

Record of Board Meeting #2017-08 on September 26, 2017

Theme: "Planning for Giving Campaign"

VENUE:	Bowen Lodge (Boardroom)	PARTICIPANTS:	NOT ABLE TO ATTEND:
DURATION:	7:00pm – 8:49pm	1) Neil Boyd	11) Soren Hammerberg
CHAIR:	Jennifer Hall (<i>Acting</i>)	2) Michael Cornelissen	12) David Podmore
RECORDER:	Julia McCaig	3) Henry Campbell	
		4) Joanne Gassman	
		5) Holly Graff	
		6) Jennifer Hall (<i>Acting Chair</i>)	
		7) Julia McCaig	
		8) Jennifer Pardee	
		9) Larry Lunn	
		10) Kim Stephens	

TOPIC	DISCUSSION HIGHLIGHTS / DIRECTION & DECISIONS	ACTIONS
Quorum & Agenda	<p>Quorum declared by Jennifer H.</p> <p>MOTION to approve Agenda and MOTION to approve Record of Meeting of July 25, 2017</p> <p>MOVED by Michael SECONDED by Neil</p>	
1 Electronic Decisions	<p>Recording of Electronic Decisions:</p> <p>Decision #2017-20: (e) "to relieve poverty by providing temporary emergency financial assistance to impoverished and low income individuals and families on Bowen Island, British Columbia who are suffering as a result of unemployment, injury, illness or severe personal financial hardship".</p> <p>Be it Resolved to add (e) to the Constitution of the BICF and to seek CRA approval thereof.</p> <p>MOVED by Michael, SECONDED by Jo</p>	
2 Treasurer's Report	<p>Michael submitted financial report 2017 Year to Date (copies attached) and walked through a detailed explanation of these. He advised that backups were retained by him as well as Julia, both locally and in the cloud.</p>	
3 Chair's Report (in absentia)	<ul style="list-style-type: none"> • August 24th 2017 correspondence from Norton Rose. This provides an encapsulated summation of the steps involved in addressing our "Membership" issue and the revisions to the Constitution to address the Helping Hand Fund. On the listing noted, we are currently working on Items 2 and 3. • CRA Amendment to Constitution. Approved by Governance 	

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		<p>Committee. Drafts attached for discussion</p> <ul style="list-style-type: none"> • Met with Anne Silberman and smoothed over the Wine Festival change to BICF • Met with Kevin Manning of FCU. Received \$5K, designation of Fund pending • Met with two prospective donors, both interested in establishing Funds. Stay tuned. • Holly met with Soren, family interested in setting up endowment fund – should be in place by end of year • Mary Letson initiative revisited: see memo. In summary she needs to create her own charity, or set it up on a non charitable basis or approach Caring Circle • append special resolution meeting to the next meeting • Reconciliation in Action Canada helps – Board decided that we would promote occasional articles on our website/social media, but only if CFC endorsed them 	
4	Strategic Plan	<p>Dave and Soren have met and reviewed latest draft which was circulated for discussion.</p> <p>Board decided we will take each item to the relevant committee for discussion and decision will be made by each committee regarding relevance of item, and plan will be made to deal with actionable items</p>	<p>Action #2017-55 Amend Strategic Plan to show committees responsible and recirculate to Board. Julia</p>
5	Featured Artist Program	<p>Jen H., Larry and Soren met to discuss this initiative going forward (see <i>attached memo</i>). Jen H reviewed minutes of the meeting with Guthrie Gloag and he's in agreement for us to use a photo of one of his sculptures – perhaps the Mastodon or something more Bowen such as a deer or heron. He has many photos which are print ready and will send them to Jen H. for decision.</p> <p>There was discussion around having an auction or an event, crediting and appreciating the artist in what will now be called our “BICF Featured Artist Program”. Guthrie Gloag will be announced at the April 2018 AGM as the new Featured Artist. The Mastodon was discussed as the preferred sculpture to use on our cards/in communications. A group hike to see the sculpture, led by Jen H. was suggested.</p>	<p>Action #2017-56 Determine which animal of Guthrie Gloag's sculptures we would select for our Featured Artist Program and announce at 2018 AGM. Jen H.</p>
6	Scholarships & Bursaries	<p>2017 Scholarships completed. Report from Henry (copy attached) Henry discussed the need to rework the program for the trades, perhaps stagger it to a couple of times a year, perhaps consider calling it something other than a scholarship. It lacked exposure this year: some ideas to raise it's profile were:</p> <ol style="list-style-type: none"> 1) rebrand it – perhaps people are intimidated by the name “scholarship” – maybe the “Swinging Hammer Award”! 2) attend the firefighters training/meeting night or the pub - to meet and 	<p>Action #2017-57 1. Meet with firefighters/trades/ people on island at firefighters training night or the pub to determine how best to reach</p>

