

The Vancouver International Writers Festival Society
Annual General Meeting Minutes
Tuesday, 06 May 2025 at 5:00pm
In Person: 1398 Cartwright Street; Festival House Common Room

Attending:

BOARD: Sanika Bhurke, Avalon Bourne, Pat Cumming, Daniel Getz, Benita Loughlin, Anna Panzo, Steve Tornes, Sonia Wong, Jillian Stirk

STAFF: Chelsea Damen*, Leslie Hurtig, Jennifer Milley*, Celeste Cadieux-Rey*, Joyce Wan*, Sarah Wang*

GENERAL MEMBERSHIP: Alyssa Arbuckle, Julia Barnes, Christine Barrett, Stephanie Chan, Natasha Chetty, Martha de Marenches, Sonia Fraser, Louise Hager, Carie Helm, Dr. Richard Hopkins, Linda Hunt, Freda Johnson, Maura Keenan, Aileen Lord, Beverley Lundgren, Judith MacPherson, Jennifer Martin, Angela McWhirter, George McWhirter, Denise Morettin, Antoine Morris, Lesley Perkins, Debra Quercetti, Shirley Rudolph, Sharon Vipond

Total Attendance: 40

***non-voting members: 5**

- 1. Welcome from the Co-Chairs, Land Acknowledgment and adopt Agenda** (Daniel Getz and Jillian Stirk)
 - a) brings AGM to order and provides Land Acknowledgement
 - b) Quorum established
 - c) Introduce Board members
 - d) Motion: *To approve the 2025 VWF AGM Agenda.*
 - o Moved: Jillian Stirk
 - o Motion passed
- 2. Approval of the 2024 VWF AGM Minutes**
 - a) Motion: *To approve the Minutes of the 2024 VWF AGM, held May 7, 2024*
 - o Moved: Jillian Stirk
 - o Motion passed
- 3. Board of Directors Report:**
 - a) Thanks for the opportunity to serve on the Board
 - b) Acknowledge the passing of Alma Lee
 - c) Gratitude to Leslie, Jennifer and all staff for amazing program
 - d) Gratitude to Alison Broddle and Deepthi and thanks for their contribution
 - e) Thanks members, donors, sponsors everyone who contributed to success
 - f) Looking forward to new strategic plan and 40th anniversary (in two years) planning in the upcoming year

4. Artistic Director's Report: Leslie Hurtig

- a) L. Hurtig thanked the membership for their continued support and acknowledged the passing of co-founder Alma Lee. She is missed. Celebration of life in September. Will be advertised
- b) Acknowledges that last year was a hard year. There were a lot of difficult topics. Difficult conversations need to happen in challenging times. Will continue this year
- c) Acknowledges Jennifer and Board of Directors

5. Managing Director's Report: Jennifer Milley

- a) 2024 highlights. Recognized Joyce's work on the 2024 Annual Report – special events, Incite as well as annual Festival. Digital Festival continued
- b) Acknowledges audiences, staff and Board
- c) Thanks for advocacy and fundraising; acknowledges the work of Ashleigh Whitall in creating advocacy campaign
- d) Books & Ideas kicked off in January
- e) Festival 2025 and beyond
- f) Thanks and acknowledgment to Leslie, Board of Directors and staff

6. Presentation of the 2024 Audited Financial Statements: Andrew Westman, Rolfe Benson LLP (Benita)

- a) 2024 successful from financial perspective; ticket sales and memberships increased; costs decreased. Two new funds set up; Contribution to Alma Lee Legacy fund
- b) Thanks to auditors and C. Damen for work on the audit; acknowledge Jennifer's contributions
- c) A. Westman introduced worked on the audit
- d) A. Westman explained the audit role and procedures and indicated that staff were forthcoming in providing information and making minor adjustments as requested. He acknowledges C. Damen in particular. Very few adjustments required; smooth process
- e) A. Westman acknowledged slight increase in costs and revenues. Consistent with previous years. He directed members to the report for additional details.
- f) thanked C. Damen and other staff and Board of Directors

7. Appointment of Auditor for 2025:

- a) acknowledged the good work of the auditors
- b) Motion: *To approve the appointment of Rolfe Benson LLP as the auditors for VWF in 2025*
 - o Moved: Daniel Getz
 - o Motion passed

8. Election of the new 2025 Board of Directors:

- a) Motion: *To approve the Board slate as circulated, re-electing Julie*
 - o Moved: Daniel Getz
 - o Motion passed

9. Closing of AGM:

- a) adjourned the meeting at 5:28 p.m.