

Record of Board Meeting #2017-09 on October 24, 2017

Theme: "Planning for Giving Campaign"

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

TOPIC	DISCUSSION HIGHLIGHTS / DIRECTION & DECISIONS	ACTIONS
Quorum & Agenda	<p>Quorum declared by Soren.</p> <p>MOTION to approve Agenda and MOTION to approve Record of Meeting of September 26, 2017</p> <p>MOVED by Jo SECONDED by Michael</p>	
1 Electronic Decisions	<p>Recording of Electronic Decisions:</p> <p>None</p>	
2 Chair's Report	<ul style="list-style-type: none"> • Allan Family Fund in progress. This will fund bursaries at Bowen Children's Centre and support the Medical Centre (endowed fund). A deposit of \$10K will be made initially, then \$15-\$25K per annum ongoing. Ross and Danielle Allen to administer fund. • The Kay Hoffman fund is being established • First Credit Union fund in the amount of \$5K has been funded • 80 hours of additional work to catch up on Vital Conversations, website and related administrative matters paid to Administrator (\$2,240) as approved by Executive Committee. This attributable to VC budget • Discussion point: "Directors matching amount" should this be put forward to donors to indicate Board support? It was decided rather than say the Board, something like "a committed group of islanders has responded" with an initial matching amount or words to that effect. Communications team to prepare a submission for the Undercurrent, focusing on a follow up to the Wine Festival and to launch our Giving Campaign. This will also announce the matching dollars 	<p>Action: #2017-60</p> <p>Advise Soren of amount to be personally donated by October 31.</p> <p>Entire board and Julia</p>

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	<p>initially raised to kick off the 2017 Giving Campaign – board to advise Soren by October 31 of their donation this year and he will compile that number for this submission.</p> <ul style="list-style-type: none"> • Michael reported the revised Directors’ contact lists of Personal Donors would be finalized upon receipt of Neil’s list. Once received, he will send each director the past 3 years donations history for each name on their list. • David advised he had more names for Michael and would send these on 	<p>Action: #2017-61 Advise Michael of final Personal Donor names. Neil and David</p>
3	<p>Administrator’s Report</p> <ul style="list-style-type: none"> • Julia reported on attendance at the West Vancouver CF release of their VC at the Kay Meek Centre presentation by Dr. Calvin Lei about unconscious bias • brief CFC Regional Meeting report: highlighted Richmond Cares/Richmond Gives program and the possibility of looking at this for Bowen - await release of the VC Report and examine how this could be explored further (<i>full report of the Regional Meeting in attached report</i>) • Finalized Giving letter for Board review – they will be folded in half width wise, with the photo on the outside • Remembrance Day wreath laying – Julia/Soren • Christmas in the Cove – Family Place tree – Soren/Liz and all directors invited to join in • Wine Festival update: review silent auction items, ticket sales, presentation folders to have Vital Conversations “Teaser” – one page document added to package • Directors’ invitees discussed (see Chair’s Report) • Internal communication: use of Google Docs for editing is encouraged to cut down on emails, as well as not “replying all” when responding on some topics • Wine Tasting tickets will be available to Board until the 27th, then released to the Beer and Wine Store <p>Fundraising Campaign: key dates reviewed on planning spreadsheet here – summary:</p> <p>Friday, October 20 Giving letter sent to printer Friday, October 27 Giving Letter and form to be submitted to Undercurrent, and published on website, in bulletin and social media Monday, October 30 Letter and form to Undercurrent Thursday, November 2 Wine Tasting - Giving Campaign Launch and Giving Letter and form to be published in Undercurrent, via direct mail drop, on website, in bulletin and social media November 14 Mailchimp Giving Letter to be sent out November 16 Personal donor letters to be sent out December 11 “Paperless Post” Christmas card to be sent to Main Mailing List</p>	

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4	<p>Communications Committee Report</p> <p>Third Party Fundraising Policy – Final Draft provided to board Decision #2017-21: “MOTION to approve Third Party Fundraising Policy as presented” MOVED by Soren SECONDED by Michael.</p>	
5	<p>New Proposed By-laws and Consent Resolution</p> <p>Drafting is still in progress and to be reviewed with Neil and Henry Clause 7: cheque authorization clarification – we have policies which deal with some of these aspects. No dollar value. Annually new officers will be appointed. Clause 14.2 remove this clause altogether. Soren will instruct lawyer. AGM – discussions around board terms and such decisions have to be made in February or sooner.</p>	
6	<p>Senior’s Initiative</p> <p>Preliminary discussion point regarding fundraising campaign 2017. How can we help seniors? While seniors issues weren’t highlighted in this past VC event, they were in a previous event and 2017 report will only build on the 2014 one the CSA (Community School Association) as a possible partner given the intergenerational theme in the VC report. They have charitable status so could be helpful in this regard. It may be something to explore as we move forward to find ways to better support seniors. This is an idea to explore and may be something we may wish to consider and follow up on once the VC report is made public.</p>	
7	<p>Grants Committee Update</p> <p>Museum and Archives follow up on Community Impact and Bowen Island Properties Grants. Request BIMA issue a comfort letter assuring that the government grant and the sewer funding is in place, at which point the Foundation will then issue funds.</p>	<p>Action: #2017-61 Request BIMA issue a comfort letter assuring that the government grant and the sewer funding is in place Kim</p>
8	<p>Strategic Action Plan</p> <p>A revised copy was presented and is ready for respective Committees to meet, plan action and report back at March meeting, with a goal to accomplish what is attainable by July meeting.</p>	<p>Action: #2017-62 Meet, plan action and report back at March meeting All Committees of the Board</p>
9	<p>Vital Conversations Report</p> <p>Jo and Holly reported on progress and that Larry and Sylvia Adams will be providing some line drawings and graphic layout assistance. The teaser is almost ready for release at the Wine Festival. A launch is tentatively planned for December/January with not for profits. It was suggested that they look for corporate sponsors, perhaps the BI Municipality for a start.</p>	<p>Action: #2017-63 Investigate potential sponsors of report VC Committee</p>

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<p>Next meeting dates</p>	<p>REGULAR BOARD MEETING: Tuesday, Nov. 28, 2017 7:00 p.m. (Bowen Lodge boardroom)</p> <p>CHRISTMAS POTLUCK: Tuesday, December 12 – 6pm <i>(Hosted by Michael and Gayle, 856 Valhalla Place – phone: 947-9352)</i></p>	

**BYLAWS
OF THE
BOWEN ISLAND COMMUNITY FOUNDATION**

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**BYLAWS
OF THE
BOWEN ISLAND COMMUNITY FOUNDATION**

1. INTERPRETATION

1.1 Definitions

In these Bylaws and the Constitution of the Society, unless the context otherwise requires:

- (a) “**Act**” means the *Societies Act*, S.B.C. 2015, c. 18, as amended from time to time, and includes any successor legislation thereto;
- (b) “**Address of the Society**” means the registered office address of the Society on record from time to time with the Registrar;
- (c) “**Board**” means the Directors acting as authorized by the Act, the Constitution and these Bylaws in managing or supervising the management of the affairs of the Society and exercising the powers of the Society;
- (d) “**Board Resolution**” means:
 - (1) a resolution passed by a simple majority of the votes cast in respect of the resolution by the Directors entitled to vote on such matter:
 - (A) in person at a duly constituted meeting of the Board,
 - (B) by Electronic Means in accordance with these Bylaws, or
 - (C) by combined total of the votes cast in person and by Electronic Means; or
 - (2) a resolution that has been submitted to all Directors and consented to in writing by two-thirds (2/3) of the Directors who would have been entitled to vote on the resolution at a meeting of the Board,
and a Board Resolution approved by any of these methods is effective as though passed at a meeting of the Board;
- (e) “**Bowen Island**” means the island municipality known as “Bowen Island” located in the Howe Sound; [note please confirm accuracy.]
- (f) “**Bylaws**” means the bylaws of the Society as filed with the Registrar;
- (g) “**Chair**” means the Person elected to the office of chair of the Society in accordance with these Bylaws;
- (h) “**Constitution**” means the constitution of the Society as filed with the Registrar;
- (i) “**Directors**” means those Persons who are, or who subsequently become, directors of the Society in accordance with these Bylaws and have not ceased to be directors;

- (j) “**Electronic Means**” means any system or combination of systems, including but not limited to mail, telephonic, electronic, radio, computer or web-based technology or communication facility, that:
- (1) in relation to a meeting or proceeding, permits all participants to communicate with each other or otherwise participate contemporaneously, in a manner comparable, but not necessarily identical, to a meeting where all were present in the same location, and
 - (2) in relation to a vote, permits all eligible voters to cast a vote on the matter for determination in a manner that adequately discloses the intentions of the voters;
- (k) “**General Meeting**” means a meeting of the Members, and includes an annual general meeting and any special or extraordinary general meetings of the Society;
- (l) “**Income Tax Act**” means the *Income Tax Act*, R.S.C. 1985 (5th Supp.), c.1 as amended from time to time;
- (m) “**Members**” means those Persons who are, or who subsequently become, members of the Society in accordance with these Bylaws and, in either case, have not ceased to be members;
- (n) “**mutatis mutandis**” means with the necessary changes having been made to ensure that the language makes sense in the context;
- (o) “**Ordinary Resolution**” means:
- (1) a resolution passed by a simple majority of the votes cast in respect of the resolution by those Members entitled to vote:
 - (A) in person at a duly constituted General Meeting, or
 - (B) by Electronic Means in accordance with these Bylaws, or
 - (C) by combined total of the votes cast in person at a General Meeting and the votes cast by Electronic Means; or
 - (2) a resolution that has been submitted to the Members and consented to in writing by at least two-thirds (2/3) of the voting Members,
- and an Ordinary Resolution approved by any one or more of these methods is effective as though passed at a General Meeting of the Society;
- (p) “**Person**” means a natural person;
- (q) “**Registered Address**” of a Member or Director means the address of that Person as recorded in the register of Members or the register of Directors;
- (r) “**Registrar**” means the Registrar of Companies of the Province of British Columbia;

- (s) **“Secretary”** means a Person elected to the office of secretary of the Society in accordance with these Bylaws;
- (t) **“Society”** means the **“Bowen Island Community Foundation”**;
- (u) **“Special Resolution”** means:
 - (1) a resolution, of which the notice required by the Act and these Bylaws has been provided, passed by at least two-thirds (2/3) of the votes cast in respect of the resolution by those Members entitled to vote:
 - (A) in person at a duly constituted General Meeting,
 - (B) by Electronic Means in accordance with these Bylaws, or
 - (C) by combined total of the votes cast in person at a General Meeting and the votes cast by Electronic Means; or
 - (2) a resolution that has been submitted to the Members and consented to in writing by every Member who would have been entitled to vote on the resolution in person at a General Meeting,

and a Special Resolution approved by any one or more of these methods is effective as though passed at a General Meeting;
- (v) **“Treasurer”** means a Person elected to the office of treasurer of the Society in accordance with these Bylaws; and
- (w) **“Vice-Chair”** means a Person elected to the office of vice-chair of the Society in accordance with these Bylaws.

