



MINUTES

Swan Lake Christmas Hill Nature Sanctuary Society

Board Meeting, Thursday, February 25, 2021

Virtual Meeting via Microsoft Teams 5:30pm

The Society acknowledges with respect the Lekwungen peoples on whose traditional lands and waterways we work, and the Songhees, Esquimalt and WSÁNEĆ peoples whose historical relationships with the land continue to this day.

PRESENT: Fallon Lindsay (Chair), Christine Morissette (Secretary), Hugh Carruthers (Treasurer), Alesha Hayes, Claudia Copley (VNHS), Dan Rieb, Kalina Noel, Lynn Young, Mary-Ethel Audley, Rick Marshall, Sharon Daly.

Staff Members: Cara Gibson (Executive Director)

REGRETS: Leanna Hill (Vice-Chair)

Quorum: Yes

MINUTES: Recorded by Lynn Young

1. Call to Order: 5:35 pm
2. Territory Acknowledgement: Fallon Lindsay acknowledged that we work together on the traditional lands of the Lekwungen Peoples.
3. Approval of Agenda:

Moved by: Lynn Young **Seconded:** Mary-Ethel Audley **Carried Unanimously**

4. Adoption of Minutes:

Motion: ``Minutes of the January 28, 2021 Board Meeting be adopted as presented``

Moved: Claudia Copley **Seconded:** Sharon Daly **Carried Unanimously**

5. Chair's Remarks (Fallon Lindsay):

- As part of Succession Plan for the Board, Sharon Daly has agreed to stand as Vice Chair. Current Vice Chair, Leanna Hill, has requested this appointment be effective immediately.

Motion: To appoint Sharon Daly as Vice Chair effective immediately.

Moved by: Fallon Lindsay **Seconded:** Christine Morissette **Carried Unanimously**

Leanna Hill will continue on the Board as director.

- As a number of new members joined the board at the October AGM, currently terms of board members are not in balance.
As no one offered to run for re-election again this year to change balance, 3 members of the Executive Committee will extend their terms to a 3 year term at the next AGM.

6. Executive Director's Report (Cara Gibson): – see attached

- Cara advised that the Lieutenant-Governor visited and was given a tour of the Nature Sanctuary. There was discussion of the benefits of inviting the Lt. Governor to be a patron of the Sanctuary.
- Cara provided a draft document of Brand Guidelines to be used to ensure consistency in all communications and signage.

Motion: To approve the brand guidelines as presented

Moved: Rick Marshall **Seconded:** Hugh Carruthers **Carried Unanimously**

7. Executive Committee's Report (Fallon Lindsay):

It has been recommended that the AGM be postponed due to operational need.

Motion: The 2021 AGM will be held on June 10

Moved: Alesha Hayes **Seconded:** Sharon Daly **Carried Unanimously**

Alesha mentioned that this will be her last board meeting.

8. Treasurer's Report (Hugh Carruthers): - see attached

Hugh confirmed that SLCHNS is in a solid financial position at the start of 2021.



9. Governance Committee Report (Christine Morissette):

The Board received the draft By-Laws for review. Mary-Ethel provided a summary of key areas that were addressed:

- Directors can be reimbursed for expenses incurred but will not receive a salary
- Employees cannot be Directors
- Attendance at Board meetings may be by video/telephone
- Director's terms can be a maximum of 6 years, with 2 years off before seeking election
- Roles of officers was expanded
- Executive Director is a non-voting, ex-officio position
- The District of Saanich may provide a non-voting representative at board meetings

Board members are asked to carefully review the draft By-Laws and direct any questions to Mary-Ethel. The goal is to approve at the March Board meeting.

10. Ecosystems and Facilities Committee Report (Kalina Noel):

The Committee met this month. Kalina appreciated Claudia's support and experience.

- Goal is to set priorities and time frames
- Create a table that identifies when work is approved and completed
- Discussion on the need for baffles made of cedar railings at all trailheads
 - identifies entering the Nature Sanctuary, slows down entry, deters bicycles, dogs

Motion: I motion we approve creation of baffles with signage for Nature Sanctuary grounds' trail heads at an estimated cost of \$16,800.

Moved: Kalina Noel **Seconded:** Christine Morissette **Carried Unanimously**

Note: This amount does not include costs of signage

11. Donor Relations Committee Report (Sharon Daly):

First meeting and brainstorming session was held with Sharon, Rick, Cara

Focus was on terms of reference for the committee:

- Purpose, function
- Goals and priorities for 2021 and 2022

There was discussion that the "Donor Relations" name was limiting and to consider a different name that increases scope. "Community Relations Committee" was considered that includes volunteers, members, donors and public.

12. Other Business:

13. Adjournment Regular Meeting: 7:00pm

14. *In Camera* meeting call to order: 7:00 pm

15. Adjournment *In Camera* meeting: 7:02 pm

16. Next Board Meeting: **Thursday, March 25, 2021 – 5:30 pm**

Fallon Lindsay

Board Member Name

A handwritten signature in black ink, appearing to read "Fallon Lindsay", written over a horizontal blue line.

Board Member Signature