



SAANICH LEGACY FOUNDATION

Committee Room No.2 – Saanich Municipal Hall
Tuesday, SEPTEMBER 16, 2008 at 4:35 pm

Present: Paul McKivett, President, in the Chair; Barb Klassen, Treasurer; Philip Bisset-Covaneiro, Valerie Green, Isobel Hoffmann & Pat Young, Directors. Patrick Chenier, Past President; Steve Miekle, Saanich Recreation.

Minutes: Moved by Ms. Young Seconded by Ms. Green: "That adoption of the Minutes of the July 15, 2008 Meeting be adopted."

Carried.

President's Report – Paul McKivett

- As of August 5, SLF will once again be a Society in "good standing" with the BC Registrar of Societies. It cost \$550 to reinstate the Foundation, took a lot of legwork - including applications and affidavits to the Supreme Court, etc.
- He and Isobel met with Shannon Drew Burrows of the Victoria Foundation, who provided many suggestions, written material and offers to help with developing marketing plans.
- Paul plans to meet with the Saanich News in the near future to see how we could partner in a similar manner to the Victoria Foundation.
- He met with Quenton Lehman of Saanich Recreation regarding promotion of the SLF. Quenton is very supportive and has offered to assist in any way he can through various sources, including:
 - Display space at the recreation centres
 - Ads in the new quarterly publication of the Active Living Guide (ALG)
 - Display space on the plasma screens at the centres
 - Involvement with the Saanich Christmas Light Up event
 - Services of several staff members in the graphics and marketing areas
- **Steve Miekle** provided details on the new format for the ALG, noting this will be distributed through the Saanich News. There will be space for advertising/promotion of the SLF, highlighting some of the sponsored events.
- The ALG will now have a wider distribution network by using the Saanich News.

Moved by Mr. Bisset-Covaneiro and Seconded by Ms. Young: "That the President's Report be received."

Carried.

Treasurer's Report – Barb Klassen

- Balance of \$35,905 in the bank; most of the grants and invoices have been paid.
- Goward House has requested \$3,600 out of their \$5,000 grant to date.
- The Foundation has received just under \$6,000 in donations so far this year.
- The invoice for the web design has not yet been received.
- To date approximately \$1,000 has been spent on advertising; \$1,500 was allocated.
- \$5,000 will be sent to the Victoria Foundation, as directed at the last meeting, to start an endowment fund; noted that no allocations can be made from this fund until it reaches \$10,000. It is hoped we can add another \$5,000 next year.
- So far we are within budget and on-track.

- She is pursuing contacts to help with a financial accounting of the SLF accounts.
- We still have to acquire directors' liability insurance. (see discussion on page 4)
- **Phillip Bisset-Convaneiro** advised he raised \$554.80 from a charitable golf/poker tournament with members of the Investors Group. Investors Group will match the donation, making a grand total of \$1,109.60.
- Noted that this announcement should be posted on the website, with a photo. Letter of appreciation to be sent to both Phillip and Investors Group.

Moved by Ms. Young and Seconded by Ms. Green: "That the Foundation officially recognize and thank Mr. Bisset-Convaneiro for his contribution of \$554.80 and also acknowledge the matching donation by the Investors Group."

Carried.

Moved by Ms. Klassen and Seconded by Mr. Bisset-Convaneiro: "That the Treasurer's report be received."

Carried.

CORRESPONDENCE

- a) Letter sent to United Way confirming "donor designated" status.
- b) Letter sent to VanCity re confirmation of SLF Gaming Account and reinstatement of SLF as Registered Society. Official certificate to be kept on file.
- c) An excellent information handout received from the Victoria Foundation on *Communication Guidelines when dealing with the Media* was distributed for information.
- d) The revised SLF Guidelines were distributed; the secretary advised as there was no electronic copy they had been retyped (and proofed), incorporating the changes suggested at the last meeting. Members were asked to review the document, bringing any typos or revisions to the secretary's attention prior to the next meeting so they can be printed and distributed.

GOLDEN JUBILEE FUND

The Chair provided a recap on the history of the *Golden Jubilee Youth Arts Fund* which was established in 2002 with \$5,000 from proceeds remaining from the Saanich Arts Week Festival and managed by the Victoria Foundation.

- The amount was matched by the CRD and funding received from the Monarchist's League; it was renamed the *Golden Jubilee Arts Fund* – youth is no longer a part of it.
- The Victoria Foundation's records are sketchy in terms of the name change; according to Mr. Chenier, the SLF did not approve the change.
- A 2004 Press Release notes that the fund was established by the District of Saanich; this is incorrect because Councillor Pickup had asked Saanich Council to grant the \$5,000 to the Legacy Foundation.
- The Fund is now administered by the CRD Arts Council and all decisions are made at that level; Paul will write to James Lam noting that an SLF member should sit on the panel when decisions are made regarding the distribution of the fund.
- The Victoria Foundation is aware that SLF has an interest in the fund, which is held in perpetuity; no other contributions can be made to the fund.

WEBSITE

- Updates needed – eg: removing the past sponsored events from the front page (Upcoming Events) and replacing with photos from the events (perhaps a slide-show format).
- Minutes/agendas added each month, but important to keep the site active in other ways.
- An archived page with past events can be established.
- Eventually we need to get information posted about Planning Giving.
- Suggested that Rob Phillips and Julie Wallace may have some photos of events this summer for the site.

RIVERSONG PROJECT – Advance on Contractor’s Fees

- Invoice from Little Dog Creative Consulting for \$1,177 for the RiverSong project; the BC Arts Council’s consideration of the extension of the project will not be until October. The money can be recovered from grants approved from the recent round of applications.
- Paul recommended that the Board advance the funds until the funding applications are approved; if none are approved, the Board could decide to treat the invoice as a forgivable loan or use the funds we have set aside for grant writing this year.
- On the Foundation’s behalf, Little Dog Consulting has submitted expressions of interest to BC 150 and Victoria Foundation and the consulting firm is willing to assist the SLF with grant applications.

Moved by Ms. Young and Seconded by Ms. Green: “That it be recommended that the amount of \$1,177 be paid to Little Dog Creative Consulting for the RiverSong Project as requested.”

Carried.

SPONSORSHIP PACKAGE & MARKETING STRATEGY

Paul reported that he and Isobel met with Anna Haney to discuss a sponsorship package for the Legacy Foundation. Anna works on a contract basis with Saanich on Special Events and also has her own business.

- We need to have a professional package to hand out to potential donors.
- With over 1000 registered charities in this area, we must have something eye catching.
- Anna had excellent suggestions and has submitted an invoice for \$600 for her fees.
- Noted that students involved in the marketing and applied communications programmes at UVIC and Camosun are always looking for projects; perhaps they could assist with sponsorship packages also. Phillip offered his assistance in this area as well.
- While this is a great idea, Paul noted that time is short; we need to get the sponsorship packages out into the community as soon as possible; we don’t want to miss the corporate deadlines (normally December 31).
- Paul has some ideas, but Members were also asked to think about potential sponsors.

Moved by Ms. Green and Seconded by Ms. Young: “That \$600 be paid to Anna Haney for preparation of a sponsorship and marketing package for the Legacy Foundation.”

Carried.

VOLUNTEER VICTORIA & INSURANCE

- The annual membership for Volunteer Victoria is \$85 (local organization).
- \$100 to join Volunteer Canada (a national group); directors’ insurance would be available at a lesser cost if we join.

- Noted we definitely need to access a bank of volunteers; the current SLF membership (7 members) is becoming tapped out.
- The pros and cons of insurance coverage, our needs, the quotes that have been received to date, and the merits of having a local volunteer organization as opposed to a national one, were discussed.
- Phillip agreed to review the insurance quotes and arrange for coverage and will keep members posted.

Motion: Moved by Ms. Young and Seconded by Mr. Bisset-Convaneiro: “That the Foundation apply for membership to the Victoria Foundation in the amount of \$85 a year.”

Carried.

