

## Record of Board Meeting #2018-05 on May 22, 2018

<b>VENUE:</b>	Think Tank Island Pacific School	<b>PARTICIPANTS</b>	<b>UNABLE TO ATTEND</b>
<b>DURATION:</b>	7:00pm – 9:15pm	1) Henry Campbell 2) Joanne Gassman 3) Holly Graff 4) Jennifer Hall 5) Julia McCaig 6) Sheree Johnson 7) Jennifer Pardee 8) David Podmore 9) Larry Lunn	10) Neil Boyd
<b>CHAIR:</b>	David Podmore		
<b>RECORDER:</b>	Julia McCaig		

TOPIC	DISCUSSION HIGHLIGHTS / DIRECTION & DECISIONS	ACTIONS
<b>Quorum &amp; Agenda</b>	Quorum declared. MOTION to approve Agenda and MOTION to approve Record of Meeting of April 24, 2018 MOVED by David SECONDED by Holly	
<b>1 Electronic Decisions</b>	Recording of Electronic Decisions: <b>Decision #2018-14: “BE IT RESOLVED:</b> that the Treasurer be authorized to transfer \$150,000 from the Power Saver account at First Credit Union to reinvest in a Cashable Term Deposit for a 15 month term at a fixed rate of 2% p.a. subject to a 100 day minimum holding period prior to any withdrawal.” <b>MOVED</b> by Jo, <b>SECONDED</b> by Jennifer H.  <b>Decision #2018-15: “BE IT RESOLVED</b> that the signing officers of the Bowen Island Community Foundation are updated by replacing Soren Hammerberg, retired, now past chair, with David Podmore, incoming Chair.” <b>MOVED</b> by Jo, <b>SECONDED</b> by Jennifer H.	
<b>2 Review of Treasurer’s Role by Michael Cornelissen</b>	David invited Michael to provide some background as to his role, how it could be segmented between someone at a higher level to perform year-end entries, finalize financial statements, perform donations analysis, prepare fund statements, tax returns and oversee data entry. The second level would require the services of a bookkeeper to handle daily data entry such as payables, receivables and issuance of charitable receipts. David thanked him for the excellent work he had done in preparing a treasurer’s manual (copy attached) and continuing to ensure a smooth transition of his duties while suitable candidates are sought.	
<b>3 Administrator’s Report</b>	<b>Review of Annual Meeting</b> – all went well, attendance appeared to be down slightly. Feedback received – less up front speeches, need to focus more time on grant recipients and description of new projects, have previous recipients report back on their projects; combine Chair’s and Treasurer’s reports and give less detail for Treasurer’s	

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		<p>report – just the highlights; ambassadors absence notable, program could be brought under Donor Committee and their purpose/jobs determined. Grants committee needs to meet and debrief Annual Meeting process, David to advise dates that he’s available, then Julia will convene via Doodle Poll.</p> <p><b>Administrator’s report</b> (attached) was supported by a brief verbal update of past year’s work as 2<sup>nd</sup> of 3 year contract agreement comes to a close.</p> <ul style="list-style-type: none"> <li>• <b>reminders:</b> <ul style="list-style-type: none"> <li>○ CFC/Vancouver Foundation Regional Meeting now confirmed for Oct 10<sup>th</sup> &amp; 11<sup>th</sup> 2018 at the Lonsdale Quay Hotel</li> <li>○ CFC national conference June 6-8, 2019 in Victoria</li> </ul> </li> <li>• <b>past year:</b> day to day administration (communications, accounting, donor relations) of the Foundation and coordination of board and committee needs</li> <li>• liaise with CFC and Vancouver Foundation sharing our work and resources</li> <li>• participant in Sea to Sky Community Foundations collective (Bowen, Squamish, Sunshine Coast, North Shore and West Van CFs) – meeting several times a year sharing ideas and our work, great resource group</li> <li>• <b>upcoming year:</b> see this role as expanding to take on more leadership/stewardship activities, recommend implementation of donor database to create comprehensive donor stewardship program as well as more professional development opportunities in this area; streamlining day to day communications by implementing more widespread use of Google Office apps (docs, sheets, calendar) and Doodle Polls for collaboration on documents and event/meeting management to reduce email volume; assisting Communications Committee to fulfill the 2018 Communications Plan goals and assist the Donor Committee in completing outstanding items from the 2017 Action Plan.</li> </ul>	<p><b>Action #2017-18</b> Review Ambassadors program – consider bringing under Donor Committee <i>Jen H. and Holly</i></p>
4	<p><b>Communications Committee</b></p>	<p><b>Revised mission statement</b> discussion: Suggestions were made to Sheree’s original draft – she will redraft and submit a final version for review by Governance Committee prior to board consideration.</p> <p><b>June newsletter:</b> first draft is in the works by Holly and Sheree – Comms committee dates: submission by June 1, June 24 release. Final draft to be sent to Dave for review.</p> <p><b>Fall newsletter:</b> will include grants project updates</p> <p><b>Emails:</b> all emails to now include a subject of “time sensitive” or “FYI” in subject line to alert recipient when immediate response required</p>	
5	<p><b>Grants Committee</b></p>	<p><b>Knick Knack Nook grants:</b> Grants Committee to meet and discuss strategy for and how we will partner with them in the future. As mentioned in #3 above the Grants Committee will meet and debrief, David to advise dates that he’s available, then Julia will convene via Doodle Poll.</p>	<p><b>Action #2017-19</b> MC fund grant cheque to be issued with a photo op for Snug Cove</p>

