



SAANICH LEGACY FOUNDATION

No. 1 Committee Room – Saanich Municipal Hall
Tuesday, JANUARY 20, 2009 at 4:30 pm
(Immediately following the AGM)

Present: Paul McKivett, President, in the Chair; Barb Klassen, Treasurer; Isobel Hoffmann, Vice-President & Recording Secretary; Philip Bisset-Covaneiro, Valerie Green, Claire Reynolds, Pat Young, Debby Harris, Directors, and Patrick Chenier, Past President.

Minutes: Moved by Ms. Young Seconded by Ms. Green: "That adoption of the Minutes of the December 30, 2008 Meeting be adopted."

Carried.

President's Report

The President reported he has drafted the first Annual Report for the Foundation and is working on a letter for the sponsorship package.

Treasurer's Report

The Treasurer had nothing additional to add to what was reported at the AGM.

Grants (tabled from October 2008)

Agreed in October to table two grants until January when we could assess the available funding.

Lawn Bowling Club Grant Request - \$7,500 for storage lockers

- To date, the tender for the addition has not been let and it could be that given the economic downturn the municipality may be considering some retrenchment.
- The amount requested, to cover 50% of the cost of the lockers, is higher than any grant previously awarded.
- Lake Hill had hoped to increase their membership due to the proposed closure of the Victoria Lawn Bowling Club – but that facility has been given a reprieve.
- Used metal lockers may be an option; available through the government surplus warehouse.

MOTION: Moved by Pat Young and Seconded by Claire Reynolds: "That the Lake Hill Lawn Bowling Club be advised that a grant of \$7,500 is not feasible given the funding available at this time; clarification be requested on the use of the lockers and whether used lockers have been considered; and suggest an application for a significantly reduced amount be submitted once the tender has been let and construction has been scheduled."

Carried.

Glendale Gardens – \$2,000 for garden equipment

- Paul McKivett stated he has been unsuccessful in contacting Kari Fraser, but the Gardens have been going through a re-organization recently.
- Noted the Gardens have been trying to increase their volunteer base, and many of the volunteers have low incomes and perhaps are not able to provide their own equipment; the SLF grant would help to offset the cost of supplies (boots, gloves, hand tools, etc) for these volunteers.

- Agreed to table this application to February to discuss the matter further with Ms. Fraser; a decision to be made by March at the latest.

Sponsorship & Marketing Package

- The changes suggested at the December 30 meeting have been submitted.
- Agreed that the quote to be used will be from Winston Churchill "*We make a living by what we get. We make a life by what we give.*"
- Just need to get a photo of the trail rider to include in the brochure and for the President to complete the introductory letter with the package.

Regarding possible sponsors:

- A list was prepared earlier last year; this to be re-circulated for modification.
- Members were asked to think of additions to the list.
- It is essential we succeed in acquiring some corporate sponsorship.
- Paul will attempt to contact a few businesses each month for the next few months.
- Noted that Recreation has a number of sponsors for their events; prior to making contact, Paul will check with Recreation to avoid duplication.
- Acknowledged we are in a difficult economic cycle and funding could be hard to get.

Recreation Services – Proposals for 2009 – Steve Meikle

- Steve mentioned there have been staff changes within the department and Recreation is currently evaluating the events normally held in Saanich each year. He will be able to give a more detailed update at the next meeting, but for the time being, this is what is proposed:
- The Lime Light Youth Arts Festival – possible grant request of \$3,000. There will be more of a focus on the visual arts rather than incorporating performance arts and the talent show as well. The venue will remain the same.
- A multi-cultural event, working with the Victoria Native Friendship Centre will be held at Pearkes and Hampton Centres; possible grant of \$3,000.
- The Strawberry Festival will remain unchanged; possible grant of \$1,500.
- Music in the Park is expected to continue with a grant of about \$2,500 again this year.
- The Deck the Hall event was a huge success and Recreation is looking for some feedback and may be looking grant money – a maximum of \$1,500.
- The Celebration of the Arts has taken on a totally different format this year, with two major celebrations – a champagne gala at the Fireside and a children's carnival event at the Cedar Hill Recreation Centre. A banner project involving local schools is underway, and it has been suggested that perhaps the Foundation could sponsor this project for about \$2,500.

Steve will bring more details to the February meeting and perhaps some completed grant requests.

Plans for 2009

► Secret of Success – Philip Bisset-Covaneiro

- As part of the Young Entrepreneurs Society, he has planned an "evening of inspiration" for late September or early October and is hoping for support and encouragement from the Board.
- As well as a gourmet dinner and silent auction, four inspirational speakers have been confirmed:

1. Jeffrey Gidamorewho is he?
2. Omar Hyid...who is he?

3. brother – name? – cancer survivor

4. Rick Saye ?

- This would be a joint fundraiser for the Foundation and BC Children's Hospital.
- They are hoping to raise at least \$10,000 for each charity.
- Tickets are \$250 each with a \$50 charitable receipt; hoped 250+ will attend.
- The location will be the Ward Room at CFB Esquimalt.
- He has marketing and web design people helping with promotion of the event.

