



## Green Timbers Heritage Society

### Meeting Minutes

Wednesday, January 11, 2016

Surrey Nature Centre | 14225 Green Timbers Way, Surrey, BC

#### Call to Order

The January 2017 Meeting of the Green Timbers Heritage Society Board of Directors was called to order at 7:01pm on January 11, 2016 at the Surrey Nature Centre by Don Schuetze.

#### Attendees

Don Schuetze, Michael Gibbs, Nathan Ross, Bill Potma, Amar Virk, Tessa Perkins Deneault, Jim Foulkes, Ellen Edwards.



#### Approval of Agenda

The agenda was unanimously approved.

#### Old Business

1. Grants update from N. Ross who also shared list of grant deadlines.
2. National Historic Site update from M. Gibbs  
Other organizations should support GTHS to get a National Historic Site designation for Green Timbers Urban Forest. No deadline to submit this application. We should pursue this; this is a priority for us this year. John Aldag has the responsibility for this, and he is supportive of this program. M. Gibbs can get letters of support for this proposal. Working Committee: M. Gibbs, A. Virk, D. Schuetze, B. Potma. Perhaps we could hire someone to help with preparing the proposal.  
**Action Item:** E. Edwards to share documents from M. Gibbs.
3. Directors' meetings for 2017: First Wednesday of the month at the Surrey Nature Centre. Meet at 6:30, begin the meeting at 7pm and end by 8:30.

#### New Business

A. Virk remarked that our priorities for 2017 are membership, a National Historic Site proposal, and the 30<sup>th</sup> Anniversary of Green Timbers in 2018.

#### 30<sup>th</sup> Anniversary of the Green Timbers Urban Forest

2018 is the 30<sup>th</sup> anniversary of the Urban Forest, and we should set a date to begin planning and promotion.

#### Financial Report

J. Foulkes presented a financial report. It was noted that volunteers from Kwantlen Polytechnic University did a lot of work to prepare financial reports and to prepare new bylaws in order to comply with the new BC Societies Act. Our excise tax rebate was received, and the GST rebate is pending. J. Foulkes is preparing our tax return for CRA. J. Foulkes has decided to transfer \$7,000 from our Prospera general chequing account to a short term, 30-day term deposit. All federal summer jobs cheques have now been received. Motion to reimburse J. Foulkes for SNAP WCB payment and society fee moved by J. Foulkes, seconded by E. Edwards, motion carried.

### **Correspondence**

We received many Christmas cards including from Mayor Linda Hepner, the Faculty of Forestry at UBC, and a longtime member. We should do three to four mailings per year to reach our members who do not have email addresses.

### **Director duties**

E. Edwards compiled list of duties for each director. It is important to have someone to collect news items – we can post them on the website and they should also be converted to PDF as well as stored in a scrapbook.

Volunteers – we could post a position for a volunteer social media manager. Could post to charity village or similar site. This strategy could be used for other tasks as well.

**Action Item:** D. Schuetze to create a first draft of a job description for a social media volunteer.

N. Ross noted that we could submit a proposal to hire students for certain tasks or projects through the Canada Summer Jobs program.

### **Budget**

We have money to spend. Priorities: refreshing the event booth.

**Action Item:** Think about what else is a priority for spending this year.

### **SNAP Report**

N. Ross gave a report on recent activities of the SNAP Program. He is in the process of reviewing SNAP applications (120 so far). He gave a presentation to forestry students at UBC on January 10. SNAP Partnership Meeting on January 10 and Randeep Sarai's Canada Summer Jobs event went well. He's currently working on preparing five Canada Summer Jobs proposals due January 20.

Snap contact from the board: D. Schuetze will continue with this roll.

A laptop was donated to SNAP and has been returned to N. Ross. J. Foulkes moved that SNAP donate the laptop to himself for the purpose of storing documents and using it during GTHS meetings. Moved by J. Foulkes, seconded by A. Virk. Motion carried.

New supplies are needed including an event tent, sandwich boards, etc. **Action Item:** N. Ross to get quotes for these items and report back to the Society.

**Ceridian payroll**

**Action Item:** N. Ross and J. Foulkes to come up with what J. Foulkes needs printed out from Ceridian for the purposes of preparing the books.

**Other Business**

None

**Adjournment**

The January 2017 meeting of the Green Timbers Heritage Society Board of Directors was adjourned at 8:26pm by D. Schuetze. The next meeting of the GTHS Board of Directors will be held February 1, 2017.

Minutes submitted by: Tessa Perkins Deneault

**Enclosed:** Treasurer's report, SNAP update

## **GTHS Meeting – SNAP Update**

January 11

Presenting: Nathan Ross, Program Coordinator

- An old SNAP laptop was located and given to me with some SNAP files from 2013 on it. I don't think it will be needed for the time being and so it can either be stored away, returned to its donor, or recycled.
- The SNAP summer positions were posted just before Christmas to capitalize on the free time students would have between semesters
  - o We have about 120 applications so far
- I presented SNAP at a UBC Forestry Co-op event yesterday (January 10) to about 50 students. There was lots of interest and I anticipate numerous more applications once their Co-op office is able to post the jobs.
- We also had a partnership meeting at the Nature Centre yesterday (January 10) with representatives from each partner group.
  - o Very helpful discussion about strengths, weaknesses, opportunities and threats to the partnership and program
  - o We ran out of time! Suggestions were made to have a longer time slot to workshop.
- I visited MP Randeep Sarai's office yesterday (January 10) for a Canada Summer Jobs workshop/ info session.
  - o Received some interesting tips about application strategies
  - o Had a chance to express GTHS interest in applying to the program again this year
  - o Funding levels for the 2017 CSJ program will be consistent with 2016 levels (twice the 2015 levels)
  - o Deadline for applications is January 20
- There is an opportunity for a GTHS director with signing authority to step up as a SNAP Contact or liaison
  - o Signatures will be needed for cheques etc.
  - o Receive and disperse updates on student activity in Green Timbers
- If there are suggestions or ideas of specific projects for the SNAP teams to undertake this summer, please let me know and I can have it incorporated into the summer's work plan.