



## MEETING MINUTES

<b>Date:</b>	Tuesday, July 11, 2023, 5:30 pm
<b>Present:</b>	Vicki Saunders, Jennifer White, Lauren Ober, Sheila Colwill, Mauricio Curbelo, Liam Hall, Mark Anderson, Ralph Mills
<b>Regrets:</b>	Councillor Karen Harper, Sarah Anderson
<b>Guests:</b>	n/a

ITEM	NOTES
1	<p><b>Agenda</b></p> <ul style="list-style-type: none"> <li>● Sheila requested addition of status updates for Stranton Lodge and Dodd House</li> <li>● Jennifer agreed to act as secretary and take notes</li> </ul> <p><b>MOVED by Sheila and Seconded by Lauren “That the revised Agenda be approved”.</b></p> <p style="text-align: right;"><b>CARRIED</b></p>
2	<p><b>Previous Meeting Minutes</b></p> <p><b>MOVED by Sheila and Seconded by Lauren “That the minutes of the June 13, 2023 meeting be adopted and circulated.</b></p> <p style="text-align: right;"><b>CARRIED</b></p>
3	<p><b>Treasurer’s Report</b></p> <ul style="list-style-type: none"> <li>● See attached statement (to June 30, 2023)</li> <li>● Current balances for the accounts are as follows: <ul style="list-style-type: none"> <li>○ Operating Account: \$4,060.45</li> <li>○ Grant Account: \$81,066.03</li> <li>○ Hall House Account: \$10,686.77</li> <li>○ Dodd House Account: \$35,272.66</li> </ul> </li> <li>● Annual Grant from Saanich (\$35,000) was received</li> </ul> <p><b>MOVED by Sheila and Seconded by Jennifer “That the Treasurer’s report be received for information”.</b></p> <p style="text-align: right;"><b>CARRIED</b></p>
4	<p><b>Bank Accounts</b></p> <ul style="list-style-type: none"> <li>● Currently the accounts need two sponsors (minimum) prior to changing the signing authority. To be a sponsor, you must have a personal bank account with coast capital that has been in good standing for 6 months. These requirements have prevented the SHF from adding new signing authorities.</li> <li>● It is proposed to change the type of bank account to Incorporated Society. <ul style="list-style-type: none"> <li>○ The proposed change will apply to all four accounts: Operating, Grant, Hall House (Stranton Lodge), and Dodd House.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ No longer requires sponsors with personal chequing accounts — minimum of 2 directors needed, directors must satisfy credit check requirements</li> <li>○ No additional monthly fees — account type still qualifies for Community Chequing Accounts</li> <li>○ Sending e-transfer \$1.50 each, receiving e-transfers is free</li> <li>○ Free eStatements</li> <li>○ Unlimited CCS ATM deposits and withdrawals</li> <li>○ New cheques will need to be ordered — cost will be dependent on how many accounts we need these for and only where e-transfer cannot be implemented</li> <li>○ May require opening new accounts and closing the current ones — we will need to manage this transition for the Dodd House and Stranton Lodge tenants (automated deposits for rent)</li> </ul> <p><b>MOVED by Sheila and Seconded by Jennifer “To update our four business banking accounts with Coast Capital from an Unincorporated Organization to an Incorporated Society”.</b></p> <p style="text-align: right;"><b>CARRIED</b></p> <ul style="list-style-type: none"> <li>● ACTION: Lauren to set up new accounts, and coordinate with renters to ensure smooth transition to new accounts</li> <li>● ACTION: Lauren to create sponsor document that summarizes the process/requirements for future transition of signing authorities.</li> <li>● ACTION: Jennifer and Lauren to be added as signing authorities on the accounts</li> <li>● ACTION: Lauren to coordinate reimbursement of contractors and Sheila for expenses incurred once signing authority has been updated.</li> </ul>
5	<p><b>1248 Burnside Road West (Stranton Lodge) Update</b></p> <ul style="list-style-type: none"> <li>● Sprinkler company invoice received and provided to Lauren for payment</li> <li>● First gardening draw due to Patty as per agreement</li> </ul>
6	<p><b>4136 Lambrick Way (Dodd House) Update</b></p> <ul style="list-style-type: none"> <li>● Fence work complete</li> <li>● Interior painting complete</li> <li>● Discussion regarding staining or painting fence. Preference is for stain as reduced future maintenance costs.</li> <li>● Sheila has received invoices from contractors for payment, which were provided to Lauren</li> </ul>
7	<p><b>Bylaw Revisions</b></p> <ul style="list-style-type: none"> <li>● Discussion occurred related to need to update our bylaws to address administration changes and inconsistencies (committee names have changed, legislation changes re director term limits, admin edits, etc.).</li> </ul>