1.2 Societies Act Definitions

Except as otherwise provided, the definitions in the Act on the date these Bylaws become effective apply to these Bylaws and the Constitution.

1.3 Plural and Singular Forms

In these Bylaws, a word defined in the plural form includes the singular and vice-versa.

2. MEMBERSHIP

2.1 Composition of Membership

Membership in the Society is restricted to:

- (a) those Persons who transition as Members in accordance with Bylaw 2.3(a); and
- (b) those Persons who are subsequently admitted as Members in accordance with Bylaw 2.4.

Membership in the Society will be composed of a minimum of eight (8) and a maximum of twelve (12) Persons each of whom are eligible in accordance with Bylaw 2.2.

2.2 Eligibility for Membership

A Person may be eligible to be accepted as a Member if he or she:

- (a) is eighteen (18) years of age or older;
- (b) ordinarily resides on Bowen Island; and
- (c) is interested in supporting the purposes and activities of the Society.

Notwithstanding the foregoing, a Person will not eligible to be accepted (or continue to be) a Member if he or she:

- (d) been found by any court, in Canada or elsewhere, to be incapable of managing his or her own affairs;
- (e) an undischarged bankrupt; or
- (f) been convicted of a prescribed offence within the prescribed period, for which no pardon has been granted, in accordance with the Act; or
- (g) an "ineligible individual" as defined by section 149.1(1) of the *Income Tax Act* (Canada).

Corporations or other non-individual entities may not become Members.

2.3 Transition of Membership

On the date these Bylaws come into force:

- (a) each Person who is a member, and a director, of the Society and who is eligible for membership will continue as a Member until the conclusion of his or her current term of membership, unless he or she otherwise ceases to be a Member in accordance with these Bylaws; and
- (b) any Person who is a member of the Society but is not a Director of the Society or who is otherwise ineligible for membership under these Bylaws will be deemed to have resigned from membership effective that date.

[Note: As discussed, going forward the membership will be the same as the board. Other stakeholders can be engaged with, and invited to attend events and even meetings, but are not members and do not have governance rights in the society.]

2.4 Application and Admission to Membership

An eligible Person may apply for membership by:

- (a) submitting an application in writing, in such form as the Board may approve, to the Board; and
- (b) submitting any additional information or documentation as the Board may require to confirm eligibility.

The Board may, by Board Resolution, accept, postpone or refuse an application for membership. A Person becomes a Member on the date of the Board Resolution or such later date as specified therein.

2.5 Membership not Transferable

Membership is not transferable.

2.6 Term of Membership

Once accepted as a Member, a Person continues as a Member for a 2-year term, provided that the Board may, set a term of 1-year for a member. A Member's term of membership will expire at the conclusion of the annual general meeting of the Society held in the last year of the Member's term.

2.7 Renewal of Membership Term

Subject to Bylaw **Error! Reference source not found.**, a Member who continues to be eligible may renew his or her membership term in such manner as may be determined by the Board from time to time. Renewals may be subject to approval by the Board.

An eligible Person may renew their membership in the Society for up to eight (8) consecutive years, by any combination of terms.

2.8 Cessation of Membership

A Person will immediately cease to be a Member:

- (a) upon the date which is the later of:
 - (1) the date of delivering his or her resignation in writing to the Secretary or to the Address of the Society; and
 - (2) the effective date of the resignation stated thereon;
- (b) upon the expiry of his or her term, unless renewed in accordance with Bylaw 2.7;
- (c) upon the date such Person is no longer eligible pursuant to Bylaw 2.2;
- (d) upon his or her expulsion; or
- (e) upon his or her death.

3. MEMBERSHIP RIGHTS AND OBLIGATIONS

3.1 Rights of Membership

In addition to any rights conferred by the Act, a Member has the following rights and privileges of membership:

- (a) to receive notice of, and to attend, all General Meetings;

- (b) to make or second motions at a General Meeting and to speak in debate on motions under consideration in accordance with such rules of order as may be adopted;
- (c) to exercise a vote on matters for determination at General Meetings; and
- (d) to participate in committees of the Society, as invited.

3.2 **Dues**

There will be no annual membership dues.

3.3 **Standing of Members**

All Members are deemed to be in good standing.

3.4 **Compliance with Constitution, Bylaws and Policies**

Every Member will, at all times:

- (a) uphold the Constitution and comply with these Bylaws, the regulations and the policies of the Society in effect from time to time;
- (b) abide by such codes of conduct and ethics adopted by the Society; and
- (c) further and not hinder the purposes, aims and objects of the Society.

3.5 **Expulsion of Member**

A Member may be expelled by either

- (a) a Special Resolution; or
- (b) a Board Resolution.

Notice of a Resolution to expel a Member will be provided to all Members and will be accompanied by a brief statement of the reasons for the proposed expulsion.

The Member who is the subject of the proposed expulsion will be provided with an opportunity to respond to the statement of reasons at or before the time the resolution for expulsion is considered.

A resolution to expel a Person as a Member will be deemed to remove the same Person as a Director, and vice-versa.

3.6 **No Distribution of Income to Members**

No part of the income of the Society will be payable to, or otherwise available for the personal benefit of, any Member unless otherwise in accordance with the *Income Tax Act*.

4. MEETINGS OF MEMBERS

4.1 Time and Place of General Meetings

The General Meetings of the Society will be held at such time and place, in accordance with the Act, as the Board decides.

4.2 Annual General Meetings

An annual general meeting will be held at least once in every calendar year and in accordance with the Act.

4.3 Extraordinary General Meeting

Every General Meeting other than an annual general meeting is an extraordinary general meeting.

4.4 Calling of Extraordinary General Meeting

The Society will convene an extraordinary general meeting by providing notice in accordance with the Act and these Bylaws in any of the following circumstances:

- (a) at the call of the Chair;
- (b) when resolved by Board Resolution; or
- (c) when such a meeting is requisitioned by the Members in accordance with the Act.

4.5 Notice of General Meeting

The Society will, in accordance with Bylaw 15.1, send notice of every General Meeting to:

- (a) each Member shown on the register of Members on the date the notice is sent;
and
- (b) the auditor of the Society, if any is appointed,

not less than fourteen (14) days and not more than sixty (60) days prior to the date of the General Meeting.

No other Person is entitled to be given notice of a General Meeting.

4.6 Contents of Notice

Notice of a General Meeting will specify the place, the day and the time of the meeting and will include the text of every Special Resolution to be proposed or considered at that meeting.

If the Board has decided to hold a General Meeting with participation by Electronic Means, the notice of that meeting must inform Members how they may participate by Electronic Means.

4.7 Omission of Notice

The accidental omission to give notice of a General Meeting to a Member, or the non-receipt of notice by a Member, does not invalidate proceedings at that meeting.

5. PROCEEDINGS AT GENERAL MEETINGS

5.1 Business Required at Annual General Meeting

The following business is required to be conducted at each annual general meeting of the Society:

- (a) the approval of the minutes of the previous annual general meeting and any extraordinary general meetings held since the previous annual general meeting;
- (b) consideration of the financial statements and the report of the auditor thereon, if any;
- (c) consideration of any Members' proposals submitted in accordance with the Act;
- (d) such other business, if any, required by the Act or at law to be considered at an annual general meeting.

The annual general meeting may include other business as determined by the Board in its discretion.

5.2 Electronic Participation in General Meetings

The Board may decide, in its discretion, to hold any General Meeting in whole or in part by Electronic Means.

When a General Meeting is to be conducted using Electronic Means, the Board must take reasonable steps to ensure that all participants are able to communicate and participate in the meeting adequately and, in particular, that remote participants are able to participate in a manner comparable to participants present in person, if any.

Persons participating by Electronic Means are deemed to be present at the General Meeting.

5.3 Requirement of Quorum

No business, other than the election of a Person to chair the meeting and the adjournment or termination of the meeting, will be conducted at a General Meeting at a time when a quorum is not present.

5.4 Quorum

A quorum at a General Meeting is the greater of one third (1/3) of the Members or three (3) Members.

5.5 Lack of Quorum

If within thirty (30) minutes from the time appointed for a General Meeting a quorum is not present, the meeting, if convened on the requisition of Members, will be terminated, but in any other case it will stand adjourned to the next day, at the same time and place, and if at the adjourned meeting a quorum is not present within thirty (30) minutes from the time appointed for the meeting, the Members present will constitute a quorum and the meeting may proceed.

5.6 Loss of Quorum

If at any time during a General Meeting there ceases to be a quorum present, business then in progress will be suspended until there is a quorum present or until the meeting is adjourned or terminated.

5.7 Chairperson at General Meetings

The Chair (or, in the absence or inability of the Chair, the Vice-Chair) will, subject to a Board Resolution appointing another Person, preside as chairperson at all General Meetings.

If at any General Meeting the Chair, Vice-Chair or such alternate Person appointed by a Board Resolution, if any, is not present within fifteen (15) minutes after the time appointed for the meeting, the Directors present may select one of their number to preside as chairperson at that meeting.

