



# SAANICH LEGACY FOUNDATION

Committee Room NO. 1 – Saanich Municipal Hall

Monday, JANUARY 23, 2012 at 4:00 p.m.

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Present: Paul McKivett in the Chair; Isobel Hoffmann, Vice-President & Recording Secretary; Barb Klassen, Treasurer; Pat Young, Debby Harris, Claire Reynolds, Philip Bisset-Convenciro and Alyssa Jesson, Directors. Also present was Steve Meikle.

Minutes: The Minutes of December 6, 2011 were adopted.

**PRESENTATION:** Coffee for Kids (Bob Elder) – postponed to February Meeting

**GRANTS: Lime Light Experience (\$1500)**

- Steve Meikle advised that the event would be held on March 3, 2012 at the new Arts Centre at Cedar Hill. There will be an exhibit of photos from the John Lennon and Yoko Ono “bed in”. There will be opportunity for SLF exposure at the event.

**MOTION: Moved by Pat Young and Seconded by Philip Bisset-Convenciro: “That the Saanich Legacy Foundation support a grant of \$1500 to Saanich Recreation for the LimeLight Experience 2012.”**

**Carried.**

Discussion noted that the maximum grant to Saanich Recreation for 2012 events and activities (eg: Music in the Park, WinterFest) will be \$6000.

**TREASURER’S REPORT**

**Evening in Paris Fundraiser:**

- Expenses for 2011 were \$51,055. Income was \$55,900.
- The \$4500 to the Arts Centre at Cedar Hill has not yet been released.
- Funds are being held in trust for a number of projects and programmes - Coffee for Kids, Cecilia Creek, and now we have four new projects which will be administered in the same fashion: Take A Heart, Couvelier Pavillion, Royal Oak Burial Park, KidsFUNd.
- Suggested that all these programmes be placed under the heading of “3<sup>rd</sup> Party Funds”.
- As far as budgeting for these events, suggested we use a conservative amount of \$30,000, of which SLF would net 10% for an administrative fee.
- The year-end statement can be finalized once the December statement is received from VanCity and information from the Victoria Foundation on the Jubilee Fund.

**MOTION: Moved by Barb Klassen and Seconded by Philip Bisset-Convenciro: “That the Treasurer’s report be received.”**

**CARRIED**

**PRESIDENT’S REPORT**

- Paul stated that he met with Pat and Barb to discuss the cost of the MONARIS machine and whether it should be treated as a fundraising expense or something where we need to recover costs. The Finance Committee will prepare a written report for the next meeting.
- A request was received from Coffee for Kids to reduce the 10% administrative fee if the fundraising kit the fundraising goal of \$2000. This amount has already been exceeded

and \$9000 has been raised to date. The Finance Committee to prepare a written report on this request for the next meeting.

### **KidsFUNd – Steve Meikle**

- Steve advised that the programme is still in the planning phase.
- An in-house graphic artist is working on a logo and brochures.
- Staff have discussed the programme and recommend \$100 be award to a recipient.
- The children in need would be found through the LIFE programme or through school programmes and counsellors. The age range will be from 3 to 18.
- It is likely Tillicum, Colquitz and Craigflower schools will have the most need given the demographics.
- The Saanich Firefighters are willing to help with a donation to the project.
- It is hoped to have the programme up and running by April when registration for the summer programmes starts.

### **TAKE A HEART PROGRAMME**

- Isobel advised she met last month with Lisa Banks at Saanich Commonwealth Place, where the Take a Heart Programme is administered.
- Copies of the brochure were distributed for information.
- This sounds like an excellent programme and would be a good fit with the SLF.
- As per usual, we would take a 10% administrative fee from any funds raised.

**Motion: Moved by Debby Harris and Seconded by Alyssa Jesson: “That the SLF enter a partnership with the Take a Heart Programme to collect and administer donations to the Fund, for a 10% administration fee.”**

**CARRIED**

### **WEBSITE – Updates**

- Isobel advised there are lots of updates required to the site.
- The organizers of the 3<sup>rd</sup> Party Funds can provide information which can be forwarded to Adam. If we use links to other websites then we don't have to be responsible for updating information.
- A volunteer is needed on a regular basis to check the website and make sure things are up to date. Adam does the updates, but we can't expect him to monitor the site as well.

