

MINUTES

REGULAR MEETING OF THE BOARD OF DIRECTORS

Sidney Museum Multipurpose Room

November 22, 2025

ATTENDEES:

Board members: Barbara Fallot, Susan Mercer, Peggy Dayton, Ray Konrath, Peter Garnham, Mairi Munro, Heather Corbitt

By Zoom: Shannon Neustaeter

Museum Staff: Michael Goodchild, Jessica Payne, Charlotte Clar

Town of Sidney Liaison: Terri O'Keefe

District of North Saanich Liaison: Sanjiv Shrivastava

1. STANDING ITEMS

Topic	Who
1.1 Confirm Quorum <ul style="list-style-type: none"> Quorum established 	
1.2 Call to order/welcome <ul style="list-style-type: none"> Meeting commenced at 10:01 am 	
1.3 Approval of agenda <ul style="list-style-type: none"> MOTION: To approve Agenda as-presented, with amendment that Board duties be changed to "priorities" not "bylaws" 	Motion: Barbara Fallot Second: Susan Mercer Approved
1.4 <ul style="list-style-type: none"> MOTION: To adopt the previous meeting minutes with amendment that "Board duties" as stated be changed to "priorities" not "bylaws". 	Motion: Barbara Fallot Second: Susan Mercer Approved

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2. For Discussion

Topic	Who
<p>2.1 Executive Director Report - received</p> <p>The ED confirmed that he and the AD are working with the Chinese Canadian Museum community in Victoria on local family trees including an oral history with Victor Eng.</p>	Executive Director
<p>2.2 Financial Reports - received</p> <p>Peggy confirmed that the Museum's financial situation is good.</p> <p>Michael confirmed that the Peninsula Co-op will be donating \$7000 to sponsor the Lego display.</p> <p>MOTION: to accept the Financial Statements as presented.</p>	<p>Motion: Peggy Dayton</p> <p>Second: Ray Konrath</p> <p>Approved</p>
2.3 Sidney Town Council Liaison Report - no report at this time	Terri O'Keefe
2.4 District of North Saanich Liaison Report - A verbal report was given by Sanjiv including the information that the Sandown properties are being asked for operations feedback by the District shortly.	Sanjiv Shrivastava
<p>2.5 Committee Reports</p> <ul style="list-style-type: none"> • Exhibits and Special Projects - no report • IT - no report • Safety - Emergency Preparedness under review. 	<p>Exhibits: Peter Garnham</p> <p>IT: Shannon Neustaeter</p> <p>Safety: Michael Goodchild</p>

<p>2.6 Business Arising/Action Item Review from Previous Meeting</p> <p>The following subjects were brought forward:</p> <p>ACTION: To be brought forward: Executive Director to follow up with Ned Taylor and resume discussions over repatriation and collaboration. Michael Goodchild</p> <p>Ned Taylor has asked to defer this until the new year.</p> <p>ACTION: Outreach & Volunteer Coordinator to reach out to Maritime Museum of BC to learn more about their collaboration with the Songhees and Esquimalt communities.</p> <p>The A D has reached out and is awaiting response.</p> <p>ACTION: To be brought forward. SMA staff to create an enhanced Spatial Needs Report</p> <p>The ED has contacted ArtSea and is awaiting response. The team is asking to table this until 2026 due to time limitations.</p> <p>ACTION: Barbara Fallot will prepare an exit interview template for the Board to review.</p> <p>An exit interview template for the Board to review will be forwarded shortly.</p> <p>ACTION: To be brought forward: Charlotte Clar will look into preparing an exit interview template for outgoing volunteers.</p>	<p>Executive Director</p> <p>Assistant Director</p> <p>Executive Director</p> <p>Barbara Fallot</p> <p>Charlotte Clar</p>
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<p>Waterfront Signage</p> <p>Michael reported that Peninsula Signs has broken away from the project, due to multiple contributing factors including changes in needs and costs. In summary the ongoing project must be finished.</p>	<p>Michael Goodchild</p>
<p>MOTION: that staff be instructed by the Board to produce Requests for Quotes for Production and Graphic Design from a minimum of 3 suppliers by November 26, 2025 with response from vendors by December 5, 2025</p>	<p>Motion: Shannon Neustaeter</p> <p>Seconded: Peggy Dayton</p>
<p>After discussion the Motion was amended to “response from vendors by December 15, 2025”</p>	<p>Motion: Shannon Neustaeter</p> <p>Seconded: PeggyDayton</p> <p>Approved</p>
<p>2026 Budget</p>	
<p>MOTION: to receive the proposed budget.</p> <p>Discussion followed regarding the Waterfront Signage costs.</p>	<p>Motion: Peggy Dayton</p> <p>Seconded: Barbara Fallot</p> <p>Defeated</p>
<p>MOTION: to amend the budget to include \$12000 to be funded from donations for the Waterfront Signage Project.</p>	<p>Motion: Peggy Dayton</p> <p>Second: Shannon Neustaeter</p> <p>Defeated</p>
<p>MOTION: to amend the 2026 Budget to include \$12000 for the Waterfront Signage Project and to identify funding sources.</p>	<p>Motion: Peggy Dayton</p> <p>Second: Mairi Munro</p> <p>Approved</p>

<p>MOTION: to share the 2026 revised Budget electronically and to have an electronic vote on the revised budget including the above signage cost changes as well as anticipated insurance cost increases and amortization of assets.</p>	<p>Motion: Shannon Neustaeter</p> <p>Second: Peggy Dayton</p> <p>Approved</p>
<p>New Business</p> <p><i>HR committee forwards new section:</i></p> <p>‘Performance Reviews & Remuneration’ will be revised to separate performance reviews from salary reviews.</p> <p>MOTION: to admit and approve new policy as presented</p>	<p>Motion: Shannon Neustaeter</p> <p>Second: Peter Garnham</p> <p>Approved</p>
<p><i>Board Exit Interview</i></p> <p>For board review/comments suggested questions for Board exit interviews will be forwarded.</p>	<p>Barbara Fallot</p>
<p><i>Board Policy Manual Table of Contents</i> For board review/comments suggested content for Board Policy Manual (in design) will be forwarded.</p>	<p>Barbara Fallot</p>
<p><i>Board Questionnaire</i> For board review/comments suggested questionnaire will be forwarded to prepare for 2026 AGM.</p>	<p>Barbara Fallot</p>
<p>Shannon presented an application and biography from former Board member, Peter Wainwright, who has indicated interest in returning to serve on the board</p> <p>MOTION: to invite Peter Wainwright to join the Board until the next AGM.</p>	<p>Motion: Shannon Neustaeter</p> <p>Second: Peter</p> <p>Approved</p>
<p>Motion to Adjourn - 11:40 am</p>	

Approval of Minutes

Chair

Secretary

Date

Date