



Annual General Meeting – October 25, 2022

Minutes

DRAFT to be presented at 2023 AGM

Society Members Present: Stuart Culbertson, Allan Lane, Brian Liversedge, Janine Morris, Lesley Nicholls, Nick Poushinsky, Robyn Quinn, Taylor Reidlinger, Lesley Wood, Kylee Pawluk, Jessica Doig, Heather Priest, Deanna Mathewson, Graham Debling, Susan Simosko.

Also attending: Steve Duck (Town of Sidney Councillor); Hugues Toupin, Leah Thorpe, Kit Thornton and Tina Kelly

Location: Shaw Centre for the Salish Sea, 9811 Seaport Place

Agenda

1. Land Acknowledgement – Taylor Reidlinger

2. Call to Order

Allan Lane, Society Vice-President called the meeting to order and confirmed that the required quorum was present (bylaws required quorum of 7) to conduct the AGM.

3. Approval of AGM Agenda

MOTION for Approval of Agenda for the AGM – moved by Stuart Culbertson; seconded by Alan Lane **APPROVED**

4. Approval of Minutes 2021 AGM

MOTION for Approval of Minutes of the 2021 AGM (November 23, 2021) – moved by Stuart Culbertson; seconded Robyn Quinn **APPROVED**

5. President's Report: Janine Morris, Chair/President

Janine presented an overview of the Society's activities over its 2021/2022 year. Notes for Janine's verbal report are attached as **Annex 1**.

6. Finance Report Fiscal Year 2021/2022: Janine Morris, Treasurer

Janine presented an overview of the Society's financial performance over the 2021/2022 year. Notes for Janine's verbal report are attached as **Annex 2**.

The Review Engagement Report by the Society's auditors, Baker Tilley, was circulated with the agenda package and is also attached as **Annex 3**.

7. Questions

Questions were invited and answered by the President and Executive Director.

8. Appointment of Auditor for 2022/2023

MOTION for approval of the re-appointment of Baker Tilley as the Society's auditors for 2022/23
– moved by Janine Morris; seconded Nick Poushinsky *APPROVED*

9. Staff Report: Pauline Finn, Executive Director

Pauline provided an update on the Centre's operations and key initiatives over the past year. This was followed by a brief update on the current year to date performance highlighting ways the organization is living into the new Strategic Plan 2022-2023.

Notes for Pauline's verbal report are attached as **Annex 4**.

10. Nominations and Elections

Lesley Wood reviewed the current slate of Society's Board of Directors and outlined the 2022 recruitment process.

Board recruitment kicked off in August and was widely distributed (local paper, social media, newsletter, "in Centre" signage, volunteer job listings, via local groups and via direct contacts by staff, board and supporters.

The following three, new board member nominations were put forward.

- Jessica Doig
- Kylee Pawluk
- Heather Priest

Biography information for each nominee was included in the meeting package. That information is attached in **Annex 5**.

Lesley called for any additional nominations for election to the Society's Board of Directors from members present. The request for further nominations was called three times. There being no additional nominations, Lesley recommended nominees to the Board be elected by acclamation.

The full 2022/23 list of Directors (including the newly elected members and Officers) for the New Marine Centre Society is attached here as **Annex 6**.

11. Thank you

On behalf of the Board, staff and volunteers of the Society, Pauline Finn thanked departing Board member Janine Morris for her incredible dedication and hard work as both Treasurer and President of the Board during some unprecedented years.

Others were invited to share their appreciation. Janine was presented with a custom, framed nature photo by Andrew Wright and many good wishes. Staff member, Hugues Toupin presented her with a one-of-a-kind pen made by his talented young son (with some coaching from Dad).

12. Adjournment

MOTION for meeting to Adjourn – moved by Stuart Culbertson; seconded by Taylor Reidlinger
APPROVED

The formal part of the AGM was adjourned at 6:25 pm. This was followed by an opportunity to meet the team, taste some yummy foods made with seaweed and explore the Centre's new feature exhibition, *Seaweed: Mysteries of the Amber Forest*.

