

Minutes of
Saanich Peninsula Memorial Park Society
Board Meeting
June 19, 2018

Directors Present:

Richard Paquette, Sheilah Fea, Mel Sangha, Malcolm Brailsford, Floyd Mailhot, Dick Reynolds, Bill Blair, Jane Hall

Regrets: Conny McBride, Barb Menzies

Liaisons: Heather Gartshore, North Saanich. Tim Chad, Sidney

Executive Director: Brad Edgett

Guests: Dennis Sutton

1. Meeting Called to Order
 - a. Richard called the meeting to Order at 4:00pm
 - b. Richard introduced our two new Board members Malcolm Brailsford and Floyd Mailhot. An orientation was given to the new members to update them on Board policies and current affairs.

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

3. Approval of the Minutes
 - a. Bill motioned to approve the Minutes from April 10, 2018, Mel seconded, minutes were approved
 - b. Sheilah motioned to approve the Minutes from the special meeting held on May 29, 2018, seconded by Floyd. Minutes were approved.

4. Business Arising

- a. Brad gave an update on the MPS Board Member website page. The page will be finished by mid-July, we will need a photo and bio from our two new members.
- b. Board policies document will be uploaded to the website

5. Report from North Sannich

- a. The DNS has engaged the Chamber of Commerce to undertake community promotions work
- b. Bylaws have been amended in anticipation of the introduction of the legalized use of cannabis
- c. DNS staff is preparing amending bylaws and options for implementation of the BC Energy Step Code; ongoing consultation with the development community continues.
- d. DNS has written to the Province to request prohibition on production of recreational marijuana on ALR land and that it be deemed an industrial undertaking
- e. DNS has requested exemption from the Speculation Tax and a meeting with the Honorable Selina Robinson, Minister of Housing
- f. 2018 Budget final: the overall tax increase is .97%
- g. Sea Level Rise: work is ongoing; the coastal floodplain bylaw approach is preferred
- h. Jubilee Park: a new climber, basket swing and shade structure will be installed this year to add to the airplane climber, thus completing phase two of four
- i. Communications Strategy: approval for staff to proceed with use of consultation to gradually implement improvements. Social Media policy approved.
- j. Baldwin Property: public hearing held; 3rd reading passed. 40% parkland donated to DNS and 30 average .5-acre lots.

6. Report from Sidney

- a. Sidney is taking a “no” stance on everything to do with cannabis
- b. There was a lot of feedback at the last Council meeting about development in Sidney.
- c. Land between 3rd and 4th street which is currently a parking lot will be developed into 4 stories with underground parking.
- d. The Casman development was approved unanimously by Council. The building will include the new Star Cinema with 3 screens. Bylaws have been amended for this project to forgo the current parking requirements.

- e. There is a public hearing coming up about the purchase of the land where the current fire hall sits. The buyer purchased the land for 9 million which will subsidize the amount the municipality will have to borrow for the new CBS.

7. Foundation Report

- a. Our large donor is getting anxious to give us the money. We have arranged a cheque presentation for the first week of July and have invited the Peninsula News Review to cover the story. Hopefully we can do a follow up story in September announcing the other donations we receive.

8. Report from Chair

- a. We are still down one director from North Saanich.
- b. Rick Isaac expressed concern about the directors liability insurance we currently have in place and declined to sit on the board for that reason.
- c. We have arranged a presentation by our insurance broker who will present our currently coverage so that everyone feels comfortable with the levels we are at.
- d. Auditors provided a letter of recommendation to improve our accounting practices.
 - i. Brad and Phil will be working alongside Cathy to separate duties.
 - ii. Currently purchases are made on Brad's personal credit card and it was suggested that a corporate credit card should be implemented.
Sheilah motioned that we apply for the credit card recommended by Coast Capital with a \$10,000 limit, seconded by Bill. Motion passed
 - iii. There was a small amount of cheques that were signed by two staff members. We have decided that no cheques will go out without a board members signature on it.
Brad will talk to the auditors to see if they would have an issue with the Board setting a limit where in special circumstances two staff can sign.
 - iv. There was a single instance where a cheque went out with only one signature. This won't happen again.
 - v. The auditors suggest that we consider implementing an electronic funds transfer for payroll. This will allow the payroll to be issued without requiring a Board member to come to the

Centre. Brad has two proposals from payroll companies and is currently waiting on a third, all will be presented to the Board.

