

Record of Board Meeting #2017-07 on July 25, 2017

Theme: "Review of Constitution and By-laws and Helping Hand Decision"

VENUE:	Bowen Lodge (Main Lodge)	PARTICIPANTS:	
DURATION:	7:00pm – 7:50pm	1) Soren Hammerberg 2) Neil Boyd 3) Michael Cornelissen 4) Joanne Gassman 5) Jennifer Hall 6) Julia McCaig 7) Jennifer Pardee 8) Kim Stephens	
CHAIR:	Soren Hammerberg		NOT ABLE TO ATTEND:
RECORDER:	Julia McCaig		9) Henry Campbell 10) Holly Graff 11) David Podmore 12) Larry Lunn

TOPIC	DISCUSSION HIGHLIGHTS / DIRECTION & DECISIONS	ACTIONS
Quorum & Agenda	<p>Quorum declared by Soren MOTION to approve Agenda and MOTION to approve Record of Meeting of July 27, 2017 MOVED by Soren SECONDED by Jo.</p>	
1 Electronic Decisions	<p>Recording of two Electronic Decisions:</p> <p>a. Helping Hand Fund:</p> <p>The Finance Committee resolved to open an account with First Credit Union (FCU) to facilitate confidential Grants to be made through the Helping Hand Committee while we are in transition with our Constitution and By-laws.</p> <p>The Foundation has raised \$8,000 so far from Island philanthropists that do not require a tax receipt. This will allow us to continue the work of the Helping Hand during the transition.</p> <p>The Helping Hand Committee will be advised that the budget is \$6,000, with a residue to carry over to next year. In the fall when the non-profit organizations on island convene, we will look to the</p>	

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	<p>Helping Hand Committee to step forward and act as our community partner. Effective now, the committee is back in business.</p> <p>A Resolution is needed to open this account; hence: 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>b. Revision to the Roles, Duties and Responsibilities policy: 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> <p><i>Current Policy:</i></p> <p>8. Terms of Directors and Officers:</p> <p>iii) The positions of Chair, Vice Chair, Treasurer and Recorder are appointed by election of the Board for terms effective at the Annual General Meeting. The Vice Chair, Treasurer and Recorder are appointed for a term of two years, renewable up to four consecutive terms. The Chair is appointed for one four year term.</p>	

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	<p><i>Proposed Revision:</i></p> <p>iii) The positions of Chair, Vice Chair, Treasurer and Recorder are appointed by election of the Board for terms effective at the Annual General Meeting. The Vice Chair, Treasurer and Recorder are appointed for a term of two years, renewable up to four consecutive terms. The Chair is appointed for one two year term, renewable by mutual consent of the Chair and the Board, for up to two consecutive one year terms, in addition to the initial two year term.</p> <p>8.1 Past Chair:</p> <p>By invitation, the retiring Chair may be appointed by the Board for a term of one year, as Past Chair, mutually renewable by the Past Chair and the Board, for a period not exceeding the cumulative time served as a Director, Chair and Past Chair of eight years, in accordance with paragraph 8 (ii) herein. The Past Chair will serve as a Director, not an Officer of the Board".</p>		
2	Chair's Report	<p>Action Plan 2017:</p> <ul style="list-style-type: none"> - Report from Gordon Orlikow (<i>report attached</i>) - Approval of Action Plan 2017 - Allocation of action items to respective Committees <p>The question was raised as to whether there is any correlation of Vital Conversations and the Action Plan. If so, should we incorporate the two and prioritize the VC before finalizing the Action Plan?</p> <p>Discussion: it was decided to share Orlikow's report with Sheree Johnson and Edward Wachtman to provide them with more background as to our strategic discussions moving forward. They already have the 2015-16 as amended Action Plan.</p> <p>Our current Action Plan requires incorporation of legal advice pending meeting with Norton Rose.</p> <p>Julia and Soren will meet to distill the report, pull out of it what we can and come up with a recommendation to sub-committees and timelines.</p>	<p>Action #2017-27 Provide draft 2017 Action Plan to Sheree and Edward for their information Jo</p> <p>Action #2017-28 Meet and distill Strategic session notes and come up with a recommendation to sub-committees and timeline for action items. Julia & Soren</p>