### **SENIORS' EXPO – MARCH 6, 2012 AT PEARKES, 9:00 am to 4:00 pm**

- Paul and Isobel will do a morning shift (8:45 am to 12:30 ish)
- Pat and Debby can do the afternoon shift (12:30 ish to 4)
- Help is needed to set up – which must be done the night before (4:30 to 8:30); Philip, Paul and Isobel can help set up.
- Perhaps Gerald and Barb can help with a partial shift in the am or pm.
- Alyssa to prepare a mock-up of the booth and type of info to be displayed.
- Suggested that we get information from all the 3<sup>rd</sup> Party Funds to display; Isobel to contact participants.
- Bright stickers could be added to the brochures indicating tax deductible donations can be made to the SLF and direct to any fund.
- Paul to approach Bob Elder of Coffee for Kids to see if he can donate coffee for a draw, or perhaps we can grind and perk coffee at the event and give away for free – the smell will entice people to stop. Noted we will have to arrange for electricity at the booth.

- Bring SLF t-shirts – if people want to make a \$25 donation to SLF and become an associate member they can also receive a t-shirt.

## **BRAIN STORMING**

### Increase Membership:

- Can we do a membership drive at the Seniors' Expo?
- Existing members can 'mentor' new members.
- Alyssa to revamp original volunteer brochure that was designed by our past student, Remy. Needs friendlier format. Would be good to have in time for the Expo.
- Agreed we need non-voting members as well as more volunteers, and eventually replacements for existing Board members.
- Possible leads could be through SCAN, community associations and the website.

### Build Capacity:

- Agreed we should be more of a decision-making board than a fund-raising board.
- Projects we have aligned with this year are putting us in the right direction.
- Mission statement needs revision. We changed "In 2011" to "In 2012" at the start of the statement to facilitate getting new brochures printed – but this does need to be revised.
- Suggested we could incorporate the phrase "We enable your dreams" with the focus being on how we can help your organization with its goals.
- Could be a new item on the website & promoted through community associations and SCAN.
- Paul to contact new president of SCAN to discuss attending next SCAN meeting.
- SLF is supposed to have a SCAN rep.
- Intention to attend each community association meeting in 2012.
- Ads and newsletters can be placed on Community Association links and websites.
- Isobel mentioned that Target donates 5% of pre-tax sales to charity each year.
- In the US, this was \$170 million last year – but they have 1700 stores.
- A new Target is opening at Tillicum in 2013, replacing Zellers. Target is looking for charities in the education, arts and betterment of the human condition areas.
- SLF could be the channel for various charities in these areas. Isobel to draft an intro letter highlighting the events and charities we have assisted with in the past.
- Discussed hiring a grant writer or finding a volunteer who could help with grant writing.
- Victoria Foundation has a grant to help non-profits with building capacity.
- Pat had an article from the Times Colonist on Christy Anderson, a consultant.
- Paul to contact Kari Frazer of HCP who may be able to assist us with grant writing.

**NEXT MEETING:** The next regular SLF meeting is scheduled for FEBRUARY 21, 2012 at 4:30 pm, in Committee Room No. 2 at Saanich Municipal Hall.

**Adjournment:** On a motion from Pat Young, the meeting adjourned at 6:25 pm.

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

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Isobel Hoffmann Recording Secretary



# **SAANICH LEGACY FOUNDATION**

Saanich Municipal Hall – Committee Room No. 2

**Tuesday, February 21, 2012, 4:00 pm**

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Present: Paul McKivett in the Chair; Barb Klassen, Treasurer; Isobel Hoffmann, Vice-President & Recording Secretary; Pat Young, Gerald Fleming, Debby Harris, Directors; Steve Meikle, Saanich Recreation  
Regrets: Claire Reynolds, Philip Bisset-Convenciro, Alyssa Jesson..  
Minutes: The Minutes of January 23, 2010 were adopted as amended.

