



Swan Lake Christmas Hill Nature Sanctuary Society

Board Meeting, Thursday, May 21, 2020

Virtual Meeting via Microsoft Teams 5:30 pm

Standing Agenda

1. Call to Order

Fallon Lindsay called the meeting to order at 5:30 pm.

In attendance: Fallon Lindsay, Leanna Hill, Christine Morissette, Hugh Carruthers, Robert Dick, Cara Gibson, Naomi Salie, Alesha Hayes, Claudia Copley.

2. Territorial Acknowledgement

Fallon acknowledged that we are gathering on the traditional lands of the Lekwungwen speaking peoples on whose traditional territories we learn and work.

3. Adoption of March 26, 2020 Board Meeting Minutes. Moved: Robert Dick. Seconded: Christine Morissette.

4. Approval of Agenda - Approved

5. Chair's Remarks

Fallon expressed thanks to everyone for the work being done during these transitional and challenging times.

6. Executive Director Report - No Executive Director, no report.

7. Executive Committee Report

Fallon, Robert and Cara have been having on-going communication with the staff leadership team. Julia will soon return to her original hours, and is working on a plan to re-engage volunteers. Renée and Jay are drafting a return-to-service plan that meets WorkSafe BC protocols as they relate to COVID-19. Erica will return to work to provide an outdoors-only Biology Buddies



program. Board liaisons have been clear with staff that a return to previous levels of service will not happen anytime soon.

Fundraising is on hold, AGM planning will begin soon, and the committee is developing a universal calendar for important Society dates and Nature Sanctuary events.

Robert is working on filling up TEAMS with all information that comes to and from the Board.

8. Treasurer's Report

Hugh is working with Fallon on budget scenarios. It's going to be touch and go, and we may have to use surplus from previous years to come out ahead. Our Bookkeeper is identifying areas of cost savings and efficiencies.

Hugh moved and Leanna seconded that the Board revoke all previous banking resolutions, and approve this motion: "Any two of the following may sign a cheque: the Chair, Vice Chair, Treasurer, Executive Director and one other staff member." Approved.

Hugh is making a significant journal entry for \$3100 for POS for gift shop.

Hugh is going to spread out the Saanich grant over a four month period to more accurately track receivables and expenditures.

During the spending freeze that started in December, more funds were spent on advertising than were approved.

Christine will check to see whether we need a review or an audit under Societies Act regulations.

9. Governance Committee Report

Christine reported that we're working on a reasonable date for the AGM. In the meantime, we're working to be in compliance with the Societies Act, and reporting to the CRA and Societies offices with Board member changes.



10. Ecosystems and Facilities Report

Jay is managing the rental properties, and moving forward on all previously approved projects. A detailed report is found in TEAMS.

11. Donor Relations Committee Report - No committee, no report.

12. Other Business

Staff work plans are currently based on available limited budget. Under the direction of the acting management team (Fallon, Cara, Robert), the work of the leadership team is evidenced based, fiscally conservative, risk averse and based on the mission, vision and values of the Society.

We have received complaints about parking from residents living adjacent to the Sanctuary. We will request that Saanich install Residential Only Parking signs.

Do we want to record our meetings? There is no support at this time to move beyond fact-based minutes, and the Board feels recording is not an efficient way to learn how we work.

Staff have asked to attend at Board meetings. Meetings are open to any member of the public, whether or not they are associated with the Society.

Staff have asked that sick leave be reset for returning staff. There is no support from Board.

12. Adjournment of Regular Meeting

13. In Camera

14. Next Board Meeting: Thursday, June 25, 2020


FALLON LINDSAY