

Record of Board Meeting #2018-03 on March 27, 2018

Theme: "Preparing for Grant Awards"

VENUE:	Bowen Lodge (Boardroom)	PARTICIPANTS:	NOT ABLE TO ATTEND:
DURATION:	7:00pm – 8:46pm	1) Neil Boyd	10) Michael Cornelissen
CHAIR:	Jennifer Hall (<i>Acting</i>)	2) Henry Campbell	11) David Podmore
RECORDER:	Julia McCaig	3) Joanne Gassman	12) Kim Stephens
		4) Holly Graff	
		5) Jennifer Hall (<i>Acting Chair</i>)	
		6) Soren Hammerberg (<i>Chair's report only</i>)	
		7) Julia McCaig	
		8) Jennifer Pardee	
		9) Larry Lunn	

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 February 27, 2018</p> <p>MOVED by Jennifer SECONDED by Henry</p>	
1 Electronic Decisions	<p>Recording of Electronic Decisions:</p> <p>Decision #2018-08: "BE IT RESOLVED to approve transfer to the Vancouver Foundation by March 31, 2018 the amounts from the respective Funds set out below and as detailed in the schedule attached amounting to \$61,000 allocated as follows: (see attached schedule)"</p>	
2 Treasurer's Report	<p>"All is calm"</p> <p>2017 Financial Statements to be reviewed by Financial Advisory Committee and to be presented to Board for discussion/approval at the April Board meeting</p>	
3 Chair's Report	<p>Kim will be stepping down from board, they are moving back to the North Shore. The board expressed their sadness about this decision and how much Kim's skill and expertise will be missed.</p> <p>Dave is up to speed on Chair's transition, orderly and continuing. Soren has had several discussions with Caitlin Frost – explaining funding process. They've discussed the terms of the Hoffman Bursary. On island students, for on island programs. Discussions are ongoing as the estate is still pending.</p>	

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		<p>Donor Committee: suggested meeting after completion of Grants cycle – convene after AGM</p> <p>Legacy seminar: venue secured, CHC Saturday October 20th 2:00 to 4:00 p.m. Holly/Soren</p>	
4	Governance Committee	<p>Governance Committee:</p> <p>Policies and Terms of Reference in process of review and revision where necessary (see notes attached)</p> <p>Draft BICF Mission and Vision Statements as presented by Larry on behalf of Sheree. First draft reflects attempt to capture the tone/character we want to convey; more work needed to refine and more discussion to be had.</p> <p>Larry will look into TOR for past chair.</p>	
5	Annual Meeting	<p>Annual Meeting: Friday May 4th 7:00 p.m. CHC. Discussion of planning, invites and agenda:</p> <p>Jen H. advised that Guthrie Gloag will attend our annual meeting and will display several of his sculptures. Guthrie will be introduced and is willing to speak at the AM as the next BICF Featured Artist. We will also share the image that Tobyn Ross took of his Mastodon – this will be used for the next BICF greeting cards.</p> <p>Jo will put together a draft agenda for Annual meeting Julia will attend to organizing food, invites and other organizing tasks.</p>	<p>Action #2018-14 Prepare agenda and start organizing event Jo and Julia</p>
6	Featured Artist 2018	<p>It has been two years with Michael Nicol Yahgulanaas. Prior to that it was two years with Andrew Plewes.</p> <p>Discussion of Guthrie Gloag and the “Mastodon”. (see notes above re: AM)</p> <p>Photography and printing required by Giving Campaign. Suggesting October 30, 2018</p> <p>Potential auction of a featured piece of art. Venue? Process? Jen H./Larry – this was not discussed yet.</p>	
7	Administrator’s Report	<p>Due to being away and sick, Julia reported a quiet month. Report attached.</p>	
8	Grants Committee	<ul style="list-style-type: none"> • Review and discussion of 2018 Community Impact Grant applications • Budget is in line • Applications submitted are reviewed to ensure complementary to Vital Conversations • Process, interviews now set for April 12 and 13, 4pm – 7pm • Recommendation by Committee for discussion and decision at April Board meeting <p>Scholarships Trades scholarship update: Henry met with Fire Chief Ian Thompson</p>	

