

Record of Board Meeting #2017-02 on Feb. 28, 2017

Theme: "Gearing up for Grants"

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

TOPIC		DISCUSSION HIGHLIGHTS / DIRECTION & DECISIONS		ACTIONS
Quorum & Agenda		Quorum declared by Soren MOTION to approve Agenda & MOTION to approve Record of Meeting on January 24, 2017, with the following amendment: 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.		
1 Electronic Decisions		Recording of Electronic Decisions: None		
2 Chair's Report		<ul style="list-style-type: none"> Helping Hand Fund: transition to Cates Hill Chapel – Soren explained that they have the same concern as The Little Red Church in the tax interpretation of the 'purpose' of directed gifts. The relevant tax ruling essentially stipulates that a charity cannot take in resources and direct them (except as a 'qualified donee') to an individual, or organization. The receiving charity must have direction and control of its resources, including all of the charity's property and gifts received. It cannot receive 		Action #2017-05: Larry, Michael and David will liaise with David Orlikow to organise Strategic Planning event.

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	<p>gifts nor issue receipts for monies over which it has no control.</p> <p>However, the 'qualified donee' rule is a key exception to the general rule as stated. It allows charities to transfer funds to qualified donees (in our case a church) by deeming the qualified donee's activities to be those of the transferring charity. Thus it is appropriate for the church to receive a grant from the Foundation if the charitable purpose is congruent. The issue is 'control' and 'direction' as currently structured through the Helping Hand Committee.</p> <p>Thus, a solution to this issue, and to maintain the work of the Helping Hand, is for the Foundation to consider making a grant to the LRC and thus divest control. The purpose of the grant, and the church's charitable work are congruent. Though up to the Board of the LRC, it may choose to maintain the Helping Hand Committee as an advisory group.</p> <p>Soren has appealed to the Board of the LRC to consider making this modification to the delivery model of this charitable giving – reminding them that we share the same purpose of fostering a better community, and no better manifestation of that is exemplified by the work of the Helping Hand.</p> <p>He will update the board as negotiations move forward.</p> <ul style="list-style-type: none"> • AGM: April 28, 2017 – venue is booked and planning has commenced with Julia, Jen, Holly and Soren working through the details. • CFC conference: May 11 – 13, 2017 – full attendance with Holly, Larry, Soren and Jen H. registered and participating. As the Vancouver Foundation is the co-sponsor this will be a good opportunity for us to network. • Strategic Planning session: June 24, 2017 – facilitator and venue in place. Board co-ordinators will be Larry, Michael and David who will liaise with David Orlikow to organise event. • Vital Conversations: September 9, 2017 – Soren explained that the Strategic Planning session can occur in advance of the Vital Conversation event because Vital Conversation is about the community's voice and vision versus the Strategic Planning session, which is about 	

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	<p>the work of the board and its development, community engagement (fundraising) and prioritisation of granting.</p> <p>Jo provided a planning committee update thanking Holly for her assistance and advising that a working budget has been approved. She asked the board to ensure that they diarize September 9th from at least 10 am to noon and encouraged the board to participate as scribes and facilitators. Tom James will be our facilitator again, as he has the background and familiarity from facilitating the 2013 Vital Conversation event.</p> <p>Holly addressed the suggestion of combining the Vital Conversation Report with the Giving Campaign launch and Wine Tasting event (partnering with Paul Rickett and the Bowen Beer and Wine Store). She felt the wine tasting event is very much a social event which may best be combined with the launch of the Giving Campaign on October 26 (tentative date set by Paul). General consensus was that the Wine Tasting was a natural event to combine with our Giving Campaign Launch, with a highlight being a teaser to talk about the Vital Conversations Report to be released the following month. It was also agreed that we will use this event to widely promote our Giving Campaign.</p> <ul style="list-style-type: none"> • Camp Bowen Fund – the signed fund agreement and funds are pending. • The Bowen Island Health Centre Foundation – Soren advised this will be the next big fundraising campaign of note for our community and he has discussed at length with Tim Rhodes in what circumstances the Foundation could assist. Factors remain, as per Foundation policy, is there a 'material benefit' to the Foundation, and how would the Health Centre deal with donations received by the BICF if the campaign was not fully successful? Tim Rhodes is to propose terms under which BICF could assist, factoring the foregoing considerations. 	

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3 Administrator's Report	<ul style="list-style-type: none"> • Julia provided a report of her Sea to Sky Community Foundations meeting, stating how valuable it is to network, discuss sharing resources and see what other CF's are doing. This will be an ongoing monthly meeting. • Thanks to Holly for creating our LinkedIn Company page. • New Year's Eve offer by Bowen Lodge: Rick the manager of Bowen Lodge had offered to co-host a New Year's Eve black tie event with proceeds above costs going to the Community Foundation. The board generally didn't feel we had the capacity given the full slate of events this year. Julia will advise Rick that we would like to undertake to co-host the Wine Tasting event in October with the Bowen Island Beer and Wine Store instead. • Wine Tasting event in Beer and Wine Store April 14th – Good Friday: Paul has advised he'd like the Foundation to be the recipient of proceeds (typically \$75-\$150). All board members are encouraged to join Soren in supporting this event, proceeds to Community Impact Fund. <p>Christmas Potluck – traditionally held the first Tuesday in December (December 5th this year) with board members and spouses in attendance. Michael will check with Gayle and advise. Soren offered to host again if not. <i>(see attached report)</i></p>	
4 Treasurer's Report	<p>Michael reported on the Vancouver Foundation 2016 investment returns in comparison to 2012 – 2015 returns.</p> <ul style="list-style-type: none"> • Our capital appreciation is \$37,000 which means our capital value appreciates at around 4-5% per year after distributing funds. This exceeds the benchmark of 9. In essence the Vancouver Foundation is managing our funds very well. • Michael and Soren will meet and a report will be forthcoming at our March meeting <p>Michael advised the cash report will be forthcoming (see attached report)</p>	