5.8 Alternate Chairperson

If a Person presiding as chairperson of a General Meeting wishes to step down as chairperson for all or part of that meeting, he or she may designate an alternate to chair such meeting or portion thereof, and upon such designated alternate receiving the consent of a majority of the Members present at such meeting, he or she may preside as chairperson.

5.9 Adjournment

A General Meeting may be adjourned from time to time and from place to place, but no business will be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

5.10 Notice of Adjournment

It is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting except where a meeting is adjourned for more than fourteen (14) days, in which case notice of the adjourned meeting will be given as in the case of the original meeting.

6. VOTING BY MEMBERS

6.1 Ordinary Resolution Sufficient

Unless the Act, these Bylaws or adopted rules of order provide otherwise, every issue for determination by a vote of the Members will be decided by an Ordinary Resolution.

6.2 Entitlement to Vote

Each Member is entitled to one (1) vote on matters for determination by the Members. No other Person is entitled to vote on a matter for determination by the Members, whether at a General Meeting or otherwise.

6.3 Voting Methods

Voting by Members may occur by any one or more of the following methods, in the discretion of the Board:

- (a) by show of hands or voting cards;
- (b) by written ballot; or
- (c) by vote conducted by Electronic Means.

Where a vote is to be conducted by show of hands or voting cards, and prior to the question being put to a vote, a number of Members equal to not less than ten percent (10%) of the votes present may request a secret ballot, and where so requested the vote in question will then be conducted by written ballot or other means whereby the tallied votes can be presented anonymously in such a way that it is impossible for the assembly to discern how a given Member voted.

6.4 Voting by Proxy

Voting by proxy is not permitted.

7. DIRECTORS

7.1 Management of Property and Affairs

The Board will have the authority and responsibility to manage, or supervise the management of, the property and the affairs of the Society.

7.2 Members are Directors

Each Person who is a Member in accordance with these Bylaws is, by that fact, automatically a Director.

7.3 Removal of Director

A Director may be removed before the expiration of his or her term of office by either of the following methods:

- (a) by Special Resolution; or
- (b) by Board Resolution.

If by Special Resolution, the Members may elect a replacement Director by Ordinary Resolution to serve for the balance of the removed Director's term of office.

If by Board Resolution, the Director proposed for removal has a conflict of interest and may not vote on the Board Resolution, but is entitled to not less than seven (7) days' advance notice in writing of the proposed Board Resolution and to address the Board prior to the vote on the resolution.

7.4 Ceasing to be a Director

A Person will immediately cease to be a Director:

- (a) upon the date which is the later of:
 - (1) the date of delivering his or her resignation in writing to the Chair or to the Address of the Society; and
 - (2) the effective date of the resignation stated therein;
- (b) upon the expiry of his or her term;
- (c) upon the date such Person is no longer a Member;
- (d) upon his or her removal; or
- (e) upon his or her death.

8. POWERS AND RESPONSIBILITIES OF THE BOARD

8.1 Powers of Directors

The Board may exercise all such powers and do all such acts and things as the Society may exercise and do, and which are not by these Bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the Members in General Meeting, but nevertheless subject to the provisions of:

- (a) all laws affecting the Society; and
- (b) these Bylaws and the Constitution.

Without limiting the generality of the foregoing, the Board will have the power to make expenditures, including grants, gifts and loans, whether or not secured or interest-bearing, in furtherance of the purposes of the Society. The Board will also have the power to enter into trust arrangements or contracts on behalf of the Society in furtherance of the purposes of the Society.

8.2 Duties of Directors

Pursuant to the Act, every Director will:

- (a) act honestly and in good faith with a view to the best interests of the Society;
- (b) exercise the care, diligence and skill that a reasonably prudent individual would exercise in comparable circumstances;
- (c) act in accordance with the Act and the regulations thereunder; and
- (d) subject to Bylaws 8.2(a) to 8.2(c), act in accordance with these Bylaws.

Without limiting Bylaws 8.2(a) to 8.2(d), a Director, when exercising the powers and performing the functions of a Director, must act with a view to the purposes of the Society.

8.3 Remuneration of Directors and Officers and Reimbursement of Expenses

A Director is not entitled to any remuneration for acting as a Director. However, a Director may be reimbursed for all expenses necessarily and reasonably incurred by him or her while engaged in the affairs of the Society, provided that all claims for reimbursement are in accordance with established policies.

8.4 Investment of Property and Standard of Care

If the Board is required to invest funds on behalf of the Society, the Board may invest the property of the Society in any form of property or security in which a prudent investor might invest. The standard of care required of the Directors is that they will exercise the care, skill, diligence and judgment that a prudent investor would exercise in making investments in light of the purposes and distribution requirements of the Society. The Board may establish further policies related to the investment of the Society's funds and property, provided that such policies are not contrary to the Act or these Bylaws.

8.5 Investment Advice

The Directors may obtain advice with respect to the investment of the property of the Society and may rely on such advice if a prudent investor would rely upon the advice in comparable circumstances.

8.6 Delegation of Investment Authority to Agent

The Directors may delegate to a stockbroker, investment dealer, or investment counsel the degree of authority with respect to the investment of the Society's property that a prudent investor might delegate in accordance with ordinary business practice.

9. PROCEEDINGS OF THE BOARD

9.1 Board Meetings

Meetings of the Board may be held at any time and place determined by the Board.

9.2 Regular Meetings

The Board may decide to hold regularly scheduled meetings to take place at dates and times set in advance by the Board. Once the schedule for regular meetings is determined and notice given to all Directors, no further notice of those meetings is required to be provided to a Director unless:

- (a) that Director was not in office at the time notice of regular meetings was provided; or
- (b) the date, time or place of a regular meeting has been altered.

9.3 **Ad Hoc Meetings**

The Board may hold an ad hoc meeting in any of the following circumstances:

- (a) at the call of the Chair; or
- (b) by request of any two (2) or more Directors.

9.4 **Notice of Board Meetings**

At least two (2) days' notice will be sent to each Director of a board meeting.

However, no formal notice will be necessary if all Directors were present at the preceding meeting when the time and place of the meeting was decided or are present at the meeting or waive notice thereof in writing or give a prior verbal waiver to the Secretary.

For the purposes of the first meeting of the Board held immediately following the election of a Director or Directors conducted at a General Meeting, or for the purposes of a meeting of the Board at which a Director is appointed to fill a vacancy in the Board, it is not necessary to give notice of the meeting to the newly elected or appointed Director or Directors for the meeting to be properly constituted.

If a meeting of the Board will permit participation by Electronic Means, the notice of that meeting must inform Directors and other participants (if any) that they may participate by Electronic Means.

9.5 **Attendance at Board Meetings**

Every Director is entitled to attend each meeting of the Board.

No other Person is entitled to attend meetings of the Board, but the Board by Board Resolution may invite any Person or Persons to attend one or more meetings of the Board as advisors, observers or guests.

9.6 **Participation by Electronic Means**

The Board may determine, in its discretion, to hold any meeting or meetings of the Board in whole or in part by Electronic Means.

When a meeting of the Board is conducted by Electronic Means, the Society must take reasonable steps to ensure that all participants are able to communicate and participate in the meeting.

9.7 **Quorum**

Quorum for meetings of the Board will be a majority of the Directors currently in office.

9.8 **Director Conflict of Interest**

A Director who has a direct or indirect material interest in a contract or transaction (whether existing or proposed) with the Society, or a matter for consideration by the Directors:

- (a) will be counted in the quorum at a meeting of the Board at which the contract, transaction or matter is considered;
- (b) will disclose fully and promptly the nature and extent of his or her interest in the contract, transaction or matter;
- (c) is not entitled to vote on the contract, transaction or matter;
- (d) will absent himself or herself from the meeting or portion thereof:
 - (1) at which the contract, transaction or matter is discussed, unless requested by the Board to remain to provide relevant information; and
 - (2) in any case, during the vote on the contract, transaction or matter; and
- (e) refrain from any action intended to influence the discussion or vote.

The Board may establish further policies governing conflicts of interest of Directors and others, provided that such policies must not contradict the Act or these Bylaws.

9.9 Chairperson at Board Meetings

The Chair (or, in the absence or inability of the Chair, the Vice-Chair) will, subject to a Board Resolution appointing another Person, preside as chairperson at all meetings of the Board.

If at any meeting of the Board the Chair, Vice-Chair or such alternate Person appointed by a Board Resolution, if any, is not present within fifteen (15) minutes after the time appointed for the meeting or requests that he or she not chair that meeting, the Directors present may choose one of their number to preside as chairperson at that meeting.

9.10 Alternate Chairperson

If the Person presiding as chairperson of a meeting of the Board wishes to step down as chairperson for all or part of that meeting, he or she may designate an alternate to chair such meeting or portion thereof, and upon such designated alternate receiving the consent of a majority of the Directors present at such meeting, he or she may preside as chairperson.

10. OFFICERS

10.1 Officers

The officers of the Society are the Chair, Vice-Chair, Secretary and Treasurer, together with such other officers, if any, as the Board, in its discretion, may create. All officers must be Directors.

The Board may, by Board Resolution, create and remove such other officers of the Society as it deems necessary and determine the duties and responsibilities of all officers.

10.2 Election of Officers

At each meeting of the Board immediately following an annual general meeting, the Board will elect the officers.

10.3 **Term of Officer**

The term of office for each officer will be one (1) year, commencing on the date the Director is elected as an officer in accordance with Bylaw 10.2 and continuing until the first meeting of the Board held after the next following annual general meeting. A Director may be elected as an officer for consecutive terms.

10.4 **Removal of Officers**

A Person may be removed as an officer by Board Resolution.

10.5 **Replacement**

Should the Chair or any other officer for any reason be unable to complete his or her term, the Board will remove such officer from his or her office and will elect a replacement without delay.

10.6 **Duties of Chair**

The Chair will supervise the other officers in the execution of their duties and will preside at all meetings of the Society and of the Board.

10.7 **Duties of Vice-Chair**

The Vice-Chair will assist the Chair in the performance of his or her duties and will, in the absence of the Chair, perform those duties. The Vice-Chair will also perform such additional duties as may be assigned by the Board.