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		<p>and coordinated a meeting with the firefighters at their 10th & 17th of April meetings to discuss trades scholarships.</p> <p>Neil reviewed applicants and explained who had been selected for the next phase – interviews, and why those who hadn't been, were rejected.</p> <p>Jen P. expressed concern over Bowen Heritage Group being chosen for an interview, but not Snug Cove House despite them both making an application for funding of a volunteer coordinator. The board agreed that the Volunteer coordinator application submitted by Snug Cove House should be moved to the interview stage. Neil will contact Ida Goodreau, who is on the Board of Snug Cove House – after talking to Dave about previous conversations he has had with them. Neil will also follow up with other applicants in Dave's absence.</p>	<p>Action #2018-15 Follow up with applicants. Neil</p>
9	Helping Hand Committee	<p>With Shelagh MacKinnon moving to Vancouver Island at the end of July there was a discussion about new members for the Advisory Committee. They need to nominate a new member and Advisory Chair. Several names were suggested: Colleen O'Neil, Scott Slater, Laura McGrath, Andrea Layzell, Phil Adkins, Sarah Winney, Christmas Hamper Fund: Pernille Nielsen and Janice Skeels. Larry will discuss these names with the committee.</p>	<p>Action #2018-16 Follow up with HH Committee re: new members Larry</p>
10	Maggie Cumming Implementation Committee	<ul style="list-style-type: none"> • a letter has been received from the Advisory Committee (Sue Ellen Fast) which brings this fund out of hibernation • We did not reinvest the annual income from that fund as of Mar31 when Vcr Fdn funds were forwarded, as we decided to keep the cash available should it go ahead. • New BICF sub-committee is Dave and Jen P. Soren and Kim remain available as resources. • Waiting budget and invitation to view proposed projects from Advisory Committee • Any project to be collaborative with BIM • TOR's in place 	
	Next meetings	<ul style="list-style-type: none"> • Board Meeting Tuesday April 24th 7:00 p.m. at IPS • Annual Meeting May 4th 7:00 p.m. at CHC • Board Meeting May 22nd at 7:00 p.m. at IPS • Board Meeting June 26th at 7:00 p.m. at IPS 	



Administrator's Report – March 20, 2018

(for period Feb 26 – Mar 20/18)

Donor Relations and Events

- Grants meetings coordination

Administrative

- minutes of board meeting (formatting Henry's notes)
- mail processing & accounts payable

Summary of hours from 2nd year contract start July 1, 2018

Month	Worked	Paid	Monthly Volunteer	Volunteer to Date
July	74	50	24	24
August (to Aug 28)	49.5	38 (week off)	11.5	35.5
September	103.50	50	53.50	89
Reimbursement of excess volunteer hours				-80 9
October	77	50	27	36
November	62.50	50	12.5	48.5
December	40	50	-10	38.5 (21 hrs Wine Festival, 10 hrs Vital Conversations, 7.5 Giving Campaign)
January 2018	62.00	50	12	50.5
February	26	38 (week off)	-12	38.5
March (to Mar 20)	11.5	50	-38.5	0

Table 1

2018 Community Impact Grants – Grant Applications

Applicant	Project Name	Category	Grant Request	To Stage 2?	Considerations Regarding the Recommendation
1 Bowen Island Loggers' Society	Two Day Lumberjack show and competition on Bowen Island		\$2,500		No CRA partnership yet, pursuing Museum and Archives and Historians
2 Bowen Island Museum and Archives	Restoration of United Church Organ		\$5,000		CRA charitable status
3 Bowen Island Arts Council	Cross Island Gnome Homes		\$2,500		CRA Charitable status
4 Snug Cove House Society	Volunteer Co-ordinator Position		\$12,500		CRA Charitable status
5 West Vancouver Schools – Bowen Community School	Increasing playground access for the disabled		\$5,000		CRA Charitable status
6 Bowen Island Public Library Foundation and Bowen Island Arts Council	Creation of a Cove Commons Community Plaza		\$15,000		CRA Charitable Status
7 Bowen Island Heritage Preservation Association	Funding a volunteer co-ordinator position		\$10,000		CRA Charitable Status
8 Bowen Bike Park Group	Funding part of construction of bike park		\$4,500		CRA Charitable Status

Table 1

Applicant	Project Name	Category	Grant Request	To Stage 2?	Considerations Regarding the Recommendation
9 Bowen Island Youth Centre	Girl and boy power program offering		\$2,500		CRA Charitable Status
10 Bowen Island Montessori School Society	Curriculum enhancements re: inclusion and diversity in programming		\$2,500		CRA Charitable Status
11 Trish Seaberly	Therapeutic riding of horses		None specified		No charitable status noted
12 Bowfest and Bowen Legion	Support for Stage and Performers at Bowfest		\$4,500		CRA Charitable Status
Total of All Requests			\$66,500		

Governance Committee Report
March 27, 2018
Presented by Larry

1. **Governance Committee** -- amend TOR:

“The Committee will be composed of, at a minimum, three members of the Board, including the Chair **and the Treasurer.**”

Action:

- take out “**and the Treasurer**”. Julia to update document and website.
- Have you or David come onto the committee (timing re: AGM is a question mark i.e. do you come on for a couple of months?).

2. **Nominating Committee**

Action:

- Add one new member: Recommend David – puts him in place for when he takes over as Chair. You should stay on after the AGM for continuity and it keeps us at the required 3 Board members.

3. **Board Recruitment Policy** – amend TOR:

Action:

- Increase Composition from “**8 – 10**” to “**8 – 12**”. Julia to update document and website.

4. **Third Party Fundraising Initiatives**

Action:

- Date document (Julia)

5. **Finance Committee**

Action:

- Create a Policy Statement (new committee)
- Suggested wording sent to Michael C. and Soren H.