BUSINESS CARDS & GENERIC CARDS

The secretary reported that she has reviewed a website provided by the Victoria Foundation on “generic” business cards. The Victoria Foundation has had cards printed from this company. The cards would have the details of the Legacy Foundation, perhaps our mission statement, but not the actual name of the director on the card. This would be a good investment because the cards would not become dated, they could be used for a variety of purposes (eg: the sponsorship packages), and would look professional. The cost was minor: about \$250 for 500 cards.

Moved by Ms. Young and Seconded by Mr. Bisset-Convaneiro: “That the secretary be authorized to research the cost of the generic business cards and place an order for same, not to exceed \$250.”

Carried.

NEW MEMBERS

- We do need to acquire more members to the Foundation – not necessarily as directors, just members at large or someone we could consult with on an as-needed basis.
- In particular, people with a legal or accounting background would be very beneficial; they would need to members in good standing of their respective professional organizations.
- Two names that were suggested: Claire Reynolds and Margaret Bachman. Paul has already invited Claire to a future meeting; Margaret was an SLF member at one time.
- Irene Block, SCAN representative, has resigned. Phillip stated he can act as the SCAN representative for the time being.

OTHER BUSINESS: Noted letters to previous donors must be sent soon; Isobel has the list; letter to be drafted thanking for past donations and asking them to consider making future donations; include brochure.

NEXT MEETING: **The next meeting will be held on TUESDAY, OCTOBER 21, 2008 in Committee Room No. 1 at 4:00 pm**

Adjournment: On a motion from Pat Young the meeting adjourned at 5:50 pm.

I hereby certify these Minutes are an accurate and true recording of the Meeting.

Isobel Hoffmann Recording Secretary
Recording Secretary



SAANICH LEGACY FOUNDATION

Committee Room No.2 – Saanich Municipal Hall

(Parking Lot Meeting)

Tuesday, JULY 15, 2008 at 4:00 pm

Present: Paul McKivett, President, in the Chair; Barb Klassen, Treasurer; Philip Bisset-Covaneiro, Valerie Green, Isobel Hoffmann & Pat Young, Directors. Patrick Chenier, Past President; Irene Block, SCAN

Minutes: Moved by Ms. Young Seconded by Ms. Green: "That adoption of the Minutes of the May 20, 2008 Meeting be deferred to the next meeting."

Carried.

President's Report – Paul McKivett

- He made a presentation to the Saanich Rotary Club in June.
- He met with the Solicitor re the reinstatement of the SLF under the Societies Act, which had lapsed, and we have delinquent reports to file. The fee is \$240 to reinstate the Foundation.
- No SLF members were able to attend the Strawberry Festival, but Rob Phillips made sure the banner was erected close to the stage and other information was available.
- He took the banner last week to the Goward House Centennial Celebrations; the SLF was recognized for its support in the reconstruction of the gardens.
- Saanich News did an article on the SLF projects to date this year.
- He will meet with recreation staff to review all the Saanich projects the Foundation supported this year with a view to putting them into one comprehensive package and applying for a grant in 2009 through the BC Gaming Commission.
- Saanich is not in a position to apply for this funding, but the SLF can – once it is reinstated under the Societies Act. He will have more information on this issue for September.

Treasurer's Report – Barb Klassen

- Balance of approximately \$39,000 in the bank; once all the invoices are paid (promotional supplies, RiverSong, Courthouse fees and grants for Music in the Park), there should be at least \$30,000 left.
- A separate account has to be established at VanCity for the Gaming Commission Grants, but this cannot be completed until we are re-registered under the Societies Act.
- RiverSong has applied for the second stage of the grant request to the BC Arts Council for \$20,000 for 2008/09; the SLF would receive 10% of this for an administration fee (\$2,000).

PARKING LOT ITEMS

May 20, 2008 meeting:

Directors' Liability Insurance Coverage

- Although we have received three quotes (Megson Fitzpatrick, VanCity and Investor's Group), Ms. Klassen noted Volunteer Canada's rates are less and cover all the areas we need. Also, they may be affiliated with Volunteer Victoria, which we were looking

to join at \$85 per year. It could be that this fee would be covered by purchasing the insurance through the company, or a better rate may be available for the insurance if we join. Cost would normally be around \$750 a year for \$1 million coverage.

MOTION: Moved by Pat Young and Seconded by Valerie Green: “That the Treasurer makes application to Volunteer Canada for directors’ insurance for organizations with a budget of under \$50,000.”

Carried.

All agreed it was important to have directors’ insurance and the Treasurer was asked to look into whether this group was affiliated with Volunteer Victoria. It is evident that we need volunteer help with the various events throughout the year.

Promotional Materials

- Philip advised the black T-shirts are slightly more expensive than white - \$6.50 each rather than \$5.50. 100 will be ordered initially. All agreed black was the better choice.
- They will not be co-sponsored by Investors Group but will have the SLF logo and the *** logo on the sleeves in lime green.
- The SLF motto “Your Vision – Our Mission” will be printed on the back of the T-shirt.
- The intent is to give donors who contribute at least \$25 a “free” T-shirt.
- 1000 red balloons with the SLF logo in black have been received at a cost of \$306.00
- Next year, more promotional purchases can be made, such as key chains or fridge magnets, pens, etc.

Fund Raising Event

Phillip announced he is organizing a charity golf and poker tournament with some of the proceeds donated to SLF. There will be a 50/50 draw as well. He will bring the banner to the event.

Victoria Foundation

- Further to the presentation from the Victoria Foundation at the May meeting, agreed that it was prudent to set up an endowment with the Victoria Foundation and make use of their services and expertise.
- The Board had agreed to contribute \$5000 this year, and \$5000 next year to meet the minimum \$10,000 require before any of the interest can be allocated. A formal letter needs to be sent to the Victoria Foundation regarding this.
- Patrick Chenier advised that the Victoria Foundation has a \$15,000 endowment fund that was established 4 or 5 years ago, with a \$5,000 contribution from Saanich, the CRD and the Western Communities. No allocations have been made for a few years. Paul will check on the balance and the name of the fund.

February 4, 2008 workshop

Definitions

Most of the definitions that were queried at the workshop are contained in the Glossary with the Guidelines. Phillip offered to provide definitions based on the Canadian Fund Raising Professional Association. The additional definitions noted can be included in the Glossary.

Ethics Profile

Pat had distributed copies of “Ethical Fundraising and Financial Accountability” at the May meeting; the SLF Guidelines note on page 11 that all members must become familiar with the ethics guide.

Patrick Chenier and Philip Bisset-Covaneiro left the meeting

February 19, 2008 meeting

Capital Campaigns

The issue was raised on whether the SLF can provide funding towards Capital Campaigns. Under our current guidelines and policies, we are restricted in ways we can contribute. This apparently was included because of the limited capacity of the Foundation at the time the guidelines were adopted. We can contribute to a specific part of a capital campaign, such as furnishings. Agreed to maintain the status quo for the time being.

Review Policy & Guidelines – suggestions from Pat Young

Pat had submitted some suggested changes to the guidelines and policies, and provided rationale for these changes. Discussion ensued and most of the changes were accepted as suggested. The secretary to revise the guidelines, noting the changes in red, for final consideration at the next meeting. Noted that the Board can make changes to the guidelines, but changes to the constitution and bylaws require approval at an AGM. A few issues were discussed in more detail:

Auditor (Section 9(f)) – suggested that we hire an auditor to do a review of the accounts annually. The Treasurer will look into this.

Donations by SLF members to the Foundation (10(c)) - Pat stated concern that according to the way the guidelines are written, members are not permitted to make donations to the Foundation. The Chair thought it should be permitted provided the funds weren't “donor directed”, but just went into the general pool, but he offered to look at the particular section and suggest some alternate wording.

April 15, 2008 meeting

Memorials/Planned Giving

The Chair will be meeting with the Victoria Foundation over the summer. These are two areas in which they have expertise and can provide information and printed materials; there is no need to reinvent the wheel. All agreed this is definitely something we need to promote and have information posted on the website as soon as possible.

Mission Statement/Goals/Objectives

To be discussed at the September meeting.