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	<p>The Board determined that once Vital Conversations was complete and the legal process determined after consulting with Norton Rose, that they should meet as an entire board to review all three components to finalize the Action Plan.</p> <p>The Strategic planning workshop was essentially a brainstorming session – and some of the notes needed explanation. Michael will contact Gordon Orlikow to get some clarification on initials and other items.</p> <p>Maggie's Story 20 copies now on hand for potential donor gifts</p> <p>Pending Meeting with Michael Blatchford of Norton Rose on August 2nd Soren advised the Board that costs would be approximately \$9K. He was instructed by the Board to pursue the following:</p> <ul style="list-style-type: none"> i) Membership ii) Granting scope iii) CRA approval of any material change to constitution <p>Wine Tasting/Giving Campaign Launch Soren suggested the committee meet in the latter part of September between VC and the September Board meeting as the event is November 2nd. Jo advised we'd have the highlights of the VC report at that time, but that the report wasn't expected from Sherree and Edward until the end of November.</p>	<p>Action #2017-29 Contact Gordon Orlikow to get some clarification on initials and other items in his report. Michael</p>
<p>3 Joint Finance and Governance Committee meeting</p>	<p>Joint Committee Meeting – July 27, 2017 Soren summarized the consensus of the joint committees, that our “membership” determines we are a public foundation, thus our “membership” should probably be limited to our Board of Directors as constituted at any time. Our current “membership” is much broader and we have not been compliant in maintaining a register. We will require advice to “clean up” our past “membership” to essentially start fresh with the revised by-laws.</p> <p>The second issue – changing our mission to become a “hybrid”. This means we would not only be a fundraiser but a grantor. The HH issue is driving this</p>	

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	<p>discussion.</p> <p>As a grantor we would become subject to pressure from every charitable organization on island - potentially being questioned and petitioned on every grant. This could create problems for our Board going forward.</p> <p>In the end the two committees came to the conclusion to let the HH find a community partner in the absence of which, we would consider funding a charitable partner to assume the HH. A concern for us is that the HH community partner issue is causing us to deviate from our constitutional mandate. Our mandate is to raise endowment funds and thus to become a grantor outside of a community charitable partner is a material change.</p> <p>Soren and Larry to discuss these matters with Michael Blatchford of Norton Rose with a draft constitution and by-laws pending for board discussion.</p> <p>Another community charitable organization should be asked to adopt the HH. This will provide a good opportunity to explain to other community charitable organizations the role of the Foundation. By not changing our mandate to become a grantor, this may alleviate concerns that the Foundation is a competitor.</p> <p>HH has an interim solution, the Friends of the Foundation, which allows us to find another partner for them.</p> <p>Larry has advised the HH sub-committee by memo of the particulars of the "Friends of the Foundation" and encouraged the sub-committee to meet and continue their work.</p> <p>Municipal Partner Discussion: Can the Municipality operate the Friends of the Foundation? The Municipal Core Funding submission to Council deadline is July 31. This was raised in the context of the Municipality potentially becoming a funding partner. The BICF had approached Kristen Watson (the municipal Treasurer) previously, with no support for such an initiative, the concern being that BIM could be seen to be handing out tax generated proceeds through the HH.</p>	<p>Action #2017-30 Action Plan Minutes to be supplemented by Larry's memo to HH sub-committee. Larry</p>

