



ANNUAL GENERAL MEETING

June 2, 2026

7-150 Small Lecture Theatre Agora

Doors open 6:00 pm

Meeting 7:00 pm

Agenda

Call to Order

1. Approval of the Agenda
2. Adopt minutes of the June 10, 2025 Annual General Meeting
3. Year End Financial Report
4. President's Report
5. Nomination Report
6. Alice Wolczuk Memorial Award
7. Adjournment
8. Presentation - DDBGS Transition Plan

Door prizes

NOMINATION REPORT

Good evening Ladies and Gentlemen:

The David Douglas Botanical Garden Society Board consists of 15 Board of Director positions. Two of these positions are appointed by UNBC which leaves 13 elected positions. The General Membership at the Annual General Meeting fills these seats on the Board.

Directors are elected for a two-year term and may serve any number of consecutive terms.

The Executive is elected from among the Board membership at the first meeting of the new Board. There are also standing committees that require a Director as part of their membership.

There are X Directors who have 1 year left on their terms to serve on the Board as they were elected to two-year terms one year ago:

X

There are X Directors who served the first year of their first two-year term and will not fulfill their first term:

X

There are X Directors who have served their first term and will not stand for re-election:

X

There are X Directors who have served their third term and will not stand for re-election:

X

The following Directors were appointed by the Board in the past year and have agreed to let their name stand for election:

X

That leaves X positions vacant.

There are X Directors who have completed their first term and has agreed to let their name stand for re-election:

X

That leaves X positions open.

I will again name the nominees and will call for additional nominations three times:

X

The floor is open for nominations.

First call –

Second call -

Third call -

Nominations close.

Directors will either be elected by acclamation (if one or less nominations are made from the floor) or by secret ballot (if more than one nomination is made from the floor).

Motion – That the following be elected:

X

All in favor by show of hands – carried/not carried

Congratulations – Ladies and Gentlemen, your Board of Directors for the next year:

X

and elected tonight:

X

And UNBC appointees:

David Claus

Dr. Sinead Earley

It is noted that the Board of Directors are empowered to fill vacancies between Annual General Meetings.

It is also noted that the Executive positions of President, Vice President, Treasurer and Secretary are elected at the first Board Meeting following this Annual General Meeting.

IF A VOTE IS REQUIRED:

If a vote is necessary to fill the Director positions it must be by ballot unless the meeting unanimously decides that a show of hands is sufficient.

If a vote is held, appoint two trusted non-candidates to scrutinize and count the ballots and report the results to you for announcement.

After the vote, a motion to destroy the ballots should be called.

DRAFT



ANNUAL GENERAL MEETING

June 10, 2025

Lecture Theatre 7-150

Winter Garden, UNBC

7:00 pm

Minutes

Call to Order at 7:04 pm

1. Approval of the Agenda

Motion to approve the Agenda –

1st – Judy Tompkins

2nd – Esther Prosser

All in favor, motion carried

2. Adopt minutes of the June 4, 2024 Annual General Meeting



2024 June 4 AGM
Minutes DRAFT.doc:

Motion to adopt the minutes of the June 4th AGM –

1st – Carmen Herman

2nd – Carolyn Rowland

All in favor, motion carried

3. Year End Financial Reports

Motion to accept the Year End Financial Reports as presented –



David Douglas David Douglas
Botanical Garden SoBotanical - 2025 FS 5



1st – Teresa Blow

2nd – Carolyn McGhee

All in favor, motion carried

4. President's Report



2024 AGM
President's Report.p

5. Nomination Report

6. Adjournment: 7:45 pm

7. Presentation – Embracing the Future – Impact of our Master Gardeners in the Community

Door prizes

NOMINATION REPORT

Good evening Ladies and Gentlemen:

The David Douglas Botanical Garden Society Board consists of 15 Board of Director positions. Two of these positions are appointed by UNBC which leaves 13 elected positions. The General Membership at the Annual General Meeting fills these seats on the Board.

Directors are elected for a two-year term and may serve any number of consecutive terms.

The Executive is elected from among the Board membership at the first meeting of the new Board. There are also standing committees that require a Director as part of their membership.

