

Record of Board Meeting #2017-05 on May 23, 2017

Theme: "Strategic Session and Vital Conversations Events Planning"

VENUE:	Bowen Lodge Boardroom	PARTICIPANTS:
DURATION:	7:00 pm – 8:20 p.m.	1) Soren Hammerberg 2) Neil Boyd 3) Henry Campbell 4) Michael Cornelissen 5) Holly Graff 6) Jennifer Hall 7) Julia McCaig 8) Jennifer Pardee 9) David Podmore 10) Kim Stephens
CHAIR:	Soren Hammerberg	NOT ABLE TO ATTEND:
RECORDER:	Julia McCaig	11) Joanne Gassman 12) Larry Lunn
		GUESTS: Sheree Johnson, Edward Wachtman and Tom James

TOPIC	DISCUSSION HIGHLIGHTS / DIRECTION & DECISIONS	ACTIONS
Quorum & Agenda	Quorum declared by Soren MOTION to approve Agenda and MOTION to approve Record of Annual General Meeting on April 28, 2017 MOVED by Soren SECONDED by Jen H. MOTION to approve Agenda and MOTION to approve Record of Regular Meeting on April 28, 2017 MOVED by Soren SECONDED by David	
1 Electronic Decisions	Recording of Electronic Decisions: None	
2 Vital Conversations Update	Vital Conversations Event - Saturday, September 9 th 9:00 a.m. to 1:00 p.m. (<i>Bowen Lodge</i>) Holly introduced Tom James our facilitator for the event, as well as Sheree Johnson and Edward Wachtman who will write the report and update BICF	

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	<p>branding. She explained that this discussion was to define our role as the Community Foundation – which is to host and listen and encourage visioning. We want the Community to imagine what the community could be and how we can support that. Housing is an issue – but what role do we play? How can we encourage others to address the needs that arise from this event?</p> <p>Tom James commented that he's pleased to see the accomplishments since our 2014 Vital Conversations event and believes that, based on that success, we won't be faced with poor attendance, rather with keeping the number of attendees in line. He felt we would be starting from afresh this time, establish the things that worked and give recognition to the community, then build from where we are now. The process won't be new, but the content will be.</p> <p>Highlights of group discussion:</p> <ul style="list-style-type: none"> - start with a synopsis of what we did last VC event - provide a visual display of what the issues were at the time and how we've addressed them - this is a highly structured event in which the message to the community is to ensure that the community understands we want to inspire and support others but are not there to make it happen – Foundations are funders not implementers. We need to provide leadership very subtly. - the community atmosphere at the time of the last VC was very politically divided and public communication was poor; the plea was that we as a community needed help with public discourse in a very turbulent time. The Foundation was a catalyst for change and since the change of tone of the council since the last VC event, the municipality began to take a more proactive role in the community. The change on council was pivotal in the success of last VC. - our branding became apparent around the VC – politics were divided and this allowed us to showcase good leadership, governance and communications there was a spiralling effect – all of a sudden the 		

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<p>3 Chair's Report</p>	<p>Foundation had a face in the community.</p> <ul style="list-style-type: none"> - since VC our granting process became more efficient with the use of social media, our website – our story was being told. There were many different factors on why the Foundation became what it is today – and it will be interesting to see current expectations. - there is a big hole between funding and teasing out the groups to implement – can we play a role in assisting these groups? - we provide the networking – but we don't have the resources to guide people through them, rather it's about inspiring people in the room - we could have topic area champions, similar to our Ambassadors. - a couple of themes of our community are “we have got each other's back” and “our community comes together in times of need”. - we need to create a space to allow stakeholders to have their needs met (including council as they are an important part of the community) – we have to be able to facilitate that process. - we want to get to their emotions – what would Bowen feel like? - Tom reiterated the importance of the facilitation process/training – it allows us to think through what our stakeholder needs are. We need to be listening deeply – all board members are encouraged to participate in the facilitation session. 	<p>Action #2017-16 Set up of Camp Bowen Fund on website and Canada Helps form Julia</p> <p>Action #2017-17 Set up FCU Fund. Mandate to be determined Michael and Jen H.</p>
<p>3 Chair's Report</p>	<p>2017 AGM review</p> <ul style="list-style-type: none"> - What worked/what did not – the consensus was that the AGM was a success - Thoughts for 2018 <p>Set up of Camp Bowen Fund on website/Canada Helps</p> <p>Set up First Credit Union Fund</p> <ul style="list-style-type: none"> - Mandate to be determined 	<p>Action #2017-16 Set up of Camp Bowen Fund on website and Canada Helps form Julia</p> <p>Action #2017-17 Set up FCU Fund. Mandate to be determined Michael and Jen H.</p>