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	<p>Discussion: Possibly the Christmas Hamper is the ideal partner for the HH. Further discussion with Christmas Hamper on point. Jen H. will meet with Pernille Nielsen to discuss further.</p> <p><i>(July 27, 2017 Record of Meeting of Finance & Executive attached)</i></p> <p>Decision #2017-19 "MOTION to approve July 27, 2017 Record of Meeting of Finance & Executive and Nominations & Governance Committees." MOVED by Soren SECONDED by Kim.</p>	<p>Action #2017-31 Contact Pernille Nielsen to discuss further. Soren & Jen H.</p>
<p>4 Vital Conversations Update</p>	<p>Jo gave a brief update on the Vital Conversations planning, advising that wave one invites were sent and responses are coming in, with wave 2 pending. We had 25 names confirmed so far and the lottery tool was in place to gather names from the community when ready.</p> <p>The Board was reminded of the date: Saturday September 9th 9:00 a.m. to 1:00 p.m. at Cates Hill Chapel.</p>	
<p>5 Helping Hand Committee</p>	<p>Helping Hand update:</p> <p>Soren advised that the Helping Hand Committee/Fund was up and underway, that the committee was working and that the "Friends of the BICF" Account at FCU was approved as per Electronic Decision in 1 a) above. The Chair and Treasurer are to become 'members' remitting \$25.00 each to obtain shares in FCU.</p>	
<p>6 Administrator's Report</p>	<p>Julia reported on the Kelowna CFC Regional Gathering September 28-29, advising that she was attending and that there were two hotel rooms paid for by the Vancouver Foundation, but no other travel expenses provided. Soren added that this event was targeted at staff and that no requirement was on the Board to attend. <i>(Administrator's Report attached)</i></p>	

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<p>7 Next Meetings</p>	<ul style="list-style-type: none"> • 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> • VITAL CONVERSATIONS EVENT: Saturday, September 9, 2017 Cates Hill Chapel 9:00am – 1:30pm • REGULAR BOARD MEETING: Tuesday, September 26, 2017 7:00 p.m. <i>(Bowen Lodge boardroom)</i> • REGULAR BOARD MEETING: Tuesday, October 24, 2017 7:00 p.m. <i>(Bowen Lodge boardroom)</i> • WINE TASTING/GIVING CAMPAIGN LAUNCH: Thursday, November 2, 2017 <i>(Evergreen Lodge)</i> 	
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**BOWEN ISLAND
COMMUNITY
FOUNDATION**

Administrator's Report – July 23, 2017

(for period June 26 – July 23)

Website

- research tool for lottery draw for Vital Conversations event

General administration

- Kelowna Regional CFC gathering booking
- Meeting with Barbara McMillan re: Sea to Sky CF's and BCIT Fundraising program
- Chocolate Soiree at Cocoa West
- Coordinate and attend Executive and Executive/Governance committee meetings and prepare minutes for same
- Vital Conversations – ongoing committee meetings, catering and venue coordination, MailChimp blasts of invitations
- Attend June board meeting, take notes, prepare and circulate record of meeting and update master decisions and actions document
- Thank you cards, general communications

2017 Events Schedule Updates

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	Cates Hill Chapel
Tuesday, September 26	7:00 PM	Regular Board Meeting	Bowen Lodge Boardroom
October	7:00 PM	Giving Campaign Launch - Wine Tasting Event?	Evergreen Hall
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**

Summary of hours from new contract start July 01 to July 23, 2017

Month	Worked	Paid	Monthly Volunteer	Total Volunteer
July (to July 22)	56	50	6	6

Summary of hours from contract start September 1, 2016 to June 30

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	47.75	33	14.75	96.00
June	72.00	33	39.00	135

Bowen Island Community Foundation, Strategic Planning Session

June 24, 2017 - Bowen Lodge by the Sea

Key:

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

1. Introduction

Objectives	<ul style="list-style-type: none"> • Check progress / update action plan • Clarity around success indicators including identification non-financial success measures HG • Define target for relative mix small and large gifts • Create one sentence elevator pitch for BICF • Clarify place of BICF relative to other Island causes • Priorities: <ul style="list-style-type: none"> ○ Create multi-year planning horizon [x3 LH, KAS] ○ Competition vs control vs collaboration [x5 JP, JG]
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2. Review 2016-17 Action Plan

