



MINUTES

Swan Lake Christmas Hill Nature Sanctuary Society

Board Meeting, Thursday, May 27, 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 W̱SÁNEĆ peoples whose historical relationships with the land continue to this day.

PRESENT: 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),

REGRETS: Fallon Lindsay

Quorum: Yes

MINUTES: Recorded by Lynn Young

1. Call to Order: 5:32 pm
2. Territory Acknowledgement: Sharon Daly
3. Approval of Agenda:

Moved by: Christine Morissette **Seconded:** Lynn Young **Carried Unanimously**

Cara advised that it is not necessary to approve standing agendas. In the future, the board will only approve if committees have motions to be approved added to the agenda.

4. Adoption of Minutes:

Motion: ``Minutes of the April 22, 2021 Board Meeting be adopted as presented``

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

- 5.

6. Chair`s Remarks (Sharon Daly, Vice Chair):

- a. Discussion of the Authority Matrix will be moved to the next board meeting.
- b. AGM is June 10, 2021 at 5:30 pm. Fallon will lead and cover committees, by-laws, introductions of board members.
After AGM, Cara will call a Board Meeting to vote on roles.
- c. Strategic Planning has been moved to the end of the meeting.

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

8. Executive Committee`s Report (Fallon Lindsay): - report on Teams

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

10. Governance Committee Report (Christine Morissette):

- a. The Governance Committee has completed its three projects for the year:
 - i. Updated Board Manual
 - ii. Updated by-laws
 - iii. Completed welcome package for new board members

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

Committee met last week:

- a. Working on Terms of Reference
- b. Lynn and Kalina are catching up on Management Plans from 2010 and 2011.
- c. Reviewing the 2021 Master Plan in preparation for 2022 Master Plan

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

12. Other Business: None



Chair's Remarks Continued: Strategic Planning (Sharon Daly, Vice Chair):

In advance of meeting, Sharon provided documentation on the Strategic Planning process on Teams.

- Sharon led us through the Flow Chart (filed on Teams under Board Meetings > Strategic Planning 2022-2025 > SLCH Nature Sanctuary Strategic Planning Flow Chart 2021).
- A Visioning Survey will be sent to board members to complete

13. Adjournment Regular Meeting: 6:48 pm

14. *In Camera* meeting call to order: 6:48 pm

15. Adjournment *In Camera* meeting: 6:54 pm

16. Next Board Meetings:

- **Thursday, June 10, 2021 – 6:30 pm (after AGM)**
- **Thursday, June 24, 2021 at 5:30 pm – to be held outside at the Nature Sanctuary!**

Fallon Lindsay

Board Member Name

Board Member Signature