

Record of Board Meeting #2018-07 on July 24, 2018

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

TOPIC	DISCUSSION HIGHLIGHTS / DIRECTION & DECISIONS	ACTIONS
Quorum & Agenda	Quorum declared. MOTION to approve Agenda and MOTION to approve Record of Meeting of June 26, 2018	
1 Electronic Decisions	Recording of Electronic Decisions: Decision #2018-22 BE IT RESOLVED "to approve the Bowen Island Community Foundation Gift Acceptance Policy as detailed in the attached pages 1 thru 4 and Appendix A (a non-exhaustive list of gift types) pages 5 thru 9."	
2 Administrator's Report	<p>Digitization of archived records to assist with creating a historical account of all grants made by the Foundation (and ease storage space in Julia's office!) – Holly</p> <ul style="list-style-type: none"> • David can recommend a vendor for storage – some items stored at Julia's and minutes stored at Henry's • Suggestions for digitizing? None forthcoming. • Need to cull the materials first. Keep minutes and reports referenced in the minutes. Expectation is we should keep docs only going back 7 years (to be in line with rules for corps) • David to find rules for record retention – will check with some larger Foundations and will follow-up with VF to see if they can give us guidance (he will also reach out to the B.C. Children's Hospital Foundation CFO to confirm their practices). He will advise Julia and Jo on his findings • Jo will help Julia go through the materials and decide what to keep after we get the guidelines <p>Roster of gift acknowledgments for this giving season – Holly/Dave</p> <ul style="list-style-type: none"> • Board members should review Julia's report to see when they are on the roster for handling the thank you cards and put the dates in calendars 	<p>Action #2018-28 Determine rules for record retention – will check with some larger Foundations Dave</p> <p>Action #2018-29 Go through the materials and decide what to keep after we get the guidelines Jo & Julia</p> <p>Action #2018-30 Review Julia's report to see when they are on the roster for handling the thank you cards and put the dates in calendars Board</p>

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3	<p>Communications Committee</p>	<p>Updates from the Communications Committee – Holly Ambassadors Program – Jen H. / Holly</p> <ul style="list-style-type: none"> • Neil submitting 1st regular article/grant update to Undercurrent next week, after that will do regular grant status updates • Jen P to submit a story re: youth programming update by Aug 15th so we have 2 updates prior to Sept 1 launch of our Giving Campaign. First 5 will be done by comms committee (to January) • Asking all board members to sign up for one month after that for remainder of year • Requirement is a roughly 200-word update. In order to write the story, will require checking in with grantee. Hopefully some photos as well. • Holly will send list of stories/authors and spreadsheet with grants we have given to date (as much info as possible) • Sheree and Holly meeting with Denise Lawson about website <p>Ambassadors</p> <ul style="list-style-type: none"> • Jen and Neil will work on defining roles for them to help – start with wine festival and determine if there are some other opportunities to get involved. 	<p>Action #2018-31 Send list of stories/authors and spreadsheet with grants we have given to date Holly</p>
4	<p>Donor Services Committee</p>	<p>Action plan review – Jo</p> <p>Gift acceptance policy (GAP)</p> <ul style="list-style-type: none"> • Jo will finalize and circulate based on Larry’s comments. Jo needs copy of vision/mission statement to do this. We can use Vancouver Foundation’s GAP; they don’t require acknowledgment. The Board approved these with authority given to the Governance Committee to finalize, making any minor adjustments that may be considered prudent. This included finalizing the vision and mission statements. <p>Synopsis of the Legacy Event Planning – Holly</p> <ul style="list-style-type: none"> • Planning in process • People who may be available to lead: • Michael Blatchford – legal approach • John Bathurst – “storytelling” approach • David checking on finding an accountant as an option <p>Community map</p> <ul style="list-style-type: none"> • Work in process to map our donors 	

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		<ul style="list-style-type: none"> • Issue that so far the excel format only considers online donors • Need to do data entry to include all the donors who give by cheque so we have a map of all donors • Deadline mid Aug <p>Theme for giving campaign this year?</p> <ul style="list-style-type: none"> • Community working together • <i>For Bowen For Ever</i> is part of a tagline that should be constant and not change as theme changes <p>Giving Letter</p> <ul style="list-style-type: none"> • Sheree and Holly working on • Will circulate to Board <p>Choosing a strategic initiative as a focus for fundraising?</p> <ul style="list-style-type: none"> • Bigger discussion needs to happen to determine whether we should look at choosing a specific initiative to fundraise for • Probably more success if we align with a capital campaign • Health centre and community centre are possibilities • Need to set aside time to discuss this with the Board <p>Discussion of Vancouver Foundation (VF) legacy gift initiative (10K per confirmed gift)</p> <ul style="list-style-type: none"> • Need to ensure we capitalize on this – publicize and communicate the deadline (enables those who make a legacy gift pledge to make an impact right now as it generates 10K immediately) • Include this info in Legacy event • Need notarized copy of that page of donor’s will in order to generate the funds from VF • Dave will speak to Soren about process to confirm the recent Legacy Gift directed to the Community Centre • Dave to confer with the Vancouver Foundation on process to be followed to confirm the Legacy Gift recently directed to the Foundation - then finalize the arrangements to present to the donor and ultimately meet the requirements of VF. He will review with Soren before going back to the donor. 	
5	Grants Committee	<ul style="list-style-type: none"> • new chair announcement – Jen P. – Dave • Henry will look after receipt of applications and create package for the committee • Other roles on the committee to be determined • Jen has sent proposed timeline and grid we have used in past 	