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	<p>Discussion of “Conflicts”</p> <ul style="list-style-type: none"> - Board policy discussed. The responsibility of directors is to dedicate their volunteer time on island to the BICF. Though any director is welcome and encouraged to donate personally to any and all island causes, there is a responsibility to assist the BICF in its mandate to raise flow-through and endowment funds - BICF donor lists are confidential and the property of the Foundation. All directors have signed confidentiality acknowledgements. - Soren has had discussions with other groups involved in fundraising and reminded the board about our existing policy on point. All enquiries for fundraising should be directed to Soren to ensure consistency in response. <p>Review of 2017/18 Board Committees</p> <ul style="list-style-type: none"> - changes as noted on attached Committee Listing document <p>Chair Succession Discussion</p> <ul style="list-style-type: none"> - importance was stressed by board, decision was made to incorporate into a separate meeting to be set at a later date. <p>Wine Festival</p> <ul style="list-style-type: none"> - Thursday, November 2nd Evergreen Hall - organizing committee: David, Soren, Jen P., Michael with Julia to assist 		
4	Governance Committee Report	<ul style="list-style-type: none"> - Filing of Annual Report 2017 is complete - Filing of Societies Act transition application is complete - Appointment of 2017/18 Officers has been determined 	
5	Helping Hand Committee	<p>Soren reported on the meeting of May 5 with Shelagh McKinnon and Bob Andrew. The Bowen Fire Fighter’s are not a part of the Fire Fighters’ Burn Fund/Ian Thompson so using the Burn Fund is not an option at this point. Firefighter’s do give out help to community - do it through gift cards?</p> <p>Discussion of administrative fee of up to 10%. Current options being pursued:</p> <ol style="list-style-type: none"> 1. transition our constitution as required 2. obtain legal advice on “the qualified donee” stipulation (can it be amended allowing direct support of HH beneficiaries, without a “community partner”?) 	<p>Action #2017-18</p> <ol style="list-style-type: none"> 1. Transition our constitution as required Henry 2. Obtain legal advice on “the qualified donee” stipulation Action #2017-19

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		(can it be amended allowing direct support of HH beneficiaries, without a "community partner"?) David
		Then, upon receipt of initial legal feedback, confirm opinion from Clark Wilson, LLP Soren
6 Administrator's Report	No items other than Vital Conversations Event and Strategic Planning Session to report on and have been discussed (report attached)	
7 Communications Committee	Spring newsletter items confirmed and newsletter in progress	Action #2017-20 Newsletter release by first week of June Jen & Communications Committee
8 Grants Committee	Scholarship matrix is being developed by Henry	Action #2017-21 Develop Scholarship and Grants Matrix Henry & Kim
9 Treasurer's Report	2017 Financials YTD were presented (report attached)	
10 Strategic Planning Session	Strategic Planning Session - Saturday June 24 th Bowen Lodge 9 am – 1pm plus dinner that evening (6pm) at Soren and Liz's home for the board and significant others – Liz will arrange potluck - 6pm Dave provided an update on meeting with Gordon Orlikow and suggested that we do a brief survey to create a follow up to the action plan for 2018/19. He provided the following outline of topics the session should address:	Action #2017-22 Circulate suggested questions, agenda and request feedback. David

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	<ul style="list-style-type: none"> - succession - recruitment - capacity - competing demands in the community - future operations – Helping Hand Fund - BICF profile - address perception of BICF as “elite” - opportunities for engagement of the Island’s communities - board matrix of skills - geographic board representation - elevator pitch - conflict of interest guidelines - what does success in 2018/19 look like? - volunteer resource capacity - 2018 + 2019 annual campaigns - role of the Foundation (in increasingly competitive market) - funder of community initiatives - community leader/initiator <p>After some discussion Dave suggested that rather than the survey, he prepare an agenda, suggested questions and request feedback. He’ll discuss with Gordon and report back.</p>	
11	Next Meetings	
	<ul style="list-style-type: none"> • STRATEGIC PLANNING SESSION: Saturday June 24, 2017 10 a.m. – 2 p.m. (<i>Bowen Lodge “Bowen Room” main lodge</i>) (Potluck dinner to follow at Soren and Liz’s at 6pm) • REGULAR BOARD MEETING: Tuesday June 27, 2017 7:00 p.m. <i>Bowen Lodge Board Room</i> • REGULAR BOARD MEETING: Tuesday, July 25, 2017 7:00 p.m. <i>Bowen Lodge Board Room</i> • VITAL CONVERSATIONS ORIENTATION SESSION: Thursday, August 22, 2017 6:30 p.m. – 9:30 p.m. <i>Artisan Eats Café</i> (<i>No regular board meeting in August!</i>) 	



