



# **SAANICH LEGACY FOUNDATION**

## **Committee Room NO. 2 – Saanich Municipal Hall**

### **Tuesday, February 15, 2011 at 7:27 p.m.**

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**Present:** Paul McKivett in the Chair; Isobel Hoffmann, Vice-President & Recording Secretary; Pat Young, Gerald Fleming, and Claire Reynolds, Directors. Also present was Eileen Pritchard, Event Coordinator, Scot Warren, Volunteer and Karen Ross, Social Media volunteer.

**Regrets:** Philip Bisset-Covaneiro, Debby Harris, Barb Klassen.

**Minutes:** The Minutes of December 21, 2010 were adopted as circulated.

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#### **PRESIDENT'S REPORT –**

**No official report submitted; see discussion under Arts Centre at Cedar Hill.**

#### **TREASURER'S REPORT**

The Treasurer was not at the meeting; no financial reports were available at this time. Pat to discuss status of financial statements with Barb.

MOVED by P. Young and Seconded by G. Fleming: "That the Treasurer's report for January 2011 be deferred."

CARRIED

#### **GRANTS**

##### **Funding for Community Events (Paul McKivett)**

- The Limelight festival may take place later this fall instead of the early spring as usual, or it may be deferred to 2012.
- Paul to meet with Julie Wallace and Diane Thorpe about applying for a grant through the CRD; Alyssa is working on this.
- Isobel reported that Ken Whitcroft of the Cedar Hill Community Association had spoken with the Saanich Administrator regarding the Cecilia Creek Project. SLF is holding some funds for this project that were donated by the community. Rae Roer, Parks Manager, has been requested to provide information on Saanich's current position for this project by March 1<sup>st</sup>. It is likely that the SLF can apply for funding on behalf of the Community Association for a portion of the project, which Saanich may match. More details to follow.

##### **ARTS CENTRE AT CEDAR HILL – Event Planning**

- Board members and the Event Coordinator, Eileen, have been actively pursuing sponsors for the event.
- Gerald and/or Paul will meet with Van City, Berwick House, Tri Eagle, Highland Pacific and the Plaster family.
- Eileen has been in touch with A-Channel, the Times Colonist and the Ocean. Official letters have to be prepared and submitted very soon.

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- Bar Service was discussed; unsure at this time if this will be handled privately or thru a professional bar service. Either way a special event permit will be required. \$25 available from any liquor store.
- Eileen and Alyssa are working on recruiting volunteers and perfecting volunteer application forms and information handouts.
- Information about the event will be posted on the United Way's newsletter.
- Laesha Berry, Saanich's Volunteer Coordinator, will distribute information to help recruit volunteers.
- Estimated we need at least 25; to date we have 12.
- One of the main areas is set up (decorating) and take down at the end of the night.

\*\*\*\*Philip Bisset-Convareiro entered the meeting at 8 pm

- A volunteer orientation session will be held closer to the event; SLF t-shirts and Saanich Recreation passes will be distributed.
- Karen Ross has offered to set up a FaceBook page for the Arts Centre at Cedar Hill and the Heart of the Arts year-long funding campaign. Once the event is over, the page can easily be deconstructed if desired.
- A secondary project will create a page for the SLF.
- Karen can have the page up and running very quickly.
- She noted that if the SLF wants to keep the SLF FaceBook page going, a volunteer will be needed to continue in this role because in today's society this is a great way to reach many people and raise your profile.
- She did suggest that we have some more traditional type of media publicity as well as FaceBook – even using media publications like Focus and Boulevard magazines.

## **SUB-COMMITTEE REPORTS – postpone until next meeting**

### **Grant – Minister of Canadian Heritage & Official Languages**

Paul reported that we have been successful in obtaining a grant of \$7,200 under the Building Communities through Arts and Heritage Programmes. The grant is to defray the costs associated with the Community Arts Awareness Week and the SLF applied on behalf of the Saanich Arts, Culture and Heritage Committee. 10% of the grant (\$720) comes to the SLF.

**NEXT MEETING:** The next regular SLF meeting will be held **on Tuesday**, April 19, 2011 at 4:30 pm, in Committee Room No. 2 at Saanich Municipal Hall. Sub-Committee meetings for the Event Planning will be held on a regular weekly or bi-weekly basis.

**Adjournment:** On a motion from Pat Young, the meeting adjourned at 8:15 pm.

I hereby certify these Minutes are an accurate and true recording of the Meeting.

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Isobel Hoffmann Recording Secretary



# SAANICH LEGACY FOUNDATION

Committee Room NO. 2 – Saanich Municipal Hall

Tuesday, APRIL 19, 2011 at 4:30 p.m.

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Present: Paul McKivett in the Chair; Isobel Hoffmann (4.45 PM), Vice-President & Recording Secretary; Barb Klassen, Treasurer; Pat Young, Gerald Fleming, Debby Harris, Claire Reynolds and Philip Bisset-Convenciro,, Directors. Also present was Eileen Pritchard, Event Coordinator, Scot Warren, Volunteer.

