



MEETING MINUTES

Date:	Tuesday, April 7, 2024, 5:30 pm
Present:	Jennifer White (President), Liam Hall (Vice-President), Lauren Ober (Treasurer), Mauricio Curbelo, Dan Sharp, Councillor Karen Harper, Charlotte Clar, Kimberly Van Nieuvenhuysse, Genevieve Weber
Regrets:	n/a
Guests:	n/a

ITEM	NOTES
1	<p>Welcome</p> <ul style="list-style-type: none"> Jennifer volunteered to take minutes <p>MOVED by Jennifer and Seconded by Charlotte “That the agenda be approved”.</p> <p style="text-align: right;">CARRIED</p>
2	<p>Previous Meeting Minutes</p> <p>MOVED by Lauren and Seconded Jennifer by “That the minutes of the March 12, 2024 meeting be adopted as circulated.</p> <p style="text-align: right;">CARRIED</p>
3	<p>Heritage Tracker Status Updates</p> <ul style="list-style-type: none"> 4512 West Saanich Road (original Municipal Hall/Med Grill) <ul style="list-style-type: none"> No new updates received from Saanich Planning. Applicant has asked to present at May meeting <ul style="list-style-type: none"> ACTION: Councillor Harper to confirm back to applicant that this is acceptable 2254 Arbutus Road <ul style="list-style-type: none"> Application for heritage designation forwarded to SHF for review by Saanich Planning on January 31, 2024. SHF Board supports the heritage designation of the main property as submitted, and response was provided via letter dated March 1, 2024. SHF also recommended that the homeowner also include designation of the remaining two buildings mentioned in the Statement of Significance as part of the designation application. No new updates received from Saanich Planning.
4	<p>Treasurer’s Report</p> <ul style="list-style-type: none"> See attached statement (to April 9, 2024)

	<ul style="list-style-type: none"> ● Current balances for the accounts are as follows: <ul style="list-style-type: none"> ○ Operating Account: \$6,353.39 ○ Grant Account: \$58,529.73 <p>MOVED by Jennifer and Seconded by Mauricio “That the Treasurer’s report be received for information”.</p> <p style="text-align: right;">CARRIED</p> <ul style="list-style-type: none"> ● GIC was renewed in early April. ● Former tenant auto deposits were still occurring/being reversed by bank, but paperwork has now been submitted to bank to stop these. ● ACTION: Jen and Lauren to go to bank in person to close Dodd/Hall house accounts ● ACTION: Liam to be added to signing authority list. Lauren to coordinate. ● ACTION: Lauren to create sponsor document that summarizes the process/requirements for future transition of signing authorities.
5	<p>2023 House Grants</p> <ul style="list-style-type: none"> ● 762 Ralph Street (roof ventilation and exterior paint) <ul style="list-style-type: none"> ○ Exterior paint work complete and grant funds issued ○ Ventilation work still pending, with electrical required before insulation can occur. Six month extension to completion date granted to account for remaining work to be completed. ○ No update this month
6	<p>2024 House Grants</p> <ul style="list-style-type: none"> ● Applications due by April 30 ● Application received from: <ul style="list-style-type: none"> ○ 1084 Marigold ○ 1650 Earlston Ave ● Grants for 2024 due at end of month, and applications received will be evaluated at the next meeting
7	<p>Website/Logo Creation</p> <ul style="list-style-type: none"> ● Logo files have been received from 48North, and are saved in Google Drive <ul style="list-style-type: none"> ○ ACTION: Liam to update grant forms with new logo ○ ACTION: Lauren to create letterhead template with new logo ● Website content discussion. <ul style="list-style-type: none"> ○ Updated website map, with current phase, and next phase. Page content drafted by Charlotte, to be updated to be simpler for first mockup (had too much content/detail).



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	<ul style="list-style-type: none">■ ACTION: Genevieve and Charlotte to initiate Indigenous content pages, and confirm text for a land acknowledgement■ ACTION: All to review draft content and revise/edit within the next week○ Updated photos of local content, such as heritage houses, heritage features like walls, stained glass windows, gates, doors, masonry, etc. Suggest looking at walking tours in your neighbourhood as those houses are typically visible from street - ongoing<ul style="list-style-type: none">■ ACTION: All to take 3-4 photos of these items in their neighbourhood and upload to folder by next weekend: [link private]○ ACTION: All to upload photo and bio (2-3 sentences max) to folder:[link private]○ ACTION: Liam to connect back to 48North to see if mockup will be ready for next meeting
8	Social Media Update <ul style="list-style-type: none">● Postings have predominantly been to flag registered and designated houses in Saanich● ACTION: Jen to provide Veronica with updated logo for Facebook/Instagram pages● ACTION: Jen to update LinkedIn profile logo
9	Electronic Records <ul style="list-style-type: none">● Scanning of key file info/adding of info to house database master file - ongoing
10	Adjournment <ul style="list-style-type: none">● The meeting adjourned at 7:00 pm.
11	Next Meeting <ul style="list-style-type: none">● The next regular meeting of the SHF will be held on Tuesday May 14, 2024 at 5:30 pm.
12	Attachments <ul style="list-style-type: none">● n/a