

Record of Board Meeting #2016-08 on Sept. 27, 2016

Theme: "Take Stock After Summer Hiatus"

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

TOPIC	DISCUSSION HIGHLIGHTS / DIRECTION & DECISIONS	ACTIONS
Quorum & Agenda	<ul style="list-style-type: none"> • Quorum declared by Soren • MOTION to approve Agenda & MOTION to approve Record of Meeting on July 26, 2016: Moved by Soren & Seconded by Neil 	
1 Electronic Decisions	<ul style="list-style-type: none"> • None 	

Record of Board Meeting #2016-08 on Sept. 27, 2016

TOPIC	DISCUSSION HIGHLIGHTS / DIRECTION & DECISIONS	ACTIONS
<p>2 Report from Chair</p>	<ul style="list-style-type: none"> • Soren spoke to a number of matters: <ol style="list-style-type: none"> 1) Strategic financial advisory committee August 24 It was recommended at this gathering that a way to fundraise is to have a golf tournament. As it's not viable to host our own event, we decided to approach Bowen Irly Building Centre to enquire if they would be interested in partnering with us. Soren felt we could enter 3 flights of golfers from our board. With regard to the Art Gallery, Snug Cove House, Community Centre fundraising efforts: a comment by Ken McArthur was that if 50% of the goal is not reached they will never reach the target. October 24 is the date council will hear the rezoning application for the Village Square land put forward by Harris Properties. We'll know after that if there's a chance that the medical clinic will go ahead. In summary: everyone at this meeting was willing to assist in any venture that we participated in, were made aware of the extent of the Foundation's activities and they are all on board. <i>(see attached report for more details)</i> 2) Private donor reception September 18, 2016 Our speaker was Dr. Jack Little, a Bowen Island Museum and Archives Director. Of 180 invites, approximately 65 attended. When compared to a private function that Soren has hosted in the past, he felt that this shows people recognize these events as an "ask" when associated with the Community Foundation, even though it's an appreciation event. There were several consistent donors in attendance that we met for the first time and we determined that including a community group was a good format which gave it an interesting focus. The message essentially was to encourage donations directed to the Helping Hand Fund and our scholarships. 	<p>Action #2016-29: Neil to talk to Mark Groen or Denise at the Building Centre to determine if they're willing to host.</p>

Record of Board Meeting #2016-08 on Sept. 27, 2016

TOPIC	DISCUSSION HIGHLIGHTS / DIRECTION & DECISIONS	ACTIONS
	<p>Speaker series - from the private donor's reception the idea of having a series of compelling speakers to attract attendees to donor events was raised. The board was asked to consider who they might like to hear speak and what topics they feel would be interesting and bring ideas forth at a future meeting. <i>(see the decision reached in #9 Strategic Discussion below)</i></p> <p>Soren suggested that any Scholarships granted under this year's For Bowen, For Ever campaign be limited to 5K. Goal is to raise 3 such annual scholarships. This accords with the recommendation of the Financial Advisory Committee.</p> <p>October 9th launch 2016 For Bowen, For Ever Campaign</p> <ul style="list-style-type: none"> • Julia instructed to place ad in Office @ Artisan Square Bulletin to announce • Henry confirmed Nathan Beatty's attendance as one scholarship recipient, he's still seeking a female speaker • Soren, Gary Ander and Holly Graff to speak at Doc's event afterward ribbon cutting • Julia reported that 1,000 e-vites were sent via Paperless Post, 66 were confirmed • Board members in attendance to wear their nametags (Julia to bring those in her possession) • we decided not to send an email reminder of this event, as we don't want to swamp our donor base so close to our Giving Campaign • unrelated to the above - it was decided that all archival BICF documents are to be stored at Julia's residence 	
<p>3 Report from the Administrator</p>	<ul style="list-style-type: none"> • Julia reported on her first month as Administrator and that it had been busy with planning the private donor, Garden Gateway ribbon cutting as well as the 2016 For Bowen, For Ever Campaign Launch events and that a new Event Worksheet had been created in Google docs to assist with collaboration between committee members on future events. <i>(see attached report for more details)</i> 	