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DISCUSSION HIGHLIGHTS / DIRECTION & DECISIONS		ACTIONS
<p>5</p> <p>Bowen Youth Report</p>	<ul style="list-style-type: none"> • Jen P. advised that Christine Walker has resigned from the BI Municipality to work for North Vancouver. As she was the key person in this endeavour, Shauna Jennings will now pursue this with John Stiver. The follow up event to the Bowen Youth Matter gathering (originally scheduled for February 24th) was cancelled. Jen will follow up on Christine's replacement and John Stiver with regard the skateboard board. <i>(see attached report)</i> 	
<p>4</p> <p>Grants Committee</p>	<ul style="list-style-type: none"> • Kim reported on the Community Impact Grants budget 2017: \$30K and the BICF scholarships 2017 budget: \$5K criteria as follows: There were 4 large applicants who applied to both the Foundation and Knick Knack Nook (KKN), therefore it was prudent to work with the KKN representative, Betty Dhont. The process has been fine-tuned and we now have established protocols as outlined on a one page summary sheet, so applicants were screened up front for compliance. We had a total of 14 applicants, resulting in a net of 11, as did KKN. 4 were common. We now have an informal policy - no double dipping. The process of creating a summary table has greatly facilitated initial decisions. As we were oversubscribed we had to be ruthless. We're now seeing that applications have become much stronger and more aligned to what we're working toward through our work. This year there were more big-ticket requests. The summary, plus the interview process ensures that it's about relationships and in some cases, meeting the applicants in person. There was discussion around the fact that the grants under consideration are very focused on youth, and how we need to communicate to the community the breadth of our grants over the last few years. In our future grants communications we need to accentuate that we've remained consistent with the vision of our Vital Conversation report in terms of a variety of granting over time. It was observed that in order to grow our donor base we need to embrace the silent population, the underserved pockets of our community. 	

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	<p>Decision #2017-09 "BE IT RESOLVED that:</p> <ol style="list-style-type: none"> the recommended Short-List be approved: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Project</th> <th style="text-align: right;">Amount Requested</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> <ol style="list-style-type: none"> A grant in the amount of \$2500 be awarded to the Community School Association for the Community Playground Equipment. The other three short-listed applicants be invited to attend Round #2 interviews on March 21. After the Round #2 interviews, the Grants Committee will recommend how to apportion the \$27,500 balance among the other three applicants. MOVED by Kim, SECONDED by Jen H. <p>The committee will present its final recommendations at the March meeting. <i>(see attached report)</i></p>	Project	Amount Requested	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	
Project	Amount Requested											
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											
6	Next Meetings											
	<ul style="list-style-type: none"> REGULAR BOARD MTG: Tuesday March 28 7:00 p.m. Jen H. to chair in Soren's absence (<i>Bowen Lodge Board Room</i>) AGM: Friday April 28 5:00 p.m. board photo shoot, 6:00 p.m. pre-AGM board meeting, 7 p.m. (<i>Cates Hill Chapel</i>) REGULAR BOARD MTG: Tuesday May 23 7:00 p.m. (<i>Bowen Lodge Board Room</i>) STRATEGIC PLANNING SESSION: Saturday June 24, 2017 10 a.m. – 2 p.m. (<i>Bowen Lodge "Bowen Room" main lodge</i>) REGULAR BOARD MTG: Tuesday June 27, 2017 7:00 p.m. <i>Bowen Lodge Board Room</i> 											



Administrator's Report - February 24, 2017

Website, social media and MailChimp

- grants: update website with new Call for Applications package, MailChimp e-blast and Facebook post
- website posts: Cove Commons announcement and photo
- analytics report attached - note the spike on website visits Jan 28th, after the e-blast and Facebook post

2017 Events Schedule Updates

Friday, April 28 th	Regular board meeting & AGM	Cates Hill Chapel
Saturday, June 24 th	Strategic Planning session (<i>facilitator: Gordon Orlikow</i>)	Bowen Lodge (Boardroom)
Saturday, September 9 th	Vital Conversation Event	Bowen Lodge (Bowen Room)
October	Giving Campaign Launch - Wine Tasting?	?
Sunday, December 31 st	New Year's Eve Event?	Bowen Lodge (Bowen Room)

- **AGM:** venue booked and food supplier confirmed
- **Strategic Planning Session:** facilitator and venue
- **Vital Conversation Event:** Venue booked
- **Giving Campaign Launch - Wine Tasting** event with Bowen Beer and Wine Store for discussion

General administration

- Attended Sea to Sky Community Foundations meeting -- highlights:
 - shared information around tools and resources for CRM systems, compared methods of sharing documents with board members and other software options
 - West Van knows of potential funding source to explore to support a regional CF hub with mentoring, some shared services etc.
 - discussed examples of CF collaboration
 - discussed getting our boards together to share stories and expertise, fund development or "community engagement" is a priority for most
 - next steps: regular monthly meetings to initiate collaboration
- executive meetings with Soren
- create and circulate event calendar which can be viewed here: [BICF 2017 Events Calendar](#)
- attend January board meeting, take notes, prepare and circulate record of meeting
- update and follow up 2016 Decisions and Actions document and create 2017 document
- order new director business cards, nametags, do web page updates with bios and photos and update director contact document (to be published after AGM)
- Grants: Bowen Phorum banner ad creation and placement, Undercurrent ad placement
- banking, payment processing, thank you letters, general communications



BOWEN ISLAND COMMUNITY FOUNDATION

Audience Overview

Jan 17, 2017 - Feb 23, 2017

Email Export Add to Dashboard Shortcut

This report is based on 100% of sessions. [Learn more](#) Greater precision

All Users
100.00% Sessions

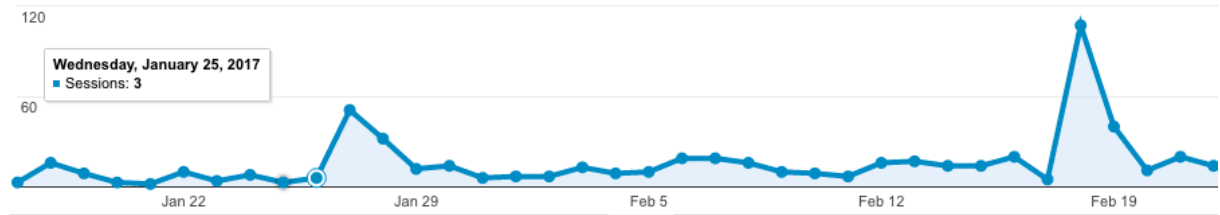
+ Add Segment

Overview

Sessions vs. [Select a metric](#)

