



SAANICH LEGACY FOUNDATION

Saanich Municipal Hall

Tuesday, February 19, 2013, 4:45 pm

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

Minutes: **Minutes from December 18, 2012 and notes from January 19, 2013 and Minutes from January 29 were adopted, with an amendment to the January 29th minutes, deleting "\$550 tax receipt" from page 4 with respect to the grant to Claremont School.**

PRESIDENT'S REPORT

Golden Jubilee Arts Fund: Letter received from Victoria Foundation regarding this fund, advising that there is approximately \$850 to distribute for 2013. The Foundation and the CRD Arts Committee co-decide on how to disburse the funds. \$1,500 was distributed last year to school music programmes. It was agreed to suggest rolling over the fund this year so a larger amount would be available for 2014. James Lamb and the Victoria Foundation to be advised accordingly.

Community Knowledge Centre: The Victoria Foundation has launched a new programme. Information can be found at www.ckc.vf.bc.ca
It profiles organizations to make it easier for donors to locate. At this time, the SLF is not on the site but Paul will contact the Victoria Foundation and ask for SLF to be included.

Vital Loans: Victoria Foundation has also launch this programme to provide short-term loans to charities who may not be able to get conventional loans. \$500,000 is the maximum amount, and it has to be for capital projects. \$5 million allocated in this revolving loan fund. Groups like the Pacific Opera Society have taken advantage of this loan to refurbish the Royal Theatre.

Grant request to Children's Health Organization of Vancouver Island (formerly Queen Alexandra Foundation): Paul confirmed that after discussion, the society will consider the grant application without an audit of the Legacy Foundation.

MOTION: Moved by Philip Bisset-Covaneiro and Seconded by Alyssa Jesson: "That the President's verbal report be received."

Carried.

TREASURER'S REPORT

Copies of the report were circulated. The Treasurer confirmed although we have \$20,000 in the checking account, by the time we have paid out pending grants (\$13,000) and funds held in reserve (\$7,500), we will be down to zero. We still have cash in a cashable GIC. The Yes! Group has been making payments on the loan.

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Review of Constitution, part 5: Copies of the SLF Consitution were circulated to members and accountant Frank Lee was requested to provide his opionion on part 5 "*The Society shall not accure an operating deficit in any year. This provision is unalterable.*"

Mr. Lee said it depends what Part 5 means in the original Articles of Incorporation; a copy of the articles has been sent to him for comment.

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

Carried.

GRANTS

Grants to Saanich: Paul confirmed he has discussed the change in the SLF grants to Saanich with Steve Meikle and Julie Wallace, whereby instead of the SLF supporting many Saanich events, we concentrate on one – Music in the Park – for a total sum of \$6000. This is the total amount that was granted last year to all Saanich events last year (ie: Strawberry Festival, LimeLight, WinterFest). Meetings will be held with the Community Associations next month to talk about SLF involvement in Music in the Park. He confirmed that the Gordon Head Ratepayers Association was pleased with this change. An agreement will be drafted between Saanich and the SLF.

Debbie still has to research the cost of a portable stage, which could be used for the Music in the Park venues; report at March meeting. She will work with Steve and Julie on the Music in the Park events for 2013.

WEBSITE

Paul has spoken to Radar Hill about the concept of automated tax receipts for donations received via email. This service could be done for about \$100. Having automated receipts would be more efficient and less costly. Paul to confirm with Radar Hill.

Debbie passed along a couple of changes to the website, including removing Troy's name. Frank Lee is willing to have his name on the site noted as an accountant, but not a director.

THIRD PARTY AGREEMENTS

An amended draft of the **Third Party Agreement** was circulated for comment. A minor gramatical change was made to point #4. The Secretary to reformat the document, complete a form for each of our "third party" projects, and circulate for signing.

Little Spirits Garden: The communications plan for the LSG for the next few months until the end of the campaign in June has been prepared. A mostly graphic advertisement will be placed in the March editon of Island Parent. Other advertisements with more text that explain the project will be placed in other media over the coming months.

KidsFUNd: Barb received a cheque and a list of donors who had contributed \$20 each towards KidsFUNd, with a request from Mena to issue tax receipts. Unfortunately, the actual cheques from each donor are required to provide a paper trail for the CRA if necessary. Barb will talk directly to Mena in order to set up a better system.

Take Heart: The cheque has been received from the donor of the exercise machine. Not sure if the machine has been delivered yet; Isobel to check with Lisa at Saanich Commonwealth Place. A plaque can be ordered once machine in place and we know the size of the plaque.

MEMBERSHIP FOR 2013 AND BEYOND

Paul to confirm with Bob Townsend, who expressed an interest in becoming an SLF member. Members were asked to think about other possible new members. Perhaps an advertisement should be placed in the Saanich News, or the SLF website.

SENIOR LIVING ADVERTISEMENT (Planning Giving Issue):

It was agreed to not place an advertisement in Senior Living at this time. Ads in the past have not generated any income or interest.

Alyssa agreed to look for information about a Planned Giving Brochure. We need to decide about what to include on the information to be send out with the Saanich Water Bills this year. Agreed this to be point of discussion at the March meeting.

OTHER INFO:

Seniors' Expo at the Pearkes Arena, March 12th : last year SLF had a booth, it was a lot of work and didn't generate any funds or much interest. Bob Elder (Coffee for Kids) helped out last year and drew in people as he was giving away free coffee; he is in the Dominican Republic this year. Paul is also away at this time. Agreed not to participate this year.

