

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER**

**ART MUSEUM ADVISORY COMMITTEE MEETING AGENDA**

**TUESDAY, NOVEMBER 15, 2022**

**10 AM VIA ELECTRONIC COMMUNICATION FACILITIES**

*(Members of the public may hear, or watch and hear, the meeting by attending the Raven Room in the Municipal Hall, or via electronic communication facilities through the link provided on the Committee's webpage)*

**Note: Council Committee meetings are conducted in accordance with Council Committee Procedure Bylaw No. 5020, 2019 (as amended), subject to the discretion of the Chair.**

**CALL TO ORDER**

**1. Call to Order**

*Note: Chair will confirm that the meeting is being conducted via electronic communication facilities, pursuant to Council Committee Procedure Bylaw No. 5020, 2019 (as amended).*

**APPROVAL OF AGENDA**

**2. Approval of Committee Meeting Agenda**

RECOMMENDATION:

THAT the November 15, 2022 Art Museum Advisory Committee meeting agenda be approved as circulated.

**ADOPTION OF MINUTES**

**3. Adoption of Committee Meeting Minutes**

RECOMMENDATION:

THAT

1. the October 18, 2022 Fundraising Subcommittee meeting minutes be adopted as circulated; and
2. the October 20, 2022 Art Museum Advisory Committee meeting minutes be adopted as circulated.

**REPORTS / ITEMS**

**4. Partnership Presentation: Stephanie Hall, West Vancouver Memorial Library**

RECOMMENDATION:

THAT the verbal report regarding Partnership Presentation: Stephanie Hall, West Vancouver Memorial Library be received for information.

**5. Administrator / Curator's Report**

RECOMMENDATION:

THAT the verbal report regarding Administrator / Curator's Report be received for information.

**6. Fundraising Report**

RECOMMENDATION:

THAT the discussion regarding Fundraising Report be received for information.

**7. Work Plan and Report to Council for 2022**

RECOMMENDATION:

THAT the discussion regarding Work Plan and Report to Council for 2022 be received for information.

**PUBLIC QUESTIONS**

**8. Public Questions**

**NEXT MEETING**

**9. Next Meeting**

The next Art Museum Advisory Committee meeting is scheduled for January 10, 2023 at 10 a.m. via electronic communication facilities.

**ADJOURNMENT**

**10. Adjournment of Committee Meeting**

RECOMMENDATION:

THAT the November 15, 2022 Art Museum Advisory Committee meeting be adjourned.

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER  
ART MUSEUM ADVISORY COMMITTEE  
FUNDRAISING SUBCOMMITTEE MEETING MINUTES  
VIA ELECTRONIC COMMUNICATION FACILITIES  
TUESDAY, OCTOBER 18, 2022**

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Committee Members: F. Patterson (Chair), D. Becker, and M. Price attended the meeting via electronic communication facilities.

Staff: H. Letwin, Administrator/Curator (Staff Liaison) attended the meeting via electronic communication facilities.

**1. CALL TO ORDER**

The meeting was called to order at 10:01 a.m.

**2. APPROVAL OF AGENDA**

It was Moved and Seconded:

THAT the October 18, 2022 Fundraising Subcommittee meeting agenda be approved as circulated.

CARRIED

D. Becker absent at the vote

**3. ADOPTION OF MINUTES**

It was Moved and Seconded:

THAT the May 31, 2022 Fundraising Subcommittee meeting minutes be adopted as circulated.

CARRIED

D. Becker absent at the vote

**REPORTS / ITEMS**

**4. Upcoming Fundraising Initiatives**

The Subcommittee discussed details relating to the following events and initiatives:

- Art Museum Advisory Committee's annual Donor Event is scheduled for December 1, 2022 from 6 to 8 p.m. and will occur at the West Vancouver Art Museum.
- West Coast Modern Week raised approximately \$12,000.
- The two Endowment events that occurred in July raised approximately \$20,000 for the West Vancouver Art Museum Permanent Endowment held by the West Vancouver Foundation.
- Staff will prepare the annual Fall Ask, focusing on the recent completion of the online webpage for the District of West Vancouver Collections, including those in the care of the West Vancouver Art Museum.

D. Becker joined the meeting at 10:17 a.m. via electronic communication facilities.

It was Moved and Seconded:

THAT the discussion regarding Upcoming Fundraising Initiatives be received for information.

CARRIED

## **PUBLIC QUESTIONS**

### **5. PUBLIC QUESTIONS**

There were no questions.