Wins	<ul style="list-style-type: none"> • Brand awareness up • Fundraising up 40% - both \$ and increased number of donors. High proportion of Islanders who contribute; estimate about 10% • Julia! • Granting process more efficient and smoother • Website and enhanced communication • Vital Conversations
Open Opportunities	<ul style="list-style-type: none"> • Campaign: <ul style="list-style-type: none"> ○ Consistent donor appreciation / recognition ○ Higher profile for launch of campaign ○ Create a multi-year big audacious goal ○ Link this process to Vital Conversations ‘17 • Needs: <ul style="list-style-type: none"> ○ Addressing needs of marginalized groups; how to recruit champions to address priority community

	<p>needs. Eg., no coalition in place re strengthening health care, youth and seniors also need a voice</p> <ul style="list-style-type: none">• How to mobilize participation and work with other Island partners; issue partly trust?<ul style="list-style-type: none">○ Help rationalize administration & effort of 30+ Island groups; eg., professional development○ Lessons for BICF from United Way?○ What is the role for the municipality relative to BICF; approach as a key partner [DRP]
Missed / Remain Opportunities	<ul style="list-style-type: none">• Youth Council & engagement• Foundation reputation still evolving• Are gifts tied to specific communities?• Jealousy from other groups

3. Review and Confirm or Amend the four “Pillars”:

Pillar A: **Leaders in Community Philanthropy**

<p>Leaders in Community Philanthropy</p>	<ul style="list-style-type: none"> • Larger endowments keep the lights on; currently provide 5% of BICF income LH • Grants: <ul style="list-style-type: none"> ○ Build the profile of BICF in smaller grants ○ Include in Terms of Reference for Helping Hands; outlet for marginalized individuals? ○ Neighbourhood small grants not practically relevant. Creative options: <ul style="list-style-type: none"> ▪ Create own ▪ Drive people to Vancouver Foundation ▪ Partner with muni’s “innovation” grants ○ Be cautious re “mission creep” ○ What are the targets for investment if had discretionary funds? ○ Does Foundation always need to be recognized? HBC • Small or retail grants: <ul style="list-style-type: none"> ○ How to grow the non-directed community impact fund? Small donations now go to specific pots. Small gifts need to stay with “Canada Helps” ○ Restrict range of options for non-major gifts? Emphasize community impact. ○ BICF success likely displaces donations to smaller groups ○ Create segmented marketing approach to smaller donors • Engagement & Needs Identification: <ul style="list-style-type: none"> ○ Youth Council launched but limited progress represents a continued opportunity ○ Relationship and communication with Municipality (staff and council). Concern that respective mandates must be honoured. ○ Share Vital Conversations • Priorities: <ul style="list-style-type: none"> ○ Still evolving definition of Foundation role; good idea vs need ... what is community impact? ○ Systemic issues pose complex challenges; eg
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	<p>homeless [x2]</p> <ul style="list-style-type: none">○ Role for BICF in pro-actively sponsoring specific fundraising efforts; eg, health clinic, partner with The Orchard on mental health [x4]○ How will BICF handle an “elephant” unrestricted endowment? Presumably Vital Conversations will guide that. [x5]
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Pillar B: Engaged Donors

Engaged Donors	<ul style="list-style-type: none">• Donor pipeline:<ul style="list-style-type: none">○ '17 campaign launch SF○ To what extent should BICF wish to engage with “retail” donors? Builds brand but need to simplify donation process. Currently largely goes to designated needs. Outreach more possible given small size of Island; set ambitious target for participation.○ Mid-term pipeline of major endowments. Need to have some risk management given Soren’s unique role. Ensure at last annual contact.• Recognition:<ul style="list-style-type: none">○ Donor recognition<ul style="list-style-type: none">▪ Wine festival▪ Cocktail reception○ Discrete recognition for major donors. Typically family-focused. Home delivery or a ready-made meal? Donor wall? Donor bio (< 150 words)○ Recognition <u>and</u> stewardship• Community impact scholarships• Role for targeting where donations go? Eg. Playground vs seniors• Priorities:<ul style="list-style-type: none">○ Are there gifts / endowments BICF would turn down? Need a gift acceptance policy [x3]○ Identify improved mechanism for monthly donors○ Strategic priority is to embrace entire community. Tactical considerations are how to operationalize?
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Pillar C: Strong Foundation