Minutes: The Minutes of February 15, 2010 were adopted as circulated.

## PRESIDENT'S REPORT –

No official report submitted

## TREASURER'S REPORT

Considerable discussion took place re the expenses to date statement. It was agreed that further refinement are required before the statement is ready for adoption. Agreed best to defer for the time being but adoption must be considered at the May meeting.

MOVED by D. Harris and Seconded by P. Bisset-Convenciro: “That the statement of expenses from January, 2011 to present be deferred until the May meeting.”

CARRIED

## GRANTS

The Recreation Department submitted the outline for 2011 community events and the anticipated amounts for SLF Grants. This was generally acceptable to the Board.

- One Grant application for \$1,400 has been received this month for **Music in the Park**.
- Noted that Rob Phillips is considering purchasing a portable stage for Music in the Park. Currently stage rental costs are \$2,000+ a year, plus transportation. A portable stage estimated at \$4,000.
- Music in the Park is a popular and expanding programme and the SLF would like to continue to assist.
- If the SLF were to purchase the stage, it can be used for Music in the Park and we could rent it out for other events. Plus we could promote the SLF name on the stage.
- Debby to discuss with Rob Phillips and report back.

MOVED by Pat Young and Seconded by Philip Bisset-Convenciro: “That the SLF grant \$1,400 to the 2011 Music in the Park Programme.”

Carried.

Discussion ensued re SLF presence at the Music in the Park events over the summer. Noted that the tent originally purchased by the SLF for \$350 was sub-standard and returned. Last year, we borrowed a tent from Saanich. This was a superior tent, but the cost is about \$2,000+. Agreed we did not want to go to this expense this year, and to discuss with Rob

Phillips whether the SLF can borrow a tent for this year, or if Saanich has a good used tent available for purchase.

## **ARTS CENTRE AT CEDAR HILL – Event Planning**

### **Evening in Paris:**

#### **a) Final Accounting and Silent Auction totals**

- Still waiting on final accounting from silent auction; amounts for items outstanding and a couple of invoices still to be received and/or paid.
- Art piece from Tom Severson was returned as it was received too late.
- At this time, a total of \$6,600 has been collected: this includes \$1,700 from the Live Auction and \$1,260 from the art auction. This does not include ticket sales (\$5,000+ is being held on account for the SLF).
- Hopefully by May, all the outstanding monies will have been received and expenses paid and a final tally can be given.
- At this point, we can confirm that we did make a small profit on the event.

#### **b) Debriefing**

- Eileen had provided her views of the pluses and minuses of the event, things to note for the future that were successful, or not.
- While it was agreed that some things could have been improved upon, overall, the event was very positive and this was supported by the many comments received from attendees.
- Philip agreed to take the information prepared by Eileen and incorporate other comments and prepare a final report on the event (similar to the one he did for Evening to Inspire).
- It is important not to lose this valuable information.

#### **c) Thank you letters**

Thank you letters to be sent to all sponsors, donators to the auction, and other people who helped with the event.

- Tax receipts to be prepared for ticket purchasers; thank you letters not required.
- Not all businesses will want tax receipts as they will be using their donation as a business expense.
- Artists who accepted 50% of the sale of their work will not receive a tax receipt.

#### **d) Next Steps with Fundraising: Raffle, sponsorships.**

- Rick Silas, the successful artist for the public art component for the Centre, has donated his model for the art piece to the SLF. This, together with the sculpture from Dr. Herbert Plasterer (valued at \$1,800), will be two of the items for the raffle.
- The art pieces should be photographed and be available to view on the website. Debby Harris to contact a photographer.
- Suggested a third prize could be a night at a local hotel, golf, spa and dinner package.
- Bear Mountain was a possibility; Paul to check.
- Considerable discussion took place regarding raffle ticket prices, but in the end it was agreed it will \$5 for one ticket and \$10 for three tickets.
- The maximum length of time the tickets can be sold is 4 months; suggested late June to late October.
- Philip agreed to sell some tickets at the Evening to Inspire (October 1, 2011) and at the golf tournament (July 23).
- Still some issues regarding the licence for the raffle; Alyssa has been making enquires – Paul to follow up.

**SUB-COMMITTEE REPORTS****Fundraising, Sponsorship, Grant Applications (Paul, Philip)**

- Paul has been advised that 3 organizations were successful in receiving the IDEA grant from the CRD.
- The SLF has been awarded \$900 on behalf of Arts Development Service.

**Finance (Barb, Pat)**

- Pat stated she reviewed the amounts for Moneiris transactions and she doesn't think that 2.25% - 5% for each transaction is enough when we lend out the machine for use. She thinks it should be 7.5%.
- Philip thought this was a little high and felt that making 2% or 3% profit is okay, and noting that the more the machine is used, the lower the cost from Moneiris.
- The machine costs about \$150 a month – but without it we would not have taken in over \$6,600 at the Evening in Paris.
- Barb was requested to provide a report in June on the Moneiris costs for 2011 to date – what it is costing us on a monthly basis, what kind of price breaks and refunds we are getting from use of the machine, and what credits we have received to date.