10.8 **Duties of Secretary**

The Secretary will be responsible for making the necessary arrangements for:

- (a) the issuance of notices of meetings of the Society and the Board;
- (b) the keeping of minutes of all meetings of the Society and the Board;
- (c) the custody of all records and documents of the Society, except those required to be kept by the Treasurer;
- (d) the maintenance of the register of Members; and
- (e) the conduct of the correspondence of the Society.

10.9 **Duties of Treasurer**

The Treasurer will be responsible for making the necessary arrangements for:

- (a) the keeping of such financial records, reports and returns, including books of account, as are necessary to comply with the Act and the *Income Tax Act*; and
- (b) the rendering of financial statements to the Directors, Members and others, when required.

10.10 **Absence of Secretary at Meeting**

If the Secretary is absent from any General Meeting or meeting of the Board, the Directors present will appoint another Person to act as secretary at that meeting.

10.11 **Combination of Offices of Secretary and Treasurer**

The offices of Secretary and Treasurer may be held by one Person who will be known as the Secretary-Treasurer.

11. **INDEMNIFICATION**

11.1 **Indemnification of Directors and Eligible Parties**

To the extent permitted by the Act, each Director and eligible party (as defined by the Act) will be indemnified by the Society against all costs, charges and expenses, including legal and other fees, actually and reasonably incurred in connection with any legal proceeding or investigative action, whether current, threatened, pending or completed, to which that Person by reason of his or her holding or having held authority within the Society:

- (a) is or may be joined as a party to such legal proceeding or investigative action; or
- (b) is or may be liable for or in respect of a judgment, penalty or fine awarded or imposed in, or an amount paid in settlement of, such legal proceeding or investigative action.

11.2 **Purchase of Insurance**

The Society may purchase and maintain insurance for the benefit of any or all Directors, officers, employees or agents against personal liability incurred by any such Person as a Director, officer, employee or agent.

12. **COMMITTEES**

12.1 **Creation and Delegation to Committees**

The Board may create such standing and special committees, as may from time to time be required. Any such committee will limit its activities to the purpose or purposes for which it is appointed and will have no powers except those specifically conferred by Board Resolution.

The Board may delegate any, but not all, of its powers to committees which may be in whole or in part composed of Directors as it thinks fit.

12.2 **Standing and Special Committees**

Unless specifically designated as a standing committee, a committee is deemed to be a special committee and any special committee so created must be created for a specified time period.

A special committee will automatically be dissolved upon the earlier of the following:

- (a) the completion of the specified time period; or

- (b) the completion of the task for which it was created.

12.3 Terms of Reference

In the event the Board decides to create a committee, it must establish terms of reference for such committee. A committee, in the exercise of the powers delegated to it, will conform to any rules that may from time to time be imposed by the Board in the terms of reference or otherwise, and will report every act or thing done in exercise of those powers at the next meeting of the Board held after it has been done, or at such other time or times as the Board may determine.

12.4 Meetings

The members of a committee may meet and adjourn as they think proper and meetings of the committees will be governed *mutatis mutandis* by the rules set out in these Bylaws governing proceedings of the Board.

13. EXECUTION OF INSTRUMENTS

13.1 Seal

The Society will not have a corporate seal.

13.2 Execution of Instruments

Contracts, documents or instruments in writing requiring execution by the Society may be signed as follows:

- (a) by the Chair, together with one (1) other Director, or
- (b) in the event that the Chair is unavailable, by any two (2) Directors,

and all contracts, documents and instruments in writing so signed will be binding upon the Society without any further authorization or formality.

The Board will have power from time to time by Board Resolution to appoint any officer or officers, or any Person or Persons, on behalf of the Society to sign contracts, documents and instruments in writing generally or to sign specific contracts, documents or instruments in writing.

14. FINANCIAL MATTERS

14.1 Accounting Records

The Society will maintain such financial and accounting records and books of account as are required by the Act and applicable laws.

14.2 Borrowing Powers

In order to carry out the purposes of the Society, the Board may, on behalf of and in the name of the Society, raise, borrow or secure the payment or repayment of money in any manner it decides, including the granting of guarantees, and in particular, but without limiting the foregoing, by the issue of debentures.

14.3 Restrictions on Borrowing Powers

The Members may by Ordinary Resolution restrict the borrowing powers of the Board.

14.4 When Audit Required

The Society is not required to be audited. However, the Society will conduct an audit of its annual financial statements if:

- (a) the Directors determine to conduct an audit by Board Resolution; or
- (b) the Members require the appointment of an auditor by Ordinary Resolution,

in which case the Society will appoint an auditor qualified in accordance with Part 9 of the Act and these Bylaws.

14.5 Appointment of Auditor at Annual General Meeting

If the Society determines to conduct an audit, an auditor will be appointed at an annual general meeting to hold office until such auditor is reappointed at a subsequent annual general meeting or a successor is appointed in accordance with the procedures set out in the Act or until the Society no longer wishes to appoint an auditor.

14.6 Vacancy in Auditor

Except as provided in Bylaw 14.7, the Board will fill any vacancy occurring in the office of auditor and an auditor so appointed will hold office until the next annual general meeting.

14.7 Removal of Auditor

An auditor may be removed and replaced by Ordinary Resolution in accordance with the procedures set out in the Act.

14.8 Notice of Appointment

An auditor will be promptly informed in writing of such appointment or removal.

14.9 Auditor's Report

The auditor, if any, must prepare a report on the financial statements of the Society in accordance with the requirements of the Act and applicable law.

14.10 Participation in General Meetings

The auditor, if any, is entitled in respect of a General Meeting to:

- (a) receive every notice relating to a meeting to which a Member is entitled;
- (b) attend the meeting; and
- (c) be heard at the meeting on any part of the business of the meeting that deals with the auditor's duties or function.

An auditor who is present at a General Meeting at which the financial statements are considered must answer questions concerning those financial statements, the auditor's report, if any, and any other matter relating to the auditor's duties or function.

15. NOTICE GENERALLY

15.1 Method of Giving Notice

Except as otherwise provided in these Bylaws, a notice may be given to a Member or a Director either personally, by delivery, courier or by mail posted to such Person's Registered Address, or, where a Member or Director has provided a fax number or e-mail address, by fax or e-mail, respectively.

15.2 When Notice Deemed to have been Received

A notice sent by mail will be deemed to have been given on the day following that on which the notice was posted. In proving that notice has been given, it is sufficient to prove the notice was properly addressed and put in a Canadian Government post office receptacle with adequate postage affixed, provided that if, between the time of posting and the deemed giving of the notice, a mail strike or other labour dispute which might reasonably be expected to delay the delivery of such notice by the mails occurs, then such notice will only be effective when actually received.

Any notice delivered personally, by delivery or courier, facsimile, or electronic mail will be deemed to have been given on the day it was so delivered or sent.

15.3 Days to be Counted in Notice

If a number of days' notice or a notice extending over any other period is required to be given, the day the notice is given or deemed to have been given and the day on which the event for which notice is given will not be counted in the number of days required.

16. MISCELLANEOUS

16.1 Dissolution

Upon the winding-up or dissolution of the Society, any funds and property remaining after the payment of all costs, charges and expenses properly incurred in the winding-up or dissolution, including the remuneration of the liquidator, and the payment to employees of the Society of any arrears of salaries or wages, and after payment of any debts of the Society, will be distributed to such "qualified donees" as defined by the *Income Tax Act* as are designated by the Board. Any funds or property remaining received for specific purposes will, wherever possible, be distributed to "qualified donees" carrying on work of a similar nature to such specific purposes.

16.2 Inspection of Documents and Records

The documents and records of the Society, including the financial and accounting records and the minutes of General Meetings, committee meetings and meetings of the Board, will be open to the inspection of any Director at reasonable times and on reasonable notice.

A Member is entitled, upon providing not less than fourteen (14) days' notice in writing to the Society, to inspect any of the following documents and records of the Society at the Address of the Society during the Society's normal business hours:

- (a) the Constitution and these Bylaws, and any amendments thereto;
- (b) the statement of directors and registered office of the Society;
- (c) minutes of any General Meeting, including the text of each resolution passed at the meeting;
- (d) resolutions of the Members in writing, if any;
- (e) annual financial statements relating to a past fiscal year that have been received by the Members in a General Meeting;
- (f) the register of Directors;
- (g) the register of Members;
- (h) the Society's certificate of incorporation, and any other certificates, confirmations or records furnished to the Society by the Registrar;
- (i) copies of orders made by a court, tribunal or government body in respect of the Society;
- (j) the written consents of Directors to act as such and the written resignations of Directors; and
- (k) the disclosure of a Director or of a senior manager regarding a conflict of interest.

Except as expressly provided by statute or at law, a Member will not be entitled or have the right to inspect any other document or record of the Society. However, subject to such policies as the Board may establish, a Member may request, in writing delivered to the Address of the Society, to inspect any other document or record of the Society and the Board may allow the Member to inspect the document or a copy thereof, in whole or in part and subject to such redaction as the Board deems necessary, all in the Board's sole discretion.

Copies of documents which a Member is allowed to inspect may be provided on request by the Member for a fee to be determined by the Board, provided such fee does not exceed the limits prescribed in the Act.

17. BYLAWS

17.1 Entitlement of Members to copy of Constitution and Bylaws

On being admitted to membership, each Member is entitled to, and upon request the Society will provide him or her with, access to a copy of the Constitution and these Bylaws.

17.2 Special Resolution required to Alter Bylaws

These Bylaws will not be altered except by Special Resolution.

17.3 Effective Date of Alteration

Any alteration to the Bylaws or Constitution will take effect on the date the alteration application is filed with the Registrar in accordance with the Act.