<p>Strong Foundation</p>	<ul style="list-style-type: none"> • Governance <ul style="list-style-type: none"> ○ Board Governance, structure, recruiting, succession (KAS) <ul style="list-style-type: none"> ▪ Is Chair succession clear? ○ More clarity about perceived role and face of BICF ○ Partners (aligned mission) does not equal collaboration (opportunistic engagement) ○ Clarify definition of a “member” ○ Draft policy or guidelines to address desired level of administrative overhead ○ Opportunity for a longer term strategic plan • Roles & Responsibilities <ul style="list-style-type: none"> ○ Resources are stretched to stay close to prospective major donors. Can donor services be more formalized and carve out more of a role for individual directors? ○ Address professional development needs of board and staff ○ Address hours for Julia ○ Are Ambassadors being well-used? Role, training, responsibilities. Big pool of prospective candidates in the 40-50 former directors of BICF. [DRP] • Priorities: <ul style="list-style-type: none"> ○ Create key messages / language for donor recipients [Sx2] ○ With higher BICF profile, increased instances of co-opting BICF brand. Need a gate-keeper policy which delineates in part the groups or individuals the Foundation will collaborate with [x3] ○ Identify by-law and constitution revisions to potentially broaden scope of granting ○ Educate donors re community needs; role for donor services; influence direction of grants [DRP, O]
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Pillar D: **Compelling Story**

<p>Compelling Story</p>	<ul style="list-style-type: none"> • Collaboration with “Storytellings” to define and promote BICF brand • Vital Conversations ’17 central to setting grants priorities • Current gap with social media. Best platform for retail audience? • Tie fundraising goals to specific objectives thereby supporting communication about “help us to achieve these objectives” • Highlight diversity of funding. How well is BICF responding to the needs identified in Vital Conversations? HG • Profile grant recipients and results • Success story – recount “transportation” from VC #1. Champion was recruited. Became an opportunity to fund. • Metrics: <ul style="list-style-type: none"> ○ Ambitious targets might disenfranchise smaller groups. Keep metrics internal. ○ Communication message required for admin overhead; notes on financial statements ○ Quantify impact of a \$ invested [x4] <ul style="list-style-type: none"> ▪ # of recipients ▪ How grant was used ▪ # of grant applications and from where – can identify gaps • Expand donor base • Priorities: <ul style="list-style-type: none"> ○ Elevator pitch required for BICF [x3] ○ Be more pro-active with communications; eg, children’s centre and the wine festival
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4. Discussion Topics not otherwise categorized

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

**Record of Finance & Executive & Nominations & Governance Committees
Meeting #2017-07 on July 12, 2017**

VENUE:	Bowen Lodge (Boardroom)	PARTICIPANTS:	NOT ABLE TO ATTEND:
DURATION:	7:00pm – 8:45pm	1) Soren Hammerberg	8) Jennifer Hall
CHAIR:	Soren Hammerberg	2) Michael Cornelissen	
RECORDER:	Julia McCaig	3) Joanne Gassman	
		4) Julia McCaig	
		5) David Podmore	
		6) Kim Stephens	
		7) Larry Lunn	

TOPIC	DISCUSSION HIGHLIGHTS / DIRECTION & DECISIONS	ACTIONS
1 Review existing Constitution and Bylaws	<p>Purpose This meeting is to follow up on the preliminary discussions at our Board meeting of June 27th. The principal issues relate to our growth and capacity to absorb legacies with Trust conditions that do not necessarily align with our current funding capacity (use of charitable sector on Island).</p> <p>In addition, we deferred to this joint committee meeting the manner in which we should identify the increased operating costs relating to Administration and Legal expenses.</p> <p>Further, the Board needs our consideration of the issue of "membership" to instruct Counsel. Precipitating these discussions is the on-going issue of the Helping Hand and our inability to advance this Fund without change to our legal structure. Presently, the Helping Hand committee has stopped meeting.</p> <p>Committee members were requested to review our Constitution and By-laws in advance and note in particular where the written documents are not aligned with the way we operate.</p>	