**Special Events (Gerald, Pat, Claire, Alyssa)**

- Gerald and Paul have been talking to Diane Thorpe about an annual awards ceremony for Saanich artists, similar to the Environmental Awards and the Heritage Awards.
- This could be a fund raising event as well as a way to raise community awareness in the SLF.

**Information & Technology (Debby, Steve, Adam and Isobel)**

- Debby suggested we look at how many donations we have received via Moneiris on the website this year.
- Eileen advised that our Facebook volunteer Karen will not be able to extend her time and we need to find a new volunteer if the Board wishes to carry on with Facebook. She has extended the ad for a community ambassador and hopes someone will apply for this position.

**MEMBERSHIP RECRUITMENT**

- Postpone for consideration at the June Meeting. Agreed we need to recruit not only new members, but also volunteers.

NEXT MEETING: The next regular SLF meeting will be held **on Tuesday**, May 17 2011 at 4:30 pm, in Committee Room No. 2 at Saanich Municipal Hall.

Members were reminded of the YES golf tournament, this year at Highland Pacific Golf Course, on Saturday, July 23, 2011. See Philip for details.

Adjournment: On a motion from Pat Young, the meeting adjourned at 6:05 pm.

I hereby certify these Minutes are an accurate and true recording of the Meeting.

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Isobel Hoffmann Recording Secretary



# SAANICH LEGACY FOUNDATION

Committee Room NO. 2 – Saanich Municipal Hall

Tuesday, June 21, 2011 at 4:30 p.m.

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Present: Paul McKivett in the Chair; Isobel Hoffmann, Vice-President & Recording Secretary; Barb Klassen, Treasurer; Pat Young, Debby Harris, Gerald Fleming, Claire Reynolds and Philip Bisset-Convenciro, Directors.

Minutes: The Minutes of April 19, 2010 were adopted as amended.

## TREASURER'S REPORT

### Evening in Paris Fundraiser:

The Treasurer prepared an assessment of the expenses, receipts and income for the Heart of the Arts fundraising for the Arts Centre at Cedar Hill.

- To date, it appears the total profit was \$4,592.
- As expected, events are not big money-makers – but the SLF raised its profile, some good contacts were made and positive comments received from those who attended.
- Expenses were about what was expected; although the salary for the event planner was a large expense, the event would not have been so successful without her assistance.
- General discussion ensued reviewing various items on the statement.
- Noted that the \$5,000 from ticket sales is being held in a Saanich ledger account; arrangements need to be made to have a cheque processed for the Foundation for eventual disbursement to the Arts Centre.

Moved by Ms. Klassen and Seconded by Ms. Reynolds: “That the Income and expenses report from the Evening in Paris Fundraising event be received.”

CARRIED

Moved by Philip Bissett-Convenciro: “That \$4,000 be set aside for the Cedar Hill Arts Centre to draw upon for the Artists in Residence Programme and Youth Arts.”

CARRIED

### 2010 Year End Statement:

- The report was distributed and reviewed.
- Dave Patterson, accountant, has reviewed the statement as required.

Moved by Ms. Klassen and Seconded by Mr. Fleming: “That the 2010 Year End Statement as presented be accepted.”

CARRIED

### Financial Statement up to May 31, 2011:

- Copies of the report were circulated and considerable discussion ensued.
- The current bank balance is \$28,665, with committed funds of \$8,200.
- Noted we had set aside \$1,400 for Music in the Park, but because we received a \$900 grant, only \$500 of SLF funds needs to be used to make up the full grant amount to Saanich.

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Moved by Ms. Klassen and seconded by Mr. Bissett-Convenciro: "That the year to date Financial Statement be accepted as presented."

CARRIED

**Monaris**

- Discussion ensued re the Monaris machine and the expenses incurred to date.
- The Treasurer provided a statement of receipts and disbursements re Monaris.
- All agreed the machine is a large monthly expense (\$150), but it is also necessary.
- \$250 in refunds was received last year: the more the machine is used, the bigger the refund.
- Questioned how many donations have been processed from the website to Monaris.
- We need to further promote the use of the machine on the website.

Moved by Ms. Klassen and Seconded by Ms. Young: "That the Treasurer's report on the Monaris Machine be accepted as presented."

CARRIED

**High Interest Accounts**

- Suggested that we move some of our money from the checking account to a high interest savings account. Agreed that the Finance Committee should meet and discuss.

**GRANTS**

- A grant in the amount of \$900 was received from the Arts Development Commission under the "Idea Grant" programme for the Music in the Park events.
- No other Grant Applications in hand at this time.

