

Record of Board Meeting #2017-10 on November 28, 2017

Theme: "Review of Giving Campaign Launch"

VENUE:	Bowen Lodge (Boardroom)	PARTICIPANTS:	NOT ABLE TO ATTEND:
DURATION:	7:00pm – 9:20pm	1) Neil Boyd	8) Henry Campbell
CHAIR:	Soren Hammerberg	2) Michael Cornelissen <i>(via phone)</i>	9) Holly Graff
RECORDER:	Julia McCaig	3) Joanne Gassman	10) Larry Lunn
		4) Jennifer Hall	11) David Podmore
		5) Soren Hammerberg	12) Kim Stephens
		6) Julia McCaig	
		7) Jennifer Pardee	

TOPIC	DISCUSSION HIGHLIGHTS / DIRECTION & DECISIONS	ACTIONS
Quorum & Agenda	<p>Quorum declared by Jennifer H.</p> <p>MOTION to approve Agenda and MOTION to approve Record of Meeting of October 24, 2017</p> <p>MOVED by Soren SECONDED by Jen</p>	
1 Electronic Decisions	None	
2 Treasurer's Report	<p>Michael reviewed the Donations YTD-Nov,23-2017 report <i>(attached)</i></p> <p>In summary we have received \$222,000 in donations compared to \$133,000 over last year - \$88K up which is approximately 66% up over last year.</p> <p>Michael has updated all personal donor lists with donations received to date. Soren encouraged everyone to thank them.</p> <p>With just 5 weeks to go for this year's giving campaign, our \$200K goal has been surpassed already.</p> <p>Michael will provide an analysis of new donors, and other factors which may have influenced this increase and report in January. Further discussion tabled until next year for broader board discussion which should include incoming chair, David Podmore.</p> <p>It was discussed that the Grants committee could be approaching smaller organizations and encouraging them to apply to us. They could have discretionary decision over small groups. Decision to pass to grants committee for discussion, then to be raised at a full board meeting after the current grant cycle.</p> <p><i>(Michael left the meeting after giving this report)</i></p>	

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3	Administrator's Report	<p>Julia reviewed the November Administrator's report (<i>copy attached</i>)</p> <ul style="list-style-type: none"> • with the board, resolved the outstanding actions on the Decisions and Actions document. In future the actions will be coded green (done), yellow (pending) and red (outstanding) to reflect the stage they are at • she reminded the board that the personal letters to their donors were due to be sent this coming week of December 4 • her hours are 36 in excess of what has been paid but the hope is that this evens out over the next couple of months • the Committees and Members document was reviewed by all present and is revised as attached
4	New By-Laws and Constitution Approval	<ul style="list-style-type: none"> • the Consent Resolution once complete resolves the membership issue (members are now only the current board) and the constitutional change which allows the Helping Hand to be operated through the board directly. Other changes confirm compliance with the new Societies Act. • Authority of executive committee was raised by our Treasurer – it was recommended by our lawyer to not put this in our by-laws, rather in the Financial Accountability Policy. Thus significant expenses are deemed to be \$1,000 and as such those are to be board approved. (<i>see attached</i>) <p>Decision #2017-21: "MOTION to approve the Consent Resolution that in turn approves our amended Constitution and By-laws and the Financial Accountability Policy as presented." MOVED by Soren SECONDED by Jo.</p> <ul style="list-style-type: none"> • Regarding transition of the new Chair, Soren advised he is doing the role of both Secretary and Chair. He advised we need a Secretary, and put it out to the board to encourage a director to take on this role. He pointed out that the duty was to ensure that these duties are done, but not necessarily doing them themselves. • Duties are outlined on Page 18, Section 10.10 of our by-laws as follows: <p>Duties of Secretary <i>The Secretary will be responsible for making the necessary arrangements for:</i></p> <ul style="list-style-type: none"> • <i>the issuance of notices of meetings of the Society and the Board;</i> • <i>the keeping of minutes of all meetings of the Society and the Board;</i> • <i>the custody of all records and documents of the Society, except those required to be kept by the Treasurer;</i>

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		<ul style="list-style-type: none"> • <i>the maintenance of the register of Members; and</i> • <i>the conduct of the correspondence of the Society.</i> 	
5	Wine Festival Report	<p>Jen P. submitted a report (<i>see attached</i>)</p> <ul style="list-style-type: none"> • the topic of seeking corporate sponsorship discussed: to be explored further by organizing committee 2018. Partnering with another organization also discussed but concern over loss of control. Decision, we should keep this as a signature event for launch of Giving campaign. We will enlist Ambassadors and Katherine Gish to assist next year. 	
6	Nominations Committee	<p>Nominations Committee reported that Katherine Gish has agreed to assist with events, Ron Strange (CA) will be assisting on the Finance Committee and Sheree Johnson was nominated and has agreed to join the board as a director.</p> <p>Decision #2017-22: "MOTION to nominate Sheree Johnson to join the board in the capacity of Health Centre liaison." MOVED by Soren SECONDED by Jo.</p>	
7	New Funds	<p>Soren announced new fund has been established: Foxglove Fund (Allan Family) has been funded and is in process with the Vancouver Foundation with a grant pending to Bowen Children's Centre in the amount of \$7K.</p> <p>Board was also updated on Kay Hoffman discussions. Preliminary donations received for Hoffman will be segregated.</p>	
8	Chair's Report	<p>Chair's Report:</p> <ul style="list-style-type: none"> • All Board members on expiring two year terms renewing their terms. • Henry wants to focus on scholarships, so will not be sitting on grants committee this year • Grants committee –Jen Hall will join this Committee. Ron Strange will be joining the Finance Committee (now just finance committee) • We are now at our capacity of 12 directors per our by-laws. • Katherine Gish to join Jen Hall on the Volunteers Committee • Holly will move into chairing communications committee • Sheree will sit on both the Donor Services and Communications Committees and will be invited to meetings starting January 2018 and added to board communications • final form of committees will be circulated for electronic decision • Deed of Gift regarding Foxglove Fund is awaited from VF – cheques to be distributed • 7 Directors, for renewal of terms in April, have renewed. Sheree Johnson will make it 8 Directors on this appointment schedule. 	