DRAFT



**BOWEN ISLAND
COMMUNITY
FOUNDATION**

Administrator's Report – October 22, 2017

(for period September 13 – October 22)

Donor Relations and Events

- Wine Festival update: coordination including meeting with Paul and Matt at venue, table and equipment rental, assisting with food coordination, auction bid sheets and posters, invites
- attended West Van Foundation's Vital Conversations release at Kay Meek Centre (speaker Dr. Calvin Lai about unconscious bias)
- Remembrance Day wreath laying
- Christmas in the Cove – Family Place Tree
- Internal communication: use of Google Docs for editing, looping of emails
- Board meeting attendance and minutes
- Executive, Donor and Wine Festival committee meetings
- Giving Campaign coordination including: key dates, redesign of Giving Letter, Form and General Foundation letter
- Meeting with Carol and Shelagh MacKinnon re: Vital Conversations debrief and discussion around seniors needs
- Discussion with Katherine Gish re: her experience at Vital Conversations event and desire to meet to explore this further – potentially creating a volunteer coordinator position
- Thank you cards, accounting (cheques and payables)

Professional Development

- attended CFC Regional meeting in Kelowna – of interest:
 - Richmond Cares Richmond Gives <https://www.rcrg.org/>
 - Our core mission is to encourage and facilitate local philanthropy - both *volunteerism* and *monetary donations*. We work every day to ensure that Richmond's charitable sector has the resources it needs to make a meaningful impact in the community.
 - In addition to being a hub for volunteering and giving, we're a direct service provider, operating a Child Care Resource & Referral Centre, the Richmond Christmas Fund, and a wide range of Seniors Community Support Services, *among other programs*.
 - **Strategic Planning workshop** – Kelly Rempel, Okanagan College. Talks about importance of putting them on every agenda, reviewing regularly
 - **Other Foundations' successes**: "say Hello PoMo" about greeting your neighbours – extremely successful. "Friendraising". Look at your volunteers as future donors.
 - **Fund Agreements** – the good, the bad and the ugly – discussed the recent lawsuit of the CF of South Okanagan. Discussed the fact that they (VF) have 52 different agreement wordings, this needs to be refined to a single template with minor variations. They are in the process of doing this. Trouble with donor advised is that it slips into special purpose very easily.
 - **Fund Development Strategies** – how many new relationships do we want vs stewardship of those we already have
 - **Grants** – do site visits, ask them how there are doing, what they need
 - **Scholarships** – go to schools, PAC, be visible



**BOWEN ISLAND
COMMUNITY
FOUNDATION**

- **Boards – how to develop new board members**, encourage opportunity of professional development, make sitting on board a desirable position – make it fun, poverty mentality not helpful
- **Phoenix Foundation** – the “Give Where you Live” Campaign very successful in raising profile of Community Foundations – Gary Smith obtained a provincial proclamation of a Community Foundation month (September)
- **Legacy Giving/Major Gifts** –
 - the importance of having a connection with local financial advisors, credit unions, link to their sites, have a financial advisors breakfast meeting
 - meeting with prospects doesn’t mean providing detailed tax advice
 - if possible, pre-establish this with a donor advised fund – could be just \$1K but it builds trust and can be followed by an estate gift. Keeps connection.

Backlog of work:

- Updating all policies on website from Board decisions (in progress)
- Several months worth of social media/website updates including
 - AGM page including reports, photos and description
 - Board page (minutes, revised policies, updated contact lists and so on)
 - Home page and all pages (new poster, refreshed photos from recent events)
 - News page (multiple articles not captured)
 - Newsletter - published in spring, not on site
 - Donor page - rewrite, new photos
 - social media - posts for new Foundation month promotion “Give Where You Live”, AGM, Wine Tasting-Giving Campaign and more..
- update “myphilanthropy” page on Vancouver Foundation site
- update “Canada Helps” page
- review and organize Minute Book and Funds binders
- update MailChimp database with Vital Conversations names

2017 Events Schedule Updates

October 24, 2017	7:00 PM	Regular Board Meeting	Bowen Lodge Boardroom
Thursday, Nov 2	6:30 PM	4 th Annual Bowen Island Wine Festival	Evergreen Lodge
Tuesday, Nov 28	7:00 PM	Regular Board Meeting	Bowen Lodge Boardroom
Tuesday, Dec 12	7:00 PM	Christmas potluck with spouses hosted by Michael & Gayle	Michael & Gayle's home
December ?	?	Vital Conversation Report Release Event	?



**BOWEN ISLAND
COMMUNITY
FOUNDATION**

Summary of hours from new contract start July 1

Month	Worked	Paid	Monthly Volunteer	Volunteer to Date
July	74	50	24	24
August (to Aug 28)	49.5	38 (1 week holiday)	11.5	35.5
September	103.50	50	53.50	89
Reimbursement of excess volunteer				(80)
October (to Oct22)	49.50			



**BOWEN ISLAND
COMMUNITY
FOUNDATION**

Action Plan 2017 - 2018

June 24, 2017 - Bowen Lodge by the Sea

Facilitated by Gordon Orlikow

Approved by the Foundation Board on _____, 2017

Key:

- Bolded items identified as priorities.
- “[XX]” are the number of votes from forced ranking.
- Initials are those individuals who expressed a specific interest in a topic.

1. Introduction

Objectives	
<ul style="list-style-type: none"> • Check progress / update action plan • Clarity around success indicators including identification non-financial success measures • Define target for relative mix small and large gifts • Create one sentence elevator pitch for BICF • Clarify place of BICF relative to other Island causes 	<ul style="list-style-type: none"> • Priorities: <ul style="list-style-type: none"> ○ Create multi-year planning horizon ○ Competition vs. control vs. collaboration

2. Review 2016-17 Action Plan

Wins	
	<ul style="list-style-type: none"> • Brand awareness up • Fundraising up 40% - both \$ and increased number of donors. High proportion of Islanders who contribute; estimate about 10% • Julia! • Granting process more efficient and smoother • Website and enhanced communication • Vital Conversations
Open Opportunities	<ul style="list-style-type: none"> • Campaign: <ul style="list-style-type: none"> ○ Consistent donor appreciation / recognition

	<ul style="list-style-type: none"> ○ Higher profile for launch of campaign ○ Create a multi-year big audacious goal ○ Link this process to Vital Conversations '17 • Needs: <ul style="list-style-type: none"> ○ Addressing needs of marginalized groups; how to recruit champions to address priority community needs. E.g., no coalition in place re strengthening health care, youth and seniors also need a voice • How to mobilize participation and work with other Island partners; issue partly trust? <ul style="list-style-type: none"> ○ Help rationalize administration & effort of 30+ Island groups; e.g., professional development ○ Lessons for BICF from United Way? ○ What is the role for the municipality relative to BICF; approach as a key partner
<p>Missed / Remain Opportunities</p>	<ul style="list-style-type: none"> • Youth Council & engagement • Foundation reputation still evolving • Are gifts tied to specific communities? • Jealousy from other groups

The Foundation's Action Plan for 2017-18

Pillar A - Leaders in Community Philanthropy			
	Priority – innovating above the line, consolidating below	Who	Tracking notes and status
<p>This pillar covers the work we do to build the community's capacity to better our Bowen Island home through philanthropy.</p>	<ol style="list-style-type: none"> 1. Larger endowments keep the lights on; currently provide 5% of BICF income 2. Grants: <ol style="list-style-type: none"> a. Build the profile of BICF in smaller grants b. Include in Terms of Reference for Helping Hands; outlet for marginalized individuals? c. Neighbourhood small grants not practically relevant. Creative options: <ol style="list-style-type: none"> i. Create own ii. Drive people to Vancouver Foundation iii. Partner with muni's "innovation" grants d. Be cautious re "mission creep" e. What are the targets for investment if had discretionary funds? f. Does Foundation always need to be recognized? 3. Small or retail grants: <ol style="list-style-type: none"> a. How to grow the non-directed community impact fund? Small donations now go to specific pots. Small gifts need to stay with "Canada Helps" b. Restrict range of options for non-major gifts? Emphasize community impact. c. BICF success likely displaces donations to smaller groups d. Create segmented marketing approach to smaller donors 	<p>Donor and Grants Committees</p>	<p>Action #: 2017-32</p>
		<p>Communications Committee</p>	<p>Action #: 2017-34</p>

	<p>4. Engagement & Needs Identification:</p> <ul style="list-style-type: none"> a. Youth Council launched but limited progress represents a continued opportunity b. Relationship and communication with Municipality (staff and council): Concern that respective mandates must be honoured. c. Share Vital Conversations <p>5. Priorities:</p> <ul style="list-style-type: none"> a. Still evolving definition of Foundation role; good idea vs. need ... what is community impact? b. Systemic issues pose complex challenges; e.g. homeless [x2] c. Role for BICF in pro-actively sponsoring specific fundraising efforts; e.g., health clinic, partner with The Orchard on mental health [x4] d. How will BICF handle an “elephant” unrestricted endowment? Presumably Vital Conversations will guide that. [x5] 		
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Pillar B – Engaged Donors			
This pillar covers the work we do to connect with Bowen Island donors from all walks of life and with many different interests, but with a shared love for our community.	Priority - innovating above the line, consolidating below	Who	Tracking notes and status
	<p>1. Donor pipeline:</p> <ul style="list-style-type: none"> a. '17 campaign launch b. To what extent should BICF wish to engage with “retail” donors? Builds brand but need to simplify donation process. Currently largely goes to designated needs. Outreach more possible given small size of Island; set ambitious target for participation. 	<p>Donor Committee</p>	<p>Action #: 2017-35</p>

	<ul style="list-style-type: none"> c. Mid-term pipeline of major endowments. Need to have some risk management given Soren's unique role. Ensure at least annual contact. <p>2. Recognition:</p> <ul style="list-style-type: none"> a. Donor recognition <ul style="list-style-type: none"> i. Wine festival ii. Cocktail reception b. Discrete recognition for major donors. Typically family-focused. Home delivery or a ready-made meal? Donor wall? Donor bio (< 150 words) c. Recognition and stewardship <p>3. Community impact scholarships</p> <p>4. Role for targeting where donations go? E.g. Playground vs seniors</p> <p>5. Priorities:</p> <ul style="list-style-type: none"> a. Are there gifts / endowments BICF would turn down? Need a gift acceptance policy [x3] b. Identify improved mechanism for monthly donors c. Strategic priority is to embrace entire community. Tactical considerations are how to operationalize? 	<p>Donor Committee</p>	<p>Action #: 2017-36</p>
	<p>Grants Committee</p>	<p>Governance and Donor Committees</p>	<p>Action #: 2017-37</p>
	<p>Governance and Donor Committees</p>	<p>Governance and Donor Committees</p>	<p>Action #: 2017-38</p>