	<ul style="list-style-type: none"><li>● Would be prudent to also compare to current legislation template, and review against what other jurisdictions have (eg. Victoria Heritage Foundation)</li><li>● Process to update would be via motion, then file updated bylaws as per Society Act requirements. Once bylaws are updated, the Saanich TOR can be reviewed/revised as needed.</li><li>● Agreed to discuss further in September meeting once we have some strategy discussions and can revisit the proposed changes to ensure they meet our needs.</li><li>● ACTION: Jennifer to create online .docx editable version of current bylaw prior to September meeting to aid in future reviews/proposed changes/edits.</li></ul>
<b>8</b>	<b>Secretary Transition Items</b> <ul style="list-style-type: none"><li>● Information requested from former Secretary was not received prior to her retirement. There is no further option to obtain this information from her</li><li>● Vicki has been unable to obtain hardcopy/electronic SHF files from Saanich to date.</li><li>● Emails currently sent to Shirley (as current point of contact on the Saanich website/forms) receive an auto reply, directing them to Vicki's personal email address</li><li>● Saanich has indicated they will have boxes of hard copy files and a flash drive available at some point, but are short staffed</li><li>● ACTION: Vicki to arrange for pickup time by next Friday July 21</li></ul>
<b>9</b>	<b>Rental Houses Management</b> <ul style="list-style-type: none"><li>● Saanich has indicated that they may be looking to take back management of the two rental properties (Dodd House, Stranton Lodge). This has been communicated verbally to Vicki in an informal setting (see meeting notes attached, dated July 7, 2023), but no formal communication has been received by the society to date.</li><li>● Saanich will need to officially send us notification of change, including proposed date of transition. SHF will likely provide a package of info regarding status/future management actions/considerations/financial transfer plan (rent, GICs).</li><li>● ACTION: Vicki and Sheila will meet with the Corporate Officer, the CAO and the Lands Commissioner regarding taking over management of two heritage properties for a fact finding mission.</li></ul>
<b>10</b>	<b>Outreach/Communications</b> <ul style="list-style-type: none"><li>● Discussion of how we manage our social media presence, particularly in light of no longer having secretary duties provided by Saanich.</li><li>● Is desired to have more direct control of our online presence.</li><li>● Noted that Victoria Heritage Foundation and Hallmark Society have their own website presence.</li></ul>

	<p><b>MOVED by Mauricio and Seconded by Sheila “To spend up to \$500 to register a domain name SaanichHeritageFoundation.ca for 10 years and pursue online/cloud storage and email through Google”.</b></p> <p style="text-align: right;"><b>CARRIED</b></p> <ul style="list-style-type: none"> <li>● ACTION: Mauricio to register new domain name, and start setting up landing page with Logo, and new email contact for further info.</li> <li>● ACTION: Mark and Ralph do some visioning re look/style of site prior to adding more pages/sections. Need to determine cohesive approach before we go live</li> </ul>
<p><b>11</b></p>	<p><b>Social Media Update</b></p> <ul style="list-style-type: none"> <li>● Former president is still doing some postings on Facebook and Instagram</li> <li>● Ralph and Mark expressed interest in taking over this role</li> <li>● ACTION: Jennifer to reach out to former president and arrange for transition of accounts to Mark and Ralph as she has previously been in contract regarding this</li> <li>● ACTION: Mark and Ralph will form an informal working group to generate idea and vision for future social media approach, to be presented at future meetings</li> </ul>
<p><b>12</b></p>	<p><b>Secretary Role</b></p> <ul style="list-style-type: none"> <li>● Discussion on need for replacing secretary. Options include splitting up role duties among directors, or hiring someone from outside the organization</li> <li>● Not clear how much secretarial duties will actually be required as we transition to a more online style of records management.</li> <li>● At minimum, will require coordination of correspondence with homeowners/Saanich, and meeting agenda/minutes.</li> <li>● Reimbursement of approved house grants can transition to the treasurer directly (rather than go through the secretary as previously done).</li> <li>● ACTION: Directors to cover secretary role while transitioning to electronic records. Will revisit in September once role requirements are more clearly known</li> </ul>
<p><b>13</b></p>	<p><b>Meeting Schedule</b></p> <ul style="list-style-type: none"> <li>● The SHF Saanich Terms of Reference notes meetings are not held in summer or December. However there is no specific SHF bylaw that covers this.</li> <li>● Would like to have meetings monthly as we transition through this change</li> <li>● Not known what room bookings were made by the former secretary</li> <li>● ACTION: Vicki to confirm bookings for SHF monthly meetings at Saanich Municipal Hall community boardroom until August 2024</li> </ul>
<p><b>14</b></p>	<p><b>Adjournment</b></p> <ul style="list-style-type: none"> <li>● The meeting adjourned at 8:00 pm.</li> </ul>



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<b>15</b>	<b>Next Meeting</b> <ul style="list-style-type: none"><li>● An informal planning session will be held on Sunday July 17, 2023 at 1:30 pm.</li><li>● The next regular meeting of the SHF will be held on Tuesday September 12, 2023.</li></ul>
<b>16</b>	<b>Attachments</b> <ul style="list-style-type: none"><li>● Treasurer's Statement of Accounts</li><li>● Notes from meeting with Corporate Officer – July 7, 2023</li></ul>



SAANICH HERITAGE FOUNDATION  
 [Incorporated under the Society Act of B.C.]  
 STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR THE YEAR ENDED DECEMBER 31, 2023

