



# CRAIGDARROCH CASTLE®

**Craigdarroch Castle Historical Museum Society  
Annual General Meeting  
June 12, 2019 - 6:00 pm  
Minutes**

**Present:** Peter Van Giesen, (President) Stephen Lyons, (Treasurer)  
Moirra Dann, Barri Marlatt, Maureen Abraham, Astrid Braunschmidt,  
Crystal Cook, Kevan King, Patricia Foster, Sandra Hudson, Don Lovell, Charmain Lovell  
Beverly Kallstrom, James Tirrul-Jones, Dr. Joyce Clearihue, Dr. Mary Kennedy, Monica  
Reekie, Valerie Couture, Alix Campbell, David Hambleton, Margaret Klatt,  
Ethel Marie Morgan, Barry Munro, Carol Munro, Rhiannon Murphy, Dawn Goodwin,  
Judy Thompson, Ron Kerr, Chris Drake, Annamaria Bamji, Dr. Perry Bamji

**Guests:**

| <b>Agenda / Decisions</b>   | <b>Action Required and Motions</b>  |
|---|---|
| <p>Society President Peter Van Giesen thanked John Hughes for his opening remarks on the progress of the dance hall floor and called the meeting to order at 6:20. Mr. Van Giesen noted there was a quorum present and asked for a motion to approve the evening's agenda.</p> <p>Peter then asked for approval of the minutes from last year's annual general meeting.</p> <p>Thanking everyone for their attention to the first two items, Mr. Van Giesen moved on to his report.</p> | <p><b>Motion to approve the agenda</b></p> <p><b>Moved:</b> Mary Kennedy<br/><b>Seconded:</b> Carol Munro<br/>Carried</p> <p><b>Motion to approve the minutes with from June 13<sup>th</sup>, 2018 Annual General Meeting with changes to punctuation and missing attendees' names.</b></p> <p><b>Moved:</b> Joyce Clearihue<br/><b>Seconded:</b> Valerie Couture<br/>Carried</p> |
| <p><b>President's Report: Peter Van Giesen</b></p> <p>Mr. Van Giesen began his report by acknowledging the incredible support we receive from our volunteers. He said we wouldn't be able to provide the quality experience that we do without their contribution and that this sentiment extends to the Society's Directors whose guidance and oversight is crucial to the financial stability of the organization.</p>  |   |



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President Van Giesen said the Society is saying goodbye to five directors this year as all had reached their limit of two three-year terms. He thanked Moira Dann, Barri Marlatt, Astrid Braunschmidt, Maureen Abraham and Lorne Beally for their six years of service to the Board and told members that he would introduce the nominees who put their names forward to fill the vacant seats at a later point in the meeting.

Mr. Van Giesen noted that he had nothing further to add to his written report and asked if there were any questions about it.

There being none, he asked for a motion to approve the President's Report.

### **Treasurer's Report: Stephen Lyons**

Mr. Lyons began by saying that 2018 was a pleasant year from a financial standpoint. He noted that attendance was strong and that some of the increase in expenses is a result of the transition to the visitor centre. Stephen said that it wasn't the best year to use as for expense comparison due to the building costs that are one off expenses, associated with final contractor payments and move in costs.

Stephen said that museum store revenues were down and that can be attributed to evening tour groups not having enough time to take in the visitor centre before or after their tours. He noted that staff had identified inventory availability and placement challenges in new store that had been addressed with some success in early 2019.

Mr. Lyons explained that the balance sheet is rebuilding and we're paying down the mortgage on the visitor centre. He said he felt the Board might consider making an anniversary payment on the mortgage when it comes up for renewal but would make that assessment closer to the date.

### **Motion to approve the President's Report**

**Moved:** Ron Kerr

**Seconded:** Maureen Abraham

**Discussion:** None

Carried



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Moving on to the Society's investments, Stephen said the Society is rebuilding the short term GIC's that were cashed in to build the visitor centre. He said that the Board was also looking closely at the funds held by the Victoria Foundation. Mr. Lyons explained that the two funds have not been performing particularly well and it might be appropriate for us to move some of the investments and interest into a different investment instrument outside the Victoria Foundation. Stephen said that only one of the two funds we have with the Victoria Foundation is retractable though interest from both can be redirected for the Society's use and he felt that this is a situation the Board should review in greater detail this fall.

Peter thanked Stephen for his comments and asked if there were any questions from the members.

There was one question about the amount of the permissive property tax grant from the City of Victoria. John Hughes said the three year grant cycle was expiring this summer and that he would be applying for the grant again. He said the value of the grant amounts to approximately \$120,000 per year and does not include the visitor centre as it was completed after the last grant was approved.

There being no additional questions, Peter then asked for a motion to approve the treasurer's report then asked John Hughes for his.

### **Executive Director's report: John Hughes**

John said that he had covered several important points about building restoration during his opening remarks and had nothing further to add to those comments or his written submission.

Peter asked if there were any questions for John and as there were none, he asked for a motion to approve the report.

### **Motion to approve the Treasurer's report**

**Moved:** Monica Reekie  
**Seconded:** Dawn Goodwin

Discussion: None  
Carried

### **Motion to approve the Executive Director's report**

**Moved:** Ron Kerr  
**Seconded:** Moira Dann

Discussion: None  
Carried



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### **Nominating Committee Report/Election of Directors: Peter Van Giesen**

President Van Giesen reminded members that the nominating committee was pleased to recommend Crystal Cook, Kevan King, Patricia Foster, Claudia Malacrida and Hans Pellikaan as new directors. Mr. Van Giesen explained that these volunteers bring a variety of experiences in business, law, publishing and corporate governance that will benefit the Society in the coming years.

Peter asked the new directors to identify themselves by raising their hands then asked for a motion to approve the five nominees as directors.

### **Other Business:**

President Peter Van Giesen thanked everyone for their attention and questions and reminded them that the final agenda item was to approve “in principle” the minutes of tonight’s meeting. He explained that the Board would review and formally approve the minutes at the next board meeting.

**Motion to approve nominees Crystal Cook, Kevan King, Patricia Foster, Claudia Malacrida and Hans Pellikaan as directors.**

**Moved:** Stephen Lyons  
**Seconded:** Barri Marlatt

Discussion: None  
Carried

**Motion to approve in principle the minutes of tonight’s meeting**

**Moved:** Beverly Kallstrom  
**Seconded:** Moira Dann

Discussion: None  
Carried

**Meeting adjourned – 6:50 pm**