During committee discussion, it was suggested some entertainment might be a nice touch – such as Michael Bublé. Valerie has a contact for Mr. Bublé and she will look into it. The event can be promoted on the SLF website once a date has been confirmed.

Other Plans for 2009:

Workshop

- Suggested we hold a second workshop, similar format to last year's, to establish goals, outline tasks, and set the budget. Paul asked Debby Harris to arrange this as she facilitated the workshop last year.

Gaming Grants

- The SLF should take advantage of grants that are available; Steve Meikle noted that Recreation Services can assist with the grant writing.

Council Grants

- The annual \$5,000 grant from Council was received last year with a notation that these funds may not be available in subsequent years. However, at that time, the activities of the SLF were almost non-existent.
- Given the progress that has been made in 2008, Council may look more favourably on providing funding. Last year's grant was applied to administration costs.
- Two scenarios are suggested for this year:
 - either a final, one-time request for a significantly larger grant amount in lieu of the SLF's 10th anniversary; or,
 - reducing the grant request for this year to 80% of the original \$5,000 (ie: \$4,000), and reducing each year by a similar amount until the grant is at \$0.
- Members were asked to think about this proposal; further discussion at the next meeting.
- A grant request to Council must be submitted as soon as possible for consideration during the budget process.

NEXT MEETING: The next meeting will be held on TUESDAY, FEBRUARY 17, 2009, at 4:00 pm, at the Saanich Municipal Hall, Committee Room No. 2.

Adjournment: On a motion from Pat Young the meeting adjourned at 5:45 pm.

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

Isobel Hoffmann Recording Secretary



SAANICH LEGACY FOUNDATION

No. 1 Committee Room – Saanich Municipal Hall

Tuesday, February 17, 2009 at 4:00 pm

Present: Paul McKivett, President, in the Chair; Barb Klassen, Treasurer; Isobel Hoffmann, Vice-President & Recording Secretary; Philip Bisset-Covaneiro, Valerie Green, Debby Harris, Directors; Steve Meikle, Saanich Recreation Services.

Minutes: Moved by Ms. Young Seconded by Ms. Green: "That adoption of the Minutes of the January 20, 2009 Meeting be adopted."

Carried.

► President's Report

Glendale Gardens - Grant

- He met with Kari Fraser and explained the Foundation's concerns about their previous grant for consumable products.
- They have two other projects in mind: an outdoor lighting for the gardens, which will bring increased revenue as their hours can be extended to hold special events in the evenings, and in particular take part in a growing niche for wedding receptions. The SLF logo would be displayed (in lights) in the garden. Estimate cost of the total project is about \$20,000.
- The other project is the purchase of a portable shed which could be moved around the site making it easier for grounds keepers to access equipment and maximize working hours. A sign can be posted on the shed with the SLF logo. Cost will be about \$5,000. (see *discussion below under "Grants"*)
- Paul stated he also discussed with the HCP an idea of bringing like organizations together (ie: SLF, HCP, Saanich Heritage Foundation) to raise community awareness about our groups. The idea needs to be fleshed out and he will bring details to a future meeting. An event could be held during Community Awareness or Volunteer Week, perhaps involving SCAN, community associations and Volunteer Services.

Annual Report (suggested be renamed to the Annual Progress Report)

- The report has been reviewed by members and the content is approved.
- Debby and Isobel to work on formatting; agreed copy of the progress report to be submitted to Council with the grant application.

► Treasurer's Report

- A year-end report was submitted for review.
- An accountant still needs to be hired to review year-end statements, which is normally done at the end of February. Philip will send some information to Barb in this respect.

MOTION: Moved by Barb Klassen and Seconded by Philip Bisset-Covaneiro: "That the Treasurer's report be accepted."

Carried.

► Grants (tabled from October 2008)

Glendale Gardens

- Further to Paul's discussions with Kari Fraser, it was agreed the Foundation would look more favorably on the proposed lighting project rather than for gardening supplies.

MOTION: Moved by Philip Bisset-Covaneiro and Seconded by Valerie Green: "That Glendale Gardens be requested to submit a new application and covering letter reflecting a grant request for a portion of the proposed outdoor lighting project for the Gardens."

Carried.