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		<ul style="list-style-type: none"> • Governance Committee to review staggering. Of these 8, Soren has agreed to renew for one year in position of Past Chair. • Communications Committee: Holly to Chair • Health Centre Foundation Fund Agreement: HCF Board decided not to accept our terms. Tim Rhodes has met with Soren, they will take pledges for donations until they obtain charitable status. The rezoning seems to be stalled on the issue of rental units vs market units – 15% requirement flows to muni, some members of council do not see the gift of the lower floor • Chair's transition: in process, dates being set in January to meet and work through transition • BIM Community Grants Committee – Andrea Verwey is our “representative” and generally our past Grants chairs • Hoffman Fund pending – arts fund, Caitlin Frost is organizing • Frances Frost & Felicity Buskard of Remax/Bowen Island Real Estate wanted to use our logo and donate \$50 per sale to the Foundation. Soren discussed the fact that this contravened our third party fund-raising policy. A \$1,000 donation will be forthcoming. This issue is to be passed to Donor committee to address. We need to proactively get our third party policy on our website and publicized more widely to offset the incidence of others using our logo and name • Bowen Children's Centre Fund discussion – discussion led by Soren regarding possibility of BCC eventually creating an endowment fund. Preliminary discussions with Caroline Parker to continue. • Julia to follow up on comment from Emily McCullum re: donor directed funds and the perception of the Foundation crowding out other charities • Soren and Michael to determine a preliminary granting number from each fund to guide Grants Committee. Anticipated the grants budget to be discussed st January 2018 meeting. 	
9	New Business	<p>Jo reported that the Vital Conversations Committee reached out to scribes and facilitators with the Vital Conversations Report for feedback. The sticky point is the “inclusion and diversity” topic. It is an issue – the question is how do we report it without it becoming an even greater issue? This is to be discussed and hopefully resolved tomorrow at their next meeting. She said they were looking at possibly the downstairs at Docs and will invite all the Charities on Bowen – approximately 50-75 people. Jan 20, is the suggested date, 2:30 – 4:00pm.</p>	

Record of Board Meeting #2017-10 on November 28, 2017

Next meeting dates	CHRISTMAS POTLUCK: Tuesday, December 12, 2016 6pm (<i>Hosted by Michael and Gayle, 856 Valhalla Place – phone: 947-9352</i>) REGULAR BOARD MEETING: Tuesday, January 23, 2017 7:00 p.m. (<i>Bowen Lodge boardroom</i>) REGULAR BOARD MEETING: Tuesday, February 27, 2017 7:00 p.m. (<i>Bowen Lodge boardroom</i>)	
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Record of 2017 Decisions & Actions

TOPIC	DECISIONS	ACTIONS	
Record of Meeting #2017-1 on January 24, 2017			
	Years in Review	Characterize 2014 as a “year of creating structure”, 2015 as a “year of consolidation and innovation” and 2016 as a “year of communication - sharing the successes of the community through its Foundation” and 2017?	
1	Electronic Decisions	<p>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.</p>	<p>Action #2016-01: Check out the updated Board page on the BICF website (Action by all)</p>
2	Report from Helping Hand Committee	<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>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>Action #2016-02: Inform BIM that there is a March 31 deadline for BICF to make a decision on whether to co-fund projects (Action by Kim) DONE</p>
3	Report from Treasurer	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.	
4	Report from Chair	<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> <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>Action #2017-03: David Podmore to connect with Gordon Orlikow to arrange facilitation of our Strategic Planning Session, Julia to provide contact information to David. DONE</p> <p>Action #2017-03a: Jen H. to contact Ann Silberman to discuss. DONE</p> <p>Action #2017-03b: Soren and Jen H. to coalesce these thoughts and</p>

Date of this update: December 3, 2017

Record of 2017 Decisions & Actions

TOPIC		DECISIONS		ACTIONS	
				consider how our Ambassador Program this can be improved upon. They will explore this with other CF's at the upcoming CFC Conference.	
5	Grants Committee	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.		Action #2017-04: Henry will touch base with Sarah Haxby the Community School Coordinator and Tracey Robotham re: scholarships. DONE	

Record of 2017 Decisions & Actions

TOPIC	DECISIONS	ACTIONS										
Record of Meeting #2017-2 on February 28, 2017												
	Quorum & Agenda	Decision #2017-08 "BE IT RESOLVED that a budget for the 2017 Vital Conversation Event in the amount of \$17,000 be approved" MOVED by Soren SECONDED by Jo.										
2	Chair's Report	<p style="color: red; margin: 0;">Action #2017-05:</p> <p style="color: red; margin: 0;">Larry, Michael and David will liaise with David Orlikow to organise Strategic Planning event.</p> <p style="color: red; margin: 0;">DONE</p>										
4	Grants Committee	<p>Decision #2017-09 "BE IT RESOLVED that:</p> <p>1. the recommended Short-List be approved:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Project Requested</th> <th style="text-align: right; border-bottom: 1px solid black;">Amount</th> </tr> </thead> <tbody> <tr> <td>Bowen Island West Side Children's Park</td> <td style="text-align: right;">\$15,000</td> </tr> <tr> <td>Bowen Bike Park</td> <td style="text-align: right;">\$15,000</td> </tr> <tr> <td>Screen & Projector for BICS Gym</td> <td style="text-align: right;">\$7800 - \$9000</td> </tr> <tr> <td>BICS Community Playground Equipment</td> <td style="text-align: right;">\$2500</td> </tr> </tbody> </table> <p>2. A grant in the amount of \$2500 be awarded to the Community School Association for the Community Playground Equipment.</p> <p>3. The other three short-listed applicants be invited to attend Round #2 interviews on March 21.</p> <p>4. After the Round #2 interviews, the Grants Committee will recommend how to apportion the \$27,500 balance among the other three applicants.</p> <p>MOVED by Kim, SECONDED by Jen H.</p>	Project Requested	Amount	Bowen Island West Side Children's Park	\$15,000	Bowen Bike Park	\$15,000	Screen & Projector for BICS Gym	\$7800 - \$9000	BICS Community Playground Equipment	\$2500
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BICS Community Playground Equipment	\$2500											

Record of 2017 Decisions & Actions

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Record of Meeting #2017-3 on March 28, 2017		
5	Vital Conversations	<p>Action #2017-06:</p> <p>Approach Tom James to ask if he could reconsider his fee based on previous work done for us.</p> <p>Coordinate date for facilitator training to take place with Tom James</p> <p>Invite him to attend our May 23 meeting</p> <p style="color: red;">Jo and Holly</p> <p style="color: red;">DONE</p> <p>Action #2017-07:</p> <p>Board requested to have conversations with people in the community to show what we did with the information taken from the 2014 VC events and let them know we're doing it again. Ask for their input.</p> <p style="color: red;">DONE</p> <p>Action #2017-08:</p> <p>Jen P. to procure Bowen <i>Island Communities in Bloom</i> report from Maureen Nicholson</p>