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		<ul style="list-style-type: none"> • Grants committee to check timeline and note dates in calendar • Need to finalize collaboration with KKN as soon as possible • Dave will set up meeting with KKN. Neil and Jen P to join – will try for Friday July 27 in pm <p>Finalizing final report form:</p> <ul style="list-style-type: none"> • Contact person will be Henry via the grants@ email • Julia to change the grants@ email address to go to Henry <p>Date final reports due</p> <ul style="list-style-type: none"> • Dec 1 2019 – last year’s grants • Dec 1 2020 – for this year • proposed timeline for next grant process based on April 26, 2019 Annual Meeting date – Jen P. <p>See above</p> <ul style="list-style-type: none"> • status of Maggie Cumming Legacy proposal from BIM – Dave/Jen • Report received from Bonnie Brokenshire <p>On recommendation from the Maggie Cummings implementation committee the funds should be released as outlined in the report – Board approved.</p> <ul style="list-style-type: none"> • status of Museum and Archives request for funds to be disbursed (\$12,500) – Dave. Dave to clarify with Kim and then meet with Rob Forbes • status of reporting form – Jen H. <p>See above</p>	
6	Governance Committee	<ul style="list-style-type: none"> • review of current structure/constitution (draft committee members listing attached) • review Vision/Mission • review Gift Acceptance Policy • Dave presented revised committee list – attempt to refine and simplify • suggestion to change name of Governance Committee to “Governance and Finance Committee” 	
7	Wine Festival Committee	<p>Planning Update – Jen P.</p> <ul style="list-style-type: none"> • lottery or 50/50 at Wine Festival – gaming licence requirement? • ambassadors needed as shuttle drivers • Helping Hand committee’s assistance - Larry • donation procurement – Larry and Janice Podmore with the 	

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board's assistance

The Wine Festival will be held at Evergreen Hall on October 25th from 6:30 to 9 p.m, and run again by Paul Rickett of the Beer and Wine Store. We anticipate expenses of about \$1,000 for Matt Matheson and provision of cheese trays. 40 tickets will be sold by the Foundation and 75 by Paul Rickett. We expect that there will be a slight increase in the price of tickets -- \$55, in contrast to last year's price of \$50. Jen McGowan has volunteered to take on the tasks of communication and advertising for this year's event.

Report on Ideas for Silent Auction – Janice Podmore helping to organize

3 options for us to consider

1. silent auction as last year with diff prizes and not competing with other orgs on Bowen. Prizes off island and related to Christmas holidays. Timeline starting now. 8-10 items? b/c set up area small
 2. silent auction online. Reach larger community. Have closing of auction at event. Need to work out logistics. 10-12 items.
 3. Raffle/lottery – make Bowen-wide not just those at event. Need to look at gaming license etc. Maybe get a Westjet ticket prize? Need big prize to make it successful. Prizes must be received in order to get license. After that about 5-12 days to get the license.
- How we proceed depends on what we want to achieve - \$\$ or awareness or both?
 - Discussion about proceeds from raffle/silent auction going to Helping Hand – this is the only fund where we award \$\$ directly. Unless we message that the \$ will “support the Foundation. May be difficult to get gaming license depending on how we report to Gaming Branch how money will be spent. If we don't get license, can transfer the lottery items to an online silent auction.
 - Janice presented “Bowen Jackpot Lottery Outcome Projections” – with different ticket prices/number sold. Option 3 preferred – 1 for \$10, 3 for \$25, 7 for \$50
 - Idea to have Ambassadors help sell tickets.
 - Launch lottery at wine festival and announce winners at a future event on Bowen. At a Christmas event? Light up the Cove? Tie to Christmas gift idea.

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		<ul style="list-style-type: none"> Janice will look into mechanics of lottery. Will decide if we do silent auction based on info gathered re: lottery. 	
8	Chair's Report	<p>Status of treasurer's position - Dave taking steps to finalize Dave received Financials late so did not circulate in advance Presented to Board Of note – Q1 VF financials down – not of concern Dave invited questions from the Board – he will bring these to Eve, if any</p>	
9	New Business	<p>Scholarship resolutions presented by Henry</p> <p>Decision #2018-23 BE IT RESOLVED “that the 2018 BICF Trade Prize be awarded to Ms. Taylor Dulong and that the \$2,500.00 prize be issued care of the British Columbia Institute of Technology.” MOVED by Henry, SECONDED by Neil.</p> <ul style="list-style-type: none"> Suggestion to follow up with BITS – does it qualify for Maggie Cummings funds? Jen P will reach out to Alicia Hoppenrath to explore/discuss. Soren forwarded request for BICF to get involved in helping fund emergency pet care (travel) during closure of vet. Board decided not to pursue this idea. 	
	Next meetings and events	September 25	Board meeting 7:00 p.m. IPS
		Oct 10 & 11	CFC/Vancouver Foundation Regional Meeting— board meeting 7:00 p.m. IPS
		October 20	Legacy Event: from 2:00 – 4:00 p.m. CHC
		October 25	Wine Festival, Evergreen Hall
		October 23	Board Meeting: 7:00 p.m. IPS
		June 6 – 8, 2019	CFC Annual Conference, Victoria