## **NEXT MEETING**

### **6. NEXT MEETING**

Staff confirmed that no additional Fundraising Subcommittee meetings are scheduled for 2022.

## **ADJOURNMENT**

### **7. ADJOURNMENT**

It was Moved and Seconded:

THAT the October 18, 2022 Fundraising Subcommittee meeting be adjourned.

CARRIED

The meeting adjourned at 11:16 a.m.

Certified Correct:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Staff Liaison

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER  
ART MUSEUM ADVISORY COMMITTEE MEETING MINUTES  
VIA ELECTRONIC COMMUNICATION FACILITIES  
THURSDAY, OCTOBER 20, 2022**

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Committee Members: F. Patterson (Chair), D. Becker, S. Donaher, C. Gotay, H. Greenwood, B. Helliwell, D. LaCas, and R. Van Halm attended the meeting via electronic communication facilities. Absent: K. Duffek, M. Price, and Councillor C. Cameron.

Staff: H. Letwin, Administrator/Curator (Staff Liaison) attended the meeting via electronic communication facilities.

**1. CALL TO ORDER**

The meeting was called to order at 10 a.m.

**2. APPROVAL OF AGENDA**

It was Moved and Seconded:

THAT the October 20, 2022 Art Museum Advisory Committee meeting agenda be approved as circulated.

CARRIED

B. Helliwell absent at the vote

**3. ADOPTION OF MINUTES**

B. Helliwell joined the meeting at 10:01 a.m. via electronic communication facilities.

It was Moved and Seconded:

THAT the September 13, 2022 Art Museum Advisory Committee meeting minutes be adopted as circulated.

CARRIED

**REPORTS / ITEMS**

**4. Administrator / Curator's Report**

H. Letwin reported on the new exhibition, *Martha Sturdy: All Fall Down*, and reminded the Committee of upcoming related events. H. Letwin reported that 15/27 Bobbie Burgers Editions Prints have sold. H. Letwin reported on the success of the School Programs, which included 10 classes of approximately 300 students for the period of September until October 8, 2022, and the Fall programming, which is operating at near capacity. H. Letwin informed the Committee about the professional development being undertaken by A. Powell in photography care. H. Letwin also reported that the collection would soon be searchable online. H. Letwin announced that she would be delivering a talk about Gordon Smith for the Kay Meek Arts Centre Speaker's Series.

It was Moved and Seconded:

THAT the verbal report regarding Administrator / Curator's Report be received for information.

CARRIED

## **5. Fundraising Report**

F. Patterson reviewed the fundraising events held in 2022, including the Endowment events in July and West Coast Modern Week. F. Patterson also brought forward two motions to support the production of holiday cards as well as the purchase of wine for the annual Donor Reception, currently scheduled for December 1, 2022.

It was Moved and Seconded:

THAT

1. the verbal report regarding Fundraising Report be received for information;
2. \$500 be transferred from the Art Museum Advisory Committee Reserve Fund to the West Vancouver Art Museum to purchase wine for the annual Donor Reception; and
3. \$700 be transferred from the Art Museum Advisory Committee Reserve Fund to the West Vancouver Art Museum to support the making of holiday cards and pay for the postage of these to all donors and sponsors from 2022.

CARRIED

## **6. Art Museum Advisory Committee Recruitment Report**

H. Letwin reminded the Committee to re-apply for the Art Museum Advisory Committee by October 31, 2022.

It was Moved and Seconded:

THAT the verbal report regarding Art Museum Advisory Committee Recruitment Report be received for information.

CARRIED

## **7. Work Plan**

F. Patterson suggested some adjustments to the 2023 Work Plan so that it is more in line with the Art Museum Advisory Committee's Strategic Priorities. Staff will make these adjustments and circulate the draft to the Committee in advance of the next meeting. This was discussed in conjunction with a review of the Committee's highlights from 2022.

It was Moved and Seconded:

THAT the discussion regarding Work Plan be received for information.

CARRIED

**PUBLIC QUESTIONS**

**8. PUBLIC QUESTIONS**

There were no questions.

**NEXT MEETING**

**9. NEXT MEETING**

Staff confirmed that the next Art Museum Advisory Committee meeting is scheduled for November 15, 2022 at 10 a.m. via electronic communication facilities.

**ADJOURNMENT**

**10. ADJOURNMENT**

It was Moved and Seconded:

THAT the October 20, 2022 Art Museum Advisory Committee meeting be adjourned.

CARRIED

The meeting adjourned at 11:10 a.m.

Certified Correct:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Staff Liaison