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		<p>MC fund grant cheque to be issued with a photo op for Snug Cove House for newsletter. Jen P. and Dave to coordinate. Jen P. provided a presentation on her Maggie Cummings Walkabout in Quarry Park (copy attached)</p> <p>Discussion centred around how involved we will be as this could be very time consuming. We need to look at other Foundations to see how they handle similar funds. Jo will undertake to create a Gift Acceptance Policy and review this issue, prior to the legacy giving seminar.</p>	<p>House for newsletter. <b>Jen P. and Dave</b></p> <p><b>Action #2017-20</b> Create a Gift Acceptance Policy and review this issue, prior to the legacy giving seminar. <b>Jo</b></p>
6	<p><b>Featured Artist Program</b></p>	<p>Jen H. provided a brief background on this program explaining how it has developed organically with the use of a single photo. Essentially it's an informal program and is more about what the artist is doing for us than vice versa, showcasing how they give back to their community. Sheree offered to reword the program description to accentuate that purpose.</p>	<p><b>Action #2017-21</b> Reword the featured artist program description to accentuate its purpose. <b>Sherry</b></p>
7	<p><b>Donors Committee</b></p>	<p>Update of meeting of Committee Sunday May 6th, 10:30 a.m. Soren's home</p> <p>Key discussion points on review of Action plan 2017/18:</p> <p><b>Pillar A</b> - Leaders in Community Philanthropy</p> <ul style="list-style-type: none"> <li>- Gift Acceptance Policy (Jo will model on Vancouver Foundation's, have Larry review, then bring to next board meeting)</li> <li>- Legacy / Planned Giving: Holly provided a brief verbal report on that meeting including speakers being considered, handouts provided for ways to give; wording can be in the form of a letter of intent; \$10K Vancouver Foundation matching grant to be explored; Maggie Cumming and Witty Funds to be used as examples of 'visionary bequests'; Kevin Manning at FCU approached re: sponsorship; Nicole Jeschelnik will be approached. Door prize to support their charity of choice (overall feedback on this was negative from board). Board to think about specific invitees to include on the mailing list. Numbers we hope for: 70. Are we trying to achieve that there would be the sense that we are open for collaboration. Focus to provide a resource to them.</li> <li>- BICF strategic partners for specific community initiatives - for discussion - does the community foundation want to think of our role differently? For June's agenda: strategic conversation - do we want to think of ourselves differently using the medical clinic as an example, partner with Municipality for example for community centre?</li> </ul> <p><b>Pillar B</b> - Engaged Donors –</p> <ul style="list-style-type: none"> <li>- 2019 campaign launch. Wine festival not to be considered our Campaign launch event. Begin publishing weekly notables in Undercurrent – start in September. Did you know? Donate here? September 15<sup>th</sup> - announce wine festival – Julia/Jen to discuss with</li> </ul>	