Other Business

Lake Hill Lawn Bowling Club – The Chair spoke to Gerald Fleming in the Parks Department and it would be quite acceptable for the Foundation to provide funding for some component of the renovation project when the time comes. The expansion to the clubhouse has not started yet; they are still in the design stages. Mr. Fleming will keep us posted.

Mail out to past donors – The Treasurer has provided a list of past donors. This will be start of the “mail out” list to be done in the fall thanking people for their donations in the past and asking for their assistance in the future. We need to add more people to the list. A brochure and perhaps a **Newsletter** highlighting the SLF’s achievements over the past year should be included in the letter. Anticipate at least 100 letters to be sent; the Secretary will draft a letter and a newsletter for review (September or October meeting). Letters to be mailed by the end of October.

Additional Board Members Needed

We need to expand the Board members as well as members at large. Would be good to have someone appointed as a volunteer coordinator. A person with a marketing background would also be helpful. The Chair asked members to keep this in mind.

Saanich Centennial Book

All profits from the Saanich Centennial Book (amounting to over \$15,000) were donated to the Foundation. There were 3 printings of the book and it is completely sold out. Requests were received for more but it was decided not to order a fourth printing. Apparently, requests are still received now and then. The Chair is going to look into having the rights for the book transferred to the Legacy Foundation so that if there is another printing in the future to ensure all proceeds are directed back to the SLF.

NEXT MEETING: Agreed to cancel the regular August meeting. The next meeting will be scheduled on Tuesday, September 16, 2008 at 4:00 pm in No. 2 Committee Room, Saanich Municipal Hall.

Adjournment: On a motion from Pat Young the meeting adjourned at 5:50 pm.

I hereby certify these Minutes are an accurate and true recording of the Meeting.

Isobel Hoffmann Recording Secretary
Recording Secretary



SAANICH LEGACY FOUNDATION

Committee Room No.1 – Saanich Municipal Hall
Tuesday, MAY 20, 2008 at 4:10 pm

Present: Paul McKivett, President, in the Chair; Barb Klassen, Treasurer; Philip Bisset-Covaneiro, Valerie Green, Isobel Hoffmann & Pat Young, Directors.
Regrets: Patrick Chenier; Irene Block
Minutes: Moved by Ms. Young Seconded by Ms. Green: "That the Minutes of the April 15, 2008 Meeting be adopted as circulated."
Carried.

PRESENTATIONS

Victoria Foundation – Sandra Richardson & Susan Lucato

- An overview of the Victoria Foundation was provided, outlining its mandate and activities.
- Founded in 1936, it is the second oldest and 6th largest foundation in Canada.
- It has grown in many ways over the past five or six years to the point where \$7 million a year is distributed to over 80 organizations.
- Government cutbacks are being felt in many areas – and there are over 1000 registered charities in our community as a result.
- They elaborated on the type of grants that have been provided in the past few years, covering a range of senior and youth programmes, health, environment and the arts, as well as many others. A newsletter is printed on a regular basis and they will send copies.
- They explained the advantages of the SLF using the Victoria Foundation to invest their endowment fund – for example:
 - An investment of \$100,000 would see a return of 4.75%, calculated annually.
 - Administrative fees are 0.75%
 - The return to the SLF on a \$100,000 investment would be \$4,000 a year.
 - Within 20 years, the contribution would grow to \$156,000, and the original investment would have been returned to the SLF in the annual payouts.
- They can provide more than just a return on the investment: with a staff of 13, they can provide not only secure investments, but also in-house resources and grant writers, and they have a strong relationship with other professional advisors and public relations.

In response to questions, they responded:

- \$10,000 as an initial investment would be acceptable, although will net a lower return.
- It is a simple agreement and the SLF would have an opportunity to name a fund.
- The endowment would be a permanent investment; they have never had anyone ask for the funds back.
- Full details about the endowment programme are outlined in the brochure provided.

VanCity Community Foundation

Heather Knowles, Steve Jardine and Danella Parkswere present to discuss the investment opportunities provided by the Foundation. Information was circulated to the SLF members.

- The Foundation operates from Vancouver and has two main functions: to receive donations which have been set up as endowments and to provide grants to the community.
- There is an annual (negotiable) administration fee which is based on a percentage of the endowment fund, generally 5%.
- Because the SLF is already established as a Foundation, perhaps some other options through the community business banking and endowment services should be considered.
- The endowment funds pay 4.75% interest and they can only pay out the interest earned.
- An investment of \$10,000 would net \$470 annually.
- You could start with an investment as low as \$1,000, and while it would earn interest, no disbursements would be made until the fund reached \$10,000.
- The VanCity Foundation works with the Victoria Foundation.
- They have helped other foundations who are in the same position as the SLF and sometimes can partner larger projects within the community. They are open to discussions on this aspect.
- Some of the areas they would consider cover climate change, preservation of the environment, poverty and homelessness, literacy, new immigrants, social economy, strengthening foundations and non-profit groups.
- The SLF's investment would go into a named fund and direction for the funds can be provided each year.
- They also provide director's insurance and liability insurance and community business banking as well as endowments and investments.

"In Camera" discussions on the presentations from the Victoria Foundation and VanCity Community Foundation ensued:

- VanCity's administration fees are higher than the Victoria Foundation.
- The Victoria Foundation has the expertise and knowledge that would be helpful to SLF, including grant writing, and we would be dealing with a local organization rather than a Vancouver-based operation.
- Regarding Investor's Group, there was a concern about a perceived conflict of interest.

MOTION: **Moved by Barb Klassen and Seconded by Valerie Green: "That we invest \$5000 this year and \$5000 next year, or sooner, with the Victoria Foundation."**

Carried.

Rob Phillips – Strawberry Festival Grant Request

Mr. Phillips, Special Events Coordinator for Saanich, stated:

- The annual event, in its 42nd year, attracts about 5,000 people.
- Every year, expectations continue to rise and we are forced to try to make the event better on the same budget, while having to cut corners in other areas.
- He is asking the SLF to sponsor the event in the amount of \$1,500 towards the main entertainment stage, although any amount the SLF wishes to grant would be appreciated.
- This year he is trying to introduce some new features to the event, which has changed very little over the years, such as an antique car show and a sand sculpture competition. There will also be a giant birthday cake in celebration of BC150.
- The Lions and the Kiwanis have been great partners over the years, but they are losing volunteers and members; this year they are providing funding, but no volunteers.

- In terms of exposure, the SLF will have their banner located adjacent to the main stage and the SLF logo will be on all printed materials and advertising.
- The grant would be used for the stage, sound equipment, honorariums etc.

MOTION: **Moved by Pat Young and Seconded by Barb Klassen: “That a grant of \$1,500 be provided to the Saanich Strawberry Festival as requested.”**
Carried.

Philip Bisset-Covaneiro – Volunteer Victoria

- The cost to join Volunteer Victoria is \$85 annually.
- This allows us to call on the organization whenever we need volunteers do sit at a booth or do some leg work.
- He has worked with the group and has been very happy with the services provided.
- He provided some information to the members to read over and has copies of the application form.
- Suggested that members read the information and we can make a decision by a poll vote.

NOTE: After reading the material, all members agreed by poll vote to pay the annual \$85 fee and join Volunteer Victoria. Application form to be processed.

President’s Report – Paul McKivett

- **Lake Hill Lawn Bowling Club** – Further to the presentation made at the April meeting, the Club would appreciate any assistance we can provide regarding corporate fundraising. They have not approached anyone since they started the project five years ago.
- **Children’s Museum – Go Figure!** - He attended the workshop for the Children’s Museum that is being constructed in Victoria to be located behind the Crystal Gardens on the current lawn bowling green site. A new art gallery will be located in this area also.
- **Director’s Insurance** – Quotes to be obtained from VanCity, Investor’s Group and Megson Fitzpatrick. Once the quotes have been obtained a decision can be made at the next meeting.
- **Saanich Picnic – Bocce Tournament** – the SLF was asked to host a bocce tournament at the Saanich Picnic on June 28th; most members were unable to help with this due to other commitments. Paul will check to see if recreation can help out with volunteers.

