



## ITC Fund Development Advisory Committee

### Minutes of Regular Meeting

**Date:** Tuesday, March 26, 2019  
**Time:** 2:50 pm  
**Location:** Oak Bay Recreation Centre  
1975 Bee St, Victoria, BC

**Committee Members Present:** Kate-Louise Stamford  
Robin A. Williams  
Linda Adams

**Committee Member Regrets:** Doug Fenton

**Staff Present:** Kate Emmings, ITC Acting Manager  
Crystal Oberg, Communications and Fundraising Specialist  
Alexandra Trifonidis, Recorder

#### 1. CALL TO ORDER

ITC Chair Stamford called the meeting to order at 2:50 pm.

#### 2. APPROVAL OF AGENDA

**By general consent**, the ITC Fund Development Advisory Committee approved the agenda as presented.

#### 3. CLOSED MEETING

The ITC Fund Development Advisory Committee convened the closed portion of the meeting at 2:51 pm and resumed in open meeting at 3:26 pm to Rise and Report.

##### **ITC-FDAC-2019-001**

**It was MOVED and SECONDED**, that the Fund Development Advisory Committee close the meeting to the public in accordance with the Community Charter, Part 4 Division 3, section 90 (1) (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the board or another position appointed by the board; and that the following individuals be invited to remain in the meeting: Alexandra Trifonidis, Kate Emmings and Crystal Oberg.

**CARRIED**

#### 4. RISE AND REPORT

No items to rise and report on.

**5. MINUTES/COORDINATION**

There are no previous meeting minutes to approve. This is the first ITC Fund Development Advisory Committee meeting.

**6. BUSINESS**

**6.1 Items for Discussion/Direction**

6.1.1 Terms of Reference

Islands Trust Conservancy Acting Manager presented to the committee a draft terms of reference for review. Item was deferred to next meeting to allow committee members to have more time for review.

**7. NEW BUSINESS**

There was no new business.

**8. NEXT MEETING**

The next meeting will take place on April 25, 2019 at 10:00 am.

**9. ADJOURNMENT**

**By general consent,** the meeting adjourned at 3:40 pm.

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Kate-Louise Stamford, Islands Trust Conservancy Chair & Fund Development Advisory Committee Member

Certified Correct:

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Alexandra Trifonidis, Recorder