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	<p>Paul about sponsors to cut down on work this year.</p> <ul style="list-style-type: none"> <li>- Stewardship</li> <li>- Major gifts</li> </ul> <p><b>Pillar C - A Strong Foundation</b></p> <ul style="list-style-type: none"> <li>- Education of Donors re: community needs - role of Vital Conversation report</li> </ul> <p><b>Pillar D - A Compelling Story</b></p> <p>Highlight different projects – ways to give, promote monthly giving</p> <ul style="list-style-type: none"> <li>- Expand donor base / monthly giving</li> </ul>	
<b>8</b>	<p><b>Chair's Report</b></p> <ul style="list-style-type: none"> <li>• status of treasurer's position – discussed in 2 above, Dave to follow up</li> <li>• committee structure discussion: review of current structure/constitution</li> </ul> <p>Administrator contract renewal (Julia left the meeting)          Following an in-camera discussion it was agreed that the Board needed information on compensation for similar positions in comparable Community Foundations and an understanding of any changes to expectations and responsibilities for the BICF Administrative support position. Jo volunteered to obtain comparative information. Dave will follow up with Julia regarding expectations and responsibilities.</p>	<p><b>Action #2017-22</b>          Treasurer's position to be determined          Dave</p> <p><b>Action #2017-23</b>          Obtain comparative salary information.          Jo</p> <p><b>Action #2017-24</b>          Follow up with Julia regarding expectations and responsibilities.          Dave</p>
	<p><b>Next meetings and events</b></p> <p>June 26<sup>th</sup> – board meeting 7:00 p.m. IPS          July 24<sup>th</sup> – board meeting 7:00 p.m. IPS          September 25<sup>th</sup> – board meeting 7:00 p.m. IPS          Oct 10<sup>th</sup> &amp; 11<sup>th</sup> – CFC/Vancouver Foundation Regional Meeting          Lonsdale Quay Hotel          October 20<sup>th</sup> – Legacy Event 2:00 – 4:00 p.m. Cates Hill Chapel          October 23<sup>rd</sup> – board meeting 7:00 p.m. IPS          October 25<sup>th</sup> – Wine Festival, Evergreen Hall          June 6 – 8<sup>th</sup> – 2019 CFC Annual Conference, Victoria</p>	

# Bowen Island Community Foundation Treasurer Continuity Manual-May 2018

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## 1. Books of Account

- 1.1. Books of account are maintained on Quicken Software – costs \$81 annual subscription for Quicken Home and Business <https://www.quicken.com/canada> - it is a desktop product but not accessible to multi-users through the cloud.
- 1.2. Every transaction is recorded in the Cash Register with the exception of a very few Journal entries used for year end accruals and interfund transfers.
- 1.3. The Chart of Accounts is found in Tools / Account List which comprises every Balance Sheet item.
- 1.4. Every transaction must be debited or credited to one of those Categories.
- 1.5. Every transaction (with minor exceptions) must also be debited or credited to a Tag of which a list is shown in Tools / Tag List. Tags comprise the Income and Expense items from which the Income Statement is derived.
- 1.6. Tags are grouped into Income (Gifts Received etc.), Transfers, with most grouped under Tags pre-fixed with Xp- (meaning expenses). Most payments fall under one or another Xp- Tag.
- 1.7. Therefore every transaction must be identified with both a Category and a Tag description.
- 1.8. Quicken Backup should be set to automatic both onto desktop and offline. Quicken provides online backup through DropBox. As an added precaution both Quicken and Financial Statement excel files should be sent to Julia monthly for safekeeping.

## 2. Cheque Register

- 2.1. Payments are made against invoices submitted, grants made, transfers to other accounts such as the Vancouver Foundation, Power Saver accounts and others.
- 2.2. Julia generally authorises invoices identifying the appropriate Xp-Tag while other major expenditures, specifically Grants, must be authorised by Board resolution
- 2.3. Cheques are written by clicking the top right gear wheel “Write Cheques” which can then be printed, signed, and stuffed into window envelopes. The spacing of the cheque details will vary from printer to printer and will need to be adjusted by going to File / Printer Setup / For Printing Cheques. For this exercise it is recommended that you make at least a dozen or so copies of a blank cheque to allow for testing the effect of the tweaks in spacing of the cheque data.
- 2.4. Receipts are recorded from cheques received in the mail and deposit slips. Direct deposits are received from Canada Helps and rarely, Chimp both of which give donors the ability to make their gifts online direct from the Foundation website. Refer to section below relating to preparation of Charitable Receipts.
- 2.5. When entering Gifts in the Cheque Register take care to identify the Donor in the Memo section with the last name first, a comma, followed by the first name. The importance of this will become evident at year-end when developing the annual Donations Analysis.
- 2.6. You will be advised by email from Canada Helps and Chimp when such a direct deposit is made.
- 2.7. At least monthly during quiet times and weekly during busy times (October – December Giving Campaign) you should electronically download account activity from First Credit Union (FCU).
- 2.8. First Credit Union (FCU)**
  - 2.8.1. FCU Downloads**

