

Friends of Cedar Hill Park Society Board Meeting Minutes – V2

Tuesday 04.23.2019 from 10:00am to 12:00pm

Location: 3515 James Heights, Victoria BC, V8P3R6

Final Minutes: Peter Haddon - Secretary

Attending:

Barb Latham
Peter Haddon
Paul Bishop
Hugh Fraser
Don Scott
Susan Haddon
Luis Netter
Jim Moores

Regrets:

Andy Ruszel
Ken Campbell
Lana Burns
Dave Robertson

1. The agenda:

- a. The agenda was adopted. M: Susan, S : Peter, carried.

2. Approval of Minutes:

- a. Minutes from 02.27.2019 were approved. M: Jim; S: Susan, carried

3. Financial Report:

- a. Hugh reviewed the financial report for the period April 1st to April 18th, 2019. Revenues for period: \$785 - included Donations \$210 and Membership Dues \$585.; Expenses for period: \$185; Balance at bank \$7290. M – Hugh; S – Peter; carried
- b. Annual Financial report was received for information.

4. Membership Report

- a. Barb reported that we have 226 supporters. She said that she has fun reading the lovely notes sent in by members. Claire Kelly made a \$40 donation. Margret made a \$15 donation and is campaigning for members on Ascot.
- b. Susan to do another print run of brochures including membership form printed.
- c. Plans for membership blitz on James Heights, Tattersall, and Judge Place.

5. CHP Pulling Together

- a. Paul said the team is at Camrose and Derby Camus is looking great and seems to re establish itself without help.
- b. Jenny and photographer will be at the Monday Pulling Together on 04.29.2019. Paul will advise Jenny as to who wants to be in the picture.
- c. Register for the GOERT meeting on 04.29.2019 at CH Golf Clubhouse. Susan and another volunteer will help lead walk around the top half of CHP at 12:00 noon.
- d. Paul said that he is waiting on the CH Park Management Plan.

- e. Peter said that he would include his notes from the meeting we held with Rich Hatch and Saanich Park's associates on April 15th, 2019 as an attachment to these minutes.
- f. The turtle log has been successfully launched and anchored in Kings Pond. Numerous turtles now in residence.
- g. Paul and Barb to review and update the 'Benches List'.

6. CHP Management Visioning and Planning Project

- a. Luis said 'things are happening'. Final report is being prepared by Saanich and the Saanich Parks reorganization of responsibilities for CHP is now in effect. FCHP believes this organization change is a really beneficial for the long term well-being of the park.
- b. Jim reported that he had spoken to Ian Smith and Rec. Division will continue to maintain the 'chips' on the trail and Parks Division will be responsible for gravel areas on the trail.
- c. Discussion of CHP including the golf course being a park in perpetuity. Peter thinks this was covered in the original park dedication by Mayor Hugh Curtis in 1967.
- d. The content of the "Flyer" to advertise the Open House on May 4th was discussed. Agreement for FCHP to support the Flyer – M- Barb; S – Peter
- e. Lana will help coordinate distribution to the neighbourhoods.
- f. Don helped with wording in the Flyer. Peter, Susan, Luis to finalize.
- g. Don recommended that improvements to the gravel parking must retain a surface that is not impervious.
- h. Open House at CH Rec. Centre on Sat May 4th from 2 to 5 pm.

7. Liam's Walk

- a. Barb said the walk will be on June 1st at 10:00am. Meet at Kings Pond.
- b. Paul reminded the attendees that Pulling Together is offering free events to volunteers. See Paul for the form.
- c. Barb said that Liam plans to 'do something' as a presentation at the AGM. Liam really appreciates the honourarium.

8. Donations Recognition Policy

- a. We discussed the draft donations recognition policy prepared by Susan and Barb. It compliments FCHP policy for the Board to use donations approved at the previous Board meeting.
- b. Amendment to recognize donations of \$40 or more. (See attachment for final draft.) M- Susan, S – Barb, carried.
- c. Luis said that he work organize an archive of our FCHP documents including such policy documents on Google Docs.

