



Swan Lake Christmas Hill Nature Sanctuary Society
Board Meeting, Thursday, November 22, 2018
Martelli House, 841 Ralph Street, 5:30pm

Standing Agenda

1. Call to Order
2. Approval of Agenda
3. Adoption of Minutes
4. Chair's Remarks
5. Executive Directors Report
6. Executive Committee Report
7. Treasurer's Report
8. Governance Committee Report
9. Ecosystems and Facilities and Report
10. Donor Relations Committee Report
11. Other Business
12. Adjournment
13. Next Board Meeting(s)



Swan Lake Christmas Hill Nature Sanctuary Society
Minutes of the Board Meeting
Thursday, November 22, 2018, 5:30pm
841 Ralph St. Martelli House

PRESENT: Leanna Hill (Chair), Naomi Salie (Vice-Chair), Christine Morissette (Secretary), Joan Cowley (Past-Chair), Steve Chang, Robert Dick, Alesha Hayes, Christopher Shelton

REGRETS: Fallon Lindsay (Treasurer), Susan Brice (Saanich Council Liaison), Claudia Copley (VNHS), Kathleen Burton (Executive Director)

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 Christine Morissette

1. Call to Order: Chair, Leanna Hill, called the meeting to order at 5:35 pm.

2. Approval of Agenda:

Motion: "That the Board Meeting Agenda be approved as circulated."

Moved: Christopher Shelton

Seconded: Naomi Salie

CARRIED

3. Adoption of October 25, 2018 Board Meeting Minutes:

Motion: "That the Minutes of the October 25, 2018 Board Meeting be adopted as presented."

Moved: Christine Morissette

Seconded: Robert Dick

CARRIED

4. Chair's Remarks (Leanna Hill):

The Nature Sanctuary's Christmas tree is trimmed and installed at the Bay Centre. Thanks was expressed to volunteers and staff who decorated such a beautiful and inspired tree.

Munro Books has sold 150 copies of "Lost Words", raising over \$1200 for the



Nature Sanctuary.

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

The federal and provincial ministries of the Environment, along with the Nature Conservancy of Canada, hosted an event and announcement at Swan Lake. Thank you to Joan and Naomi who represented the Society at the event.

6. Executive Committee Report: The Nature Sanctuary will take part in the Thriving Non Profit Program (Victoria Foundation), with Naomi, Kathleen and Julia participating.

Leanna is speaking with Diane Lloyd (an Executive Leadership consultant) about leading our Strategic Planning process.

Fallon is working on a review of the Human Resources Manual and related documents.

A Board and staff appreciation event will be held in the new year. Staff will be polled for the best date.

8. Treasurer's Report (Treasurer, Fallon Lindsay): In the absence of the Treasurer, the Chair updated the Board on the budget process to date.

The Treasurer and the Executive Director hosted a "Budget Open House" November 15 @ 5:30pm with an opportunity for the Board to have an in depth review of the budget. This was an opportunity to ask questions in advance of the Board meeting. An invitation to_email any questions/concerns was also offered with a deadline of November 15th so there would be sufficient time to review, respond and make any final adjustment prior to the Board meeting.

The budget presented comes as a recommendation from the Finance Committee for approval following an in depth review. The committee would like to highlight several key changes and significant points in this year's budget.

- Simplified classifications: this year's budget you will notice less line items. This simplified version will lend well to clearer financial reporting in the upcoming year.
- Grant & Event Revenue: grant and event activity is not included in the annual budget unless the grant collection has occurred year after year and the funds are



expected for the upcoming year or the funds have already been received and deferred to the following year.

- **Truck Replacement:** The vehicle used for site tasks is in desperate need of replacement. The truck replacement costs have been budgeted however the plan for replacement will need to be evaluated as required.
- **IT System Requirements:** The sanctuary requires a new server, these costs has been reflected in the expenses. Additionally many of the computers are at the point of failing due to their tenure at the sanctuary. Grant funding will be explored in order to support these expenses however the sanctuary must move forward with their replacement.

Motion: "To approve the 2019 Budget as presented and recommended by the Finance Committee."

Moved: Joan Cowley

Seconded: Chris Shelton

CARRIED

Motion: "To approve the following individual as being removed as a signing authority for Swan Lake Christmas Hill Nature Sanctuary Society: Mellissa Nute (Finance Clerk)."

Moved: Christine Morissette

Seconded: Naomi Salie

CARRIED

Motion: "To approve the following individuals as signing authorities for Swan Lake Christmas Hill Nature Sanctuary Society: Board Directors; Leanna Hill (Chair), Naomi Salie (Vice-Chair), Christine Morissette (Secretary), Fallon Lindsay (Treasurer) and Joan Cowley (Past-Chair) as well as Staff; Kathleen Burton (Executive Director), Julia Dawson, (Coordinator of Volunteers and Events and Renee Cenerini, (Program Manager)."

Moved: Robert Dick

Seconded: Alesha Hayes

CARRIED

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

The Committee will soon begin Board recruitment for 2019 with a notice in the VNHS Newsletter.

The Committee is updating the position description for Board's Saanich Liaison.

10. Ecosystems and Facility Committee Report (Chair, Stephen Chang):



Final payment on the Nature House roof replacement is due. Otherwise all capital projects are complete.

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

This committee could use more members, with an emphasis on fundraising, grant writing and marketing.

12. Other Business

None

13. Being no further business, the Board meeting adjourned at 6:21 pm

14. Next Scheduled Board Meetings:

- January 24, 2019

Leanna Hill

Board Member Name

Leanna Hill

Board Member Signature