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4 Grants Committee	<p>Decision #2017-10 “BE IT RESOLVED THAT:</p> <p>The 2017 CI grant applications, process and results be disclosed to Andrea Verwey in her capacity as BICF appointee to the BIM grants Committee. It is understood that Andrea will respect the confidential nature of this material and not disseminate in printed form. The material is intended for Andrea Verwey to help guide the BIM grants process and to identify overlaps in community grant applications.”</p> <p>MOVED by Kim, SECONDED by Henry</p> <p>Decision #2017-11 “BE IT RESOLVED THAT:</p> <p>The Foundation will act on behalf of the Knick Knack Nook Small Grants Program to payout eight (8) grants pursuant to the 2017 Call for Grant Applications, and for the amounts as listed in the table below.</p> <p>MOVED by Kim, SECONDED by Neil</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th>Group applying and contact person</th> <th>Project</th> <th>Money sought</th> <th>Registered Charity</th> <th>Decision</th> <th>Amount Approved</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>1. Bowen Bike Park Working Group</td> <td>Bowen Bike Park</td> <td>\$10,000</td> <td>Yes BIM</td> <td>Yes</td> <td>\$3,000</td> <td>Also applied to BICF</td> </tr> <tr> <td>2. Bowen Island Literacy Task Group</td> <td>Knowing Our Place, A Reconciliation Initiative on Bowen</td> <td>\$3,400</td> <td>Yes Bowen Arts Council</td> <td>Yes</td> <td>\$1,440</td> <td></td> </tr> <tr> <td>3. Snug Cove House Society</td> <td>Flash Freezer for Better Meals program</td> <td>\$3,200</td> <td>Yes</td> <td>Yes</td> <td>\$1,600</td> <td>Bowen Island Community Foundation will co-fund 50/50 from Maggie Cumming Endowment</td> </tr> <tr> <td>4. Bowen Island Arts Council</td> <td>On the Consequences of Hate Speech</td> <td>\$1,500</td> <td>Yes</td> <td>Yes</td> <td>\$1,500</td> <td></td> </tr> <tr> <td>5. Bowen Children's Centre</td> <td>No Child Left Behind</td> <td>\$1,460</td> <td>Yes</td> <td>Yes</td> <td>\$1,460</td> <td></td> </tr> <tr> <td>6. Bowen Island Scouts Group</td> <td>No One Left Behind</td> <td>\$1,000</td> <td>Yes</td> <td>Yes</td> <td>\$1,000</td> <td></td> </tr> <tr style="background-color: #f2f2f2;"> <td colspan="2" style="text-align: center;">GRAND TOTALS</td> <td>\$20,560</td> <td></td> <td></td> <td>\$10,000</td> <td></td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Group applying and contact person</th> <th>Project</th> <th>Money sought</th> <th>Registered Charity</th> <th>Decision</th> <th>Amount Recommended</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>1. Bowen Island Public Library Foundation</td> <td>Solar Array for the Cove Commons</td> <td>\$5,120</td> <td>Yes</td> <td>Yes</td> <td>\$4,000</td> <td>Make the grant conditional on it being used for purchase of solar panels, not for their installation</td> </tr> <tr> <td>2. Bowen Island Seniors Housing Cooperative</td> <td>Bowen Court – upgrade community gardens and replace landscaping ties</td> <td>\$6,000</td> <td>Yes Seniors Keeping Young</td> <td>Yes</td> <td>\$6,000</td> <td></td> </tr> <tr style="background-color: #f2f2f2;"> <td colspan="2" style="text-align: center;">GRAND TOTALS</td> <td>\$11,120</td> <td></td> <td></td> <td>\$10,000</td> <td></td> </tr> </tbody> </table> <p>Decision #2017-12: “RESOLVED THAT: Four grants totaling \$30,000 be awarded from the Community Impact Fund, and for the amounts as listed in the table below:</p>	Group applying and contact person	Project	Money sought	Registered Charity	Decision	Amount Approved	Notes	1. Bowen Bike Park Working Group	Bowen Bike Park	\$10,000	Yes BIM	Yes	\$3,000	Also applied to BICF	2. Bowen Island Literacy Task Group	Knowing Our Place, A Reconciliation Initiative on Bowen	\$3,400	Yes Bowen Arts Council	Yes	\$1,440		3. Snug Cove House Society	Flash Freezer for Better Meals program	\$3,200	Yes	Yes	\$1,600	Bowen Island Community Foundation will co-fund 50/50 from Maggie Cumming Endowment	4. Bowen Island Arts Council	On the Consequences of Hate Speech	\$1,500	Yes	Yes	\$1,500		5. Bowen Children's Centre	No Child Left Behind	\$1,460	Yes	Yes	\$1,460		6. Bowen Island Scouts Group	No One Left Behind	\$1,000	Yes	Yes	\$1,000		GRAND TOTALS		\$20,560			\$10,000		Group applying and contact person	Project	Money sought	Registered Charity	Decision	Amount Recommended	Notes	1. Bowen Island Public Library Foundation	Solar Array for the Cove Commons	\$5,120	Yes	Yes	\$4,000	Make the grant conditional on it being used for purchase of solar panels, not for their installation	2. Bowen Island Seniors Housing Cooperative	Bowen Court – upgrade community gardens and replace landscaping ties	\$6,000	Yes Seniors Keeping Young	Yes	\$6,000		GRAND TOTALS		\$11,120			\$10,000		<p>Action #2017-09:</p> <p>Kim to send out letters advising recipients of decisions</p> <p>DONE</p> <p>Action #2017-10:</p> <p>Henry to write an article and ad for scholarships</p> <p>DONE</p> <p>Action #2017-11:</p> <p>Jen and Neil to write an article for submission to the Undercurrent for the April 13th deadline</p> <p>DONE</p>
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2	Bowen Bike Park Working Group	Youth	\$15,000	\$ 4,000	<ul style="list-style-type: none"> Well-presented but still a year away from fruition Mantra is "build it & they will come" The item on the critical path is need for a design to establish firm budget estimates: Catch-22 situation If we provide seed money for design, that may be the difference-maker in achieving critical mass BIM extending blanket liability insurance coverage 																																			
3	Bowen Island Community School	"Community-sized" screen & projector for permanent installation in BICS gym	Community Gathering Place	Range: \$7800 to \$9000	\$ 8,500	<ul style="list-style-type: none"> Well thought out Completion scheduled for 2017 Impact would be great Timing is right because of cost efficiencies resulting from scheduled floor replacement later this year 2/3 funding already committed 																																		
4	Bowen Island Community School Association	Community Playground Equipment – supplementary grant	Community Gathering Place	\$2,500	\$ 2,500	<ul style="list-style-type: none"> Approved by the Board on Feb 28/17 																																		
GRAND TOTALS			\$30,000	\$30,000																																				