Treasurer’s Report – Barb Klassen

- Copy of the report was distributed.
- Some of the grants have been paid out; \$5,000 was received from Saanich and \$50 from the United Way (a donor-directed donation).
- Desjardins has been cancelled; they claim they didn’t get the fax that was sent and we were charged for an additional month. The May fee has been refunded, but we had to pay for March and April.

Pat Young requested that we start an expense account for items such as promotional materials, advertising and administration. Discussion noted:

- The \$5,000 grant from Saanich is supposed to be for operating expenses and this should be catalogued.
- The 10% administration fee we receive from RiverSong and other similar grants should be noted separately so we can easily keep track.
- We adopted a budget of \$6,500 for expenses at the beginning of the year: this could consist of the \$5,000 from Saanich and the \$1,500 from RiverSong.
- In order to meet our operating costs, particularly over the next year or two when we are trying to raise our profile, and in anticipation that Saanich may not grant a full \$5,000 next year, perhaps we need to take 10% of other donations received also.

MOTION: Moved by Pat Young and Seconded by Isobel Hoffmann: “That in accordance with current SLF guidelines, 10% of donations received be applied to operating costs of the Foundation; and further that exceptions to the 10% withholding fee maybe made at the Board’s discretion.”
Carried.

MOTION: Moved by Barb Klassen and Seconded by Valerie Green: “That the Treasurer’s report be received.”
Carried.

Correspondence

- Letter from Saanich advising that the grants programme continues to receive an increasing number of requests from many worthy organizations. Council will examine the justification and criteria for these grants in the 2009 Strategic Plan; further information will be available in early 2009. *Discussion noted we could be looking at a reduced grant next year and we must ensure our proposal is consistent with the 2009 Strategic Plan.*
- Letter from United Way enclosing a donor-designated donation of \$50.
- Thank you letters and tax receipts have been sent to all donors of the Dan Twinn Fund.

Website

- Corrections have been made to the website as noted by members.
- Margo is going to advise on how many “hits” the site has received.
- We need some photos of various events to post on the site to keep it updated.
- A link from the SLF site to the Saanich website has been created to RiverSong.
- Suggested we promote the website – perhaps a press release, emails or letters to previous sponsors and donors.
- An “archive” page needs to be set up to post past events and photos.

Upcoming Events

Go Figure – June 9 – 14, 2008 – Volunteers are needed for a four hour shift (morning or afternoon) at Mayfair Mall for the Children’s Museum Go Figure! Event. The calendar was circulated. Members were asked to advise when or if they could help.

Saanich Picnic June 28th – see discussion under President’s Report.

Other Business

- **Promotional Materials** – all agreed we need to promote the SLF over the next year or two and we need the tools to do it with. Suggestions range from T-shirts, balloons, pens, keychains, magnets, memo pads, etc.
 - To date, we have purchased a banner, advertising space in the Active Living Guide the Planned Giving supplement of the Saanich News, and issued a press release.
 - Philip can arrange for T-shirts at about \$4 each, co-sponsored with the Investor's Group; they would have their logo on the shirts as well as the SLF logo. The shirts could be worn by volunteers and provided to donors who give amounts of \$25 or more. Suggested 100 be ordered initially.
 - Isobel has looked into the prices for balloons, pens, key chains, etc. They vary from about 15 cents each to \$1.00+. The higher the quantity the lower the cost. Agreed to start with balloons, 2500 or less, for now (cost 16 cents each); over the next year or two we can add more items.

MOTION: Moved by Pat Young and Seconded by Valerie Green: "That Philip and Isobel arrange for the promotional materials (100 T-shirts and 2,500 balloons, as discussed.)"

Carried.

- **Ethical Fundraising & Financial Accountability Code** – Pat had obtained information on this matter, which was distributed to members. To be discussed at a later date.
- **Funding from the BC Lottery Foundation** – Pat advised that she checked the guidelines and apparently we need to have at least six Board members plus six members at large. Now we have five Board members and four members at large.
 - Other than that, we should be eligible.
 - Perhaps the Victoria Foundation could assist with the grant application to the Lottery Fund.
- **Donor List** – Barb has assembled a current donor list; suggested letters be sent to each individual thanking them for their past contributions and asking them to consider donating to the SLF again. Perhaps we need to consider doing a newsletter detailing our accomplishments this year to send with the letters.

NEXT MEETING: June meeting may be cancelled due to other commitments; members to be advised. The July 15th meeting to focus on "parking lot" items and other outstanding issues.

Adjournment: On a motion from Pat Young the meeting adjourned at 6:45 pm.

I hereby certify these Minutes are an accurate and true recording of the Meeting.

Isobel Hoffmann Recording Secretary
Recording Secretary



SAANICH LEGACY FOUNDATION

Committee Room No.1 – Saanich Municipal Hall
Tuesday, APRIL 15, 2008 at 4:00 pm

Present: Paul McKivett, President, in the Chair; Philip Bisset-Convaneiro, Director; Barb Klassen, Treasurer; Valerie Green, Isobel Hoffmann & Pat Young, Directors; Patrick Chenier, Past President; Irene Block, SCAN

Minutes: Moved by Ms. Young Seconded by Ms. Green: "That the Minutes of the March 18 2008 Meeting be adopted as circulated."

Carried.

PRESENTATIONS

Lake Hill Lawn Bowling Club – Roger Vale & Al Sayward

- The 190+ members of the club have raised \$150,000 in capital over the past 4 years for renovations to the 77 year old building, which is in need of repair; construction costs are estimated at \$350,000 to \$400,000.
- Saanich owns the building and the property, situated in Reynolds Park, but the Club is responsible for maintenance and operating costs of the building.
- Donations of varying amounts have been received from the BC Gaming Commission and a few community businesses, with other funds raised through garage sales and small fundraising ventures.
- A variance has been received to keep the building in the same location and plans will be reviewed by the Advisory Design Panel on May 7, 2008.
- Anticipated construction will start in September, after the club closes for the season.
- The club has an on-going relationship with Reynolds School for use of the facilities.
- As far as the Gaming Commission is concerned, there is a timeline to use the funds donated; audits will be carried out. If the money is not used within a specified time, it could be taken back.
- Because the exact cost of the new building is unknown, it is difficult to estimate how much more money is required.
- Saanich, who is in charge of the project, will be sending it to tender shortly.
- An application to the Victoria Foundation was turned down; another application will be made to the Gaming Commission.
- Saanich is very committed to the project and an open house will be held before construction starts.

Discussion noted:

- The SLF guidelines state Capital campaigns are not eligible for grants, however identifiable components of capital projects may be considered – and this could definitely be an option.
- The Chair offered to speak with Linda McClure and Gerald Fleming regarding other funding options or services in kind.

Mr. Vale and Mr. Sayward left the meeting.

President's Report – nothing to report this month

Treasurer's Report

- Cheques have been dispersed to the Celebration of the Arts (\$5,000) and the Children's Museum (\$2,000), leaving a balance of approximately \$50,000.
- Grants still have to be issued for Goward House (\$5,000) and Totally Teen Talent (\$5,000).
- Funds from the "Urban Cup" have not been received to date (special one-day fundraising event in honour of the anniversary of the establishment).
- The Dan Twinn fund has a balance of \$7,888.04; this will be dispersed to the family.

Moved by B. Klassen and Seconded by Patrick Chenier: "That the Treasurer's report be accepted."

Carried.

Update on Celebration of the Arts (Charlene Parker)

- Over 45 visual artists and many performing artists have signed up for the Celebration.
- There will be an opportunity to promote the SLF at the event: a booth will be provided and the President will be invited to give a brief speech.
- The Foundation is listed as the title sponsor.

Update on the LimeLight Teen Talent Festival (Charlene Parker)

- 55 young artists have signed up for the art displays, together with 35 performing artists for the teen talent show on the Saturday night.
- There will be an opportunity for the Foundation to speak at the evening gala event and a table will also be available to display brochures.
- Free tickets are available for SLF members.

