

**THE OTTAWA FIELD NATURALISTS' CLUB
MINUTES OF COUNCIL MEETING**

January 16, 2012

Fletcher Wildlife Garden Interpretation Centre, CEF, Ottawa, 7:00 p.m.

Chair: Ann MacKenzie

Council Members Present: Annie Bélair, Carolyn Callaghan, Don Hackett, Diane Kitching, Diane Lepage, Karen McLachlan Hamilton, Rémy Poulin, Jeff Saarela, Henry Steger, Ken Young, Eleanor Zurbrigg

Council Members Absent: Fenja Brodo, Dan Brunton, Barbara Chouinard, David Hobden, Jeff Skevington, Chris Traynor, Yi Zhang

1. Nomination of the 2012 Committee Chairs

At the Annual Business Meeting on January 10, 2012, the audience voted to approve the slate of Council members for 2012. Council members must now name a chair for each committee.

Motion: That the committees below be chaired by the following Council members in 2012:

Birds	Chris Traynor
Editor CFN	Carolyn Callaghan
Editor T&L	Karen McLachlan Hamilton
Awards	Eleanor Zurbrigg
Education & Publicity	Fenja Brodo
Excursions and Lectures	Jeff Skevington
Finance	Barbara Chouinard
Membership	Henry Steger
Publications	Dan Brunton

Moved by A.MacKenzie/H. Steger

Carried

In addition the Committee Chairs who are not on Council are Sandra Garland, Fletcher Wildlife Garden (represented on Council by David Hobden) and Rob Lee, Macoun Club (represented on Council by Diane Kitching).

2. 2012 Committee Rosters

As the committee rosters must appear in the next T&L, Council needs to approve them at the February meeting.

ACTION: All committee chairs to bring their list of committee members to the Feb. 20th Council meeting; Annie to send a reminder.

3. Minutes of the December 12, 2011 meeting

Moved by A. Bélair/D. Kitching that the
December 12 minutes be accepted as distributed
Carried

4. Business Arising from Previous Minutes

- a. Henry sent to Council members the current guidelines for fieldtrips that are sent to new members.
- b. Some committee chairs have sent information on the volume of documentation that will need to be archived to Dan; others need to do so as well.
- c. Dan still needs to get back to Council with information on how to handle electronic files for the archives.

5. Communications

Ann showed the official letter of agreement for 2011 received from the financial reviewer and gave it to Ken for filing.

6. Treasurer's Report K. Young

Ken met with the OFNC's bookkeeper and Frank Pope to get introduced to his new duties.

7. 2011 Annual Business Meeting, January 10, 2012

During the Treasurer's Report at the ABM, Henry noticed that the revenue from memberships was \$5,000 higher in 2010 than in 2011, and said that that was very unlikely. The fiscal year 2010-2011 Financial Statements show revenues from Membership fees of \$32,412 and \$37,414 for 2011 and 2010 respectively, a decrease of \$5,002. Ann then said the numbers would be verified.

As well as actual revenue from members during those years, these figures include an amount related to life memberships, which the Club offered in earlier years. The Club no longer offers life memberships. For accounting purposes, we are allocating the notional amounts from the life membership account to the membership account. A consequence is allocating a part of the accumulated life membership revenues to our current revenues. That is the reason for the rather large figures quoted above in the financial statements, and for a decrease in revenues showing.

The actual revenues from memberships in the 2011 and 2010 were \$26,996 and \$23,998; that is an increase of \$2,998 or 12%.

Another issue that was highlighted at the ABM was the difference between the fiscal year (Oct. 1st to Sept. 30th) and the membership and Council year (Jan. 1st to Dec. 31st.) The main reason for this is to be able to do the annual financial review and appoint Council at the same meeting, i.e. the ABM in January.

As any change to this system would have considerable impacts on club business, Ann encouraged Council members to reflect on this situation before we make any changes.

8. Committee Reports

A) Awards E. Zurbrigg

Eleanor will announce the proposed nominations at the Council meeting in February; Council members will vote on each one.

B) Birds R. Poulin for C. Traynor

Ann said that she drafted a letter of support to Nature Canada in order for them to get funding for the Lac Deschênes Important Bird Area (IBA); she will send the letter soon.

Rémy and Ann will be meeting with Nature Canada on February 17 to discuss how the OFNC can be involved with the IBA, the International Migratory Bird Day (IMBD) in 2012 and the The BirdLife World Congress 2013.

C) Fletcher Wildlife Garden D. Hobden

See [Annex 1](#) for David's report.

D) Macoun Field Club D. Kitching

Ann asked Diane about the report to the Camfield family regarding the bequest received in 2011; she will follow up with Rob Lee.

E) Membership H. Steger

See [Annex 2](#) for a report on membership renewals for 2012.

Ann also mentioned the draft advertisement she prepared for the Ottawa branch report of On Guard, the publication for retirees from the public service. Council made some suggested changes and agreed on the final version of the ad.

F) Publications C. Callaghan

Carolyn pointed out a great opportunity for publicity for the CFN: there will be a congress on evolutionary biology, Evolution 2012, on July 6-10, 2012 in Ottawa. By having a promotional booth at the congress, we could promote our journal, attract subscribers and attract authors, including students. The cost is \$875 for a booth. She agreed to follow up on some issues before registering such as : what are the prescribed hours, our general liability insurance, if only registered attendees can man the booth, and what type of displays could be borrowed from the OFNC.

Henry also asked how we can track the success of the booth. Council brainstormed some ideas; Carolyn will follow up.

Motion: That Council provides funding for a CFN booth at Evolution 2012, up to \$1200.

Moved by C. Callaghan/J. Saarela

CARRIED

9. Motion to adjourn:

Moved by H. Steger/E. Zurbrigg that the meeting be adjourned at 8:40 p.m.

CARRIED

Recording Secretary: A. Bélair

Meetings in 2012:

February 20

March 19

April 16

May 28

June 18

September 17

October 15

November 19

December 10?

Fletcher Wildlife Garden
Report to Council 16 January 2012

The work of the 2011 season was completed in early December with the removal of unwanted non-native trees from the Ravine. We thank the Evergreen Foundation for the funds to do the work. Our annual volunteer recognition event was attended by about 40 people and provided a congenial ending to the season.

Can I also remind users of the FWG meeting room that you are expected to bring your own supplies and clear up and remove garbage when you have finished. Some users do a good job, but not all.

David Hobden,
FWG rep

Summary of Membership Renewals To Date (01/16/2012)

Total Renewals Sent: 693 **Total Paid:** 456 (69%)

By Cheque: 260 **By Credit Card:** 196 (43%)

Students: 3 **Museum Co-members:** 4

<u>Decade</u>	<u>Total</u>	<u>#Paid</u>	<u>%Renewed</u>	<u>Credit Card (%)</u>
<1980	99	71	72%	25 (25%)
<1990	93	70	75%	21 (30%)
<2000	132	87	66%	30 (35%)
<2010	197	130	66%	66 (51%)
>2010	172	64	37%	30 (49%)

<u>Date</u>	<u>#Paid by Credit Card</u>
<01/01/2011	19
>01/01/2011 and <15/11/2011	46
>15/11/2011 and <01/12/2011	63
>01/12/2011 and <15/12/2011	30
>15/12/2011 and <01/01/2012	22
>01/01/2012 and <16/01/2012	16
Total	196

#Hard Copy CFN: 49 (out of 456 renewals)

Hard Copy CFN for Members before 1980: 20 (out of 71 renewals)

Henry Steger,
Chair, Membership Committee