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## **GRANTS**

### **Saanich Council Grant Request – 2012**

A grant request has been submitted to Saanich Council for 2012 in the amount of \$2000. This has been reduced from last year's grant of \$3000, the intent being that the SLF will be independent from Council after one final grant request for \$1000 in 2013. The grants will be considered mid-March.

## **PRESIDENT'S REPORT**

- Paul met with Fred Haynes, President of SCAN this morning.
- The role of SCAN and SLF's plans to reach out to the community associations was discussed, noting how SLF can be of assistance to the associations using its charitable designation.
- The Prospect Lake Community Association, of which Fred is a member, is the only association with a charitable status. Cordova Bay has a Business Improvement Association.
- He also met with Kari Fraser, who has prepared an outline on the current status of the SLF and put forward proposals for future directions and how to get the Foundation back on track. See more discussion on page 2 of these minutes.
- He heard from a Phyllis Greenaway who would like to become involved with SLF. She received information from SLF in her water bill and would like to come to a future meeting. Paul will follow up.

## **PRESENTATION:**

### **COFFEE FOR KIDS – Bob Elder**

- Bob displayed photo boards showing how the Coffee for Kids programme works to help children in Dominican Republic.
- Through an arrangement with a local coffee grower in Puerto Plata, the beans are imported to the United States, ground and packaged and sold to the public as a fundraiser to help with various projects, such as building schools and community centres and providing medical and other assistance where needed.

- He started with smaller projects and it keeps growing.
- The Royal Oak Middle School is now part of the fundraising project as well.
- \$4000 goes a long way in this country compared to here. With volunteer labour, they were able to build a new roof and install septic tanks to complete the community centre.
- Doctors also volunteer, bring medical supplies and stay for a few weeks providing medical services.
- Arrangements have been made with West Jet and Air Canada so that we can bring extra baggage.
- Once a month, a doctor goes to the Dominican Republic and provides mobile medical visits. The doctors make a \$3000 donation and "Coffee for Kids" pays their expenses.
- He would like to be able to offer tax receipts for these donations.
- The Rotary Club is holding a fundraiser this year and they hope to be able to buy a second SUV to get to smaller villages in the mountains.
- The coffee can be used by any group as a fundraiser: it is bought for \$11 a bag and sold for \$14 or \$15 a bag; the profits go to the group for their fundraising and the profits on the \$11 go to Coffee for Kids.

Monies have already been received by the SLF and the treasurer has issued tax receipts; the funds are held in trust for Coffee for Kids. Bob has asked that the percentage fees through the Monaris machine be reduced from 10% to 7% once donations reach \$2000+. (*noted they have already exceeded this amount*).

## TREASURER'S REPORT

- Barb reported that currently we have \$36,514 in the bank.
- We still have to remit the \$4500 to the Arts Centre at Cedar Hill.
- \$2000 has been released for the HCP \$5000 grant request for the Mel Couvelier Pavilion; \$2000 will be released next year and \$1000 in 2014.
- A \$2900 grant was received from Mr. Tuckey – with \$1500 being assigned to the Royal Oak Burial Park and \$1400 to the SLF.
- Pat arranged for Frank Lee, accountant, to prepare the necessary statements for the AGM.
- Need to look into new tax receipt books which are compliant with CRA regulations.

MOTION: Moved by Barb Klassen and Seconded by Pat Young: "That the Statement of Receipts and Disbursements for January, 2012 be received."

CARRIED

## PROJECT MANAGEMENT

### Quote from Kari Fraser, Charity Channels

- Copies of Kari's proposal were distributed to members. She had outlined the current situation, the goals of the SLF and how to achieve these goals. Kari had prepared this information based on the brainstorming sessions members held late last year.
- Some of the key things she felt SLF should pursue: commit to an endowment, look into planned giving, be a facilitator for donations to community projects and continue to provide grants for community projects.

