

**West Vancouver Memorial Library Foundation**

**Board of Directors Meeting**

**28 October 2021 at 6:00 p.m.**

**Virtual Meeting**

**Present:** Heather Kaart (Chair), S. Bengi Sayhan (Vice Chair), Rosemary Murchison (Secretary), Mehran Farmanara (Treasurer), Anjili Bahadoorsingh, Patricia Bowles, Doug Brown, Cynthia Garton, Terry Hodgins, Lizanne Ross Onder, Lorinda Spooner, Lorena Yu

**Regrets:**

**Guests:** Sarah Barton-Bridges, Head of Communications

**1. Call to Order**

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

**2. Approval of the Agenda**

Move to approve the Agenda by M. Farmanara, seconded by B. Sayhan **Carried.**

**3. Declaration of Conflicts**

*No conflicts were declared.*

**4. Approval of the 30 September 2021 Minutes**

Move to approve the 30 September 2021 Minutes by M. Farmanara, seconded by L. Spooner **Carried.**

**5. Business arising from the 30 September 2021 meeting and review of outstanding actions**

- 5.1. Investment Policy Review: L. Ross Onder – Report to follow in November.
- 5.2. Donor Boards and recognition policy: H. Kaart has provided a request to evaluate our recognition policy to K. Thiessen, which will be undertaken shortly.
- 5.3. In Memoriam Card: A. Bahadoorsingh will have some samples available soon which will be circulated to the Executive for review.
- 5.4. Policy & Procedures Manual: R. Murchison will be continuing the manual update.
- 5.5. CanadaHelps training: D. Brown advised that the Director training is going smoothly. He has also updated the User Manual which has now been circulated to Directors.

**6. Business conducted between meetings**

- 6.1. All business covered in Agenda item 5.

**7. Engagement Committee Updates:**

- 7.1. BOOKS+beyond Campaign: P. Bowles advised that the campaign has generated approximately \$20,000. Promotion will be continued with the newsletter distribution and then later with the holiday card which should also stimulate year-end giving.

- 7.2. Newsletter: P. Bowles advised that the newsletter will be mailed very shortly to 850 donors. Extra copies will be available in the library. The Farsi and Chinese translations are under way. M. Farmanara provided the bulk mailing information which will result in considerable savings.
- 7.3. Signature Series Update: P. Bowles advised that sponsorships total \$19,500. (2020 sponsorship was \$13,000.) Noted that potential sponsors should be advised of the time constraints relative to the advertising deadlines. C. Garton suggested that a follow-up meeting be held to discuss and review the various procedures and approaches used in this campaign. This was agreed upon and will take place before year-end.
- 7.4. Strategic Planning: P. Bowles confirmed the meeting for November 6 with more information to follow. She thanked everyone involved with the current projects for their assistance – great team work.
- 7.5. Staff Planning: Interviews are starting shortly for the replacement of the part-time Foundation administrator, a position shared between the Foundation and the Library.
- 7.6. Q3 thank you calls to donors: these are under way.

**8. Finance Committee Updates:**

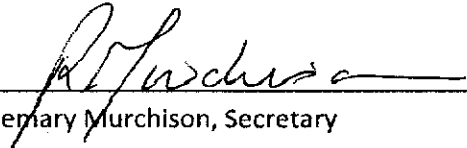
- 8.1. Treasurer’s Report: M. Farmanara advised that the Q3 financial statements and Leith Wheeler reports will be reviewed at the November meeting. The LW portfolio was \$5,002,000 at September 30 2021. Expenses were on track with no extraordinary items. YTD donations to September 30 were \$55,317. The bank account approximates \$80,000. He noted that some of this will be used towards the Library Funding request with the balance coming from the portfolio. The final amount will be clarified in December.

**9. Any Other Business**

- 9.1. Director, WVML Update: S. Barton-Bridges reviewed the previously circulated Director’s Update. She commented on a number of Foundation supported events, including those held on the National Day for Truth and Reconciliation. She also spoke to the topical Climate Futures programs. She noted that the Library will be complying with the mandatory vaccination ruling for staff and some volunteers.
- 9.2. Meeting Structures and Vaccination rulings: H. Kaart advised that the November meeting will be virtual, with this being reviewed for future meetings. It was suggested that R. Murchison as Secretary be advised by each Director of their vaccination status and, if necessary, further decisions would be made. R. Murchison reminded Directors that there is no December meeting, and suggested 2022 personal calendars be updated.

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

- 10.1. Next Board Meeting, **Thursday 25 November, 2021, 6:00 p.m.** (virtual)
- 10.2. Move to conclude the meeting by D. Brown, seconded by A. Bahadoorsingh **Carried.**
- 10.3. The meeting concluded at 7:00 p.m.

  
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 Rosemary Murchison, Secretary

25 Nov 2021  
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 Date