

Record of Board Meeting #2017-01 on Jan. 24, 2017

Theme: "Congratulate us on our work!"

VENUE:	Bowen Lodge	PARTICIPANTS:	NOT ABLE TO ATTEND:
DURATION:	7:00 pm – 9:00 p.m.	1) Henry Campbell 2) Soren Hammerberg 3) Jennifer Pardee 4) Kim Stephens 5) Joanne Gassman 6) Jennifer Hall 7) Neil Boyd 8) David Podmore 9) Holly Graf 10) Larry Lunn 11) Julia McCaig 12) Michael Cornelissen (via Skype)	
CHAIR:	Soren		
RECORDER:	Julia		

TOPIC	DISCUSSION HIGHLIGHTS / DIRECTION & DECISIONS	ACTIONS
Quorum & Agenda	Quorum declared by Soren MOTION to approve Agenda & MOTION to approve Record of Meeting on November 22, 2016: MOVED by Soren SECONDED by Kim	
1 Electronic Decisions	Recording of Electronic Decisions: Decision #2017-01 "BE IT RESOLVED AND RECORDED that a Grant in the amount of \$145,000 was paid to the Bowen Island Library Foundation (Cove Commons) as directed by the donor from the Bowen Legacy Fund." MOVED by Soren SECONDED by Jo.	

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TOPIC	DISCUSSION HIGHLIGHTS / DIRECTION & DECISIONS		ACTIONS
<p>2 Report from Helping Hand Committee</p>	<p>As is customary at the beginning of our financial year, Helping Hand Committee Chair Bob Andrew attended to provide information on grants made by their committee and discussed generally the work they do. The board affirmed the existing committee:</p> <p>Decision #2017-02: "BE IT RESOLVED that the Helping Hand Committee of Bob Andrew, Shelagh McKinnon, Spencer Grundy, Gary Ander and Amanda Ockeloen is approved to serve for 2017." MOVED by Soren, SECONDED by Kim.</p> <p>New charitable partner to implement the Helping Hand – discussions are currently in progress with Minister Phil Adkins of Cates Hill Chapel, Soren to update the board in the near future.</p> <p>Budget for 2017:</p> <p>Decision #2017-03: "BE IT RESOLVED that the Helping Hand Fund grant up to \$10,000 in 2017 on the terms and conditions as previously established." MOVED by Soren SECONDED by David.</p> <p>Strategy session - added to that agenda: review Helping Hand grant amount of \$500 minimum.</p>		

Record of Board Meeting #2017-01 on Jan. 24, 2017

TOPIC	DISCUSSION HIGHLIGHTS / DIRECTION & DECISIONS	ACTIONS
<p>3 Report from Treasurer</p>	<p>Presentation of 2016 Financials and 2017 draft expense budget and comparative analysis of Giving Campaigns '13 – '16 by Michael. (Attachment #1)</p> <p>Of note:</p> <ul style="list-style-type: none"> - our donations have increased 10 times since 2012 - there is over 50% increase in donor numbers in 2016 over 2015 - recurring donations are from about 10% of the island population - that's roughly 160 donors/families - we exceeded West Vancouver's donations this past year <p>Decision #2017-04: "BE IT RESOLVED that the board approve our 2017 draft expense budget in the amount of \$63,500." MOVED by Soren SECONDED by Jo.</p>	
<p>4 Report from Chair</p>	<ul style="list-style-type: none"> • For the new directors, Soren gave a brief overview of our last non-business meeting - a social potluck at Jo's house on December 1, 2016. • Introduction and welcome of Holly Graff and Larry Lunn as new Directors. Soren noted they officially start April 28th at our AGM, but are free to begin work sooner if they choose. <p>Decision #2017-05: "BE IT RESOLVED that Holly Graff and Larry Lunn be appointed as Directors of the Foundation effective our AGM on April 28, 2017 for a two year term." MOVED by Soren SECONDED by Jen Hall.</p> <ul style="list-style-type: none"> • Camp Bowen Fund: <p>Decision #2017-06: "BE IT RESOLVED to open an Endowed Fund for Camp Bowen in the form appended." (Attachment #2) MOVED by Soren SECONDED by Kim.</p> <p>Strategic Planning session June 24, 2017 at Bowen Lodge. Facilitator Gordon Orlikow. Time and format pending. All Directors to attend.</p>	<p>Action #2017-01: David Podmore to connect with Gordon Orlikow to arrange facilitation of our Strategic Planning Session, Julia to provide contact information to David.</p> <p>Action #2017-02: Jen Hall to contact Ann Silberman to discuss.</p> <p>Action #2017-03: Soren and Jen H. to coalesce these thoughts and consider how our Ambassador Program this can be improved upon. They will</p>

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TOPIC	DISCUSSION HIGHLIGHTS / DIRECTION & DECISIONS	ACTIONS
	<ul style="list-style-type: none"> • AGM April 28, 2017 – planning committee to finalize – Jen H., Holly, Julia and Soren to organize. • Ambassadors programme 2017 update – the board has contacted Andy Rainsley and Oydys Nicol, but they haven't responded. Sherrie Johnson and Edward Wachtmann approached Soren and will connect with him in April. • Jessica Mitts did not want to be an ambassador and Joseph Cook was recommended by Ann Silberman saying he was on the Bowen Children's centre board, enthusiastic and community involved and helps with their fundraising. • Hamish Ryan hasn't followed up on being contacted either. Discussion revolved around the need for Ambassadors. The original impetus of the Ambassador program was to expand our donor base and while we see significant growth in our donor base, we can't know if this is related. Perhaps we should put some terms of reference around it? • CFC conference May 11 – 13 in Ottawa. We have set a policy of up to \$1,000 per Director (up to 3 Directors total \$3,000). We are awaiting word on bursaries provided by CFC which will be credited to Jen Hall and Holly Graf. Other Directors are requested to consider attending. • Report on meeting with KKN Board January 11, 2017 (Attachment #3) <ul style="list-style-type: none"> - Knick Knack Nook will make an annual contribution to the Helping Hand Fund, in 2017, to be \$5K - they would deposit money with us to create endowment - and would need to reach a minimum of \$10K, then grow it to \$25K within 5 years. Kim shared the story of how the one piece of information from Soren relating to the difference of \$26 of interest being the current return, versus the Vancouver Foundation Fund return of \$500, seemed to be the clincher that sealed the deal. • Report on meeting with Bowen Children's Centre (BCC) January 11, 2017 – Jen P. to represent the Board as liaison to BCC in development of a bursary fund and on-going consultation regarding the Youth initiative for the sports court. They are self managing but having difficulty with terms of reference. This would be an endowed fund and donations would flow towards one of our funds. 	<p>explore this with other CF's at the upcoming CFC Conference.</p> <p>Action #2017-04: Henry will touch base with Sarah Haxby the Community School Coordinator and Tracey Robotham re: scholarships.</p>