Minutes Prepared By: Stuart Culbertson, Secretary

Annexes:

- **Annex 1: President's Report** – Janine Morris Notes (Annex 1 in AGM Package ref. Agenda Item No.5)
- **Annex 2: Treasurer's Finance Report** – Janine Morris Notes (Annex 2 in AGM Package ref. Agenda Item No.6)
- **Annex 3: Independent Practitioners Review Engagement by Baker Tilley (NMCS Auditors) Report for the Fiscal Year 2020/21** (Annex 3 in AGM Package ref. Agenda Item No. 6)
- **Annex 4: Staff Report** – Pauline Finn Notes (Annex 2 in AGM Minutes Package ref. Agenda Item No. 9)
- **Annex 5: Board Member Nominations** – Biographies of three members putting their names forward for election to the Society's board of directors (also included in meeting package previously shared (via website, member newsletter and email) to members in advance of the AGM meeting (Annex 4 in AGM Package ref. Agenda Item No.10)
- **Annex 6: List of Directors and Officers for the New Marine Centre Society** (Annex 5 in AGM Package ref. Agenda Item No.10)

ANNEX 1: Presidents Report AGM Oct 25th, 2022

The New Marine Centre Society

Year Ended May 31, 2022

President's Report

It's hard to believe that this is my last AGM. While I am sad that my term has come to an end, I am so proud of how far our Centre has come during my time on the board. We are currently in a better position, both financially and operationally, than we have been since I joined the board in 2016. Revenues from admissions and memberships were higher this past fiscal year than they have been in over a decade (since 2011), and total revenues are the highest the Centre has reported in its history. While this is clearly a significant achievement, I cannot over emphasize the substantial work that it has taken to get us to this point; work that could not have been accomplished without the vision, dedication and leadership of our incredible executive director, Pauline Finn. Under Pauline's direction and guidance, her team of staff, volunteers and proficient, devoted senior managers, including Deanna Matthewson, Leah Thorpe, Tina Kelly, Hugues Toupin and Kit Thornton who are all here with us this evening, also played a major role in getting us to where we are today. Many challenges were faced along the way, including, as well all know, navigating our way through a global pandemic, but each challenge was accepted and tackled without reservation.

Since March 1st, the Centre has been consistently open 6 days a week while visitor numbers are routinely matching or better than pre-pandemic levels. With the back gallery improvements completed early in the year, the To Fish as Formerly Exhibition had its soft opening on June 9th and ran successfully into September of this year, bringing many visitors into the Centre that likely would not have visited otherwise, and educating many more. The transformation of the back gallery to a flexible space has opened up the Centre to host a much more diverse range of exhibitions going forward, including our newest exhibit, Seaweed: Mysteries of the Amber Forest that has just opened and we are all very excited about. You'll get to hear more about this impressive new exhibit shortly from our senior managers here tonight, as well as get to experience it for yourself after this meeting if you have not already been fortunate enough to do so.

As you may recall, we completed our Strategic Plan 2022-2023 last year. Since that time, the board established a new Performance Working Group to focus on the development and monitoring of various performance measures for the Plan. This group recently initiated a series of, small "pop-up" feedback gathering events over the course of the 2022 summer months which allowed directors to speak one on one with Centre visitors about their experiences. This event produced some very interesting feedback informing our approach to tracking progress and identifying areas of strength and possible improvement. While the important work of this

group continues, we are also very focused on increasing revenue generation through various channels, which is being supported by the work of our Friend and Fund Development working group who is working closely with Pauline to achieve our contributed revenue targets.

While the board committees and working groups focused on their important work, the staff focused on completing a number of significant special projects during the year. These included both capital upgrades and maintenance work, which Pauline could not have achieved without the hard work and dedication of her excellent team. She will touch on these milestones with more details in her report.

I also want to take this opportunity to thank each one of our board members for their critical contributions to our Centre. Each one of our directors brings their own set of uniquely valuable skills and knowledge to the table and we are extremely fortunate to have a such an engaged and enthusiastic group of people who each have the Centre's best interest at heart. I've been on several other boards and am able to recognize what a rare and special thing this is. We are very lucky!

While we are in a relatively stable position at this time, we cannot lose sight of our goals and objectives as set forth in our strategic plan. It is crucial as we move forward to ensure that we continue taking the necessary steps to achieve these things and that our progress is closely monitored. I have no doubt that with the tenacity of our entire team, this important work will continue and the position of the Centre will continue to strengthen.