Record of Finance & Executive & Nominations & Governance Committees

Meeting #2017-07 on July 12, 2017

TOPIC	DISCUSSION HIGHLIGHTS / DIRECTION & DECISIONS	ACTIONS
	<p>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</p>	
	<p>The purpose of this discussion is to identify areas of conflict from our current operations and identify areas where legal advice is needed.</p> <ul style="list-style-type: none"> - while board directors have been considered members under our current bylaws, there has never been a membership roster of any kind to record current and/or past board members - it was determined that we need to pass a resolution to remove all previous directors from membership standing and start with a clean slate of just current directors <p>Discussion point: "Membership" How do we wish it defined? What are the administrative issues of a large or small membership? What should be the scope of our membership (regional discussions)? Is it inconsistent for a "Community" Foundation to have a limited, and admittedly easier to administer, membership.</p> <ul style="list-style-type: none"> - group did not want the general community to have membership - any current board director is a member - policy for nominations gives structure as to who should be on board – full vote of board is required for new members thus qualifying them as not only a Director but a "member" - nominating committee to create a policy outlining these parameters and scope of future directors - members being on board – it's in our Constitution - discussion ensued around having a second layer of governance, ie a board of governors. David commented he had experienced this in another organization and it became unwieldy – he suggested we 	<p>Action #2017-27 To refer to nominating committee for further discussion and policy recommendation Soren</p>

Record of Finance & Executive & Nominations & Governance Committees

Meeting #2017-07 on July 12, 2017

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	<p>steer away from that structure</p> <ul style="list-style-type: none"> - it was discussed that having a past chair stay on for 2 year period of overlap provides a voice at the table and continuity of mission and vision - our mandate says to build endowment funds for the purpose of... <p>If we evolve as a Granting entity (referred to as a hybrid Foundation), what is the impact to our role on Bowen Island? We would not be partnering with other charities. There has already been identified that we are perceived to be adversely impacting other charities in their fund raising. Does it matter how we are viewed? Is there an impact on our donor base? Will we be viewed as elitist (is that a bad thing)?</p> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> - if we become a hybrid we become both a fundraiser and grantor - we're growing beyond current capacity – Helping Hand is an example - there is no charity that does what the Helping Hand does - United way is the safety net for charities everywhere else – we don't have that on Bowen so that's what the Helping Hand represents - Helping Hand is more of a PR endeavour on behalf of the Foundation - our constitution has to allow us to grow and expand particularly if large legacy donations come in - how do we control the direction of the board when there are multiple competing events/organizations? - by eliminating the condition of qualified donee then we and the future board will be saddled with responsibility as to who can fund - we need to support issues which are important - we need to detach ourselves from the donee partner - on Bowen we fill a gap 	

Record of Finance & Executive & Nominations & Governance Committees

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	<p>Assuming we agree to modify our "purpose" and apply to become a hybrid, what happens in the interim with Helping Hand? The responsibility is ours. It is entirely consistent that if we evolve to become our own granting institution that we do not rely upon other charities to partner our initiatives.</p> <p>Discussion Point: Interim funding of Helping Hand The issue is whether we attempt to raise funds from philanthropists who may not require a tax receipt allowing Helping Hand to be funded directly. How can this be done confidentially? Suggestion, to raise \$5 to \$10K in this manner to see the Helping Hand through until our revised status is complete? It is recognized that the best part of this initiative is a highly functioning committee that is at risk of losing momentum and relevance.</p> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> - can we put it out to community asking for community to help support us? - let community know we have funds for this purpose thus encouraging other organizations/individuals to step up to the plate - Maybe we consider not funding Helping Hand? - Shelagh would be conflicted - why can't we just invite the community? - why don't we provide seed capital for a given purpose? - someone could register an entity then we could direct funds - you can probably modify our scope - it is worth a conversation with the lawyer that we need to proceduralize this - if we changed our scope to take it away from the partner organizations are we seen as not being expansive or sufficiently willing to become expansive – could this also be our protection? 	