6. Helping Hand

Action:

- TOR – no response one way or another from HH Committee – so assumption is that they are fine with new language from our legal council.
- Bowen Island Food Bank & Christmas Hamper (LL to reach out to them – outstanding)

7. Strategic Plan

Action:

- Do we need to document this recommendation given this was approved by the Board although I don't see it in the minutes. **May need to do this again at the upcoming meeting?**
1. **Strategic Plan: Pillar B – Engaged Donors** – 1(a) Priority: Are there gifts / endowments BICF would turn down?

Yes – if the nature of the gift or endowment was inconsistent with the Foundation's Principles & Goals or if the management of the gift or endowment would be too large a burden on the Foundation from an administrative perspective.

It would be difficult to think of all the potential negative situations. A simple statement around Principles & Goals and that gifts and endowments would each be judged on their individual merits. The process is basically a case by case situation.

Action:

2. Strategic Plan: Pillar C – A Strong Foundation:

1. Governance:

- a. Board Governance, structure, recruiting, succession – *need to do more research.* (**Outstanding**)
- b. More clarity about perceived role and face of BICF. *This really goes to Mission / Vision / Guiding Principles* (**Probably handled best by the Communications Committee**).

- c. Partners (aligned mission) does not equal collaboration (opportunistic engagement). **(This has largely been dealt with through our Third-Party Fundraising policy).**
- d. Clarify definition of a “member” **(Done).**
- e. Draft policy or guidelines to address desired level of administrative overhead. **(LL to do some research on this topic with input from Michael C).**
- f. Opportunity for a longer-term strategic plan. **(Board was not sure whether a broader statement and framework is needed – still outstanding).**
- g. Identify by-law and constitution revisions to potentially broaden scope of granting. **(Look at current granting policy and work with Grant Committee).**

**Bowen Island Community Foundation
Detailed Fund Balances**

Aaron Stiggett Memorial Scholarship Fund	Bowen Island Community Hall and Arts Centre Fund	Bowen Island Golf Association Junior Scholarship Fund	Camp Bowen Society	Community Impact Fund	Foxglove Fund	Knick Knack Environmental Sustainability Fund	Maggie Cumming Community Legacy Fund	Marg Wilby IPS Scholarship Fund
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Year ended December 31, 2017

Bowen Island Community Foundation Funds

	7,411	6,561	2,827	-	144,844	5,774	8,808	3,352
Opening Balances January 1								
Gifts - Not Received	-	-	-	6,469	8,399	-	-	-
- Registered Charities	-	-	-	-	10,000	46,463	-	-
- Tax Received	4,250	505	1,800	110	93,780	625	600	20,000
VF Endowment Fund Distributions								
Investment Income	1,528	6,754	1,967	10	13,491	230	11,976	1,890
Administration Fees Earned	62	54	23	-	1,395	48	73	28
Administration Fees Paid	13,251	13,874	6,617	6,589	282,230	53,140	21,457	25,270
Operating Expense	(454)	(1,752)	(544)	(66)	(50,442)	(529)	(3,125)	(650)
Community Grants	(77)	(12)	(45)	-	(50,442)	(18)	(1,063)	-
Scholarships and Bursaries	-	-	-	-	(55,000)	(20,000)	(1,600)	-
Transfers to VF	(1,000)	-	(1,000)	-	(2,500)	(7,000)	(20,000)	(1,000)
Cash Transfers between Funds	(9,000)	(5,000)	-	(6,300)	(25,000)	(10,000)	(10,000)	(20,000)
Closing Balances - December 31	2,721	7,110	5,027	224	149,289	2,592	15,670	3,620

Vancouver Foundation Funds

	26,568	135,541	39,511	-	261,463	-	231,873	37,849
Opening Balances January 1								
Transfers from BICF	9,000	5,000	-	6,300	25,000	10,000	-	20,000
Investment Income & Fee Rebate	1,689	7,136	2,064	138	14,396	336	12,569	2,184
VF Endowment Fund Distributions	(1,528)	(6,754)	(1,967)	(10)	(13,491)	(230)	(11,976)	(1,890)
Closing Balances - December 31	35,729	140,922	39,608	6,428	287,368	10,105	232,465	58,144
Book Value B								
Market Value C	42,423	172,239	49,507	6,559	350,636	10,100	301,503	61,614

Combined Closing Balances

Book Value A+B	Market Value A+C
\$ 38,450	\$ 148,032
\$ 45,144	\$ 179,348
\$ 44,635	\$ 54,534
\$ 6,652	\$ 6,783
\$ 436,658	\$ 499,925
\$ 9,835	\$ 9,830
\$ 12,698	\$ 12,768
\$ 248,135	\$ 317,173
\$ 61,764	\$ 65,234

GRANTS BUDGET - 2018

Community	Scholarships
-	-
-	-
-	-
35,000	included in 35,000
25,000	Pending Brd App
15,000	included in 15,000
-	2,000

PROPOSED TRANSFERS TO VF - 2018	\$ 61,000	\$ -	\$ 5,000	\$ 4,000	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 2,000
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