Record of Board Meeting #2016-08 on Sept. 27, 2016

TOPIC	DISCUSSION HIGHLIGHTS / DIRECTION & DECISIONS	ACTIONS
<p>4 Report from the Treasurer</p>	<ul style="list-style-type: none"> Michael reported that financial reports would be compiled as at September 30 for that 9 month period and presented at November's meeting. He advised he will be away for the month of November - Julia will check mailbox for first two weeks, then Soren and Julia will check it the last 2 weeks. Soren advised a once a week clean out of the box was sufficient. Canada Helps notifications will be sent to Soren as usual with Julia being backup to send receipts. Michael will also be on notification list for that account. 	
<p>5 Report on Youth Council</p>	<ul style="list-style-type: none"> Jen P. reported that there has been an evolution of the Youth Council to a Youth Forum format: they will liaise with CSA. Frazer Elliott and Christine Walker have volunteered to oversee this; she will set up a meeting via doodle poll. December 5 is a Pro D day which could be a good date for an event, with a format not unlike the Vital Conversations events - individuals could become an advisory board to us - providing an opportunity for us to assist them in the application process. The purpose of the Youth Council has changed necessitating a revision of the Terms of Reference as follows: <p>Be it RESOLVED that the Terms of Reference of the BCIF Youth Council be amended as attached. MOVED by Jen P. and SECONDED by Neil.</p> <ul style="list-style-type: none"> the Terms of Reference have been changed to address targeted age groups and terms of reference. Jen said the proposed revisions leaves it open enough if we need to make changes in future. A budget for this forum could include rental at BICS and light refreshments. 7-9 grades is the critical time and matches the age group that attends youth centre. Christine Walker (BIM) working in her capacity as Manager of Recreation and Community Services, supervises John Stiver and is very keen to work with him and the youth in addition to Sarah Haxby (BICS Coordinator). There is still \$7,500 in youth fund. We want to help them get into granting process and have youth apply through granting application process. Skateboard park update: we are being really clear with John Stiver around our role - we're not project managers, but we're waiting for them to take the lead and help with the funding. They're continuing to work with the youth and work out ways to maintain communications with the group. Are Facebook, Twitter and Instagram the channels? We did set up a Facebook page with the Youth Council and we could use Bowen Island Everything Else. The planning committee will be called to assist with communication through conventional and social media. Jen's 	<p>Decision #2016-30: Be it RESOLVED that the Terms of Reference of the BCIF Youth Council be amended as attached. MOVED by Jen P. and SECONDED by Neil.</p>

Record of Board Meeting #2016-08 on Sept. 27, 2016

TOPIC	DISCUSSION HIGHLIGHTS / DIRECTION & DECISIONS	ACTIONS
	<p>contacted Andrea Dicks at the CFC to get some advice. <i>(see attached report for more details)</i></p>	
<p>6 Societies Act</p>	<ul style="list-style-type: none"> Henry reported that this is a statutory compliance update and that on November 28 the rules change for every society and impact everything in the corporate registry. He is going through all our records, from the first change in purpose in 2002 to current day. He will download existing ones. There is no meeting requirement if they are exactly as filed. We have to be more transparent. Questions arose regarding the Helping Hand fund, which has sensitive personal information, but our financial records don't show the names of the recipients so this is safeguarded. he should be ready for our October meeting so that in the event that we need to have another meeting to change or modify anything, we will still have time. He will add to October agenda if we need to confirm or amend changes. We have 2 years from November 28 to comply, but this is the transition period. 	<p>Action #2016-31: Henry to review our records to determine compliance under new Societies Act prior to November 28, 2016</p>
<p>7 Governance Leadership Initiative</p>	<ul style="list-style-type: none"> David McCullum, through the Bowen Children's Centre, is organizing a Board Governance workshop which we agreed to sponsor with \$1,000 and host. 40 different societies came to Societies Act changes workshop that we hosted last year. It will be November 5th or 19th. We need a volunteer to introduce the speaker and talk about good governance. Neil offered to do the 5th in Soren's absence, or Soren will be back by the 19th if it is scheduled then. The venue will be BICS or Cates Hill Chapel. 	<p>Action #2016-32: Neil to be host and introduce Vince Battistelli of The Governance Group (if Nov. 5th) Soren to host (if Nov. 19th). Julia to provide promotional materials prior to date.</p>

Record of Board Meeting #2016-08 on Sept. 27, 2016

TOPIC	DISCUSSION HIGHLIGHTS / DIRECTION & DECISIONS	ACTIONS
8 Grants Committee	<ul style="list-style-type: none"> Kim reported that the September 16th solar panel dedication at BICS went smoothly and advised that Rudy North, the matching donor, is especially keen to do more solar panels. The new head of facilities at the West Vancouver School District indicated an interest in undertaking more such projects. His enthusiasm was the lynch-pin for BICS implementation. The reason for mentioning this is that it shows how it is crucial to have “the right people in the right place at the right time”. 	
9 Strategic Discussion	<ul style="list-style-type: none"> Soren opened the discussion by suggesting that we draw on the recommendations of the Financial Advisory Committee to determine how we engage local community associations and organizations? Do we network throughout the island - have a Foundation representative attend strata meetings as a way to get around and introduce ourselves? Do we want a “retail” donor base? What format could this take? How do other CF’s do this? How do we reach groups such as the Garden club, Fish and Wildlife? It’s less about us and more about the strategy to get there. We need to tell the narrative and story of what brings people together. Is it time to revisit the Vital Conversations, shall we have another event? We could time the results to align with our strategy session early next year once grants have been determined, or in the latter part of 2017 or early 2018 for another Vital Conversations event? We will need to strike a sub-committee - we have a template - Vital Conversations adopted our model as the way to do it in a small community. Suggestions were Jen Pardee to be on committee - Jo could be a good chair? (Miss a meeting and see what happens.) We can draw on other community people - we have an extensive list of scribes and participants from our session. We could invite Holly Graff. Kim and Henry have offered to be on the committee. 	Action #2016-33: Form a Vital Conversations 2.0 Committee (a) initiate planning for an event in 2017-2018 (b) ask Jo if she would serve as chair.
10 Next Meeting	Tuesday, October 25, 2016 7:00 p.m. at Caring Circle Resource Centre	