There are 4 Directors who have 1 year left on their terms to serve on the Board as they were elected to two-year terms one year ago:

Marie Gendron
Catriona McLennan
Esther Prosser
Judy Tompkins

There are 2 Directors who served the first year of their first two-year term and will not fulfill their first term:

Tony Reimer
Jon Hansson

There is 1 Director who served 1.5 years of their second term and stepped off the Board:
Teresa Blow

There is 1 Director who has served their first term and will not stand for re-election:
Ana Peasgood

There is 1 Director who has served their third term and will not stand for re-election:
Carolyn Rowland

The following Directors were appointed by the Board in the past year and have agreed to let their name stand for election:

Claudia Barreira
Carmen Herman

That leaves 7 positions vacant.

There is 1 Director who has completed their first term and has agreed to let their name stand for re-election:

Lee Stevens

That leaves 6 positions open.

I will again name the nominees and will call for additional nominations three times:

Claudia Barreira

Carmen Herman

Lee Stevens

The floor is open for nominations.

First call – Audrey Faber

Second call - none

Third call - none

Nominations close.

Directors will either be elected by acclamation (if one or less nominations are made from the floor) or by secret ballot (if more than one nomination is made from the floor).

Congratulations – Ladies and Gentlemen, your Board of Directors for the next year:

Catriona McLennan

Esther Prosser

Judy Tompkins

Marie Gendron

and elected tonight:

Claudia Barreira

Carmen Herman

Lee Stevens

Audrey Faber

And UNBC appointees:

David Claus

Dr. Sinead Earley

It is noted that the Board of Directors are empowered to fill vacancies between Annual General Meetings.

It is also noted that the Executive positions of President, Vice President, Treasurer and Secretary are elected at the first Board Meeting following this Annual General Meeting.

IF A VOTE IS REQUIRED:

If a vote is necessary to fill the Director positions it must be by ballot unless the meeting unanimously decides that a show of hands is sufficient.

If a vote is held, appoint two trusted non-candidates to scrutinize and count the ballots and report the results to you for announcement.

After the vote, a motion to destroy the ballots should be called.

DAVID DOUGLAS BOTANICAL GARDEN
SOCIETY

FINANCIAL STATEMENTS

(Unaudited)

For the year ended March 31, 2025

**DAVID DOUGLAS BOTANICAL GARDEN SOCIETY
FINANCIAL STATEMENTS
(Unaudited)
For the year ended March 31, 2025**

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INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Members of

David Douglas Botanical Garden Society

We have reviewed the accompanying financial statements of David Douglas Botanical Garden Society that comprise the statement of financial position as at March 31, 2025, and the statements of operations and 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.

Practitioner's 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.

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.

INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT, continued

Conclusion

Based on our review, 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 David Douglas Botanical Garden Society as at March 31, 2025, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Report on Other Legal and Regulatory Requirements

As required by the B.C. Societies Act, we report that the Society in preparing their financial statements in accordance with ASNPO has applied the accounting policies on a basis consistent with that of the prior year.

Prince George, BC
June 10, 2025

FBB CHARTERED
PROFESSIONAL
ACCOUNTANTS LLP

DAVID DOUGLAS BOTANICAL GARDEN SOCIETY

STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS

(Unaudited)

For the year ended March 31, 2025

	<u>2025</u>	<u>2024</u>
REVENUES		
Fundraising - Plant Sale	\$ 43,875	\$ 33,357
Master Gardener Program	8,995	392
Membership Dues	11,142	10,034
General Donations	12,463	86,285
Interest Income	5	4,968
Seedy Saturday Sales	2,756	2,850
Door Prize Revenue	582	-
Grants	75,000	-
Change in deferred contributions	85,678	663,888
Community garden fees	1,080	-
	<u>241,576</u>	<u>801,774</u>
EXPENDITURES		
Advertising and promotion	7,702	19,540
Books and educational materials	35	189
Speaker fees, seminars and training	442	700
Community garden	1,886	-
Insurance	1,920	452
Interest and bank charges	771	601
Fundraising and events	5,352	6,330
Memberships	547	214
Botanical garden expansion and construction costs	172,636	762,703
Office	4,659	6,530
Master gardener program	6,586	2,033
Professional fees	7,291	6,945
Site development and maintenance	23,159	1,416
Supplies	547	371
Travel	805	-
	<u>234,338</u>	<u>808,024</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	7,238	(6,250)
NET ASSETS, BEGINNING OF YEAR	<u>49,209</u>	<u>55,459</u>
NET ASSETS, END OF YEAR	<u>\$ 56,447</u>	<u>\$ 49,209</u>