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TOPIC	DISCUSSION HIGHLIGHTS / DIRECTION & DECISIONS	ACTIONS
<p>4 Report from Administrator</p>	<p>Julia reported on: (Attachment #4)</p> <ul style="list-style-type: none"> • discussions with the Powell River Community Foundation, noting that while they are of a similar size and demographic, they are not sharing our fund and donor base growth and are still struggling with community awareness of their work. • attendance at the Sea to Sky Community Foundations staff meeting next week, facilitated by Barbara McMillan to discuss our board's activities and discuss planning a meeting of board members • discussions with David Venn, Communications Director at CFC which encompassed website enhancements, more support for smaller CF's, the upcoming CFC Conference, bursaries and so on 	
<p>5 Grants Committee</p>	<p>The Grants Committee report (Attachment #5) was accepted and approved by the board. The report explained the process of the establishment of Grants budget from each of the respective funds for 2017 as well as the establishment of the scholarships budget from each of the respective Funds for 2017. Recommendation put forward of Community Impact Grants \$30K and \$5K for scholarships. In addition, \$30K to be endowed in the Community Impact Fund.</p> <p>Decision #2017-07: "BE IT RESOLVED that the Grants Budget for 2017 from the Community Impact Fund is \$30K and \$5K for scholarships" MOVED by Kim SECONDED by Soren.</p> <p>\$30K in grants ensures we should put away at least as much from Giving Campaign receipts as the amount is granted. Thus a \$30K Endowment (from Community Impact fund, to the Community Impact Fund) plus there will be 2 x \$2.5K Scholarships (in addition to other scholarships already earmarked and approved).</p> <p>Henry spoke to his conversation with the Vancouver Foundation detailing discussions around qualification of Bowen Island Golf (Attachment #6). Discussion ensued around scholarships - we want to have a balance between academic and trade, and should ask Rockridge School where the gap is in their regimen of scholarships. Suggestion is 2 scholarships - 1 academic and 1 trade. Henry will touch base with Sarah Haxby the Community School Coordinator and Tracey Robotham.</p>	

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TOPIC	DISCUSSION HIGHLIGHTS / DIRECTION & DECISIONS	ACTIONS
<p>6 Next Meetings</p>	<ul style="list-style-type: none"> • Tuesday February 28, 2017 7:00 p.m. Bowen Lodge Board Room • Tuesday March 28, 2017 7:00 p.m. Bowen Lodge Board Room • Tuesday April 25, 2017 7:00 p.m. Bowen Lodge Board Room • Friday April 28, 2017 7:00 p.m. Cates Hill Chapel • Tuesday May 23, 2017 7:00 p.m. Bowen Lodge Board Room • Saturday June 24, 2017 Time TBA Bowen Lodge "Bowen Room" (main lodge) • Tuesday June 27, 2017 7:00 p.m. Bowen Lodge Board Room 	



**BOWEN ISLAND
COMMUNITY
FOUNDATION**

Bowen Island Community Foundation

Financial Statements

For the Year ended December 31, 2016

**Bowen Island Community Foundation
Balance Sheet**

As At December 31	<u>2016</u>	<u>2015</u>
Assets		
Cash and Deposits		
First Credit Union:		
Chequing Account	65,731	25,831
Powersaver	145,754	74,540
Term Deposit	205,756	200,000
Equity Shares & Patronage Account	77	61
	<u>417,317</u>	<u>300,432</u>
Accounts Receivable	Note 3 35,062	133,518
Total Assets	<u>\$ 452,379</u>	<u>\$ 433,950</u>
Liabilities and Fund Balances		
Liabilities		
Accounts Payable	Note 4 <u>13,816</u>	<u>16,195</u>
Fund Balances		
Aaron Sluggett Scholarship Fund	7,411	3,651
BIGA Junior Golf Scholarship Fund	2,827	4,083
Bowen Legacy Fund	237,134	287,921
Bowen Youth Fund	8,903	7,428
Community Hall & Arts Centre Fund	6,561	7,882
Community Impact Fund	144,845	58,636
Helping Hand Fund	12,949	10,890
KKN Environmental Sustainability Fund	5,774	4,592
Maggie Cummings Estate Fund	8,807	11,994
Marg Witty IPS Scholarship Fund	3,352	20,679
Total Fund Balances	Note 5 <u>438,563</u>	<u>417,755</u>
Total Liabilities and Fund Balances	<u>\$ 452,379</u>	<u>\$ 433,950</u>

Notes to the Financial Statements

- Note 1 The Bowen Island Community Foundation, hereinafter referred to as BICF, is a Registered Charity with Canada Revenue Agency, Charitable Registration Number 88361 8514 RR0001.
- Note 2 These Financial Statements have been prepared using the Fund method of accounting in accordance with Generally Accepted Accounting Principles. Certain comparative figures for 2015 have been restated to conform with changes in presentation in the 2016 Financial Statements.
- Note 3 Account Receivable represent donations dated or received prior to December 31, but banked within the first week of the following calendar year.

Note 4 Accounts Payable represent Community Grants committed as of December 31 but payable in the following calendar year.

Note 5 A detailed accounting of transactions within each Fund is shown on **Schedule A** to the Financial Statements.

In addition to administering the Fund Balances shown on the Balance Sheet, BICF has transferred funds to the Vancouver Foundation to establish Endowment Funds that generate permanent investment income. This income flows back annually to the respective Funds administered by BICF.

The Endowment Funds managed by the Vancouver Foundation, hereinafter sometimes referred to as VF, are not carried on the Balance Sheet of BICF.

For informational purposes, Vancouver Foundation Endowment Fund assets are also shown on Schedule A to these Financial Statements with a detailed accounting of the transactions within each Fund.

In summary:	As of December 31	<u>2016</u>	<u>2015</u>
Bowen Island Community Foundation Fund Balances	A	<u>438,563</u>	<u>417,755</u>
Vancouver Foundation Fund Balances			
At Book Value	B	784,693	655,987
At Market Value	C	<u>877,430</u>	<u>734,319</u>
(These are as of September 30, 2016)			
Combined Fund Balances	A+B	<u>\$ 1,223,256</u>	<u>\$ 1,073,742</u>
Combined Fund Market Values	A+C	<u>\$ 1,315,993</u>	<u>\$ 1,152,074</u>

Bowen Island Community Foundation
Statement of Operations and Changes in Fund Balances