Council Grant Application

- Paul stated he is considering two possible grant requests to Council this year:
- One for the regular \$5,000 grant that SLF has submitted each year, and another one-time (and final) grant for \$25,000 to mark the 10th anniversary of the Foundation.
- He is aware of the current economic downturn, and recognizes that Council will have difficult budget decisions to make this year, but providing the larger one-time grant would give leverage to the Foundation to seek "matching" grants from the business community and establish an endowment fund.
- As well, a great percentage of the Foundation's grants are geared towards Saanich-based projects – such as the Celebration of the Arts and the Limelight Festival.
- He will speak to Mayor Leonard first before submitting any grants, and regardless of the option chosen, our request will have to be clearly justified.

MOTION: Moved by Valerie Green and Seconded by Philip Bisset-Covaneiro: "That the Saanich Legacy Foundation supports the President's suggestion of discussing grant scenarios with Mayor Leonard, and based on those discussions, submitting either a grant request to Council for \$5,000 or \$25,000."

Carried.

Grant application from Reynolds Secondary School

- A grant request was received yesterday from Reynolds School to assist with construction of a basketball court on the school's property.
- As two members were not present, and other members had not had time to review the application, it was agreed to invite the applicants to attend the March SLF meeting.

► Sponsorship & Marketing Package

- Apart from the photo of the Trail Rider, the sponsorship package is ready to go. There is an issue with getting a photo with enough dpi so it will print clearly on the package.
- Debby Harris offered to assist with this aspect and hopefully the packages can be printed and ready for distribution within a few weeks.
- Noted it would be beneficial to provide an example of the package to Council when submitting the grant request, together with the Annual Progress Report.
- Members were asked to review the current "sponsorship list" and add to it if possible.

- Steve Miekle suggested that Thrifty's be removed as a possible business to approach as they already contribute considerably to many Saanich projects. Similarly, McMorrans and the Cordova Bay 55+ are partnering with Saanich Recreation for an expanded seniors centre at Cordova Bay School.

► Recreation Services – Proposals for 2009 – Steve Meikle

- As requested, Steve distributed a proposed schedule of special projects and events for 2009, noting that due to the economic downturn some things have been eliminated or reworked.
- He estimated proposed grant requests to the Foundation for 2009 would be \$10,000, as follows, noting a grant for Limelight will be submitted shortly:
 - o Limelight Youth Art Experience (March) - \$2,000
 - o Pro G Day - Girls Activities & Development Workshops - \$1,000
 - o RiverSong: SLF involvement as a charitable organization as in the past
 - o Strawberry Festival (July) - \$1,500
 - o Deck the Hall Winterlights Festival (November) - \$1,500
 - o Music in the Park (summer): \$2,000
 - o Community Arts Banner Project: \$2,000

► Plans for 2009

Proposed Workshop – March Meeting

Subject to confirming with Pat Young and Claire Reynolds (absent from this meeting), if they will be available, it was agreed to do a brief workshop at the March meeting. If necessary, the meeting can start earlier, and refreshments provided. Debby Harris is to arrange the workshop agenda and material, similar to last year's.

Update on Current Projects:

- Philip reported the September fundraiser will now be called "An Evening to Inspire" and will take place either on September 8 or 22, 2009.
- He is trying to arrange for a very special musical guest to start the evening.
- A website has been set up at www.eveningtoinspire.com
- This will also be linked on the Saanich Website.
- His team has been working very hard on the event and it's all coming together well.

NEXT MEETING: The next meeting will be held on TUESDAY, MARCH 17, 2009, at 4:00 pm, at the Saanich Municipal Hall, Committee Room No. 2.

Adjournment: On a motion from Pat Young the meeting adjourned at 5.10 pm.

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

Isobel Hoffmann Recording Secretary



SAANICH LEGACY FOUNDATION

No. 1 Committee Room – Saanich Municipal Hall

Tuesday, MARCH 17, 2009 at 4:00 pm

Present: Paul McKivett, President, in the Chair; Barb Klassen, Treasurer; Isobel Hoffmann, Vice-President & Recording Secretary; Philip Bisset-Covaneiro, Valerie Green, Debby Harris, Pat Young, Directors; Steve Meikle, Saanich Recreation Services.

Minutes: Moved by Mr. Bisset-Covaneiro Seconded by Ms. Klassen: "That adoption of the Minutes of the February 17, 2009 Meeting be adopted."

Carried.

GRANTS

► **Limelight Festival, District of Saanich Community Services** – Request: \$2,000

As the event was held on March 6 and 7, 2009, members considered the February 25, 2009 grant application and endorsed same by a poll vote, which now needs to be ratified.

MOTION: Moved by Pat Young and Seconded by Debby Harris: "That the SLF ratify the poll vote recommending \$2,000 be awarded to offset costs of the 2009 Limelight Youth Art Experience, held at the Cedar Hill Recreation Centre on March 6 and 7, 2009."

Carried.