- 2.8.1.1. With Quicken open, go to <https://www.firstcu.ca/Personal/> and login to Online Banking account number 379982 with password and security question answers from Julia's central password control list not reproduced here for security reasons.
- 2.8.1.2. Click on My Accounts / First Chequing / Search Account Activity / Advanced Options / Format / Download to Quicken / Search
- 2.8.1.3. The Cheque Register will show downloaded transactions split between those that are matched and those that are not. Accept them all and investigate those that were not matched to allocate them to the appropriate Category and Tags. These will normally be direct deposits from Canada Helps and bank charges and interest.
- 2.8.1.4. At month-end when the FCU statement is received (or downloaded by you from their website) the Cheque Register must be reconciled with the FCU Statement by going to the gear wheel at top right and clicking "Reconcile" and following the steps.
- 2.8.1.5. Quicken identifies downloaded transactions with a "c" which changes to "R" when reconciled. This enables you at a glance to identify outstanding cheques and deposits.

#### **2.8.2. Interac Payments through FCU**

- 2.8.2.1. Most contractors on Bowen will accept (and prefer) payment by Interac. On the FCU website, go to Transfers / Send Interac e-Transfer / Transfer To / choose the payee from the drop-down list and fill in the details. Always print a copy of the confirmation and file under Invoices with the original invoice. This is important because giving any one signatory the ability to Make Interac e Transfers essentially circumvents the two signature requirement for cheques!

#### **2.8.3. FCU Monthly Statements**

- 2.8.3.1. FCU Statements also provide details of interest credited on the Power Saver account and, at maturity, the Term Deposit account.
- 2.8.3.2. This interest income needs to be credited monthly pro-rata to each Fund according to the Excel worksheet named "Allocation Interest Earned.xlsx" filed under First Credit Union.
- 2.8.3.3. Simply enter the interest amount in the green cell and Excel will do the rest for you. The details can then be entered into the FCU Power Saver account split over each fund.
- 2.8.3.4. The pro-rated amount is based on the balances of each fund at the beginning of the year and updated annually.

### **3. Charitable Receipts**

- 3.1. Charitable Receipts for Gifts received through Canada Helps and Chimp are issued by those two organizations directly to the donor at the time of the online donation.
- 3.2. Charitable Receipts for all other gifts (usually received by mail and deposited to FCU by us) need to be created using our specialized Cooperstock DONATIONS software for which the Foundation pays an annual subscription fee.
- 3.3. Charitable Receipts, because of their tax deductibility, are essentially a cash equivalent and must be carefully controlled and accounted for.
- 3.4. DONATION software needs to be transferred to your computer with the assistance of Cooperstock.

- 3.5. I've found it best to generate the Charitable Receipt immediately upon receipt of funds then print one hard copy for the Financial Binder and file another electronic copy under Donations.
- 3.6. The electronic copy is immediately sent to the Chair with a copy to Julia who historically have made arrangements between themselves to divide the responsibility for sending a handwritten thank you note to the donor. Check what changed arrangements may be with new Chair.

## 4. Year end Accruals

### 4.1. Year end FCU Accruals of deposits

Typically at year end there is a flurry of cheques dated during the last few days of the year as donors try to meet the deadline for their tax receipts. Due to holidays it is not always possible to deposit these until the first week of the New Year. To ensure we account for and record these donations during the appropriate year we enter the deposits as of December 31 in the Cheque Register but reverse them out via a Journal Entry to show them as Accounts Receivable. That entry is reversed in January 1 in the New Year. Refer to Cheque Register and Journal to see how this was done in previous years.