See accompanying notes

DAVID DOUGLAS BOTANICAL GARDEN SOCIETY
STATEMENT OF FINANCIAL POSITION
(Unaudited)
As at March 31, 2025

	<u>2025</u>	<u>2024</u>
ASSETS		
CURRENT ASSETS		
Cash	\$ 68,609	\$ 56,248
Prepaid expenses	1,692	1,356
Restricted cash (note 3)	27,913	85,688
GST receivable	<u>657</u>	<u>4,331</u>
	<u>\$ 98,871</u>	<u>\$ 147,623</u>
LIABILITIES		
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	\$ 8,296	\$ 6,561
Membership dues and other fees received in advance	<u>6,225</u>	<u>6,175</u>
	14,521	12,736
DEFERRED CONTRIBUTIONS (note 4)	<u>27,903</u>	<u>85,678</u>
	42,424	98,414
NET ASSETS	<u>56,447</u>	<u>49,209</u>
	<u>\$ 98,871</u>	<u>\$ 147,623</u>

On behalf of the Board

_____ Member

_____ Member

See accompanying notes

DAVID DOUGLAS BOTANICAL GARDEN SOCIETY

STATEMENT OF CASH FLOWS

(Unaudited)

For the year ended March 31, 2025

	<u>2025</u>	<u>2024</u>
OPERATING ACTIVITIES		
Excess (deficiency) of revenues over expenditures	\$ 7,238	\$ (6,250)
Change in non-cash working capital items		
Prepaid expenses	(336)	(1,356)
GST receivable	3,674	(2,135)
Accounts payable and accrued liabilities	1,735	3,061
Membership dues and other fees received in advance	<u>50</u>	<u>1,394</u>
	12,361	(5,286)
FINANCING ACTIVITY		
Deferred contributions	<u>(57,775)</u>	<u>(663,888)</u>
DECREASE IN CASH	(45,414)	(669,174)
CASH, BEGINNING OF YEAR	<u>141,936</u>	<u>811,110</u>
CASH, END OF YEAR	<u>\$ 96,522</u>	<u>\$ 141,936</u>
CASH CONSISTS OF:		
Cash	\$ 68,609	\$ 56,248
Restricted cash	<u>27,913</u>	<u>85,688</u>
	<u>\$ 96,522</u>	<u>\$ 141,936</u>

See accompanying notes

DAVID DOUGLAS BOTANICAL GARDEN SOCIETY

NOTES TO THE FINANCIAL STATEMENTS

(Unaudited)

For the year ended March 31, 2025

1. Nature of operations

David Douglas Botanical Garden Society (the society) operates a botanical garden in Prince George, BC with the mission to establish and maintain an aesthetically pleasing botanical garden in partnership with the University of Northern British Columbia; provide horticultural and arboricultural education for the public; advance horticultural and arboricultural knowledge; and, promote the use of plant material that is viable in northern British Columbia. The society was incorporated November 12, 1991 under the Societies Act of British Columbia and is exempt from income taxes under the Income Tax Act.

2. Accounting policies

The Society applies the Canadian accounting standards for not-for-profit organizations.

(a) Revenue recognition

The Society follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenditures are incurred. Unrestricted contributions are recognized as revenue when received or receivable when the amount to be received can be reasonably estimated and collection is reasonably assured.

(b) Cash and cash equivalents

Cash and cash equivalents include cash and short-term investments with maturities of three months or less from their date of acquisition, which are readily convertible into a known amount of cash, and are subject to an insignificant risk to changes in their fair value.

(c) Property, plant and equipment

The Society expenses its capital assets as they do not have control of the assets. During the current year, capital expenditures included \$145,826 (2024 - \$86,418). The major categories of tangible capital assets not recorded in the statement of financial position are a garden shed, fencing, water feature, walkway, signage, trellis bases, sculpture, plaques, design and build of visitor centre, and park bench. The botanical garden expansion project is not considered an asset of the Society as they do not directly control the asset and it is considered an asset of the University of Northern British Columbia.

