



Swan Lake Christmas Hill Nature Sanctuary Society
Board Meeting, Thursday, April 26, 2018
841 Ralph St. 5:30pm

Please Note: The Executive Director will be available at 5:15 to answer any questions Board members may have regarding details of the Executive Director's Report.

- 1) Call to Order
- 2) Approval of Agenda
- 3) Adoption of March 22, 2018 Board Meeting Minutes
- 4) Adoption of April 12, 2018 Board Meeting Minutes – following AGM
- 5) Chair's Remarks
 - a) Roundtable
 - b) Agreements
- 6) Executive Director's Report
- 7) Executive Committee Report
- 8) Governance Committee Report
 - a) Board Calendar
 - b) Board Committee Selection
 - c) Board Organization Chart
- 9) Site and Ecosystems Committee Report
- 10) Treasurer's Report
 - a) Financials
 - b) Signing Authorities
- 12) Other Business
- 13) Adjournment
- 14) Next Board Meeting: May 24, 2018



Swan Lake Christmas Hill Nature Sanctuary Society
Minutes of the Board Meeting
Thursday, April 26, 2018, 5:30pm
841 Ralph St. Martelli House

PRESENT: Leanna Hill (Chair), Naomi Salie (Vice-Chair), Christine Morissette (Secretary), Fallon Lindsay (Treasurer), Joan Cowley (Past-Chair), Steve Chang, Robert Dick, Alesha Doran, Christopher Shelton, Susan Brice (Saanich Council Liaison) Kathleen Burton (Executive Director)

REGRETS: Claudia Copley (VNHS)

The Society acknowledges that Swan Lake Christmas Hill Nature Sanctuary is located in the traditional territories of the Esquimalt Songhees and Saanich peoples.

Quorum: Yes

MINUTES: Recorded by Kathleen Burton

1. Call to Order: Chair, Leanna Hill, called the meeting to order at 5:34p.m.

2. Approval of Agenda:

Motion: "To approve the Board Meeting Agenda as circulated and amended."

Moved: Joan Cowley

Seconded: Robert Dick

CARRIED

3. Adoption of March 22, 2018 Board Meeting Minutes:

Motion: "Minutes of the March 22, 2018 Board Meeting be adopted as presented."

Moved: Alesha Doran

Seconded: Christopher Shelton

CARRIED

4. Adoption of April 12, 2018 Board Meeting Minutes (following the AGM):

Motion: "Minutes of the April 12, 2018 Board Meeting following the AGM be adopted as presented."

Moved: Christopher Shelton

Seconded: Robert Dick

CARRIED

5. Chair's Remarks (Leanna Hill): The Chair welcomed new board members Robert Dick and Fallon Lindsay. She thanked all Board for being part of the 2018 Board and went on to thank staff and volunteers for their efforts with the plant sale. She thanked everyone for their vote of confidence in selecting her for the 2018 Chair role and indicated that she looked forward to learning and growing with the Board as partners supporting the Sanctuary.



6. Executive Director's Report: see attached. A discussion took place surrounding the Human Resource Manual and its policies around hiring.

Motion: "In the absence of any contrary language in the Human Resources Policy Manual, the Board support that staff are responsible for all hires for the Society with the exception of the Executive Director's position."

Moved: Christine Morissette **Seconded:** Joan Cowley **CARRIED**

7. Executive Committee Report: no business

8. Governance Committee Report, (Secretary, Christine Morissette): The Committee Chair, Christine Morissette reported on work to be completed on the following items:

- a. Board Calendar
- b. Board Committee Selection
- c. Board Organizational Chart

Motion: "To see an ad hoc committee form with a focus on Donor Relations)."

Moved: Joan Cowley **Seconded:** Christine Morissette **CARRIED**

9. Facility and Eco-Systems Committee Report (Chair, Stephen Chang): The Committee Chair, Steve Chang reported on the following items:

- a. Roof for the Nature Sanctuary – quotes are being sought
- b. Phase II of the Floating Boardwalk – Things are moving along and we expect the drawings and any revised pricing details in the next few weeks.

10. Treasurer's Report (Treasurer, Fallon Lindsay): The Treasurer reported on the financials as attached.

Motion: "To approve the following individuals as signing authorities for Swan Lake Christmas Hill Nature Sanctuary Society: Leanna Hill (Chair), Naomi Salie (Vice-Chair), Christine Morissette (Secretary), Fallon Lindsay (Treasurer), Joan Cowley (Past-Chair), Kathleen Burton (Executive Director) and Mellissa Nute (Finance Clerk)."

Moved: Christine Morissette **Seconded:** Robert Dick **CARRIED**

11. Other Business: Discussion took place around donor recognition, naming rights and memorial donations. The topics were referred to the ad hoc Donor Relations Committee once formed.



12. Being no further business the meeting adjourned at 6:53p.m.

13. Next Scheduled Board Meetings: May 24, 2018

Leanna Hill
Board Member Name

Leanna Hill
Board Member Signature