NEXT MEETING: The next meeting will be held on TUESDAY, March 19 2013 at 4:45 pm at the Saanich Municipal Hall, committee Room No. 2

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

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

Isobel Hoffmann Recording Secretary



SAANICH LEGACY FOUNDATION

Saanich Municipal Hall

Tuesday, March 19, 2013, 4:45 pm

Present: Paul McKivett in the Chair; Isobel Hoffmann, Vice-President & Recording Secretary; Barb Klassen, Treasurer; Philip Bisset-Conveneiro, Fred Haynes, Alyssa Jesson, Directors.

Minutes: Minutes from February 19, 2013 were adopted as circulated.

PRESIDENT'S REPORT

Paul noted that he will report on various items as they come up on the agenda. Nothing else to report at this time.

TREASURER'S REPORT

- Current balance is approximately \$15,000 in the chequing account, plus \$20,000 in a cashable Term Deposit.
- Our accountant, Frank Lee, has completed the SLF year-end statement.
- Grants to Prospect Lake and Pearce Crescent have been paid.
- Invoice not received yet for the exercise machine re the Take Heart Fund.
- Approximately \$5000 is being held for the Coffee for Kids Fund.
- Without cashing in the Term Deposit, by the time funds have been paid out, it leaves very little cushion in the chequing account.
- We will be more solvent once the outstanding loan of just under \$5,000 has been repaid by YES! Philip advised that YES! Has been holding some events to raise cash; the worst case scenario is that the loan will be paid back with funds from this year's golf tournament.
- Discussed the possibility of splitting the \$20,000 into smaller Term Deposits and cashing in \$5,000 at the Treasurer's discretion.
- The term deposit was opened in order to generate some interest; but the amount is minimal.

MOTION: Moved by Fred Haynes and Seconded by Alyssa Jesson: "That at the Treasurer's discretion, the current \$20,000 Term Deposit be split into \$10,000 and \$5,000 amounts, and \$5,000 or \$10,000 be used if and when necessary to meet cash flow requirements."

Carried.

MOTION: Moved by Barb Klassen and Seconded by Fred Haynes: "The the Treasurer's report be received."

Carried.

GRANTS

MUSIC IN THE PARK:

- Steve Meikle sent a draft agreement between Saanich Community Services and Saanich Legacy Foundation regarding Music in the Park, with the SLF being a major sponsor of the event.
- However, the agreement asks for \$8,000 rather than the \$6,000 that was being discussed.
- Paul noted we would have until December 31st to pay the \$8,000.
- SLF has been considering purchasing a portable stage – cost of which has not yet been determined – and if this extra \$2000 was intended to go towards a deposit for the stage, then there may be a benefit to pay the \$8,000 grant.
- Noted that the stage could be rented back to Saanich and other organizations for events throughout the year. Putting the SLF's branding on the stage would be a good way to promote SLF.

Paul to email Steve to ask for clarification, or talk to Doug Henderson, Recreation Director. Report back at April meeting.

BALLET VICTORIA:

Application received from Ballet Victoria for \$1,000 to help support “Tea for Tutu” community performance series this year. SLF has supported this programme twice in the past.

COMMUNITY LIVING VICTORIA TEEN COMMUNITY CONNECTIONS PROGRAMME:

Grant request for \$6,000 to help support the art and music facilitation programme at the Cedar Hill Arts Centre. Members noted that the application did not indicate funding from any other sources except for SLF. The group should be encouraged to explore other government and community grants to support this type of programming.

CLOVERDALE TRADITIONAL SCHOOL PAC

A grant request for \$1,000 to help with the replacement of playground equipment at Cloverdale Traditional school. With total expenditures of over \$53,000, \$12,000 of this was for salaries because they have to use School Board employees for the construction. It was noted there was zero funding from government grants, although there was a considerable amount in earned revenue and donations.

MOTION: Moved by Philip Bisset-Convenciro and Seconded by Barb Klassen: “That Ballet Victoria, Community Living Teen Connections Programme and the Cloverdale Traditional school Parent Advisory Council be advised that the SLF is not in a position to consider their grant requests at this time, but encourage them to reapply in the future.”

Carried.

WEBSITE

No information to report at this time. Paul will report at the next meeting after discussing the matter with Shawn of Radar Hill.

PROJECT UPDATES

Park Naming Project – Fred and Phil

Doug Henderson and Rae Roer from Saanich Parks are preparing an inventory of all Saanich parks, trails, and recreation buildings. They will also prepare a list of possible projects, such as sponsoring a park bench. Important to include provision for maintenance. Phil has ideas on how these projects could be funded, taking financial feasibility into account.

Discussion ensued re the process of taking the idea to Council; noted that the first step would be to get a draft report from the Parks Department, outline the financial steps, and take this to the Parks and Recreation Committee for comment and/or endorsement before submitting to Council.

Little Spirits Garden:

The grant request is being presented to Saanich Council this evening; Lindsay McRae will be making the presentation. The Royal Oak Burial Park has made presentations to Oak Bay and North Saanich; they still have to approach Victoria and Esquimalt. Victoria has indicated they will match the amount granted by Saanich.

A small group of families that have been affected by pregnancy loss and stillbirths are trying to raise \$10,000 in funds towards the programme.

Donations continue to come in thru the website and by mail. Ads are being placed in various publications on a regular basis, including the Saanich News.

Coffee for Kids:

No update at this time other than Bob Elder has been doing some more work in the Dominican republic.

KidsFUNd:

Donations of \$1,400 received from the Saanich Firefighters for this programme. Other donations received from time to time.

MEMBERSHIP FOR 2013 AND BEYOND

Important that we find new members, not only to replace past members who have left, but to replace current members who may retire shortly. Suggested we could place ads on Craig's List, on the website, community association news letters, through SCAN, or the Times Colonist volunteer advertisements and community events section. Also suggested we contact the Saanich Volunteer Coordinator for assistance.