Date of this update: December 3, 2017

Record of 2017 Decisions & Actions

TOPIC	DECISIONS	ACTIONS
Record of AGM BOARD Meeting #2017- 4 on April 28, 2017		
1	Electronic Decisions	<p>Recording of Electronic Decisions:</p> <p>i) April 11, 2017:</p> <p style="padding-left: 40px;">BE IT RESOLVED “that in accordance with the budget approved at the February 2017 Board Meeting, the amount of the two 2017 Community Impact Scholarships be approved at \$2,500 each for a total of \$5,000.”</p> <p>ii) April 15, 2017:</p> <p style="padding-left: 40px;">BE IT RESOLVED “that the approved grant of \$15,000 to the West Side Children’s Park be partially funded by \$5,000 from the Maggie Cumming Fund.”</p>
2	Treasurer’s Report	BE IT RESOLVED “that the board approves the Treasurer’s Report and 2016 Financials as to form, for submission at the AGM, April 28, 2017.”
3	Chair’s Report	<p style="background-color: #00FF00; display: inline-block; padding: 2px;">Action: #2017-12</p> <p>Jen H. to coordinate with Tara Chernoff at First Credit Union to set up their new fund with us.</p> <p style="color: red; font-weight: bold;">DONE</p> <p style="background-color: #00FF00; display: inline-block; padding: 2px;">Action: #2017-13</p> <p>David to approach the Firefighter’s Burn Fund to determine if they will work with us re: the Helping Hand fund.</p> <p style="color: red; font-weight: bold;">DONE</p>
4	Vital Conversations Committee	<p style="background-color: #00FF00; display: inline-block; padding: 2px;">Action #2017-14</p> <p>Board to report back to Jo about availability for Vital Conversations training and event</p> <p style="color: red; font-weight: bold;">DONE</p>

Date of this update: December 3, 2017

Record of 2017 Decisions & Actions

5	Grants	Action #2017-15 Contact Carol MacKinnon re: Snug Cove House Meals program having sufficient operating funds. Kim
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TOPIC	DECISIONS	ACTIONS
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Record of AGM PUBLIC Meeting #2017- 4 on April 28, 2017

1	Public Motions	<ol style="list-style-type: none"> 1. Welcome from Board Chair Soren Hammerberg, and motion to approve the AGM Agenda. Approved. Motion to approve Minutes of the AGM of April 21, 2016. Moved and approved. Chair's Report (attached) provided a review of 2016 and introduction of the 2017 Board of Directors, Community Foundation Administrator and Ambassadors. 2. Treasurer's Report: Michael Cornelissen presented (attached). Motion to approve the Financial Statements for the Year ended December 31, 2016 (attached), approved. 3. Motion to approve the waiver of appointment of auditor and legal counsel for 2016, approved. 4. Motion to approve the following slate of Directors of the Foundation for 2017, approved: <ul style="list-style-type: none"> Boyd, Neil Campbell, Henry Cornelissen, Michael Gassman, Joanne Graff, Holly Hall, Jennifer Lunn, Larry Pardee, Jennifer Podmore, David Stephens, Kim 	
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Date of this update: December 3, 2017

Record of 2017 Decisions & Actions

TOPIC	DECISIONS	ACTIONS
Record of Board Meeting #2017-05 on May 23, 2017		
3	Chair's Report	<p>Action #2017-16</p> <p>Set up of Camp Bowen Fund on website and Canada Helps form</p> <p>Julia</p> <p>DONE</p> <p>Action #2017-17</p> <p>Set up FCU Fund. Mandate to be determined</p> <p>Michael and Jen H.</p> <p>DONE</p>
5	Helping Hand Committee	<p>Action #2017-18</p> <p>1. Transition our constitution as required</p> <p>Henry</p> <p>DONE</p> <p>Action #2017-19</p> <p>2. Obtain legal advice on "the qualified donee" stipulation (can it be amended allowing direct support of HH beneficiaries, without a "community partner"?)</p> <p>David</p> <p>DONE</p> <p>Then, upon receipt of initial legal feedback, confirm opinion from Clark Wilson, LLP</p>

Date of this update: December 3, 2017

Record of 2017 Decisions & Actions

			Soren DONE
TOPIC	DECISIONS	ACTIONS	
Record of Board Meeting #2017-05 on May 23, 2017			
7	Communications Committee		Action #2017-20 Newsletter release by first week of June Jen & Communications Committee DONE
8	Grants Committee		Action #2017-21 Develop Scholarship and Grants Matrix Henry & Kim DONE
10	Strategic Planning Session		Action #2017-22 Circulate suggested questions, agenda and request feedback. David

Record of 2017 Decisions & Actions

TOPIC	DECISIONS	ACTIONS
Record of Board Meeting #2017-06 on June 27, 2017		
2	Chair's Report	<p>Decision #2017-14 "BE IT RESOLVED THAT: "To accept as a nomination for the successive Chair and Vice Chair – David Podmore and Holly Graff", formally to be introduced by motion at the next AGM, April 2018. MOVED by Soren, SECONDED by Jo</p>
		<p>Action #2017-23 The Finance and Executive Committee together with Nominations and Governance Committee will meet to discuss issues of: - funding of Helping Hand - structure of "membership" - addition of administrative costs and how to address budget Julia to coordinate DONE</p> <p>Action #2017-24 Strategic planning report presentation (with Gordon Orlikow) Soren & David DONE</p>
4	Helping Hand Committee	<p>Action #2017-25 Instruct lawyers, either Clark Wilson or Norton Rose, to:</p> <ol style="list-style-type: none"> 1. adapt our current structure to that of a hybrid 2. review definition of "membership" 3. amend our by-laws to reflect new position of Past Chair and revised terms of Chair

Date of this update: December 3, 2017

Record of 2017 Decisions & Actions

			Soren - DONE
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TOPIC	DECISIONS	ACTIONS
Record of Board Meeting #2017-06 on June 27, 2017		
5	Bursaries & Scholarship Update	<p style="color: green; margin: 0;">Action #2017-26</p> <p style="margin: 0;">Work with BCIT to facilitate award of a bursary in the trades.</p> <p style="color: red; margin: 0;">Henry & David</p> <p style="color: red; margin: 0;">DONE</p>
6	Administrator's Report	<p>Decision #2017-15 "BE IT RESOLVED THAT:</p> <p>"renew the existing Administrator's Contract commencing July 1, 2017 for a period of 14 months to August 31, 2018 at a new rate of \$28 per hour, with an increase in hours from 8 hours per week to 12 hours per week over 50 weeks (allowing 2 week vacation)."</p> <p>MOVED by Soren, SECONDED by Jo</p>