Steve Meikle advised the event was moved to Cedar Hill this year. Approximately 60 young artists displayed their art work, which was also available for sale. As well, there were performing artists and interactive activities. The number of attendees is not known at this time.

► **Reynolds School Basketball Court - \$10,000**

The applicants were unable to attend as it was Spring Break. The request is for \$10,000 to build an outdoor basketball court at Reynolds school, for a total estimated cost of \$31,900. A \$2000 Saanich Matching grant has been applied for and the PAC group has contributed \$17,000. The courts would be available for public use. Discussion noted the following points:

- KidSport, the Steve Nash Foundation or even the Victoria Foundation would be better options for this youth project; they have more funds at their disposal.
- Many basketball courts throughout the area are under utilized after hours.
- SLF may support a "kick off" event if and when the court is completed.
- Services "in kind" could be acquired from excavation and construction firms.

MOTION: Moved by Valerie Green and Seconded by Barb Klassen: "That the \$10,000 grant request from Reynolds School for an outdoor basketball court be denied; that the applicants be advised to investigate other options such as KidSport, the Steve Nash Foundation and the Victoria Foundation."

Carried.

► **Glendale Gardens – revised request for \$2,500 for Garden Lighting Project**

No applicant was present in support; however, Paul McKivett has discussed the grant with Kari Frazer, Director of Development at the Horticulture Centre of the Pacific.

The \$2,500 request is to help fund a garden lighting project, with a total projected cost of \$53,000. The applicant notes the benefits of the project would be increased safety, increased revenue from longer operating hours and the ability to rent the facilities in the evenings (weddings, etc.), and an opportunity to showcase garden lighting, providing education through demonstration.

Discussion noted:

- The applicant has support from other organizations in-hand, plus volunteer support and labour.
- Could be a possibility for a joint fund raising venture which will benefit both parties.
- The project will provide good publicity and exposure for the SLF.
- Paul McKivett to follow up on these ideas with Ms. Frazer.

MOTION: Moved by Pat Young and Seconded by Barb Klassen: “That the Saanich Legacy Foundation support the grant request of \$2,500 from Glendale Gardens to assist with the Garden Lighting Project.”

Carried.

► **Music in the Park - District of Saanich Community Services**
– Request: \$2,025

Steve Meikle stated the 8 events would be held during July and August in various Saanich parks, partnered by local community associations (Gordon Head, Quadra Cedar Hill, Gorge Tillicum, Royal Oak, and the Goward House Society). More details to follow on the events, with posters. The planned locations are: Goward House, Brydon, Mt. Doug, Rudd, Meadow and Rutledge (3) Parks.

MOTION: Moved by Philip Bisset-Covaneiro and Seconded by Valerie Green: “That the Saanich Legacy Foundation support a grant request of \$2,025 for the 2009 Music in the Park events.”

Carried.

Noted it would be a good opportunity to set up a display table at these events and/or discuss with the presidents of the Community Associations the concept of working with the SLF, encouraging their members to donate to the associations and its projects through the Foundation, which can issue tax receipts.

► **President’s Report**

- He met with Mayor Frank Leonard to discuss the SLF Grant Request to Council and it was suggested that given the current economic climate, the Foundation continue with its annual grant request at this time rather than asking for a larger, one-time only, final grant. Hopefully, when Council sees the many projects and activities the SLF funded

last year, a large percentage of them being Saanich projects, there will be no move to reduce the \$5,000 that has been received in the past.

- He would still like to hold a fund raising event this fall and he asked members to think about ideas.
- He is visiting the Urban Cup on Shelboune Street tomorrow with a fund-raising package, suggesting they donate one day's profits to the Foundation. Members will recall this establishment approached the SLF last year with this idea, although no funds have been received to date. Suggested members could be present at the coffee house to answer questions and hand out material during the event.
- He is meeting with Nancy Reed at UVIC this week to discuss hiring co-op students to assist with fund raising and increasing our exposure. This could be an area to use the grant money from Saanich Council rather than donated funds. We have to ensure we have WCB coverage.

► Treasurer's Report

- Current balance is \$52,000+. Last year at this time the balance was \$57,000.
- Noted there were one time expenses last year – such as reinstating the charitable status.
- This year's budget should be similar to 2008. (see following discussion in Workshop).

MOTION: Moved by Barb Klassen and seconded by Debby Harris: "That the Treasurer's report be received."

Carried.

WORKSHOP – 2009 – Debby Harris

Copies of the outline for the workshop were distributed.