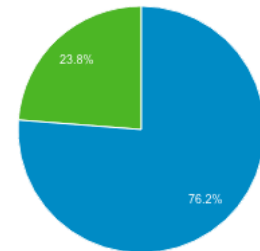
Hourly Day Week

Sessions



Sessions 589	Users 485
Pageviews 1,083	Pages / Session 1.84
Avg. Session Duration 00:01:29	Bounce Rate 68.25%
% New Sessions 76.23%	

New Visitor Returning Visitor



Demographics

Language

Sessions % Sessions



**BOWEN ISLAND
COMMUNITY
FOUNDATION**

Summary of hours

Month	Worked	Paid	Volunteer
September	52	33	19
October	34	33	1
November	39.75	33	6.75
December	23.50	33	-9.5
January	35.25	33	2.25
February (to Feb 24)	33.50	33	.5

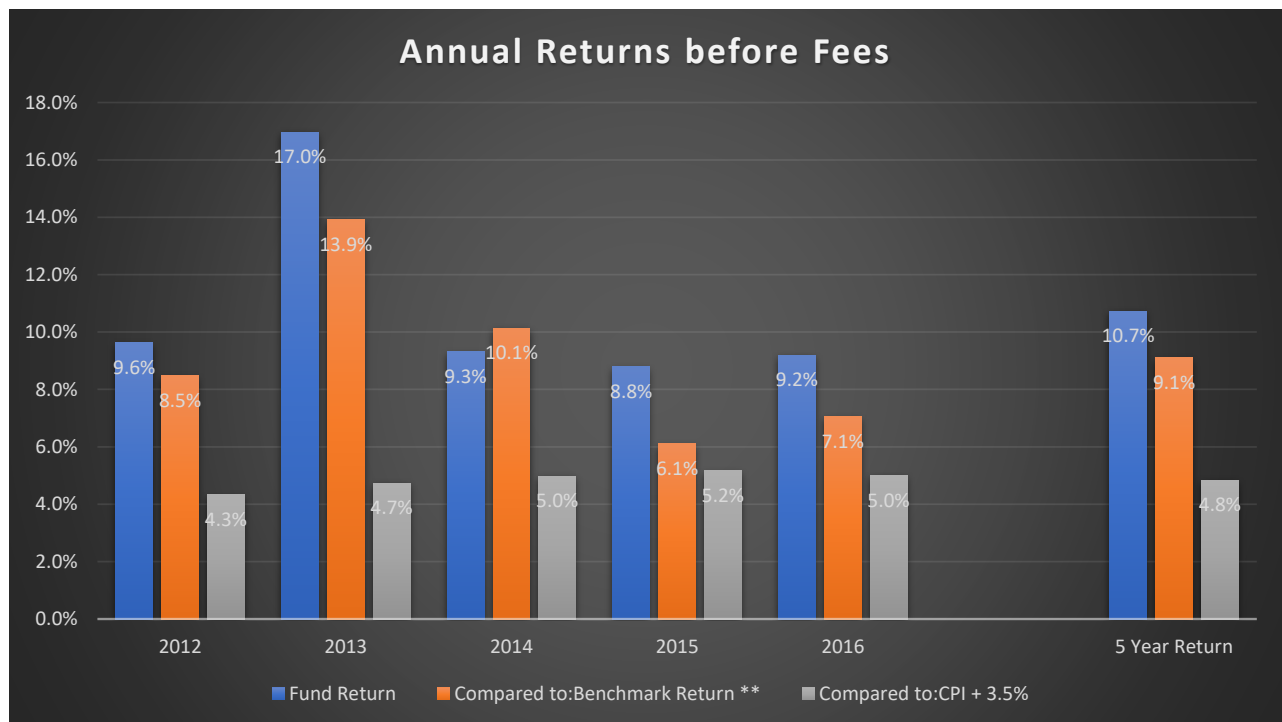
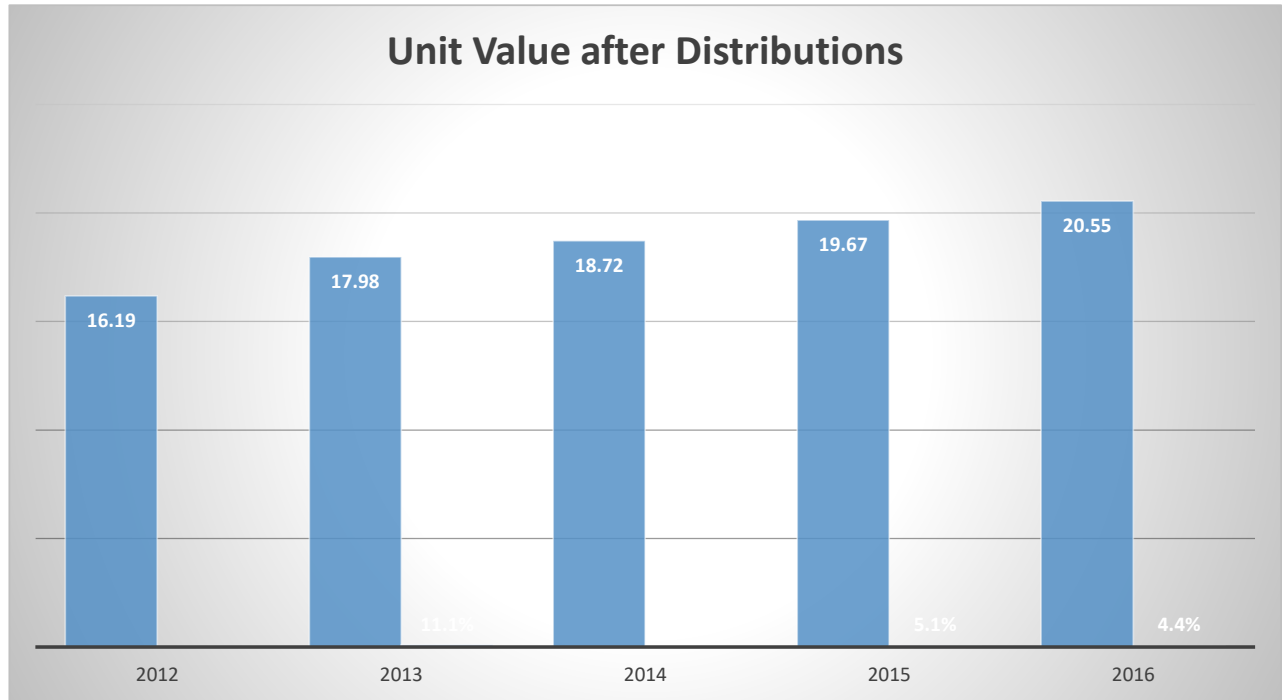