**ARTS CENTRE AT CEDAR HILL FUNDRAISING – Update**Raffle Tickets

- Paul met with the Community Arts Council of Greater Victoria who is interested in partnering with the SLF on the Raffle.
- Due to the complicated regulations imposed by the Gaming Branch, the SLF does not qualify to receive a gaming license in its own name. As a Foundation, we can assist another organization (eg: the Community Arts Council).
- Proceeds from the raffle will be given to the Council, who will in turn give it to Saanich to use for the Artists in Residence Programme and Youth Arts.
- The Arts Council has existed for many years, is 300 members strong, and will have office and gallery space at the new Arts Centre.
- The partnership is a win-win situation.
- Any expenses involved with the raffle (eg: printing the tickets) will be covered.
- The Council will sell some of the tickets.
- The license will be in the Foundation's name and a letter of agreement will be signed with the Arts Council.
- The SLF will receive 10% of any funds raised.
- The raffle will run for a maximum of 4 months, and will be a Class B license, limiting the funds raised to \$20,000.

- There will be 3 prizes: the model of the glass etching by Rick Silas which is being constructed at the Arts Centre; a bronze sculpture by Dr. Herbert Plasterer (value \$1800); and a golf/stay/spa package at Bear Mountain (\$1,300). It was agreed that the SLF obtain \$200 in food certificates to add to the package.

Moved by Ms. Young and Seconded by Ms. Reynolds: "That the Saanich Legacy Foundation partner with the Community Arts Council of Greater Victoria for the raffle to raise funds for the Artists in Residence Programme and Youth Arts at the new Arts Centre at Cedar Hill."

CARRIED

Moved by Mr. Fleming and Seconded by Mr. Bissett-Convenciro: "That food certificates to the value of \$200 be purchased, or donations sought, to enhance the Bear Mountain Golf Package."

CARRIED

- Discussion ensued as to when the draw will be made. Timing wise, it coincides with the Evening to Inspire, scheduled for October 7<sup>th</sup>. Most members agreed this was a good fit.
- The price of the tickets was also discussed, with many varying options. However, it was finally agreed that they sell for \$5 each, or 3 tickets for \$10.
- Noted that to meet the \$20,000 maximum proceeds criteria, one third of the tickets would have to be for \$5 and two thirds of the tickets the 3/\$10.
- Adam to draft the tickets – which must include the license number and other criteria set out in the gaming commission's guidelines.

#### **Article in the Active Living Guide**

- A promotional article will be published in the Active Living Guide about the raffle.
- The website will also include photos of the artwork and links to the artists' websites.

#### **GOLF TOURNAMENT – Phillip Bissett-Convenciro**

- Philip and the Young Entrepreneurs Society (YES!) have organized a golf tournament for July 23, 2010 at the Highland Pacific Golf Course, commencing at 1:30 pm
- Tickets are \$100 for 9 holes, with a cart and GPS, dinner, prizes and entry into the poker tournament.
- A limited number of tickets can be purchased for dinner only.
- Proceeds to the Saanich Legacy Foundation.

#### **Bylaws, Guidelines & Constitution**

- Discussion ensued re the bylaws for the Foundation and whether these needed to be amended to be a membership organization.
- The Guidelines are okay, but the bylaws may need some amendment in terms of the Gaming Commission's requirements.
- It was suggested that we seek advice from the Saanich Solicitor about member-based organizations.
- Noted that the guidelines can be changed without amending the constitution.
- Isobel to investigate and report back.

#### **SUB-COMMITTEE REPORTS - Carry to next meeting**

**Fundraising, Sponsorship, Grant Applications** (Paul, Philip)

**Finance** (Barb, Pat)



**Special Events** (Gerald, Pat, Claire, Alyssa)  
**Information & Technology** (Debby, Steve, Adam and Isobel)

NEXT MEETING: The next regular SLF meeting is scheduled for July 20, 2011 at 4:30 pm, in Committee Room No. 2 at Saanich Municipal Hall.

Adjournment: On a motion from Pat Young, the meeting adjourned at 6:25 pm.

I hereby certify these Minutes are an accurate and true recording of the Meeting.

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Isobel Hoffmann Recording Secretary



# **SAANICH LEGACY FOUNDATION**

## **Committee Room NO. 2 – Saanich Municipal Hall**

### **Tuesday SEPTEMBER 20, 2011 at 4:30 p.m.**

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- Present: Paul McKivett in the Chair; Isobel Hoffmann, Vice-President & Recording Secretary; Barb Klassen, Treasurer; Pat Young, Debby Harris, Gerald Fleming, Claire Reynolds, Directors. Also present were Steve Meikle, Saanich Recreation and Alyssa Jesson, Co-op Student.
- Guests: Carole Ireland, Manager, Cedar Hill Recreation Centre; Mena Westhaver, Saanich Community Services.
- Minutes: The Minutes of August 29, 2011 were adopted as circulated..

#### **PRESENTATIONS:**

Carole Ireland stated that for the Grand Opening of the Arts Centre at Cedar Hill, she had art books made as a small memento and brought copies for all SLF members as a thank you for their help in raising funds for the Arts Centre.

