

General Meeting of the Friends of the Dana Point Library

Sunday, June 30th, 2013

Community Room - Dana Point Library 3:00p.m.

Agenda

Start time: 15:05

End time: 16:30

1 Roll Call.

Carol Wassmann (CW) – Chair; Barbara Anderson (BA) – Vice-president; Mary Mashoof (MM) – Treasurer; Paul Strauss (PS) – (Secretary); Juliette Ravenelle (JR); Cathy Clark; Betsy Evans; Jayne Boydston; Sue Edison; Rodney Ravenelle; Susan Pina; Joyce Spriggs.

2 Confirmation of the Minutes of the preceding meeting.

No minutes of the Annual General meeting in December, 2012 were available because no meeting was held.

3 Reports of Officers

A President's Report –

i Welcome!

CW welcomed the members to the meeting. She recorded that a certificate of appreciation from the Orange County Public Library has been presented to the Friends on the reopening of the Bookstore in February, 2013, and expressed the wish that this framed document be displayed in the Bookstore.

ii FOL (2013) Goals

CW recorded that the Friends will pay for the refurbishment of the two skylights in the library, that the Friends had new logo for the association designed by Andrew Strauss, that the membership database is being updated, that the tax returns are available for viewing on the Attorney-general's website, and that the by-laws are being revised.

iii Building a "Framework" for transparency within the organization

CW recorded that the development of the website and new procedures are part of the plan to inculcate transparency of operations and results in the organization.

B Secretary's Report –

i Website

PS recorded that the website, www.friendsdanapoint.org, is under construction. The design entails the principle goals of placing all the association's documents (Agendas, minutes, financial reports, the by-laws, etc.) on the website for open view by the membership and the public, thus insuring transparency. A means of contacting the Officers and directors will be available, and the Sea Scribe will also be placed there.

ii Newsletter

PS reported that the Summer edition of the newsletter had been published and distributed. This edition contained mostly material related to the changing structure and intentions that the Board has, and the financial reports of 2012 and the year to date. The next edition will contain material that would be less administrative in nature.

iii Membership Database

PS reported that the membership database made available to the 2013 Board lacked many ingredients that satisfied the need of robust integrity; there were no supporting documents regarding receipts of specific payments of

membership dues during 2012. This defect applied specifically to an additional 145 voters over the members identified in a list of members dated September 30, 2012. A letter sent to these 145 voters requesting a confirmation of their membership status in June, 2013 resulted in only three responses. As per the letter, the remaining members have been declared to have a status of "inactive." Of the 511 names in the database, 300 are active members, the rest fall into the previous 142 member group, are deceased or are not contactable. A robust electronic database has now been designed and is operating.

C Treasurer's report –

i *Financial Report 2012*

MM read her report of the 2012 financial profit and loss, and balance sheet, as it appeared in the recent Sea Scribe. There was no discussion. PS moved that the report be submitted for audit. The motion was unanimously approved.

ii *Financial Report Jan-May 2013*

MM read her report of the year-to-date 2013 financial profit and loss, and balance sheet, as it appeared in the recent Sea Scribe. There was no discussion. PS moved that the report be submitted for audit. The motion was unanimously approved.

4 Reports of Committees:

A Bookstore Managers' Committee – Barbara Anderson (chair)

BA reported that the committee had been formed of the shift managers. The primary task of the committee was to put in place procedures and policies that would ensure a smooth and efficient running of the Bookstore. The committee is encouraging membership of the Friends by all volunteers. The annual volunteers' "Thank You" party is being planned for October 2013

B Bylaws Revision Committee – Paul Strauss (chair)

PS reported that the committee had been formed to consider amendments of the by-laws to strengthen the organizations ability to avoid issues similar to those experienced in 2012. The committee consisting of :Carole Child, Bill Johnson, Forest Owen, Wayne Rayfield, Bill Shepherd and PS, used three principles to guide their work: democracy, transparency and accountability. The resulting draft document had been available on the website, and members are able to view it there. This information was shared in the Sea Scribe. The document will be submitted for legal opinion, and the finished version will be presented to the Board for discussion and approval at the July17, Board meeting. PS talked to the main changes to the bylaws: a board of seven directors elected at an annual general meeting in February; the Board selects the officers for the year from its members; two year directorship terms in a staggered fashion, three and four, at a time; improved financial controls, two signers to a check, an annual external review of the books; the creation of standing committees – Bookstore, Membership & Development, and Communications; a non-Board controlled election committee; and, a member control of amendments to the by-laws.

PS answered various questions on these proposed changes. No motion was proposed on this report, but it was received with acclamation.

C Membership Committee – Juliette Ravenelle (chair)

JR reported that committee of five (JR, Cubby Rayfield, Hilary Orocza, Ann Strauss , and PS) had met once. The goals that have been established for the year are to enroll 75 new individual members and 20 Business members. A discussion on changing the type of membership classes and the dues for each class will lead to a proposal to the Board in July. Various tactics of encouraging membership was presented.

5 Old and Unfinished Business:

None on the agenda

6 New Business:

None on the agenda

7 Other Matters Arising

None on the agenda. However the chair allowed a short presentation by Cathy Clark on the compiling of materials of historical interest to the Friends.

8 Questions for the Board

None .

9 Adjournment.

The meeting was adjourned at 16:30.