For the Year Ended December 31	2017 Budget	2016	2015
<i>Note: The composition of each one of the the line items below is detailed according to each Fund in Schedule A to the Financial Statements.</i>			
Fund Receipts			
Gifts	Not Received	5,434	
	Registered Charities	46,358	
	Tax Received	116,064	
		167,856	207,058
	Endowment Fund Income from Vancouver Foundation	29,835	26,773
	Investment Income	2,852	5,075
	Administration Fees Earned by Impact Fund	9,486	14,506
		210,029	224,401
Fund Payments			
Grants	Community	89,610	98,522
	Scholarships	15,000	
	Transfers to Vancouver Foundation Endowment Funds	50,400	25,000
		155,010	123,522
		55,019	100,879
Net Fund Receipts			
		55,019	100,879
Operating Expense			
	Administration Fees Paid to Impact Fund	10,000	9,485
	Administrator's Remuneration	10,000	3,333
	Advertising and Promotion	5,000	4,498
	Annual General Meeting	3,000	2,075
	Bank Charges	500	460
	Canada Helps and Chimp Fee	1,500	1,465
	Conference Expenses	1,500	1,480
	Donor Recognition	5,000	4,713
	Directors' Liability Insurance	760	756
	Education & Training	50	-
	License Dues and Fees	1,100	1,050
	Office Supplies & Expenses	3,000	2,978
	Postage & Courier	1,000	703
	Program Expenses	1,200	1,177
	Travel Expense	390	39
	Total Operating Expense	44,000	34,212
	Net Change in Fund Balances	20,807	95,390
	Opening Fund Balances January 1	417,755	322,364
	Closing Fund Balances December 31	\$ 438,562	\$ 417,755

Detailed Fund Balances	Total	Aaron Sluggett Memorial Scholarship Fund	Bowen Island Golf Association Junior Scholarship Fund	Bowen Legacy Fund	Bowen Island Youth Fund
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Year ended December 31, 2016

Bowen Island Community Foundation Funds

Opening Balances January 1	417,755	3,651	4,083	287,921	7,428
Gifts - Not Received	5,434	3,901	-	-	-
- Registered Charities	46,358	-	-	-	-
- Tax Receipted	116,064	3,075	1,650	-	1,705
VF Endowment Fund Distributions a	29,835	1,069	1,613	-	-
Investment Income	2,852	20	23	2,113	41
Administration Fees Earned	9,486				
	<u>627,784</u>	<u>11,716</u>	<u>7,369</u>	<u>290,034</u>	<u>9,174</u>
Administration Fees Paid	(9,485)	(399)	(506)	(2,900)	(92)
Operating Expense	(24,727)	(407)	(37)	-	(179)
Community Grants	(89,610)	-	-	(50,000)	-
Scholarships and Bursaries	(15,000)	(1,000)	(1,500)	-	-
Transfers to VF b	(50,400)	(2,500)	(2,500)	-	-
Transfers From (To) Other Funds	-	-	-	-	-
Closing Balances December 31 A	<u>\$ 438,563</u>	<u>\$ 7,411</u>	<u>\$ 2,827</u>	<u>\$ 237,134</u>	<u>\$ 8,903</u>
<i>Grants Committed</i>	<u><u>\$ (168,500)</u></u>			<u><u>\$ (145,000)</u></u>	

Vancouver Foundation Funds

NB - Updated to September 30, 2016

Opening Balances January 1	681,570	24,031	36,968
Transfers from BICF b	50,400	2,500	2,500
Investment Income (to Sep 30, 2016)	22,888	823	1,237
VF Endowment Fund Distributions a	29,835	1,069	1,613
Closing Balances - September 30			
Book Value B	<u><u>\$ 784,693</u></u>	<u><u>\$ 28,424</u></u>	<u><u>\$ 42,318</u></u>
Market Value Sep 30, 2016 C	<u><u>\$ 877,430</u></u>	<u><u>\$ 31,802</u></u>	<u><u>\$ 47,330</u></u>

Combined Closing Balances

Book Value A+B	\$ 1,223,256	\$ 35,835	\$ 45,144	\$ 237,134	\$ 8,903
Market Value A+C	\$ 1,315,993	\$ 39,213	\$ 50,157	\$ 237,134	\$ 8,903

Schedule A

Bowen Island Community Hall and Arts Centre Fund	Community Impact Fund	Helping Hand Fund	Knick Knack Nook Environmental Sustainability Fund	Maggie Cummings Community Legacy Fund	Marg Witty IPS Scholarship Fund
7,882	58,635	10,890	4,592	11,994	20,679
-	-	1,533	-	-	-
-	15,513	5,000	25,745	-	100
2,780	80,901	4,353	225	675	20,700
5,457	10,892	-	-	10,099	705
44	342	61	26	67	115
	9,486				
16,163	175,769	21,837	30,588	22,835	42,299
(1,626)		(218)	(306)	(3,015)	(423)
(75)	(23,925)	(59)	(8)	(12)	(25)
-	(15,000)	(8,610)	(14,500)	(1,500)	-
-	500	-	(10,000)	(2,000)	(1,000)
(7,900)	-	-	-	-	(37,500)
-	7,500	-	-	(7,500)	-
\$ 6,561	144,844	\$ 12,949	\$ 5,774	\$ 8,808	\$ 3,352
	<u>\$ (22,500)</u>				<u>\$ (1,000)</u>
127,500	261,325			231,745	-
7,900	-			-	37,500
4,180	8,272			7,670	705
5,457	10,892			10,099	705
\$ 145,037	\$ 280,490			\$ 249,514	\$ 38,910
\$ 159,801	\$ 310,896			\$ 288,244	\$ 39,357
\$ 151,598	\$ 425,334	\$ 12,949	\$ 5,774	\$ 258,322	\$ 42,262
\$ 166,361	\$ 455,740	\$ 12,949	\$ 5,774	\$ 297,052	\$ 42,709

List of Donors of \$500 or more - sorted by donation amount

Last Name	First Name	Fund	Amount
ZB	ZB	KKI Environmental Sustainable	30,745
ZX	ZX	Marg Witty IPS Scholarship Fu	20,000
A	A	Community Impact Fund	16,461
G	G	Community Impact Fund	15,000
C	C	Community Impact Fund	13,000
Z	Z	Community Impact Fund	12,971
ZF	ZF	Community Impact Fund	10,000
J	J	Community Impact Fund	5,000
D	D	Aaron Sluggett Scholarship Fu	3,901
ZT	ZT	Community Impact Fund	3,750
U	U	Various	3,400
I	I	Community Impact Fund	3,000
S	S	Community Impact Fund	2,500
V	V	Community Impact Fund	2,000
ZG	ZG	Community Impact Fund	1,500
ZP	ZP	Community Impact Fund	1,500
ZR	ZR	Community Impact Fund	1,500
K	K	Various	1,160
ZN	ZN	Aaron Sluggett Scholarship Fu	1,050
E	E	Helping Hand Fund	1,000
L	L	Bl Golf Junior Scholarship Funn	1,000
P	P	Community Impact Fund	1,000
R	R	Community Impact Fund	1,000
X	X	Community Impact Fund	1,000
ZD	ZD	Community Hall & Arts Centre	1,000
ZE	ZE	Aaron Sluggett Scholarship Fu	1,000
ZH	ZH	Community Impact Fund	1,000
ZI	ZI	Bowen Youth Fund	1,000
ZM	ZM	Community Impact Fund	1,000
ZQ	ZQ	Helping Hand Fund	1,000
ZS	ZS	Helping Hand Fund	1,000
ZU	ZU	Community Impact Fund	1,000
ZW	ZW	Various	1,000
ZI	ZI	Community Impact Fund	700
Q	Q	Community Impact Fund	650
ZO	ZO	Aaron Sluggett Scholarship Fu	620
B	B	Community Impact Fund	500
F	F	Community Hall & Arts Centre	500
H	H	Community Hall & Arts Centre	500
M	M	Community Impact Fund	500
N	N	Community Impact Fund	500
O	O	Marg Witty IPS Scholarship Fu	500
T	T	Community Impact Fund	500
W	W	Community Impact Fund	500
Y	Y	Community Impact Fund	500
ZA	ZA	Community Impact Fund	500
ZC	ZC	Bowen Youth Fund	500
ZK	ZK	Community Impact Fund	500
ZL	ZL	Bl Golf Junior Scholarship Funn	500
ZV	ZV	Helping Hand Fund	500