9. AGM Arrangements

- a. Tentative date is September 21st 2019. Location TBD.
- b. Kings Pond Clean-up prior to AGM at 9:00am

10. Please note our next meeting: Jun 4th 2019 at 10:00 am – 3515 James Heights.

11. The meeting adjourned at 11:52 am.

Attached:

- Peter's meeting notes from meeting on 04.15.2019 with Saanich Parks Staff
- Approved Donor Recognition Policy.

Draft Notes from Meeting with Saanich Parks Division 04.15.2019

This meeting took place at the Camrose entrance to Cedar Hill Park at 10:00am.

Parks Division staff: Rick Hatch, Eva Riccius, Jill Tuscon, Julie Lommerse

FCHP Pulling Together: Paul Bishop, Jim Moores, Susan and Peter Haddon, Dave Robertson, Luis Netter, Don Scott and 3 other members.

1. Saanich Parks change of responsibility

- The Parks Division is now responsible for the area of the park outside the boundary of the golf course. This was previously the responsibility of the Rec. Division. The golf course will remain the responsibility of the Rec. Division.
- Rick Hatch is now our contact person for all coordination of activities in the natural and green areas outside of the golf course area.
- A draft map of the boundary between the golf course and 'green and natural area' outside of the boundary has been prepared and it will be finalized and published shortly.

2. Planning for work in the natural and green areas

- Rick said that more detailed plans for the restoration of the areas around the golf course will be developed through collaboration with the FCHP Pulling Together group.
- This will involve dividing these areas into polygons or sub areas for organizing our work together. Rick said that he would like us to work with him in this process and that it would be based on areas that FCHP had previously identified.
- (FCHP had previously identified 11 areas around the park as the basis of our photo inventory and the various bird surveys that have been performed. Peter Haddon has the details.)
- Work in margin of 3 metres around the boundary of the golf course will be coordinated between the Parks Division and Rec. Division and Rick asked the FCHP Pulling Together group not to work in these areas without his guidance and coordination.
- The 3 metre margin will be progressively cleared of invasive species and planted with indigenous or approved shrubs and plants through coordination between Parks Division and Rec. Division.
- The Chip Trail surface will be maintained: Chip area by Rec. Division; Gravel areas by Parks Division.

Friends of Cedar Hill Park Society

Draft Donor Recognition Policy

April 23 2019

PREAMBLE:

The Friends of Cedar Hill Park Society has received donations in the past to support the Society and its operations and will likely continue to do so in the future. The Society wishes to appropriately acknowledge these individuals and organizations for their support.

The Donor Recognition Policy has been developed to outline the type and level of acknowledgement it wishes to provide for such gifts.

POLICY:

All gifts of \$40 or more to the Society will be personally acknowledged within **one week** of receipt of the gift, whether it is cash or gift-in-kind. All cash gifts will be used only at such time and for such purposes as are approved in the Friends of Cedar Hill Park Society's donor policy (approved date, 2019).

PROCEDURES:

1. When a gift of \$40 to \$99.99 is received by any member of the current Board, that Director or Membership Coordinator will:
 - a) notify the current Chairperson that a gift has been received, from whom and in what amount, and the Chair will send a handwritten note or card of thanks, and
 - b) notify the Society Treasurer who will arrange (perhaps with the Membership Chair) to have the monies deposited into the Society's bank account until such time as it is to be used for an approved purpose(s). All gifts will be identified in Financial Reports.
2. Gifts of \$100 or more (cash or in-kind) will be acknowledged by a telephone call from the current Chairperson in addition to the thank you note.
3. Donors of one-time or gifts cumulatively totaling more than \$1000 will be acknowledged on our website; in brochures or pamphlets and/or on our letterhead as 'Lifetime Friends' If the donor is agreeable. If the donor wishes to remain Anonymous, published material of FCHPS will NOT include the name of the donor.
4. If a tax receipt is desired by the donor for amounts of \$500.00 or more, the Society may choose to establish a fund with the Saanich Legacy Foundation or, potentially, a similar body so that it can honour the donor's wishes. There are fees charged by these organizations for holding funds and providing tax receipting but the alternative may be to miss the opportunity for the particular donor's support.
5. Gifts-in-kind will only be accepted by the Society if there is deemed to be a current or future use for the item(s) or if the donor will permit the item to be exchanged for cash or a needed item(s) at the Board's discretion.