

Minutes of  
Saanich Peninsula Memorial Park Society  
Board Meeting  
February 26, 2019

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**Directors Present:**

Richard Paquette, Sheilah Fea, Malcolm Brailsford, Floyd Mailhot, Bill Blair, Dick Reynolds, Jane Hall, Melissa Safarik.

**Regrets:** Mel Sangha, Chad Rintoul, Nola Silzer.

**Liaisons:** Cecilia Stock, North Saanich.

**Executive Director:** Brad Edgett

**Guests:** Dennis Sutton, Tim Chad.

1. Meeting Called to Order
  - a. Richard called the meeting to order at 4:00pm
  
2. Approval of Agenda
  - a. The agenda was circulated.
  - b. Sheilah motioned to approve the Agenda, Floyd seconded, agenda was approved.
  
3. Approval of the January Minutes
  - a. Sheilah motioned to approve the Minutes, Malcolm seconded, minutes were approved.
  
4. Business Arising
  - a. We are still working on the Board Member bios for the website.
  
5. Report from North Saanich
  - a. Council approved the application for business owners on McDonald Park Rd to be connected to sewer.
  - b. 8 people running for council in the by-election on April 6, 2019.

## 6. Foundation Report

- a. Sheilah circulated a donation letter that will be used to collect donations for the balloon pop at Dinner en Rouge.
- b. Decision was made to host a casino night rather than a donor dinner in September.

## 7. Chairs Report

- a. AGM will be held on Tuesday, May 14 at 7:00 PM.
- b. Dick and Mel will stand for re-election. Bill has decided this will be his last year with us. We still have one vacancy from North Saanich to fill. There is a promising candidate that we are talking with.
- c. Richard motioned the following revisions be made to the MPS Board Policy. The Board will give consideration to MPS's financial position as detailed in its audited financial statements, the previous year's CPI for Victoria, the local labour market, and the ED's recommendations to set staff wage and salary adjustments. Collective Agreements with unionized employees will be ratified by the board.  
Seconded by Bill, motion passed.
- d. Sheilah motioned that at least annually; the board will consider and may approve candidates for life membership to the MPS who have given generously, either financially, or with at least 5 years of unselfish volunteer service to MPS or the Mary Winspear Foundation.  
Seconded by Floyd, motion passed.
- e. Brad, Richard and Sheilah will present a list of names to be considered for the Lifetime membership at the March meeting.

## 8. Treasurers Report

- a. We are right on budget for December's financials.
- b. YTD was up 4.8% and expenses were also up 7%.
- c. We have a larger loss for net income than expected because of event costs and salaries/wages.
- d. Bill motioned to accept the December financials, seconded by Malcolm. Motion passed.

## 9. Report from Executive Director

- a. 2019 Budget
  - A new line was added separating salaries between management, sales/box office, theatre and facilities.
  - Budgeted that theatre revenue will be down because of uncertainty regarding the union negotiations as well as promoters taking shows to Victoria rather than booking here.

- Projected that space revenue will be up because of increased opportunities with the new paved lot.
- Salaries up 2.5%. If we have to increase salaries to union staff we may have to do the same for facilities/sales staff.
- 2019 contribution to reserves \$77,367.
- Bill motioned to accept the 2019 Budget as presented, seconded by Richard. Motion passed.
- b. 2019 Goals: Please review the package and provide Brad feedback on anything you would like changed or anything you think is missing. 2019 Goals will be added to the March meeting.
- c. 2019 Capital Plan
  - 3 sound boards to upgrade technology for higher end shows \$60,000
  - Floors in office and boardroom \$8,000
  - Large washrooms \$60,000
  - Stove and cook top \$7,500
  - Tables \$12,000
  - Trail Improvement \$10,000
  - Contingency \$15,000Jane motioned to approve the 2019 Capital Budget, seconded by Dick. Motion passed.  
5 Year Capital Budget will be presented at the March meeting.
- d.

Next Meeting Date: Our next meeting will be held on Tuesday, March 26, 2019.

Adjournment at 5:20 pm, followed by an in camera discussion with and without management.