



MINUTES

Swan Lake Christmas Hill Nature Sanctuary Society

Board Meeting, Thursday, April 22, 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), Sharon Daly (Vice-Chair), Christine Morissette (Secretary), Hugh Carruthers (Treasurer), Claudia Copley (VNHS), Kalina Noel, Lynn Young, Mary-Ethel Audley, Rick Marshall

Staff Members: Cara Gibson (Executive Director), Erica Van Dyk (Program Naturalist)

REGRETS: None

Quorum: Yes

MINUTES: Recorded by Lynn Young

1. Call to Order: 5:30 pm
2. Territory Acknowledgement: Fallon Lindsay acknowledged that we live, work and play on the traditional lands of the Lekwungen Peoples.
3. Approval of Agenda:

Moved by: Rick Marshall **Seconded:** Christine Morissette **Carried Unanimously**

4. Adoption of Minutes:

Motion: ``Minutes of the March 25, 2021 Board Meeting be adopted as presented``

Moved: Mary-Ethel Audley **Seconded:** Sharon Daly **Carried Unanimously**

5. Chair's Remarks (Fallon Lindsay):

- Results of Board Survey were provided and discussed

- Open House for membership April 29 5:30 pm via Zoom
- Authority Matrix
 - Board members are asked to review prior to next Board Meeting and send any edits to Fallon in advance
 - Cara has shared with Operations Staff

6. Executive Director`s Report (Cara Gibson): – report on Teams

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

- In the future, motions to be presented at Board Meetings will be included in the Agenda.
- Next Executive Committee meeting will deal with drafting terms of reference aligning operations and committee work to Strategic Plan
- Employee Handbook:
A draft updated version of the Employee Handbook was presented to the Board for review

Motion: To approve the updated Employee Handbook

Moved: Christine Morissette **Seconded:** Mary-Ethel Audley **Carried Unanimously**

8. Treasurer`s Report (Hugh Carruthers): - report on Teams

- The \$9000 audit fee has been paid.
- Hugh is working on Revenue Canada`s Registry Charity Report and helping staff in the Gift Shop with square point.

9. Governance Committee Report (Christine Morissette): - report on Teams

Motion: To approve the Board Policy Manual updated as of April, 2021

Moved: Lynn Young **Seconded:** Claudia Copley **Carried Unanimously**

10. Ecosystems and Facilities Committee Report (Kalina Noel): - report on Teams

Motion: That we move forward with the work on eight windows and siding at a cost of \$39,900 and possibly the gable ends work at \$23,625 if sufficient monies are available after assessing other priority needs of water quality monitoring.

Moved: Kalina Noel **Seconded:** Lynn Young **Carried Unanimously**



11. Community Relations Committee Report (Sharon Daly): - report on Teams

12. Other Business: None

13. Adjournment Regular Meeting: 6:40 pm

14. In Camera meeting call to order: 6:41 pm

15. Adjournment In Camera meeting: 6:47 pm

16. Next Board Meeting: Thursday, May 27, 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