- vi. It was suggested we open two new accounts to track internal and external contributions for fundraising. The accounts will be held at Coast Capital and will be set-up by September.
 - vii. We have adopted a concession reconciliation process where each bar reconciliation is printed and attached to the deposits to verify revenue recorded and collected for events.
- e. A letter was sent from the Pickleball Association asking the Centre to reconsider changing the Bodine floor to allow them to still play at the Centre. We have already approved the new floor and paid for the materials.

Brad reported that when pickleball started here we helped them gather them as an association. It was clear from the beginning that it was a temporary arrangement and if we have a higher or better use for the Bodine that pickleball would be cancelled. Once the new floor was approved we gave them plenty of notice of the changes.

Richard motioned to direct Brad to respond to the letter explaining we are moving forward with the floor but are happy to come up with creative ideas with them to have pickleball return. Seconded by Dick. Motion passed.

9. Treasurers Report

- a. After the first five months of 2018 we are close to budget. We are down in other revenue but have compensated in space revenue.
- b. Expenses are up around \$3000 than budgeted due to salaries and the higher rates we have to pay technical staff.
- c. Looking ahead we are \$6000 behind budget year to date.

10. Executive Directors Report

- a. The parking agreement was approved last year. Phase 1 of the new parking will begin in July with Phase 2 being in August. Both phases will provide an additional 112 spots. Part of our current lot will be fenced off while the construction happens this summer.
- b. Changes were made to the MPS 2018 Goals as suggested by the feedback from Board members.
Sheilah moved to adopt the MPS Goals as presented, seconded by Floyd. Motion passed.
- c. Peninsula Soccer Association sent a letter requesting we put in an insurance claim to cover damage to the clubhouse do to a break in.

We are currently in a month to month lease with PCS and will be renewing the lease this summer for a longer term. In the lease negotiations we will be addressing who is responsible for such things as maintenance, insurance of land and buildings.

Richard motioned that Brad respond to the letter to encourage PCS to look at their own renters insurance and that we will not be putting in an insurance claim. Seconded by Mel. Motion passed.

- d. SD63 has asked to open up their lease to make it long-term so that they can apply to the ministry for funding. The district is planning on applying for 1-1.4 million to replace the track at Parkland School. Currently the district already has \$300,000 set aside for drainage.
- e. Brad made a presentation on Theatre Risks.
 - i. Many theatres near us are worried about decreased enrolment to shows like the symphony and ballet; the younger generation is not replacing the outgoing patrons. Compared to other theatres or ticket sales have been increasing every year since 2012.
 - ii. Our rental business is steady and increasing. Unlike other theatres we are not unionized which allows us to keep our rates affordable.
 - iii. Looking ahead our biggest competition will be the Dave Dunnet Theatre at Oak Bay High. The theatre is designed similar to the CWT. In the next three years they will have a board and Executive Director running the theatre who will be booking the same acts we are bring in.
 - iv. Elements Casino in the next 5 years will also be one to watch. Their current theatre set-up is getting poor reviews for sightlines but when they fix those issues they will become competition. The Casino does not need the theatre to generate revenue, it is just an added bonus to their patrons.
- f. The date for the Joint Financial Steering is sitting with Lisa from North Saanich and Paula at Sidney. They are trying to determine a date that works for all parties involved. A tentative date has been set for 2 weeks from now.
- g. The new Bodine Floor will be going in starting on July 3 and will take all week to install. There was one change made to the original plan, I was advised to put a black floor down on the stage which is best for shows and productions.
- h. MWC produced productions shows a surplus of \$57,212.56. Do not read to closely into the Andrew Coyne number because we subsidized the surplus with the other speakers like Peter and Jann to keep the ticket price as low as possible.

Next Meeting Date: The Board will not be meeting in July or August. Our next meeting will be held in September

Adjournment at 6:17 pm, followed by an in camera discussion with and without management.