

Record of Board Meeting #2016-06 on July 26, 2016

VENUE:	Caring Circle	PARTICIPANTS:	NOT ABLE TO ATTEND:
DURATION:	7:00pm – 9:00 pm	1. Neil Boyd	9. Henry Campbell
CHAIR:	Soren Hammerberg	2. Michael Cornelissen	10. David Podmore
RECORDER:	Neil Boyd	3. Joanne Gassman	
		4. Jennifer Hall	
		5. Soren Hammerberg	
		6. Julia McCaig	
		7. Jennifer Pardee	
		8. 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 July 6, 2016: Moved by Soren and seconded by Jenn Pardee 	
1 Electronic Decisions	None	
2 Report from Chair	<p>Soren noted with regret the death of Anne Andrew. She and her husband Bob have provided longstanding support and service to the Foundation.</p> <ul style="list-style-type: none"> • Meeting with Lorinda Strang and David Green of the Orchard: There are expressions of interest from the Orchard regarding an Alumni Fund – looking to alumni of the Orchard for support of programs related to youth and substance abuse. Soren is continuing to have discussions regarding a possible role for the Foundation. • Vancouver Foundation Legacy Gifts: Soren reported on the progress of the \$10K Vancouver Foundation legacy contributions for gifts of more than \$100K. It appears likely that the Foundation will be able to secure the \$10K grants for both 2016 and 2017. • Website Revisions: Soren noted that Julia has completed a number of key revisions to the Foundation’s website. Julia spoke briefly to the revisions; there were strong expressions of support for the changes. 	

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3 Report from the Treasurer	<ul style="list-style-type: none"> Treasurer Michael Cornelissen reported on the financials, noting no change from his report to June 30, 2016. There was a discussion of mechanisms for encouraging monthly contributions to the Foundation via First Credit Union. A suggestion was made to check with the Sunshine Coast Foundation to determine the nature of their relationship with First Credit Union. 	Action #2016 – 25: Michael to check with the Sunshine Coast Foundation to determine the nature of their relationship with First Credit Union.
TOPIC	DISCUSSION HIGHLIGHTS / DIRECTION & DECISIONS	ACTIONS
4 Donor Committee	<ul style="list-style-type: none"> There will be a meeting on August 24th of the Financial Advisory Committee. The committee will be chaired by Soren and will include Steve Bellringer, Ross MacDonald, David Podmore, Joanne Gassman and Larry Lund. September 18th will be the date of the Donor Appreciation Event, to be held at the home of Soren and Liz Hammerberg. The focus of efforts will be the creation of endowments for both scholarships and the Helping Hand Fund. Jeanette Langmann will provide some pictures and SFU historian Dr. Jack Little will be approached to provide a talk on Bowen’s history. The Donor Launch is tentatively scheduled for October 9th at Doc Morgan’s co-ordinated with heritage event and the annual apple fest. There was also discussion of the placing of a plaque by the Foundation at the Garden Gateway, tentatively scheduled for October 25th. There was also a brief discussion of the Communities in Bloom event; volunteer judges visited Bowen on July 14th of this year. This is an event with which the Foundation may wish to have further involvement. 	Action # 2016- 26, Completed: Soren and Neil met with Jack Little and he has agreed to speak, drawing on a number of photographs from the Museum and Archives, at the September 18 th event.
5 Grants Committee	<ul style="list-style-type: none"> Kim reported on the CSA letter in the Undercurrent on July 8th and the Caring Circle letter. There was a discussion of the use of the Maggie Cumming Legacy Endowment Fund. Kim reported that after discussions with Soren and other members of the committee, it is now recommended that the Fund not be used for 	Action # 2016 - 27: it is recommended that the Maggie Cumming Legacy Endowment Fund not be used for municipal greenway acquisition, other than for the \$10,000 annual return on

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	<p>municipal greenway acquisition, other than for the \$10,000 annual return on investment that could be used under certain circumstances, as determined by the Board.</p> <ul style="list-style-type: none"> The Grants committee also recommended to the Board that the Maggie Cumming Legacy Fund be designated as the funding sources for the Historical Garden Revitalization Grant, and the previously approved \$7,500 grant is to be transferred, accordingly, to the Community Impact Fund. 	<p>investment that could be used under certain circumstances, as determined by the Board. All in agreement.</p> <p>Action # 2016 -28: The Maggie Cumming Legacy Fund is to be designated as the funding sources for the Historical Garden Revitalization Grant, and the previously approved \$7,500 grant is to be transferred, accordingly, to the Community Impact Fund. All in agreement.</p>
<p>6 Youth Committee</p>	<ul style="list-style-type: none"> Jennifer Pardee reported on the progress made towards construction of a Skateboard Park. There is an estimate of a cost of \$35,000, with \$23,000 of this amount to be realized through donation of time and materials. A site plan is still needed for the Skateboard park, to be mapped out by James Tuer. The committee will also be working with Ann Silberman of the Bowen Children’s Centre to find the best way of integrating the park into the surrounding area. The donor is pleased to understand that this project will be targeting youth at risk on Bowen Island. 	
<p>7 Hiring of an Administrator</p>	<ul style="list-style-type: none"> Soren reported on progress towards hiring an administrator for the Foundation. Board discussion ensued in the absence of Julia McCaig. It was determined unanimously that Julia would be offered the position of Administrator. Soren will prepare an independent contractor agreement, incorporating the following terms: <ul style="list-style-type: none"> 8 hours per week at \$25 per hour; An understanding that taking on the position of Administrator will require a all volunteer time to be given to the Foundation, in order to prevent any potential conflict of interest with other volunteer organizations. The Administrator will report to the Board, through the Chair. The agreement is to be reviewable annually, and commence September 1, 2016. 	