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TOPIC	DISCUSSION HIGHLIGHTS / DIRECTION & DECISIONS	ACTIONS
	<p><i>Conclusion:</i> We've come back to perhaps wanting to preserve the qualifying donee with the possibility of, in specific defined circumstances, granting directly. Is this possible? Let's let the lawyer guide us on that. In our current by-laws we're limited to that.</p> <p>Discussion point: Increase in costing Budget items 2017 \$64,500. In addition, we have approved a further \$6K in the cost of the Administrator and up to \$15K for legal expenses.</p> <p>Do we create a separate fund i.e. Operations? This is principally a matter of optics as the Financials will not be any different. Is it possible to amortize legal expenses beyond the current fiscal year? The issue is really one of transparency and whether we wish to readily acknowledge the increased costs of the Foundation to properly meet the needs of current and future donors. Essentially, we are positioning ourselves to be able to absorb a wider range of legacies.</p> <p><i>Discussion:</i></p> <ul style="list-style-type: none"> - Helping Hand doesn't have any money to give out – we could continue the work of the Helping Hand by creating a pot of non – tax receipted funding - Kevin can set up an account comprising Friends of the Foundation – - 4-5 donors could put money in - structure could be an unincorporated association – just "5 guys" - 2 signors need to be credit union members - letter stating purpose of account and its use - when cheques written it will be drawn on account of "Friends of the Foundation" - we have raised \$8K - \$10K which will go into that pot – 4-5 people 	<p>Action #2017-28 To seek input and direction from council Soren & Larry</p> <p>Action #2017-29: Open account with First Credit Union named "Friends of the Foundation" Michael</p>

Record of Finance & Executive & Nominations & Governance Committees

Meeting #2017-07 on July 12, 2017

TOPIC	DISCUSSION HIGHLIGHTS / DIRECTION & DECISIONS	ACTIONS
	<p>involved – no lineage to thee cheques to payee – give this funding to Helping Hand and they would dispense</p> <ul style="list-style-type: none"> - This solution can be presented to the Helping Hand committee as a bridge – Friends of the Foundation have made this possible for a year – then someone will have to step up to the plate – this is transitional, an interim solution. We are seen as the funder – this could be an exit strategy or ...we could just continue - Larry will meet with Helping Hand Committee and advise - We can convene a meeting when we put it out to these other groups – this fund can be explained as coming through the Foundation but not the Foundation itself – it's through the generosity of some citizens that became aware of the plight of the Helping Hand who approached by the Foundation... - let the Helping Hand Committee know we are planning to convene a meeting of the not for profit societies and groups on Bowen but in the meantime we've come up with this. - Should this be for a defined period of time or comprise a finite dollar amount? Until Dec 31st?? - Helping Hand Committee needs to be part of the meeting of the societies and groups – this information needs to come from their committee and they need to explain that we're just a funder and we need someone to take this over <p>How do we deal with increased administrative fees?</p> <ul style="list-style-type: none"> - should we set up a separate fund for admin fees - do we need to go to community and ask for operating funds? - can we set up an operating fund and ask people to donate to it? This ideas would not be well received – requests for funds to support operations generally aren't 	<p>Action #2017-30: Meet with Helping Hand Committee and advise Larry</p>

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	<ul style="list-style-type: none"> - we can't say 100% of what you donate flows out to the community - dedicated donors want to ensure that expense are covered – no need to set up a separate options fund – just say certain donors have contributed specifically to operations <p>Larry offered to provide feedback on financial segment of Bylaw amendments and attend with Soren to Michael Blatchford's office</p>	<p>Decision 2017-31: no separate operations fund, but donations to be "earmarked" for administration and where appropriate, to delineate extraordinary expenses on the financial statements.</p> <p>Michael</p>