



Swan Lake Christmas Hill Nature Sanctuary Society

Board Meeting, Thursday, August 27, 2020

Virtual Meeting via Microsoft Teams 5:30pm

1. Call to Order
2. Territorial Acknowledgement
3. Approval of Agenda: Fallon moved and Christine seconded approval of the agenda. Approved.
4. Adoption of Minutes: Deferred. Minutes will be sent out and approved by e-mail.
5. Chair's Report
 - a. Fallon welcomed Cara Gibson as our new Executive Director. She also welcomed staff attending: Coral Forbes and Erica Van Dyk.
 - b. With Cara in her ED role, the Board will return to its governance duties, and no longer be involved in operational matters.
6. Executive Director's Report:
 - a. Cara is meeting with staff for orientation to their duties and future directions.
 - b. Cara will also set up meetings with Board Committee Chairs.
7. Executive Committee Report:
 - a. Leanna Hill is working on a plan to "on board" the new Directors on an orientation day, including a portion of the day for both Board and staff.
 - b. Leanna confirmed that the Executive Director sits on the Executive Committee.
8. Treasurer's Report (report in Board package)
 - a. Hugh Carruthers renewed our investment account for an additional 12 months.
 - b. Hugh confirmed receipt of a \$60,000 grant.
 - c. Motion 1: That the Board Chair, Vice Chair, Secretary, and Treasurer, and one staff (Julia Dawson, Coordinator of Volunteers) be signing authorities for the TD Bank account on



behalf of the Swan Lake Christmas Hill Nature Sanctuary. Moved by Hugh Carruthers, seconded by Fallon Lindsay. Approved.

- d. Motion 2: That the Executive Director be authorized to obtain a Visa card on behalf of the Swan Lake Christmas Hill Nature Sanctuary Society, with a spending limit of \$1000. Moved by Hugh Carruthers, seconded by Fallon Lindsay. Approved.

9. Governance Committee Report

- a. Christine Morissette will meet with Cara to hand over the pertinent AGM files (list of candidates, and task list leading up to October 15 AGM).
- b. Fallon will work with KPMG on the AGM Financial Report as well as effective handling of a “remote” meeting.
- c. Cara will contact Volunteer Victoria for advice on remote AGMs that other societies may be holding.
- d. The AGM package will note to members that if they anticipate problems attending a meeting remotely, they should be in touch with us for further direction.

10. Ecosystems and Facilities Report: No activity to report

11. Donor Relations Committee: No activity to report.

12. Other Business

- a. The Chair of Ecosystems and Facilities Committee is vacant. Alesha Hayes volunteered to steward the committee during the transition period. In the meantime, the committee will review the Strategic Plan and the Master Works Plan to ensure they align.
- b. Directors volunteered for the following Board positions in the coming year: Fallon for Chair, Hugh for Treasurer, Robert for Vice Chair, and Christine for Secretary.
- c. Family owners of 3890 Swan Street, adjacent to the Nature Sanctuary, are offering to sell their property to the District of Saanich, to be part of the Nature Sanctuary. Cara will refer the matter to Saanich staff.
- d. Directors are reminded to submit their volunteer hours to adequately reflect their involvement in the Nature Sanctuary, and for statistics for our funders.



- e. Financials are due for Saanich reporting on August 31. Hugh will forward these to Cara.
- f. COVID Safety Protocols will be revisited to ensure a fit with current circumstances, and in adherence to WorkSafe BC and Ministry of Health requirements.
- g. The Annual Safety Check will be undertaken by staff as per our Safety Manual.
- h. Cara highlighted upcoming staffing issues: a need for office support, and identifying new levels of programming, in person and otherwise, with traditional audiences, as well as, for example, with folks who are new English speakers.

13. Adjournment Regular Meeting

14. In Camera

15. Adjournment in Camera

16. Next Board Meeting Thursday, September 24, 2020


HUGH