**BOWEN ISLAND
COMMUNITY
FOUNDATION**

Administrator's Report – May 19, 2017

(for period March 22 – May 19)

Website and social media

- Facebook and website posts – AGM (grants, cover photo), CFC Conference Belong 2017, baby Keith Campbell announcement
- analytics report attached

General administration

- attend Executive, Vital Conversations and Grants Committee meetings and coordinations/communications related to same
- AGM event management and communications including sideshow presentations, venue, equipment, staffing, photographer, food, budget, advertising and invites
- attend March and April board meetings, take notes, prepare and circulate record of meeting and update Decisions and Actions document
- banking, payment processing, thank you letters, general communications

Summary of hours from contract start (September 1, 2016) to date

Month	Worked	Paid	Monthly Volunteer	Total Volunteer
September	52	33	19	19
October	34	33	1	20
November	39.75	33	6.75	26.75
December	23.50	33	-9.5	17.00
January	35.25	33	2.25	19.25
February	39	33	6	25.25
March	30	33	2.5	27.25
April	87	33	54	81.25
May (to May19)	34	33	1	82.25



**BOWEN ISLAND
COMMUNITY
FOUNDATION**

2017 Events Schedule Updates

Tuesday, May 23	7:00 PM	Regular Board Meeting	Bowen Lodge Boardroom
Saturday, June 24 (daytime)	10:00 AM - 2:00 PM	Strategic Planning Session (facilitator: Gordon Orlikow)	Bowen Lodge Boardroom
Saturday, June 24 (evening)	5:00 PM	Potluck Dinner Hosted by Soren & Liz	Soren & Liz's home
Tuesday, June 27	7:00 PM	Regular Board Meeting	Bowen Lodge Boardroom
Tuesday, July 25	7:00 PM	Regular Board Meeting	Bowen Lodge Boardroom
Tuesday, August 22	7:00 PM	Regular Board Meeting	Bowen Lodge Boardroom
Saturday, Sept 9	10:00 AM - 12:00 PM	Vital Conversation Event	Bowen Lodge "Bowen Room"
Tuesday, September 26	7:00 PM	Regular Board Meeting	Bowen Lodge Boardroom
October	7:00 PM	Giving Campaign Launch - Wine Tasting Event?	Bowen Lodge "Bowen Room"
October 2017	7:00 PM	Regular Board Meeting	Bowen Lodge Boardroom
November ?	?	Vital Conversation Report Release Event	?
November 2017	7:00 PM	Regular Board Meeting	Bowen Lodge Boardroom
December	7:00 PM	Christmas potluck with spouses hosted by Michael & Gayle	Michael & Gayle's home



BOWEN ISLAND COMMUNITY FOUNDATION

Audience Overview

Mar 22, 2017 - May 18, 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

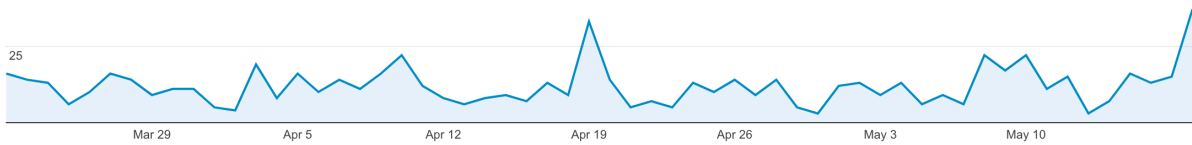
Overview

Sessions vs. Select a metric

Hourly Day Week Month

Sessions

50



Sessions

695



Users

543



Pageviews

2,606



Pages / Session

3.75



Avg. Session Duration

00:01:48

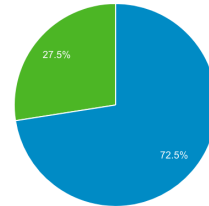


Bounce Rate

31.80%



New Visitor Returning Visitor



Detailed Fund Balances	Total	Aaron Sluggett Memorial Scholarship Fund	Bowen Island Golf Association Junior Scholarship Fund	Bowen Legacy Fund	Bowen Island Youth Fund
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Period ending May 23, 2017