- She also noted that the website needs to be updated and we should get some personal stories on the site – past donors or grant recipients – to make the site more human and interesting.
- She has provided a number of suggestions and tasks, all of which she can do, but suggests that SLF can also take on a number of the tasks.
- The total number of estimated hours is 54-60, which would be about \$4000 if we paid Kari to do the work.
- With respect to an endowment, noted we already have a small one with the Victoria Foundation in the Jubilee Fund. Last year was the first time we were able to distribute funds, which was done in collaboration with the CRD Arts Council.

Agreed to meet on **Friday, March 9** at noon (brown bag lunch) to discuss Kari's proposal. Kari to be invited to attend the first 15-20 minutes of the meeting to elaborate and answer questions.

### **THIRD PARTY FUNDS – Updates**

Noted it would be excellent to have information, brochures, posters, etc. on all these projects for the Seniors Expo in March.

a) **KidsFUNd:** Steve circulated the draft logo, which everyone liked. To incorporate the SLF, it was noted under the logo “Powered by the SLF”. Nothing has been firmly decided yet, but ideas circulated amongst staff include having buttons made, similar to “jeans day” buttons, and holding some fund raising events. Noted the SLF and the Recreation websites can be linked. We are still trying to decide how the recipient families can be identified to receipt support.

b) **Take Heart:** Lisa Banks is currently working on a poster for the programme. No further details available.

\*\*\*Debby Harris left the meeting at 5:20 pm\*\*\*

c) **Royal Oak Burial Park – Infant Memorial project:** No further updates. Information has been requested for the Seniors Expo; no response to date.

d) **Coffee for Kids** – see above

e) **Artist in Residence Programme** – Arts Centre at Cedar Hill: This programme is now ready to go ahead and the Community Arts Council is taking applications and providing information about the programme. March 2 is the application deadline. Bob Williams, President, CAC, wants to ensure everyone is treated fairly and therefore submissions will be juried by a 3-person panel. SLF will be part of the process. Information and application forms are available on the CAC's website.

The Artist in Residence Programme will operation on an annual basis. The SLF's contribution will be \$6,000 in cash (\$1,500 from the raffle and \$4,500 from the Evening in Paris event). Saanich will make a contribution in kind through staff services and recreation facilities. The Arts Council may also make a contribution in kind. SLF will be the only cash donation.

## WEBSITE

All agreed the website needs regular updates to keep the site current, but there are also some major changes warranted. Noted that if we have links to all our “third party projects” then this is one way of keeping everything up to date.

The website in general is a fairly major task and Isobel stated that it is too much for her to handle on top of the minutes and keeping everything else organized. Paul will ask Alyssa if she would be interested on taking on the task.

Adam is still willing to make the changes to the site, but he has to have clear direction on the changes to be made.

## SENIORS EXPO – TUESDAY, MARCH 6, 2012

- Set up for the Expo is on Monday, March 5 from 6:00 pm – 8:30 pm. Paul, Isobel and Bob Elder will be there to help.
- The day of the event, Paul and Isobel will do the morning shift, with Debby coming about noon; Pat can do an afternoon shift and Gerald can come late morning for a short time. Isobel will come back at the 3:30 to help with cleanup. The expo closes at 4:00 p.m.
- Fred has offered to help as well throughout the day, visiting the other booths at the expo handing out SLF brochures.
- Bob Elder will be there all day, handing out sample cups of his coffee. Noted that we are unable to give away full cups of coffee because of the food services that will be provided at the event – but small sample cups are okay.

NEXT MEETING: The next meeting will be held **on Tuesday, April 17, 2012**, in Committee Room No. 2 at Saanich Municipal Hall. **NOTE: This will be the AGM, followed by the regular meeting.**

Adjournment: On a motion from Pat Young, the meeting adjourned at 6:00 pm.

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

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Isobel Hoffmann Recording Secretary



# SAANICH LEGACY FOUNDATION

Saanich Municipal Hall – Committee Room No. 2

**Tuesday, April 17, 2012, 4:00 pm**

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Present: Debby Harris in the Chair; Barb Klassen, Treasurer; Isobel Hoffmann, Vice-President & Recording Secretary; Alyssa Jesson, Philip Bissett-Convenciro, Fred Haynes, Claire Reynolds, Directors; Paul McKivett participated in the meeting via speaker phone.