(d) Contributed services

Directors, committee members and owners volunteer their time to assist in the Society's activities. While these services benefit the Society considerably, a reasonable estimate of their amount and fair value cannot be made and, accordingly, these contributed services are not recognized in the financial statements.

DAVID DOUGLAS BOTANICAL GARDEN SOCIETY

NOTES TO THE FINANCIAL STATEMENTS

(Unaudited)

For the year ended March 31, 2025

2. Accounting policies, continued

(e) Financial instruments

The Society's financial instruments consist of cash, restricted cash, GST receivable, accounts payable and accrued liabilities, membership dues received in advance, and deferred contributions. Unless otherwise noted it is management's opinion that the Society is not exposed to significant interest, currency or credit risks.

(f) Leases

The society has a long term lease with the University of Northern British Columbia for a 1.1 hectare parcel of land located at 3333 University Way, Prince George, BC. for the development of the education display garden with the future goal of developing a full scale botanical garden. The agreement is in effect until December 31, 2025 with no lease payments for the whole term of the lease. Due to the difficulty in determining the fair value of this lease, no provision has been recorded in these financial statements.

(g) Use of estimates

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 amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. By their nature, these estimates are subject to measurement uncertainty. The effect of changes in such estimates on the financial statements in future periods could be significant.

3. Restricted cash

	<u>2025</u>	<u>2024</u>
Designated project funds	\$ 27,903	\$ 85,678
Gaming	<u>10</u>	<u>10</u>
	<u>\$ 27,913</u>	<u>\$ 85,688</u>

Certain monies contributed to and held by the organization are not available for use in the society's general operations without the approval of the board of directors. The breakdown of these funds is shown in note 4.

DAVID DOUGLAS BOTANICAL GARDEN SOCIETY

NOTES TO THE FINANCIAL STATEMENTS

(Unaudited)

For the year ended March 31, 2025

4. Deferred contributions

	<u>2025</u>	<u>2024</u>
Botanical Garden Expansion	\$ 750	\$ 85,678
Rotary Pergola Project	<u>27,153</u>	<u>-</u>
	<u>\$ 27,903</u>	<u>\$ 85,678</u>

	<u>Balance, beginning of year</u>	<u>Received</u>	<u>Recognized</u>	<u>Balance, end of year</u>
Botanical Garden Expansion	\$ 85,678	\$ (2,872)	\$ (85,678)	\$ (2,872)
Rotary Pergola Project	<u>-</u>	<u>31,565</u>	<u>(790)</u>	<u>30,775</u>
	<u>\$ 85,678</u>	<u>\$ 28,693</u>	<u>\$ (86,468)</u>	<u>\$ 27,903</u>

The Society has received contributions restricted for the purposes of expansion of the Botanical Garden and seed library. The contributions will be recognized as revenue as the related expenditures are incurred.

5. Endowment fund

The society is the beneficiary of an endowment fund held by the Prince George Community Foundation. The purpose of the fund is to provide funds for the operations and maintenance expenditures of the botanical gardens and expenditures relating to the society's approved education, research, conservation, and extension programs. In the current year, the society contributed \$Nil to the endowment fund (2024 - \$NIL).

DAVID DOUGLAS BOTANICAL GARDEN SOCIETY

Summary of Expenditures by Department

(Unaudited)

For the year ended March 31, 2025

		<u>2025</u>	<u>2024</u>
Communications and marketing	Schedule 1	\$ 14,477	\$ 26,405
Education	Schedule 2	7,595	2,922
Education Display Garden	Schedule 3	25,045	1,416
General and Administration	Schedule 4	14,583	14,578
Botanical Garden Expansion Project	Schedule 5	172,638	762,703
		<u>\$ 234,338</u>	<u>\$ 808,024</u>

DAVID DOUGLAS BOTANICAL GARDEN SOCIETY

Schedule 1

SCHEDULE OF COMMUNICATIONS AND MARKETING

(Unaudited)

For the year ended March 31, 2025

	<u>2025</u>	<u>2024</u>
Advertising and promotion	\$ 2,028	\$ 94
Fundraising - Plant Sale	4,544	5,475
Marketing campaign	3,075	16,273
Memberships	44	-
Newsletters	798	293
Seed Library	16	371
Seedy Saturday	808	398
Signage	1,801	2,879
Website	1,363	622
	<u>\$ 14,477</u>	<u>\$ 26,405</u>

