



Swan Lake Christmas Hill Nature Sanctuary Society
Minutes of the Board Meeting
Thursday, August 22, 2019, 5:30pm
841 Ralph St. Martelli House

PRESENT: Leanna Hill (Chair), Naomi Salie (Vice-Chair), Christine Morissette (Secretary), Fallon Lindsay (Treasurer), Michaela Baur-Samborn, Robert Dick, Cara Gibson, Alesha Hayes, Christopher Shelton (joined at 5:32), Kathleen Burton (Executive Director) 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 Taylor Reese-Hansen

1. Call to Order: Chair, Leanna Hill, called the meeting to order at 5:30 p.m.
2. Review of Standing Agenda:
3. Adoption of June 27, 2019 Board Meeting Minutes:

Motion: "That the Minutes of the June 27, 2019 Board Meeting be adopted as presented."

Moved: Claudia Copley

Seconded: Robert Dick

CARRIED

4. Chair's Remarks (Leanna Hill):

The Chair commented on the action that has taken place at the Sanctuary since the last Board meeting and how she is looking forward to the fall.

5. Executive Director's Report: see attached report.

The Executive Director has completed the Request for Proposal for the Wayfinding and Interpretive Signage campaign. It has been hard work but she is very proud of the completed document and is hopeful it will attract strong proponents. The RFP will be sent out next week so proposals can be submitted right away.



Budget review with the management team has started. Lots of time has been spent on this with Site Manager, Jay Rastogi, and Volunteer and Events Coordinator, Julia Dawson.

A final report from the Thrive Non-Profits course completed in June will be shared with the board.

6. Executive Committee Report:

The committee did not meet and as such there is no report.

7. Human Resources Committee Report:

The Executive Director has been working hard reviewing the new Human Resource manual. The manual is in the final stretch of completion and the committee will be regrouping and reviewing it after today's Board meeting. Release of the new manual will go out January 1, 2020. The new Human Resource manual will not only give guidance to the Board, it will support the Executive Director so she does not have to approach every situation independently.

8. Treasurer's Report (Treasurer, Fallon Lindsay):

There will be no last minute "crunch" at the end of the year regarding financial reporting thanks to Bookkeeper, Julie Collins, and Executive Director, Kathleen Burton.

The 2020 budget discussions taking place along with a third-quarter report will aid the process to be completed in a timely manner. The third-quarter report will present an in depth commentary report especially around the conversation of budget.

98% of the marketing budget has been allocated at the end of August, because other areas have been allocated to this line item throughout the year. Allocation codes were changed as part of the 2019 budget process which saw various items typically recorded elsewhere recorded as part of the marketing budget.

The Treasurer reminded the Board it is important to be conscious of what is being applied to the Saanich Management Fee, especially if the Sanctuary is diversifying its scope of work.

9. Governance Committee Report (Secretary, Christine Morissette):

As mentioned at the June Board meeting, the BC Societies Act was reviewed and changes were made to make the language clearer. All of the changes have been reviewed by the committee and they have no effect on the Sanctuary's constitution. Most of the changes made are for organizations much different from Swan Lake's.



10. Eco-Systems and Facility Committee Report (Chair, Cara Gibson):

The Committee met in mid-July and the 2019 Site Report reviewed with new committee members. Much of the work from the report is underway, items include but are not limited the Wayfinding and Interpretive Signage project. The following topics were also discussed at the committee's meeting in July; the South Wharf closure, the replacement of Swan Creek Bridge, vandalism, dogs in the Sanctuary, paid parking, and replacing volunteers. It was noted that the replacement of Swan Creek Bridge is imminent and the south wharf replacement is a project for the future.

11. Donor Relations Committee Report (Vice Chair, Naomi Salie):

The Executive Director has compiled a document outlining several options for Swan Lake's 45th anniversary. The committee will review, discuss and potentially add additional items to be presented at a future board meeting. A fundraising goal has not yet been established but will be based on what the funds are going towards, what the organization can realistically achieve, and what fundraising channel is chosen. Volunteer support, board support, and outside sources for this fundraising project will be evaluated and established.

A dynamic activity was conducted to determine the amount of time and energy that each individual Board member can contribute to the 45th anniversary fundraising project. The majority of Board members indicated they have some time to dedicate to this project.

12. Other Business

13. Being no further business the meeting adjourned at 6:21 p.m.

14. Next Scheduled Board Meetings:

- September 26, 2019

Naomi Salie

Board Member Name

Naomi Salie

Board Member Signature