ANNEX 2: Treasurer's Report AGM Oct 25th, 2022

The New Marine Centre Society

Year Ended May 31, 2022

Treasurer's Report

It was a good year this year! While we started the year cautiously optimistic, unsure just how stable the coming year would be, the financials were closely monitored each month and slowly but surely a trend began to emerge. During the first quarter of the fiscal year, our most crucial revenue earning months, total revenues came in 13% better than planned and as the year progressed, we were extremely pleased to see similar results. Through the hard work and perseverance by Pauline and her dedicated team, including the pursuit of funding opportunities, I am pleased to report that our net income from operations this year landed at just over \$70,000. Drawing on the prior year's reserve, just over \$40,000 was also spent on crucial capital reinvestment.

If we look to page 4 of the financial statements, the statement of financial position, we can see that our current net financial position has improved by approximately \$30,000. What I mean by that is that if we compare current assets, less our liabilities, we see that last year there were net assets (not including property, plant and equipment) of just under \$370,000 vs. net assets this year of just under \$400,000. We also see this illustrated in the net asset figures. This surplus is reflected as \$200,000 held in our operating fund and another \$199,000 held in our capital fund. The equity in capital fund reflects the net book value of our property, plant and equipment, which is the total of all capital assets purchased since inception, less the amortization expense taken each year.

Next we'll move onto the statement of revenues and expenditures on page 5. While revenues came in considerably higher than last year, expenses followed suit, resulting in a lower net income from operations than in the prior year. Having said that, we must keep in mind that last year was not a normal year for the Centre and does not reflect typical results. A major factor in the prior year's positive result was the receipt of the Canada Emergency Wage Subsidy funding, which came in at just under \$195,000 last year. This year, which saw the end of this program in early fall of 2021, came in at just over \$33,000, for a downward swing of \$162,000. Another significant difference this year, which I already mentioned in my president's report, is the substantial increase in admissions and rentals and memberships over the prior year – an increase of almost \$350,000! This highlights for us just how valued our Centre is to our community and we are extremely grateful to all of our visitors and members who have returned to the Centre and continue to benefit from our service and provide their support.

Moving onto the next page we'll look at the statement of changes in net assets. The operating fund ended with a balance of \$200,000, which was no coincidence. As we know, in line with our strategic plan and our commitment to the Town of Sidney, we are working to increase our capital reserve fund to build it up for future, larger scale capital purchases. To help us achieve this goal, the board elected to transfer the operating fund surplus in excess of \$200,000 into the capital reserve fund, which totalled \$152,285. As just as a reminder, the purpose of the equity in capital fund is strictly to reflect the amount invested in capital assets, less amortization.

On that note, I'll now put forward a motion "That the financial statements, the treasurer's report and the auditor's review report, be accepted and approved by the membership" and open up the floor for any questions.

THE NEW MARINE CENTRE SOCIETY

Financial Statements

For the Year Ended May 31, 2022



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INDEPENDENT PRACTITIONERS' REVIEW ENGAGEMENT REPORT

To the Members of The New Marine Centre Society

We have reviewed the accompanying financial statements of The New Marine Centre Society (the "Society") that comprise the statement of financial position as at May 31, 2022 and the statement of revenues and expenditures, changes in net assets, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian Accounting Standards for Not-For-Profit Organizations and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Practitioners' Responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.



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INDEPENDENT PRACTITIONERS' REVIEW ENGAGEMENT REPORT (continued)

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Basis of Qualified Conclusion

In common with many charitable organizations, the Society derives revenue from donations, the completeness of which is not susceptible to us obtaining evidence we considered necessary for the purpose of the review. Accordingly, the evidence obtained of these revenues was limited to the amounts recorded in the records of the Society. Therefore, we were not able to determine whether any adjustments might be necessary to donations revenue, deficiency of revenues over expenses, and cash flows from operations, and current assets and net assets as at May 31, 2022 . Our review conclusion on the financial statements for the year ended May 31, 2022 was modified accordingly because of the possible effects of this limitation in scope.

Qualified Conclusion

Based on our review, except for the possible effects of the matter described in the Basis for Qualified Conclusion paragraph, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of The New Marine Centre Society as at May 31, 2022, and the results of its operations and its cash flows for the year then ended in accordance with Canadian Accounting Standards for Not-For-Profit Organizations .

Baker Tilly Victoria Ltd.

CHARTERED PROFESSIONAL ACCOUNTANTS

Victoria, B.C.

