



**DRAFT**  
**Provincial Capital Commission**  
**Board of Directors Meeting Minutes**  
January 27, 2009

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**DIRECTORS PRESENT**

Bill Wellburn, **Chair**  
Barbara Brink  
Allan Cassidy  
Jane Durante *via telephone*  
David Everett  
Chris Fairbank  
Lynda Hundleby  
Russell Irvine  
Susan Marsden *via telephone*  
Dean Murdock  
Bill Oppen

**RESOURCES**

Ray Parks, CEO  
Rick Crosby, CFO  
Denis Johnston, Director Outreach  
Kris Andersen, A/ Governance Analyst / Secretary

**EXCUSED**

Wayne Hunter

**CALL TO ORDER**

The meeting was called to order at 9:05 am. The chair introduced the four new directors to the board: David Everett, Lynda Hundleby, Russell Irvine, and Dean Murdock.

**PUBLIC PRESENTATIONS**

There were no public presentations or comments.

**APPROVAL OF AGENDA**

The agenda was approved without change or additions.

**APPROVAL OF MINUTES OF PREVIOUS MEETING**

**It was moved and seconded** that the Minutes of the PCC regular meeting held November 18, 2008 be adopted.

**CARRIED**

**REVIEW OF BOARD OUTPUTS AND PREVIOUS DECISIONS**

The Board Outputs and Decisions Summary were reviewed.

## CHIEF EXECUTIVE OFFICER REPORT

### Outreach Activities

The CEO updated the Board on a number of outreach activities the PCC is currently involved in including working with the BC Youth Parliament, Spirit Spectacular, and CFB Esquimalt:

- **Student Travel Subsidies** – The CEO reported that numbers of school and students approved from funding is up for Spring 2009 travel over Spring 2008 travel.
- **Capital Connections Videos** – Work is underway to update two previous videos and to create an additional video for the 2010 centennial of the Royal Canadian Navy. There was discussion regarding potential opportunities to expand broadcasting of the video clips and to provide DVD copies of the films for promotional giveaways.
- **PCC Banners** – Discussions are underway to develop a PCC sponsored banner program in support of the 2010 Olympics.
- **PCC Newsletter** – The Winter issue was distributed in early January. The next issue is expected in March. Current distribution includes 800 hard copies, 150 by email and 300 hits to the related website page. Staff are encouraged to seek other opportunities for newsletter distribution.
- **PCC Website** – The CEO noted that an RFP is underway for the redevelopment of the PCC website with consideration of social networking concepts to be part of a redesigned site.

### Property Activities:

- **Crystal Garden** – The official opening of the space as an annex of the Victoria Conference Centre (VCC) was held December 14. There are some landscaping features still being completed following weather related delays in December. PCC staff have been advised the rock band Loverboy will be playing a one hour concert from 10 – 11 pm for a Conference event in February. PCC staff are working with Victoria Conference Centre staff and PCC tenants to mitigate any concerns which may arise, and will ensure hotels and surrounding residents potentially impacted by the event are notified.
- **Visitor Information Centre** – CEO noted that the tower clock has been refurbished and that the Sperry Beacon operates daily from dusk to midnight.

### Other Operational Issues

- **Commemoration Policy**

<p><b>It was moved and seconded that the PCC Commemoration Policy be adopted.</b></p>
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**CARRIED**

- **Performance Measures Update** – The CEO noted that all measures within the current Service Plan are being achieved.

## CHIEF FINANCIAL OFFICER REPORT

- **2008/09 Third Quarter Financial Report** – The CFO provided an update on year to date results and management forecast for the nine months ending December 31. Year to date a net operating surplus of \$41,049 is reported, consistent with the annual budget surplus. The management forecast surplus of \$50,000 is based on revenues of \$3.425 million and operating expenses of \$3.375 million. Compared to budget, the revenue surplus from tenant income and parking lots is offsetting higher operating expenses for Programs, Properties and Corporate Support. Expenses reflect one time program delivery expenses related to Festival 150, property operating expenses, and staff succession planning. The current year forecast and budget for Festival 150 reflects a Board approved core contribution for the event of \$675,000 funded through a restriction of retained earnings.

## COMMITTEE REPORTS

- **Executive Committee** – draft minutes from the December 16, 2008 and January 20, 2009 meetings were provided for information.
- **Finance and Audit Committee** – draft minutes of the January 20, 2009 Committee meeting were provided for information.
- **Program Resource and Communications** – The Committee Chair brought forward a policy statement regarding St. Ann's Academy:

"The ownership of St. Ann's Academy is vested in the Provincial Capital Commission (PCC) on behalf of the Province of British Columbia and is subject to a long-term agreement regarding the St. Ann's buildings and parking lot. As fiscally responsible stewards of the St. Ann's buildings and grounds, the PCC is committed to maintaining and promoting this heritage site in ways that are respectful of its history and significance, balancing the PCC's responsibilities to the long-term tenant with the public's right to enjoy, visit and experience the site."

**It was moved and seconded** that the St. Ann's Academy Policy Statement be adopted.

**CARRIED**

## OTHER BUSINESS

The Chair circulated a memorandum regarding 2008/09 Committee Assignments.

**It was moved and seconded** that the 2008/09 Committee Assignments be adopted as circulated and attached.

**CARRIED**

The Chair asked the Committee chairs to work together to set their meeting schedules.

## CONCLUSION

With no further business, the meeting was declared concluded at 10:00 am.

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Board Chair

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Secretary