171,408

2015

Last Name	First Name	Fund	Amount
C	C	Bowen Legacy	100,000
ZL	ZL	Marg Witty	20,000
O	O	Community Impact	10,107
R	R	Community Impact	10,000
ZM	ZM	Marg Witty	10,000
V	V	Community Impact	5,275
W	W	Community Impact	5,000
D	D	Community Impact	2,500
L	L	Community Impact	2,500
ZI	ZI	Community Impact	1,500
ZB	ZB	Community Impact	1,448
H	H	Community Impact	1,000
Q	Q	Community Impact	1,000
T	T	Community Impact	1,000
ZA	ZA	Marg Witty	1,000
ZF	ZF	Community Impact	1,000
ZH	ZH	Helping Hand	1,000
F	F	Bl/GSF	965
G	G	Community Impact	965
M	M	Helping Hand	965
S	S	Community Impact	965
U	U	Community Impact	965
ZD	ZD	Community Impact	965
E	E	Community Impact	627
A	A	Community Impact	500
J	J	Community Impact	500
P	P	Community Impact	500
Z	Z	Bl/GSF	500
ZC	ZC	Community Impact	500
ZE	ZE	Marg Witty	500
B	B	Aaron Sluggett	483
I	I	Community Impact	483
K	K	Community Impact	483
N	N	Marg Witty	483
X	X	Helping Hand	483
Y	Y	Maggie Cummings	483
ZG	ZG	Community Impact	483
ZI	ZI	Marg Witty	483
ZK	ZK	Helping Hand	483

188,089

2016 % Donors	2016	2015	2014
28%	Golden Stairwars - 2014 to 2016		
22%	Blue Chips - 2015 and 2016		
8%	Returned to the fold 2016	missed	Donated 2014
42%	New 2016		
	Lost Blue Chip	Donated 2015 and 2014	
100%	Singleton	Donated 2015 only	



List of Donors of \$500 or more - sorted by donor persistence

2016		2015	2014
Last Name	First Name	Fund	Amount
B	B	Community Impact Fund	500
G	G	Community Impact Fund	15,000
I	I	Community Impact Fund	3,000
K	K	Various	1,160
L	L	Bl Golf Junior Scholarship Fund	1,000
M	M	Community Impact Fund	500
Q	Q	Community Impact Fund	650
V	V	Community Impact Fund	2,000
Z	Z	Community Impact Fund	12,971
ZF	ZF	Community Impact Fund	10,000
ZG	ZG	Community Impact Fund	1,500
ZL	ZL	Bl Golf Junior Scholarship Fund	500
ZM	ZM	Community Impact Fund	1,000
ZS	ZS	Helping Hand Fund	1,000
T	T	Community Impact Fund	500
U	U	Various	3,400
ZA	ZA	Community Impact Fund	500
ZD	ZD	Community Hall & Arts Centre	1,000
ZH	ZH	Community Impact Fund	1,000
ZI	ZI	Bowen Youth Fund	1,000
ZN	ZN	Aaron Sluggett Scholarship Fund	1,050
ZR	ZR	Community Impact Fund	1,500
ZT	ZT	Community Impact Fund	3,750
ZV	ZV	Helping Hand Fund	500
ZX	ZX	Marg Witty IPS Scholarship Fund	20,000
P	P	Community Impact Fund	1,000
W	W	Community Impact Fund	500
ZB	ZB	KKN Environmental Sustainability	30,745
ZW	ZW	Various	1,000
A	A	Community Impact Fund	16,461
C	C	Community Impact Fund	13,000
D	D	Aaron Sluggett Scholarship Fund	3,901
E	E	Helping Hand Fund	1,000
F	F	Community Hall & Arts Centre	500
H	H	Community Hall & Arts Centre	500
J	J	Community Impact Fund	5,000
N	N	Community Impact Fund	500
O	O	Marg Witty IPS Scholarship Fund	500
R	R	Community Impact Fund	1,000
S	S	Community Impact Fund	2,500
X	X	Community Impact Fund	1,000
Y	Y	Community Impact Fund	500
ZC	ZC	Bowen Youth Fund	500
ZE	ZE	Aaron Sluggett Scholarship Fund	1,000
ZI	ZI	Community Impact Fund	700
ZK	ZK	Community Impact Fund	500
ZO	ZO	Aaron Sluggett Scholarship Fund	620
ZP	ZP	Community Impact Fund	1,500
ZQ	ZQ	Helping Hand Fund	1,000
ZU	ZU	Community Impact Fund	1,000
			171,408

2016		2015	2014
Last Name	First Name	Fund	Amount
A	A	Community Impact	500
C	C	Bowen Legacy	100,000
D	D	Community Impact	2,500
E	E	Community Impact	627
F	F	BlIGSF	965
G	G	Community Impact	965
I	I	Community Impact	483
M	M	Helping Hand	965
O	O	Community Impact	10,107
R	R	Community Impact	10,000
T	T	Community Impact	1,000
Z	Z	BlIGSF	500
ZB	ZB	Community Impact	1,448
ZH	ZH	Helping Hand	1,000
K	K	Community Impact	483
L	L	Community Impact	2,500
P	P	Community Impact	500
Q	Q	Community Impact	1,000
U	U	Community Impact	965
V	V	Community Impact	5,275
W	W	Community Impact	5,000
X	X	Helping Hand	483
Y	Y	Margie Cummings	483
ZD	ZD	Community Impact	965
ZF	ZF	Community Impact	1,000
ZI	ZI	Community Impact	1,500
ZK	ZK	Helping Hand	483
ZL	ZL	Helping Hand	20,000
ZM	ZM	Marg Witty	10,000
H	H	Community Impact	1,000
J	J	Community Impact	500
N	N	Community Impact	500
S	S	Marg Witty	483
SA	SA	Community Impact	965
ZA	ZA	Marg Witty	1,000
ZE	ZE	Marg Witty	500
ZG	ZG	Community Impact	483
ZI	ZI	Marg Witty	483
B	B	Aaron Sluggett	483
			188,039

2016 \$	2016	2015	2014
50,781	Golden Stairwars - 2014 to 2016		
34,200	Blue Chips - 2015 and 2016		
33,245	Returned to the fold 2016	missed	Donated 2014
53,182	New 2016		
	Lost Blue Chip -\$1,500	Donated 2015 and 2014	
	Singleton -\$4,895	Donated 2015 only	
171,408			