October 20, 2022

The New Marine Centre Society

Statement of Financial Position

As at May 31, 2022

	2022	2021
	\$	\$
Assets		
Current Assets -		
Cash and short term deposits	488,023	445,822
Restricted cash (note 3)	54,605	39,468
Accounts receivable	8,086	88
Inventory	33,215	36,294
Prepaid expenses	4,180	3,815
	588,109	525,487
Property, Plant and Equipment (note 5)	2,176,167	2,234,386
	2,764,276	2,759,873
Liabilities		
Current Liabilities -		
Accounts payable and accrued liabilities	74,755	57,751
Goods and services taxes payable	1,905	2,980
Provincial sales taxes payable	518	335
WCB payable	1,831	1,557
Deferred contributions (restricted) (note 6)	51,130	39,468
Deferred capital contributions (restricted) (note 8)	3,475	-
Deferred revenue (unrestricted)	6,247	4,700
	139,861	106,791
Amounts Held In Trust	9,590	9,590
Canada Emergency Business Account Loan (note 7)	40,000	40,000
	189,451	156,381
Net Assets		
Operating Fund	200,000	286,807
Equity in Capital Fund	2,176,167	2,234,386
Capital Reserve Fund	198,658	82,299
	2,574,825	2,603,492
	2,764,276	2,759,873

SIGNED ON BEHALF OF THE BOARD:


Director

The New Marine Centre Society

Revenues and Expenditures

For the Year Ended May 31, 2022

	2022	2021
	\$	\$
Revenue		
Admissions and rentals	542,919	244,832
Donations and grants	195,114	287,389
Gift shop sales, net of cost	49,684	42,150
Memberships	114,905	85,992
Operating grant - Town of Sidney	205,000	205,000
Other revenue	17,799	22,761
	1,125,421	888,124
Expenditures		
Accounting and legal	15,323	13,291
Aquarium costs	34,297	26,208
Credit card charges	10,809	7,337
Education costs	23,207	2,181
Fundraising costs	1,892	4,881
Insurance	25,370	19,518
Interest and bank charges	2,521	1,957
Maintenance costs	79,443	57,679
Marketing	13,481	6,346
Oceaneer expenses	6,860	1,786
Office	46,900	19,231
Special projects	1,096	217
Telephone and utilities	81,310	75,743
Travel and automotive	1,191	353
Wages and benefits	711,450	552,911
	1,055,150	789,639
Excess of Revenues Over Expenses from Operations	70,271	98,485
Other Expenses -		
Amortization	98,938	92,252
Excess (Deficiency) of Revenues Over Expenses	(28,667)	6,233

The New Marine Centre Society

Statement of Changes in Net Assets

For the Year Ended May 31, 2022

	Operating Fund	Capital Reserve Fund	Equity in Capital Fund	2022 \$	2021 \$
Net Assets - Beginning of Year	286,807	82,299	2,234,386	2,603,492	2,597,259
Amortization	-	-	(98,938)	(98,938)	(92,252)
Purchase of Property, Plant and Equipment	-	(40,719)	40,719	-	-
Purchase of Property, Plant and Equipment - Restricted Fund	(4,793)	4,793	-	-	-
Transfer of Operating Fund Surplus to Capital Reserve Fund (note 8)	(152,285)	152,285	-	-	-
Excess (Deficiency) of Revenues Over Expenses	70,271	-	-	70,271	98,485
Net Assets - End of Year	200,000	198,658	2,176,167	2,574,825	2,603,492

The New Marine Centre Society

Statement of Cash Flows

For the Year Ended May 31, 2022

	2022	2021
	\$	\$
Cash Provided from (Used for):		
Operating Activities		
Deficiency of revenues over expenses	(28,667)	6,233
Item not affecting cash:		
Amortization	98,938	92,252
	70,271	98,485
Changes in non-cash working capital:		
Accounts receivable	(7,998)	17,216
Inventory	3,079	26,853
Prepaid expenses	(365)	(2,559)
Accounts payable and accrued liabilities	17,004	26,261
Deferred contributions	11,662	12,252
Deferred capital contributions	3,475	-
Deferred revenue	1,547	(7,786)
Goods and services tax payable (recoverable)	(1,075)	3,609
Provincial sales tax payable	183	229
WCB payable	274	(1,403)
	98,057	173,157
Investing Activities		
Purchase of capital assets	(40,719)	(6,370)
Financing Activities		
Proceeds from Canada Emergency Business Loan	-	10,000
Net Increase in Cash	57,338	176,787
Cash - Beginning of Year	485,290	308,503
Cash - End of Year	542,628	485,290
Cash Consists of:		
Cash and cash equivalents	488,023	445,822
Restricted cash	54,605	39,468
	542,628	485,290