Record of 2017 Decisions & Actions

TOPIC	DECISIONS	ACTIONS
Finance & Executive & Nominations & Governance Committees Meeting #2017-07 on July 12, 2017		
1	Review Existing Constitution and Bylaws	Decision #2017-16 BE IT RESOLVED THAT: "To engage Michael Blatchford of Norton Rose Fulbright, Soren to sign letter of engagement on behalf of the board." MOVED by Soren, SECONDED by Michael

Record of 2017 Decisions & Actions

TOPIC	DECISIONS	ACTIONS
Record of Board Meeting #2017-07 on July 25, 2017		
1	Electronic Decisions	<p>Recording of two Electronic Decisions:</p> <p>Decision #2017-17 “BE IT RESOLVED that a chequing account be established with the First Credit Union to facilitate the on-going Granting of the Helping Hand Fund through its Committee. The existing Terms of Reference of the Helping Hand remain, the only modification being that Grants will be issued directly and confidentially from this FCU account rather than through the Little Red Church.</p> <p>The account will be referenced as ‘Friends of the Bowen Island Community Foundation’. Signatories will be Michael Cornelissen as Treasurer and Soren Hammerberg as Chair”.</p> <p>MOVED by Soren, SECONDED by Kim.</p> <p>Revision to the Roles, Duties and Responsibilities policy:</p> <p>Decision #2017-18 “BE IT RESOLVED to amend paragraph 8. iii) of the Roles, Duties and Responsibilities policy as approved by the Board December 4, 2014.” <i>(as shown below)</i></p> <p>MOVED by Soren, SECONDED by Jen H.</p>

Record of 2017 Decisions & Actions

TOPIC	DECISIONS	ACTIONS
Record of Board Meeting #2017-07 on July 25, 2017		
2	Chair's Report	<p>Action #2017-27</p> <p>Provide draft 2017 Action Plan to Sheree and Edward for their information</p> <p>Jo</p> <p>DONE</p> <p>Action #2017-28</p> <p>Meet and distil Strategic session notes and come up with a recommendation to sub-committees and timeline for action items.</p> <p>Julia & Soren</p> <p>Action #2017-29</p> <p>Contact Gordon Orlikow to get some clarification on initials and other items in his report.</p> <p>Michael</p> <p>DONE</p>
3	Joint Finance and Governance Committee meeting	<p>Decision #2017-19 "MOTION to approve July 27, 2017 Record of Meeting of Finance & Executive and Nominations & Governance Committees."</p> <p>MOVED by Soren SECONDED by Kim.</p> <p>Action #2017-30</p> <p>Action Plan Minutes to be supplemented by Larry's memo to HH sub-committee.</p> <p>Larry</p> <p>DONE</p> <p>Action #2017-31</p> <p>Contact Pernille Nielsen to discuss further.</p>

Date of this update: December 3, 2017

Record of 2017 Decisions & Actions

TOPIC	DECISIONS	ACTIONS
		Soren & Jen H.

TOPIC	DECISIONS	ACTIONS
Record of Strategic Planning Session on June 24, 2017		
See Action Plan 2017-2018	Action #2017-32 to #2017-53	

Record of 2017 Decisions & Actions

TOPIC	DECISIONS	ACTIONS
Record of Board Meeting #2017-08 on September 26, 2017		
1	Electronic Decisions	<p>Recording of Electronic Decisions:</p> <p>Decision #2017-20 (e) "to relieve poverty by providing temporary emergency financial assistance to impoverished and low income individuals and families on Bowen Island, British Columbia who are suffering as a result of unemployment, injury, illness or severe personal financial hardship".</p> <p>Be it Resolved to add (e) to the Constitution of the BICF and to seek CRA approval thereof.</p> <p>MOVED by Michael, SECONDED by Jo</p>
		<p>Action #2017-54</p> <p>Amend BICF Constitution and seek CRA approval thereof.</p> <p>Soren</p>
4	Strategic Plan	
		<p>Action #2017-55</p> <p>Amend Strategic Plan to show committees responsible and recirculate to Board.</p> <p>Julia</p> <p>DONE</p>
5	Featured Artist Program	
		<p>Action #2017-56</p> <p>Determine which animal of David Gloag's sculptures we would select for our Featured Artist Program and announce at 2018 AGM.</p> <p>Jen H.</p>
6	Scholarships & Bursaries	
		<p>Action #2017-57</p> <p>1. Meet with firefighters/trades people on island at firefighters training night or the pub to determine how best to reach potential trades scholarship recipients.</p> <p>2. Craft a notice re: scholarship awardees and run it by the Donor and Communications Committees.</p>

Date of this update: December 3, 2017

Record of 2017 Decisions & Actions

TOPIC	DECISIONS	ACTIONS
Record of Board Meeting #2017-08 on September 26, 2017		
		3. find solution to separate reporting of scholarship awardees by Knick Knack Nook and BICF. Report next meeting. Henry
9	Third Party Fundraising Policy	Action #2017-58 Review edits and suggestions from board, revise and resubmit at next meeting. Neil DONE
10	Vital Conversations	Action #2017-59 Plan release of report once completed by Sheree and Edward. Decide on stipend for Sheree & Edward and request an invoice from them to pay. Vital Conversations Committee DONE

Record of 2017 Decisions & Actions

TOPIC	DECISIONS	ACTIONS
Record of Board Meeting #2017-09 on October 24, 2017		
3	Chair's Report	<p>Action: #2017-60 Advise Soren of amount to be personally donated by October 31.</p> <p>Entire board and Julia</p> <p>Action: #2017-61 Advise Michael of final Personal Donor names.</p> <p>Neil and David</p> <p>DONE</p>
4	Communications Committee Report	<p>Third Party Fundraising Policy – Final Draft provided to board</p> <p>Decision #2017-21: “MOTION to approve Third Party Fundraising Policy as presented”</p> <p>MOVED by Soren SECONDED by Michael.</p>
7	Grants Committee Update	<p>Action: #2017-61 Request BIMA issue a comfort letter assuring that the government grant and the sewer funding is in place</p> <p>Kim</p>
8	Strategic Action Plan	<p>Action: #2017-62 Meet, plan action and report back at March meeting</p> <p>All Committees of the Board</p>
9	Vital Conversations Report	<p>Action: #2017-63 Investigate potential sponsors of report</p> <p>VC Committee</p>