- Fred offered to check with SCAN and the community associations, as well as the Indo-Canadian community.
- Alssysa offered to post an ad on Craigs List and get information on volunteers for the next meeting.

WATER BILL NOTICE

SLF has the opportunity once again to put a notice in the Saanich Water Bills this summer (June/July/August).

Discussion ensued, noting the following:

- 8.5 x 11 bright coloured cardstock, cut into 3 sections, double-sided.
- Printing professionally by FastTrac – they did a great job on appeal letter for LSG.
- Use a photo on one side, with very little text; simple, but eye catching graphics.
- Other side simple text as well – defer people to website on how to donate and to view projects.
- The thrust of the message is “helping you to leave a legacy in Saanich”
- Include website address, mailing address.
- List current/past projects that have helped the community:
 - Pearce Crescent
 - Music in the Park
 - Prospect Lake Country Market
 - Trades Exploration Programme at Claremont
 - Little Spirits Garden
- Suggest we ask Adam to assist with drafting the initial notice.
- Should be finalized and at the printers by mid-May.
- Perhaps 3 different printings to be coordinated with mailings to different areas of the municipality, highlighting the project(s) in that particular area; but this would depend on the printing cost for three different notices.
- Isobel to check with FastTrac re printing and ask Adam to draft a notice.

Further discussion at April meeting

NEXT MEETING: The next meeting will be held on TUESDAY, April 16, 2013 at 4:45 pm at the Saanich Municipal Hall, committee Room No. 2

Adjournment: On a motion from Isobel Hoffmann, 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



SAANICH LEGACY FOUNDATION

Saanich Municipal Hall

Tuesday, April 16, 2013, 5:21 pm

Present: Paul McKivett in the Chair; Isobel Hoffmann, Vice-President & Recording Secretary; Barb Klassen, Treasurer; Philip Bisset-Covaneiro, Fred Haynes, Debby Harris, Alyssa Jesson, and Claire Reynolds, Directors.

Minutes: Minutes from March 13, 2013 were adopted as circulated.

PRESIDENT'S REPORT

Coffee for Kids: Successful fundraiser for the programme in February; Paul will meet with the Coffee for Kids team and a doctor who recently visited the Dominion Republic. Plans being discussed for a giant garage sale as a fundraiser. Video footage of the team in the DR would be a good addition to the SLF website; Debby Harris offered to look into this and ask Adam to prepare a new page for Coffee for Kids on our site.

Little Spirits Garden: A fundraising group, Indiegogo, has started a campaign and have already raised \$3,000. Presentations have been made to local municipalities requesting a grant; to date not much success here. Plans for an informal opening of the LSG in conjunction with the ROBP Summer Solstice on June 22; fundraising walk planned for same day. Our contact with the Faith Community has provided a listing of 170 churches and pastors; a fundraising letter will be sent. The ad campaign through the Black Press is continuing. A link to the CBC interview was sent to SLF members.

Charitable Receipting: Agreed we need to get automatic receipting for on-line donations; Radar Hillis looking at possible options and discussion has been on-going. Paul suggested we look at what steps we need to take to disengage from Radar Hill's responsibility for the website following this project.

The treasurer noted she is almost out of paper receipts; suggested as a temporary measure another receipt book be purchased, and also get a stamp with the SLF name, logo and tax # so save time when handwriting receipts. Once the website is set up for auto receipting, we can use this at various events as well, such as the golf tournament.

TREASURER'S REPORT

- Copies of the Treasurer's report dated April 16, 2013 were distributed and reviewed.
- Funds to Pearce Crescent and for the exercise machine for the Take Heart programme have been distributed.
- \$5000 has been dispersed to Coffee For Kids.
- Pending dispersments total \$11,698; because we only have about \$10,000 in the chequing account, the Treasurer cashed in \$5,000 from the \$20,000 term depsit to cover the payouts.

MOTION: Moved by Barb Klassen and Seconded by Philip Bisset-Covaneiro: "The the Treasurer's report be received."

Carried.
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GRANTS

MUSIC IN THE PARK:

- No clarification yet on the amount of the SLF grant to Saanich for Music in the Park; we were expecting to pay \$6000, and the request submitted is for \$8000.
- Debby advised a portable stage can cost between \$50,000 and \$100,000 – which far exceeds the amount we were expecting.
- The City of Victoria has a portable stage that they purchased for the Commonwealth Games. Questioned whether a joint-use agreement could be developed with the City. Factors such as maintenance, transportation to the venue would have to be considered. This would not be the SLF's responsibility however.

MOTION: Moved by Fred Haynes and Seconded by Alyssa Jesson: "That it be suggested to Saanich Community Recreation Services that they explore a joint-use agreement with the City of Victoria for the portable stage."

CARRIED

WEBSITE

Still waiting on information from Radar Hill re auto receipting; Adam has made requested changes to the site and Lindsay McCrae has contracted a friend to do updates to the LSG portion of the site. Matt LeBlanc (Pearce Crescent Adventure Playground) has advised he will provide some update photos of the playground to post on the site.

PROJECT UPDATES

Park Naming Project – Fred and Phil

- A detailed report has been prepared outlining the ability to leave a legacy or make a donation through various tax-effective sources, such as RSPs or insurance. Philip will email the information to members.
- He is making a presentation to potential donors, who include lawyers and accountants, and tax professionals, who have clients in the position to leave a legacy, covering aspects such as:
 - giving appreciated securities instead of cash
 - charitable insured annuities
 - charitable remainder trusts
 - giving an unneeded life insurance policy
- Donors could also leave assets through their wills as a bequest or through and RRSP/RRIF beneficiary designation.
- Fred will make presentations to various professional groups who deal with estates and tax issues on behalf of the SLF, and they in turn will pass along the information to their clients.
- Saanich Parks staff have been supportive of the concept.

