

PROVINCIAL CAPITAL COMMISSION
BOARD OF DIRECTORS MEETING
MINUTES
TUESDAY, 19th OCTOBER 2004

There being due notice given and a quorum present, the October 2004 monthly meeting of the Provincial Capital Commission Board of Directors was called to order at 2:00 p.m. on Tuesday, the 19th of October 2004 at 613 Pandora Avenue, Victoria, British Columbia

DIRECTORS PRESENT

Bill Wellburn, Chair
Barbara Brink
Chris Fairbank
Rob Fleming
Rob Hunter
Russell Irvine
Pamela Madoff
Bill Oppen
Darwin Robinson
Matt Vickers
Leif Wergeland (arrived at 3 pm)

RESOURCES

Ray Parks, CEO
Rick Crosby, CFO
Brian Rowbottom, Director, Programs and Projects
Deborah Eddy, Manager, Finance and Admin
Kathryn MacLean, Policy and Program Analyst
Heather Newbury, Executive Assistant and Secretary to PCC

REGRETS

Beth Campbell, Vice-Chair
Jane Durante
Jackie Ngai

CALL TO ORDER

The meeting was called to order at 2:00 p.m. by the Chair.

DIRECTOR RE-APPOINTMENTS AND NEW APPOINTMENT

The Chair announced the re-appointment of directors Beth Campbell, Vice-Chair and resident of Penticton, Barbara Brink and Jane Durante residents of Vancouver, and Christopher Fairbank, resident of Nelson, to the Board for three-year terms. The Chair announced the appointment of Matt Vickers, CEO of the Gitksan Government Commission and resident of New Hazelton to the Board for two-year term.

PUBLIC INPUT

The Chair advised the public in attendance of the protocol for presentations to the Board.

Scheduled presenters Richard Mills and Harriet Graham spoke against the direction of the

PCC and against the closure of the Crystal Garden Conservation Centre.

Unscheduled presenters Susan Creviston, Rachel McDonnell and Shauna Liddicote requested and were given permission to address the Board. Each spoke in opposition to the closure of the Crystal Garden Conservation Centre.

APPROVAL OF AGENDA

The Agenda was approved without change or additions.

VERIFICATION OF MINUTES OF PREVIOUS MEETING

<p>It was moved and seconded that the Minutes of the PCC regular meeting held the 28th September 2004 be adopted.</p>

CARRIED

REVIEW OF BOARD OUTPUTS AND PREVIOUS DECISIONS

The Board Outputs and Decisions Summary were reviewed.

CHIEF EXECUTIVE REPORT

The CEO reported on current PCC initiatives including the development of the 2005 – 2008 Service Plan, an enhanced PCC website and the preparation of the Crystal Garden for seismic upgrades and a new tenant. The Service Plan will be completed based on input received from the Board at the morning's planning session, and will be presented for Board approval at the November 2004 meeting.

CHIEF FINANCIAL OFFICER REPORT

The CFO reported on operating activities for the second quarter and identified priorities for the third and fourth quarters. The CFO reported that the forecasted deficit for 2005 before Greenways Grants is currently projected at \$205,000 compared to an approved budget deficit of \$552,062 for the year. The deficit position reflects transition costs and expenditures for new Outreach Programs.

Director Madoff requested that the March 31, 2005 financial reporting for the operations of the former Crystal Garden Conservation Centre be segregated from the closure and building upgrade costs. The Chair advised that the financial statements will contain sufficient information to disclose regular operations as well as expenses related to the closure and remediation costs.

COMMITTEE REPORTING:

EXECUTIVE COMMITTEE

The Board Chair referenced the CEO's report and indicated nothing further to report.

FINANCE AND AUDIT COMMITTEE

Committee Chair Rob Hunter referenced the CFO's report and indicated nothing further to report.

GOVERNANCE COMMITTEE

Director Russell Irvine reported on behalf of Committee Chair Beth Campbell who was unavailable to attend the October 18, 2004 committee meeting and this meeting. The draft Board Charter was presented for Board consideration. A question was raised with respect to the Board Chair and CEO being the official spokespersons for the PCC and the ability of directors to respond to media when making official presentations on behalf of the PCC. Concern was expressed regarding the Communications section of the charter by Directors Madoff and Fleming. The document was referred back by the Chair to the committee for further review.

Director Irvine reported on the draft Governance Manual and copies were distributed to directors. Directors were requested to send written comments to Kathryn MacLean, Policy and Program Analyst by November 19, 2004 for inclusion with the Governance Committee agenda materials.

It was moved and seconded that directors may attend Board and committee meetings via conference call for purposes of quorum and full participation in the meeting.

CARRIED

PROGRAM RESOURCE AND COMMUNICATIONS COMMITTEE

Committee Chair Barbara Brink reviewed the committee's meeting of October 18, 2004 and advised that minutes would be available at the November 2004 Board meeting. Two action items were brought forward.

It was moved and seconded that the terms of reference of the Program Resource and Communications Committee be approved as amended.

CARRIED

A program report on St Ann's Academy was presented.

It was moved and seconded that Option 1 – Status quo, retention of the program by the PCC and working towards a balanced budget as outline on Pages 14 - 17 of the report be approved.

CARRIED

With no further business, the meeting was declared concluded at 3:20 p.m.

Board Chair

Secretary