Date of this update: December 3, 2017

Record of 2017 Decisions & Actions

TOPIC	DECISIONS	ACTIONS
Record of Board Meeting #2017-10 on November 28, 2017		
4	<p>New By-Laws and Constitution Approval</p>	<p>Decision #2017-21: “MOTION to approve the Consent Resolution that in turn approves our amended Constitution and By-laws and the Financial Accountability Policy as presented.”</p> <p>MOVED by Soren SECONDED by Jo.</p>
8	<p>Chair’s Report</p>	<p>Decision #2017-22: “MOTION to nominate Sheree Johnson to join the board in the capacity of Health Centre liaison.”</p> <p>MOVED by Soren SECONDED by Jo.</p>



Administrator's Report – November 21, 2017

(for period Oct 23 – Nov 21)

Donor Relations and Events

- Wine Festival update: debrief meeting (Jen P. to report)
- Remembrance Day wreath laying
- Christmas in the Cove – Family Place Tree
- Board meeting attendance and minutes
- Giving Campaign ongoing – Giving Letter sent to our list via MailChimp on November 14 – 55% open rate (299 of 561 recipients)
- Thank you cards, accounting (cheques and payables)

Professional Development

- “How to Make the Ask” CFC course completed
- AFP course “Disrupter’s Panel” webinar – CEO of Toronto Fdn. and two others talking about the non profit sector today and discussing ways to generate more funds – collaboration, partnering with other organizations, do different conferences – we generally talk to ourselves, have an open mind to finding the connectivity between public, private and government – work together better

Backlog of work (unchanged from last month):

- 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

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
January		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 hours				-80 9
October	77	50	27	36
November (to Nov21)	34.50			

**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, British Columbia;
- (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) **“Past-Chair”** means the Person, if any, who is serving as past-chair of the Society in accordance with Bylaw 10;
- (q) **“Person”** means a natural person;
- (r) **“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;

- (s) “**Registrar**” means the Registrar of Companies of the Province of British Columbia;
- (t) “**Secretary**” means a Person elected to the office of secretary of the Society in accordance with these Bylaws;
- (u) “**Society**” means the “**Bowen Island Community Foundation**”;
- (v) “**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;
- (w) “**Treasurer**” means a Person elected to the office of treasurer of the Society in accordance with these Bylaws; and
- (x) “**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.

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 2.1 **Error! Reference source not found.**, a Member who continues to be eligible may renew his or her membership term in such manner as shall be determined by the Board from time to time. Renewals shall 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 a Special Resolution for any improper conduct or misconduct that is, in the determination of the membership, sufficient reason for expulsion, including, without limitation conduct that:

- (a) is unbecoming a Member,
- (b) is contrary to Bylaw 3.4
- (c) is likely to endanger the reputation or hinder the interests of the Society.

Notice of a Special 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 or gifts, 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 Past-Chair

A Person who completed a term of office as Chair immediately prior to the current Chair will, if he or she consents and subject to ongoing membership, continue as Past-Chair for a maximum of three (3) years, or until a new Past-Chair arises, whichever is sooner.

10.4 **Term of Officer**

The term of office for each officer will be two (2) years, 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 annual general meeting in the second year of the Person's term. A Director may be elected as an officer for consecutive terms, subject to the term limits for membership set out in Bylaw 2.7.

10.5 **Removal of Officers**

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

10.6 **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.

10.7 **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.

10.8 **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.

10.9 **Duties of Past-Chair**

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

10.10 **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.

10.11 **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.

10.12 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.

10.13 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 by any two (2) of the following:

- (a) the Chair,
- (b) the Treasurer, and
- (c) such other Person designed by Board Resolution,

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

Notwithstanding the foregoing, contracts, documents or instruments in writing that are of a type or nature, or exceeding a certain amount which has been deemed by the Board to be of significant consequence to the Society must be approved by Board Resolution and then executed as set out in such Board Resolution. 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 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.

14.3 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.

14.4 Vacancy in Auditor

Except as provided in Bylaw 14.5, 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.

14.5 Removal of Auditor

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

14.6 Notice of Appointment

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

14.7 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.

14.8 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.

CONSENT RESOLUTIONS OF THE MEMBERS
OF THE
BOWEN ISLAND COMMUNITY FOUNDATION
(the "Society")

The undersigned, being all of the members of the Society entitled to vote on the resolutions, hereby consent to and adopt in writing the following resolutions:

#1 Amendments to Constitution

RESOLVED as a special resolution that the Constitution of the Society be amended as follows:

1. by deleting the period at the end of existing paragraph (d) and substituting in its place a semi-colon followed by the word "and"; and
2. by inserting after existing paragraph (d) the following as new paragraph (e):
 - “(e) to relieve poverty by providing emergency financial assistance to impoverished and low income individuals and families on Bowen Island, British Columbia who are suffering as a result of unemployment, serious injury or illness or severe personal financial hardship.”

#2 Replacement of Bylaws

RESOLVED as special resolution the current Bylaws of the Society be deleted in their entirety and that the form of Bylaws attached hereto as Schedule A be adopted as the Bylaws of the Society in substitution for, and to the exclusion of, the existing Bylaws of the Society, with effect upon the electronic filing of a Bylaw Alteration Application with the BC Registrar of Companies.

Please see attached Schedule A for the proposed replacement bylaws.

#3 Filings With Registry

RESOLVED as ordinary resolutions that the Society authorizes and directs Norton Rose Fulbright Canada LLP to take all actions that are necessary or desirable in carrying out:

- (a) the filing of a Constitution Alteration Application to give effect to special resolution #1, above; and
- (b) the filing of a Bylaw Alteration Application giving effect to the replacement of the Bylaws in accordance with special resolution #2, above.

Execution by Counterparts

These resolutions may be consented to by the members signing separate counterparts of the resolutions, which may be delivered by electronic means, and notwithstanding the respective dates of execution of the separate counterparts will be deemed to be effective as at _____, 2017.

NEIL BOYD

MICHAEL CORNELISSEN

HOLLY GRAFF

SOREN HAMMERBERG

JENNIFER PARDEE

KIM STEPHENS

HENRY CAMPBELL

JOANNE GLASSMAN

JENNIFER HALL

LARRY LUNN

DAVID PODMORE



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FINANCIAL ACCOUNTABILITY POLICY

The Bowen Island Community Foundation (the Foundation) will conduct its financial affairs in a responsible manner, consistent with the ethical obligations of stewardship, the legal requirements of the provincial and federal governments, and relevant common law. All donations will be used to support the Foundation's objectives.

All Board expenditures over \$1,000.00 are deemed to be of significant consequence as contemplated in clause 13.2 of the 2017 Bowen Island Community Foundation Bylaws.

Annual Financial Statements will be informative, factual and accurate in all material respects and will be prepared using generally accepted fund accounting principles and standards established by the Chartered Professional Accountants of Canada in all material respects. The Foundation will meet or exceed the CRA's requirements for expenditures on charitable activities.