The New Marine Centre Society

Notes to Financial Statements

For the Year Ended May 31, 2022

1 Purpose of the Society

The New Marine Centre Society is a not-for-profit organization incorporated in British Columbia under the Societies Act and is a registered charity under the Income Tax Act. The Society is a non-taxable entity. The Board is comprised of a wide spectrum of community educators, scientists and business people. The purposes of the Society are to operate a unique public facility or facilities to foster an appreciation of the Salish Sea Bioregion, be a valued community organization and undertake such other activities which from time to time may be deemed appropriate in pursuing the aforementioned purposes.

2 Summary of Significant Accounting Policies

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO).

Cash and short term deposits

Cash and short term deposits consists of cash on hand, bank balances and investments in short term, cashable GIC's.

Financial instruments

The Society initially measures its financial assets and liabilities at fair value, except for certain non arm's length transactions. The Society subsequently measures its financial assets and financial liabilities at amortized cost, except for securities quoted in an active market, which are subsequently measured at fair value.

Financial assets measured at amortized cost include cash and short term deposits and accounts receivable. Financial liabilities measured at amortized cost include accounts payable.

Inventory

Inventory is valued at lower of cost and replacement value with cost being determined on a first-in, first out basis.

The New Marine Centre Society

Notes to Financial Statements

For the Year Ended May 31, 2022

2 Summary of Significant Accounting Policies (Continued)

Fund accounting

The Operating Fund reports the revenue and expenses related to the operation of the Shaw Ocean Discovery Centre.

The Equity in Capital Fund reports the capital assets of the Society less amortization.

The Capital Reserve Fund reports income from non-operating activities and holds funds for future capital purchases less any capital replacement expenditures.

Revenue recognition

The New Marine Centre Society follows the restricted fund method of accounting for contributions.

Restricted contributions related to general operations are recognized as revenue of the Operating Fund in the year in which the related expenses are incurred. All other restricted contributions are recognized as revenue of the appropriate restricted fund.

Unrestricted contributions are recognized as revenue of the Operating Fund in the year received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Revenues from rentals are recognized when the rental takes place.

Revenues from admissions, gift shop sales and memberships are recognized when received.

Volunteers contribute many hours per year to the Society (Note 10). Due to the difficulty of determining their fair value, contributed services are not recognized in the financial statements.

Donations in kind are recorded at their fair market value when the goods are received.

The New Marine Centre Society

Notes to Financial Statements

For the Year Ended May 31, 2022

2 Summary of Significant Accounting Policies (Continued)

Property, plant and equipment

Property, plant and equipment is stated at cost or deemed cost less accumulated amortization. Property, plant and equipment is amortized over its estimated useful life at the following rates and methods:

Ocean Discovery Centre Facility	5-30 years straight-line method
Furniture and fixtures	20% declining balance method
Computer equipment	55% declining balance method

There is no amortization being taken on artwork.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period.

Management estimates relate to the useful lives of capital assets and the collectability of accounts receivable. Actual results could differ from these estimates, although management does not generally believe such differences would materially affect the financial statement in any individual year.

3 Restricted Cash

Cash in the amount of \$54,605 is externally restricted for use, as indicated in Notes 6 & 8.

4 Financial Instruments

Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Society is exposed to interest rate risk on its fixed rate term deposits, although the extent of such risk is considered minimal.

It is management's opinion that the Society is not exposed to significant market currency, liquidity, or other price risks arising from these financial instruments.

The New Marine Centre Society

Notes to Financial Statements

For the Year Ended May 31, 2022

5 Property, Plant and Equipment

	Cost \$	Accumulated amortization \$	2022 Net \$	2021 Net \$
Ocean Discovery Centre Facility	4,233,506	2,092,244	2,141,262	2,218,558
Furniture and fixtures	44,582	27,923	16,659	11,065
Artwork	4,763	-	4,763	4,763
Computer equipment	18,597	5,114	13,483	-
	4,301,448	2,125,281	2,176,167	2,234,386

There is no amortization taken on artwork.

