammerberg	
		7. Julia McCaig	
		8. Jennifer Pardee	
		9. Kim Stephens	

TOPIC	DISCUSSION HIGHLIGHTS / DIRECTION & DECISIONS	ACTIONS
Quorum & Agenda	<ul style="list-style-type: none"> Quorum declared by Soren Hammerberg Motion to approve Agenda and Motion to approve Record of meeting of March 29th, 2016: Moved by Soren and seconded by Jennifer Hall 	
1 Electronic Decisions	The following motion, circulated by email on April 13, 2016, was unanimously approved by the Board: "The Board approves \$1,500 from the Maggie Cumming Fund to the Snug Cove House Better Meals Program".	
2 Report from Chair	<p>Soren spoke to the success of the AGM and the very good attendance by the community, particularly in relation to the size of the population of Bowen Island.</p> <ul style="list-style-type: none"> Governance Workshop: The Foundation has received a request for assistance with an island "governance" workshop for non-profit organizations on Bowen Island, with further inquiries to be made with respect to the tasks that might be undertaken by the Foundation. Further, he noted the leading role played by BICF in Vital Signs and Vital Conversations among community foundations in Canada. Cost estimated at 1K, to be offset by donations. Helping Hand: Annual Report filed, and appended to record. Strategic Planning: At May board meeting, Soren suggested that one to two hours be set aside for discussion our priorities and mandate for 2016. 	ACTION #2016-13: Discuss with David McCallum and initiate Island Governance Workshop (Action by Soren).

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	<ul style="list-style-type: none"> • Learning Lab: The Community Foundations of Canada “Learning Lab” will be held on Bowen June 8th to 10th, August 3rd to 5th and October 5th to 7th. It will be an opportunity to host other Community Foundations. Bowen Island Community Foundation to serve as host. The sessions will be co-ordinated by Chris Corrigan, a local Bowen Islander. DECISION 2016 - #19: Bowen Island Community Foundation to advise CFC, and to host other CFs on Bowen. • Fall Donor Event: Donors Committee will review the 2015 fundraising campaign, to create a stewardship plan for major donors going forward, and to plan for a fall “Donor Event”. • Vice-Chair: Appointment of Vice Chair: Soren indicated that there is a need to have a Vice Chair, a position formerly held by Andrea Verwey. The Vice Chair will be responsible for chairing meetings when the Chair is absent. DECISION 2016 - #20: Soren nominated Jennifer Hall as Vice Chair, seconded by Neil, and carried unanimously. • Executive Committee: Soren noted that there are a number of administrative matters that could be dealt with more efficiently by an executive committee, providing more time for the Board to consider matters of policy and direction at our monthly meetings. DECISION 2016 - #21: The executive committee is to be composed of the Chair, the Treasurer, Michael Cornelissen, the Grants Chair, Kim Stephens, and Julia McCaig. Carried unanimously by the Board. 	<p>ACTION 2016 - #14: Donors Committee will convene at 7 p.m., May 19th at Caring Circle</p>
<p>3 Report from the Grants Committee</p>	<ul style="list-style-type: none"> • Kim Stephens, Chair of the Grants Committee, noted the need to establish accountability on the part of grant recipients for funds provided; a process will be constructed by the grants committee to ensure prudent and timely use of these funds. • Kim discussed the issue of whether we would participate in the Canada 150 initiative (the 150th anniversary of Canada). His report is included as Attachment A. DECISION 2016 - #22: That BICF not participate in CFC150. Moved by Kim, seconded by Soren, and unanimously carried. Notwithstanding Clause: <i>If there is an interested third party in the community that wishes to pursue a matching CFC150 grant, and they (the third party) will provide both 100% funding (i.e. no expectation for a BICF financial contribution) and the necessary human resources to enable and shepherd a grant application, then the Grants Committee would undertake to guide their work as a sub-group under the BICF umbrella.</i> 	

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4 Report on Scholarships	<ul style="list-style-type: none"> Henry and Soren are spearheading the granting of scholarships. The Board was asked to approve two scholarships of \$1,000 each in 2016, one the Maggie Cumming Scholarship and the other the Aaron Sluggett Scholarship. The two awards will be made by the West Vancouver School District, but the recipient must be a Bowen Island based student. <p style="margin-left: 40px;">DECISION # 2016- 23: Aaron Sluggett Scholarship of \$1,000 to be awarded in 2016 by West Vancouver School Board to Bowen-based student. Moved by Soren, seconded by Kim and carried unanimously.</p> <p style="margin-left: 40px;">DECISION #2016- 24: Maggie Cumming Scholarship of \$1,000 to be awarded in 2016 by West Vancouver School Board to Bowen-based student. Moved by Soren, seconded by Kim and carried unanimously.</p>	
5 Report from the Treasurer	<ul style="list-style-type: none"> Treasurer Michael Cornelissen proposed an operating budget for 2016 and presented the details of financial to April 30, 2016. There is capacity to endow a portion of the community impact fund in 2016. <p style="margin-left: 40px;">DECISION 2016 - #25: A motion to approve the budget was moved by Michael, seconded by Jennifer Hall, and carried unanimously.</p>	
6 Youth Council	<ul style="list-style-type: none"> Jennifer Pardee reported on the progress of the Youth Council. There will be a Bowen Youth in Action Potluck event on May 28th. The goal of the youth is to raise funds to assist in enabling the paving of a skate board park in the youth centre, an initiative that is said to be likely to attract a range of youth, and notably, some youth at risk within the community. Jen urged, additionally, that consideration be given to having Jessica Mitts appointed as a member of the BIM Greenways Committee. 	ACTION 2016 - #15: Propose to Councillor Fast that Jessica Mitts be considered for future membership on the BIM Greenways Committee (Action by Kim) DONE , April 27, 2016.
7 Governance Committee	<ul style="list-style-type: none"> Policies: Soren and Neil reported on the final sets of the Foundation’s policies, those relating specifically to governance and to financial policies. The financial policies had been reviewed by Michael, our Treasurer, and the governance policies had been reviewed by Neil and Soren. <p style="margin-left: 40px;">DECISION 2016 - #26: Motion to adopt and post these policies was moved by Soren, seconded by Neil, and carried unanimously.</p> <ul style="list-style-type: none"> Scholarships: Jen Pardee recommended change to wording of West Vancouver District to a more generic title, in relation to eligibility of scholarships. 	ACTION 2016 - #16: Fine-tune policy wording for scholarships so that it is more generic. (Action by Soren)

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Governance Committee (cont'd)	<ul style="list-style-type: none"> Admin Assistant: Discussion regarding engaging administrative assistance for the Foundation. Points discussed – a three year budget in place (\$20K to 50K; liaise with Sunshine Coast Foundation for possible share. 	ACTION 2016 - #17: Plan the transition from volunteer to paid staff support (Action by Soren and Joanne)
8 Communications Committee	<ul style="list-style-type: none"> Jen Hall and Neil spoke to the upcoming newsletter of the Foundation, anticipated in late May. The grant recipients, highlighted at the AGM, will be a focus of this newsletter, as will the awarding of scholarships from funds managed by the Foundation. The AGM itself will also form an important part of the content of the newsletter, drawing on the many photos taken by Kim during the event. 	
9 Future Meetings	<p>Next meetings of the Board to be held:</p> <p>Tuesday May 24th, 7:00 p.m. Tuesday June 28th, 7:00 p.m. Tuesday July 26th, 7:00 p.m.</p>	