Third Party Agreements: These have been prepared for the current projects and send to the directors for approval, acceptance and signing.

Little Spirits Garden: (see President's report)

Coffee for Kids: (see President's report)

KidsFUNd:

Nothing to update at this time.

Take Heart:

The exercise machine is in place; Paul has been to see it and will get a plaque made to indicate the machine was donated by Mrs. Conway in memory of her friend

WATER BILL NOTICE

Further to discussions at the March meeting, information was passed to Adam Flint to prepare a draft notice. Adam obtained a quote from Foto Print, which varied from \$1,549 to \$554. Agreed that the printing would be black on coloured paper, 3 double-sided notices to a sheet. The full cycle for the water bills over 4 months is 30,600.

MOTION: Moved by Fred Haynes and Seconded by Alyssa Jesson: "That we use Option B, no bleeds, coloured bond paper, black printing, for a total of \$554.11."

CARRIED

Adam to be advised accordingly. Draft notice to be reviewed by SLF when available before printing.

NEXT MEETING: The next meeting will be held on TUESDAY, May 2nd, 2013 at 4:45 pm at the Saanich Municipal Hall, committee Room No. 2 (Note, because the recording secretary will be away, Alyssa Jesson offered to take notes for this meeting)

Adjournment: On a motion from Isobel Hoffmann, the meeting adjourned at 6:10 pm.

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

Isobel Hoffmann Recording Secretary



SAANICH LEGACY FOUNDATION

Saanich Municipal Hall – Committee Room No. 2

Tuesday, JUNE 18 2013, 4:45 pm

Present: Paul McKivett in the Chair; Barb Klassen, Treasurer; Alyssa Jesson, Recording Secretary; Philip Bissett-Convenciro, Fred Haynes (4:45), Claire Reynolds, Debby Harris, Directors
Regrets: Isobel Hoffmann;
Minutes: The Minutes of April 16, 2013 were adopted.

Two new potential board members in attendance: Cody Gibson & Sunny Sharma

Agenda approved with the addition of discussing the golf tournament and MITP

1. A Walk to Remember
 - i . Upcoming event Saturday June 22nd
 - ii . Claire, Barb, Paul will be in attendance
 - iii . Receipts will be needed and slips for credit card donations

2. Increasing Administration Fee
 - i . Discussion of moving the fee from 10% to 12% for what we require from groups
Motion made and approved
 - ii . Look at amending the website for online receipting
 - iii . Looking into Monaris – is there a kick back amount i.e. if we reach a certain number of money being run through is their a payback to us and if so what is it.

3. Coffee for Kids
 - i . Discussion of a reduction to 8% in terms of what we as an organization hold back when their donations come through. This is because we recognize that they make large donations to us and the increased interest in their plans/work etc. has in turn had an increase in their organization as a whole. Board agrees that on their big donations this would be a reasonable approach
Motion made and approved with the assumption there will be negotiation of the amount/%

4. Victoria Foundation
 - i . Opportunity to put up to \$2500 into the endowment fund and have the amount matched
Motion made and approved.
 - ii . Discussion of thinking of a social media approach to appeal to the matching grant campaign – take the summer to work on the campaign and then launch it in September/October

5. Quay Classic Golf Tournament
 - i . July 19th
 - ii . SLF has a hold reserved for them to stand at and give information/talk to golfers
 - iii . Isabel and Alyssa to volunteer at the hole with game and information display
6. Treasurers Report
 - i . Moved for receipt of the report and approved
7. Grants
 - i . Saanich did not make a grant to the Little Spirits Garden which means the Victoria grant did not come through as it was contingent on one from Saanich
8. Website
 - i . Auto receipting – if anyone has any ideas regarding this matter send them to Paul
 - ii . Will be uploading Video footage from the Dominican trip that Coffee for Kids group recently went on
9. Project Updates
 - i . Leaving a Legacy
Package to come forward in September
 - ii . Exercise machine is installed and running
Plaque is coming – needs to be ordered
10. Water bill Notices
 - i . Now in circulation
11. Music In the Park
 - i . Alyssa to circulate the MITP sign up list
 - ii . Need to raise our Grant from \$6000 to \$8000 because they aren't allowed to ask for donations at the park during the shows which has helped with funding previously (cannot actively solicit for money but you can have a donations box out for people who would like to contribute)
Motion made and approved

Meeting adjourned at 600 pm . Next meeting to take place September 17, 2013



SAANICH LEGACY FOUNDATION

Saanich Municipal Hall

Tuesday, SEPTEMBER 17, 2013, 4:45 pm

Present:	Paul McKivett in the Chair; Isobel Hoffmann, Vice-President & Recording Secretary; Barb Klassen, Treasurer; Philip Bisset-Covaneiro, Debby Harris and Claire Reynolds, Directors.
Regrets:	Alyssa Jesson & Fred Haynes
Guests:	Henry Chen, Kodi Gibson and Bob Elder.
Minutes:	Minutes from June 18, 2013 were adopted as circulated, with a minor typographical change.

Guests Henry Chen and Kodi Gibson were welcomed to the meeting as potential Board members.

COFFEE FOR KIDS UPDATE – Bob Elder

Bob thanked all the volunteers from the SLF who helped with the Coffee for Kids garage sale on Saturday, September 14, 2013 and who were amongst a total of 22 volunteers.

