



Swan Lake Christmas Hill Nature Sanctuary Society  
Minutes of the Board Meeting  
Wednesday, January 23, 2019, 6:30pm  
841 Ralph St. Martelli House

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

**REGRETS:** Fallon Lindsay (Treasurer), Joan Cowley (Past-Chair), 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 6:08 p.m.

2. Approval of Agenda:

**Motion:** "To approve the Board Standing Meeting Agenda as circulated."

**All in Favour and so CARRIED.**

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

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

**Moved:** Christine Morissette

**Seconded:** Steve Chang

**CARRIED**



4. Chair's Remarks (Leanna Hill):

Thank you to all the Board Directors who were in attendance and or contributed to the staff appreciation event that took place prior to this meeting. I had the privilege of getting to hear Chief Robert Joseph speak today. What he said brought to mind our acknowledgment honouring First Nations peoples before each of our Board meetings and during special events at the Sanctuary. He indicated that when organizations take the time to understand whose territories are represented and an acknowledgement is sincere and comes from the heart, it is genuinely appreciated.

A strategic planning session is being planned for February 24, 2019 being led by Diane Lloyd. The session will include members of staff from the Leadership Team and the Board of Directors. The intent of the session is to provide a one pager strategic plan that will provide the Executive Director and her staff the tools necessary to craft smart goals to carry out the plan.

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

6. Executive Committee Report:

The Society does not currently have a procurement policy and as such this is something we may wish to look into in the future as a Board with the initial work going to the Governance committee.

7. Treasurer's Report (Treasurer, Fallon Lindsay): The Chair brought to the attention of the Board the attention to detail that the Treasurer has brought to her role at the Sanctuary. She acknowledged that thanks are to be given to Fallon for her hard work.

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

Working with Board Member Alesha Hayes, the Secretary has developed a draft version of the Annual General Meeting communication plan for 2019. The next step in the plan is to determine the how the messages are to be conveyed and who is conveying them. Thank you Alesha for all of your dedication to developing this plan which can be used in subsequent years as a template for future AGMs.



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

The Site Team, has added additional flotation billets at outboard end of learning pod.

The Site truck is in need of replacement. The Chair of the Eco-Systems and Facilities Committee is happy to assist the Site Manager in the procurement of a new truck.

**Motion:** "Direct staff to purchase a truck up to twenty thousand dollars, \$20,000."

**Moved:** Stephen Chang

**Seconded:** Robert Dick

**CARRIED**

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

The Society is participating in a Cohort of eight not for profits attending a six month session. The first session reviewed a full diagnostic of our financials, drilling into five main programs and outlined where they sat in terms of high impact and high margins vs low impact and low margins. An important take away to all the organizations present that first session was the importance of considering a rebranding in terms of what the not for profit sector might be called going forward – the **Impact Sector**.

11. Other Business

12. Being no further business the meeting adjourned at 7:28 p.m.

13. Next Scheduled Board Meetings:

- February 27, 2019

Leanna Hill

Board Member Name

Leanna Hill

Board Member Signature