Pillar C – A Strong Foundation

	Priority - innovating above the line, consolidating below	Who	Tracking notes and status
<p> This pillar covers the work we do to maintain our reputation as a trusted, accountable, transparent and effective philanthropic community leader on Bowen Island. </p>	<ol style="list-style-type: none"> 1. Governance <ol style="list-style-type: none"> a. Board Governance, structure, recruiting, succession <ol style="list-style-type: none"> i. Is Chair succession clear? b. More clarity about perceived role and face of BICF c. Partners (aligned mission) does not equal collaboration (opportunistic engagement) d. Clarify definition of a “member” e. Draft policy or guidelines to address desired level of administrative overhead f. Opportunity for a longer term strategic plan 2. Roles & Responsibilities <ol style="list-style-type: none"> a. Resources are stretched to stay close to prospective major donors. Can donor services be more formalized and carve out more of a role for individual directors? b. Address professional development needs of board and staff c. Address hours for Julia d. Are Ambassadors being well used? Role, training, responsibilities. Big pool of prospective candidates in the 40-50 former directors of BICF. 3. Priorities: <ol style="list-style-type: none"> a. Create key messages / language for donor recipients b. With higher BICF profile, increased instances of co-opting BICF brand. Need a gate-keeper policy 	<p> Governance Committee </p> <p> Donor Committee </p> <p> Finance & Executive Committee </p> <p> AGM/Ambassadors sub-Committee </p> <p> Communications Committee </p> <p> Governance </p>	<p> Action #: 2017-39 </p> <p> Action #: 2017-40 </p> <p> Action #: 2017-41 </p> <p> Action #: 2017-42 </p> <p> Action #: 2017-43 </p> <p> Action #: 2017-44 </p>

	<p>which delineates in part the groups or individuals the Foundation will collaborate with</p> <ul style="list-style-type: none"> c. Identify by-law and constitution revisions to potentially broaden scope of granting d. Educate donors re community needs; role for donor services; influence direction of grants 	<p>Committee</p> <p>Governance Committee</p> <p>Donor Committee</p>	<p>Action #: 2017-45</p> <p>Action #: 2017-46</p>
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Pillar D – A Compelling Story

<p>This pillar covers the work we do to inform our community about philanthropic efforts and successes on Bowen Island.</p>	<p>Priority - innovating above the line, consolidating below</p> <ol style="list-style-type: none"> 1. Collaboration with “Storytellings” to define and promote BICF brand 2. Vital Conversations ‘17 central to setting grants priorities 3. Current gap with social media. Best platform for retail audience? 4. Tie fundraising goals to specific objectives thereby supporting communication about “help us to achieve these objectives” 5. Highlight diversity of funding. How well is BICF responding to the needs identified in Vital Conversations? 6. Profile grant recipients and results 7. Success story – recount “transportation” from VC #1. Champion was recruited. Became an opportunity to fund. 8. Metrics: <ul style="list-style-type: none"> a. Ambitious targets might disenfranchise smaller groups. Keep metrics internal. b. Communication message required for admin 	<p>Who</p> <p>Communications Committee</p> <p>Vital Conversations/Grants Committees</p> <p>Communications Committees</p> <p>Grants Committee</p> <p>Communications Committee</p>	<p>Tracking notes and status</p> <p>Action #: 2017-47</p> <p>Action #: 2017-48</p> <p>Action #: 2017-49</p> <p>Action #: 2017-50</p> <p>Action #: 2017-51</p>
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	<p>overhead; notes on financial statements</p> <ul style="list-style-type: none"> c. Quantify impact of a \$ invested <ul style="list-style-type: none"> i. # of recipients ii. How grant was used iii. # of grant applications and from where – can identify gaps 9. Expand donor base 10. Priorities: <ul style="list-style-type: none"> a. Elevator pitch required for BICF b. Be more pro-active with communications; e.g., children's centre and the wine festival 	<p>Donor Committee</p> <p>Communications Committee</p>	<p>Action #: 2017-52</p> <p>Action #: 2017-53</p>
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3. Discussion Topics not otherwise categorized

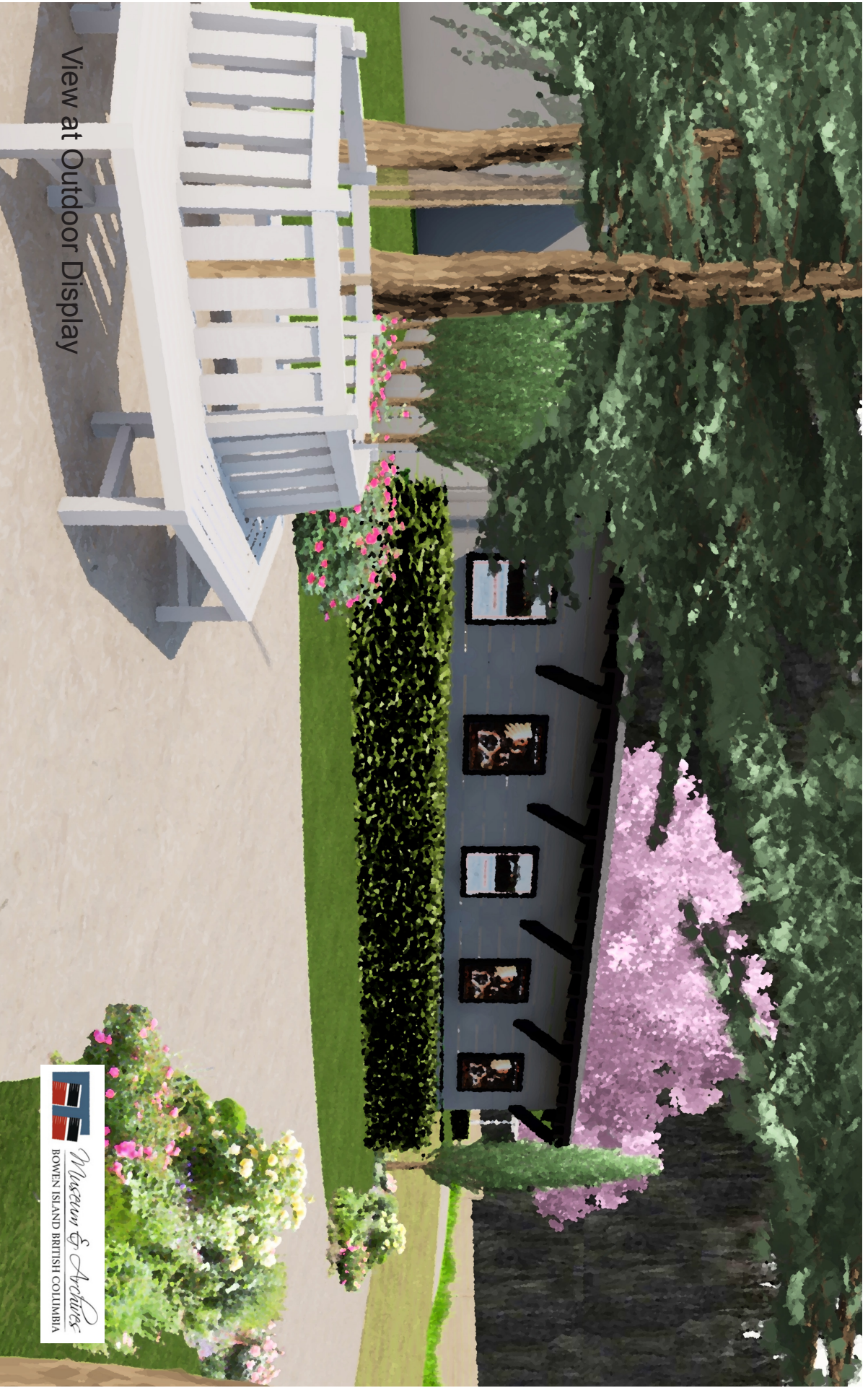
<p>Non-targeted funds</p>	<ul style="list-style-type: none"> • Might need to revisit specific wording of geographic mandate • Tie member benefits to donation; exploring Revenue Canada implications
<p>Is Foundation Representative?</p>	<ul style="list-style-type: none"> • Question in part motivated by envy • Continue to emphasize agnostic / non-partisan nature of Foundation and commitment to wide variety of partnerships
<p>Leadership role for BICF in the community?</p>	<ul style="list-style-type: none"> • Brand BICF akin to United Way of Bowen? Touched in part with involvement of BICF with Helping Hands <ul style="list-style-type: none"> ○ Potential to extend model of Knick Knack Nook for groups that meet specific criteria? NB – current mandate is to raise endowed funds • Offer to deploy expertise of BICF Board to informally help other groups?



SITE PLAN
1:250
Bowen Island Museum & Archives
Garden Project 2017-04-09



View from Intersection



View at Outdoor Display





View from Miller Road Entrance



View from Seniors Lane



Fundraising Policy/Bowen Island Community Foundation

For Third Party Fundraising Initiatives

Thank you for considering the Foundation as the recipient of proceeds from your fundraising initiative. The following information provides guidance for individuals, businesses and organizations considering a fundraising initiative. Through your fundraising efforts and the support of the Foundation, you are helping to foster a healthier, more vibrant and more caring community.

Overview

The Foundation is, from time to time, the recipient of proceeds of fundraising events organized by community-minded individuals, organizations or businesses. These events are defined as “Third Party” initiatives -- the organizers are responsible for the planning, promotion and expenses associated with the event, with the proceeds donated to the Foundation.

While the Foundation is extremely grateful and appreciative of such efforts and the donations that flow from them, it is important that these Third Party events are consistent with the Foundation’s values, brand and mission. To that end it is necessary for any fundraising event or activity to be associated with the Foundation to receive approval prior to the use of its name. The following section sets out the conditions that apply to such an approval.

