



Swan Lake Christmas Hill Nature Sanctuary Society
Minutes of the Board Meeting
Thursday, February 28, 2019, 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 Hayes, Kathleen Burton (Executive Director)

REGRETS: Christopher Shelton, Claudia Copley (VNHS) and the 2019 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 5:34p.m.
2. Approval of Agenda:
No changes to the standing agenda.
3. Adoption January 23, 2019 Board Meeting Minutes:

Motion: "Minutes of the January 23, 2019 Board Meeting be adopted as presented."

Moved: Robert Dick

Seconded: Christine Morissette **CARRIED**

4. Chair's Remarks (Leanna Hill):

Thank you to staff and Board members who attended the strategic planning session February 24, 2019. Next steps involve determining the level of priorities from staff which will be very interesting work. The final report from facilitator Diane Lloyd to follow.

Thank you to the Executive Director for her hard work and determination in seeing the gaming grant decision overturned and securing the gaming grant for \$61,000 for 2019. Thank you also the Finance Clerk and the Executive Director for their role thus far in the 2018 audit.



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

In addition, the Executive Director reported that the Gaming Grant has been approved for 2019 with \$23,000 in funding for the Invasive Species and Trails Program and \$38,000 for the Nature Education Program for a total of \$61,000. With the approval of the Executive, the Society's insurance renewal has taken place and a new 66 month lease for a photocopier and a maintenance contract is being entered into. Staff who attended the strategic planning session took time at the staff meeting to update the team on the process thus far. Saanich Police is investigating 3 small fires (2 on the lake trails and 1 on Christmas Hill). The Coordinator of Volunteers and Events and the Executive Director took the Coach for the Thriving Non Profits initiative on a site tour this week. The audit field work now complete, the Society should see the DRAFT financial statements and audit finding notes from KPMG by Monday, March 11, 2019.

6. Executive Committee Report:

The Executive is currently working on planning for the upcoming AGM.

8. Treasurer's Report (Treasurer, Fallon Lindsay): The Treasurer reported to the Board that there was nothing to update the board on at this time.

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

The Chair requested the Board review the proposed Whistle Blower Policy that was forwarded a part of the February Board package. Discussion took place and a motion carried to adopt the policy as amended with the policy being included in any future renditions of the Human Resource Manual and the Board Policy manual.

Motion: "That the Society adopt the Disclosure of Wrong Doing Policy as amended."

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



10. Eco-Systems and Facilities Committee Report (Chair, Stephen Chang):

The Executive Director and the Chair of the committee will be meeting on Friday, March 1st with the Engineer, Architect and Knappet Construction to inspect the Boardwalk and discuss solutions to the recent damage to the Boardwalk.

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

The Committee Chair reported that the second meeting of the Thriving Non Profits meeting would be taking place on Tuesday, March 5, 2019. She also brought a course being offered, March 13, 2019 on Governance to the attention to the Board in the event that any Board Director may wish to attend.

12. Other Business

13. Being no further business the meeting adjourned at 6:43p.m.

14. Next Scheduled Board Meetings:

- Thursday, March 28, 2019

Leanna Hill
Board Member Name

Leanna Hill
Board Member Signature