DAVID DOUGLAS BOTANICAL GARDEN SOCIETY

Schedule 2

SCHEDULE OF EDUCATION

(Unaudited)

For the year ended March 31, 2025

	<u>2025</u>	<u>2024</u>
Garden visits and tours	\$ 35	\$ 189
MGABC Dues	410	320
MGP - Administrative	52	472
MGP - Instructors	2,700	750
MGP - Jr. program	256	221
MGP - Resources, Course Materials and Books	3,168	187
MGP - Travel	-	83
Program materials	532	-
Speaker Honorariums, seminars and training	442	700
	<u>\$ 7,595</u>	<u>\$ 2,922</u>

DAVID DOUGLAS BOTANICAL GARDEN SOCIETY
SCHEDULE OF EDUCATION DISPLAY GARDEN
(Unaudited)
For the year ended March 31, 2025

Schedule 3

	<u>2025</u>	<u>2024</u>
Garden Maintenance	\$ 18,973	\$ 503
Community garden	1,886	-
Site maintenance	<u>4,186</u>	<u>913</u>
	<u>\$ 25,045</u>	<u>\$ 1,416</u>

DAVID DOUGLAS BOTANICAL GARDEN SOCIETY
SCHEDULE OF GENERAL AND ADMINISTRATION
(Unaudited)
For the year ended March 31, 2025

Schedule 4

	<u>2025</u>	<u>2024</u>
Accounting	\$ 7,291	\$ 6,945
Administration and Office	3,294	5,908
Fees and Dues	1,273	815
Insurance	1,920	452
Travel	805	-
Volunteer BBQ	-	458
	<u>\$ 14,583</u>	<u>\$ 14,578</u>

DAVID DOUGLAS BOTANICAL GARDEN SOCIETY
SCHEDULE OF BOTANICAL GARDEN EXPANSION PROJECT

Schedule 5

(Unaudited)

For the year ended March 31, 2025

	<u>2025</u>	<u>2024</u>
Building and other costs	\$ 770	\$ 1,365
Clearing and grading	-	197,616
Consultants	15,254	85,537
Garden development (plants, pathways, bedding etc.)	20,141	306,932
Landcaping, fencing, lighting	43,190	23,775
Parking lot development	-	15,409
Rotary pergola	3,124	-
Site services	7,663	112,108
Visitor kiosk	82,496	19,961
	<u>\$ 172,638</u>	<u>\$ 762,703</u>

PRESIDENT'S REPORT. ANNUAL GENERAL MEETING, JUNE 10TH, 2025

A year ago, I would not have anticipated standing before the members of the David Douglas Botanical Garden Society to deliver the President's Report, but life sometimes takes unexpected turns and so here I am!

First, I would like to thank the other members of the Executive, Marie, Ana, and Esther for their patience in coping with a President who is often seriously technologically challenged. We are sorry that Ana is stepping down as Treasurer and would like to give her a big "Thank you" for all her hard work, together with our book keeper, to bring the society's accounts into a proper format.

The Board has had a busy year. We wrote a strategic plan for this year which included a vision for the society moving forward. This gave us markers for what needed to be done month by month. We have identified the need for up dated recruitment packages for volunteers on various committees, Board members and the executive so that interested members will have a clear understanding of what is involved with each position. As will become clear shortly, we are in need a several new board members due to the resignation of some Board members and other members finishing their terms. I would like to thank Carolyn Rowland and Tony Reimer for their contributions to the Board and David Douglas over the years. I hope that some of you would consider joining the Board - you already have one of the necessary attributes, a love of gardens (or you would not be a member of this society) and beyond that, interest and enthusiasm are all the qualifications needed. Two people were asked to join the Board because of their particular expertise in the areas of fund development and marketing. I have appreciated Claudia's enthusiasm and diligence in finding and applying for grants for the funding of further developments in our gardens. Carmen will have much to offer us moving forward as we begin to market our gardens to the general public. I hope that all of you have been to see the new garden. The work that the Project Committee achieved is truly amazing when one considers that only a couple of years ago, that area was bush. It is, however, a work in progress though each future project will be significantly smaller than what has been done to date. The Board is very grateful for the hard work of the Project Committee and would particularly like to thank those who are stepping away from this committee, for their dedicated and hard work over the past few years. For the next phases, the committee will be structured differently and each new phase will be much smaller and less demanding on the committee members. These will be undertaken as funds become available. To mark the end of the beginning, I hope that many of you will be able to attend the Naming Ceremony on June 26th at 1PM in the new garden when the new name for our gardens will be revealed.