- He received emails from observers stating how impressed they were with the helpers and the work they were doing.
- The garage sale was a tremendous success: to date, funds collected are almost \$3000. This doesn't count the credit card receipts, the money from Lunds Auction (where the leftover goods were taken) and from a private sale some friends are hosting with some of the unsold items. The coin also has to be counted.
- He would like to keep the momentum going and is looking into another fundraiser that will generate a higher level of funds but not require such a high amount of energy from volunteers.
- He told the story of a young boy, Darwin, in the Dominican Republic who has serious kidney damage and requires an expensive operation. Some of the funds raised at the garage sale can go towards this procedure.
- He will be going to the DR with a group of volunteers on October 17 to help install a water filter system and solar light systems.
- Part of the Coffee for Kids programme is "Doctors for the Dominican Republic", with doctors volunteering their time to provide medical assistance to villagers.
- A small village 45 minutes outside of Puerto Plata with about 90 residents has been identified to have solar lights and water filter systems installed as well as other improvements.
- We can't do everything, so it was decided to concentrate on one village at a time.
- He of course takes clothes for adults and children, as well as toys and other supplies with him when he travels, as do all the volunteers.
- The interest in this programme is growing, with lots of people offering to help. He estimates a total of up to \$30,000 will be required to complete this one project.

It was suggested that Bob provide information to be put on the SLF website; this is the kind of human interest story that encourages people to donate. The Chair cautioned that tax-receptable funds cannot be raised to benefit one individual specifically.

PRESIDENT'S REPORT

Rutledge Park (Music in the Park)

Proposal by the Quadra/Cedar Hill Association thru Marg Bachman to set up a fund for the eventual construction of a permanent stage in Rutledge Park, which could be used for Music in the Park. Estimated cost \$10,000. Discussions need to take place with Saanich Parks before proceeding further, as well as getting a firm cost estimate and establishing a fund raising committee. Marg has asked the SLF to assist, and the Board was asked for its opinion.

MOTION: Moved by Claire Reynolds and Seconded by Debby Harris: "That subject to approval by the Saanich Parks Division, the SLF support the concept of a portable stage in Rutledge Park in principal, and will provide assistance and guidance where appropriate."

CARRIED

Helen Anderson Retrospective Art Show

The late Helen Anderson was an award winning artist from Saanich in the 70s and 80s. Her family has donated 220 copies of three numbered, signed, limited edition prints to be used for fundraising. The Community Arts Council (CAC) has expressed interest in a joint project for 2014 at the Cedar Hill Arts Centre. Local artists Wendy Clapp, Christine Ross and Robert Amos knew Helen and have expressed an interest in helping. Paul asked for the Board's permission to meet with these individuals and put together a project for consideration.

Discussion ensued and the following comments noted:

- Suggest a live auction with an auctioneer
- Perhaps a gala event (smaller scale than Evening in Parks) – music, wine and cheese.
- Should not auction all the prints at the one time; 220 is a lot of prints – it's a matter of supply and demand.
- Complex issue as to how many prints you allow for sale at one time and probably best to get professional advice on the best way to maximize the potential of this gift.
- The Winchester Galleries has an independent representative who could estimate the value of the prints.
- Raising the funds for a specific cause would help with the marketing.

MOTION: Moved by Philip Bisset-Convenciro and Seconded by Barb Klassen: "That Paul McKivett to meet with the CAC and the local artists identified above to put together a project for the Board's consideration."

CARRIED

Focus for Fall/Winter 2013/2014:

- Paul noted there will be some changes at the next AGM.
- He is coming towards the end of his eight years on the Board and feels he should be Past-President for the last year.
- He recommends that all Board members consider their current roles, how much more time they have to give to the SLF. We need to work on Board recruitment before the next AGM.

TREASURER'S REPORT

- Copies of the Treasurer's Report dated September 17, 2013 were distributed noting the total bank balance including our cashable term deposits is \$45,228.71.
- Of this amount, \$15,000 is committed to certain funds and we have \$15,527 in the endowment fund with the Victoria Foundation.
- At the end of this month, we will put another \$2,500 into the fund, which will be matched by the Victoria Foundation, bringing the total fund to over \$20,000.

- Adam Flint has been working on developing an email receipt which allows her to automatically send a tax receipt via email. If no email address is available, she can print it off and mail it. This makes things much easier.
- The current cost of having an automated system is not worth it at this time.
- Someone will have to take on the task of how the SLF can move away from MONERIS and to another system that would allow us to do general automatic receipts for a lower cost.

MOTION: Moved by Barb Klassen and Seconded by Debby Harris: "The the Treasurer's report be received."

Carried.

GRANTS – nothing at this time

WEBSITE

Auto-Receipting: see discussion above under Treasurer's Report.

New Additions to Site:

- Bob Elder to submit information re Coffee for Kids Projects.
- Adam has made some changes and updates to the site as suggested by Isobel.
- The website must be kept current and we need to assign a Board member who has this responsibility.

PROJECT UPDATES

Little Spirits Garden:

- Written report received and distributed to members.
- The basic fund-raising project has come to an end and the garden, for the most part, is completed.
- The Royal Oak Burial Park will turn the amount outstanding into a paper mortgage that they will own.
- If there is another fundraising project in the future, funds collected will offset the mortgage.
- A candlelight vigil will be held on October 15 for the Walk to Remember.
- Paul will ask Lindsay to write something for the SLF website to change the focus from a fundraising campaign to an on-going memory recognition process. Hopefully donations will still be received.
- ROBP has suggested that the SLF remain involved in four ways:
 1. provide tax receipts for donations to LSG
 2. Lend its name as a partner of the project
 3. Provide expertise and guidance on the project when needed
 4. Host the LSG page and fundraising links on the SLF website

Paul asked that members read through the information and come prepared at the next meeting to adopt the recommendation on Page 2 of the report, outlining the SLF's continued involvement in the project.

CARRY TO NEXT MEETING

Park Naming Project – Fred and Phil

Philip stated he has not been in touch with Fred directly about this project recently. An email from Fred, who was unable to attend this evening, indicates he has been talking to Saanich Parks staffers Doug Henderson and Rae Roer, and they are working on a programme and funding structure. Hopefully there will be something to report at the next meeting.