Mission Statement / Goals / Objectives

Agreed this issue be carried forward until September, when the members can review the progress of the SLF over the past year and the various events we have sponsored. We should then be able to make a better assessment on whether the draft goals and objectives decided at the February workshop are appropriate or need revision. The Mission Statement has already been revised and finalized.

Correspondence:

- Letter of appreciation from Goward House for the grant towards their restoration project.
- Copies of the revised "Grant Application Package" were distributed; changes were minor in nature, either adding a phone number to the application forms or streamlining the guidelines. Deadlines for applications would normally be March 15 and October 15 in any given year, however it was previously agreed that **for 2008 only**, grants will be accepted throughout the year and considered at the next available meeting. This is reflected in the revised guidelines.

Website

- The website is just about ready to launch; text has been provided to Margo and some final tweaking is being done.
- Agreed the site will be a “work in progress” and that it is important to keep it fresh and alive – with continual updates on projects and new photos, etc.
- Before the “official launch” members will have an opportunity to review the site in case any corrections are necessary.

Other Business

- a) **Volunteers** are needed for the Children’s Museum at Mayfair Mall (June 8).
- b) **Date for the Regular AGM:** the guidelines indicate this should be held in May but they can be held up to 15 months apart. The last few years, AGM’s have been held at various times. All agreed a set date should be established. The 2007 AGM was held in December.

Moved by Pat Young and Seconded by Valerie Green: “That the next Annual General Meeting be held in January 2009, and every January thereafter and the Guidelines changed accordingly.”

Carried.

- c) **CRD Arts Fund:** Paul has been discussing the CRD Arts Funding with Councillor Sanders, who advised that this issue is being examined at the political level. She will keep him advised on the progress.
This is a follow-up to the query about the considerable funding provided to the Arts by the four-core municipalities with very little apportioned to the local community artists and organizations. The bulk of the funding supports the major players – for example, the Victoria Symphony, the Art Gallery, the Royal Theatre. Part of the issue is smaller arts groups and individuals are not eligible to apply for grants. The Foundation could be a vehicle through which grant funds are channeled for distribution because it is a designated charitable foundation.
- d) **Volunteers:** Philip stated he is on the volunteer signup list at UVIC; this group, and the Victoria Volunteer Society, are good places to search for volunteers. He will bring information about the volunteer programme to the next meeting.
- e) **T-Shirts and Promotional Materials:** Philip will bring information on promotional T-Shirts to the next meeting. Noted other items could be considered as well, pens, key chains, magnets, hats, balloons, etc.

Adjournment: On a motion from Pat Young the meeting adjourned at 5:25 pm.

An “In Camera” Meeting immediately followed.

I hereby certify these Minutes are an accurate and true recording of the Meeting.

Isobel Hoffmann Recording Secretary
Recording Secretary



SAANICH LEGACY FOUNDATION

Committee Room No.1 – Saanich Municipal Hall
Tuesday, MARCH 18, 2008 at 4:00 pm

Present: Paul McKivett, President, in the Chair; Barb Klassen, Treasurer; Valerie Green and Pat Young, Directors; Phillip Bisset-Covaneiro, Director Elect (joined meeting following presentations).

Regrets: Isobel Hoffmann

Guests: Nicola Stanford, Edward Jones; Steve & Heather ??, Van City; Phillip Bisset-Covaneiro, Investors Group.

Minutes: Moved by Ms Young Seconded by Mrs. Klassen: "That the Minutes of the February 19, 2008 Meeting be adopted as circulated."

Carried.

INVESTMENT STRATEGY PRESENTATIONS:

The President advised the Board that he had received a letter from Patrick Chenier absenting himself from this meeting as he is related to the presenter from Edward Jones.

Edward Jones, represented by Nicola Stanford made a presentation on what services Edward Jones would be able to provide to the Saanich Legacy Foundation. Packages were presented to each Director. Focus on medium and long term investment and maintaining liquidity.

VanCity, represented by Steve and Heather. Discussion ensued on services to be provided. In addition to what other investment firms provide, through the VanCity Foundation, additional assistance is provided with marketing the SLF as well as access to development funds.

Investors Group, presented by Phillip Bisset-Covaneiro, distributed a package of material to each Director. The presentation focused on liquidity, flexibility and working towards an endowment fund.

Following the presentations, the consensus of the Board was to discuss the presentations at a future meeting. The Board would take its time on deciding on which firm to go with as this would be a decision with long term implications.

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The meeting was then called to order at 5:50pm. The Chair agreed to keep minutes for this meeting.

- **President's Report**

Poll Vote: The President advised that the Poll Vote to seat Phillip Bisset-Covaneiro as a Director had been unanimous.

Moved by Barb Klassen and seconded by Pat Young: "That Phillip be appointed as a Director."

Carried

Saanich Recreation Brochure

With assistance from Valerie, Isobel and especially Kathy Graham of Saanich Recreation, a quarter page advertisement for the SLF will appear in the next addition of the Saanich Recreation Brochure. Invoice to follow. If there is a good response from this ad, consideration should be given to a larger ad in future editions.

Website:

Paul and Isobel met with Margo Sutherland and website will go up in stages through April. As pages are finished they will be added. Website will be a work in progress.

Director's liability insurance:

Paul is completing forms from Megson Fitzpatrick regarding the provision of this coverage to get a quote.

Press Release:

Paul to try to get press release out on grants over next few weeks.

Moved by Barb Klassen, Seconded by Valerie Green: "That the President's Report be accepted."

Carried

▪ **Treasurer's Report:**

Current bank balance as of Feb 29, 2008 = \$57,427.51

Dan Twinn Fund	888.04		
Expenses:	111.99		
Receipts:	Interest:	\$	4.57
	Dan Twinn	\$	388.00
	Interest D. Twinn	\$	0.03

Investing a portion of our account: The Treasurer had made the arrangements for reps from Edwards Jones, Investors and Vancity to make the presentations earlier in the meeting.

Moved by Barb Klassen and seconded by Pat Young: "That the Treasurer's report be received."

Carried

Correspondence:

- Thank you card from Margaret Bachman, Music in the Park.

Mission Statement/Goals/Objectives

Update on activities: Should be noted that web page is under construction as part of the goal and activities to raise the profile of the SLF. Also, Valerie Green advised she would be publishing an article about the SLF in an upcoming edition of the Saanich News, late March or early April.

Goal: Seek Sponsorships: Levels of sponsorship were defined at February meeting.

Activity: Barb is working on building data base using Excell spreadsheet.

Other Business:

Donation

Valerie advised the Board that the Urban Cup on Shelbourne Street was designating its first anniversary to recognizing and raising some funds for the SLF. Paul indicated he would attempt to drop in to thank them.

Banner

Discussion ensued on need for a banner for the upcoming events identified by Isobel.

Moved by Pat Young and seconded by Valerie Green: "That the Board explore a design and purchase a banner for upcoming events."

Carried

Special Events Schedule

The Board reviewed the schedule created by Isobel. Paul stated he would be able to be at the Celebration of the Arts on April 26 but was out of town in early May.

Lime Light Youth Festival, May 2, 3, 4. Talent Show. Phillip stated he would work with Isobel and was prepared to speak at the event on behalf of the SLF as the President would be absent.

Adjournment: On a motion from Pat Young the meeting adjourned at 6pm.

I hereby certify these Minutes are an accurate and true recording of the Meeting.

Paul McKivett
Recording Secretary



SAANICH LEGACY FOUNDATION

Committee Room No.1 – Saanich Municipal Hall
Tuesday, FEBRUARY 19, 2008 at 4:00 pm

Present: Paul McKivett, President, in the Chair; Patrick Chenier, Past President; Barb Klassen, Treasurer; Pat Young, Director; Franca La Bella, SCAN; Charlene Parker (Saanich Recreation) and Isobel Hoffmann, Director, and Recording Secretary.

Regrets: Valerie Green; Richard Grubb

Guests: Phillip Bisset-Covaneiro, Investors Group

In Camera: Members present during In Camera discussions: Paul McKivett, Patrick Chenier, Barb Klassen, Pat Young and Isobel Hoffmann

Minutes: Moved by Ms Young Seconded by Mrs. Klassen: "That the Minutes of the January 15, 2008 Meeting be adopted as circulated."

