



Swan Lake Christmas Hill Nature Sanctuary Society
Board Meeting, Thursday, September 24, 2020
Virtual Meeting via Microsoft Teams 5:30pm

PRESENT: Board - Fallon Lindsay (Interim Board Chair), Naomi Salie (Vice-Chair), Leanna Hill (past Chair), Christine Morissette (Secretary, joined at 5:40), Hugh Carruthers (Interim Treasurer), Robert Dick, Alesha Hayes (joined at 5:55), and Claudia Copley (VNHS). Staff - Cara Gibson (Executive Director), and Erica Van Dyk (Program Naturalist, joined at 5:41).

REGRETS: None.

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 Cara Gibson

1. Call to Order: 5:32pm by Fallon Lindsay
2. Territorial Acknowledgement: Fallon Lindsay acknowledged that we work together on the traditional lands of the Lekwungen Peoples.
3. Approval of Agenda: Approved.
4. Adoption of Minutes:

Motion: "Minutes of the August 27, 2020 Board Meeting be adopted as presented."

Moved: Robert Dick

Seconded: Claudia Copley

CARRIED UNANIMOUSLY

5. Chair's Remarks (Fallon Lindsay): Deferred to Executive Committee report.
6. Executive Director's Report: See attached report.

7. Executive Committee Report:

There are some Nature Sanctuary source documentation gaps (e.g. Health and Safety, other procedural information). The website is being updated with new staff and Board members. Staffing requirements are being brought forward by the Executive Director for consideration. The Donor Relations committee will be reconvening with an action item list from the Executive Director. The purpose of Executive Committee was discussed and it was identified as a critical HR support to the Executive Director. The Board retreat was discussed as an important on-boarding function for new members of the Board of Directors. A visiting community member (but not a member of the Nature Sanctuary) was concerned about Wrinkles II (a native Western Painted Turtle) and the quality of her enclosure. The visitor spoke to staff, then to the ED and then to the chair. This is considered the formal procedure to escalate an issue. The committee noted that the staff have sufficient expertise to make appropriate decisions at the operational level to problem solve this issue.

8. Treasurer's Report (Hugh Carruthers):

Expected a deficit in August, however there was not one. Nothing stands out in financial statements. Wages are single most expensive line item. Exceptional expenses for the year have been made.

Motion: "Increase the limit of the credit card for the Executive Director from \$1,000 to \$5,000."

Moved: Hugh Carruthers

Seconded: Fallon Lindsay

CARRIED UNANIMOUSLY

9. Governance Committee Report (Christine Morissette): Nothing to report

10. Ecosystems and Facilities Committee Report (Alesha Hayes): Committee has not met. Alesha Hayes highlighted the importance of conforming to government standards for any additional signage at the Nature Sanctuary. Christine Morissette noted that there is funding support for francophone signage.

Motion: "The 2021 Master Plan of Work Projects be accepted as written."

Moved: Fallon Lindsay

Seconded: Robert Dick

CARRIED UNANIMOUSLY

Motion: "The Nature Sanctuary purchases a semi-permanent tent structure to serve as a gathering place over the winter months."

Moved: Fallon Lindsay

Seconded: Leanna Hill

CARRIED UNANIMOUSLY

11. Donor Relations Committee Report: Nothing to report.

12. Other Business: None.

13. Adjournment Regular Meeting: 6:36pm

14. *In Camera* meeting call to order: 6:37pm

Fallon facilitated a positive discussion about the progress of the new Executive Director.

15. Adjournment *In Camera* meeting: 6:40pm

16. Next Board Meeting: After the Annual General Meeting Thursday, October 15, 2020.

FALLON LINDSAY

Board Member Name

A handwritten signature in black ink, appearing to read 'Lindsay Fallon', written over a horizontal line.

Board Member Signature