The disbursement quota is the minimum amount a registered charity is required to spend each year on its own charitable activities, or on gifts to qualified donees (for example, other registered charities). The disbursement quota calculation is based on the value of a charity's property not used for charitable activities or administration. The disbursement quota is calculated in the following manner: If the average value of a registered charity's property not used directly in charitable activities or administration during the 24 months before the beginning of the fiscal period exceeds \$25,000, the charity's disbursement quota is: 3.5% of the average value of that property*

*Taken from the CRA website, www.cra-arc.gc.ca, March 25, 2016.

Approved by the Board: November 28, 2017



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Bowen Island Wine Festival 2017

Summary and Recommendations

Date: Thursday, November 2, 2017
Time: 6:30 – 9:00 pm
Location: Evergreen Hall
Number of Guests: 94 tickets sold (-4 complimentary tickets)
Silent Auction
Proceeds: \$3,420
Ticket Sales: \$4,700.00
Expenses: \$1,817 (approx.)
Wine Sales (to Bowen Island Beer & Wine Store): \$1800
Total Profit: \$6250 (approx.) less carpet cleaning and taxi costs (TBC)

Highlights:

Overall positive feedback from guests and participants (agents, BICF Board members, agents, Evergreen staff, etc.)

Ambiance at Evergreen Hall complements the atmosphere of a smaller scale wine festival; like hosting an event in someone's home

Wine sales were fairly good although slightly lower than last year (possibly affected by power outage with some guests leaving early)

Silent auction was successful raising significant funds – new to the wine festival this year

Food was well-received – excellent selection by Matt Matheson; almost all food was consumed (deemed superior to what had been served in past years)

Event was close to sold out with only 4 unsold tickets. Price point seemed to be about right

Despite transportation challenges guests appreciated the personal touch with Board members and friends offering a shuttle between BICS and Evergreen Hall



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Challenges:

- Event organization and co-ordination proved to be more challenging than anticipated that included several unforeseen challenges but should be more streamlined in the future based on what we learned from this year's event and requirements
- Location: VERY limited parking exacerbated by poor weather conditions
- Transportation: NO bus shuttle between BICS and Evergreen Hall although was confirmed well in advance of the event;
- Ticket should not have included the statement "safe ride home"
- Acquiring some of the required items proved to be challenging (e.g., ice buckets, spit buckets)
- Power outage! However, most guests, agents, etc. responded positively and Maureen at Evergreen was very helpful with candles, etc. Agents commented that this added to the ambiance but did cause some guests to leave early; closing of the silent auction was moved from 8:45 to 8:30

Wine Festival 2018

Should the BICF Board decide to once again co-sponsor the wine festival next year with the Bowen Island Beer and Wine Store, the organizing committee respectfully submits the following recommendations for consideration:

- **Date:** Thursday, October 25, 2018 6:00 – 9:00 pm
(One week earlier deemed to be preferable) *Note earlier start time to accommodate guests who may be returning to Bowen by ferry and could also allow agents to stagger wines to sample and food pairings
- **Venue:** Evergreen Hall
Despite parking limitations, it is still deemed to be the best location for the event given its ambiance, size and location. Agents have provided very positive feedback about the venue. Maureen has once again agreed to donate rental of the venue for the tentative date in 2018
- **Tickets:** Increase sales to 115 (from 100 and increase price to \$55/ticket from \$50 (to offset food costs)
Tickets to include important information about "drinking responsibly" along with information about the shuttle available between BICS and Evergreen Hall
- **Agents:** Reduce from 11 to 10 agents which will provide more space with one less table; there will still be a broad range of wines for tasting



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- **Food:** Matt Matheson has agreed to once again offer his food catering services as a donation to the Foundation. He will be asked to prepare sandwiches for the agents (in place of the pizza to reduce costs) as well as a chocolate/sweet to be served later in the evening (chocolate strawberries?) Board members to volunteer to provide assistance to Matt rather than hiring a helper to prepare and serve food
- **Welcome Desk:** Guests exchange their ticket for a wine glass at the door and also receive a listing of the wines available for tasting that evening along with an order form. Board members and friends to man the table.
- **Transportation:** Guests enjoyed the personal touch of Board members and friends shuttling them to and from the venue. Perhaps we could enlist the help of the BICF ambassadors in this role. Katherine Gish has offered to assist with event planning so this may be a role for her.
- **Rentals:** Folding tables were large enough for two agents; therefore, reduce order to 5 tables for the agents and 1 for the Welcome Table. Small cocktail plates (from Lonsdale Rental) – 50 are sufficient. *Water jugs need to be at each agent's table (Paul)
- **Silent Auction:** Off island opportunities seemed to be more popular than on island experiences as most guests are members of the Bowen community. Reconsider the location of the silent auction items to a more visible location (scattered at food table?)
- **Other?**

Bowen Island Community Foundation							
Donations Received YTD November 26, 2017							
Date	Description	Memo	Amount	Fund			
2017-04-24	First Credit Union	from Camp Bowen Society	6,469.46	[Camp Bowen Society]			
2017-03-06	Cheque Deposit Assisted	Honorarium - L McArthur from SKY	35.00	[Community Impact Fund]			
2017-03-17	BIM And LRC	Proceeds T-Shirt Sale BIM	1,400.00	[Community Impact Fund]			
2017-04-28	The Sitka Foundation	Grant re Vital Conversations Project	1,000.00	[Community Impact Fund]			
2017-05-01	Cheques Received At AGM	Fairview Cellars - magnum donated	150.00	[Community Impact Fund]			
2017-05-01	Cheques Received At AGM	Winery - Value of Magnum	75.00	[Community Impact Fund]			
		Cash takings at Wine Tasting	73.20	[Community Impact Fund]			
2017-08-01	Cheque Deposit Assisted	RC Legion Pemberton re Nairn Knipe	100.00	[Community Impact Fund]			
2017-08-15	Cheque Deposit Assisted	Initial Funding from FCU	5,000.00	[First Credit Union Fund]			
		Gifts - Registered Charities					
2017-04-28	The Sitka Foundation	The Sitka Foundation	10,000.00	[Community Impact Fund]			
2017-02-01	Knick Knack Nook	Knick Knack Nook	5,000.00	[Helping Hand Fund]			
2017-02-01	Knick Knack Nook	To top up for VF Endowment	5,000.00	[KKN Environmental Sustainability Fund]			
2017-03-23	FCU Tfr From KKN	from KKN Small Grants program	20,000.00	[KKN Environmental Sustainability Fund]			
2017-08-10	Knick Knack Nook	Scholarship Fund	20,000.00	[KKN Environmental Sustainability Fund]			
2017-10-01	Knick Knack Nook	Brian Cuba funding	1,250.00	[KKN Environmental Sustainability Fund]			
			\$ 75,552.66	\$ 36,292.00	2016 Comparative		
		Sorted by Dollar Value					
2017-05-29	Donation by Mail		20,000.00	[Marg Witty /PS Scholarship Fund]			
2017-11-14	Cheque Deposit Assisted		17,000.00	[Foglove Fund]			
2017-01-13	Cheque Deposit Assisted		13,000.00	[Community Impact Fund]			
2017-11-01	RogersGroup		10,076.63	[Community Impact Fund]			
2017-11-24	Cheque Deposit Assisted		10,000.00	[Community Impact Fund]			
	Donation by Mail	- offset conference expense	5,014.35	[Community Impact Fund]			
2017-06-02	Donation by Mail	- offset conference expense	2,750.00	[Community Impact Fund]			
2017-07-20	Cheque Deposit Assisted		2,700.00	[Community Impact Fund]			
2017-11-10	Incoming Canada Helps		2,500.00	[Community Impact Fund]			
2017-05-01	Cheques Received At AGM		2,000.00	[Community Impact Fund]			
2017-11-24	Incoming Canada Helps		2,000.00	[Community Impact Fund]			
2017-10-03	Cheque Deposit Assisted		1,750.00	[Community Impact Fund]			
			1,500.00	[Community Impact Fund]			
			1,000.00	[Community Impact Fund]			
2017-05-01	Cheques Received At AGM		1,000.00	[Community Impact Fund]			