### 4.2. Administration Fees

- 4.2.1. The Community Impact Fund charges every other fund a 1% annual administration fee based on the opening fund balances (at Bowen + market value of Vancouver Foundation funds) at the beginning of the year, plus 1% on any donations received during the course of the year.
- 4.2.2. These fees are recorded by Journal Entry with the details coming from the Excel spreadsheet in "Financial Statements / BICF Financial Statements-YearEnd-Dec31 / Admin Fee."

## 5. Financial Statements

- 5.1. Quicken has customized reports which can be found under Reports / my Saved Reports with shortcuts at top left under the menu items.
- 5.2. They are: (the bolded reports are the two used to transfer data to the Financial statement spreadsheet.)
  - 5.2.1. Balance Sheet**
  - 5.2.2. Operating Statement Tags only
  - 5.2.3. Statement of Operations
  - 5.2.4. Cash flow by Tag – exported to SchA-Data worksheet**
- 5.3. To create Financial Statements, first Export / Copy to Clipboard
  - 5.3.1. the Balance Sheet to Worksheet BSData
  - 5.3.2. the Cash Flow by Tag to Worksheet SchA-Data
- 5.4. Take care to ensure the reports cover the appropriate time period.
- 5.5. Before making transfers copy and paste Values (not Formulae) from previous Current Period to Comparative period columns.
- 5.6. When pasting the Clipboard contents to the spreadsheet do so along side the previous period and then check to ensure that all line items are exactly the same as there are likely to have been changes since previous period.
- 5.7. Balance Sheet, IncStmt and SchedA-Print worksheets should all update automatically with any difference shown on Balance Sheet under cells name CrossCheck.



## 6. Donations Analysis

- 6.1. Soon after every year-end the Treasurer prepares a Donations Analysis – found under Foundation / Donations / 2017
- 6.2. The Excel Spreadsheet “DonationsAnalysis-2017.xlsx contains last years details
- 6.3. First download Cash Flow by Tag Quicken Report for the year using the First Credit Union Column to ensure accurate individual donor information (refer Item 2.5 above) to 2017Data Worksheet labelled Original Data. Clean up.
- 6.4. Then copy and paste that data to 2017Summary-WP worksheet.
- 6.5. Create Donations Received analysis by using excel COUNTIF, SUMIF, IFERROR, and MEDIAN formulae.
- 6.6. The Donors>500-Names worksheet can then be created using colour-coding, patience and ingenuity. This level of detail is made available only to the Chair for his/her use to preserve confidentiality.
- 6.7. The Donors>500-Anon worksheet is then prepared for distribution to the Board.

## 7. Fund Statements

- 7.1. Annually the Treasurer prepares Fund Statements for the sponsors of each fund.
- 7.2. These comprise an accounting of funds invested at the Bowen Foundation and the Vancouver Foundation.
- 7.3. The Vancouver Foundation statements are downloadable from their website and are filed under Foundation / VFFundStmts / FundStmts
- 7.4. The Bowen Fund Statements are found under Financial Statements / FundReports / BICF-FundReports –[year]
- 7.5. They are sent to fund sponsors in April of each year as per the email archive filed under FundStmts

## 8. Tax Return

- 8.1. All details may be found in Foundation / CRA Tax and with sub-folders for each year.
- 8.2. First update Excel spreadsheet “TaxWP-2017” directly from the Financial Statements spreadsheet onto Worksheet WP-17. Excel will automatically use the VLOOKUP formula to group Foundation expense items into CRAP (Canada Revenue Accounting Principles)
- 8.3. The figures from WP-17 can then easily be entered into the main CRA return Form t3010
- 8.4. Form t3010 and the other two mentioned below “should” be downloadable from CRA website in .pdf fillable format from <https://www.canada.ca/en/revenue-agency/services/forms-publications/forms/t3010.html>. This year the fillable form was not available and I had to purchase a one month subscription to PDFiller software for \$30.
- 8.5. Secondly, update Worksheet GL Report-17 with current year grants copying and pasting from Operating Statement-Tags only.
- 8.6. Third, copy the GL Report-17 to GL Report-SortAndFiltered worksheet.
- 8.7. Fourth, sort the data according to “Description” so that grants are now listed in alphabetical order of recipient. Then use Excel’s subtotal feature to create subtotals for each grantee.
- 8.8. Enter the Charitable Registration number for each grantee – the Grants Committee knows no grants may be made without that number. If in trouble you can always look up the number on

the CRA website by searching <https://www.canada.ca/en/revenue-agency/services/charities-giving/charities-listings.html>.

