

## West Vancouver Memorial Library Foundation

### Board of Directors Meeting

28 January 2021 at 6:00 p.m.

#### Virtual Meeting

- Present:** Andreas Thompson (Chair), Mehran Farmanara (Treasurer), Rosemary Murchison (Secretary), Doug Brown, Terry Hodgins, Heather Kaart, Lizanne Ross Onder, S. Bengi Sayhan, Lorinda Spooner, Lorena Yu
- Regrets:** Qi Zhu
- Liaisons:** Cynthia Garton (*Library Board Trustee*)
- Guests:** Stephanie Hall, Director; Sarah Barton-Bridges, Head of Communications

#### 1. Call to Order

Thompson called the meeting to order at 6:03 p.m.

He welcomed C. Garton (former Vice-Chair of WVMLF), Library Board Trustee, who together with Felicia Zhu (former director of WVMLF), will perform the liaison role between WVMLF and Library Board.

#### 2. Approval of the Agenda

Move to approve the Agenda by M. Farmanara, seconded by L. Yu. **Carried.**

#### 3. Declaration of Conflicts

No conflicts were declared.

#### 4. Approval of the 26 November 2020 Minutes

Move to approve the 26 November 2020 Minutes by T. Hodgins, seconded by D. Brown. **Carried.**

#### 5. Business arising from the 26 November 2020 meeting and review of outstanding actions

- 5.1. Policies & Procedures Manual Review: A. Thompson to update manual and re-circulate to Directors.
- 5.2. Email issues: to resolve as part of handover to Library. A. Thompson and S. Barton-Bridges to discuss deleting previous email addresses and working solely with the email associated with the new domain, being wvmlf.ca. (Noted that letterhead and other printed matter will need to be updated.) **ACTION**

#### 6. Business conducted between meetings

- 6.1. DocuSign: A. Thompson reported that the Foundation now has a licence to use DocuSign and will be using electronic signatures wherever possible.

#### 7. Engagement Committee updates

- 7.1. Donor thank you calls: H. Kaart thanked everyone for completing their calls. She noted that a number of patrons had not seen the newsletter by email, and a follow-up point for this year will be to consider print copies and possibly mailing. Many appreciative comments about receiving the calls, and also queries about the call being the year-end reminder. Should this be considered in some form in 2021? Also consider whether to do a reminder as well as Giving Tuesday. Many compliments about programs during the pandemic and appreciation for the Library as a community base. She also thanked Director, S. Hall, and her staff for their wonderful creative work. Timing of thank you

letters/receipts and further phone calls was discussed and left with the Engagement Committee to determine.

- 7.2. Engagement Activities: H. Kaart noted that she and R. Murchison had met with Westerleigh PARC representatives about possible sponsorship opportunities and will be pursuing that further.
- 7.3. Lunar Event and Fly Dream update: L. Yu updated the status of both events. The Fly Dream fundraiser is a third-party virtual event aimed at younger readers to be held on February 5 and sponsored by Pacific Flight Centre and the Shuang Music School. It is hoped to increase awareness of the Foundation and receive donations. A. Thompson and H. Kaart will speak to the attendees – projected attendance 100 – 150.

The Lunar New Year event will be part of the Lantern Festival on February 26. Volunteers will be decorating the Library on February 10. There will also be an on-line riddle contest with the date still to be determined.

- 7.4. Event Guidelines: H. Kaart noted that it is important to maintain separation between regular Library programming and Foundation special events and sponsorship requirements. A draft policy document setting guidelines for event planning is now in limited circulation and will be circulated to Directors shortly for further comments.
- 7.5. Engagement Strategy: H. Kaart spoke to the revised Foundation Engagement Plan which was circulated just prior to the meeting and asked for feedback. The consensus was to prioritize and limit the number of tasks which can reasonably be undertaken. The Committee will bring back an updated list to the next meeting focussing on existing donors, seeking new donors and increasing awareness of the Foundation.

## 8. Finance Committee Updates

- 8.1. Treasurer's Report: M. Farmanara reported that audit fees and plans have been agreed with BDO. Financial Statements will be done internally using Caseware and the Charity Return will also be done in-house resulting in savings. Most information required by BDO will be transmitted by early February. The bookkeeper will be trained on Caseware which will simplify preparation of the financial statements.

He reported that the investment portfolio increased by \$380,000 in 2020, consisting of \$235,000 in realized gains and \$145,000 of unrealized gains. Donations and bequests totalled \$319,000 with the bulk of the amount coming from significant bequests. Total income was \$712,000 with expenses of \$60,000. Funds distributed to the Library totalled \$396,000, leaving a surplus of \$255,000. This distribution is the largest in a decade. A. Thompson noted that the high level of bequests is driven by building relationships over time and stressed the importance of this aspect of fund-raising.

- 8.2. Investment Policy Report: L. Ross Onder advised that Leith Wheeler has provided a number of options/modelling on allocating investments. She has also started her review of the existing Investment Policy. It was agreed that Leith Wheeler be invited to the next Finance Committee meeting when the Financial Statements will be available, and the policy going forward can be discussed. She will co-ordinate the meeting date. **ACTION**

## 9. Director Recruitment

- 9.1. R. Murchison advised that the Trustee Board has been asked to approve one new director, who will join the Foundation Board immediately upon approval. Another applicant with excellent credentials has been interviewed, and two more are being interviewed shortly.

She also advised that Qi Zhu had tendered her resignation effective immediately.

A. Thompson advised that he will be stepping down as Chair at the next AGM.

## 10. Any Other Business

- 10.1. Director, WVML, update: S. Hall advised that a candidate has been offered the new Foundation Coordinator position. The position should greatly increase the co-operation between the Library and Foundation.

During a recent District meeting, the Foundation was recognized for its financial contribution to the Library in 2020. The Library will return to normal operating times on February 15. She noted that the Dementia kits funded by the Foundation have been immensely popular.

## 11. Attendance, Next Meeting and Conclusion of Meeting

- 11.1. Next meeting Thursday, 25 February 2021 at 6:00 p.m. (virtual meeting H. Kaart to chair)
- 11.2. Move to conclude the meeting by B. Sayhan, seconded by H. Kaart
- 11.3. The meeting concluded at 7:10 p.m.

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**WVML Foundation**  
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2/26/2021

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Rosemary Murchison, Secretary

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Date