6 Deferred Contributions

Deferred contributions represent externally restricted funding received in the current period.

Changes in the deferred contributions balance are as follows:

	Opening Balance \$	Received \$	Expenditures \$	Closing Balance \$
Canada Summer Jobs Fund	-	42,881	24,098	18,783
Life on this Planet Fund	-	5,000	5,000	-
Mountain Equipment Co-op: Curriculum Review & Upgrade Project	921	-	921	-
NSERC: World Oceans Day	3	-	3	-
Pacific Salmon Foundation	5,819	-	-	5,819
Private donation	3,978	5,826	9,804	-
Saanich Peninsula Foundation	381	-	381	-
Salish Weave Foundation & Town of Sidney: Coast Salish Project	8,080	-	-	8,080
Town of Sidney	17,084	-	-	17,084
Town of Sidney: Research & Capital	2	-	2	-
Victoria Foundation (Fowlow Fund): Octopus & Animal Care	3,200	6,850	8,686	1,364
	39,468	60,557	48,895	51,130

The New Marine Centre Society

Notes to Financial Statements

For the Year Ended May 31, 2022

7 Canada Emergency Business Account Loan Payable

	2022	2021
	\$	\$
CEBA loan received	60,000	40,000
Forgivable portion of loan included in revenue	(20,000)	(10,000)
	40,000	30,000

The Society received the Government's Canada Emergency Business Account (CEBA) loan in response to the COVID-19 global pandemic. The loan is held at TD Canada Trust. It bears no interest and is due to be paid December 31, 2023. Should the loan not be paid back, the full loan will be converted to a term loan with an annual interest rate of 5% payable in monthly instalments and due December 31, 2025.

8 Deferred Capital Contributions

Deferred capital contributions represent externally restricted contributions related to the acquisition of capital assets. These contributions are recognized as revenue on the same basis as the amortization expense related to the capital assets acquired. Changes in the deferred capital contributions balance is as follows:

	Opening Balance	Additions	Amortization	Closing Balance
	\$	\$	\$	\$
Computer equipment	-	4,793	1,318	3,475

The New Marine Centre Society

Notes to Financial Statements

For the Year Ended May 31, 2022

9 Interfund Transfers

During the year the board approved a transfer of \$152,285 from the Operating Fund to the Capital Reserve Fund. These funds will be used finance future capital purchases.

10 Volunteer Hours

The ongoing operations of the Society are greatly assisted by the generous donation of time by around 121 listed volunteers. The value of this donation of time at a conservative rate of \$15.65 per hour would be \$81,787 (2021 - \$100,013 at \$15.20 per hour).

11 Victoria Foundation Endowment

During the 2012 fiscal year, the Society was invited to establish a permanent endowment fund with the Victoria Foundation. The Ocean Discovery Fund will be held in perpetuity by the Foundation and a portion of the income earned by the fund will be returned to the Society to support activities as determined by the Board. An initial contribution of \$7,500 from funds already held by the Society for endowment purposes was transferred to the Victoria Foundation and matched equally by the Foundation. In 2013 & 2014, the Society made a further contribution of \$2,500 in each year and a further \$5,000 in 2018, to which the Foundation provided matching contributions. The market value of the endowment funds held by the Foundation at June 30, 2022, including earned interest, is \$46,768. These funds are not included on the Statement of Financial Position. Future donations designated to this permanent fund to support the Society will be welcomed by the Victoria Foundation.

12 Premises Lease

The Society has a lease agreement (dated September 1, 2007) with the Town of Sidney for use of town-owned space in The Sidney Pier Hotel and Spa (approximately 10,000 square feet), at a rate of \$5.00 for 20 years.

ANNEX 4: Staff Report AGM Oct 25th, 2022

Staff Report

Presented by Executive Director, Pauline Finn

Good Evening Society members and staff. Janine HAS covered a lot in her dual roles as President and Treasure. I will:

- add some colour to the FY story by highlighting major projects
- provide a brief update of the current year performance including a fun/upcoming example of living into our strategic plan.

HIGHLIGHTS 2021-2022

CONTEXT - For context, let's not forget that our previous fiscal year was fully focused on pandemic recovery. Things were so uncertain that year that our planning was done in small 3-4 month chunks.

