



Swan Lake Christmas Hill Nature Sanctuary Society
Board Meeting, Thursday, May 24, 2018
Nature House, 3873 Swan Lake Road., 5:00pm

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.

Agenda

1. Call to Order
2. Approval of Agenda
3. Adoption of April 26, 2018 Board Meeting Minutes
4. Chair's Remarks
 - governance vs operations
 - June 7th governance course
1. Executive Directors Report
2. Executive Committee Report
3. Special Presentation – Robert Dick
4. Treasurer's Report
5. Governance Committee Report
6. Facility and Ecosystems Report
7. Donor Relations Committee Report
8. Adjournment
9. Next Board Meeting(s)
 - Regular Scheduled June 28, 2018
 - Date TBD Board Hike of Christmas Hill



Swan Lake Christmas Hill Nature Sanctuary Society
Minutes of the Board Meeting
Thursday, May 24, 2018, 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, Claudia Copley (VNHS), Robert Dick, Alesha Hayes, Susan Brice (Saanich Council Liaison) Kathleen Burton (Executive Director)

REGRETS: Christopher Shelton,

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 5:31p.m.

2. Approval of Agenda:

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

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

CARRIED

3. Adoption of April 26, 2018 Board Meeting Minutes:

Motion: "Minutes of the April 26, 2018 Board Meeting be adopted as presented."

Moved: Steve Chang **Seconded:** Robert Dick

CARRIED

4. Chair's Remarks (Leanna Hill): The Chair informed the Board that she and Robert Dick attended a governance workshop. She told the Board that she looks forward to how the Board will move forward through strategic planning at the Board table. She suggested the Board name the discussions before they take place as to whether or not they were to be governance or operational discussions. The Board agreed to do so.



5. Executive Director's Report: see attached. The Executive Director update the Board on the website discussions. She also informed the Board a new Queen had been introduced to the hive. She also confirmed that background checks had been completed on the new tenants and they were moving into 840 Swan as of June 1, 2018.

Motion: "The Executive Director proceed with contracting the company Gustin Quon to build a website."

Moved: Steve Chang

Seconded: Robert Dick

CARRIED

6. Executive Committee Report: Joan Cowley informed the Board that the committee would be meeting once a month on the second Thursday of the month. She also confirmed the 2% cola for staff would be reflected once the final 2/3 from Saanich arrived. She made the Board aware that there were to be 2 part time positions in the front office.
7. Special Presentation (Director, Robert Dick): An informal presentation on Office 365 took place.
8. Treasurer's Report (Treasurer, Fallon Lindsay): The Treasurer reported that the committee was to consist of Sharon Mosey, Leanna Hill, the Executive Director and the Treasurer for this year. The Treasurer discussed the potential of a new Board report in terms of reporting the Finances. The Board was open to seeing a new version presented at the June meeting.
9. Governance Committee Report, (Secretary, Christine Morissette): The Committee Chair reported that they had met with an overview on the board policy manual. They committee plans to meet face to face every 3 months. The Constitution and Bylaws formatting is nearly complete and will soon be ready to file. She confirmed that there are currently 10 of 12 seats currently filled on the Board and that the committee is looking at a board skills matrix.



10. Facility and Eco-Systems Committee Report (Chair, Stephen Chang): The Committee Chair reported that it had been a busy month with 3 key projects:

- The boardwalk was closing at the end of May with an anticipated 3-4 weeks demolition taking place. Consultation was taking place on the secondary floats and a change order for the boardwalk campaign was ready for signature and that the Board was moving forward with the project at \$25,000 for consulting and an additional \$809,550.00 including GST until such time another change order need be presented.
- Three quotes are being obtained for the roof with anticipation that contractors would not be able to start until late summer to mid fall.
- With renovations at 840 complete the new tenants were set to move in June 1, 2018.

11. Donor Relations Committee Report (Vice Chair, Naomi Salie): The Committee Chair reported that it was expected the committee would meet for the first time in the month of June 2018.

12. Other Business

The Board requested the Executive Director speak to the Site Manager to confirm when might be a good time for the Board to participate in a hike on Christmas Hill.

13. Being no further business the meeting adjourned at 7:08 p.m.

14. Next Scheduled Board Meetings: June 28, 2018

Leanna Hill
Board Member Name

Leanna Hill
Board Member Signature

