

Record of Board Meeting #2016-06 on July 6, 2016

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

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 May 24th, 2016: Moved by Soren and seconded by Jenn Pardee 	
1 Electronic Decisions	None	
2 Report from Chair	<p>Soren spoke to the upcoming Orchard golf tournament, noting that it has been cancelled for this year, as staff of the Orchard are too busy with their ongoing work commitments. Soren will be meeting with the management of the Orchard on July 26th to discuss their interest in having BICF as a future beneficiary.</p> <ul style="list-style-type: none"> Review of Grant software and the invitation of the Sunshine Coast Foundation: Soren noted, via an update from Julia, that there was no need at this time, given the size of our foundation and the work Kim et al. have done to ensure our process of grant giving is more accountable and transparent. We can wait to see what the Vancouver Foundation or the CFC might come up with in future. Maggie Cumming Fund: Soren discussed consideration of capital purchase of Bowen lands; “enhancement” per terms of the request? Soren to meet with Kim to understand details and implications. Compliance with the Societies Act, update: Soren indicated that Henry will work on the issue of compliance with the Societies Act, now that scholarships are completed. An update will be provided at the next Board meeting. The process is 	<p>Action # 2016-20: Soren to meet with Kim regarding Maggie Cumming Fund to understand details and implications of request versus bequest.</p>

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	<p>well in hand.</p> <ul style="list-style-type: none"> • August 7th, Board Social and Potluck: Jenn P. will work with Liz Hammerberg and advise, in due course, what members can bring to this event. 	
<p>3 Report from the Treasurer</p>	<ul style="list-style-type: none"> • Treasurer Michael Cornellsen reported on the financials to June 30, 2016. • There was a discussion of Foundation accreditation to Imagine Canada standard. Michael provided an update and it was agreed that the rigour surrounding accreditation is beyond the current size and needs of our Foundation. • There was further discussion of “chimp” technology capacity for donor services, with an update from Michael and Julia. The Board agreed, after the update and discussion, that the technology would not be used. 	
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<p>4 Grants Committee</p>	<ul style="list-style-type: none"> • There was approval of the accountability process developed with Knick Knack Nook; the simplified process and design of the “acknowledgement” document was well received. • An MOU will be drafted to formalize the relationship with KKN and connect the dots to KKN providing funding for Helping Hand. • Letters regarding “the requirements” for grants have been emailed to all four grantees. Next steps involve payment of a \$2500 grant to Snug Cove House in early July and payments to other grantees will be later in 2016, or in the first half of 2017. All grantees have been informed that cheque hand-over will be in conjunction with a photo-op. • There was a discussion of scholarships. It was suggested that future attendance at ceremonies is not needed by a Board member. More effective for Sharon Sluggett and members of Maggie Cumming’s family, for example, to present the awards. Will invite next year. We might want to profile recipients of scholarships, let them tell their story, and how the money made a difference to them. Recipients could be invited to come to our launch this year, as we focus on scholarships. 	<p>Action # 2016-21: Completed: Letters regarding “the requirements” of accountability have been emailed to all four grantees for 2016.</p>

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	<ul style="list-style-type: none"> • There was a report on a recent meeting with Smoothstones. The hope is to have alignment and complementary granting by January 2017, with an agreement in principle to share grant beneficiary information. Soren will continue to develop the relationship. 	
<p>5 Donor Committee</p>	<ul style="list-style-type: none"> • There will be an October launch for our giving campaign. Joanne advised that we will not be the beneficiary of the wine festival this year at the lodge. Paul Ricketts has indicated that the organizing committee felt that it was too late to notify the previous beneficiary, though he is keen to work with us next year. Henry suggested using the location of past grant recipients' projects as potential locations for our launch. Further discussion tabled for the donor committee meeting of July 20th. • The September 18th key donor event is confirmed. All agreed we should invite past and potential major donors. There is a need to discuss timing, given the campaign launch and what should come first – this issue tabled for discussion of the donor committee. • There will be a reconvening of the Financial Advisory Committee to confirm invitees and the date of the key donor event. Dave to join Soren and Joanne on this committee. 	<p>Action # 2016 - 22: Joanne to connect with Holly Graff to explore the Garden Gateway as a potential location for our launch this year.</p> <p>Action # 2016 -23: Board members to provide names of individuals who have the capacity to be major donors to the Foundation.</p> <p>Action # 2016 -24:Financial Advisory Committee to meet to discuss its purposes and objectives, as well as to identify potential community members to sit on the committee; update to be provided at the next board meeting.</p>
<p>6 Youth Committee</p>	<ul style="list-style-type: none"> • The issue of the Youth Council continuing for 2016/2017 is to be determined. There are uncertainties surrounding the budget for the skatepark and the extent to which it aligns with the donor's vision. • There is currently something of a roadblock in getting key stakeholder to meet and to provide a budget that outlines key accountabilities in terms of actual dollar costs and the provision of gifts in kind. 	
<p>7 Communications Committee</p>	<ul style="list-style-type: none"> • The June newsletter has received many positive reviews. The timelines for the next issue remain to be determined. There was a discussion regarding the Valhalla strata donation as an illustration of "multiple and varied ways to give". The question of key items for the next newsletter will be discussed at the next donors committee meeting. 	