8.9. You will now have all the information you need to complete CRA Form t1236.

8.10. Finally, Form t1235 is a reporting of Directors/Trustees and Like Officials and is easily updated for changes since the previous year.

## 9. Vancouver Foundation

9.1. Julia will make arrangements with the Vancouver Foundation for you to be registered with them and have access to their website. This is needed to access Endowment Fund balances, transfers and distributions together with investment performance statistics.

9.2. Their website is <https://myphilanthropy.vancouverfoundation.ca/> and Julia will give you the user ID and password to permit access.

9.3. Our main contact person there is the highly capable and responsive Nicole Jeschelnik [nicole.jeschelnik@vancouverfoundation.ca](mailto:nicole.jeschelnik@vancouverfoundation.ca)

## 10. Canada Helps

10.1. Website is <https://www.canadahelps.org/en/SignIn.aspx> . Julia will provide you with user ID and password.

## 11. Other matters

11.1. Change / update signing authorities at FCU

11.2. Hand over mailbox # 18 key - this is used as maildrop between Chair, Treasurer and Julia to exchange cheques and other documents for signature.

11.3. Transfer licence of DONATION software

11.4. Transfer eMail Archive with other data files

11.5. Grant access to Canada Helps

11.6. Grant access to Chimp

11.7. Grant access to Vancouver Foundation

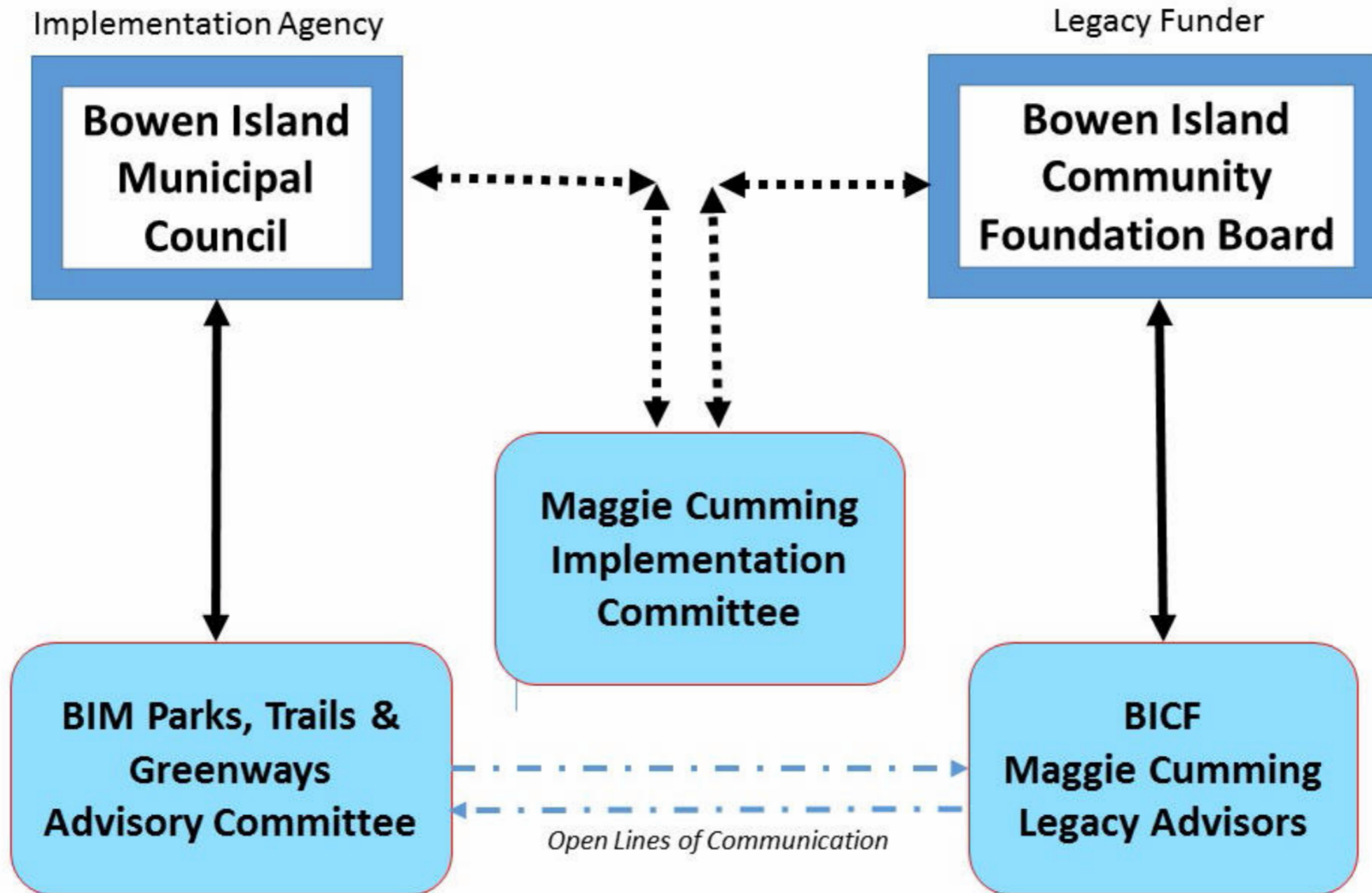
# Maggie Cumming Legacy Endowment Fund for Greenways