OTHER BUSINESS

YES! Golf Tournament – July 20, 2013

Philip stated \$3,500 was raised at the tournament, and another \$1,000 was donated by Investors Group as a matching fund.

Water Bill Inserts

Debby advised due to changes with the programme, the SLF will not be able to use the water bill insert programme next year. This was communicated by Saanich residents through the recent public survey.

Discussion noted that we only received \$375 from the mail-out this year; it has never been a high generator of funds, but more a way of getting the SLF name out there and recognized.

New Members

Henry Chen and Kodi Gibson were asked to leave the room while the Board considered their request to join the SLF as a director.

MOTION: Moved by Philip Bisset-Convaneiro and Seconded by Barb Klassen: "That Henry Chen and Kodi Gibson be invited to join the Saanich Legacy Foundation as a director, for a 3-year appointment."

CARRIED

Henry and Kodi were invited back to the meeting and welcomed as new directors on the SLF. Isobel will prepare binders with the SLF Constitution, guidelines, and other information for the next meeting.

NEXT MEETING: The next meeting will be held on TUESDAY, November 19, 2013 at 4:45 pm.

Adjournment: On a motion from Debby Harris, the meeting adjourned at 6:20 pm.

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

Isobel Hoffmann Recording Secretary



SAANICH LEGACY FOUNDATION

Saanich Municipal Hall

Tuesday, NOVEMBER 19, 2013, 4:45 pm

Present: Paul McKivett in the Chair; Isobel Hoffmann, Vice-President & Recording Secretary; Barb Klassen, Treasurer; Henry Chen, Philip Bisset-Covaneiro, Kodi Gibson, Debby Harris, Fred Haynes, Alyssa Jesson, and Claire Reynolds, Directors.

Guests: Sandra Pearson, Saanich Community Services

Minutes: Minutes from September 17, 2013 were adopted as circulated.

Sandra Pearson, Manager of Saanich Community Services was welcomed to the meeting.

PRESIDENT'S REPORT

Paul stated he received an email from James Lamb, Manager of Arts Development Service at the CRD with respect to the Golden Jubilee Youth Fund. This endowment generates a small amount each year for disbursement. The funds were rolled over last year. The interest from the Golden Jubilee Fund has to go to a group connected with the arts in K-12. The amount available this year is about \$900. Agreed to discuss later in the meeting during the grant section.

TREASURER'S REPORT

The treasurer's report was distributed to members for information. We have \$45,000 plus in the bank, \$12,000 is committed and \$7,600 has just been distributed to the Yes! Group.

We have \$7,500 in an endowment fund with the Victoria Foundation. We recently contributed another \$2,500 to the fund, which was matched by the Victoria Foundation, bringing us to a fund total of \$21,444 after the management fee from the Victoria Foundation was deducted. The total return that can be used this year is \$527. Paul noted he hopes the endowment fund would eventually grow into enough to provide for a bursary each year.

Paul advised that the Victoria Foundation still has five matching grant amounts of \$2,500 that were not picked up last year by other organizations. They are considering carrying this amount over to 2014, offering the matching grants to some of the organizations who took advantage of the fund last year. He advised Sandra Richardson, Executive Director of the Victoria Foundation, that the SLF would be interested in taking advantage of the extra matching funds. The larger the endowment fund, the larger the amount that can be dispersed each year.

MOTION: Moved by Barb Klassen and Seconded by Debby Harris: "The the Treasurer's report be received."

Carried.

GRANTS

◆ 1000 x 5 Victoria Children's Book Recycling Project

- The final report was received from Eileen Eby on last year's grant to the programme for \$1,200.
- A second grant request has been received for \$3,000.
- All grants for 2013 have already been allocated.
- Discussion ensued re the new grant request and the following points noted:
 - we should wait until we set the budget for 2014 before considering any grant requests and decide at the time which projects we want to support;
 - we should ask for clarification on the project's expenditures;
 - is the government grant \$22,000 or \$2,200, which is the amount noted.
 - the expenditures don't add up – salaries, materials and promotion add up to \$40,500, not the \$18,000 noted on the application.
 - Perhaps it might be a good idea to have Ms. Eby attend a meeting to explain.

Secretary to advise Ms. Eby of the Foundation's concerns and ask her to attend the February meeting.

◆ Saanich Grant Requests: Music in the Park, 2014 & other events

Sandra Pearson distributed information re proposed event requests for 2014, which include Music in the Park series (\$8,000), the Limelight Youth Arts Experience (\$1,000) and Sunfest (\$3,000) for a total of \$12,000.

Ms. Pearson stated:

- She met with Julie Wallace (Saanich), Paul McKivett and Debby Harris recently regarding Saanich events.
- Last year, SLF was the sole sponsor for the Music in the Park event for \$8,000 but only \$6,118 was drawn from that amount. It is approximately \$1,000 per event.
- Changes are proposed for 2014, perhaps using different locations with other community associations rather than having 4 events at Rutledge Park.
- The Rutledge Park events have been self-sufficient for a number of years under the guidance of Marg Bachman, who has stepped down from organizing the event.
- She doesn't know all the details of the 2014 programme yet, Julie Wallace is working on the scheduling.
- SLF helped with LimeLight in the past but not in the last couple of years. Next year's event is in the early planning stages.
- The Sunfest programme includes many events, such as Gorge on Art, the Strawberry Festival, Gorge Canada Day Picnic, etc. SLF has supported the Strawberry Festival in past years, except for last year when they decided to be the sole sponsor for the Music in the Park.

