



Swan Lake Christmas Hill Nature Sanctuary Society
Minutes of the Board Meeting
Thursday, March 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 and Claudia Copley (VNHS 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 5:39p.m.

2. Territorial Acknowledgement – Alesha Hayes

3. Approval of Agenda:

Motion: “To approve the Board Meeting Agenda as amended.”

Moved: Joan Cowley

Seconded: Robert Dick

CARRIED

4. Adoption February 28, 2019 Board Meeting Minutes:

Motion: “Minutes of the February 28, 2019 Board Meeting be adopted as presented.”

Moved: Steve Chang

Seconded: Robert Dick

CARRIED



5. Chair's Remarks (Leanna Hill):

I would like to recognize the remarkable amount of work that went into the redesign of the monthly financial reports and that of the audit. Thank you to the Executive Director, the Treasurer, the Finance Committee and the auditors, KPMG for the preparation of the draft audited financials we will be discussing this evening. In addition this is a reminder of the upcoming Annual General Meeting to be held on April 11th.

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

7. Executive Committee Report:

The Committee is pulling together an HR Policy Committee – up until this point the Executive and HR Committee have been on and the same. The Committee would like to bring forward work to be ratified by the Board. Much time has been spent discussing the AGM and organizing it.

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

The Society has had a clean audit. The Finance Committee met at KPMG's offices to review the final work prepared for the audit. The roof will not be capitalized as the roof and the building itself are not considered separate from one another but rather a single unit.

Motion: "Motion to accept the financials as presented to be voted on at the Annual General Meeting."

Moved: Fallon Lindsay

Seconded: Leanna Hill

CARRIED



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

Saanich has confirmed that it will no longer have a seat on the Society Board. The by-laws may require updating to this point. Discussion ensued and it was decided the Chair would acknowledge the Mayor and Council decision indicating that from the Society's point of view, having a representative from Council builds the relationship and, offers transparency.

The Governance Committee recommends that membership fees stay the same for 2019.

Motion: "That the membership fees for the Society in 2019 remain \$35.00."

Moved: Joan Cowley

Seconded: Steve Chang

CARRIED

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

Steve acknowledged this was to be his last Eco-Systems and Faculty report as Chair of the committee. He indicated he would consider staying on as a member at large once he was no longer a member of the Board.

Discussion ensued around the repairs to the floating boardwalk required do to the sustaining winds during the winter storm. Knappet Projects completed the work at no cost to the Sanctuary.

11. Donor Relations Committee Report (Vice Chair, Naomi Salie): Nothing to report.

12. Other Business

13. Being no further business the meeting adjourned at 6:59 p.m.

14. Next Scheduled Board Meetings:

- April 25, 2019

Leanna Hill

Board Member Name

Leanna Hill

Board Member Signature