- In her letter of direction, Maggie Cumming stated that her primary interest was in supporting enhancement of municipal Greenways for:
  - 1. Recreational use and wildlife corridors;
  - 2. Providing protection for wetlands and watershed areas, and;
  - 3. Promoting public information and education about trails and walkways and the natural history of Bowen Island, such as flora and fauna, water resources and geology

# Terms of Reference for Implementation Committee

- BIM – BICF collaboration would be pursuant to these guiding principles:
- a) BICF is a legacy funder and BIM is the implementing agency.
- b) BICF can be a funding partner at different scales – that is, from Island-wide (e.g. a greenway plan) to location-specific (e.g. a footbridge).
- c) BICF responsibility is to ensure continuity of the endowment.
- d) BIM responsibility is to develop and implement public policy.
- e) Projects for **co-funding** would be identified by the BIM advisory committee.

[TOR #4]



## Maggie Cumming Legacy Fund for Greenways

Structure for Implementation Committee

- The representative of the Parks, Trails and Greenways Advisory Committee would then bring forward the jointly recommended projects, budgets and priorities to the Maggie Cumming Implementation Committee for endorsement and support.
- [TOR #9]

# Project #1

Quarry Park: Clearing and developing views to enhance public access







# Project #2

Headwaters Park:  
To restore the bog area  
that is now overgrown  
(by the bridge); may  
require a feasibility study





# Next steps...

- The mechanism for achieving this desired outcome would be open lines of communication between the Legacy Advisors and BIM Advisory Committee so that they could and would:
  - a) Interact on an informal and as needed basis;
  - b) share and learn from each other; and
  - c) jointly recommend projects, budgets and priorities for co-funding by BICF and BIM.
- [TOR #8]

- Report to be prepared outlining the specifics of the two projects and a proposed budget
- As directed by Sue Ellen Fast - to be completed by Bonny Brokenshire (BIM)
- Date: TBD

- The Maggie Cumming Implementation Committee would:
  - a) jointly advise BIM Council and BICF Board; and
  - b) recommend projects and funding priorities.
- BICF would co-fund recommended projects that are approved by BIM for implementation, and that draw attention to the greenway vision and story.



## Administrator's Report – May 15, 2018

(for period Apr 18 – May 15)

### Donor Relations and Events

- Annual Meeting complete, thank you's to volunteers and vendor payments processed
- Donor committee meeting held on Sunday, May 6

### Administrative

- attendance/minutes of board meeting
- general admin

### Summary of hours

Month	Worked	Paid	Monthly Volunteer	Volunteer to Date
January 2018	62.00	50	12	50.5
February	26	38 (week off)	-12	38.5
March	21	50	-29	-9.5
April	58	50	8	1.5
May (to May 15)	37	-	-	-