GOALS

- A quick review of the 2008 goals indicated that all were met with the exception of obtaining 10 corporate sponsorships; this has been put forward as a 2009 goal.
- Discussion on short-term, mid-range and long-range goals resulted in the following:
 - Annual goals for 2009:
 - Raise awareness of the Foundation:
 - We have promotional materials (t-shirts, banners, balloons, brochures, progress reports) and together with members, the SLF should be a presence at local events such as Music in the Park, Strawberry Festival, etc.
 - Also increase advertising, place photos in local publications (SNAP Victoria); monitor and track website hits so we can measure progress.
 - Update website regularly, add a newsletter page, sponsorship page, new photos, etc.
 - Maintain and update data base. Hire co-op students.
 - Corporate sponsorships – obtain 10 (packages now prepared)
 - Retain funding for 6 recurring events and provide for 4 new initiatives
 - Increase fund-raising - target for 2009 is \$7,500 (raised \$6000 in 2008).
 - Philip advised he will be organizing another golf event, as well as the special fundraising dinner in October, 2009.

- Mid-Range Goals – 2010
 - Sustainable source of funds for the long term (ie: endowments)
 - Agreed to put \$5,000 in endowment fund this year (with Victoria Foundation) and \$5,000 next year; then in 2011 we will be able to start dispersing.
- Long-Range Goal for 2010
 - Become “Charity of Choice”

ACCOMPLISHMENTS

- A quick review of the Foundation’s accomplishments for 2008 noted, among other things, we recruited 3 new board members, sponsored 7 community activities, helped 2 families deal with catastrophes, raised \$28,000, and increased community awareness with a new website, news releases, banners, etc.

FOCUS FOR 2009

- Fundraising: Discussion on the focus for 2009 noted the following ideas:
 - To raise awareness, partner with organizations on events (eg: Glendale)
 - When sponsoring events, try to ensure SLF logo is visible for photos ops.
 - Obtain a table cloth with SLF logo to use on display table.
 - Members should have a ready supply of pledge forms on hand.
 - Obtain a portable 10 x 10 tent and a banner to use at outdoor events. Tents are available at Costco for about \$250.

MOTION: Moved by Pat Young and Seconded by Valerie Green: “That a 10 x 10 portable tent be purchased together with a banner with the SLF name and logo.”

Carried.

- Building Infrastructure:
 - Agreed there should be a team leader for different events; this person will make decisions and recruit volunteers (from the Board or outside volunteers, ie: Volunteer Victoria) and make all necessary arrangements.
 - Members were asked to select an event (eg: Music in the Park, Strawberry Festival) for which they would like to be a “team leader”, and bring a plan of action for discussion at next meeting.
- Participation: To get exposure and participate, suggested we could:
 - Set up a booth during Volunteer Week and at Saanich events.
 - Wrap Christmas gifts at the Mall (check with Anna Haney, now in charge of special events at Tillicum Mall)
 - Partner with other organizations to host an event (such as Glendale).

BUDGET

- A “straw dog” budget for 2009 was analyzed and the following comments noted:
 - Expenses will be reduced as there were extra-ordinary expenses in 2008.
 - The setup of the budget needs to be researched further prior to adoption; the Treasurer was asked to bring forward a proposed budget at the April meeting.
 - SLF could apply for grants and sponsorships; include in formal budget plan.
 - We can approach Saanich unions (Police, Fire, etc.) and the Saanich Benefit Association.

- Perhaps Legal Aid or the Victoria Foundation can help with Planned Giving – an area that at this time has not been explored but is something we need to investigate.

NEXT MEETING: **The next meeting will be held on TUESDAY, APRIL 21, 2009, at 4:00 pm,**
at the Saanich Municipal Hall, Committee Room No. 2.

Adjournment: On a motion from Pat Young the meeting adjourned at 6:15 pm.

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

Isobel Hoffmann Recording Secretary



SAANICH LEGACY FOUNDATION

No. 1 Committee Room – Saanich Municipal Hall

Tuesday, APRIL 21 2009 at 4:00 pm

Present: Paul McKivett, President, in the Chair; Barb Klassen, Treasurer; Isobel Hoffmann, Vice-President & Recording Secretary; Philip Bisset-Covaneiro, Valerie Green, Debby Harris, Claire Reynolds, Pat Young, Directors; Steve Meikle, Saanich Recreation Services.

Minutes: Moved by Ms. Young Seconded by Ms. Green: "That adoption of the Minutes of the March 17, 2009 Meeting be adopted."

Carried.