**BOWEN ISLAND
COMMUNITY
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Summary of hours

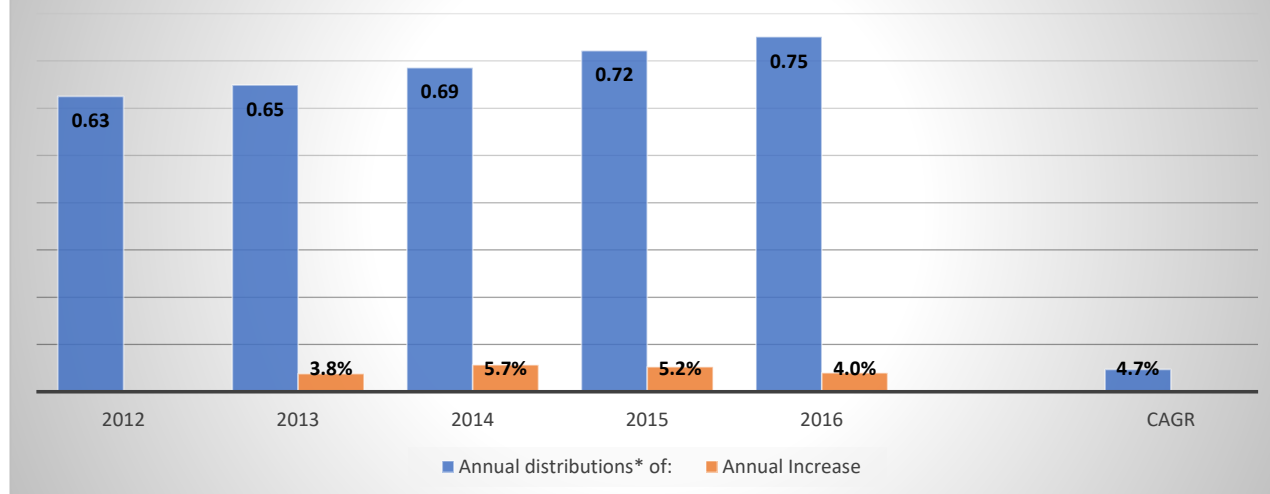
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Vancouver Foundation Investment Performance 2012 - 2016



Effective January 1, 2017, fees will be reduced by 0.5% from the current 1.15%.

Annual Distributions per Unit



Detail	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>CAGR</u>
Unit Value - afer distributions	16.19	17.98	18.72	19.67	20.55	6.1%
Annual Increase		11.1%	4.1%	5.1%	4.4%	
Annual distributions* of:	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>CAGR</u>
Annual Increase	0.63	0.65	0.69	0.72	0.75	4.7%
Annual Increase		3.8%	5.7%	5.2%	4.0%	
Annual Returns before Fees	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>5 Year Return</u>
Fund Return	9.6%	17.0%	9.3%	8.8%	9.2%	10.7%
Compared to: Benchmark Return **	8.5%	13.9%	10.1%	6.1%	7.1%	9.1%
Compared to: CPI + 3.5%	4.3%	4.7%	5.0%	5.2%	5.0%	4.8%
* Annual Distribution Formula						
70% prior year distribution after inflation plus 30% of "Spending Target", (currently 4%) od Fund Market value at June 30						
** Benchmark Composition						
S&P/TSX Capped Composite Index	21.5%					
MSCI World Index	32.0%					
FTSE TMX Canada Universe Index	24.0%					
Mortgage Index	5.5%					
Real Estate	7.0%					
Multi-Strategy Fund	10.0%					
	100.0%					

Investment Overview



When you establish a fund with Vancouver Foundation we pool your money with other donations, invest it prudently, and use a portion of the income generated by these investments to support hundreds of worthwhile charities throughout BC.

Investment Objective

Vancouver Foundation's investment policy is designed to optimize total returns, maximize distributions (the portion of income from your fund that is given out annually) and, at the same time, protect the capital against inflation.

Investment Options

When you create a fund with Vancouver Foundation you have two investment options:

1. The **Consolidated Trust Fund (CTF)** is a diversified balanced fund of equities, fixed income, real estate and multi-strategy funds. The majority of our funds are invested in the CTF.
2. The **Socially Responsible Investment (SRI) Fund** emphasizes companies that have strong environmental and social attributes, sound corporate governance, and screens out companies involved in the production of tobacco, military weapons and services, nuclear power utilities and uranium mining companies.

Investment Committee

To ensure the goals of Vancouver Foundation are met, an Investment Committee of volunteers with extensive knowledge in the investment field provides oversight and monitors investment performance. This committee is comprised of the following members: Tom Bradley* (Chair), David Christopher*, Robert Heinkel, Lisa Pankratz*, Dan Russell and Kelly Woodall. (*member of Vancouver Foundation Board of Directors)

The responsibilities of the Investment Committee include:

- ▶ Reviewing the Investment Policy Statements
- ▶ Reviewing asset allocation
- ▶ Monitoring risk and return by fund and by manager
- ▶ Monitoring compliance
- ▶ Recommending appointment/termination of investment managers

