**Vancouver International Writers Festival Society**

**Annual General Meeting**

**April 20, 2021 at 5:30pm**

**Zoom Webinar**

**Board:** Alexia Jones, Harvey McKinnon, Holman Wang, Hurriya Burney, Kyla Epstein, Natascha Kiernan, Nisha Sikka, Robert McLean, Shannon Taylor, Terry Whitehead; **Staff:** Leslie Hurtig, Kaile Shilling, Andrew Forshner, Chelsee Damen, Sarah Wang,
Lauren Dembicky, Leena Desai, Ariel Hudnall, Zoe Grams; **Auditor:** Andrew Westman; **Members:** Alison Hart, Betti Port, Bev McDowell, Bonnie Mah, Christine Johnson, Elaine Peddie, ES Bastedo, Janie Chang, Jill Davidson, Judith Vosko, Justine Tilley, Karen Gilmore, Karen Zeller, Lee Wood, Lynn Copeland, Maura Keenan, Paul Whitney, Reema Faris, Rosamund Harrison, Sally Harding, Sandy Jakab, Shalene Williams, Sherry Anderson, Shirley Rudolph, Stacey Corriveau, Thora Arnason

**1. Welcome from the Chair and adopt Agenda**

* A. Jones, Chair, called the meeting to order and thanked the members for attending.
* A. Jones provides land acknowledgment.
* Memoranda:
	+ A. Jones requests all members provide their full names in the Zoom chat for attendance records.
	+ A. Jones provides by-law rules for seconding, and functionality of Zoom as it relates to polling and voting.
	+ A. Jones notes item #7 of the original agenda should read “2021” and not “2020.” The agenda stands.

**2. Approval of the July 9, 2020 AGM Minutes**

* A. Jones MOVED to approve the 2020 AGM Minutes.

Holman Wang SECONDED. The motion to approve the minutes of the Annual General Meeting of 2020 was APPROVED. 18 for, 0 against.

**3. Directors’ Report**

* A. Jones provides perspective on the last year over the pandemic.
	+ VWF adapted quickly in a new environment, continuing to provide high-quality content.
	+ Online events cannot re-create the energy of in-person events, the Board believes the programming was successful in 2020.
	+ Greater reach and accessibility in 2020, which the Board hopes to carry forward into the future.
	+ Hiring of the new Executive Director in 2020, Kaile Shilling.
	+ Strategic planning continues (re-brand, increased digital programming); next priorities are expanding audiences, broader financial opportunities, and equity/inclusion initiatives.
	+ New strategic plan will be drafted in 2022.
	+ Three board members retiring: Harvey McKinnon, Terry Whitehead, Shannon Taylor

**4. Welcome from the new Executive Director, Kaile Shilling**

* Kaile Shilling addresses the membership.

**5. Update from the Artistic Director**

* Leslie Hurtig addresses the membership.
	+ Annual book sale to return in 2022.
	+ Successes in 2020 came from four groups: authors/artists, volunteer Board, staff (incl. new and departing staff), and members.

**6. Presentation of the 2019 Audited Financial Statements with Robert McLean, Treasurer, and Andrew Westman, Rolfe Benson LLP**

* Set aside significant funding for new initiatives and programs.
* Andrew Westman addresses the members:
	+ Provided brief summary of role as the auditors.
	+ 2019 and 2020 financial statements have been audited (second year).
	+ High-level overview of Income/Expense/Balance/Liability reports.
	+ Results: Provided full-access to financial records with no disagreements, and no significant concerns were uncovered.
	+ Unable to verify the qualification of donations (which was noted was common for organizations that solicit donations).
* **Question from member:** What portion of reports are comprised of staff income/benefits/wages?
	+ Robert McLean confirms employee benefits and wages represented approximately 60% of our 2020 expenses (post-AGM, at 5:57pm PT).

**7. Appointment of Auditor for 2021**

* A. Jones MOVED to approve the Rolfe Benson LLP as auditors for VWF in 2021. ES Bastedo SECONDED. The motion was APPROVED.

**8. Election of the new 2021 Board of Directors**

* A. Jones MOVED to approve the slate of 2021 Board of Directors as presented. Kyla Epstein SECONDED. The motion was APPROVED.

**9. Adjournment of AGM**

* **Alexia Jones** adjourned the meeting at 5:55pm PT.