Minutes: The Minutes of February 21, and Meeting Notes from March 9, 2012 were adopted.

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## **PRESIDENT'S REPORT**

- On April 26, 2012 at the Maritime Museum, Volunteer Victoria is hosting a presentation by Shaw Cable for non-profit groups on making videos highlighting their organization's activities. Shaw has consulted with a number of non-profits to put together videos. He plans to attend; Philip and Fred stated they would like to attend also.
- He has received information from a person who has a strong background in grant writing; she was previously manager of Community Affairs for Telus, is now on maternity leave and has put together a proposal to search out grants for 3<sup>rd</sup> party projects and for the SLF. He will bring full details to the May Meeting.
- He also has information from "Nation Binders", which is a programme to build a data base for non-profit groups. He will bring information on this to the May meeting.

MOTION: MOVED by Paul McKivett and Seconded by Philip Bissett-Convenciro: "That the President's report be received."

CARRIED

## **TREASURER'S REPORT**

- The Treasurer circulated her report and reported that we have \$37,000+ in the bank.
- An initial payment has been made to the Horticulture Centre of the Pacific for \$2,000; the remaining \$3,000 of their approved grant will be paid out over the next two years.
- We also have a number of funds held in reserve for various organizations, including the Artist's in Residence Programme, and 3<sup>rd</sup> party projects totalling just over \$10,000, so that leaves us \$26,000 to allocate to new projects and for expenses.

MOTION: MOVED by Barb Klassen and Seconded by Claire Reynolds: That the Treasurer's report be received."

CARRIED

## **GRANT REQUESTS**

Two grants to consider at the May Meeting: Ballet Victoria and Music in the Park. Information will be circulated to members.

**Blenkinsop Valley Community Association (\$2000) – Pearce Crescent Park**



- Devon Gerrard and Matt Belanger attended the meeting in support of their request. Information was circulated to the Board.

Devon and Matt stated:

- The Pearce Crescent community consists of 50 homes in the heart of Blenkinsop Valley.
- They are surrounded by wildlife, trees, and farmland, but the children who live here have no access to a park or playground unless the parents drive them, or take a 30 minute walk.
- Last December, some neighbours considered a proposal to build an adventure playground on a lot that has been vacant for 50 years, designated as road right-of-way but will never be used as such.
- They have spoken to the Saanich Parks Department who support the concept.
- Traditional playgrounds can cost over \$100,000; the proposed adventure playground is more affordable and will suit the character of the community better. It will be a place where children can be physically active but it won't distract from the wildlife and nature of the surrounding area.
- Natural materials will be used in the construction; our carbon footprint will be reduced because we will no longer have to drive to a park.
- The neighbourhood has tried to raise \$10,000 for the project, and have received commitments in kind for supplies and paving.
- The community association also supports the project and has contributed \$5,000.
- The Saanich Community Matching Grant programme has contributed \$1,500.
- They hope that the SLF recognizes the uniqueness of this project, and with the help of the community, the municipality and the foundation, our dream can become a reality for our children.
- They hoped this would encourage other civic-minded citizens to take a similar initiative.
- If the SLF grant is successful, their total funds raised to date will be \$7,000.
- The original goal was to raise all the funds by May 1<sup>st</sup> and start construction sometime this year.
- Neighbours have been encouraged to make donations through the SLF in order to receive tax receipts.
- The Blenkinsop Valley Community Association is opening an account for the project.
- A firm commitment has been received from 12 volunteers who will work with Saanich to build the adventure playground.
- Hopefully the completed project will show what a community can do when they work together.