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		<p>discuss it with them, as many are in the trades. Perhaps determine if they have an apprentice program to assist with targeting the award?</p> <p>3) change the timing of the award to coincide with intake at the trades institutions</p> <p>Discussed the fact that Tracy Robotham at West Van school isn't able to assist us any longer, how can we get some help with scholarship awards?</p> <p>Re: Knick Knack Nook scholarship announcements and announcement of BICF awardees – we determined timing needs to be in conjunction with the Foundation announcement in future.</p>	<p>potential trades scholarship recipients.</p> <p>2. Craft a notice re: scholarship awardees and run it by the Donor and Communications committee.</p> <p>3. find solution to separate reporting of scholarship awardees by Knick Knack Nook and BICF.</p> <p>Report next meeting.</p> <p>4. Craft a notice re: BICF scholarship announcement and run it by the Donor and Communications committee.</p> <p>Henry</p>
9	Third Party Fundraising Policy	<p>A draft for discussion was submitted (copy attached). The prevailing thought is that this should be posted on our website without direct notice to the Island. We confirmed that we would make a button or menu heading on our website, something to this effect: "Thinking about doing some fundraising – give us a call – thanks for thinking of us"....</p>	<p>Action #2017-58</p> <p>Review edits and suggestions from Board, revise and resubmit at next meeting.</p> <p>Neil</p>
10	Administrator's Report	<ul style="list-style-type: none"> • Concern over website hacking was addressed and board advised of move to new server and recommendations that we rebuild/re-theme our current website to enhance mobile experience (theme currently not responsive). Board suggested Julia wait to meet with web developer Giorgio Riccardi until the release of the Vital Conversations report and discuss with them potential re-theming/building of website. • Transitioning contacts on website and all other communications from Soren to Julia is in progress • Updating all policies on website from Board decisions is in progress 	
11	Vital Conversations	<ul style="list-style-type: none"> • Soren's perspective :“Though an extraordinary amount of work, this initiative is well received and emphasizes our leadership role in the Community. The entire VC Committee did an outstanding job with particular kudos to Jo, Holly and Julia.” • Jo and Holly gave board overview of process, describing the 	

