

Minutes of
Saanich Peninsula Memorial Park Society
Board Meeting
October 2, 2018

Directors Present:

Richard Paquette, Sheilah Fea, Malcolm Brailsford, Floyd Mailhot, Bill Blair.

Regrets: Conny McBride, Jane Hall, Mel Sangha, Dick Reynolds.

Liaisons: Heather Gartshore, North Saanich. Tim Chad, Sidney.
Elsie McMurphy, SD63

Executive Director: Brad Edgett

Guests: Dennis Sutton, Doug Guedes

1. Meeting Called to Order
 - a. Richard called the meeting to Order at 4:00pm
 - b. Richard acknowledged the passing of John Bell who was so important to the Centre. We are all grateful for his work fundraising and his countless hours spent on the Board.
 - c. Richard motioned to allow Brad to work out details to have Room 4 be named in John's memory. Seconded by Malcolm. Motion passed.
 - d. The Centre also lost Cathy Aitken who served as head volunteer for over 10 years. Staff held a Celebration of Life which was attended by her family and MWC volunteers. Last year Cathy was given a seat in the theatre to commemorate her years of service.

2. Approval of Agenda
 - a. The agenda was circulated.
 - b. Bill motioned to approve the Agenda, Floyd seconded, agenda was approved.

3. Approval of the Minutes
 - a. Sheilah motioned to approve the Minutes from June 2018, Malcolm seconded, minutes were approved

4. Insurance Presentation

- a. Recently we have had a couple of questions regarding our coverage. Doug identified three areas where improvements should be considered by the Board.
- b. Appraisal of the Building: There currently is no professional appraisal of the building. With the way construction costs are now it is something the Board should consider budgeting for. A facility like this could be anywhere between \$500-\$600 a square foot.
- c. General Liability: Covers operation of everything that has to do with the building and premises. The Board should consider increasing the policy from 10 million to 20 million.
- d. For the majority of our renters we subject them to 3rd party liability insurance naming the Memorial Park Society as an additional insured. We currently ask for 2 million from them but that may not be enough.
- e. When looking for new Board Members last spring we had someone who was reluctant to join he felt the 5 million D&O insurance we carry was not adequate. It would be \$3500-\$6500 to increase to 10 million.
- f. Brad will bring back to the Board recommendation and costs to upgrade our insurance policies.

5. Report from SD63

- a. A new school season has just started and the enrolment numbers show a slow growth after years of decline.
- b. With the Supreme Court Ruling we now have smaller class sizes and we have managed to meet all the requirements including finding additional classrooms and new teachers.
- c. The District is phasing in the new curriculum and graduation requirements.
- d. Barb Menzies did not run for re-election this year so she sends her goodbyes to the MPS Board. There will be four new SD63 Board members therefore the MPS Board may have a new liaison after October 20.
- e. The Stellys Theatre Society are struggling to raise funds for the theatre study and build. The District is tentatively looking at renovating the theatre but not to the same scale of what the group had envisioned.

6. Report from North Saanich

- a. All councilors have been acclaimed in North Saanich. There will be a vote for Mayor.
- b. Rezoning for the Lochside Drive property has gone ahead for 10 Habitat for Humanity houses and 17 single family homes.

- c. Affordable Housing Strategy for areas 1 & 2 will go to public hearing on October 15. These areas are by Parkland School and the McTavish Interchange.

- 7. Report from Sidney
 - a. Tim said his goodbyes and the Board expressed their appreciation for his years of service.
 - b. There are three large construction projects happening in Sidney. The Fire Hall Property which was sold for 9 million, The Casman property and the affordable housing on Fourth Street.
 - c. There are three vacancies on Council that will be filled on October 20.

- 8. Foundation Report
 - a. The PNR covered a donation we received from Linda Pendray, they included the announcement but not the photo.
 - b. Fundraising broucher was circulated. Please send any feedback to Sheilah.
 - c. We have another large donation coming up in November. The family has asked that we do not make the donation public.

- 9. Report from Chair
 - a. Richard and Brad met with the soccer association. The money to fix the club house from the break and enter will come from an account MWC holds on behalf of PSA.
 - b. We are also working on a new lease agreement with PSA which would be long-term and would include expanding the area they are responsible for.

- 10. Treasurers Report
 - a. At the end of August we are sitting virtually even with what we budgeted.
 - b. Rental revenue is down slightly, theatre revenue is up \$16,000.
 - c. Theatre expenses are higher in August because we close the theatre for two weeks of maintenance.
 - d. Bill motioned to accept the financials, seconded by Malcolm. Motion passed.

- 11. Report from Executive Director
 - a. In August we had a sculpture taken from an art show we were hosting. The sculpture happened to be ours and we were given permission from the Winspear family to sell it. We had serial numbers and photos. Brad contacted the police, Richard, other galleries and pond shops.

We have worked with the Sidney RCMP and have installed security cameras throughout the building. The piece was not insured because it was broken when we received it from the family. Its value is between \$20,000-\$40,000. It was recommended that we do not put in an insurance claim because our premiums would go up and the deductible is \$2500 and we may only get \$10,000.

- b. Summer Update: Bodine Hall floor was installed at a cost of \$75,000. Upgraded dispensers in bathrooms and painted many of the rooms.

We took over the Dinner en Rouge event from the Town of Sidney. Carey worked very hard on it and we were able to make some money on it.

- c. Audit Management Letter: please see attached
- d. Parking: We have lost 77 spots while they are working on the new lot. It is scheduled to be done by the end of November. We are getting lots of push back from our clients, they expect to have access to free parking. We are looking at some parking overflow areas for some of our big events coming up.
- e. We are working on a long-term lease with SD63 so that they can apply for funding to replace the track.

Next Meeting Date: Our next meeting will be held on Tuesday, November 27.

Adjournment at 5:40 pm, followed by an in camera discussion with and without management.