



Swan Lake Christmas Hill Nature Sanctuary Society
Board Meeting, Thursday, February 22, 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) Agenda
- 2) Call to Order
- 3) Approval of Agenda
- 4) Adoption of January 25, 2017 Board Meeting Minutes
- 5) Chair's Remarks
- 6) Executive Director's Report
- 7) Executive Committee Report
- 8) Governance Committee Report
- 9) Facility and Ecosystems Committee Report
- 10) Annual General Meeting
- 11) Treasurer's Report
- 12) Other Business
- 13) Adjournment
- 14) Next Board Meeting: March 22, 2018



Swan Lake Christmas Hill Nature Sanctuary Society
Meeting NOTES of the Board Meeting
Thursday, February 22, 2018, 5:30pm
841 Ralph St. Martelli House

PRESENT: Alesha Doran, Leanna Hill, Karen Hundleby, Christine Morissette, Naomi Salie, Kathleen Burton (Executive Director)

REGRETS: Irina Bazhenova, David Busch, Steve Chang, Joan Cowley, Christopher Shelton, Claudia Copley (VNHS), 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: No public minutes were taken as there was no Quorum.

MINUTES: Recorded by Kathleen Burton

- 1. Call to Order:** Vice Chair, Leanna Hill, called the meeting to order at 5:41 p.m.
- 2. Review of Agenda:** Deferred to next meeting with quorum
- 3. Approval of Agenda:** Deferred to next meeting with quorum
- 4. Adoption of January 25, 2018 Board Meeting Minutes:** Deferred to next meeting with quorum.
- 5. Chair's Remarks (Leanna Hill):** The Vice Chair encouraged board members to reach out to their diverse communities in the spirit of inspiring future board members to come to the table. Though the formal nomination period is over, it's possible that there will be opportunity for one or two more board members to be appointed after the AGM.



6. Executive Director's Report: See attached.

7. Executive Committee Report (Vice Chair, Leanna Hill): The revised ED Job Profile and the Organizational Chart were discussed.

8. Governance Committee Report, Draft Constitution and Bylaws (Secretary, Christine Morissette): Working with the Executive Director to prepare the final copies of the revisions of the Constitution and Bylaws in order to include them in the AGM information package. Six Directors are to be elected at the 2018 AGM. Paola Pierossi and Irina Bazhenova will not be running for re-election. Christine Morissette and Christopher Shelton will run for reelection. Two new candidates have declared their intent to run, Robert Dick and Fallon Lindsay. Once the AGM is complete the focus for the committee will change to the Board manual.

Karen Hundleby and David Busch are up for re-election but did not declare their intentions. Nominations closed February 10, 2018 with a total of four nominations being submitted.

9. Facility and Eco-Systems Committee Report (Executive Director, Kathleen Burton for Chair, Stephen Chang): The Facility and Eco-Systems Committee is engaging JSH Engineering and Bradley Shuya, Architect Inc. Discussion is also underway with the possibility of entering into a CCDC contract with Knappet Construction.

10. Annual General Meeting (Vice Chair, Leanna Hill): Discussion took place surrounding the format of the AGM and it was decided to include a keynote speaker in 2018, have the various committee chairs provide an update of the work completed in 2017 and provide an update on the Strategic Planning process as the organization looks ahead to 2018.

11. Treasurer's Report (Treasurer, Naomi Salie): The Treasurer reported that. The Treasurer updated the Board on the Audit indicating the process to date has been smooth and the draft Financials are expected to be delivered soon at which time a Finance Committee meeting will be called to review them prior to them being passed along to the Board in preparation of them being voted on at the AGM. The Sage 50 Transition continues with the data of January and February financials now being entered many thanks to the hard work of Susan Lucato and Robert Dick. The New Horizons Grant for \$22,440 the Silver Swans project arrived. The New Horizons for Seniors Program (NHSP) helps to ensure seniors will benefit from, and contribute to, the quality of life in their communities through active living and participation in social activities. Sanctuary insurance has been renewed as outlined in the Land Management Agreement section #17 & #18 it determines that we at our sole cost and expense have to hold all this insurance.



12. Other Business: None

13. Being no further business the meeting adjourned at 6:27p.m.

14. Next Scheduled Board Meetings:

- o March 22, 2018 Regular Board Meeting
- o AGM, April 12, 2018