Fred Haynes entered the meeting at 5:15 pm

Regarding **Rutledge Park**, a committee is trying to raise funds for a permanent stage at the park and the SLF is holding funds in trust for them. Noted that this line item on the Treasurer's report should be changed to Permanent Stage at Rutledge Park rather than Music in the Park.

Discussions **re the stage** are underway with Garry Darrah at Saanich Parks and the fundraising committee (Marg Bachman).

Regarding the \$1,000 funding for the LimeLight Youth Experience, Paul suggested that perhaps the interest from the Golden Jubilee Youth Fund might be used to support the programme next year, and the SLF can make up the difference. It would be a good use of the funds, (about \$900) which have to be directed towards youth arts.

Questioned if there is an application process to access the endowment funds through the Victoria Foundation. It is likely that LimeLight would have to make application through the proper channels to receive the funds.

Paul will present the suggestion to Mr. Lamb at the CRD and report back.

MOTION: Moved by Barb Klassen and Seconded by Alyssa Jesson: "That the Saanich Community Services Grant requests and the 1000 x 5 application be considered at the budget meeting in January or February next year."

CARRIED

WEBSITE

Alyssa agreed to take on the position of Web Editor. Adam Flint will still do the changes to the site, on direction from Alyssa. All members were encouraged to review the site on a regular basis and suggest additions and/or changes to Alyssa, who will then pass them along to Adam. Fred noted he had lots of photos from the Prospect Lake Community Market that can be put on the site.

Agreed to get Adam a gift certificate again this year as a thank you for his hard work on the website throughout the year.

PROJECT UPDATES

◆ Little Spirits Garden - Agreement:

Further to discussions at the September 17, 2013 meeting, Members were asked to review the proposed agreement between the Royal Oak Burial Park and the SLF, in particular the suggestions on the SLF's continued involvement in the programme.

Discussion ensued, noting the following:

- seems entirely reasonable that the SLF would continue to be involved in some way;
- the SLF has received good press from the programme, no downside to participate;
- it is in our best interests to continue to be involved in the programme.

MOTION: Moved by Alyssa Jesson and Seconded by Henry Chen: "That the SLF remain involved in the Little Spirits Garden Project by:
a) Providing tax receipts for donations to the Little Spirits Garden
b) Lending its name as a partner of the project
c) Providing expertise and guidance on the project when needed
d) Hosting the Little Spirits Garden page and fundraising links on the SLF website."

CARRIED

◆ Park Naming Project – Fred and Phil

Fred stated:

- Discussions are on-going with Doug Henderson, Director of Recreation Services at Saanich, regarding the park naming initiative.
- Through discussions, it has been suggested that the programme could be expanded to include anything to do with parks and recreation that would “build a legacy”.
- The actual park “naming” can be tricky, but sponsoring or supporting a historic plaque outlining the history of a park for example may be acceptable.
- Together with Phil, and Saanich staff, we are looking at financial implications, strategies and mechanisms to get this programme off the ground.
- We still have a long way to go on the planning stages and he hoped to have more information at the next meeting.

Paul noted that the children's adventure park recently completed on **Pearce Crescent**, which the SLF supported, is a good example of cooperation between the community, Saanich and funding organizations, such as the SLF and Rotary. This took a couple of years to bring to fruition. Some SLF members attended the opening of the park a few weeks ago, and a plaque is now in place, which includes the SLF as a supporter of the project. Also noted that this is the type of project that needs to go on the SLF website, with photographs, and a link to the news article in the Times Colonist. Debby will pass this information along to Alyssa.

◆ Helen Anderson Retrospective Art Show

This event will be rescheduled to the fall of 2014.

◆ Coffee for Kids

Paul advised he received an email from Bob Elder, who has now returned from his trip to the Dominican Republic. He is looking into a new fundraiser called “*Fundscript*” which involves buying gift cards for various participating business (eg: restaurants, gas stations, retail stores). Cards are bought on line, and depending on the business from 1% to 7% of the card's value goes back to the organization in whose name the card was purchased (ie: Coffee for Kids). The gift cards have to be purchased by cheque or cash, you can't use your credit card. The SLF's involvement would just be to put a link to the Fundscript programme on the Coffee for Kids page on the SLF website.

OTHER BUSINESS

Future Planning for 2014 and beyond:

Paul reminded everyone that we need to do some planning for next year and the future. He will not leave the Foundation, but his role will change. He will be going into his 7th year as Chair next year, and according to the SLF guidelines, 8 years is the maximum a person can assume a particular role.

Suggested at the December meeting we agree on the best time for a Planning meeting in the new year – perhaps a separate date from our regular meeting. The focus will be on planning for 2014, which events we will support, how we can raise funds, and what our future direction will be. The meeting could be on a Saturday or Sunday afternoon.

Community Gardens on the Gorge

Fred stated this matter was considered by Saanich Council last night and drew a lot of community interest, with the meeting lasting until almost 1:00 a.m. A few people were not supportive of the project, but it was mostly widely accepted. A volunteer group has been working on the planning and financial aspects of the proposal and may come to the SLF for support. He suggested that we could recruit a couple of members from this group and help with their fund raising, perhaps applying for grants on their behalf which they would not be able to do on their own.

NEXT MEETING: The next meeting will be held on **TUESDAY, DECEMBER 17, 2013** at 4:45 pm at Debby's residence, to be followed by the SLF Christmas gathering.

Adjournment: On a motion from Debby Harris, the meeting adjourned at 6:10 pm.

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

Isobel Hoffmann Recording Secretary



SAANICH LEGACY FOUNDATION
424 Constance Avenue
Tuesday, DECEMBER 17, 2013, 5:15 pm

Present: Paul McKivett in the Chair; Isobel Hoffmann, Vice-President & Recording Secretary; Barb Klassen, Treasurer; Henry Chen, Philip Bisset-Covaneiro, Debby Harris, Fred Haynes, Alyssa Jesson, and Claire Reynolds, Directors.