Carried.

GRANT PRESENTATIONS:

Children's Museum of Victoria Association – Sharon Apsey, Vice President (\$5,000)

- The Association has been working actively for 9 years to move forward with this project.
- The intent is to eventually launch a capital campaign to have the Museum in a permanent location in Greater Victoria. A Master Plan and sustainability plan are almost completed and a feasibility study is being conducted to explore options for a permanent home of about 20,000 sq.ft. It is recognized this venture would require funding on an on-going basis.
- Some funding has been raised to bring a traveling museum to Victoria, which will coincide with the Children's Festival in May. It will be set up in downtown Victoria for a few days in May and at the Mayfair Shopping Centre in June.
- The purpose is to introduce parents, teachers and pre-school and elementary aged children to the concept of having a totally "hands on" museum where you can learn by touch – and learn about physics and math without realizing it.
- The Children's Museum is well known throughout the United States and Eastern Canada. The US has 350 museums – Canada is lagging behind – and BC in particular.
- The target is to have at least two museums and hopefully as many as 12 in BC.
- The museums usually have a few standard exhibits as well as traveling exhibits.
- She elaborated on the five exhibits proposed for Victoria, based on popular children's books.
- The exhibit space will be about 700 sq.ft.
- The Victoria Foundation is a major contributor, as well as Success By Six.
- They have applied to the province for funding also.
- Volunteers from the UVICs Child Care Programme will assist with the temporary museum.

In Camera Discussions:

- As the association has most of the funding in place for the traveling museum, it was suggested an amount between \$1,000 and \$3,000 be granted instead.

- Members all agreed this was an excellent project and suggested the group re-apply for capital funding once they have their proposal fully prepared. (*later questioned if the SLF can contribute to a capital project; further investigation required*)
- The Victoria Foundation has granted a significant amount, and some of the other sponsors are well known in the community. Good project to have our name associated with.
- If most of the funding is already on hand, perhaps with our grant, they could extend the programme by another day, or enhance it, or set up in one of the Saanich Recreation Centres.

MOTION: Moved by Ms. Young and Seconded by Ms. Hoffmann: "That a grant of \$2,000 be given to The Children's Museum of Victoria Association."

Carried.

Saanich Community Arts Celebration - \$5,000

Charlene Parker elaborated on the event, which is in its 12th year and growing in success each year.

- The event, held in the tennis bubble at Cedar Hill Recreation Centre showcases artisans from a variety of areas, hands-on activities for children, performing artists, artwork demonstrations and sales. This year culinary arts will be introduced.
- Children can display their artwork also – it is a great venue for professional artists as well as raising awareness of the arts in general.
- Last year over 1,500 people attended. It is a free, family event, although last year people were able to make a donation if they wished.
- It is hoped that the Legacy Foundation would become the title sponsor for the event, and in return would have its logo on all promotional material and a booth at the event to help raise the profile of the Foundation.

In Camera Discussions

MOTION: Moved by Ms. Young and Seconded by Ms. Klassen: "That \$5,000 be granted to the Saanich Community Arts Celebration for 2008, and that in recognition of this, the SLF become a title sponsor for the event."

Carried.

Lime Light Youth Festival - \$5,000

A presentation was made at the January SLF meeting by Adam Richards about this event being held the first weekend in May at the Pearkes Community Centre and Tillicum Mall. Again, if the Foundation approves the grant, the SLF logo would be on all promotional material and we would have a booth at the event to promote the Foundation.

In Camera Discussions

MOTION: Moved by Mr. Chenier and Seconded by Ms. Klassen: "That \$5,000 be granted to the Lime Light Youth Festival for 2008."

Carried.

Music in the Park - \$2,390

Charlene Parker elaborated on this grant request, noting it involves 3 community associations: Gordon Head, Quadra Cedar Hill and Gorge Tillicum. It forms part of the community development programme and it is enjoyed by people of all ages.

- This popular, free, family event is part of the SunFest programme held throughout various Saanich locations during July.
- This year, the parks selected are Rutledge, Rudd, Meadow, and Majestic.
- It is expected that other associations may come forward with a similar grant request this year (perhaps Royal Oak and North Quadra).
- It is hoped eventually this will be an event run on community sponsorship.
- It was noted there is great enthusiasm from the community for these events.

In Camera Discussions

MOTION: Moved by Ms. Young and Seconded by Ms. Klassen: "That \$2,390 be granted to the Music in the Park programme for 2008."

Carried.

Goward House Garden & Woodland Restoration Project – Everett Peterson - \$5,000

Mr. Peterson stated:

- He is a former Board member and now a volunteer taking care of the woodlands and gardens at Goward House.
- Goward House, owned by Saanich, will be celebrating its Centennial this year.
- Very little information is available on what the gardens looked like originally, so they are viewing this as a Legacy project rather than a heritage project.
- The intent is to redevelop the gardens and woodland paths, using native species.
- A major concern is the ever increasing deer population; it is hoped that some of the plants can be protected by enclosures.
- The grounds are often used for weddings as well as public events.
- They are working with the Saanich Parks Department and following the Natural Areas NatureScape programme guidelines.
- In answer to questions from the Foundation, he advised Goward House has about 400 members and sees over 3,000 visitors a year.
- The Heritage Foundation has contributed to Goward House over the years and negotiations are underway to renew another 5 year lease.
- Many volunteers help with the gardening and there is also a paid gardener who works about 20 hours a week.
- About \$1,000 of this grant application would be to cover work over and above what is done on a regular basis by the paid gardener.
- In 2006, an environmental award was presented to Goward House for the removal of invasive species.
- There is no education component with respect to the gardens at the moment. Brochures are available and plaques and interpretive signs are being considered throughout the trail and garden system, particularly at the entry points to the trails.
- Grants applications have not been sent to other sources for this project.
- He advised the Foundation would be able to display its brochures at Goward House and it would be publicly acknowledged for its support of the project.

There was concern about planting anything that would be eaten by deer, and the idea of having everything behind a wire enclosure was not appealing. Mr. Peterson stated there is no point in doing anything unless we can create some deer proofing areas. The challenge will be to make it aesthetically pleasing as well. He agreed the deer are a major problem; they will do the best they can.

In Camera Discussions

MOTION: Moved by Ms. Klassen and Seconded by Ms. Hoffmann: "That \$5,000 be granted to the Goward House Garden and Restoration Project for 2008."

Carried.

Noted that announcements should be made to the press about the grants – but not all at once; perhaps one a week for the next month or so. Ensure that photos are taken at the events to be posted on the website eventually.

PRESIDENT'S REPORT – Paul McKivett

Investors' Group

As discussed at the last meeting, he followed up on potential funding from the Investors Group and was advised they need time to observe the organization in order to determine if it would be suitable for sponsorship. Phillip Bisset-Covaneiro is attending the meeting tonight to see if he is interested in becoming a director.

Sponsorships

He and Valerie Green have been preparing a possible list of sponsors to approach. He asked other members to advise if they have any other potential contacts. The list will be copied for the discussion at the March meeting.

Letters have been drafted to organizations connected with Saanich, such as the Saanich Employees Benefit Association, the Police and Fire Benefit Associations, as well as local unions.

Grant Application to Saanich Council

An application for \$5,000 has been made to Saanich Council to assist with administration costs for 2008. There was concern last year from Council because no projects were completed. He has met directly with some Councillors and the Director of Finance; the application is very specific this year, highlighting the operational needs of the Foundation for 2008, including a refurbished website, and noting the projects it intends to support.

CRD Arts Council Fund

He has met with Councillor Vic Derman regarding the SLF being used as a designated non-profit agency for possible grants and applications for arts funding projects in Saanich. It seems for the almost \$1 million contributed by Saanich to the CRD Arts Fund, no money is provided for community projects and local artists, but rather it is assigned to the "major players" – the Arts Gallery, the Victoria Symphony, the Belfry Theatre, etc. Councillor Vicki Sanders sits on the Arts Council and she will support our position in that there should be provision to fund community arts. The SLF is a ideal vehicle through which to channel the funding. More information to follow.