In response to questions from the Board, the applicants responded as follows:

- They are working with Garry Darrah from the Saanich Parks Department on a user agreement between Saanich and the Blenkinsop Valley Community Association.
- Saanich only ploughs the area once a year; it is not anticipated there will be a change in the maintenance schedule because the park will be low-maintenance.
- The District will still own the land and therefore any liability issues will be worked out through Saanich. This still has to be discussed.
- They acknowledge this is a unique situation; it is not something that Saanich has done before either.
- The neighbours immediately adjacent to the proposed park are in support of the project; they don't think noise will be an issue. There will be basketball courts, no lights, so there will be no late-night gatherings.
- They have walked around to each and every house in the neighbourhood and there is no opposition. The site is an eyesore right now.

- Capital City Paving has offered to provide an asphalt pad area – which will be especially good in the rainy months; some kids like to play lacrosse or hockey. They have not discussed this aspect with Saanich Parks.
- Saanich has said they want to see a \$10,000 commitment; the Parks Department's commitment will be labour. They do not have a line by line budget right now. The challenge is that something like this has not been done before – we are figuring it out as we go along.
- SLF will receive recognition through a plaque and other means.
- With respect to insurance against vandalism, this will be part of the user agreement with the District of Saanich.

Devon and Matt left the meeting and the Board discussed the merits of the project. All agreed it was a great community project and the concept was fully supported. However, the Board would like to see the user agreement finalized before releasing the funds. There are a number of issues that need to be worked out, such as liability, de-gazetting the road right-of-way, as well as the user agreement. It is recognized it is a chicken and egg situation and the community has to show a commitment and raise funds first before anything can move forward. Noted that this would make a great story for the SLF website.

MOTION:            MOVED by Barb Klassen and Seconded by Claire Reynolds: “That the Saanich Legacy Foundation support a grant of \$2,000 to the Blenkinsop Community Association for the Pearce Crescent Park and Play Area, contingent upon the group getting approval from the District of Saanich for the land use.”

CARRIED

\*\*\*Alyssa Jesson left the meeting at 5:45 pm\*\*\*

## **PROJECT MANAGEMENT**

Further to the proposal from Kari Frazer and discussions at the March 9 meeting, decisions have to be made on whether we are going to accept some or all of Kari's suggestions. The main issues to be addressed are:

- Endowment fund – perhaps with the Victoria Foundation
- Planned Giving – we need to obtain more information and get this in place
- Rebranding SLF website – vital that this is done soon, and then kept updated regularly
- Set up a schedule to attend community meetings to promote SLF
- draft a 3<sup>rd</sup> party agreement

Discussion ensued:

- Paul thought that we should seek Kari's assistance with rebranding the website; it is a big project and has to be done. SLF members don't have the time or the expertise to do this.
- All agreed we need to be more effective in our messaging.
- Kari had suggested that we need to rebrand the website and revise our brochures so that the SLF is seen at arm's length from the municipality. Although we have tried to do this, for some reason people still assume the Saanich Legacy Foundation is connected with Saanich. Why is it that we don't think of the City of Victoria when talking about the Victoria Foundation? – possibly because they have fully established their own branding?
- Agreed that we definitely need more discussion on the rebranding issue – but need help from Kari on this aspect.

- Paul agreed to check into whether there are existing 3<sup>rd</sup> party agreements that we can use as a template rather than reinventing the wheel.

## MONARIS

All agreed that while it has been necessary, the annual fees paid to MONARIS for the programme and rental of the machine are too great for the amount of use the SLF experiences – up to \$2,000 per annum.

Debby demonstrated that now we do not need the actual machine – this programme can be accessed via an I-Phone or an I-Pad or a Smart Phone. As quite a few members have I-Phones or Smart phones, this would save us about \$80 each month. Agreed that we should cancel the machine rental immediately.

NEXT MEETING: The next meeting will be held **on Tuesday, MAY 15, 2012**, in Committee Room No. 2 at Saanich Municipal Hall.

Adjournment: On a motion from Philip, the meeting adjourned at 6:00 pm.