PRESENTATION

► **RiverSong: Paula Jardine and Diane Thorpe**

- Paula stated she has been working with Mike Goldsworthy in Saanich Parks on this stage of the RiverSong project to create mosaic stepping stones in community workshops and with students at Colquitz Middle School.
- Some 300+ Colquitz students will make the stones and the Parks Department will install them in time for the ceremony on Rivers Day, September 23, 2009.
- This will be the end of the project for her and Carolyn Knight; however she has spoken to the art teacher and principal at Colquitz asking them to consider this as an annual project; Diane Thorpe and Mike Goldsworthy will also carry on with the project to obtain funding.
- The school is very enthusiastic and all current funding and manpower resources have now been put into this part of the project.
- They have a vandalism plan, but because the community and the students have some "ownership" over the project, they don't think this will be an issue. The stones will be difficult to pry out because a special stripping material used during installation donated by Capital Iron.
- The extent of the mosaic stones project is from the Trans Canada Highway along the trail past Dumeresq. The entire trail is 24 km long, so there is opportunity for the project to continue for many years.
- Perhaps some stones could be installed at the school making a physical link to the trail.
- SLF members will be invited to the Rivers Day celebrations in September.

Members suggested that perhaps the stones could be sold, or family's names inscribed for a \$10 donation to the project.

GRANTS

► **Ballet Victoria Society - \$5,000**

Grant request for \$5,000 to facilitate a troupe of 6 dancers to travel to local institutions to perform. SLF members had a number of concerns about the application:

- The amount of the request and the fact that most of the expenses are for salaries and it is unclear what other funding sources have been explored.

- The CRD Arts Council, to which Saanich provides a significant amount of funding, provides grants to professional arts groups in Victoria; it does not provide funding to local, community groups – and that’s where the SLF comes in.
- Noted that many of the performances at seniors’ centres are voluntary.
- Perhaps there could be some mutual benefit if the group is performing at a seniors’ centre.
- **Agreed to invite the applicants to the May meeting to elaborate on the request.**

► **Recreation Integration – Destruction of Charity Bus**

- No written application has been received but Paul has spoken to Doug Nutting, executive director of Recreation Integration regarding the recent destruction of the charity bus, which is used to transport people with disabilities to recreation activities and day camps.
- The vandals were young teens and will be assigned community service as a punishment as it is a first offence.
- A replacement bus with a wheelchair lift will be \$30,000; ICBC is providing book value of \$5,000; the Variety Club has committed half of the replacement cost and Recreation Integration have \$5,000 in their capital account, leaving them with a shortfall of about \$3,000 or \$4,000.

MOTION: **Moved by Phillip Bisset-Covaneiro and seconded by Valerie Green: “That the Saanich Legacy Foundation partner with Recreation Integration to help fundraise the shortfall of funds to purchase a replacement bus.”**

CARRIED

PRESIDENT’S REPORT (Paul McKivett)

- He is in the process of preparing a corporate fund raising letter.
- He made a follow-up visit and sent a letter to the Urban Cup about their fund raising day; no further contact has been received from the manager. They were the ones who approached the SLF with the idea originally; it was agreed to finally drop the matter.
- Changes are required to the website and he has sent a note to Margo, the web publisher. Mostly the changes are about the sponsorship levels, and matching the information on the site to the sponsorship brochure.

Co-op Student

- He met with Nancy Reid at UVIC about hiring co-op students to assist with fundraising, promotions, raising our profile, and any other projects we wish to pursue.
- She was very supportive of the idea and suggested because we are such a small organization suggested we look at the 8 month part-time option rather than the 4 month option. The programme runs from September to the end of April, meaning we can spread the cost over two separate fiscal years.
- He recommended we have about 10 projects for the student, noting that the “Evening of Inspiration” organized by Philip and the Investors’ Group could be one of them.
- UVIC has grant money for up to 75% of the salary; hiring a student full time for four months would cost about \$850/month, or part time over eight months would be \$425/month. We do not have to cover costs such as EI or WCB but we are responsible for vacation pay (this could be taken as time in lieu).

- He suggested a portion of the grant money from Saanich could be used to hire the student. If we want to grow as an organization, we must raise our profile and have a person dedicate at least 20 hours a week to the growth of the Foundation.
- Applications are to be submitted by July; interviews will be in August.

MOTION: Moved by Valerie Green and Seconded by Claire Reynolds: "That the Saanich Legacy Foundation apply for a part-time student through the UVIC Co-op Student Business Programme"

Carried.

Fundraising Dinner – February 2010

- He would like to plan a fundraising gala event for early February 2010 (again something the co-op student can assist with). February is a good time – quiet for restaurants and people have recovered from Christmas.
- He has some contacts who have been actively involved in such dinners – including Anna Haney, who would be willing to assist.
- Various venues were suggested, such as the Fireside Grill and the Med Grill.
- Tickets would be available before year-end so we not only have a definite commitment rather than people procrastinating until the last minute, but also the participants will have a tax receipt for 2009.

MOTION: Moved by Barb Klassen and Seconded by Valerie Green: "That a sub-committee be formed to organize the SLF fund raising dinner in February, 2010, with Claire Reynolds as co-chair and Philip Bisset-Covaneiro as a member."

Carried.