The operating plan for 2021/22 was created using the 2018/19 actuals as our baseline. (That was the most recent, 12-month year of operations not affected by the pandemic). Our planning assumptions included:

- admissions gradually improving from 65% to 75%
- and membership purchases at 85%
- also there were NO facilitated programs or facility rentals expected.

As Janine highlighted, throughout the year, **the Centre performed very well** allowing us to complete a number of important projects.

These highlighted projects go beyond:

- our base service to the community and
- ongoing care for our animal ambassadors, facility & life support systems.

We do not have the resources to run separate, special project teams. Rather, it is the same group of dedicated staff serving the community every day that take on these projects.

So, while our Visitor Experience, Learning Team and Oceaneer volunteers continued to provide excellent, daily serve to the community ... AND the Animal Care Team and our Engineering Technician cared for our animals, equipment and systems.

WE ALSO

- **Transformed the Back Gallery** – The final finishing work and the activation of this newly transformed space happened in June & July of 2021. This updated gallery space (which you will experience first hand tonight) now serves as a purpose-build, **flexible space for sharing a diversity of topics, experiences and stories with the community.**

- Hosted our first, large-scale feature exhibition **To Fish As Formerly: The Story of Straits Salish Resurgence**. The show ran from July 2021 to September 2022 during which
 - over 74,000 people came to the Centre (13 months over 2 fiscal years)
 - including 545 visitors who self identified as indigenous from the South Island.
- Completed a much needed update to our **Business Management Software** – This significant project modernized and integrated our POS and Membership functions. To support the success of this project and to improve cyber security and staff productivity, investments were also made to **secure ongoing professional IT support services** as well as **computer equipment updates** for the majority of our staff workstations.
- Completed critical improvements to our beloved **Submarine experience** - This welcome experience investment included installation of a state of art, changeable content system, new creative additions, new screens and bringing back some engaging elements previously taken offline. Like the Back Gallery Transformation, this investment will give us creative flexibility for years to come.
- Completed a major **Office Transformation** – This massive project was completed during the January 2022 closure week and turned a chaotic work space hosting 6 “very varied and uneven” workstations into a well thought out, functional area with 8 “matching” workstations, additional storage and a shared, multi-use table.

It’s so exciting to look back and reflect on what was accomplished by our dedicated team of staff and I NEED to take a moment to thank them for their incredible commitment and tenacity. Please join me in giving the staff team a hand “of congratulations AND thanks”. WHAT A YEAR!

NOW regarding our CURRENT Year

The Plan for the current fiscal year is ambitions in aspirations and revenue generation to support those aspirations.

Operating Results to the end of August:

-Revenues (earned & contributed) finished 3% below plan
while Overall Expenses finished 10% below plan

Capital Investment

-During those first 3 months, just under \$8K of capital investment also took place.

One Major milestone of note was just two weekends ago with the opening of **Seaweed:**

Mysteries of the Amber Forest.

Living into our Strategic Plan

CONTEXT - For context, this Plan is for 10 years (beginning June 2022) and is VERY ambitious. To truly live into this plan and DO that much more for our community, the Centre will need to increase our revenues significantly to resource these ideas and that will not happen over night. And ... keep in mind that we are still re-instating and re-imagining some “historically expected” services that had to be put on hold an/or significantly adapted during peak pandemic times.

So, of our early efforts will be about how we do what we do rather than adding costly new initiatives.

The plan includes 8 values – 4 of which were always here / felt and embraced and 4 of which are new OR at least newly articulated.

Community Service --- one of our new values goes (and will go) beyond our core services.

Two fun examples are:

- Our new Employee Volunteer Program (launched this spring)
 - staff volunteer experiences (so far) range from sharing what we do / know how to do with the community AND learning something new & contributing the work of other organizations
- Our, now annual A-Scare-ium event ... last year we raised \$2,000 – split between us and the Peninsula food bank. This year, we will split our proceeds with Beacon Family Services.

ANNEX 5: Board Member Nominations AGM Oct 25th, 2022



2022 AGM BOARD NOMINATIONS

Public, board member recruitment was held from Aug 15th to Oct 7th 2022. Deliberations by the Governance & Nominations Committee were endorsed by the Executive Committee resulted in three nominations to the Board. Biographies for these nominees are presented below. These individuals are current members of the Society and have confirmed that they are not disqualified from being a director.