Fund Details

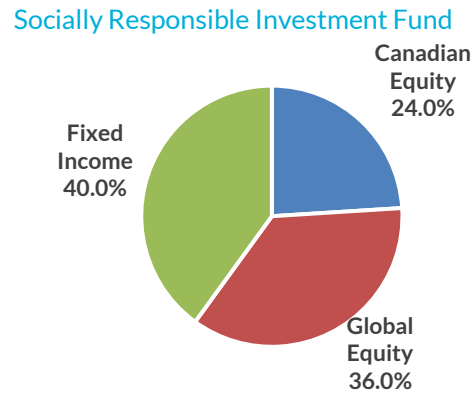
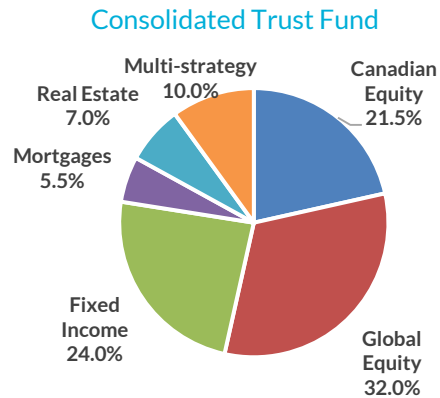
	CTF	SRI
Fund Type	Balanced	Balanced
Inception Date	1943	2002
Total Assets (December 31st, 2016)	\$1.1 billion	\$10.4 million
Cost Recovery Fees (up to \$10 million)	1.15% annually	1.15% annually
Cost Recovery Fees (portion of fund over \$10 million)	0.8% annually	0.8% annually
Distribution Allocation Frequency	Quarterly	Quarterly

[Continued next page >](#)



Asset Classes

To achieve the appropriate levels of risk exposure balanced against return expectations, our Investment Policy allocates investments to the following asset classes:



Investment Managers

Vancouver Foundation employs a multi-manager and multi-asset class structure in our investment portfolio. By spreading our funds over multiple firms we can select best-in-class money managers based on their areas of expertise and diversify our holdings across various asset classes and geographies.

Consolidated Trust Fund Managers

Equities

- ▶ Burgundy Asset Management (Can. & Global)
- ▶ CGOV Asset Management (Can.)
- ▶ Fidelity Investments Canada (Can.)
- ▶ Black Creek Investment Management (Global)
- ▶ Vanguard Investments

Fixed Income

- ▶ Phillips, Hager & North Investment Management
- ▶ PIMCO

Mortgages

- ▶ Greystone Managed Investments

Multi-Strategy Funds

- ▶ AQR Capital Management
- ▶ Polar Asset Management Partners
- ▶ PIMCO

Real Estate

- ▶ Bentall Kennedy (Canada)
- ▶ Integrated Asset Management

Socially Responsible Investment Fund Managers

Equities

- ▶ Guardian Ethical Management (Can. & Global)

Fixed Income

- ▶ Phillips, Hager & North Investment Management

Investment Performance To December 31st, 2016 (% annualized)

	1 year	3 years	5 years	10 years
CTF	9.19	9.10	10.73	6.03
SRI	5.73	8.43	9.15	4.98

Calendar Year Distributions

	2017	2016	2015	2014	2013
CTF (\$ per unit)	0.751	0.722	0.686	0.649	0.625
CTF (Distribution as % of market value*)	3.8%	3.7%	3.7%	3.8%	3.9%
SRI (\$ per unit)	0.759	0.720	0.673	0.400	0.400
SRI (Distribution as % of market value*)	3.7%	3.6%	3.4%	2.3%	2.4%

*Based on market value as at June 30th of the prior year. Figures prior to 2017 are based on September 30th of the prior year.

Rev 02/2017



Bowen Youth Matter!

An Invitation to imagine: your island, your community, your future.

What's your vision?

In October 2016, representatives from the Bowen Island Community Foundation, Bowen Island Municipality and the Community School Association met to discuss the possibility of hosting a Forum that would provide an opportunity for Bowen youth to have a voice in the community. Each agency had a desire to engage with the youth and by collaborating on this project, we could determine how best to understand and potentially meet the needs of Bowen youth.

Funding was provided by all three organizations with a significant amount coming from a grant received by the Municipality, from the First Credit Union, that sponsors the Leaders In Training program for youth every year.

The Forum was targeted for Bowen youth in grades 7-9 attending any public, private, or home schooling option both on and off-island. The objectives of the Forum were two-fold:

1. To create a space for local youth ages 12-14 to have a voice and to help identify ways to support youth on Bowen.
2. To identify from those attending, a core group of interested participants who could act as advisors to our respective organizations in order to follow-up on recommendations and outcomes from the Youth Forum.

Posters were created, meetings were held with administrators of the schools, communication took place with community organizations that work directly with youth, and one-on-one conversations were had with 85 youth who had volunteered in leadership roles in the past.

Thirty-three youth attended the “Bowen Youth Matter. An Invitation to imagine: your island, your community, your future. What’s your vision?” Forum on Friday, November 18, 2016 from 4:15-7:00 p.m. at the Bowen Island Youth Centre. The Forum was facilitated by Creative Toolbox Consulting with two facilitators working with the youth to think about a number of questions that would help form the basis of developing next steps of planning for youth on the island.

The evening began with Laughter Yoga and Communication games enabling the youth to feel comfortable and safe to share their ideas for the rest of the evening. It was a time to get to know new people and break the ice with youth may have been more shy or hesitant to participate.

The next step was to create a “Community Contract/Community Agreement” with the youth to determine how they could create a safe and secure space to feel heard, valued and seen that evening and in the coming years. The youth worked with the facilitator to develop “ground rules” on how everyone was going to communicate over the course of the workshop. A valuable tool, and one which the facilitator reminded everyone of throughout the process.

Finally, the youth were put to work in small groups to tackle a number of different questions. Using flip chart paper, markers and post-it notes, they worked together to answer the following questions:



1. *Where on the island/community do we like to hang out most?*
2. *Where on the island/in our community do we feel safe?*
3. *What areas are not youth friendly?*
4. *Sky is the limit! What does your ideal Bowen Island look like?*
5. *What do you want to see? Be doing? Be feeling?*
6. *What do we want to see in 3 years?*
7. *What mechanisms, spaces, services, resources are needed to achieve our 3 year goals?*
8. *What makes Bowen special?*
9. *What resources do we have that other communities do not?*

Finally, there was time for personal reflection. In silence and by themselves, youth were asked to think about the following:

1. *What do I care about? What matters to me?*
2. *How can I contribute my unique talents and gifts to Bowen youth and the larger community?*

What did we learn?

