



Swan Lake Christmas Hill Nature Sanctuary Society
Board Meeting, Thursday, September 27, 2018
Martelli House, 841 Ralph Street, 5:30pm

The Executive Director will only 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:
 - August 23 , 2018 Board Meeting Minutes
4. Chair's Remarks
5. Executive Directors Report
6. Executive Committee Report
7. Treasurer's Report
8. Governance Committee Report
 - Information Technology Discussion
9. Ecosystems and Facilities Report
10. Donor Relations Committee Report
11. Other Business
12. Adjournment
13. Next Board Meeting(s)
 - October 25, 2018



Swan Lake Christmas Hill Nature Sanctuary Society
Minutes of the Board Meeting
Thursday, September 27, 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, Kathleen Burton (Executive Director) Claudia Copley (VNHS)

REGRETS: Fallon Lindsay (Treasurer), Susan Brice (Saanich Council Liaison)

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 5:39p.m.

2. Approval of Agenda:

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

Moved: Robert Dick

Seconded: Steve Chang

CARRIED

3. Adoption of August 23, 2018 Board Meeting Minutes:

Motion: "Minutes of the August 23, 2018 Board Meeting be adopted as presented."

Moved: Christopher Shelton

Seconded: Robert Dick

CARRIED

4. Chair's Remarks (Leanna Hill):

Congratulations was offered to the Executive Director on her being one of twenty two in all of Canada having been accepted to the TD Friends of the Environment conference in Orillia in Ontario in November of this year.

Discussion ensued around the possibility of using a standing agenda going forward.

Motion: "The 2018 Board agree to the use of a standing agenda."

Moved: Christopher Shelton

Seconded: Steve Chang

CARRIED



5. Executive Director's Report: see attached.

The Executive Director brought to the attention of the board a press release having been released by the District of Saanich regarding a parcel of land under consideration for provincial housing with close approximation to the Sanctuary.

Action: The Board write a letter about the sensitive ecosystem proposed for housing requesting more appropriate land be found given the sensitive ecosystems, Sanctuary trails that go through the land and its close proximity to Swan Lake.

6. Executive Committee Report: The Chair confirmed the Committee is redeveloping the employee handbook it has been passed to the Executive Director to review. Strategic planning may require more leadership in order to be realized.

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

8. Governance Committee Report, (Secretary, Christine Morissette): Indicated the committee had discussed IT policies and procedures for the organization and confirmed Board Director Robert Dick in his volunteer role of IT support and technology specialist was going to work with the Executive Director to create a working group to focus on IT policies and protocols. The group hopes to create a goal statement and strategy and will look to carry on their work in conjunction with strategic planning.

Action: A working group be struck by Robert Dick.

9. Eco-Systems and Facility Committee Report (Chair, Stephen Chang): The Committee Chair recommend approval of the Master Works Plan as discussed at the August Board meeting. The boardwalk project is near complete. The Nature House roof project will commence in October 2018.

Motion: "The 2018 Master Works Plan be approved as amended."

Moved: Steve Chang

Seconded: Claudia Copley

CARRIED

10. Donor Relations Committee Report (Vice Chair, Naomi Salie): The Committee Chair reported there was not meeting and as such nothing to report.

11. Other Business



12. Being no further business the meeting adjourned at 7:07p.m.

13. Next Scheduled Board Meetings: October 25, 2018

Leanna Hill
Board Member Name

Leanna Hill
Board Member Signature

