

Meeting: BOARD OF DIRECTORS (Regular Meeting)
Date: June 26, 2010
Time: 3:35 pm
Location: TLC Head Office, 1195 Esquimalt Road, Victoria

BOARD MEETING MINUTES

In attendance: Alastair Craighead, Briony Penn (by phone), Cheryl Bryce, David Merner, Gary Holman, Ken Millard

Absent: Frances Pugh, Todd Wong

Staff: Ian Fawcett, Kathleen Sheppard

1. CALL TO ORDER

At 3:35 pm, Alastair called the meeting to order.

2. MINUTES

Moved (Gary) / Seconded (David) that the Board approve the Minutes for the May 29, 2010 Board meeting. The Motion carried.

3. CHAIR'S REPORT

None.

4. CORRESPONDENCE

The University of Victoria has requested the free use of Ayun Creek cottage for its writer-in-residence program. TLC staff will respond by encouraging the University of Victoria to use the cottage but, given the tight financial situation, staff will ask for the normal fee.

The letter to Ken Farquharson was signed and sent. A copy will be e-mailed to Board members.

5. FINANCE AND AUDIT COMMITTEE REPORT

Ian Fawcett provided an update to the Board, in Lorelle's absence. The \$455,000 remaining to close the deal on the Madrona campaign was raised as anticipated and the deal closed on June 16. However, the financial situation of TLC remains tight.

The Board reviewed the comparative balance sheet and comparative income statement. It discussed contingency plans. Cost control plans will be discussed at the next Finance and Audit committee meeting.

(a) Fundraising

The response to the appeal letter sent out in early June has been good, with \$15,000 coming in to TLC in the first week of the appeal.

(b) Membership

TLC membership now amounts to 7,726 members.

(c) Audit

Work is under way and will be running through July. The financial statements will certainly be ready for the August board meeting.

6. HUMAN RESOURCES COMMITTEE REPORT

Briony has spoken with John Sheilds regarding the Board evaluation and Executive Director evaluation process. The Human Resources Committee will be meeting with John at its next meeting and the Board will hold an extended meeting John in July.

Moved (Gary) / Seconded (Fran) that Briony Penn and David Merner be appointed co-chairs of the Human Resources Commttee. The Motion carried.

7. NOMINATIONS UPDATE

The nominations information has been sent out. A returning office needs to be appointed and ballots will be mailed out on August 11.

David indicated that he has heard concerns from members regarding the wording on the web site relating to the number of vacancies. The correct number of vacancies is five.

8. TLC CULTURE OF CONSERVATION AWARDS

The Board endorsed the revival of the culture of conservation awards. TLC members who have suggestions on potential winners should provide names to Ian Fawcett. Two board members (including Cheryl Bryce) and two staff members (including Ian Fawcett) will vote on the award in August and report back to the Board's August meeting. The awards will be presented at the AGM.

9. REPORT FROM IN CAMERA SESSION

(a) Deloitte

The Board reviewed the work from Deloitte's control risk assessment in detail, including a draft work plan. It agreed to post update information on the web site, review the next draft of the work plan with Deloitte, and review a final draft at the next meeting of the Board. Also, a review of the final work plan should be held with the TLC membership at the AGM.

10. PROPERTY

(a) Heritage Lighthouses Protection Act

TLC has been approached regarding the protection of lighthouses in BC. Staff is reviewing the options for assisting in the protection

(b) Luke Creek

The closing date has been moved to August.

11. NEXT MEETINGS

The Finance and Audit Committee meeting will be held on July 21 at 3:15.

The July Board meeting may be a two day session if the Board is available.

12. ADJOURNMENT

Moved (David) / Seconded (Ken) that the meeting be adjourned. The Motion carried at 4:10 pm.