Fundraising Initiative: Approval & Compliance

Any individual, organization or business is eligible to fundraise for the Foundation, or for a fund held by the Foundation, provided that:

1. The third party fundraiser ensures transparency and accurate record keeping for issuing of official donation tax receipts, and shares the required information with the Foundation for the purposes of issuing official donation tax receipts in a timely fashion.
2. The third party fundraiser agrees to provide the Foundation with a full accounting of the monies or that portion of the monies donated to the Foundation.
3. The third party fundraiser will disclose to the Foundation the amount of any funds received by the participants as a result of their involvement in the fundraising event.
4. The Foundation must be notified, in advance, of all fundraising initiatives held on its behalf, or on behalf of any fund held at the Foundation.

These steps ensure that we are aware of your initiative and provide assurance that it is in keeping with our Foundation's brand and mission. Any individual, organization or business wishing to conduct a fundraising initiative using the Foundation name, or the name of any Fund associated with the Foundation as a recipient of the proceeds, must first contact our administrator, Julia McCaig via email: info@bowenfoundation.com

The Foundation will not lend its name or support to the following types of fundraising activities, including, but not limited to:

- Events that encourage/involve behaviour that is not consistent with our Foundation's brand, mission, values and programming activities
- Activities that involve a professional fundraiser, telemarketer and/or agreement to raise funds on a commission bonus or percentage basis
- Direct solicitation (door-to-door canvassing, telemarketing or the use of non-Foundation internet methods)
- Events involving the promotion of a political party or candidate, or appearing to endorse or oppose any political activity locally, provincially or federally.

The Foundation reserves the right to decline participation and support for any fundraising initiative that does not fall within our mandate. The Foundation may also, at any time, withdraw the right to use its name or the name of any Fund associated with the Foundation for fundraising or other purposes, and all such fundraising activities shall immediately cease.

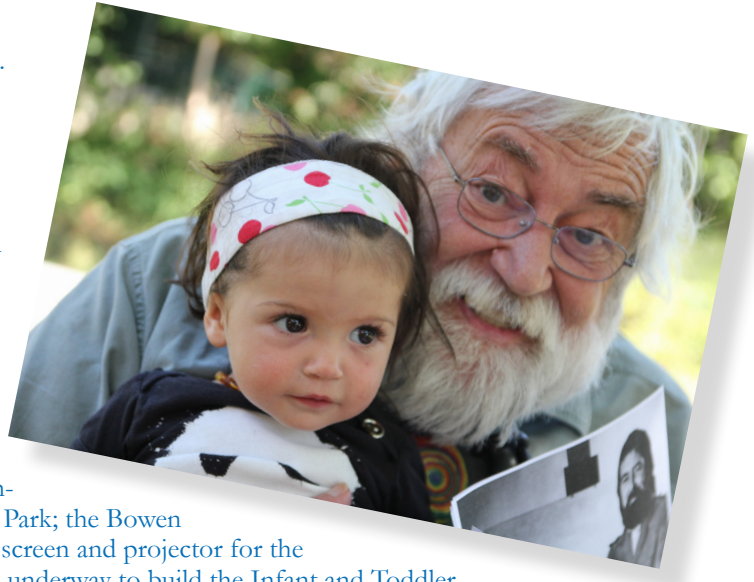
Dear Neighbour,

Fall 2017

Like you, we are proud to call Bowen Island our home. We are proud to live in a place where community is celebrated, and where strong connections are formed among neighbours – both young, and young at heart.

Today, we are asking you to help make positive change in your community. Working together, we can build on what is best about Bowen to make it even better.

How do we begin? With your generosity, we already have. Powered by community donations, the Bowen Island Community Foundation granted \$185,000 back to our Island home in 2017 alone. The Foundation's largest grant to date was given to the Bowen Island Library Foundation to help build the Cove Commons; construction began on the West Side Children's Park; the Bowen Island Community School was able to purchase a new screen and projector for the gym so they can host community events, and plans are underway to build the Infant and Toddler Annex at The Bowen Children's Centre, to name a few of the highlights from the past year. As well, this last year \$5,000 was awarded in scholarships to Bowen students. These projects have truly had an impact on people of all ages in our community.



Since its inception in 2002, donations from Bowen friends and neighbours have allowed the Community Foundation to support local causes and organizations through grants back to Bowen. We are grateful for what you have helped us accomplish, and we know that there is still much work to be done. With your continued support, we can invest in initiatives that benefit children and youth, families and seniors; that care for those who are marginalized in our community, and that protect our natural environment.

This giving season, we hope you will give back to Bowen through our annual campaign: "For Bowen, For Ever." A contribution to our Community Impact Fund provides the most flexibility, enabling us to respond to community needs as priorities emerge. Our Helping Hand Fund provides emergency assistance to Islanders in crisis. A gift to one of our endowed funds generates earnings that are reinvested in our community year after year. As our funds continue to grow, so will our ability to provide support for community projects, large and small, that matter most to you. You can donate online at bowenfoundation.com, or complete the form on reverse.

Please say "Yes!" to the future of Bowen by sending in your contribution today. No gift is too small and tax receipts are issued for all donations over \$20.00. With your help, we can ensure that Bowen continues to be a place that nurtures intergenerational connections for many years to come.

If you have any questions, I would welcome the opportunity to hear from you. On behalf of the Foundation Board, I wish you and your loved ones a warm and peaceful holiday season. Thank you for considering a gift to your community.

Soren Hammerberg, Chair
info@bowenfoundation.com
bowenfoundation.com



**BOWEN ISLAND
COMMUNITY
FOUNDATION**



Please give to the Bowen Island Community Foundation
Please donate online: bowenfoundation.com

Look for the **DONATE NOW** button.

Receive an instant Tax Receipt and reduce paperwork and administrative costs.

Donor Name: _____

Address: _____

Email: _____ Tel: _____

COMMUNITY FOUNDATION FUNDS: Donations to these funds allow the Board to support the community as priorities emerge		
Fund name	What does the fund support?	Amount
Community Impact Fund	All aspects of charitable activity on Bowen Island through annual community grants. This is the Foundation's most flexible fund	\$
Helping Hand Fund	An emergency response fund for Bowen Islanders in crisis, delivered confidentially via local community organizations	\$
Youth Fund	A fund directed by the Bowen Island Youth Forum and dedicated to supporting initiatives for Bowen Youth	\$
SPECIAL PURPOSE FUNDS: Donations to these funds are directed to specific causes/organization funds		
Aaron Sluggett Memorial Scholarship Fund	An annual scholarship for a student who has been actively involved in community and/or school life	\$
Bowen Island Golf Association Junior Scholarship Fund	Scholarships for junior Bowen Island Golf Association members	\$
Camp Bowen Fund	Annual bursaries to programs sponsored by Camp Bowen Society for the Visually Impaired	\$
Community Hall & Arts Centre Operating Fund	Annual operating costs, once the Centre is open	\$
First Credit Union Fund	A fund created by The Bowen Island First Credit Union to support a variety of local community initiatives	\$
Knick Knack Nook Environmental Sustainability Fund	Action in support of environmental sustainability including social change and education	\$
Maggie Cumming Legacy Fund	Development and maintenance of Bowen trails and greenways; Snug Cove House programs; An annual student scholarship	\$
Margaret Witty Bursary Fund	An annual bursary to one or more deserving students of Island Pacific School	\$
	Subtotal	\$
The Foundation is run by a volunteer Board of Directors Please consider adding 5% to your donation to assist with annual operating costs		+5% \$
A tax receipt is issued for all donations over \$20		Total Donation \$

I wish for my donation to remain anonymous. From time to time we recognize our donors.

I would like to receive the Bowen Island Community Foundation Newsletter. Email: _____

Please mail your completed form and cheque to: Bowen Island Community Foundation
 Tax number – BN: 88361 8514 RR0001 PO Box 18, Bowen Island, BC, V0N 1G0.

Donate online at bowenfoundation.com Look for the **DONATE NOW** button.

Bowen Island Museum & Archives Revitalization Project

Interest and learning about our Island history often starts with an emotional connection. Creating an attractive community place on our property with an inviting pedestrian entrance from the main street of the village would be a great way of achieving this.

The design would be heritage in nature and would feature a few outdoor architectural structures, activity spaces and gardens that would harken back to the early 1920- 40's era. One of the more important components of this project is to create pathway from the corner of Miller Rd and Bowen Trunk Rd intersection, through the Telus and Museum & Archives properties to connect with Seniors Rd – the rear entrance to the Museum & Archives.

Project Components:

- Crushed stoned path connecting the Cove with Seniors Rd providing a safe accessibility for seniors. This will be 6 ft. wide and wheel chair accessible.
- Casual, heritage style gardens and a few park bench alcoves interspersed along the pathway. Gardens will consist of drought tolerant, deer resistant plants that will increase the biodiversity of the area. Mostly consisting of a variety of grasses, lavender and other flowers to compliment the design.
- Telus' outdoor fenced storage area has been reduced by 30% in area and height. Our plan is to plant tall Graham Blandy boxwood on both the South and North sides to hide the fencings. The east side will be bordered with dwarf English boxwood and will be utilized for displaying historical photos or art that depicts and educates the public on our island's history.
- Museum & Archives' gardens will consist of planting appropriately scaled trees such as ornamental cherry and dogwoods, bordered with dwarf English boxwood, large variety of flowers, choisyas and skimmias.
- Small heritage craftsman style gazebo on south side of M&A property for social entertainment and gatherings.
- Replacement of current rose trellis to provide a long heritage styled ivory white arbour that will also provide an outdoor gallery of archival photos as you pass through.
- Architectural Enhancements to M&A building. Partially enclose the Museum front verandah with railings and make improvements on the backside of the building (Archival entrance) to make it more appealing as it is highly visible from the Trunk Rd.
- Outdoor artifacts and educational signage will be appropriately placed throughout the property for visitors to learn a little more about our island's history.
- Completion Timeline: Spring of 2018

Volunteers include:

Telus – The use of approximately 33% of their corner property.