Since it is the society's major fund raising event of the year, I would like to thank Birthe, Lynn and Grace and their dedicated and hard working team who grow many of the plants for as well as organise the hugely successful annual plant sale - you are truly amazing! Thanks also goes to the small army of volunteers during the 2 days of the sale who set up, help buyers make suitable choices, take the money (very important) and clear up afterwards so that the university can have its parking lot back. Whatever Prince George weather decides to throw at us, the atmosphere is always happy as people return to their cars, maybe clutching just one new plant or perhaps pulling a wagon load of assorted size pots behind them.

I am not quite sure what the society will do when Birthe decides to retire as she is at the heart of so many of our activities. I hope that some of you joined the zoom Weed Free lectures on some Tuesday evenings during the winter - these help to keep us thinking about our gardens during the long snowy months when our gardens are sleeping. Birthe arranges these lectures. She also finds willing members who will allow the rest of us to come and enjoy their gardens on Tuesday evenings during the summer. I am always amazed at what people have achieved on a seemingly otherwise ordinary city lot as well as visits to the country to see gardening on a larger scale. Thank you in advance to those of you who have volunteered to open your gardens to us this summer.

The Master Gardeners, assisted by the junior Master Gardeners, organised the Seedy Saturday in early March, which I feel kicks off the new gardening season - even if there is still snow on the ground!

A big thank you also goes to Linda and Esther and the garden maintenance teams who work hard to keep the Educational Display Garden always looking its best. The new garden has now been added to their duties though they did have help last summer when the society had its first contract employee. Jane spent most of her time in the new garden but was also able, as her hours permitted, to assist with the work in EDG. We are pleased that Jane is returning this summer, again on contract, to work in both of the gardens.

Some years ago, a friend suggested that we both join the David Douglas Society so that we could go on the summer garden tours. I volunteered for one or 2 activities over the next few years but in 2023, I volunteered to join the Board because I was interested in gardens and, being retired, I had some time. It was quite an eye-opener with the discussions around the imminent development of the new garden. Last summer, I agreed to be the Vice President and then unforeseen events resulted in me stepping into the President's position. Like a duck, I may appear to be swimming along calmly but trust me, my feet are paddling hard - it has been an interesting challenge over the past 6 months. Thank you for this opportunity.

Transition to Governance Model

A Strategic Project for the David Douglas Botanical Garden Society

Project Goal

With responsibility for over 23 acres and the departure of key, long-term board members, our current 'working board' model is facing sustainability challenges. The demands of day-to-day operations are limiting our ability to focus on long-term strategy.

This project's goal is to transition from a hands-on 'working board' to a strategic 'governing board'. This move is essential for scalability, professionalization, and ensuring the long-term success and sustainability of the Garden.

Working board → governance board + Executive Director
Focus on sustainability and growth

Current State

- Working board handles operations and governance
- Managing 23+ acres at UNBC
- Board turnover underway
- Capacity and compliance pressures increasing

Why Change

- Operational demands exceed volunteer capacity
- Need professional leadership
- Strengthen partnerships and funding
- Enable long-term strategic focus

Option 1: Maintain Current Model

- Continue working board structure
- Recruit additional volunteers
- Low disruption
- High burnout and limited scalability

Option 2: Hybrid / Partner Model

- Shared governance with partners
- Society as founder/advisor
- Moderate complexity
- Dependent on partner alignment

Option 3: Governance Board + ED

- Board focuses on oversight and strategy
- Executive Director manages operations
- Clear accountability
- Best for long-term sustainability

Proposed Timeline



Months 1–2: Alignment and approval

Months 3–4: Financial and funding strategy

Months 5–6: Governance development

Months 7–8: Funding applications

Months 9–10: Recruitment

Months 11–12: Hire and transition

Committee Type

1. External
2. Board members
3. Hybrid model - 2 board members (President & Treasurer) + 3-5 members with key experience

Decision Required

1. Select preferred transition model
2. Select committee type
3. Approve Ad-hoc term Transition committee TOR