



Swan Lake Christmas Hill Nature Sanctuary Society  
Board Meeting, Thursday, August 23, 2018  
Martelli House, 841 Ralph Street, 5:30pm

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

Agenda

1. Call to Order
2. Approval of Agenda
3. Adoption of:
  - May 24, 2018 Board Meeting Minutes
  - June 28, 2018 Board Meeting Minutes (no quorum)
4. Chair's Remarks
  - ambassador role regarding boardwalk/change
5. Executive Directors Report
6. Executive Committee Report
7. Treasurer's Report
8. Governance Committee Report
  - Who are our members, who do we want them to be? What do we want them to do? Discussion!
9. Ecosystems and Facility Report
10. Donor Relations Committee Report
11. Other Business
12. Adjournment
13. Next Board Meeting(s)
  - September 27, 2018





Swan Lake Christmas Hill Nature Sanctuary Society  
Minutes of the Board Meeting  
Thursday, August 23, 2018, 5:30pm  
841 Ralph St. Martelli House

**PRESENT:** Leanna Hill (Chair), Naomi Salie (Vice-Chair), Christine Morissette (Secretary), Fallon Lindsay (Treasurer), Steve Chang, Claudia Copley (VNHS), Robert Dick, Alesha Hayes, Kathleen Burton (Executive Director)

**REGRETS:** Joan Cowley (Past-Chair), Christopher Shelton, Susan Brice (Saanich Council Liaison)

*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 5:41p.m.
2. Approval of Agenda:  
**Motion:** "To approve the Board Meeting Agenda as circulated."  
**Moved:** Claudia Copley                      **Seconded:** Steve Chang                      **CARRIED**
3. Adoption of May 24, 2018 Board Meeting Minutes:  
**Motion:** "Minutes of the May 24, 2018 Board Meeting be adopted as presented."  
**Moved:** Robert Dick                      **Seconded:** Alesha Hayes                      **CARRIED**
4. Acceptance of June 28, 2018 Board Meeting Notes: No Quorum

Notes from the June 28, 2018 Board Meeting were accepted for reference purposes.



5. Chair's Remarks (Leanna Hill): The Chair informed the Board that Past Chair, Joan Cowley is recovering successfully from surgery and thank you card is being circulated. She thanked Robert Dick for his extraordinary service to Swan Lake both as a Board member and volunteer dealing with the resent computer issues. She asked Board members consider their role as a Board member in being an ambassador for the Society. She asked them to reflect on what type of information would they require in helping them to deliver key messages.
6. Executive Director's Report: see attached. Further to the report, the ED provided an update on the hiring of the parttime Data Entry Clerk. There are two strong candidates and their references are being checked. It is hoped the successful candidate will be in place in early September.

There are 5 or 6 segments of the floating boardwalk in place. It was more difficult than anticipated to secure the first few floats as the water level was so low. Now that the sections are fulling floating the process is going more smoothly. Knappett ran into a challenge with the decking supplier, but fortunately the product has arrived since arrived. The float fabricator has roughly 15 floats built and will now be installing the decking and continue shipping floats to site starting next week. Three floats per day will be received starting next week. By the end of next week, it is anticipated having approximately 24 floats installed ready for aircraft cable and cedar. Once the floats are installed beyond the curved part of the walkway and back to straight stretch, Knappett's next task will be surveying to figure out the angle they need to deflect at the junction between floats 2B-1 and 2B-2. We anticipate a new timeline next week but do not anticipate we will too far off the current schedule.

A time lapse camera has been installed on the roof to monitor the algee and duck weed bloom for the next month as well as air quality. From this two videos will be developed one depicting the movement and growth of the algee and duckweed and the other the smoke in the air from the forest fires. If relevant both will be used, to assist in grant requests.



7. Executive Committee Report: As there was no meeting, there is nothing to report.
8. Treasurer's Report (Treasurer, Fallon Lindsay): The Treasurer presented the financials (see attached) and reported that the budget process is underway and staff and reflecting both their strategic plan discussions and their work plans into the process. All were in favor of the January – June, 2018 financials were accepted as presented.
9. Governance Committee Report, (Secretary, Christine Morissette): The Committee Chair, opened a discussion on Society membership. Membership currently stands at 270 individuals. The cost of membership is \$35 annually, and today's membership represents \$5700, though it does not include the cost of maintaining membership, as well as mail outs and postage.

There are several questions to address regarding membership:

1. Who are our members? Who do we want them to be?
2. Why do people become members? How long do they maintain their memberships?
3. Do we want more members, or do we want more donors?
4. How can we attract new members? What kinds of rewards do we offer, and might we offer in the future?

Growing membership grows your audience, grows your engagement, and fosters a healthy organization. Members participate in the activities of the Nature Sanctuary, and can exert pressure on or influence Board direction. Membership numbers look good on some, but not all, funding applications.

Under the current management of membership, there are only individual members, not families. Anecdotal evidence shows that most people become members to receive a 10% discount on staff-led programs, 10% off plants at the annual Native Plant Sale, and early notification for nature programs, events and plant sales.

#### NEXT STEPS

Forward to the Finance, Donor Relations, Governance, and Executive committees for additional comments and suggestions.

After Committee input, ask staff to review cost and categories of membership, and ways to recognize members.





Any changes to the membership model, including cost, would be brought to the Annual General Meeting for approval by members.

10. Eco-Systems and Facility Committee Report (Chair, Stephen Chang): The Committee Chair reported a meeting had recently been held. The roof project is moving forward as per the email motion having been carried. The boardwalk project is moving along nicely. The Site Manger reviewed his work plan with the Committee and when it is brought forward to the Board, the Committee will recommend its approval. An energy survey is being undertaken for the Sanctuary. Long term land use strategies were discussed including but not limited to 840 Swan Street.
  
11. Donor Relations Committee Report (Vice Chair, Naomi Salie): The Committee Chair reported there was no meeting and as such nothing to report.
  
12. Other Business
  
13. Being no further business the meeting adjourned at 6:49p.m.
  
14. Next Scheduled Board Meetings: September 27, 2018

Leganna Hill  
Board Member Name

Leganna Hill  
Board Member Signature