Bowenshire – Labour & machinery to landscape both properties.

Su Rickett – Garden consultation and design.

Michel Pare, Tim Rhodes & Rob Forbes – Site plans for both Telus and M&A properties.

Rondy Dike – Designs and blueprints for the outdoor structures.

Jack Callister – All electrical installation.

Collin Kerr - Construction

Donations & Grants to date:

Community Impact Grant

Bowen Island Properties

The First Credit Union

Bruce Russell & Glenn Cormier

In planning this project, it has been a positive experience in working with Telus and so far we have received overwhelming support from the community as it fits well within the OCP – Priority C2, Improving Snug Cove and creating a vibrant community. We meet several of the community improvement opportunities; Civic Pride, Community Gathering place, Mobility and Transportation and meeting the needs of seniors. To realize the completion of this project, we have taken the steps to obtain the much needed volunteers and have set aside restricted funds in our budget to cover a good portion of the costs. The remainder of the funds required are being obtained through fundraising efforts.

YTD Progress Report (2017)

- 10 year renewable lease signed between Telus and the Museum & Archives for full use and control of west side of the Telus property. Lease agreement includes fee of \$1 per year (paid in advance).
- Telus has relocated new propane tank closer to west side of outdoor storage area.
- Telus reduced height of outdoor storage walls by 4 feet and removed 12ft from the west side to make room for garden pathway.
- Museum & Archives obtained \$5,000,000 liability insurance for the community space on both properties. (Part of lease agreement).
- Trees & stump removal on south west corner of M&A property.
- Tree limbing on North side Cedar Trees and spiraling of south side cedar tree.
- Junk removal and cleanup of both properties.
- Large culvert installation along the entire south side of Museum & Archives property
- Privacy trees, soil and lawn seed planted on south side of M & A property.
- Design planning for Gazebo, Rose Arbour and Heritage wall (path side of Telus outdoor structure).
- In constant communication with municipality regarding sewer cross walk installation.
- Placement of Logo banner and planters to the west side of M&A building (Senior's Rd.)

Issues & Noteworthy items:

- It took 9 months to negotiate terms of lease agreement with Telus.
- Due to the barriers and limitations of having an aging septic field on the M&A property to future development, the board decided to connect with new municipal sewer line recently installed along Senior's rd.
- Currently in discussions with Municipality to remove cost sharing fees of new sewer line. The municipality has opportunity to recoup costs through the multi-unit development of Lot 2.
- Local Fundraising efforts continue and working with Pamela Goldsmith Jones's office on Federal grant applications.

Our plan to use the \$7,500 Community Foundation grant and the \$5,000 Bowen Property donation is to construct the Rose arbour/outdoor gallery on the north side of the property and installation of Heritage wall on the Telus property.

HELP

<http://www.vertex42.com/ExcelTemplates/p>

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Instructions / Tips

This spreadsheet is based on our general business budget template, and includes a section for recording income sources. This spreadsheet can be useful for smaller projects such as home remodeling or other small construction projects, where it may not be as critical to use a detailed work breakdown structure (WBS).

When adding new budget categories, make sure to verify the formulas for the Subtotals and Totals.

As your project progresses, enter the actual expenditures for each task to see how well you are staying on budget. The difference between the budget and the actual expenditures will be calculated for each task along with the total variance for the project.

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[project-budget.html](#)



Revitalization Budget

PROJECTED INCOME		Budget	Actual	Difference
Internal Funding				
Reserved Funds		17,500	17,500	-
				-
				-
Other				-
Total Internal Income		17,500	17,500	-
External Funding/Other				
Government Grants		30,000		(30,000)
Foundation Grants		7,500	7,500	-
First Credit Union Grant		1,000	1,000	-
Donations (Duntz, Russell, Cormier)		7,000	7,000	-
Other Fundraising & Donations		23,000	6,000	(17,000)
Total External Income		68,500	21,500	(47,000)
Total INCOME		86,000	39,000	(47,000)
EXPENSES Budget vs YTD				
Telus Property				
Pathway (Crushed stone - incl. both prop.)		1,000		1,000
Stacked Basalt Stone		1,000		1,000
Outdoor Heritage Wall (Trim & panels)		3,000		3,000
Park Benches (Entire Proj. - 4 + 1 round)		4,000		4,000
Welcome Panel		1,000		1,000
				-
				-
Subtotal		10,000	-	10,000
Museum Front Property				
Tree Removal		2,000	1,700	300
Tree Limbing		5,000	5,000	-
Culvert installation		9,000	12,500	(3,500)
Gazebo		13,000		13,000
Rose Arbour		4,000		4,000
Front Patio (materials only)		4,500		4,500
Porch Railings		1,500		1,500
Subtotal		39,000	19,200	19,800
Museum Back Property				
Sewer Fee ?		20,500		20,500
Sewer connection Installation		1,500		1,500
Logo Wall Flag		1,000	960	40
Planters		2,000	1,800	200
				-
Garden Soil (Entire Project)		5,000	2,000	3,000
Plants (Entire Project)		7,000	1,500	5,500
Subtotal		37,000	6,260	30,740
Total EXPENSES		86,000	25,460	60,540
NET (Income - Expenses)		-	13,540	(13,540)



ROUND BOWEN CRUISE & LUNCH BID SHEET



- Circumnavigation cruise of Bowen Island, lunch and wine included for upwards of 4 guests.
- Boat is a 25' Hunt Harrier...gorgeous!
- Private guests of the Foundation's Chair, Soren Hammerberg and his capable first mate, Elizabeth.
- Induction into the 'Order of Black Tot'.
- "A four hour tour" (as in Gilligan's isle)
- From and return to Snug Cove on a warm, sunny summer afternoon in 2018. Date and time flexible to accommodate.

Value: Minimun Bid: Minimun Bid Increase: Donated by: Soren & Elizabeth Hammerberg

Name	Address	Phone	Bid
1.			
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**Notes from Julia and Jen P.'s meeting with Shelagh MacKinnon, Carol MacKinnon
Saturday, October 7, 2017
Topic: Seniors Issues**

Summary: Jen P. and I approached Shelagh and Carol for two reasons, one to get feedback on their experience as facilitators at the Vital Conversations event, the other to get more information around seniors issues, what incremental things charitable organizations on island (not just BICF) can do to advance the needs of seniors.

We know they need affordable housing and access to health care. But what practical things can be done in the short term? As in the next 6-12 months. And likely most importantly, who will champion these causes? BICF is able to grant money, but we need folks to organize and implement solutions which we can help to fund. Jen compiled these rough notes from the meeting as we work on drafting a summary and consider next steps.

VC: Their only comments about the VC that we hadn't already heard were concerns around the venue and the noise level in the room. Both said they found it extremely difficult to hear the conversation at their tables.

Seniors:

Such a huge issue and challenges around identifying their needs as a demographic on Bowen given that there are few real meeting places and no designated advocacy group to represent seniors. Carol's suggestion of Snug Cove House possibly adopting a position of 'beyond the building' was interesting and could be an opportunity if their board was interested in taking on a stronger advocacy role in terms of seniors' needs - beyond the building. How do we tap into the next demographic wave of people living on Bowen - those currently in the 65 - 80 year age range to project future needs?

Better meals seem to be one tangible idea that could happen short term by engaging Ellie Mackay and offering some resources to seniors given their unique nutritional needs.

Better advocacy for seniors could arise as the medical clinic, Snug Cove House and the Learning Commons (library) come to completion. These could serve as 'hubs' for seniors in the future. But, these are all at least 2 years+ to completion.

There seems to be a need to establish a collaborative approach to how non-profit groups work together (as opposed to fragmented and competitive) especially when it comes to attaining grants and other sources of financial support. Could an initial step be working with key partners to "map" our partnerships and the actual people behind the organizations who are supporting or could be supporting seniors?

It seems that there is a need to develop a strategic visions as we look to the future (Bowen in 2020?).

There is also a question of the role Council plays in developing this vision and their role in terms of supporting seniors given that it has been identified as a "pillar" in their mandate. What does this mean and who is the advocate for this pillar on Council?

How do we pull interested parties, individuals and organizations to take this conversation to a deeper

level? What is the role of the Foundation in this work?

Let's keep the conversation going. I certainly got the sense that both Shelagh and Carol were excited to be working with us on this.

Next steps?

Jennifer Pardee
604.512.7859

Julia had a conversation with Colleen O'Neil and here are her notes from that:

Access to physicians ON Bowen Island... so it's a long journey to get any kind of health care so they postpone and hope to get better and often get worse

Chronic disease support...all that is happening at west van community centre like arthritis diabetes COPD etc. clinics...not here...

Social isolation as we are single family homes and people can go all day all week without seeing anyone - apartments, condos, townhouses forces us to interact with others...not here

Urban life style means we go to malls and movie theatres where you see others community centres that you can get to by transit... or shuttle buses...we don't have that here.

The Bowen Island We Want To Be

Bowen is our community ... our home. It is a place of safety and belonging. A place where the young learn from the old ... and the old learn from the young.

On Bowen we encourage and accept everyone; where all are respected, all voices heard. Our differences make us stronger.

Here, all have options for secure and affordable shelter. Our vulnerable are safe and warm. Those who work on Bowen, can live on Bowen.

On Bowen everyone has convenient access to on-island healthcare when we need it and professional resources and services for our well-being.

Bowen is a place where the protection of our natural environment, our greatest asset, is carefully considered in every decision. We live harmoniously and in concert with Mother Nature. Bowen is a role model for green living, bringing positive change into the world.

This is a place where the community gathers frequently with friends and neighbours, giving us the opportunity to share our stories and strengthen our bonds, surrounded by support and caring.

On Bowen we collectively take responsibility for raising the next generation with strong values and dreams.

Bowen is a place where we give back. Do our part. Are involved. A place where we are all united in our efforts to do and be the best we can.

Bowen is our community ... our home.

*Based on the discussions and stories from
the 2017 BOWEN ISLAND*

VITAL Conversations



**BOWEN ISLAND
COMMUNITY
FOUNDATION**