We learned a lot. All youth in attendance were engaged throughout the evening and participated in sharing their ideas and vision for youth on the island. Some of the recurring themes included:

- They are very connected to their community whether it is through organized activities or through our natural surroundings.
- They are interested in building amenities such as a skate park, bike park, pool, recreation centre, hospital and skating rink.
- They value our outdoor spaces and access to trails, forest, beaches, and uniqueness of being an island community.
- They care about family, friends, their education and nature.
- They expressed a strong emphasis on developing a wide variety of recreational opportunities.



The next step is to re-engage with those youth who expressed interest in being a part of taking this information and building on the ideas. The representatives from each of the organizations who hosted the event are planning an Open House to share the findings of the Forum and work with the youth on developing a three-year plan for development and implementation.



**BOWEN ISLAND
COMMUNITY
FOUNDATION**

DATE: February 28, 2017
TO: Board of Directors, BICF
FROM: Kim Stephens, Chair, Grants Committee
RE: **REPORT FROM GRANTS COMMITTEE**
2017 Community Impact Fund Grant Program

CONTEXT:

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

1. Timeline & Milestones for the 2017 Process (for reference purposes)
2. 2017 Round #1 Applications – Consolidated (for cross-reference purposes)
3. Round #1 Recommended Short-List
4. Knick Knack Nook Recommended Short-List (for information only)
5. Progress Report on Community Playground Equipment (for cross-reference purposes)

Item #3 is the primary focus of this report.

DISCUSSION:

The process is time-intensive.

We have been successful in finding ways to be efficient and effective to meet a demanding schedule. Most importantly, applicants are measuring up to our expectations in submitting compliant applications.

Community Impact Fund received 14 applications, of which 3 were rejected as ineligible & non-compliant. Knick Knack Nook received 11, of which 4 “big ticket” requests were identical to those for CIF applications. Hence, a policy consideration is not to permit “double-dipping”, unless there is a compelling reason.

CIF is over-subscribed.

The total amount sought by proponents is \$90,000. This compares with the available \$30,000. This means that a successful application must truly be convincing in providing value.

The foregoing compares with 9 applications and a “total ask” of \$71,000 in 2016.

In Round #1, we reviewed applications through this subjective lens:

- Is this a “good idea”, really?
- And if yes, is the “good idea” sufficiently compelling to go to a Round #2 interview?

We narrowed the short-list down to four (4) applications (total ask = \$41,500). Of these, three (3) will require interviews. The fourth, for the Community Playground Upgrade, will not.

In 2016, we short-listed four (4) applications (total ask = \$40,000) and shared \$25,000 among all four.

This report on Round #1 creates a “teachable moment” to inform and educate the new Directors about the granting process, how the committee assessed applications, and how we came to a consensus. The Committee has a new sound-bite: “Where will you install the plaque?”

RECOMMENDATIONS:

THEREFORE BE IT RESOLVED THAT:

1. The Recommended Short-List be approved:

Project	Amount Requested
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

2. A grant in the amount of \$2500 be awarded to the Community School Association for the Community Playground Equipment.
3. The other three short-listed applicants be invited to attend Round #2 interviews on March 21.
4. After the Round #2 interviews, the Grants Committee will recommend how to apportion the \$27,500 balance among the other three applicants.

Timeline & Milestones for the 2017 Granting Process

Wed, Jan 11	KKN Board meets & established \$20,000 budget for Small Grants Program	DONE
By Sun, Jan 22	Applications package & ads ready to go for: <ul style="list-style-type: none"> • Community Impact Fund (CIF) • Knick Knack Nook (KKN) Small Grants Program 	DONE
Tuesday, Jan 24	BICF Board established \$30,000 budget for Community Impact Grants	DONE
Thursday, Jan 26	Release the Application Package! Ad submitted to Undercurrent + banner ad + posts on Facebook (BICF page & Bowen Everything Else) + email to grant applicant community	DONE
Friday, Feb 3	Ad in <i>The Undercurrent</i> published	DONE
Monday, Feb 13	Round #1 "Good Idea" Applications received for Community Impact Fund (CIF), as well as for KKN Small Grants Program	DONE
Wed, Feb 22	Joint meeting of KKN & BICF grant committees - assess both sets of applications and develop Recommended Short-Lists for both programs	DONE
Tuesday, Feb 28	At Foundation Board Meeting: provide progress report on CIF Round #1 process and outcome	
By Mon, March 6	Successful applicants advised re CIF Round #2 shortlist, and interviews scheduled; Unsuccessful applicants also advised	
Tues, March 21	Interviews and deliberations about shortlisted CIF Round #2 applicants completed	
By Tues, March 28	At Foundation Board Meeting: Recommendations on winners made to Foundation board for ratification	
By Tues, April 11	Two weeks before AGM: Short-listed applicants notified – yes or no – and successful applicants invited to attend the AGM	
Friday, April 28	Foundation AGM: <ul style="list-style-type: none"> • Community Impact Grants winners announced • KKN Small Grants winners announced by KKN President 	

2017 Community Impact Grants – Recommended Short-List for Interviews (page 1 of 2)

Group or person applying	Project	Category	Money sought	Registered Charity	Good idea?	Max Grant Amount	Comments	Round 2 Interview?	
1	Bowen Island West Side Children's Park	Youth	\$15,000	Y BIM	Y	\$15,000	Interview would enable proper comparison with Bike Park application.	Yes	
2	Bowen Bike Park Working Group	Youth	\$15,000	Y BIM	Y	\$15,000	Interview would enable proper comparison with Children's Park application.	Yes	
3	Bowen Island Health Centre Foundation		\$15,000	Y BIM	N		Grant request is for payment of consulting fees!		
4	David J Adams		\$13,462	Y Bowen Island Arts Council	N		Who gets the money?		
5	Bowen Island Community School	Community Gathering Place	Range: \$7800 - \$9000	Y Either CSA or WSSD	Y	\$9,000	Has merit & would provide a definite community benefit.	Yes	
6	Caravan Stage Society		\$6,500	Y	N		In a word - No!		
7	Bowen Island Scouts Group		\$5,600	Y	N		Question whether the benefits are tangible.		
8	Bowen Island Seniors Housing Cooperative		\$3,500	Y SKY	N		Reluctant to fund maintenance work because would establish a precedent.		
9	B. I. Heritage Preservation Society		\$2,575	Y	N		Previously applied to KKN. A natural partner would be Rotary or Tourism Bowen.		
Sub-Totals									
									(\$39,000)