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		<p>enormous amount of work in process by Sheree and Edward in transcribing all of the flipcharts and butcher-block paper contents.</p> <ul style="list-style-type: none"> • Survey: Holly released survey results: 26 responses out of 60, all anonymous, response was very positive. Some comments couldn't be addressed ie. topic of table, Something they might look at are comments around facilitation – there were some comments regarding facilitators but it could be that someone goes in with an agenda – to be reviewed. • Story Telling Component – it was felt that it took the air out of the room – people were leaving and tired, they didn't want to tell a story at that point. But some of the stories were still amazing and this is good information for Edward and Sheree for the report • Initial Opening Remarks - People wanted to get into it, too much up front in terms of introductions/speeches • we know it will influence our strategic plan in some ways • we need to plan around how we want to release it and when. The report will be influenced by an intergenerational theme – what do we want it to look like? “Bowen Powered by People” perhaps using a photo of Ron Woodall with Meribeth Deen's daughter? This will be a great way to platform our Community Foundation and what we do. • Ideas for release: have it at Cates Hill Chapel again and invite all the island's non profit organizations – also a nice way to get more support for and highlight Helping Hand Committee/Fund. Could we have an event in December? The VC committee will discuss • Overall the event was a success and feedback has been positive. • Stipend for Edward/Sheree: Soren's perspective: “Though we are well within budget, it should be remembered that the budget initially anticipated payment to a report writer as in 2014.” Michael recommended that we ask for an invoice for \$1,500 or whatever amount is decided by VC committee and then we simply pay this. 	<p>Action #2017-59 Plan release of report once completed by Sheree and Edward. Decide on stipend for Sheree & Edward and request an invoice from them to pay. Vital Conversations Committee</p>
12	<p>Donor Services Committee</p>	<ul style="list-style-type: none"> • The Committee met on September 11th and established timelines for mail outs, details of wine tasting event and personal donor contact by board. A listing of potential donors is being compiled here: https://docs.google.com/spreadsheets/d/1LCgUjgMhkVOgdDDXo6X07aH7PLn5tuTGOSlobM79fu8/edit#gid=1492629318 (<i>Entire board to participate</i>) • Wine Tasting is designated as a low profile launch of our giving campaign on Thursday November 2nd, Evergreen Hall 6pm – 9pm. Board members to pay for their own tickets, and are encouraged to each invite 2 guests (potential donors) – to be “comped” by BICF • Giving letter in process • Jen P gave brief outline of event – board need to be polled on what they will do in terms of assisting with set up and tear down of event • Michael will update the spreadsheet ensuring that where names of donors are duplicated on more than one director's listing, a decision is made on who contacts who 	<p>Action #2017-60 Ongoing planning of Wine Tasting Event, Donor List refinements and personal donor contacts by board. Wine Tasting Committee, Donor Committee and entire Board</p>

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13	Helping Hand Update	<p>Larry advised that the committee had met, without advising him as a committee member, but he had reviewed their agenda. There were 14 items addressed at that meeting which he discussed: someone was provided with a Snug café gift certificate; a community grant of \$1,000 was made; someone requested \$500 by letter; they will reconnect with Colleen O'Neil soon re: Caring Circle/Clinic work; concern for 19-45 socially isolated group on island.</p> <p>There is some confusion as to whether Bob Andrew is still on the committee, he no longer lives on island and did not attend the last meeting. If he is not, two people they are considering to replace him are Louise McIntosh and Marcus Behm. Board agreed they would be good candidates and encouraged Larry to advise HH Committee to pursue them.</p> <p>Hopefully with the release of the Vital Conversations Report and a meeting of all of the charities on Bowen, one will step forward to assist the Helping Hand Committee.</p>	<p>Action #2017-61 Advise Helping Hand Committee that suggestions of Louise McIntosh and Marcus Behm as members was approved. Larry</p>
14	New Business	<p>Kim had a brief report from the Grants Committee advising that there remains 1 grant to be paid out, the Museum and Archives. The good news is an agreement is now in place between them and Telus. They are well beyond 50% mark on completing this work and have been asked for a reporting before final funds are released.</p>	
	Next meeting dates	<p>REGULAR BOARD MEETING: Tuesday, October 24, 2017 – 7:00 p.m. (Bowen Lodge boardroom)</p> <p>WINE TASTING/GIVING CAMPAIGN LAUNCH: Thursday, November 2, 2017 – 6pm – 9pm (Evergreen Lodge)</p> <p>CHRISTMAS POTLUCK: Tuesday, December 12 – 6pm <i>(Hosted by Michael and Gayle, 856 Valhalla Place – phone: 947-9352)</i></p>	