



Swan Lake Christmas Hill Nature Sanctuary Society
Minutes of the Board Meeting
Thursday, June 27, 2019, 5:30pm
841 Ralph St. Martelli House

PRESENT: Naomi Salie (Vice-Chair), Christine Morissette (Secretary), Fallon Lindsay (Treasurer), Michaela Baur-Samborn, Robert Dick, Cara Gibson, Alesha Hayes via phone, Kathleen Burton (Executive Director), Claudia Copley (VNHS) via phone.

REGRETS: Leanna Hill (Chair), Christopher Shelton called in via phone to see if he was needed for quorum, he was not and as a result did not attend the meeting.

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: Vice-Chair, Naomi Salie, called the meeting to order at 5:31 p.m.

2. Approval of Agenda:

Motion: "To approve the Board Meeting Agenda."

Moved: Robert Dick

Seconded: Christine Morissette

CARRIED

3. Adoption May 23, 2019 Board Meeting Minutes:

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

Moved: Christine Morissette

Seconded: Claudia Copley

CARRIED

4. Vice-Chair's Remarks (Naomi Salie):

Lots of wonderful changes are happening for the Swan Lake team including new faces on the board and staff. It was brought to the attention that August 29th is in fact not the 4th Thursday of the month as stated in the June meeting minutes draft and therefore the next scheduled meeting will rather take place on August 22, 2019.



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

6. Executive Committee Report:

Skipped for review in the HR committee report.

7. Treasurer's Report (Treasurer, Fallon Lindsay): See attached reports.

Following a review of the 2019 financial review report and supporting documents, discussion on a reserve fund target, endowment fund development, and unbudgeted expenditure requests took place. These subjects provide direction to management on the medium term financial matters outside the annual operating budget.

During the discussion of a reserve fund, the phone call with Alesha Hayes and Claudia Copley got dropped at 5:54 p.m. The call was re-established at 5:55 p.m. and no discussion took place while the call was reconnected.

Motion: "To establish a Reserve Fund to maintain 2 months operating expenses of \$135,000, to be evaluated and adjusted every 5 years to align with the Saanich land use agreement."

Moved: Fallon Lindsay

Seconded: Robert Dick

CARRIED

The board of directors is responsible for the endowment fund. The name of the endowment will change slightly, with the family name transitioning to part of its history. During the vote to approve the motion below, the call was once again disconnected, this time at 6:30 p.m. The call was reconnected at 6:32 p.m. and all board members took part in the vote.

Motion: "To move forward with the development of the endowment fund with opportunities available at the Victoria Foundation."

Moved: Fallon Lindsay

Second: Naomi Salie

CARRIED: Cara

Gibson abstained

Ideally expenditure requests will be made at the time of budget season, however, due to unforeseen circumstances, some items on the expenditure list have moved up in priority.

Motion: "To approve the expenditure for the heat pump and portion of the signage project."

Moved: Fallon Lindsay

Second: Robert Dick

CARRIED



8. HR Committee Report, (Treasurer, Fallon Lindsay):

An update on the employee handbook was given and it is with enthusiasm that the handbook is in the final stages of completion.

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

The role of the Governance Committee was summarized for the new board member and minute's recorder.

The decision to have the endowment fund managed by the Victoria Foundation may impact the Sanctuary's bylaw. The vote for the potential change in bylaw is aimed to take place in August.

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

The committee's first meeting is scheduled for July 10th.

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

Board members Cara Gibson and Alesha Hayes agreed to help with ad hoc donor relations in terms of planning and fundraising. They will start the discussion via email and plan further details from there.

12. Other Business

13. Being no further business the meeting adjourned at 6:36 p.m.

14. Next Scheduled Board Meetings:

- August 22, 2019

Leanna Hill

Board Member Name

Leanna Hill

Board Member Signature