2017 Community Impact Grants – Recommended Short-List for Interviews (page 2 of 2)

Group or person applying	Project	Category	Money sought	Registered Charity	Good idea?	Max Grant Amount	Comments	Round 2 Interview?
10	Bowen Island Community School Association		\$2,500	Y	Y	\$2,500	High impact. Top-up funding to complete the project.	Not necessary
11	Bowen Island Adventure Film Festival		\$2,500	Y Bowen Island Arts Council	N		Same submission as in 2016 – no compelling reason to reconsider it this time Who gets the money?	
GRAND TOTALS			\$90,637			\$41,500		
Non-Compliant and Ineligible applications								
12	Ingrid Hauss		\$9,000	N				
13	Bowen Housing Network		\$5,000	N				
14	Noah Carson			N				
TOTAL SOUGHT			\$					

2017 Applicants for KKN Small Grants Program

Social Sustainability Grants – Recommended Short-List (updated Feb 24)

Money available in 2017: \$10,000

Group applying and contact person	Project	Money sought	Registered Charity	Decision	Amount Recommended	Notes
1. Bowen Island Health Centre Foundation	Bowen Island Health Centre	\$10,000	Yes BIM	No	0	Also applied to BICF Funding would be used for payment of consultants
2. Bowen Bike Park Working Group	Bowen Bike Park	\$10,000	Yes BIM	Yes	\$3,000	Also applied to BICF
3. Bowen Island Literacy Task Group	Knowing Our Place, A Reconciliation Initiative on Bowen	\$3,400	Yes Bowen Arts Council	No	\$1,440	
4. 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
5. Bowen Island Arts Council	On the Consequences of Hate Speech	\$1,500	Yes	Yes	\$1,500	
6. Bowen Children's Centre	No Child Left Behind	\$1,460	Yes	Yes	\$1,460	
7. Bowen Island Scouts Group	No One Left Behind	\$1,000	Yes	Yes	\$1,000	
GRAND TOTALS		\$30,560			\$10,000	

2017 Applicants for KKN Small Grants Program

Environmental Sustainability Grants - Recommended Short-List (Feb 22)

Money available for 2017: \$10,000

Group applying and contact person	Project	Money sought	Registered Charity	Decision	Amount Recommended	Notes
1. Bowen Island West Side Children's Park	Bowen Island West Side Children's Park	\$10,000	Yes BIM	No	0	Also applied to BICF
2. Caravan Stage Society	Normadic Tempest – a musical spectacle	\$6,500	Yes	No	0	Also applied to BICF
3. 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
4. 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		\$27,620			\$10,000	



**BOWEN ISLAND
COMMUNITY
FOUNDATION**

DATE: February 28, 2017
TO: Board of Directors, BICF
FROM: Kim Stephens, Chair, Grants Committee
RE: **REPORT FROM GRANTS COMMITTEE**
Community Playground Equipment
Funding Shortfall & Bridging Plan

CONTEXT:

In 2016, the Community Schools Association (CSA) applied for a \$5,000 grant toward replacement of the Community Playground Equipment.

Replacement was instigated by the West Vancouver School District, largely due to changing standards.

The grant application by CSA provided this perspective:

“Our school acts as a hub for the entire Island and a central area in this hub is the playground. The playground goes far beyond being just a playground to be used during school hours. It also serves as our Island hub for toddlers, parents, grandparents, and friends to gather after school, in the evenings, on the weekends or during soccer matches or other organized community events, which occur at BICS. The BICS playground is truly an Island-wide Community Playground. It is where we gather to be together!”

In January, CSA requested release of the \$5000 and at the same time asked about the possibility of an additional grant in the amount of \$2500 due to a shortfall in funding resulting from an increase in equipment prices (reference: accompanying email dated Feb 3/17).

CSA subsequently provided details of their bridging plan (reference: accompanying email dated Feb 6/17).

DISCUSSION:

The written record shows the level of accountability demonstrated by CSA.

The project and the project management are exemplary.

It would be both reasonable and a wise community investment to grant supplementary funding in the amount of \$2500 to help CSA offset the funding shortfall.

RECOMMENDATION:

A supplementary grant be awarded to the Community School Association from the budget for the 2017 Community Impact Grants Program.

Kim Stephens

From: Soren Hammerberg <sorenhammerberg@gmail.com>
Sent: Saturday, February 04, 2017 9:20 PM
To: Kim Stephens
Subject: Re: Community School Association - your request for release of 2016 CIF grant in the amount of \$5000

Perfect response Kim. Nothing promised and leaving the door open.

Soren

Sent from my iPhone

On Feb 4, 2017, at 3:43 PM, Kim Stephens <kimastephens@shaw.ca> wrote:

Hi Katherine, by copy of this email, I will advise the Foundation's Treasurer (Michael Cornelissen) of your request so that he can communicate directly with you to confirm the arrangements for electronic transfer of the \$5000 grant.

Regarding the second part of your email concerning a supplementary grant request, my one observation would be "nothing ventured, nothing gained".

Having said that, please be advised that I cannot pre-judge how such a request might be received by the Grants Committee in particular, and the Foundation Board in general. Context is everything, and much would depend on the nature and extent of competition from other groups with "good ideas".

For more information about the 2017 granting process, download the CALL FOR APPLICATIONS: <http://bowenfoundation.com/site/wp-content/uploads/2017/01/Call-For-Applications-2017.pdf>

Note that the deadline for submission of grant applications is 5pm on Feb 13. Grant awards will be announced at the Foundation's AGM on April 28.

<image001.jpg>

From: Katherine Gish [<mailto:foodies2@shaw.ca>]
Sent: Friday, February 3, 2017 12:08 PM
To: Kim Stephens <kimastephens@shaw.ca>; Shayle Duffield <shayle.duffield@gmail.com>; foodies2@shaw.ca
Subject: Community School Association - CF Impact Grant 2016

Good morning Kim;

We wanted to touch base with you on behalf of the Community School Association to discuss the grant of \$5000.00 the Community Foundation awarded us in April 2016.

