



# ITC Fund Development Advisory Committee

## Minutes of Regular Meeting

**Date:** Thursday, April 25, 2019  
**Time:** 10:08 am  
**Location:** Electronic meeting, Public venue  
Islands Trust  
200-1627 Fort Street  
Victoria, BC V8R 1H8

**Committee Members Present:** Kate-Louise Stamford, Islands Trust Conservancy (ITC) Chair  
Doug Fenton joined the meeting at 10:11 am  
Robin A. Williams  
Linda Adams

**Staff Members Present:** Kate Emmings, ITC Acting Manager  
Russ Hotsenpiller, Islands Trust Chief Administrative Officer left the meeting at 11:32 am  
Crystal Oberg, ITC Communications and Fundraising Specialist  
Alexandra Trifonidis, Recorder

### 1. CALL TO ORDER

Islands Trust Conservancy Chair Stamford called the meeting to order at 10:08 am.

### 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 10:11 am and resumed in open meeting at 10:29 am.

#### **ITC-FDAC-2019-002**

**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, Crystal Oberg and Russ Hotsenpiller.

**CARRIED**

#### 4. RISE AND REPORT

No items to rise and report on.

#### 5. MINUTES/COORDINATION

##### 5.1 Minutes of Meetings/Resolutions without Meetings

###### 5.1.1 Approval of March 26, 2019 Meeting Minutes

**By general consent**, the ITC Fund Development Advisory Committee meeting minutes of March 26, 2019 were adopted.

#### 6. BUSINESS

##### 6.1 Items for Approval

###### 6.1.1 FDAC Terms of Reference – RFD

ITC Manager presented an overview of the Draft Terms of Reference (TOR) . Discussion ensued around timeline of the committee and liaison with the Executive Committee. Chair Stamford recommended a fixed timeline for the FDAC. Trustee Williams suggested that the ITC Chair be made the Chair of FDAC for the term of the committee.

###### **ITC-FDAC-2019-003**

**It was MOVED and SECONDED,**

that the FDAC forward the Draft Terms of Reference and Operating Guidelines to the ITC Board for approval, subject to review from the Legislative Services Manager and amended as follows:

- Item 6, FDAC Chair shall be the ITC Board Chair for the term of the FDAC Committee
- Item 9, will work to meet the following deadlines by March 31, 2020 at which point the committee will dissolve
- Item 9, Add reference to joint executive committee in the timeline

**CARRIED**

##### 6.2 Items for Discussion/Direction

###### 6.2.1 Committee Name Change to "Islands Trust Conservancy Fund"

Trustee Williams suggested to the committee that, should a standing committee be created to do ongoing fundraising, the committee be named the "Islands Trust Conservancy Fund." The committee agreed to consider it in the future if desired.

##### 6.3 Correspondence

There was no new correspondence.

##### 6.4 Updates for Information

6.4.1 Website Renewal Update – BRF

ITC Acting Manager provided background information regarding website statistics of ITC and IT website users and positive reasons for the integration of the websites. She also presented an opportunity to the committee to raise any red flags regarding the integration; no concerns for combining the two sites were expressed.

**7. NEW BUSINESS**

There was no new business.

**8. NEXT MEETING**

The next meeting will take place on May 21<sup>st</sup>, 2019 after the ITC Board meeting.

**9. ADJOURNMENT**

**By general consent**, the meeting adjourned at 11:40 am.

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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