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MINUTES

**REGULAR MEETING OF THE BOARD OF DIRECTORS
 February 28, 2026
 10:00 am
 Sidney Museum Multipurpose Room**

ATTENDEES:

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

Museum Staff: *Michael Goodchild, 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 	<i>Shannon Neustaeter</i>
1.2 Call to order/welcome <ul style="list-style-type: none"> Meeting commenced at 10:00 am 	
1.3 Approval of agenda <ul style="list-style-type: none"> MOTION: To approve Agenda as presented with the addition under New Business of concerns about conversion of agenda package from Windows to Apple. 	Motion: <i>Peggy Dayton</i> Second: <i>Peter Garnham</i> <i>Approved</i>
1.4 Adoption of previous meeting minutes	Motion: <i>Susan Mercer</i> Second: <i>Peggy Dayton</i> <i>Approved</i>

2. For Discussion

Topic	Who
<p>2.1 Executive Director Report</p> <p>As submitted:</p> <ul style="list-style-type: none"> - Highlights included: Drafts of 7 out of 13 new panels for the Waterfront Signage project are ready. The timeline is on target for the end of March. - A donation from the Gin foundation of \$1000 toward the project has been confirmed. - An application for \$3000 from the Saanich Peninsula Community Foundation has been made. - The annual Lego event was discussed and suggestions to make the display more regionally relevant included changes to the large table to reflect the local area. - Other considerations will be brought forward at the next strategic Planning session. <p>Shannon thanked Michael for his excellent presentation to the District of North Saanich Council at their last meeting</p>	<p><i>Michael Goodchild</i></p>
<p>2.2 Financial Reports</p> <ul style="list-style-type: none"> - Barbara asked for clarification on the acceptable use of the Contingency Fund. - Peggy explained the Contingency Fund can be used for amounts not in the budget such as unexpected expenses. <p>Motion: To locate contingency reserve fund policy and, based on that policy refer the information to the Finance Committee to work on ensuring that the balance sheet is in compliance with the Contingency fund policy.</p> <p>Motion: To accept the Finance Report as presented.</p>	<p><i>Peggy Dayton</i></p> <p>Motion: <i>Barbara Fallot</i> Second: <i>Susan Mercer</i> <i>Approved</i></p> <p>Motion: <i>Susan Mercer</i> Second: <i>Heather Corbitt</i> <i>Approved</i></p>
<p>2.3 Sidney Town Council Liaison Report</p> <ul style="list-style-type: none"> - Dates are available on the town website regarding Open Houses and for information on the plans for a new building and site. Several options will be presented. - The annual Budget Review is on now. - Email admin@Sidney.ca for comments 	<p><i>Terri O’Keefe</i></p>

<p>ACTION - Carried Forward: SMA staff to create an enhanced Spatial Needs Report</p> <ul style="list-style-type: none"> - Work is ongoing and once complete will be brought forward to the Board for review. <p>ongoing</p> <p>ACTION - Finance Committee will meet January 30, 2026 to discuss spending authorities and procurement processes and policies.</p> <ul style="list-style-type: none"> - The Committee produced a draft policy as did Barbara Fallot. The two were discussed and suggestions made, noted and referred to the Finance Committee for further review. <p>ongoing</p> <p>ACTION : Inventory of gift shop stock and total sales to be forwarded to the Treasurer.</p> <ul style="list-style-type: none"> - A template has been created and Charlotte anticipates sending a new inventory to Peggy soon. <p>ongoing</p> <p>ACTION : Advertisement for new Board Members to be placed in Times Colonist and other publications.</p> <ul style="list-style-type: none"> - A News Release was sent out as well. <p>completed</p> <p>ACTION: A pop up will be added to the Website as well as asking if the Town of Sidney and Shaw websites could add one. Contact with Winspear, Shoal Centre, SEAG and ARTSEA were suggested.</p> <p>ACTION: Barbara recommended a membership in Volunteer Victoria for further exposure. Michael will follow up.</p>	<p><i>Michael Goodchild Peter Wainwright</i></p> <p><i>Finance Committee</i></p> <p><i>Charlotte Clar</i></p> <p><i>Barbara Fallot</i></p> <p><i>Charlotte Clar Shannon Neustaeter</i></p> <p><i>Michael Goodchild</i></p>
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3. NEW BUSINESS / FOR DECISION

Topic	Who
<p>3.1 Deaccessions Motion: to approve the deaccessions included in the ED report.</p>	<p>Motion: Heather Corbitt Second: Susan Mercer Approved</p>

<p>3.2 Problems with transfer of Agendas and Minutes from Microsoft program to Apple.</p> <ul style="list-style-type: none">- This problem was discussed and the following recommendations were made:<ul style="list-style-type: none">- Start numbering pages- Take the anticipated Attendees off the Agenda	
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4. Date of Next Meeting

March 28, 2026

5. Adjournment

Motion to adjourn: Barbara Fallot

Time: 11:38 am

<i>Approval of minutes:</i>	
_____	_____
Chair	Secretary
_____	_____
Date	Date