Appointment of Vice President

Mr. McKivett stated he will be out of the country from February 23 to March 9, and proposed that Isobel Hoffmann be designated as Vice President in order that she can consult with the Board and make recommendations on any matter that might arise.

MOTION: Moved by Ms. Klassen and Seconded by Ms. Young: "That Isobel Hoffmann be appointed as Vice-President."

Carried.

TREASURER'S REPORT – Barb Klassen

- Balance as of January 31, 2008 - \$57,534.93; Dan Twinn Fund - \$500.01
- Richard Grubb has provided copies of the financial statements to December 31, 2007 and these have been distributed to members.
- A letter has been sent to VISA Desjardins to discontinue the \$17 monthly charge for card processing and rental of the imprinter.
- We can process credit cards through "CanadaHelps". There is no cost to register and no annual fee. Donors are subject to a 2% charge to cover credit charges and a 1% fee to cover banking costs. They are registered with CCRA and issue tax receipts. The donation is forwarded to the SLF less the 3%, along with a record of donor information.
- We received a donation of \$630.50 last month out of a \$650 donation; we would have to receive more than 10 donations like this to cost as much as the \$204 yearly charge from Visa.
- CanadaHelps already lists us as a charity but we have not formally registered.
- Although donors would have received a tax receipt, she recommends we send a thank you acknowledgment from the Foundation.
- She has been approached by Niki Stanford (Edward Jones) about setting up a portfolio and placing some funds in a higher interest producing investment. Niki would like to make a presentation to the Foundation in March.
- She hasn't as yet approached Van City about higher interest bearing accounts, and she suggested they could come to the March meeting also.

Members agreed to hear presentations from Edward Jones, VanCity, and also the Investors Group in March. Mr. Bisset-Cavaneiro noted we need to consider tax issues also.

MOTION: Moved by Ms. Klassen and Seconded by Ms. Young: "That the Treasurer's report be accepted as written."

Carried.

Proposed Budget for Discussion Purposes

A draft budget was circulated for comments. The Foundation has not adopted a budget in the past and simply relied on its financial statements. The intent of setting a budget is to have some guidelines that meet our objectives for the coming year. Discussion ensued and some minor changes were made to the budget, but it was generally accepted as presented, with revenue and expenditures being \$41,000. Although this is an ambitious target revenue wise – it is achievable. Also, we have sufficient funds in the bank should we not raise \$41,000 this year. All agreed this is the year we have to spend money to raise our profile.

Ms. La Bella stated we must consider "Planned Giving" as a way to raise funds in the future. All members agreed, noting that as the Foundation becomes better known in the community, we can start to approach various groups & care homes about this form of donation, particularly as corporate sponsorships are hard to get and often they are "in kind" donations.

Some brochures to be gathered for discussion on Planned Giving at the next meeting; this is also something to include on our new website.

MOTION: Moved by Ms. Klassen and Seconded by Ms. Young: "That the tentative budget as proposed for 2008 be accepted."

Carried.

Adoption of Mission Statement /Goals/Objectives

Copies of the above were distributed to members based on discussions at the February 4, 2008 workshop. Ms. Young presented an amendment to the Mission Statement, which was accepted by the Foundation. Agreed discussion re goals and objectives be carried forward to the March meeting.

MOTION: Moved by Ms. Young and Seconded by Ms.Klassen: "That the SLF Mission Statement now read: *By 2011, the Saanich Legacy Foundation will be a recognized community leader serving as a catalyst for channeling resources that enhance the quality of life for its residents.*"

Carried.

CORRESPONDENCE

- a) Blind Bowls Assoc. of Canada – request for unspecified donation. As it was unclear whether this programme was operated in BC, and given the Foundation's present situation, it was agreed that the letter be received and filed. An acknowledgment to be sent.
- b) Copy of letter to Saanich Council requesting a \$5,000 grant for 2008 administration costs. It is anticipated this will be considered by Council during the budget meetings in March.

WEBSITE

Mr. McKivett stated he met with Margo Sutherland to discuss what we envisioned for the new website. A list of items for the proposed website was distributed to the members. It was agreed to add information about "CanadaHelps" and Planned Giving to the site also. The list will be sent to Margo and she and Paul will meet next week to discuss time lines. It is hoped to have the site up and running by the end of March, beginning of April.

OTHER BUSINESS

Publicizing Donations (Pat Young)

Suggested that when donations are received, photos be obtained if possible and posted on the website. It is important that all donors be recognized in some fashion – unless they have indicated otherwise.

Parking Lot Items

At the February workshop, a "parking lot" was started to keep track of items to be discussed at future meetings or investigated. To date, this includes:

- Definitions: including the difference between fund raising, sponsorships and donations, endowments and restricted funds. *Noted most of these definitions are included in our Policy Guidelines.*
- Ethics Profile

In the interests of time, these discussions to be carried forward to another meeting. The secretary will keep an on-going list of “parking lot” items, which will be distributed with each agenda package.

Levels of Sponsorship

Based on what Saanich is currently using for the Celebration of the Arts event, it was suggested that we adopt similar sponsorship levels, and that they be posted on the website:

Partner	\$2,000 plus
Patron	\$1,000 plus
Sponsor	\$300 plus
Supporter	any amount up to \$300

Next meeting: It was agreed to keep the next meeting date to **March 18, 2008**. The secretary will be unavailable, but Patrick Chenier offered to take minutes.

Adjournment: The meeting adjourned at 6:15 pm

I hereby certify these Minutes are an accurate and true recording of the Meeting.

Isobel Hoffmann
Recording Secretary



SAANICH LEGACY FOUNDATION

Committee Room No.1 – Saanich Municipal Hall
Tuesday, JANUARY 15, 2008 at 4:00 pm

Present: Paul McKivett, President, in the Chair; Patrick Chenier, Past President; Valerie Green, Director; Pat Young, Director; Charlene Parker (Saanich Recreation) and Isobel Hoffmann (Director and Recording Secretary)
Regrets: Barb Klassen; Franca La Bella; Richard Grubb
Guests: Adam Richards, Saanich Recreation, Paula Jardine & Carolyn Knight (RiverSong Project).

Minutes: Moved by Ms. Green and Seconded by Mr. Chenier: "That the Minutes of the December 4, 2007 Meeting be adopted as circulated."

Carried.

PRESENTATIONS:

RiverSong Project – Paula Jardine and Carolyn Knight

Ms. Jardine and Ms. Knight provided background information about the RiverSong project noting the following:

- *RiverSong – Singing the Salmon Home*, is a multi-year initiative and community project, using artistic expression and community art and song to celebrate the Colquitz watershed and strengthen the community connection to the area.
- They have the support of HAT (Habitat Acquisition Trust) and other groups such as the Gorge Tillicum Association, Fish & Game Society and the Saanich Parks Department.
- Saanich Parks is very supportive of the work proposed; the municipality is currently undertaking a trail restoration project which ties in nicely with their plans.
- September 30 was Rivers' Day and a Song Circle was held with about 40+ people attending.
- The next phase of the project will involve local schools – Tillicum Elementary and Colquitz Jr. Secondary, and perhaps the Native Friendship Centre – to make pebble mosaic paving stones to place along the Colquitz River trails. They will work closely with Saanich Parks regarding placement of the paving stones.
- Children will take pride in the area because they will have a physical connection – and while this is not a panacea to preventing vandalism, it will create a change in attitude – and that is a good start.
- A \$15,000 grant from the BC Arts Council has been received; they appreciated the Foundation becoming a partner in the project, allowing the funds to be channeled through their accounts as a registered charity.
- A pilot project will be held in the spring and a workshop in the summer so that by the next Rivers' Day we will be able to celebrate the pebble mosaics project. These will be a lasting legacy and will engage various groups throughout the 3 years as they move along the trail. The goal is to have an annual event on Rivers' Day.

In response to questions and comments from the Foundation, they stated:

- They will be applying for more grants; they have a professional grant writer and will provide the Foundation with information about other applications.