Analysis of Donations Received

From	To	# Donors	\$ Donated	2016 (includes \$14,500 gifted in Jan. 2017)	
				Average Gift	Median Gift *
1	50	26	843	32	25
51	100	28	2,693	96	100
101	200	20	3,307	165	165
201	300	10	2,591	259	250
301	400	3	1,150	383	400
401	500	14	7,000	500	500
501	600	-	-	-	-
601	700	3	1,970	657	650
701	800	-	-	-	-
801	900	-	-	-	-
901	1,000	15	15,000	1,000	1,000
1,001	1,500	5	6,710	1,342	1,500
1,501	2,000	1	2,000	2,000	2,000
2,001	2,500	1	2,500	2,500	2,500
2,501	5,000	6	24,051	4,008	3,825
5,001	10,000	1	10,000	10,000	10,000
10,001	20,000	7	102,177	14,597	14,645
Subtotal		140	181,991	1,300	200
Totals	100,000	140	181,991	1,300	200

Median is the number in the middle of the set of numbers*

# Donors	\$ Donated	2015 (includes only gifts in calendar year 2015)	
		Average Gift	Median Gift *
28	1,092	39	48
52	4,919	95	97
19	3,543	186	193
11	2,689	244	241
2	786	393	393
15	7,343	490	483
-	-	-	-
1	627	627	627
-	-	-	-
-	-	-	-
12	11,790	983	983
2	2,948	1,474	1,474
-	-	-	-
2	5,000	2,500	2,500
1	5,000	5,000	5,000
3	25,275	8,425	10,000
2	30,107	15,054	15,054
150	101,118	674	100
1	100,000	100,000	100,000
151	201,118	1,332	100

detail not available

2014 \$ Donated	2013 \$ Donated
76,525	52,149
100,000	102,000
176,525	154,148

Analyzed by Fund	# Donors	\$ Donated	Average Gift	Median Gift *
Community Impact Fund	86	109,749	1,276	200
Aaron Sluggett Scholarship Fund	11	7,001	636	100
BI Golf Junior Scholarship Fund	6	1,675	279	63
Bowen Youth Fund	5	1,705	341	100
Community Hall & Arts Centre Fund	7	2,780	397	400
Helping Hand Fund	34	11,636	342	100
KKN Environmental Sustainability Fund	5	25,970	5,194	1,000
Maggie Cummings Fund	6	675	113	100
Subtotal	160	161,191	1,007	150
Bowen Legacy	-	-	-	-
Marg Witty IPS Scholarship Fund	4	20,800	5,200	350
Totals	164	181,991	1,110	150

# Donors	\$ Donated	Average Gift	Median Gift *
65	55,235	850	193
5	820	164	97
6	1,884	314	173
4	472	118	97
1	241	241	241
11	3,640	331	193
5	358	72	97
1	483	483	483
98	63,132	644	150
1	100,000	100,000	100,000
52	37,986	730	100
151	201,118	1,332	100

\$ Donated	\$ Donated
46,805	33,791
3,242	2,635
2,095	1,105
198	1,136
6,301	5,881
16,850	6,147
1,034	1,454
76,525	52,149
100,000	102,000
-	-
176,525	154,149



ENDOWMENT AGREEMENT

1. Name of Fund

The endowment fund (the “Fund”) evidenced by this Agreement (the “Endowment Agreement”), dated for reference January 1, 2017, will be known as the CAMP BOWEN FUND, or such other name by which it becomes known if changed in accordance with this Endowment Agreement.

The Fund is initially created and funded by the Camp Bowen Society for The Visually Impaired, a Chapter of The Canadian Council of The Blind (“Camp Bowen”, the “Donor”). The Fund’s intent is to provide the funding of annual Bursaries to one or more attendees to programmes sponsored by Camp Bowen on Bowen Island B.C.

2. Fund Property

The property of the Fund will be comprised of:

- (a) the initial gift (the “Donor’s Gift”) of \$6,220, the receipt of which is hereby acknowledged by the Bowen Island Community Foundation (the “Foundation”). It is understood that the Fund must accrue to the sum of \$10,000 before any income is distributed for one or more Bursaries;
the Foundation will provide a charitable tax receipt, if applicable, upon receipt of each gift;
- (b) any income accumulated and added to the Fund in accordance with this Endowment Agreement; and
- (c) any further contributions made to the Fund in accordance with this Endowment Agreement.

3. Creation and Purpose of the Fund

The Donor wishes to create the Fund to provide Camp Bowen with one or more annual Bursaries for qualifying attendees to its programmes. In doing so, the Donor supports the charitable activities of the Foundation and so is irrevocably settling the Donor’s Gift on the Foundation. The Foundation acknowledges that it will hold the Donor’s Gift in trust on the



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terms of this Endowment Agreement. Subject to the terms of this Endowment Agreement, the Foundation will invest the Fund with a view to creating earnings which will be applied annually to the charitable activities of the Fund. The intent of this Endowment is to grow the Fund to a minimum balance of \$25,000.

It is the responsibility of Camp Bowen to ensure that its programmes qualify as a charitable purpose in accordance with the Rules, Regulations and Policies of the Canadian Revenue Agency.

4. Use of the Fund

The Foundation will hold the Fund in trust, and, subject as otherwise provided in this Agreement:

- (a) will determine the Annual Distributable Earnings of the Fund each year based on the Foundation's Distribution of Funds Policy as amended by the Foundation from time to time;
- (b) with the consent of the Donor, or its designated representative, the Foundation may encroach upon the capital of the Fund to meet the charitable activities of the Foundation to fund any Bursary;
- (c) may charge an annual administrative fee against the Annual Distributable Earnings of the Fund pursuant to the Foundation's Administrative Fee Policy as amended from time to time;
- (d) will apply what then remains of the Annual Distributable Earnings of the Fund each year to the charitable objectives of the Fund;
- (e) will add that part, if any, of the earnings of the Fund each year not forming part of the Annual Distributable Earnings of the Fund to the capital of the Fund to be dealt with as part of the Fund;
- (f) in the event that Camp Bowen ceases to exist, or is no longer a qualified Donee as defined by the Canada Revenue Agency, the annual Bursary shall then be determined by the Board of the Foundation.



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5. Investment of the Fund

The Foundation will invest the Fund, including any amounts of the earnings of the Fund made available for investment pursuant to paragraph 4(e) of this Endowment Agreement, in accordance with the Foundation's investment policies, as amended from time to time, and without limitation, the Foundation may:

- (a) invest and reinvest the Fund in the investments as the Foundation decides and in making those investments the Foundation will adhere to the investments authorized by the Trustee Act of British Columbia or any other law relating to trust funds; and
- (b) invest and maintain the Fund as part of the pooled investments of the Foundation. It is understood that the Foundation currently invests its Endowment Funds with the Vancouver Foundation and, consequently, the Foundation is authorized to establish and transfer funds to the Vancouver Foundation.