Bowen Island Community Foundation Funds

Opening Balances January 1	438,563	7,411	2,827	237,134	8,903
Gifts - Not Received	9,202	-	-	-	-
- Registered Charities	40,000	-	-	-	-
- Tax Received	21,262	450	100	-	-
VF Endowment Fund Distributions a	-	-	-	-	-
Investment Income	3,273	27	10	2,542	32
Administration Fees Earned	200	-	-	-	-
	<u>512,500</u>	<u>7,888</u>	<u>2,937</u>	<u>239,676</u>	<u>8,935</u>
Administration Fees Paid	-	-	-	-	-
Operating Expense	(9,831)	(16)	(3)	-	-
Community Grants	(222,300)	-	-	(145,000)	-
Scholarships and Bursaries	-	-	-	-	-
Transfers to VF b	(49,000)	(9,000)	-	-	-
Transfers From (To) Other Funds	-	-	-	-	-
Closing Balances - May 23 A	<u>\$ 231,370</u>	<u>\$ (1,127)</u>	<u>\$ 2,935</u>	<u>\$ 94,676</u>	<u>\$ 8,935</u>

Vancouver Foundation Funds

Opening Balances January 1	732,805	26,568	39,511
Transfers from BICF b	49,000	9,000	-
Investment Income	-	-	-
VF Endowment Fund Distributions a	-	-	-
Closing Balances - May 23			
Book Value B	<u>\$ 781,805</u>	<u>\$ 35,568</u>	<u>\$ 39,511</u>
Market Value Dec 31, 2016 C	<u>\$ 885,891</u>	<u>\$ 32,108</u>	<u>\$ 47,787</u>

Combined Closing Balances					
Book Value A+B	\$ 1,013,175	\$ 34,441	\$ 42,446	\$ 94,676	\$ 8,935
Market Value A+C	\$ 1,117,260	\$ 30,982	\$ 50,721	\$ 94,676	\$ 8,935

Operating Expense	Actual	Budget	GRANTS	Legacy Fund
Administrators Remuneration	3,333	10,000	Library Annex	<u>145,000</u>
Advertising & Promotion	749	5,000		
Annual General Meeting	941	3,000		
Bank Charges	37	500		
CanadaHelps Fee	82	1,500		
Conference Expenses	2,748	3,000		
Donor Appreciation	38	5,000		
Insurance	756	760		
Education and Training		50		
Licences Memberships & Dues	125	1,100		
Office Supplies & Expense	747	3,000		
Postage & Courier	275	1,000		
Program Expense	-	1,200		
Travel Expense	-	390		
Strategic Planning Conference	-	2,000		
Vital Conversations	1,943	17,000		
	<u>11,773</u>	<u>54,500</u>		

Schedule A

Bowen Island Community Hall and Arts Centre Fund	Camp Bowen Society	Community Impact Fund	Helping Hand Fund	Knick Knack Nook Environmental Sustainability Fund	Maggie Cummings Community Legacy Fund	Marg Witty IPS Scholarship Fund
6,561	-	144,844	12,949	5,774	8,808	3,352
-	6,469	2,733	-	-	-	-
-	-	10,000	5,000	25,000	-	-
-	-	19,612	1,100	-	-	-
-	-	-	-	-	-	-
24	-	526	47	21	32	12
		200				
6,585	6,469	177,915	19,096	30,795	8,840	3,364
-	-	-	-	-	-	-
-	-	(9,773)	(39)	-	-	-
-	-	(55,000)	(700)	(20,000)	(1,600)	-
-	-	-	-	-	-	-
(5,000)	-	(25,000)	-	(10,000)	-	-
-	-	-	-	-	-	-
\$ 1,584	\$ 6,468	88,143	\$ 18,356	\$ 795	\$ 7,240	\$ 3,365
135,541	-	261,463			231,873	37,849
5,000	-	25,000			-	-
-	-	-			-	-
\$ 140,541	\$ -	\$ 286,463			\$ 231,873	\$ 37,849
\$ 161,341	\$ -	\$ 313,894			\$ 291,024	\$ 39,736
\$ 142,124	\$ 6,468	\$ 374,606	\$ 18,356	\$ 795	\$ 239,113	\$ 41,214
\$ 162,925	\$ 6,468	\$ 402,037	\$ 18,356	\$ 795	\$ 298,264	\$ 43,101

DONATIONS	Community Impact Fund	GRANTS	Knick Knack Nook
Sitka	Not Receipted 10,000	Solar Array	4,000
Donor A	Receipted 13,000	Bowen Court	6,000
Donor B	Receipted 2,000	Bike Park	3,000
Donor C	Receipted 1,000	KnowOurPlace	1,440
Donor D	Receipted 1,500	Flash Freezer	1,600
Donor E	Receipted 1,000	Hate Speech	1,500
Other	Receipted 1,112	No Child Left	1,460
	<u>19,612</u>	No One Left	1,000
			<u>20,000</u>
GRANTS			
Childrens' Centre	10,000		
BICS Playground	5,000		
W Side Childrens Park	25,000		
Bike Park	4,000		
BICS Projector	8,500		
Playground Equipment	2,500		
	<u>55,000</u>		