

Minutes of
Saanich Peninsula Memorial Park Society
Board Meeting
February 25, 2020

Directors Present:

Sheilah Fea, Jane Batty, Linda Pendray, Ross Imrie, Bruce McLarty, Floyd Mailhot, Malcolm Brailsford, Dick Reynolds.

Regrets: Tim Chad

Liaisons: Chad Rintoul, Sidney. Patricia Pearson , North Saanich. Nola Silzer, SD63.

Executive Director: Brad Edgett

1. Meeting Called to Order
 - a. Sheilah called the meeting to order at 4:00 pm.
2. Approval of Agenda
 - a. The agenda was circulated.
 - b. Peninsula Soccer funding request added under North Saanich report.
 - c. Dick motioned to approve the Agenda, Malcolm seconded, agenda was approved.
3. Approval of the January Minutes
 - a. Ross motioned to approve the Jan 28, 2020 Minutes. Seconded by Tim. Minutes were approved.
4. Business Arising
 - a. No update on folding the Foundation. Brad is still looking into the legality of doing so.
 - b. Brad was going to send out a list of past fundraising initiatives. Jane will speak to updates in the Foundation report.
5. Report from SD63
 - a. The Robotics Team at Claremont won their latest tournament in Nanaimo beating a team who is currently ranked #1 out of 20,000 robotic skills teams in the world.

- b. 42 new international students came to the district in January from Brazil, Italy, Mexico, Germany, Vietnam, Austria, Japan, Belgium, China and South Korea.
- c. It is musical theatre season: Claremont is presenting The Little Mermaid Feb 27-29 and March 5-7.
- d. In the middle of budget cycle for 2020/2021. Public budget meeting on April 8th.
Finalizing the review of policy and procedures.
Starting to plan for a new strategic plan, as the current one expires on June 30, 2021.
- e. BCTF and BC Public School Employers Association will resume bargaining in mediation this week.

6. Report from North Saanich

- a. Community Q/A with Council at Ardmore Golf Club on February 29.
- b. Council received a request for funding turf fields at Blue Heron Park from Peninsula Soccer Association in the amount of \$700,000.
- c. Review of green waste program and burning bylaws
- d. Consultant hired for the pedestrian bridge project at Reay Creek.
- e. Staff is working on a Tsaykum Harbour integrated management plan.
- f. New Sign Bylaw to allow for sponsorship signs.
- g. District looking for public input on the best ways to communicate and engage residents and community groups of North Saanich.

7. Report from Sidney

- a. Budget passed last Monday with a 1.79% tax increase.
Budget includes increased support to the SHAW Centre for the Salish Sea and the Sidney Museum.
No change to the MPS funding, which is secured for the next several years.
- b. Funding request from Peninsula Soccer has been received by staff but has not been presented to Council.

8. Foundation Report

- a. Jane, Sheilah and Linda met regarding the Fundraising. They have decided to have a membership drive in 2020 and will work with Carey and other Board members on the roll out.

9. Chair's Report

- a. Thank you to Carey Salvador for going above and beyond to accommodate our raffle winner's trip to Vancouver which has cancelled due to weather.
- b. Strategic plan updates have been sent to Susan Simosko. Brad will present the plan at the March meeting.
- c. Sheilah and Brad met with Scotia Bank to discuss moving our accounts from Coast Capital to Scotia. They offer payroll and e-transfers which are currently not available to us. We have requested a statement on what the banking fees will be and will report back to the Board.

10. Treasurers Report

- a. No new changes to our portfolios.

11. Report from Executive Director:

- a. 2020 Budget:
\$6675 Increase to other and space revenue.
Scaled back MWC productions because of tours that have cancelled.
Theatre rentals up \$5550.
Overall theatre revenue down \$200,000.
Admin fees lower because were not paying legal fees for union negotiations.
Smaller advertising budget because we are not doing as many MWC productions.
Salary increase of just over 2%
Town of Sidney grant increase 3% because of tax roll.

Ross motioned to approve the 2020 Budget, seconded by Jane.
Motion passed.

- b. 2020 Capital Budget
10 new monitors and lighting console for the theatre.
Office & Board room flooring. New bathroom counters and sinks.
Kitchen Stove and cooktop. Tables.
Total budget with \$15,000 contingency is \$98,500.

Ross motioned to approve the 2020 Capital Budget, seconded by Malcolm. Motion passed.

- c. Chris Cowland will be doing our audit in October.

- d. Technical Director Joe Baker was hired he comes with 22 years' experience working at the Capital Ball Room and Long and McQuade. Assistant Technical Directors Jeremy McLeod and Sienna Sheppard were hired this past week.
- e. Water main break at Blue Heron Park. Estimate to have it fixed is between \$3000 - \$5000.
- f. Brad and Sheilah will be presenting to North Saanich Council on Monday, March 2.

Next Meeting Date: Our next meeting will be held on Tuesday, March 24, 2020.

Adjournment at 4:50 pm, followed by an in camera discussion with and without management.