6. Additional Contributions

The Foundation may accept further contributions, from any source, whether by gift, Will or otherwise, or may otherwise add to the Fund, provided that the terms and conditions of any donation or addition to the Fund conform to the terms and conditions of this Endowment Agreement.

7. Charitable Receipts

The Foundation will issue charitable donation receipts for all donations to the Fund unless such a receipt is not required by the person making the donation.



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8. Foundation Policy

Decisions on the distribution of the Annual Distributable Earnings of the Fund as are available for the charitable purposes of the Foundation will be made in accordance with this Endowment Agreement and the policies of the Foundation as they may be amended from time to time.

9. Variation of Terms

The Foundation may vary any or all of the terms of this Endowment Agreement, including, without limitation, the name of the Fund, but only with the written consent of the Donor, or the Donor's executor, administrator, attorney or other personal representative.

10. General

- (a) Headings. The use of headings is for convenient reference only and will not affect how this Endowment Agreement is interpreted.
- (b) Counterparts. This Endowment Agreement may be signed by original or by facsimile and executed in any number of counterparts, and each counterpart will be considered to be an original. All executed counterparts taken together will constitute one agreement.
- (c) Enurement. This Endowment Agreement will enure to the benefit of and be binding upon the parties and their respective heirs, administrators, executors, successors and assigns.

Discussion Paper on Collaboration

Between Knick Knack Nook Re-Use-It Store Society (KKN)
And Bowen Island Community Foundation (BICF)

KKN and BICF have a long-standing collaborative relationship. BICF supports the work of KKN by serving as the administrator of a Fund, annual grants and annual scholarships.

The KKN-BICF relationship has evolved to a point where it would seem beneficial to define a permanent framework or structure for collaboration. Hence, BICF has prepared this Discussion Paper to inform a conversation with the KKN Board about options on January 11, 2017.

The intent is that a discussion of options would help the KKN Board decide on an appropriate course of action to enhance the returns and objective of the Fund currently administered by BICF.

Looking ahead, the discussion paper provides a starting point for formalizing an Agreement that would provide clarity regarding KKN funding priorities.

WHEREAS:

- A. The purpose of this Discussion Paper is two-fold:
 1. clarify the nature of the relationship between BICF and KKN; and
 2. define a framework to guide the KKN-BICF decision process going forward.
- B. This Statement of Collaboration also provides guidance on the criteria for establishing self-sustaining endowment funds.
- C. BICF and KKN have a track record of collaboration as follows:
 1. BICF Grants Committee supports the KKN Grants Committee by managing the administrative process for the KKN Small Grants Program.
 2. BICF Scholarships Sub-Committee manages the administrative process for the KKN Scholarship Program.
 3. BICF provides banking services for payout of grants and scholarships.
 4. KKN has deposited funds (approximately \$7500) with BICF for the purposes of establishing a future Environmental Sustainability Endowment Fund (ESEF).
 5. KKN is a primary funder (\$5000 annual contribution) for the BICF Helping Hand Fund.
- D. BICF and KKN both support the following Bowen Island initiatives:
 1. Food Bank
 2. Christmas Hamper

- E. The purpose of an endowment fund is to be self-sustaining while preserving the capital so that annual grants may be paid out consistently from the return-on-investment, while maintaining the original capital amount.
- F. The Vancouver Foundation (VF) is the repository for BICF endowment funds because VF has the resources and financial managers to maximize the return on investment.
- G. VF has two conditions that must normally be met before it will establish an endowment fund:
 - 1. Minimum initial investment of \$10,000 to open an account; and
 - 2. A commitment to increase the amount to \$25,000 within a 5-year period.
- H. However, BICF has secured an exception with the VF on behalf of the KKN to allow the current ESEF to be endowed at its' current balance, on the understanding that no proceeds are paid out of the Fund until the \$10,000 threshold is attained.
- I. Therefore, the foregoing Clauses G and H establish milestone targets for KKN decision purposes in order to establish a self-sustaining Environmental Sustainability Endowment Fund.
- J. A long-term goal might be to grow an endowment fund to a larger amount to generate a reasonably substantial and self-sustaining amount (return-on-investment) for annual granting purposes.
- K. Figure 1 illustrates two funding streams and identifies two suggested options for a Funding Framework for the Knick Knack Nook Society:
 - 1. **OPTION A** – Establish separate Environmental and Social Sustainability Endowment Funds.
 - 2. **OPTION B** - Establish a combined Environmental and Social Sustainability Endowment Fund.

NOTE:

Over time, a third (or hybrid) option might be to transition from a single combined fund (Option B) to two stand-alone and self-sustaining endowment funds (Option A). Whether or not to even consider this possibility would be a decision of the KKN Board.

THEREFORE IT IS SUGGESTED THAT:

3. The Funding Framework presented as Figure 1 would guide the KKN decision process.
4. Next steps for the Environmental Sustainability Endowment Fund would be as follows:
 - a. KKN will consider directing the BICF to open an endowment Fund(s) with the VF.

NOTE: This could be either a stand-alone Environmental Sustainability Fund, a corresponding Social Sustainability Fund, or a combined version thereof. This is a decision to be made by KKN
 - b. Once endowed, the Fund(s) would generate annual investment returns that would allow KKN to fund its' objectives as decided by the KKN Board and managed by the BICF.
 - c. The financial goal of the endowed Fund(s) is to create sustainable investment returns for granting, a mechanism for community donations and a long term savings plan for the KKN.
 - d. With the Fund generating annual investment returns, this would give KKN the option to reduce the amount drawn from annual KKN earnings, and in turn this would provide KKN more flexibility with respect to its funding choices over the long-term.
 - e. To meet the VF investment criteria for establishing endowment funds (refer back to Clause G), one scenario for KKN to grow the Fund from the existing \$7,500 to the \$25,000 threshold would be to invest \$3000 per annum over 6 years.
5. In consideration of the ongoing services provided by the BICF in managing the Fund(s) and administering the annual granting process of KKN, it is anticipated that the KKN would continue to be a sustaining funder of the Helping Hand Fund.