Proposed Book on Saanich Politics

- Paul stated that he and Valerie have started on a book project on the history of Saanich politics, and, similar to the Centennial Book, the proceeds will be donated to the Saanich Legacy Foundation.
- He noted there are many stories of past and present mayors and councillors.
- Grant applications will be explored.
- The target date to complete the book will be September 2011, timed for Christmas sales and the 105th anniversary of Saanich.
- He has met with Saanich Archives and they support the project too and will assist.
- It is estimated there would be a profit of about \$20,000.

Evening to Inspire – Philip Bisset-Covaneiro

Philip announced that the event has now been relocated to the Empress Hotel and that free hotel rooms will be provided for the speakers. The date is still October 20, 2009. Investors Group will co-sponsor the event for \$5,000. More updates at the next meeting.

Philip left the meeting

TREASURER'S REPORT – Barb Klassen

- We have a current balance of \$49,900 and a statement was circulated accordingly.
- Barb provided an overview of current expenses, disbursements and income, noting there have been more disbursements than income.
- We already have commitments of about \$25,000 for this year and have collected about \$15,000 to date.
- Basically, we need to raise at least another \$10,000 to cover our already committed projects without drawing from our reserves; if we hire a co-op student, this would increase to \$12,000 to cover costs.
- She will provide more detailed information for the May meeting and a budget proposal for review and discussion.

MOTION: Moved by Barb Klassen and seconded by Debby Harris: “That the Treasurer’s report be received.”

Carried.

Discussion ensued re the various fund raising options on the table at this time – including the “Evening of Inspiration” in October, the United Way Campaign, corporate fundraising, another mail out this fall, and the fund-raising dinner next February.

BOCCEE TOURNAMENT – Saanich Family Picnic – June 27, 2009

- The Foundation has been invited to arrange a bocce tournament at the Saanich Family Picnic on June 27, between 11 a.m. and 2 p.m., a free event for Saanich employees.
- Paul has met with Lisa Sawatsky, one of the picnic organizers. She advised there is a small budget available for prizes or trophies.
- Basically the SLF can arrange the tournament any way they wish. Paul suggested setting up a number of bocce lanes and holding an elimination-type competition between families, with the final game held in the afternoon.
- If members have bocce sets available for use that would be helpful.
- He will follow up with Lisa when he returns from vacation the first week in June.

OTHER BUSINESS

- Strawberry Festival at Elk/Beaver Lake is July 4, 2009.
- Music in the Park schedules should be available shortly; the concerts will be held on Tuesday throughout the summer.
- SLF has co-sponsored these events; we should set up a tent and have some volunteers on hand – perhaps from Volunteer Victoria as well.

NEXT MEETING: The next meeting will be held on TUESDAY, MAY 19, 2009, at 4:00 pm, at the Saanich Municipal Hall, Committee Room No. 2.

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.

Isobel Hoffmann Recording Secretary



SAANICH LEGACY FOUNDATION

No. 1 Committee Room – Saanich Municipal Hall

Tuesday, MAY 19, 2009 at 4:00 pm

Present: Pat Young, in the Chair; Barb Klassen, Treasurer; Isobel Hoffmann, Vice-President & Recording Secretary; Philip Bisset-Covaneiro, Valerie Green, Debby Harris, Directors; Steve Meikle, Saanich Recreation Services.
Regrets: Paul McKivett; Claire Reynolds
Minutes: Moved by Ms. Green Seconded by Ms. Harris: "That adoption of the Minutes of the April 21, 2009 Meeting be adopted."

Carried.

GRANTS

► Ballet Victoria Society - \$5,000

Grant request for \$5,000 to facilitate a troupe of 6 professional dancers to travel to local institutions to perform. Paul Destrooper was present to elaborate on his request.

- The intent of the education and out-reach programme is to expose young children and seniors to professional ballet.
- They used to take the performances to the schools and the seniors homes, but this did not work logistically, so now they accommodate groups of 50 or 60 at their dance studio.
- The performances are always well received and the demand is increasing; they would like to be able to offer more of this cultural entertainment to the community.
- With the help of the "Art Start" programme, they will be taking performances on tour throughout the province to various schools.
- Art Start also provides funding to the ballet school which covers most of the costs.
- Additional sponsorship is needed to cover other expenses, such as musicians, costumes, pointe shoes, travel costs, etc.
- He noted that floor tape, used to mark out the dance floor, costs over \$100 a roll, and pointe shoes can be \$150 and last a professional dancer just a week.

Mr. Destrooper thanked the Foundation for its time left the meeting.

