

West Vancouver Memorial Library Foundation

Board of Directors Meeting

October 25, 2018 at 6:00 PM

MacDonald Creek Room

MINUTES

Present: Cynthia Garton (Vice Chair), Rosemary Murchison (Secretary), Christine Banham (Treasurer), Linda Jones, Lorinda Spooner, May Wang, Felicia Zhu, Jennie Benedict

Regrets: Andreas Thompson (Chair), Terry Hodgins, Leigh Taylor, Eric Winsborrow

1. Call to Order

C. Garton called the meeting to order at 6:04 PM

2. Approval of the Agenda

C. Garton noted that several Agenda items would be tabled until the next meeting since the Directors involved were unable to be present at this meeting.

Move to approve the Agenda as amended by C. Banham. Seconded by M. Wang. Carried.

3. Declaration of Conflicts

No conflicts were declared.

4. Approval of the September 27, 2018 Minutes

Move to approve the September 27, 2018 Minutes as circulated by C. Banham. Seconded by L. Spooner. Carried.

5. Business Arising from the September 27, 2018 meeting and outstanding actions

Raisers Edge Database will be migrated to Canada from the United States during November 2018

ACTION: C. Banham will continue to monitor and report on the process.

Raisers Edge training for the Directors was discussed. Online training modules are available.

ACTION: C. Banham / A. Thompson will circulate the links for Blackbaud to the Directors.

ACTION: All Directors reminded to advise when the training is completed.

“Sustained Engagement” Strategic Approach – E. Winsborrow

ACTION: All Directors reminded to respond to this report.

“Policy and Procedures Manual” update

ACTION: All Directors reminded to provide email input to A. Thompson.

6. Business Conducted Between Meetings

None

7. FOIPPA Update

Website updating is complete. R. Murchison is also reviewing public policy documents received from J. Benedict and C. Banham. (See Outstanding Actions)

8. Engagement Committee

- a. Event – C. Garton complimented everyone on the success of the evening, in particular L. Jones, Engagement Chair. During the following discussion, the event was reviewed and comments/suggestions noted. L. Jones will convene an Engagement Committee meeting shortly to plan for future events.
- b. Newsletter – Noted that production is well under way.

9. Finance Committee

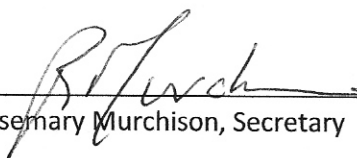
C. Banham has arranged for a representative from Leith Wheeler Investment Counsel Ltd. to attend the Directors' Board Meeting in November.

10. AOB

None

11. Attendance, Next Meeting and Conclusion of Meeting

- a. Next meeting November 22, 2018, 6:00 PM in Welsh Hall East
Move to conclude the meeting by F. Zhu. Seconded L. Spooner. Carried
Meeting concluded at 7:04 PM.



Rosemary Murchison, Secretary

26 Jan 2019