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

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Isobel Hoffmann Recording Secretary



# SAANICH LEGACY FOUNDATION

Saanich Municipal Hall – Committee Room No. 2

**Tuesday, June 18, 2012, 4:00 pm**

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Present: Paul McKivett in the Chair; Barb Klassen, Treasurer; Isobel Hoffmann, Vice-President & Recording Secretary; Debby Harris, Alyssa Jesson, Philip Bissett-Convenciro, Fred Haynes, Claire Reynolds, Directors. Also present was Steve Meikle, Saanich Recreation.

Minutes: The Minutes of May 15, 2012 were adopted.

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## PRESIDENT'S REPORT

### Members' Bios for Website:

- Paul reminded members to submit their bios either directly to Kari Fraser or via Isobel. Photos would be appreciated as well if possible.
- The Artist in Residence Programme has requested an SLF member to drop in on one of the art sessions on Saturday, June 23<sup>rd</sup>. Philip offered to attend.

## TREASURER'S REPORT

- The Treasurer circulated her report and stated that we have **\$38,000+** in the bank.
- Funds have been distributed to the Artist in Residence Programme; a final draw of \$1,500 is available upon request.
- Funds have been paid out to the YES! Group; another \$200 has been received for the Pearce Crescent project.
- Cheques were received from Trinity Global for "Show Kids You Care" - one was stale dated as it was just received in the mail this week but was dated 6 months ago. These funds are to go to the Saanich Recreation Department; this wasn't clear from the information received. Steve Meikle confirmed this was a grant that Saanich Recreation applied for; Alana Stewart was the staff person involved. Barb will arrange for a new cheque to be processed and the funds transferred to Saanich Recreation.
- Debby Harris requested that copies of the 2012-2013 budget that was approved at the last meeting be circulated to members.
- Debby also confirmed that the Monaris machine has been returned as recommended at the last meeting. Payments can now be accessed via smart phones at an event and can be processed at a later date.

MOTION: MOVED by Barb Klassen and Seconded by Alyssa Jesson: That the Treasurer's report be received."

CARRIED

## GRANTS

### **Saanich Strawberry Festival - July 8, 2012 - \$1,500**

MOTION: Moved by Philip Bisset-Convenciro: "That the grant to the Saanich Strawberry Festival in the amount of \$1,500 be approved."

CARRIED

Discussion noted that it would be helpful to know how many years the SLF has supported particular projects or events so that we could note on the website..."The SLF has supported this event for the past \*\* years." It would enrich the message the SLF is trying to get across – that we support the local community. It also allows future Boards to make informed decisions.

Perhaps this should be noted on the application form itself. Kari Fraser is planning to amend the grant application form, so this amendment could be included. Another change that could be included is the SLF's expectations of acknowledgement from the receiver of the grant. Whether it be on their website, promotion material, newsletter, etc.

### **Victoria Foundation: Endowment Fund**

Discussion ensued re the offer from the Victoria Foundation to make a matching contribution to an endowment fund. \$7,500 is the amount suggested, making a total of \$15,000. Kari Fraser has offered to seek out potential donors – the more "donations" we receive the less that has to be taken from the current SLF funds.

Paul noted that once we establish an endowment fund with the Victoria Foundaiton, they will market our fund to their potential donors. The interest is about 4%. The fund would stay with the Victoria Foundaiton and the interest will be spent with the SLF's support and direction.

Members agreed this was a smart move, a commitment to the future; we can add to the fund each year if we wish. It heightens our profile and adds to our image.

MOTION: Moved by Barb Klassen and Seconded by Fred Haynes: "That the SLF contribute \$7500 to the matching endowment fund with the Victoria Foundation, for a total of \$15,000."

CARRIED

## THIRD PARTY PROJECTS

**Agreement:** Paul is working on the Third Party Agreement. Draft has been circulated. Vital that this be finalized as we have many third party projects in hand at this time.

**KidsFUNd:** Steve noted there should have been a few donations made to the fund through the SLF; the Treasurer advised that none had been received. Steve will check on this. Information on the programme will be distributed at the summer camps this year on SLF letterhead. Steve and Paul to coordinate.