#### **Recreation Philanthropist Proposal – Mena Westhaver**

Mena stated:

- The purpose of the proposed project is to keep children involved in active recreational opportunities by supporting families through donations made from community members and/or groups.
- The mandate of the project is *Giving the gift of recreation is a chance to give back knowing a child can move forward.*
- People or groups who are able to and want to contribute to the Recreational Philanthropy Fund (PRF) will create a fund to support children who need access to recreation but are financially unable to participate.
- The donated funds will support children ages 4 – 18 who have been identified through the LIFE programme or through other sources (school counsellors, social workers).
- Community Services LIFE programmers will ensure the programme is advertised to attract potential contributions; funds collected will be funnelled to a specific RPF reserve fund set up through the SLF.
- When a request is received for financial support, the LIFE programmer will request funds.
- The RPF programme will be monitored by the LIFE programmer.
- The SLF can use 10% of all contributions made to the fund to cover administrative costs.
- All donations and requests for funding will be logged through the SLF and appropriate paperwork completed to ensure proper procedures are followed according to Revenue Canada requirements.
- The fund will be an opportunity to give the gift of healthy living to children unable to participate in activity due to family financial limitations.
- Mena advised she has received donations from residents who are financially able to contribute and want to help those less fortunate; she thought this proposal was a good way to channel such funds.

Steve Meikle stated there are programmes that are sports specific, but this programme will focus on the recreation aspect.

Mena left the meeting. Members agreed this seemed a very worthwhile project and noted there is a definite need within the community.

### **GOLDEN JUBILEE ARTS FUND GRANT FOR 2011**

- Paul had received an email from James Lam of the CRD Arts Development Committee for input from the SLF on the distribution of \$1500. Qualified recipients must be in the K to Gr 12 category. Suggested groups include:
  - Arbutus Singers Music Education Society – ChoirKids
  - Sidney and North Saanich Memorial Park Society – Youth Artist in Residence
  - Sidney Concert Society – Classics for Teens
  - Victoria Conservatory of Music – Families Making Music.

MOVED by Barb Klassen and Seconded by Debby Harris: “That the SLF recommend that the Arbutus Singers Music Education Society (ChoirKids) receive the \$1500 Golden Jubilee Arts Fund Grant.”

Carried

Paul will advise James Lam accordingly.

### **WATER BILL INSERTS**

With the help of Adam Flint, water bill inserts have been prepared for the September to December period. The inserts up to the beginning of October will contain information about the raffle; after that time, the text will focus more on donations to the SLF for tax purposes.

The Saanich Print Shop will copy and cut the notices (3 per page, double sided). There will be over 27,000 water bills. Estimated the cost of photocopying will be about \$500+.

### **TREASURER’S REPORT**

- Copies of the financial statements were distributed for review. Funds have been invested in higher yield accounts and GICs, as directed as the last meeting, leaving us with \$3,000 in a cash account for day to day expenses.
- She will check with Cordova Bay Soccer and the Royal Oak Burial Park, both of whom have funds with SLF.
- The proceeds for the ticket sales through the recreation centres for Evening to Inspire (\$5200) has been received. SLF will keep 10% and the remainder will be given to the Arts Centre.
- SLF received a \$7200 Canadian Heritage Grant for the Carnival of the Arts; SLF keeps 10% and the remainder will be transferred to Saanich Community Services; Paul will contact Diane Thorpe re this.
- Release forms are needed from Rob Phillips for the Strawberry Festival and Deck the Hall.

MOVED by Barb Klassen and Seconded by Pay Young: “That the Treasurer’s report be received.”

Carried

**▪ Monaris**

- Discussion ensued regarding the high annual cost of the Monaris machine and whether it is viable. Compared to the previous Desjardin option, Monaris does provide us with flexibility to take donations directly from the website, and use the machine at events – but these have been few and far between.
- There could be other organizations that have lower fees – but Debby was concerned about the time and work involved in setting up another system. Perhaps we could contact Monaris and ask if we can have a lower fee, given the fact that we are a non-profit, charitable organization and the amount of usage we have had in the past year.
- The machine was used by Philip at three charity events so far this year; Pat felt we should negotiate a higher percentage of the proceeds for the SLF.

**Tabled for further discussion at the next meeting.**

**DECK THE HALL DISPLAY**

**Deck the Hall** will be held on Saturday, December 3, 2011. This is the 4th year for this very successful, free, family event. Each year the SLF has had a display on the lower floor of the Municipal Hall; this area has been put aside for us again. Suggested that a small sub-committee be set up to oversee the decorating theme for this year. Email to be sent to members.

**RAFFLE TICKETS**

- Table to sell tickets will be set up at the Cedar Hill Recreation Centre; Carole Ireland has agreed to accept sales at the cashier if the table is not staffed.
- There are a couple of events happening at Cedar Hill over the next few weekends, including the Model Railroad group. Hopefully this will generate some sales.
- It was agreed it would be a waste of time to set up tables at the other recreation centres.
- The Community Arts Council will provide some volunteers to assist at the table.
- The CAC will also organize the event on October 7, the night of the draw.
- We are trying to arrange for a SKYPE connection between the Evening to Inspire at the Empress and the Cedar Hill Recreation Centre to cover the draw.
- SLF members will go to the Evening to Inspire to sell tickets up until 7 pm.
- The Mayor will be on hand to make the draw at 8 pm.