Date	Description	Memo	Amount	Fund
2017-07-13	Donor Cheques Received		1,000.00	[Community Impact Fund]
			1,000.00	[Community Impact Fund]
2017-10-16	Cheque Deposit Assisted		1,000.00	[Community Impact Fund]
2017-11-24	Incoming Canada Helps		1,000.00	[Community Impact Fund]
2017-10-03	Cheque Deposit Assisted		750.00	[Helping Hand Fund]
2017-10-19	Cheque Deposit Assisted		600.00	[Community Impact Fund]
2017-11-14	Chimp		514.41	[Community Impact Fund]
			500.00	[Community Impact Fund]
			500.00	[Community Impact Fund]
2017-11-16	Paul Rickett		500.00	[Community Impact Fund]
			500.00	[Community Impact Fund]
2017-01-20	Incoming Canada Helps		500.00	[Helping Hand Fund]
2017-10-25	David Podmore		393.00	[Community Impact Fund]
2017-04-21	Incoming Canada Helps		350.00	[Helping Hand Fund]
			333.00	[Community Impact Fund]
2017-11-24	Incoming Canada Helps		250.00	[BI Community Hall & Arts Centre Fund]
2017-11-24	Incoming Canada Helps		250.00	[Community Impact Fund]
			250.00	[Helping Hand Fund]
2017-11-17	Incoming Canada Helps		250.00	[Helping Hand Fund]
2017-11-17	Incoming Canada Helps		250.00	[Maggie Cummings Fund]
2017-01-09	Gifts Received By Mail		210.00	[Community Impact Fund]
			200.00	[Aaron Sluggett Scholarship Fund]
2017-06-16	Incoming Canada Helps		200.00	[Aaron Sluggett Scholarship Fund]
2017-05-26	Incoming Canada Helps		200.00	[Community Impact Fund]
2017-06-08	Gifts Received By Mail		200.00	[Community Impact Fund]
2017-07-01	Donation of BICS Volunteer of Year Award		200.00	[Community Impact Fund]
2017-08-01	Cheque Deposit Assisted		200.00	[Community Impact Fund]
2017-10-27	Incoming Canada Helps		200.00	[Community Impact Fund]
2017-11-14	Cheque Deposit Assisted		200.00	[Community Impact Fund]
2017-03-17	Incoming Canada Helps		100.00	[Aaron Sluggett Scholarship Fund]
2017-10-06	Incoming Canada Helps		100.00	[Aaron Sluggett Scholarship Fund]
2017-08-04	Incoming Canada Helps		100.00	[BI Community Hall & Arts Centre Fund]
	18 Gifts of \$100 each		1,800.00	[Community Impact Fund]
2017-11-24	2 Gifts of \$100 each		200.00	[Helping Hand Fund]
			75.00	[Community Impact Fund]
2017-11-17	Cheque Deposit Assisted		52.50	[Community Impact Fund]

Date	Description	Memo	Amount	Fund		
	4 Gifts of \$50 each		200.00	[Aaron Sluggett Scholarship Fund]		
	6 Gifts of \$50 each		300.00	[Community Impact Fund]		
2017-08-25	Incoming Canada Helps		50.00	[Helping Hand Fund]		
2017-10-27	Incoming Canada Helps		50.00	[Helping Hand Fund]		
2017-03-03	Incoming Canada Helps		40.00	[Community Impact Fund]		
			37.00	[Community Impact Fund]		
2017-11-24	Cheque Deposit Assisted		30.00	[Community Impact Fund]		
2017-01-13	Anon - 11 Gifts of \$25 each		275.00	[Aaron Sluggett Scholarship Fund]		
2017-10-13	Anon - 10 Gifts of \$25 each		250.00	[BI Golf Junior Scholarship Fund]		
2017-01-13	Anon - 12 Gifts of \$25 each		300.00	[Community Impact Fund]		
2017-11-24	Cheque Deposit Assisted		11.20	[Community Impact Fund]		
2017-11-24	Gifts Received By Mail		10.00	[Camp Bowen Society]		
2017-11-24	Cheque Deposit Assisted		10.00	[Helping Hand Fund]		
			\$ 108,782.09	\$ 67,601.00	2016 Comparative	
V/F Endowment Fund Distributions - Year to Date						
	[Aaron Sluggett Scholarship Fund]		1,527.89	1,069.30		
	[BI Community Hall & Arts Centre Fund]		6,754.26	5,456.84		
	[BI Golf Junior Scholarship Fund]		1,966.52	1,613.33		
	[Camp Bowen Society]		10.37			
	[Community Impact Fund]		13,491.10	10,892.46		
	[KKN Environmental Sustainability Fund]		229.5			
	[Maggie Cummings Fund]		11,976.17	10,098.84		
	[Marg Witty IPS Scholarship Fund]		1,889.91	705.33		
	OVERALL TOTAL		\$ 37,845.72	\$ 29,836.10	2016 Comparative	
Grand Totals			\$ 222,180.47	\$ 133,729.10		