Phillip Bissett-Covaneiro entered the meeting at 4:25 pm

The Board discussed the grant request as follows:

- We are unable to commit to the full grant request at this time.
- Agreed it was a worthwhile programme, although it was noted it is not part of our mandate to fund core operating expenses, travel costs, and regular staff wages.
- Noted, however, this grant would cover part of our mandate to include Greater Victoria rather than just Saanich-based projects.
- Excellent idea to expose youth and seniors to professional arts.
- No reason why the company could not reapply for another grant next year.

MOTION: Moved by Valerie Green and Seconded by Debby Harris: "That the Saanich Legacy Foundation provide a grant of \$1,500 to Ballet Victoria to cover the cost of materials and supplies for their education and outreach programme."

CARRIED.

► Recreation Integration – Destruction of Charity Van

Steve Meikle stated:

- He and Paul McKivett spoke separately to Doug Nutting from Recreation Integration.
- The Legacy Foundation passed a motion at the April meeting to assist with about \$1,000 towards replacing the van.
- ICBC has valued the old van at \$5,000, but because it was purchased through the Variety Club, half of that amount will be returned to the Club.
- The Variety Club will be providing some funding for a new van, unconfirmed at this time, but possibly \$18,000.
- Recreation Integration is considering cashing some bonds; there is still a shortfall of about \$5,000.
- Once Variety Club has made a firm decision, possibly tomorrow, we will know exactly what is needed and he will suggest Recreation Integration apply to the Foundation for a grant.

PRESIDENT’S REPORT (Paul McKivett) - absent

TREASURER’S REPORT – Barb Klassen

- Current bank balance is \$49,991.
- Monies have been received (\$5,000 grant from Saanich, \$400 from United Way and \$100 in other donations), and some expenses have been incurred or grants paid, including:
 - Final grant request from Goward House
 - Invoices from RiverSong
 - Miscellaneous operating expenses
- Funds have been committed to Strawberry Festival, Music in the Park, Deck the Hall, and payment for the tent and banner, as well as a Co-op student this fall.
- Estimated we have about \$27,000 at this time in uncommitted funds.
- Suggested thank you letters be sent to the United Way donors if we have their names.

MOTION: Moved by Barb Klassen and seconded by Valerie Green: “That the Treasurer’s report be received.”

Carried.

Budget

- Reviewing the draft Budget prepared by the Treasurer, noted that the “LIFE” low income entry should be removed; SLF provides grants to various Saanich Recreation events, such as the Celebration of the Arts and Strawberry Festival, which are free, family events, and this essentially covers the intent of the “low income” donation.
- Clearly we must start moving on our corporate sponsorship goals; the packages are ready to go, we just have to finalize the accompanying letter. Increasing donations is a priority.
- We must finalize the budget before the next meeting. Debby Harris to assist.

WEBSITE

Updates are required, such as:

- Minutes, photos
- Recent grants
- Upcoming events (add link to Evening to Inspire Event)
- Information on the Evening to Inspire

UPCOMING EVENTS

▶ **Evening to Inspire – Philip Bisset-Covaneiro**

Phillip confirmed the event has been booked at the Empress Hotel's Crystal Ballroom, which is being provided at no charge. As well, four rooms will be made available for the guest speakers. More information to follow at the next meeting. A website has been set up at www.eveningtoinspire.com A link will be added on the Legacy Foundation's website.

▶ **Golf Tournament Fund Raiser – Phillip Bisset-Covaneiro**

Investment Group is holding another golf tournament fundraiser this year. It is at Cordova Bay Golf Course with a dinner to follow at the Olive Grove on West Saanich Road. More information to follow.

▶ **Music in the Park – July and August**

Dates and locations for the events have not been fully confirmed; assumed they will be most Tuesday evenings throughout July and August at various parks in Saanich. Agreed the Foundation would be a presence at most of the events. The tent can be set up, with balloons, t-shirts, brochures etc.

▶ **Strawberry Festival – July 5, 2009**

Rob Phillips will be submitting a \$1,500 grant request to the Foundation. We have been asked to sponsor the main stage events and our logo will be prominently displayed at the front of the stage.

▶ **Saanich Family Picnic – Bocce Tournament – June 27, 2009**

Paul McKivett is taking the lead on this tournament; he will report when he returns from vacation.

OTHER BUSINESS

- The new SLF vinyl banner is 24" x 10', black with white lettering, and was produced by fotoprint at a cost of approximately \$216.
- The 10 x 10 tent has been ordered from Costco (about \$240) and will be available to use at events throughout the summer, such as the Strawberry Festival, the Picnic and Music in the Park.

NEXT MEETING: **The next meeting will be held on TUESDAY, JUNE 16, 2009, at 4:00 pm, at the Saanich Municipal Hall, Committee Room No. 2.**

Adjournment: On a motion from Barb Klassen, the meeting adjourned at 5:20 pm.

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

Isobel Hoffmann Recording Secretary