**CECILIA CREEK PROJECT**

- Paul and Gerald met with Ken Whitcroft – the person pushing for upgrades to daylight Cecilia Creek.
- Information has been received from the Saanich Parks Department advising that the total project will cost about \$207,000 – this includes a 15% contingency.
- The Saanich Administrator has advised the project is not part of the 2012 work plan for Parks and he has advised Mr. Whitcroft that to get to the front of the line, a significant cost-share amount will have to be raised.
- This will be a huge fundraising task – and it is not easy to raise funds in today's climate. It is not known how many residents feel as passionate about the project as Mr. Whitcroft.

- Mr. Whitcroft had suggested that the SLF could apply for grants on behalf of the Community Association, the residents could fundraise for a portion and Saanich contribute the remainder.

## **FUTURE DIRECTION OF THE SLF**

Paul distributed his report on proposed future directions for the SLF. He noted that over the past years SLF has tried to raise its profile through various events, mail outs through water bills and direct mail outs, raffles, and enhancement of the website. He suggested it is time for a review of where we are now and where we are going.

Based on previous comments and suggestions from members, he posed the following questions:

- Should we consider winding down the SLF and transferring its assets?
- Should we narrow our focus and concentrate on one or two aspects in the community?
- Should we forge a stronger partnership with a particular group (Saanich Arts Committee, Council, or another group)?
- If we are to continue – how do we expand the SLF? Do we provide for membership? Increase the size of the Board? Do we need part-time staff to assist?
- Regardless of the above questions, we must consider providing for a new Board over the next several years to replace ourselves as we decide to devote our time to other things.

With the assistance of Debby as a facilitator, general discussion ensued.

- The SLF has turned into a fund-raising body – and this was not the expectation of some members.
- Usually, the Board makes the executive decisions and there are others (staff or special fundraising committees) who do the fundraising.
- We need to make the decision – are we a fund-raising board or a decision-making board – and can 7 or 8 members be successful at this?
- Unless we have a clear understanding of our purpose, expectations, and direction, we are not going to attract new members.
- We need high-energy volunteers to raise funds.
- The SLF has done many good things for the community: Music in the Park being one of the better projects – so many people appreciate this event.
- This past year we have been focused on fundraising for the new arts centre and it has been grueling.
- The big question is if we do not fund raise – then how do we get revenue?
- For the first few years the Foundation existed, there was a paid director.
- The consensus was that members wanted the SLF to continue and we have to find a way to establish our presence in the community.
- The Evening in Paris did raise our profile somewhat and people who attended have been asking if we are going to do another similar event.
- We definitely have more awareness within the community than we did 3 or 4 years ago.
- Perhaps we should get some advice from the Victoria Foundation.
- Apparently Volunteer Victoria has a group of retired executives who could help develop business plans.

- Planned Giving is an area we have put on the back burner for a few years and it is something that we need to explore – perhaps with the help of the Victoria Foundation – why reinvent the wheel?
- As stated earlier – before bringing more people on board, we need to decide in which direction we are heading.
- We can be a conduit to help other groups – such as the proposal put forward by Saanich Community Services (Mena Westhaver). It seems the Community is always ready to support programmes for children more so than the arts.
- It was agreed that we invite someone from Volunteer Victoria to come and speak to us and provide advice on possible future direction and how to get there.
- So the big question we need to ask ourselves, think about and come prepared to the next meeting to discuss is:

**What is the main focus of our efforts and what do we want to be when we grow up?**

### **MISSION STATEMENT**

Noted that our Mission statement starts with the phrase “By the year 2011....” Agreed that the Mission statement still holds true – except for the date.

Moved by Debby Harris and Seconded by Barb Klassen: “That the Mission statement be amended to remove the date “By 2011”.

Carried.

NEXT MEETING:           The next regular SLF meeting is scheduled for October 18, 2011 at 4:30 pm, in Committee Room No. 2 at Saanich Municipal Hall.

Adjournment:            On a motion from Pat Young, the meeting adjourned at 6:45 pm.

I hereby certify these Minutes are an accurate and true recording of the Meeting.

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Isobel Hoffmann Recording Secretary



# SAANICH LEGACY FOUNDATION

Committee Room NO. 2 – Saanich Municipal Hall

Tuesday October 18, 2011 at 4:30 p.m.

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Present: Paul McKivett in the Chair; Isobel Hoffmann (4:45 pm), Vice-President & Recording Secretary; Barb Klassen, Treasurer; Pat Young, Debby Harris, Gerald Fleming, Claire Reynolds, Directors. Also present were Steve Meikle, Saanich Recreation.