**ROBP:** Paul has been working on the Little Spirits Memorial Project and was recently interviewed by CHEK TV along with other members of the ROBP Board, including Richard Tuckey, Chair. Paul has also spoken to the maternity social worker for VIHA and the Chaplain. The goal for this project is \$325,000; it runs for a year, from June 23<sup>rd</sup> to June 22, 2013. Letters will be sent on SLF letterhead to those businesses involved in the funeral industry. We are hoping for larger donations from these type of businesses as well as smaller donations from individuals. Paul noted that this is a bigger project than originally thought, but the ROBP Board is willing to provide lots of assistance.

**Coffee for Kids:** Bob Elder and his crew should be back soon from the Dominican. He has offered to assist at the Music in the Park events at the SLFs table.

**Take Heart:** Nothing to report. Isobel to touch base with Lisa Banks at SCP.

**Couvelier Pavillion:**

Letter of thanks received from HCP. The first phase of the project is complete and they are ready to start the next phase; \$200,000 has been spent on necessary infrastructure for the new Pavillion. They will keep us informed as further plans are developed over the next few months.

## **WEBSITE & REBRANDING**

Paul and Isobel are meeting with Kari Fraser this Friday to discuss the restructuring of the website. Steve passed over a disc of photos that could be used on the site and said he will have new photos of summer activities in the fall.

Regarding the current website and the "Donate Now" button, Paul has met with Radar Hill. As donations are received through the current site, it has been difficult for the treasurer to track the donor information. We need another page to collect information for the credit card donations to make the process more streamlined. This is important given the variety of different projects that people may choose to donate to. It was noted that there could be a charge for this work, particularly if it takes more than a couple of hours. While this needs to be done, some members were cautious about spending too much for a simple template.

## **GOLF TOURNAMENT – Philip Bisset-Conveneiro**

- Bear Mountain, Saturday, July 21, 2012, 11:00 a.m.
- \$150 per person; \$125 if you sign up with a foursome.
- Entry fee includes practice balls, putting contest, 18 holes of golf with a cart, dinner and entry to the poker tournament. There will be prizes and silent auction as well.
- Sponsors are paying \$600 for a whole sponsorship; 13 have already been assigned.
- The title sponsor, Regus, paid \$1,000.
- The hotel is offering a special rate of \$99 for those who wish to stay over.
- All proceeds to the SLF.

**FUND RAISING – PARK NAMING – Fred Haynes**

Fred and Philip met yesterday with respect to the proposal to raise funds by having families or individuals sponsor story boards or development of either undeveloped or existing parks in return for recognition of the sponsorship.

Within the Saanich Parks Master Plan, there is an initiative to do more around the history and legacy of our parks and trails. There are 167 parks, many of which are unnamed. Council has a policy that it does not name parks for individuals (although this has been done on occasion under special circumstances). However, attaching a legacy story to a park or trail, using signage, which could be sponsored by a certain family, business or individual, may be an acceptable way to go without going against Council policy.

He proposes to bring a business plan to the Board outlining the details of the concept. Philip will assist.

- The first step will be to get a list of all the remaining unnamed parks and trails within Saanich.
- He wants to set up a task group or advisory panel (ie: accountants, tax lawyers) to help identify needs, and then the idea has to be outlined to Council.
- Another consideration is that some of the funding would have to be assigned to on-going maintenance of the park/trail and the signage.
- He estimates the project could take a few years to get going and admits it won't be an easy task, but feels it is worthwhile pursuing.

Philip agreed we need an advisory panel and had some ideas for members. In his line of work he sees many opportunities for people to make charitable donations to save estate and inheritance taxes. Charitable donations have a higher tax savings than RSP's.

**MOTION:** Moved by Isobel Hoffmann and Seconded by Barb Klassen: "That Fred and Philip look into the concept of park or trail naming, adopting a park, historical signage, etc., prepare an outline of the proposal to submit to Council and staff, to be reviewed by the Board at the September meeting."

**CARRIED**

**NEXT MEETING:** The next meeting at the Call of the Chair

**Adjournment:** On a motion from Philip, the meeting adjourned at 6:05 pm.

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

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Isobel Hoffmann Recording Secretary