Respectfully submitted,

Soren Hammerberg, BICF Chair
Kim Stephens, BICF Grants Chair

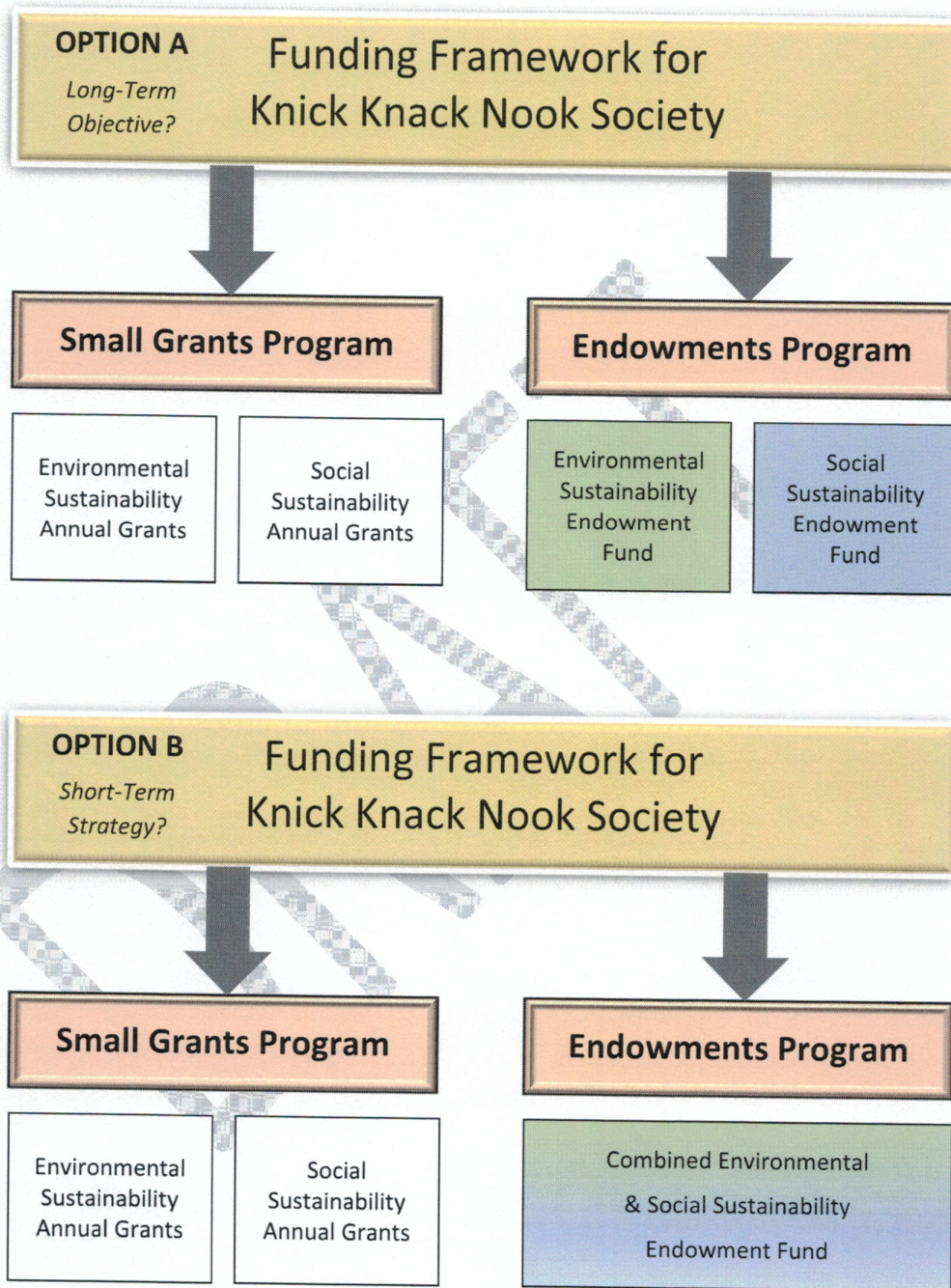


Figure 1



Administrator's Report

November 22 - January 16, 2016

Website and social media updates

- back up website files and database, upgrade WordPress to version 4.7.1, new back end user orientation (hosting changed from BlueFur to Site5)
- posts - Bowen Children's Centre - Toddler Wing grant letter
- update Facebook cover photo, craft miscellaneous posts
- upload Community Impact Grant information to website and update related pages
- analytics report - dates of note: December 15th - 2 days after Paperless Post holiday greeting sent

General administration

- executive/finance meetings Soren and Michael
- holiday greeting coordination (Paperless Post)
- new director orientation session and on boarding
- AGM: venue booking and coordination
- new meeting space coordination from Caring Circle to Bowen Lodge
- banking, payment processing, thank you letters
- conference call with David Venn, Communications Director at CFC re: conference, bursaries (end of January), web resources and feedback on their new site

Summary of hours

<i>Month</i>	<i>Worked</i>	<i>Paid</i>	<i>Volunteer</i>
September	52	33	19
October	34	33	1
November	39.75	33	6.75
December	23.50	33	-9.5
January (to Jan 16)	25.50		



Google Analytics Report

Bowen Island Community Foundation
All Web Site Data

[GO TO REPORT](#)

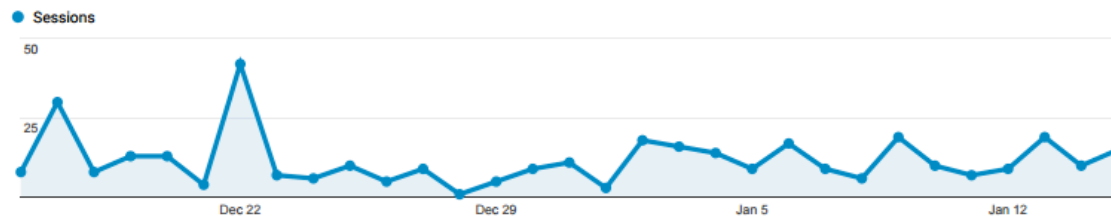
All Traffic

Dec 16, 2016 - Jan 15, 2017

All Users
100.00% Sessions

Explorer

Summary



Source / Medium	Acquisition			Behavior			Conversions		
	Sessions	% New Sessions	New Users	Bounce Rate	Pages / Session	Avg. Session Duration	Goal Conversion Rate	Goal Completions	Goal Value
	362 % of Total: 100.00% (362)	74.59% Avg for View: 74.59% (0.00%)	270 % of Total: 100.00% (270)	53.31% Avg for View: 53.31% (0.00%)	2.19 Avg for View: 2.19 (0.00%)	00:01:30 Avg for View: 00:01:30 (0.00%)	0.00% Avg for View: 0.00% (0.00%)	0 % of Total: 0.00% (0)	CA\$0.00 % of Total: 0.00% (CA\$0.00)
1. google / organic	239 (66.02%)	82.01%	196 (72.59%)	45.61%	2.41	00:01:31	0.00%	0 (0.00%)	CA\$0.00 (0.00%)
2. (direct) / (none)	78 (21.55%)	76.92%	60 (22.22%)	82.05%	1.32	00:00:25	0.00%	0 (0.00%)	CA\$0.00 (0.00%)
3. facebook.com / referral	11 (3.04%)	0.00%	0 (0.00%)	18.18%	2.45	00:03:37	0.00%	0 (0.00%)	CA\$0.00 (0.00%)
4. twitter.com / referral	8 (2.21%)	0.00%	0 (0.00%)	25.00%	1.75	00:01:01	0.00%	0 (0.00%)	CA\$0.00 (0.00%)
5. bing / organic	6 (1.66%)	66.67%	4 (1.48%)	16.67%	4.50	00:07:01	0.00%	0 (0.00%)	CA\$0.00 (0.00%)
6. bowen-island-bc.com / referral	6 (1.66%)	0.00%	0 (0.00%)	50.00%	2.67	00:05:49	0.00%	0 (0.00%)	CA\$0.00 (0.00%)
7. com.google.android.googlequicksearchbo x / referral	2 (0.55%)	100.00%	2 (0.74%)	100.00%	1.00	00:00:00	0.00%	0 (0.00%)	CA\$0.00 (0.00%)
8. communityfoundations.ca / referral	2 (0.55%)	100.00%	2 (0.74%)	50.00%	7.50	00:09:43	0.00%	0 (0.00%)	CA\$0.00 (0.00%)
9. analytics-ads.xyz / referral	1 (0.28%)	0.00%	0 (0.00%)	100.00%	1.00	00:00:00	0.00%	0 (0.00%)	CA\$0.00 (0.00%)
10. bimbc.ca / referral	1 (0.28%)	100.00%	1 (0.37%)	100.00%	1.00	00:00:00	0.00%	0 (0.00%)	CA\$0.00 (0.00%)