Minutes: The Minutes of September 20, 2011 were adopted as circulated.

## PRESIDENT'S REPORT

### Cecilia Creek

- Paul and Gerald met with Ken Whitcroft re daylighting of Cecilia Creek project.
- Two donations have been received towards the project.
- Parks Manager, Rae Roer, was asked where the project fits into Saanich's priorities and advised that so far it is not on the list.
- 2008 cost estimates for the work were \$207,000; if the community could raise \$100,000 it would be moved up on the priority list.
- Paul will advise Ken accordingly; it is possible that the Foundation could apply for grants on behalf of the Quadra Cedar Hill Community Association. Ken and/or the Association would do the research however.

### History of Saanich Parks

- Rae Roer expressed interest in doing a history of Saanich parks, with proceeds from sales to the SLF, similar to the Saanich Centennial Book in 2006. Paul has discussed with him.
- Members did not see the connection between the project and the SLF and thought we should discuss our future directions first before deciding on any special projects. Perhaps one of the "Friends of" groups in Saanich could assist.

### Carnival of the Arts

- Paul and Barb are working with Diane Thorpe on a final report to Heritage Canada on the Carnival of the Arts, further to the grant we received from them.

### Raffle tickets

- According to the Lottery Branch, we have to retain all sold and unsold raffle tickets for a period of up to two years in case there is an audit. Paul will work with Barb on this.

MOTION: Moved by Gerald Fleming and Seconded by Claire Reynolds: "That the President's report be received."

Carried.

## TREASURER'S REPORT

Copies of the report were distributed and the Treasurer noted:

- Current checking account balance is \$20,817.
- With some of the special projects being held by the SLF we still need to take the 10% administrative fee (eg; Cecilia Creek Fund has \$1,700, therefore \$170 should be directed to the SLF).

- The 10% transaction should be completed when donations are received so amounts reflected in the special fund and the SLF accounts are accurate. If we do not do this at the time, then we are unable to determine the benefit of the 10% administrative fees.
- Acknowledged that the SLF is not required to be audited based on the level of income generated.

MOVED by Barb Klassen and Seconded by Gerald Fleming: "That the Treasurer's report be received."

Carried

### **Arts Centre Funding**

- Paul has spoken with staff about transferring the funds raised by the SLF for the Centre; it is suggested a sub-committee be formed with members from the SLF, Community Arts Council and staff at the Arts Centre to discuss in 2012.
- SLF will hold onto the funds until a decision has been reached.
- As with all special projects, SLF will retain 10% administrative fee.
- Raffle ticket expenses need to be debited also.
- Gerald offered to be the SLF rep on the sub-committee.

### **Monaris**

- The Monaris machine is being loaned out to the Mt. Doug Alumni for their event in mid-November. Barb is working on the committee for this event.
- In the past, we have charged 5% for the use of the machine based on the total transactions. It has recently been used by Evening to Inspire.
- Acknowledged that the functions are held by non-profit associations for charity, but some members thought we should increase our user fee.
- Monaris costs SLF \$1,800 per year, and it is only fair that other organizations who get the benefit of using the machine should share in the cost.
- In order to defray the costs, suggested we could approach other non-profit organizations who may wish to use the machine, such as SCAN or the Fire Department.

MOTION: Moved by Pat Young and Seconded by Gerald Fleming: "That the user fee for the Monaris machine be increased to 6% as of January 1, 2012."

### **Recreation Philanthropist Proposal (Mena Westhaver)**

Further to the presentation from Mena at the September meeting, Steve Meikle stated staff is working on a marketing aspect. They have the suggestions put forward by Paul, including calling the programme "Youth Life" and will take these into consideration.

MOTION: Moved by Isobel Hoffmann and Seconded by Claire Reynolds: "That the SLF support the philanthropist programme as outlined by Mena Westhaver, and that Isobel be appointed the SLF liaison."

CARRIED





# SAANICH LEGACY FOUNDATION

424 Constance Avenue

Tuesday December 6, 2011 at 5:30 p.m.

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Present: Paul McKivett in the Chair; Barb Klassen, Treasurer; Pat Young (Recording Secretary), Debby Harris, Gerald Fleming, Claire Reynolds, Phillip Bisset-Covaneiro, Directors.  
Regrets: Isobel Hoffmann; Alyssa Jesson.  
Minutes: The Minutes of October 18, 2011 were adopted as circulated.

## ARTIST IN RESIDENCE PROGRAM :

Gerald Fleming reported:

- He and Carol Ireland have been having weekly meetings with Bob Williams working on the direction that this program should take – program and purpose.
- It is hoped that it could run from Feb. 2012 to June 2012.
- SLF would contribute \$6,000, Community Arts Council \$4,000 and the Recreation Centre \$4,000 ( staff and space).
- With regard to the Visual Arts the arts community will be asked for input on the proposal, suggest ideas and perhaps implement them.
- Decisions should be made:
  - 1) Regarding a representative from SLF serving on the assessment committee.  
It will be a 3 person juried committee.
  - 2) Will the committee be ongoing?
  - 3) Are we willing to donate next year and make it sustainable?
  - 4) Cost recovery - will there be a fee for participants?
  - 5) Would the artist get more funding?
  - 6) Would this come under Mena's program not Saanich Parks?

