

**West Vancouver Memorial Library Foundation**

**Board of Directors Meeting**

**25 March 2021 at 6:00 p.m.**

**Virtual Meeting**

**Present:** Andreas Thompson (Chair), Mehran Farmanara (Treasurer), Rosemary Murchison (Secretary), Heather Kaart (Engagement Chair), Anjili Bahadoorsingh, Doug Brown, Terry Hodgins, Lizanne Ross Onder, S. Bengi Sayhan

**Regrets:** Lorinda Spooner, Lorena Yu

**Liaison:** Cynthia Garton (*Library Board Trustee*)

**Guests:** Stephanie Hall, Director; Sarah Barton-Bridges, Head of Communications; Kaschelle Thiessen, Foundation Coordinator

**1. Call to Order**

A. Thompson called the meeting to order at 6:05 p.m.

**2. Approval of the Agenda**

Move to approve the Agenda by H. Kaart, seconded by T. Hodgins. **Carried.**

**3. Declaration of Conflicts**

No conflicts were declared.

**4. Approval of the 25 February 2021 Minutes**

Move to approve the 25 February 2021 Minutes as amended by M. Farmanara, seconded by L. Ross Onder. **Carried.**

**5. Business arising from the 25 February 2021 meeting and review of outstanding actions**

- 5.1. Policies & Procedures Manual Review: A. Thompson asked that Directors review the manual prior to the next meeting. He outlined the difference between the governance requirements for changes to Bylaws & Constitution, Policy, and Procedures and stressed the importance of updating where necessary.
- 5.2. Investment Policy Review: L. Ross Onder advised that the Finance Committee would be meeting in due course, the aim being to have a final draft ready for approval in early 2022.
- 5.3. Donor Data clean up: To be covered under Item 6.1 – Raisers Edge/CanadaHelps
- 5.4. Succession Planning Review/Process: A. Thompson advised that the possibility of a formal succession criteria being incorporated in the Constitution had been discussed with the Library Board Chair. It was felt that a better option for the Foundation would be to establish an informal process whereby the Vice-Chair would be a one year position, followed by two years as Chair and one year as Past Chair. It was noted that this matter was not a priority for the Library Board.

**6. Business conducted between meetings**

- 6.1. Raisers Edge / CanadaHelps: A. Thompson reported that a meeting had taken place with CanadaHelps and the Executive has approved a migration of data to that company. This would be a better fit for

the Foundation, more efficient and resulting in some cost savings. No objections were noted from the Board. The transition will start in mid-April with the systems running in tandem until June 30.

6.2. Service Agreement: A. Thompson advised that a meeting had taken place with Library representatives to ensure that the Service Agreement was on track. K. Thiessen, the new Foundation Coordinator, was then introduced to the Board. She is currently working on researching and providing Foundation information to assist library staff with Foundation enquiries.

6.3. Constitution – Library Board Director: A. Thomson spoke to the Bylaw clause which requires that a member of the Library Board serve also as a Director of the Foundation Board. After discussion with the Library Board Chair it has been agreed that C. Garton, Library Board Vice-Chair, will be appointed a Director of the Foundation Board at the upcoming AGM.

6.4. In Camera:

Move to enter a closed session at 6.23 p.m. made by B. Sayhan, seconded by M. Farmanara **Carried**

Move to leave the closed session at 6.29 p.m. made by B. Sayhan, seconded by M. Farmanara **Carried**

## **7. Engagement Committee Updates**

7.1. Engagement Strategy Update: H. Kaart provided background on the current Engagement Strategy document just circulated. The original planning document has been fine-tuned into actions which can be achieved this year, all geared to retaining and enhancing donor relations, increasing awareness of the Foundation in the community and improving communications. A new event will be the Book Campaign, still in the planning stage. A holiday card will be created to act as a donor thank you plus subtle donation reminder and will include various inserts e.g. bookmark. The Signature Series will continue, as will donor thank you telephone calls. C. Garton commended the Committee for its diligence and creativity in preparing such a detailed plan. H. Kaart thanked S. Barton-Bridges and S. Hall for their guidance with the planning process.

## **8. Finance Committee Updates:**

8.1. Treasurer's Report: M. Farmanara advised that donations and sponsorships YTD are \$8,500, with \$1,520 coming from the "Reach for the Stars" event and the balance from donations including one for \$4,500. This compares with \$14,500 for 2020 Q1, which included one donation of \$10,000. The investment balance is \$4,775,000, up \$152,000 from year end.

8.2. Financial Statements Update: M. Farmanara advised that the auditors are still waiting for one document, and there is a possible minor adjustment pending as a result of a subsequent event.

## **9. Director Recruitment Update**

9.1. R. Murchison advised that the Bylaw provision for one Library Board Director being on the Foundation Board changed the number of positions available and welcomed C. Garton as a future Director. A. Thompson advised that he would stay on the Board as Past Chair during the CanadaHelps transition, thereafter resigning to make space for new Director. He also advised that H. Kaart is being recommended to the Library Board to assume the role of Chair, and commended her work on the Engagement Committee.

R. Murchison noted that three updated or new Director forms are being finalized, being the Conflict of Interest, Code of Conduct and Indemnity agreements. She thanked A. Bahadoorsingh for her legal assistance with updating the forms. After review by the Executive, the forms will be distributed to all Directors after the AGM. She noted that this is also part of the Policy and Procedures Manual update.

## **10. Any Other Business**

- 10.1. Director, WVML Update: S. Hall thanked A. Thompson for his wonderful work as Chair. The Reader Rooftop will be re-opened soon, recognizing the Foundation's contribution to its formation. The Chrome books program will be started, and also perhaps WIFI Hotspots. Patron Point is being rolled out. A new strategic framework/business plan has been developed and will be public shortly. The Annual Report is being prepared which will include a Foundation insert.

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

- 11.1. AGM, Wednesday 21 April 2021, 6:00 p.m. (Virtual Meeting)
- 11.2. Next Board Meeting, Thursday 29 April 2021, 6:00 p.m. (Virtual Meeting)
- 11.3. Move to conclude the meeting by M. Farmanara, seconded by D. Brown **Carried**
- 11.4. The meeting concluded at 6.51 p.m.

DocuSigned by:

*Rosemary Murchison*

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Rosemary Murchison, Secretary

4/30/2021

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Date