- Because they are working closely with the Parks Department, the placement of the stones will not be an impediment to the bicycle users of the trail.
- When Valerie Green offered to write an article on the project in her weekly Saanich News column, it was suggested that she mention Frank Neat, a past Saanich Engineer, who was basically responsible for the trail because he decided it was cheaper to purchase the land and develop it as a park rather than pave it over – which was the original plan.
- Information on the roles and responsibilities of the people involved in the project was distributed.

The Lime Light Youth Festival – Adam Richards

- The first week in May is International Youth Week across Canada and BC Youth Week is generally celebrated between the 1st and 8th of May.
- Various youth and community events take place during this week, but one of the more popular events is the Totally Teen Talent concert, which in the past has taken place at UVIC. This event is in its 14th year and is hosted by Chek TV.
- Many of the participants go on to have careers in music and entertainment.
- Saanich is looking at updating and expanding the event to create a youth festival with different components, including youth expression through art, which is particularly helpful when dealing with youth at risk.
- The new programme would be called *The Limelight Youth Festival* and would consist of an intermunicipal lot party, an urban village arts exhibition, culminating with the Almost Famous Teen Talent Gala in the evening.
- The event will be held at the Pearkes Arena and the intermunicipal lot party will be held at Tillicum Mall.
- Information was distributed explaining the three components of the festival and the project budget for each, (note the intermunicipal lot party is sponsored with other municipalities).
- He hoped the urban arts village would be the impetus to providing a permanent art exhibit space for youth.
- The Legacy Foundation has sponsored the Totally Teen Talent Show in the past and this is a great opportunity to raise the profile of the Foundation.

In response to comments and questions from the Foundation, he stated:

- Although there is capacity for more, he expects between 200 and 400 people will attend the evening gala event.
- Youth throughout the Greater Victoria area between the ages of 11 and 20 can enter and schools are in the process of being contacted.
- The total budget is over \$20,000; BC Transit is also a partner for the lot party.
- Chek TV finds a sponsor for the airtime for the Gala Event; these costs are not included in the budget.

Agreed if the Foundation sponsors the event, there would be opportunity to showcase and raise the profile of the Foundation (perhaps a booth at the festival), generating additional funds that can be designated towards youth arts in the future. This partnership could benefit both parties.

Other funding opportunities for the Lime Light Festival could include the BC 150 Celebration (perhaps some smaller grants are still available); the VANOC Fund (Vancouver Olympics) and the Victoria Foundation.

Adam thanked the Foundation for their consideration and left the meeting. A formal grant application will be prepared for consideration at the next meeting.

PRESIDENT'S REPORT

Welcome to New Member – Pat Young

A poll vote of members was held earlier this week and Pat Young was accepted as a director of the Foundation.

MOTION: Moved by Ms. Green and Seconded by Mr. Chenier: "That Pat Young be appointed as a Director of the Saanich Legacy Foundation."

Carried.

Dan Twinn Fund

- Due to the urgency involved, a poll vote of members was held last week to permit the SLF to act as an agent to allow funds for Dan Twinn's family to be channeled through the Foundation's accounts so tax receipts can be issued.
- The Canada Revenue Agency has been consulted.
- Funds will be kept at arm's length in a separate account at VanCity with a separate administrator who will keep track of the donations and pass them to the Twinn family.
- Tax receipts to be issued by the SLF Treasurer.
- If this exercise proves successful - part of the benefit would be names to add to the SLF's data base.
- Because this is a hardship case and we do not know how successful it will be, he recommends the 10% fee be waived.

MOTION: Moved by Ms. Green and Seconded by Ms. Young: "That the SLF act as an agent for the Dan Twinn Fund, tax receipts be issued accordingly by the Treasurer, and further that the 10% fee be waived in this instance."

Carried.

Investors' Group

Following up on a lead, Paul met earlier this week with Philip Bisset-Covaneiro from Investors' Group. Apparently Investors' Group had an undisclosed amount of cash they wished to donate to a registered charity. He will follow up and report back.

Recruiting Donations

Paul asked Valerie and Pat if they would review Centennial Book sponsors and make a list of the organizations and families, or even people who were featured in the book, and ask if they would like to donate to the Foundation. All net proceeds from the Centennial Book (over \$10,000) was donated to the SLF. The secretary advised she still may have a mailing list of the sponsors.

Paul also suggested that members think of any other organizations or contacts they know who might be wish to donate to the SLF; he would be willing to meet at their convenience to answer their questions and make a pitch on behalf of the Foundation.

In Camera Meetings

Paul noted that periodically there could be some legal or property issues that arise and should be discussed In Camera with just the Directors present. These matters will be left to the end of the meeting – or perhaps a short meeting will be held beforehand.

TREASURER'S REPORT – Treasurer not present.

Policy & Procedures Manual

Pat raised concerns regarding sections of the Policy and Procedures Manual – specifically:

- Page 10: Receipts - which notes tax receipts cannot be issued to a donor who has spending authority over the proceeds – this to her means that as Directors we would not be able to contribute to the Foundation.
- Page 11: Investments – she felt that “security” should be added to the second paragraph as a primary objective as well as income and growth.
- Insurance for directors is another concern: we are handling people's money and a certain amount of protection – especially if the organization is at arm's length to Saanich.

Paul noted that the document is not written in stone and changes can be made by the Foundation.

- He agreed that insurance is important, noting we have a fiduciary liability.
- Errors and Omissions Insurance should be explored at the very least.
- Perhaps a review at the workshop would be in order.
- Other minor changes to update the document are also required.
- Opinions on the language could be sought from the Municipal Solicitor and the Risk Manager.

GRANTS

Two grant applications have been received to date and distributed to members:

1. Children's Museum of Victoria (\$5,000)
2. Saanich Community Arts Festival (\$5,000).

A third grant application is expected from Saanich Community Services for the Lime Light Youth Festival.

- For this year, applications will be heard at the next available meeting.
- Members to be prepared to make a decision at the February meeting.
- Any other applications received will be copied to members as soon as they are received.

WORKSHOP

The purpose of a workshop would be to:

- discuss goals and objectives for the year
- set a budget
- review current balance available and decide how much we want to distribute

- consider ways to raise the profile of the SLF and raise additional funds
- review the Terms of Reference and Policy and Procedures

February 4, 2008 from 4:00 pm to 6:00 pm, Committee Room No. 2 was agreed upon. The secretary to check with absent members and confirm the date. A volunteer facilitator would be very beneficial.

WEBSITE

The SLF Website is non-existent – it is just a link to the brochure – and it needs to be updated so it is functional, allowing people to not only find out what the SLF does and review past and future projects, but allow them to make on-line donations.

- Paul met with Rob Phillips, the Special Events Coordinator for Saanich, and Margo Sutherland, who works for the provincial government designing and managing corporate websites. Both parties are looking at developing websites as a side business and both have similar skill sets.
- Margo had the lower price of \$50 per page for a maximum of ten pages, which should be more than adequate to meet our needs after reviewing other websites.
- The site should be easy to maintain using templates so that anyone can update when necessary or substitute new information.
- **It would be beneficial to have the site functional by April 30** – perhaps a launch can be announced at the Lime Light Youth Festival.
- Over the next few weeks, information for the site will be gathered – possibly Valerie can assist with the written material and photos of past events can be found.

MOTION: Moved by Ms. Young and Seconded by Ms. Green: “That Margo Sutherland be hired as the SLF Website Designer at a cost of \$50 per page for a maximum of \$500.”

Carried.

Until the SLF Website is launched, Isobel has been discussing an addition to the Saanich Website to at least provide contact information, and providing a link to the SLF website – which as noted earlier is simply a copy of the brochure. This link would likely be on the Community Web Page.

ADDITIONAL MEMBERS

Paul asked members to think of other individuals who might wish to join the SLF. Ideally, he would like to have eight to ten directors so that sub-committees can be formed to handle certain tasks. People with a background in economics, accounting or legal matters would be beneficial.

On a Motion from Ms. Green, the Meeting adjourned at 5:30 p.m.

I hereby certify these minutes are correct.

Recording Secretary