

**MINUTES OF THE REGULAR MEETING OF
THE NORTH VANCOUVER MUSEUM & ARCHIVES COMMISSION
HELD AT 5:30pm ON JUNE 18, 2015
IN THE COMMUNITY HISTORY CENTRE MEETING ROOM
3203 INSTITUTE ROAD, NORTH VANCOUVER, B.C. V7K 3E5**

PRESENT: COUNCILLOR DON BELL (City)
VICTOR ELDERTON
COUNCILLOR ROBIN HICKS (District)
SANFORD OSLER (Friends Society Representative), Chair
MATTI POLYCHRONIS
SHERRY SHAGHAGHI
NANCY KIRKPATRICK, Director
JAN MANATON, Recording Secretary

REGRETS: CATHARINE DOWNES
DON EVANS, Vice-Chair
SHERYL FISHER
TERRY HOOD
ROBERT WATT

GUESTS: JOHN GILMOUR, President, Friends Society

1. CALL TO ORDER

The Chair called the meeting to order at 6:01pm, when quorum was reached by Ms Shaghaghi joining the meeting by teleconference. The agenda was unanimously approved on a motion by Councillor Hicks, seconded by Mr. Elderton.

2. APPROVAL OF MINUTES OF REGULAR MEETING HELD ON APRIL 16, 2015
Councillor Hicks MOVED and Mr. Elderton SECONDED

THAT the Minutes of the April 16, 2015 Regular Meeting of the North Vancouver Museum and Archives Commission be approved.

CARRIED UNANIMOUSLY.

APPROVAL OF MINUTES OF IN-CAMERA MEETING HELD ON APRIL 16, 2015
Councillor Hicks MOVED and Mr. Elderton SECONDED

THAT the Minutes of the April 16, 2015 In-Camera Meeting of the North Vancouver Museum and Archives Commission be approved.

CARRIED UNANIMOUSLY.

3. REPORTS FOR APPROVAL

2014 Audited Financial Statements

The Chair noted that the Governance Committee had reviewed the financial statements and the audit findings letter from the auditors, KPMG, which reported on the scope of work. The Chair noted that he had answered questions posed to him by the auditors as follows:

- He is not aware of any fraud and generally did not consider the risk of fraud to be high. The highest risk would likely be in deception relating to the value of an item in the collection and/or the misappropriation of that asset. That risk is reduced by the generally low value of individual items in the collection and improved records in place as a result of the Collections Clean-Up Project.
- Any fraud risk on the accounting side is seen to be mitigated by the internal controls imposed by the City of North Vancouver.
- He periodically reviews the bylaws establishing the NVMAC for compliance and is unaware of other regulations which need to be adhered to.

The Chair noted that in future years, an email will be sent by the Chair to all Commissioners conveying questions from the auditor with respect to fraud risk prior to providing a response.

The Chair reported that Councillor Hicks had reviewed the financial statements and the Governance Committee recommended their approval. Councillor Hicks MOVED and Mr. Elderton SECONDED

THAT the audited financial statements for the year ended December 31, 2014 be approved as presented.

CARRIED UNANIMOUSLY.

4. CAPITAL CAMPAIGN CABINET REPORT

Fundraising Update

In the absence of the Campaign Cabinet Chair and the Campaign Director, the Chair noted the following:

- A meeting of the Capital Campaign Cabinet had been held on June 4, 2015.
- Robert Watt had agreed to join the Cabinet.
- No word has been received regarding the Commission's application for Qualified Donee status. This application has raised novel issues which the Charities Directorate is looking into.
- Rather than wait for Qualified Donee status to be confirmed, the Cabinet is recommending that the Friends Society be the recipient of any donations until such time as the Commission's status is clarified. The Society will be asked to set up a separate account in which to hold donations.
- A draft Gift Confirmation Agreement was circulated and Commissioners were asked to provide any comments to Nick Locke by Monday, June 22. The document will be reviewed from a legal standpoint.
- Some research is required with respect to the Friends Society's ability to hold funds for a capital campaign and the steps to be undertaken to obtain approval from Canada Revenue Agency.

- A standard case brochure developed by Brand FX and aimed at individuals who are potential supporters was distributed. Tailored proposals are provided to potential corporate donors.
- A training session for Cabinet members, Commissioners and members of the Friends Board on how to approach someone about giving a gift will be held on Monday, June 29. Commissioners interested in attending should advise Mr. Locke.

Commissioners discussed the content of the distributed brochure and made suggestions. Ms Kirkpatrick agreed to convey to Mr. Evans and Mr. Locke comments made by Commissioners.

5. ADJOURNMENT

The meeting was adjourned at 6:33pm. The next regular meeting is scheduled to take place on Thursday, July 16, 2015 at 5:30pm in the Community History Centre Meeting Room.

SANFORD OSLER, Chair
NORTH VANCOUVER MUSEUM & ARCHIVES COMMISSION

Minutes prepared by: _____
Jan Manaton, Commission Secretary