	OPERATING ACCOUNT		GRANT ACCOUNT		HALL HOUSE		DODD HOUSE	
	2023 (to June 30 23)	2022						
<b>RECEIPTS</b>								
Dist. of Saanich grant	-	17,000.00	35,000.00	18,000.00				
Book sales	74.85	74.85						
Rental income					6,117.22	12,033.84	8,841.47	17,393.04
Interest on account								
Interest on G.I.C.'s			482.59	130.45	451.17	103.45		188.43
	<u>74.85</u>	<u>17,074.85</u>	<u>35,482.59</u>	<u>18,130.45</u>	<u>6,568.39</u>	<u>12,137.29</u>	<u>8,841.47</u>	<u>17,581.47</u>
<b>DISBURSEMENTS</b>								
Grants paid to homeowners			10,000.00	23,319.38				
Office & Secretarial costs	7,221.60	15,571.85						
Insurance fees		765.00						
Building Condition Reports						1,470.00		1,470.00
Maintenance expenses					1,908.90	9,465.11	12,441.00	14,172.92
	<u>7,221.60</u>	<u>16,336.85</u>	<u>10,000.00</u>	<u>23,319.38</u>	<u>1,908.90</u>	<u>10,935.11</u>	<u>12,441.00</u>	<u>15,642.92</u>
<b>EXCESS (DEFICIENCY) OF RECEIPTS OVER DISBURSEMENTS</b>								
	[7,146.75]	738.00	25,482.59	(5,188.93)	4,659.49	1,202.18	[3,599.53]	1,938.55
<b>BANK &amp; GIC'S - BEGINNING OF YEAR</b>								
BANK BALANCE	11,207.20	10,469.20	56,066.03	61,385.41	6,478.45	5,379.72	38,872.19	37,122.07
G.I.C.'s			34,429.56	34,299.10	29,660.60	29,557.15	32,302.57	32,114.14
	<u>11,207.20</u>	<u>10,469.20</u>	<u>90,495.59</u>	<u>95,684.51</u>	<u>36,139.05</u>	<u>34,936.87</u>	<u>71,174.76</u>	<u>69,236.21</u>
<b>BANK &amp; GIC'S - END OF PERIOD/YEAR</b>								
BANK BALANCES	4,060.45	11,207.20	81,066.03	56,066.03	10,686.77	6,478.45	35,272.66	38,872.19
Due April 4 24 @ 03.00% 1 year			21,206.69	20,893.30				
Due May 7 24 @ 1.25% 1 year			13,705.45	13,536.25				
Due June 12 24 @ 3.00% 1 year					24,838.47	24,387.30		
Due Nov 1 23 @ 2.75% 1 year					5,273.30	5,273.30		
Due Oct 4 23 @ 2.90% 1 year							21,755.99	21,755.99
Due Nov 1 23 @ 2.75% 1 year							10,546.58	10,546.58
	<u>4,060.45</u>	<u>11,207.20</u>	<u>115,978.17</u>	<u>90,495.58</u>	<u>40,798.54</u>	<u>36,139.05</u>	<u>67,575.23</u>	<u>71,174.76</u>
<b>GRANTS UNPAID</b>								
1996 Feindale		Windows	1,278.30					
2895 Colquitz - Paint		Paint						
762 Ralph St. - Roof Ventilation			868.98					
762 Ralph St. - Exterior paint north side			1,255.00					
			<u>112,575.89</u>		Net Available			v Jun 30 23



Notes: meeting with Corporate Officer, District of Saanich July 7, 2023

Re: Saanich Heritage Foundation

- Foundation to hire its own secretary. 10-14 hours/week
  - Suggested combining secretary and treasurers' roles.
  - Suggested an auxiliary employee or committee member as an option.
  - A greater part of the Staff employee's role was financial.
  - Suggested contacting a hiring agency.
  - Old paper documents in storage. Foundation and Corporate history
  - Digitizing 2022-2023
  - No loss of history
  - Minutes bound and to website.
  - Contact the Foundation on their website.
  - Saanich Heritage Foundation email – get google or?  
(Enquired whether there is a Saanich option. Waiting for answer)
  - Current files from the secretary computer are being downloaded to flash drive.
  - Will retain copies of the Register and House Plaques
  - To 2026 – Budget \$35,000 – includes grants, house maintenance and repairs, secretary.
  - Terms of Reference: 2004 - out of date
  - Discussion regarding the Foundation being a Statutory Board or a Commission. A Foundation would have statutory responsibility. No specific definitive answer.
  - Foundation's responsibility: grants, register, management plan.
  - Mandated by Council.
  - Members appointed by Council.
  - Society could appoint their own members.
  - Terms expire at next AGM.
  - Societies Act: Terms of reference.
  - Municipality: Supports Terms of reference and Mandate as provided
  - Municipality provides: Current records and meeting space.
  - Dodd House and Stranton Lodge: return management to Lands Division
- Reason: Does work without permits  
Does not use residential tenancy act.  
Does not follow Saanich's procurement laws.