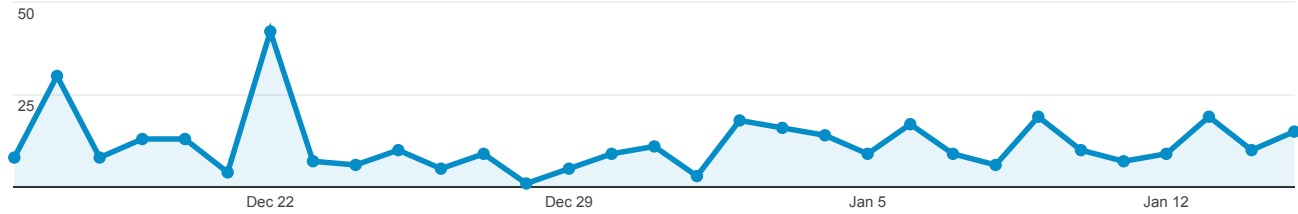
Audience Overview

Dec 16, 2016 - Jan 15, 2017

All Users
100.00% Sessions

Overview

Sessions



Sessions

362



Users

302



Pageviews

792



Pages / Session

2.19



Avg. Session Duration

00:01:30



Bounce Rate

53.31%

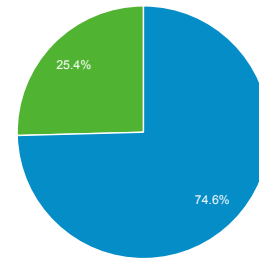


% New Sessions

74.59%



New Visitor Returning Visitor



Language	Sessions	% Sessions
1. en-us	173	47.79%
2. en-ca	87	24.03%
3. (not set)	70	19.34%
4. en-gb	19	5.25%
5. Vitaly rules google ☆*.° °.*\(^σ^)/*.° °.*☆ ~\(\ツ)/~(益σ)(σ_σ)ლ(σ_σლ)(°_°) \ (' D) / ʹ:~? □ ◻□!(=^ ^=)oO	8	2.21%
6. analytics-ads.xyz	1	0.28%
7. Congratulations to Trump and all americans	1	0.28%
8. de-de	1	0.28%
9. en-nz	1	0.28%
10. fr	1	0.28%



DATE: January 24, 2017

TO: Board of Directors, BICF

FROM: Kim Stephens, Chair, Grants Committee

RE: **REPORT FROM GRANTS COMMITTEE**
2017 Community Impact Fund Grant Program

CONTEXT:

On the matter of the 2017 granting process, refer to the three accompanying documents:

1. Proposed Timeline for the 2017 Process
2. Form of Application for a 2017 Community Impact Grant (4pages)
3. Discussion Paper on Collaboration with Knick Knack Nook (4 pages)

These are presented for information purposes so that Board will be fully informed.

DISCUSSION:

1. Proposed Timeline for the 2017 Process:
 - provides a picture of all the pieces that need to come together
 - shows how we are working from two directions to achieve milestones
 - underscores that the process is time-intensive
2. Form of Application for a 2017 Community Impact Grant
 - the package has been evolving over the past two years
 - it is now streamlined and re-organized to
 - integrate lessons learned
 - improve the flow
 - provide clarity regarding expectations
 - eliminate redundancy
3. Discussion Paper on Collaboration with Knick Knack Nook
 - to date, the relationship has been ad hoc
 - we have initiated a process to define a permanent structure
 - Soren and I met with the KKN Board on January 11
 - they agreed to endow the KKN Fund (basically another \$5K) in addition to being a prime sponsor of the Helping Hand.

RECOMMENDATIONS:

None



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Attachment #6

Date: January 24, 2017

To: BICF Board

From: Henry Campbell

Re: Memorandum of January 24, 2017, meeting with CALVIN FONG of the Vancouver Foundation

Today I had a telephone meeting with Calvin Fong (calvin.fong@vancouverfoundation.ca (604) 929-5357), Director of Donor Services for the Vancouver Foundation. Mr. Fong was extremely helpful and provided me with some insight on Scholarship/Bursary strategies and raised some concerns I believe we should discuss.

The first question Mr. Fong asks is: whom do we want to help with the award?

If the answer is post-secondary students, then their strategy is to approach a University directly and engage them with respect to the award. For example, if we want to help someone pursuing an undergraduate degree in Biology we might contact UBC and ask if they would be interested in helping set up such an application and select a winner. This places the burden of selection on the entity in the best position to administer the award—circumventing where the students are when they apply (they might be still in High School or at UBC or another post-secondary institution with the intention of transferring).

The most significant concern, in Mr. Fong's eyes, was whether the prospective award would serve primarily a PUBLIC benefit or a PRIVATE benefit. This distinction was crucial as the Vancouver Foundation has observed increased scrutiny from the Canada Revenue Agency on this point. A private award will not enjoy the same treatment from a tax perspective as a public award.

He illustrated the point by discussing a scholarship the Vancouver Foundation considered. The scholarship was proposed by a law firm. The firm wanted to have award for the children of their employees. The VF declined getting involved in the award as this was clearly a private rather than public benefit.

I explained to Mr. Fong that one of our mandates is to pursue community building and other endeavors that benefit Bowen Island specifically. I asked him about

restricting scholarships/bursaries to Bowen Island residents. He had a few points on this:

- How is a “Bowen Island resident” defined? Is it someone presently living there? People born on the island? The more narrow the definition the more likely it would be considered a private benefit.
- Even with a broad definition, he could not guarantee that an award with a limited geographic would be considered to have a public benefit.
- Indicating that “preference” would be given to a Bowen Island resident, however defined, might circumvent this concern.

This raises a few issues for us. I think we may wish to turn our thoughts to the following points:

- Are our present awards compliant with CRA Scholarship/Bursary requirements? Should we seek professional tax advice on these points?
- Is it within our mandate to create an award that non-residents could, in theory, apply for and receive?
- Are we interested in commencing discussions with a University to create an award?