Discussion followed, noting we don't ask for a seat on any other grants that we give. But sometimes other requirements enter and we need a voice to follow the process.

**MOTION: MOVED by Claire Reynolds, seconded by Philip Bisset-Covaneiro "That we thank the Community Arts Council for asking SLF to be on the committee but decline and would like to be an advocate for SLF but not have voting rights on the jury."**

**Carried.**

## GRANT FROM THE HORTICULTURE CENTRE OF THE PACIFIC:

Carrie Fraser is spearheading a funding request for \$15,000 - \$5,000 for each of three years.

**Motion: Moved by Debby Harris, seconded by Claire Reynolds "that SLF advance our strategic vision by contributing \$5,000 to the glass etching and have that amount spread over three years."**

**Carried**

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**PRESIDENT'S REPORT:**

- Paul McKivett gave an up to date report on **Coffee For Kids**.
- Once again, they want to use SLF to issue tax receipts for donations. They have formed a partnership with the Middle School at Royal Oak and anticipate more funds being donated this year. They are asking if we would consider a sliding scale on the administration fee.
- Last year \$2,000 was donated to them through SLF and \$1800 went back to them.
- Gerald Fleming suggested that we offer monaris for fund raising at the school. He also wondered if Saanich could offer a dealership contract and corporate sponsorship.
- Debby Harris suggested Dave McCaron, fleet manager and Wendy May, joint purchasing committee as leads. She also asked why all of the donations to **Coffee for Kids** don't come through us. Paul will follow up on this.

**Motion: Moved by Pat Young and Seconded by Gerald Fleming: "That we charge 10% on the first \$2,000 and 8% on anything over that."**

**Carried.**

**ROYAL OAK BURIAL PARK:**

SLF is holding a donation of \$1080 (\$1200 – 10%) for the Royal Oak Burial Park, who hope to raise \$20,000 to cover cost of preparing a site for the "Little Spirit Garden".

**Motion: Moved by Barb Klassen, seconded by Philip Bisset-Covaneiro "that SLF partner with the Royal Oak Burial Park to be their charitable receiving vehicle for the "Little Spirit Garden" at our usual rate of 10%.**

**Carried.**

**TAKE HEART COMMUNITY BASED CARDIAC REHABILITATION:**

Paul McKivett reported that Lisa Banks, Saanich Commonwealth Place, wants to restart the cardiac rehabilitation program.

- In the past she felt that some graduates of the program wanted to make a donation to the program but also wanted a tax receipt.
- Paul McKivett will explore the possibility of SLF being the conduit for the donations and to advise Lisa re the 10% admin fee.
- Paul also felt it would be worthwhile to go to SCAN members and asking them if we can help them in their fundraising.

**TREASURER'S REPORT:**

Barb Klassen presented the Treasurer's Report as of Nov. 30, 2011. Report attached.

**Motion: Moved by Barb Klassen and Seconded by Claire Reynolds "That we receive the Treasurer's Report."**

**Carried**

**Motion:**        **Moved by Pat Young, seconded by Claire Reynolds: “That we table the brainstorming notes until the next meeting.”**

**Carried**

- **Motion to adjourn 6:45 pm**
- **Next meeting January 17, 2012**
- **AGM March 20, 2012 meeting**

I hereby certify these Minutes are an accurate and true recording of the Meeting.

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Pat Young, Recording Secretary

**DECK THE HALL DISPLAY – DECEMBER 3, 2011**

A decorating team will be assembled to put up the tree and other decorations to promote the SLF at the Deck the Hall event on December 3, 2011. Pat and Barb offered to make decorations from various photos and the Evening in Paris rack cards.

**FUTURE DIRECTION OF THE SLF**

Copies of the various comments received from members were distributed for discussion. Some of main points noted were:

- We should seek advice from the Victoria Foundation
- We have to lower our expectations (in terms of the \$ amount we can raise)
- We have to increase our capacity – from Board members to volunteers.
- We need to get back on track
- We need to keep the momentum going & touch base with community groups and associations on a regular basis.

It was agreed that it would be beneficial to hold a separate meeting to thoroughly address this topic. A meeting was scheduled for **Tuesday, November 1, at 4:30 pm.**

MOTION: Moved by Claire Reynolds and Seconded by Pat Young: "That Alyssa Jesson be appointed a member of the SLF Board."  
Carried.

NEXT MEETING: The next regular SLF meeting is scheduled for **DECEMBER 6, 2011** at 4:30 pm.

Adjournment: On a motion from Pat Young, the meeting adjourned at 6:00 pm.

I hereby certify these Minutes are an accurate and true recording of the Meeting.

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Isobel Hoffmann Recording Secretary