- Jessica Doig
- Kylee Pawluk
- Heather Priest

Jessica Doig - Jessica was born and raised in Victoria and attended UBC with plans to become a teacher. It was the chance experience to build her paleontology class's website that turned her onto the path of using technology as a way of bringing education to the public. With her degree in Biology and Earth Science, Jessica created a career focused on meaningful educational experiences in informal learning environments.

Now with 15+ years at ngx, Jessica leads their team as Executive Producer focused on creating digital exhibits for museums and science centres. Jessica's portfolio of digital projects encompasses well-known local institutions including the Royal BC Museum and Craigdarroch Castle. Her work has taken her across Canada, producing projects at Science World, the Montreal Biosphere and the Discovery Centre in Halifax. Further afield, Jessica's work has featured in the Smithsonian, the Shoah Dallas Holocaust Museum and venues in United Arab Emirates.



Jessica cares deeply about audiences, design and user interaction. She sees technology as a medium to deliver captivating stories, meaningful content and playful experiences. Her long held interest in science has been driven by a desire to better understand the world we live in. Now with over 15 years of experience in digital experience design, Jessica is at a stage in her career where she is looking to give back to the community. She believes the Shaw Centre for the Salish Sea is an

organization where she can continue to channel her passion for STEM. Jessica is familiar with the SSCS mission and values; having been a regular visitor over the years with her now grown daughters.

Kylee Pawluk - Dr Pawluk has an extensive background in Marine Biology and Ecology, graduating with a Masters and a PhD with a marine ecology focus. Kylee has a history of being involved with several well-known non-profits including Bamfield Marine Sciences Centre and Strawberry Isle Marine Research Society (SIMRS). In 2018, Kylee was appointed Regional Projects Coordinator for the Marine Plan Partnership for the North Pacific Coast (MaPP), a collaborative marine planning partnership between 17 member First Nations and the province of BC.



Kylee is passionate about communicating scientific knowledge to the public and stakeholders; having given presentations at the Pacific Rim Whale Festival, UVic Speakers Bureau, and co-taught a marine ecology course for the Coastal First Nations Guardians. Kylee has spent countless hours as a researcher both above and below the water; as a science staff member on board Canadian Coast Guard Research Vessels, and as a Scientific Diver for the Smithsonian Institute surveying spawning corals.

Kylee appreciates the SSCS for the opportunity it provides visitors to explore the diversity of life in our waters.

Heather Priest - After being born and raised in a landlocked industrial city in the UK., Heather yearned to live on the coast. Her annual trip to the coast was the most important and influential times of her life.

After attending art school and graduating as a Registered Nurse, she decided it was time to travel. Shortly after graduation, she emigrated to Canada, and in coastal BC found a different world than the one she left. She spent as much time on the ocean as she could, kayaking, sailing, paddling with the Squamish Nation (Dragon Boat racing and outrigger).

Heather and her young daughter spent many happy hours learning about ocean life at the Vancouver Aquarium, so when she relocated to Sidney, she was intrigued to learn more about the Shaw Centre for the Salish Sea. Heather appreciates the engagement, education and exposure that public aquariums and learning Centres can bring to the public.

Throughout her adult life, Heather has maintained her connection to the ocean through various volunteer commitments including coordinating the North Vancouver Great Canadian Shoreline Cleanup, volunteering with the Peninsula Streams Society and working as a Herring Spawning Enhancement Volunteer through the World Fisheries Trust.

Heather is honoured to help the Centre work toward maintaining its values and achieving its goals in its second decade and looks forward to sharing her enthusiasm and energy to this valuable cause.



Annex 6: New Marine Centre Society Board of Directors for 2022/23 (AGM Agenda Item

No.10) **New Marine Centre Society Board of Directors 2022/23**

Board Member
Lane, Allan - President
Wood, Lesley - Vice President
Liversedge, Brian - Treasurer
Culbertson, Stuart - Secretary
Doig, Jessica
Kylee, Pawluk
Patterson, Lorraine
Poushinsky, Nick
Priest, Heather
Quinn, Robyn
Reidlinger, Taylor
Tulip, Danny

*Finn, Pauline - **Executive Director**

*Garnett, Scott - **Town of Sidney Councilor Liason**

*TEMOSSEN, Charles W. Elliott - **Cultural Advisor**

*Non-voting board members.