Regrets: Kodi Gibson

Minutes: Minutes from November 19, 2013 were adopted as circulated.

TREASURER'S REPORT

- Balance of \$37,609 in the the bank; \$15,367 is in a cashable term deposit and \$7,847 of that held in reserve.
- A statement of receipts and disbursements from January 1 to year end was circulated; Barb noted this was only up to date to December 15, 2013.

MOTION: Moved by Barb Klassen and Seconded by Debby Harris: "The the Treasurer's report be received."

Carried.

GRANTS

- The grant requests from 1000x5 (\$3,000), Music in the Park (\$8,000), LimeLight (\$1,000) and SunFest (\$3,000) were carried forward at the last meeting until after the 2014 Budget has been discussed in January.
- It is likely the grant requests will be heard in February, 2014.

Golden Jubilee Youth Fund – Disbursement of Funds

- At the November meeting, it was noted that an interest payment of \$900 is available from the fund to distribute as a grant to a youth arts programme for 2013.
- It was thought that this amount could be used to offset the Saanich grant request for the LimeLight Youth Arts programme, which fits within the guidelines.
- However, a formal application has to be made through the Victoria Foundation before the funds can be awarded.
- It was therefore agreed to roll over the amount again this year, advise Saanich Community Services (Sandra Pearson) that they need to make application through the Victoria Foundation for the grant, which can be applied to the Limelight event in 2015.
- Paul to advise James Lamb, Manager of Arts Development at the CRD, accordingly.

MUSIC IN THE PARK:

- Regarding **Music in the Park**, Paul asked members to consider sponsoring this project again next year, and how we can use the successful Music in the Park events to raise at least \$8,000, which would cover the grant request.

- He suggested putting together a package to distribute to businesses and organizations who have a vested interest in Saanich. A list of the companies who do business with Saanich on an annual basis is available to the public.
- Discussion ensued: Members were enthusiastic about the suggestion and contributed the following ideas:
 - Major organizations who do business with Saanich may contribute, such as Megson Fitzpatrick, Tri-Eagle Developments, Morguard Investments (Uptown), banks(VanCity).
 - Tom Lee Music or other music-based business may be interested.
 - The Saanich Police and Fire Departments could be approached, as well as CUPE.
 - Grocery stores – eg: Fairways, Thriftys.
 - The Beacon Law Group was also suggested.
 - Sponsorship of the event could be on an annual basis (3 year minimum), offering benefits to the sponsors – such as a prime seating area at Music in the Park events.
 - Photos of an MIP event could be made for the sponsors to display – similar to when businesses sponsor sports teams. Or a framed certificate issued.
 - It is acknowledged that no fundraising can be conducted at the parks during the MIP events.

Members agreed to think about the matter for more indepth discussion at the next meeting. Noted that we need to move quickly as there is only so much money to go round and organizations make budget decisions early in the New Year. Perhaps Adam will be able to help with the design of the package – similar to what was used for the Evening in Paris fundraiser.

WEBSITE

Alyssa is now the person to contact for postings or changes to the website, and she will pass the information to Adam. Adam has advised he has time at the moment to assist. All members were asked to check the wesbite out from time to time as it needs to be kept current and up to date.

Briefly discussed about having a key word to promote the site, such as “legacy”. Using his blackberry, Phil advised that the SLF website comes up very quickly when key words such as legacy are used.

FUND RAISING – PARK SPONSORSHIP/RENAMING PROJECTS – Fred & Phillip

- Fred stated he has received information from Doug Henderson, Saanich Parks and Recreation Director, regarding prices for benches, pavilions, trees, etc.
- He will endeavour to get this information into a report format for the January meeting.
- Phil is working on tax strategies to highlight why participation in the programme would be beneficial.
- Phil stated that less than 15% of people pre-plan for their estates and leaving a legacy.
- Fred advised that once the programme is in place, they will look at the marketing side of things.
- Saanich would only receive the money for the cost and installation of the item (eg: bench, tree, sign, etc.); the remainder of the funds will be retained by the Foundation for continued maintenance. Charitable tax receipts will be issued for the full amount.

PROJECT UPDATES

◆ Little Spirits Garden - Agreement:

- Paul stated he will meet with Stephen Olsen of the ROBP in early January regarding the Little Spirits Garden agreement with the SLF, which members endorsed at the November meeting.

◆ Coffee for Kids

- Bob Elder sent an email about an on-line programme called “FundScript”, where you buy gift cards for participating businesses, and a percentage of the total cost of the card goes to the charity organization – in this case Coffee for Kids.
- A meeting will be set up with Bob for early January.
- Isobel mentioned that it would still be good to get a “story” from Bob on the programme and what is happening in the Dominican, which can be placed on the SLF website.

◆ Helen Anderson Retrospective Art Show

This event will be rescheduled to the fall of 2014.

Future Planning for 2014 and beyond:

Agreed to meeting **JANUARY 14, 2014 at 6:00 pm** (note time later changed to **6:30 pm**).

Debby agreed to facilitate. Some of the items to cover include, but not limited to:

- 2014 Time line and Budget Brainstorm
- Sub-committee to work on sponsorship packages for MIP events
- Finalize Ideas on public recognition for MIP for the sponsors (certificates/photo, media coverage)
- public recognition at the MIP event (research needed if Council or Saanich Recreation approval is required?)

NEXT MEETING: The next meeting will be held on **TUESDAY, JANUARY 14, 2014** at 6:30 pm at Saanich Municipal Hall.

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

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

Isobel Hoffmann Recording Secretary