We are very excited to be able to announce that the 3 Playground pieces we have been fundraising towards since September 2015 will be installed in the Bowen Island Community School Playground in March 2017!

Would now be an optimal time for the Community Foundation to be able to release the grant funds to the CSA? (Please refer to the email below, sent by Andrea Verwey to all of us in April 2016.)

The Playground Project team is very close to achieving our fundraising goals but we are still a ways away from that balanced budget. We have encountered additional expenses which arise primarily from the original quote for the 3 playground pieces in January 2015 becoming approximately \$10000.00 higher in the updated quote in January 2017. With this in mind the CSA is considering applying for a 2017 Community Foundation Impact Grant in the amount of \$2500.00. I wondered if you might have any insight around this and whether you feel it might be appropriate for us to approach the generous Community Foundation once again.

Thank you Kim and we look forward to hearing from you.

Warm regards,

Katherine Gish - CSA grant writer
Shayle Duffield - CSA Treasurer

Hi Katherine, it has been almost a month since the Foundation's AGM and I thought it would be timely to touch bases with you. How quickly time flies when everyone is busy.

Hopefully the fundraising efforts for the Community Playground continue to go well. My purpose in writing is to let you know that the Foundation is in the process of developing an accountability protocol that will make it easy for grantees to report out on their project progress. This requirement will kick in once we have paid out the grant.

For the Foundation's cashflow management purposes, it would be helpful to know when you anticipate requesting payment of the \$5,000 grant. Simply put, in which calendar year and quarter will you need the money - 2016 or 2017?

Thanks in advance for this information.

Kim Stephens

From: Kim Stephens <kimastephens@shaw.ca>
Sent: Monday, February 06, 2017 9:08 AM
To: 'Katherine Gish'; 'Shayle Duffield'; 'Soren Hammerberg'; 'Michael Cornelissen'
Subject: RE: CSA - your request for release of CIF grant & your "accountability report"

Hi Katherine, thank you so much for your comprehensive report. CSA has clearly demonstrated accountability.

On behalf of the Foundation Executive, we appreciate the thoroughness of the information presented below.

Now I will hand off to Treasurer Michael to complete the arrangements for release of the \$5000.



**BOWEN ISLAND
COMMUNITY
FOUNDATION**

Kim Stephens
Director
Chair, Grants Committee
kim.stephens@bowenfoundation.com
604-947-2911

From: Katherine Gish [<mailto:foodies2@shaw.ca>]
Sent: Monday, February 6, 2017 6:52 AM
To: Shayle Duffield <shayle.duffield@gmail.com>; Kim Stephens <kimastephens@shaw.ca>; Soren Hammerberg <sorenhammerberg@gmail.com>; 'Michael Cornelissen' <macornelissen@shaw.ca>; foodies2@shaw.ca
Subject: CSA - CF grant

Good morning Kim, Soren and Michael;

Thank you for your email, we appreciate your swift response on the snowy weekend we had on Bowen!

In answer to your question on how we are bridging the fundraising shortfall for the playground project, here it is:

The timeline of the Playground Project began in September 2015 with a very clear goal of installation in Spring 2017. The plan is to have the work take place during the Bowen Island Community School March break, which is of two weeks duration beginning mid-March. This timeline was chosen as being an optimal and necessary time due to the school being closed during installation.

Part of this installation process involved coordinating with WVSDistrict for both the removal of the old equipment and the installation of the new pieces. The primary players in the process are: BICS, WVSD Facilities and Habitat Landscape Structures. Everything needs to fall into place at the same time to maximize the cost effectiveness of the project in a minimal amount of time with the least disruption as possible.

At the CSA Board meeting in December 2016 we looked at the CSA Playground Budget reserved funds and made the decision that, based on that amount, we were confident that we were able to proceed with ordering the Playground pieces. In our full belief and in commitment to the Playground Project the CSA Board of Directors agreed to the following:

- a.. That any necessary funds required to bridge the funding of the playground project would be drawn from the CSA general operating funds and when possible, we would postpone funding some of our other budgeted legacy items such as supporting the Homework Club (\$1250) and supporting Community Use of the BICS rentals (\$750). Once we reached our funding goals and requirements for the Playground, we would proceed in supporting our other worthy community items.
- b.. This decision was made to ensure that all of the components and timelines mentioned above to complete this project were able to be carried forth

In your grant award letter to us in April 2016 you very kindly talk about how impressed you were by our perseverance in raising such a large sum over a number of years. As of February 5, 2017 the CSA currently holds \$44,252.00 in our Playground reserved funds account. The entire cost of the project is estimated at \$51,636.00. We have an additional estimated \$7384.00 to raise to complete the project. The January 2017 quote from Habitat Landscape Structures, the playground supplier, is approximately \$10,000.00 higher than the original quote in January 2015. This just keeps us working a little harder to achieve our goal! We feel that we are simply the "keeper of the funds" but that it is the incredible show of financial support from the community of Bowen Island that builds this playground!

In addition, we have in our 2016/17 projected playground budget the following fundraising goals:

- a.. A cherry blossom bag sale and donation drive at the Ruddy Potato on February 8 and 9 from 3:00 - 5:00 pm
- b.. CSA and PAC Community Art Show which will run at the Gallery for 2 weeks in April - proceeds from sales
- c.. Smooth Stones Foundation grant written in December 2016 - if successful, notification is received in May
- d.. BIM Grant in Aid grant due February 28 2017 - if successful, notification is received in April
- e.. BICF grant due February 13 2017 - if successful, notification is received in April

We have worked extremely hard these past 2 years on the Playground Project and are very optimistic that we will achieve our necessary fundraising goal.

We would be delighted to share with you our CSA Playground Budget and our CSA 2016/17 General budget if you would like to see copies. (You will also have that opportunity as part of our grant application to you, should we be successful in reaching Stage 2:)

We look forward to extending an invitation to the Community Foundation for our Wrap Up Gala for the Playground Project which will occur at the conclusion the the CSA/PAC Community Art Show. Details soon!

Thank you so much for your time and interest.

Warm regards,

Katherine Gish
CSA Grant Writer

Shayle Duffield
CSA Treasurer