

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

March 19, 2012

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

Chair: Ann MacKenzie

Council Members Present: Annie Bélair, Fenja Brodo, Don Hackett, David Hobden, Diane Kitching, Karen McLachlan Hamilton, Rémy Poulin, Jeff Saarela, Jeff Skevington, Henry Steger, Ken Young, Yi Zhang

Council Members Absent: Dan Brunton, Carolyn Callaghan, Barbara Chouinard, Diane Lepage, Chris Traynor, Eleanor Zurbrigg

1. Minutes of the February 20, 2012 meeting

Moved by A. Bélair/J. Saarela that the
February 20th minutes be accepted as distributed
Carried

2. Treasurer's Report K. Young

- a. Proof of Insurance was obtained for the Soirée.
- b. Burns Nesbitt Authorizing Resolution

At the February 2012 Council meeting, a resolution was passed to update the terms. However, our investment advisor asked Ken to change the number of signing officers required for this access from two (2) to one (1).

- i. **Motion:** That in the BMO Authorizing Motion passed by Council on February 20, 2012, the clause:
 - 2) *Any two of the following ("Authorized Signing Officer"):*be deleted and replaced with the following:
 - 2) *Any one of the following ("Authorized Signing Officer"):*

Moved by K. Young/F. Brodo

Carried

Council then discussed who the signing officers should be. The president is an authorized signing officer for both the checking account with CIBC and the investment account with Burns Nesbitt, and so is the treasurer. Council agreed that for transparency, the treasurer should not be an authorized signing officer for the investment account as well.

- ii. **Motion:** That in the BMO Authorizing Motion passed by Council on February 20, 2012, the clause (as modified above):

2) Any one of the following (“Authorized Signing Officer”):
President
Treasurer
Chairperson of the Finance Committee

be deleted and replaced with the following:

2) Any one of the following (“Authorized Signing Officer”):
President
Chairperson of the Finance Committee

Moved by K. Young/R. Poulin

CARRIED

c. Assignment of Telephone Expenses

As part of the update of the Chart of Accounts, the Birds Committee and the Fletcher Wildlife Garden accounts will be charged for, respectively, the Birds Hotline and the FWG Interpretation Centre telephones. This is being done for two reasons. First, it is good accounting practice to charge expenses to the most specific use possible. Second, and more important, is to show that we are spending membership fees and donations on useful services (like the Bird Hotline) rather than administration.

In order to allow fair comparisons of budgeted to actual expenditures for the 2011-2012 fiscal year, budgets should be adjusted accordingly.

MOTION:

- (a) The Birds Committee budget (5310) be increased by \$550.00 to account for charging the cost of the Bird Hotline telephone against it; and
- (b) The FWG Committee budget (5230) be increased by \$760.00 to account for charging the cost of the FWG Interpretive Centre telephone against it; and
- (c) The Telephone budget (5780) be reduced by \$1,310.00.

Moved by K. Young/J. Skevington

CARRIED

Council added that it would be valuable to find an OFNC volunteer to manage both phone and email inquiries so they could be forwarded to the appropriate people and acted upon within a reasonable timeframe.

3. 2011 OFNC Awards Citations

Because she could not attend the March Council meeting, Eleanor had circulated the citations by email beforehand. Council members suggested some editorial changes; Ann will forward corrections to Eleanor.

Motion: That the proposed citations for the 2011 OFNC Awards be accepted.

Moved by D. Kitching/D. Hackett

CARRIED

4. Advertisements in T&L

- a. Ann created a policy paper on advertisements in T&L based on the discussion paper presented at the February Council meeting. (See [Annex 1.](#))

Motion: That Council approves the policy on advertisement in T&L

as drafted by Ann.
Moved by A. MacKenzie/K. McLachlan Hamilton
CARRIED

- b. Don and Ann prepared a flyer to announce to businesses that the OFNC will be accepting 3 or 4 ads per issue of T&L; Council members provided some comments. The flyer will be mailed to a short list of selected businesses as a first step.

5. Security Checks for Volunteers Working with Children

Currently, the OFNC has a commercial liability protection against accidents; it doesn't protect against negligence.

Council agreed that we should look into obtaining insurance against negligence. Ken explained that it is called "Directors' and Officers' Insurance" and its main purpose would be to cover legal fees in case of prosecution.

ACTION: Ken to get a quote from our insurance company.

Council also agreed that a policy on volunteering with children should be written for the OFNC. It should include a section on security checks and state how often they should be renewed; this should apply to the Macoun Club leaders and to FWG summer students who sometimes lead trips at the FWG for groups of children. On kid-friendly OFNC trips, children are required to be accompanied by a parent or a guardian. This should be stated in the policy; the need for security checks is still to be determined.

Council will keep discussing; Rob Lee will provide some input as well.

6. OFNC Contribution to the Ottawa Regional Science Fair

Jeff Skevington explained that over the last few years, Carolyn Callaghan and he have been judges at the Ottawa Regional Science Fair. They have been giving out a total of \$300 in prizes, broken down into 2 or 3 prizes as they see fit. The science fair organizing committee has recently asked if groups who award prizes could also donate some money towards the organization of the fair. After discussing, Council decided not to donate more than the \$300 in prize money.

This question, however, made Council notice that these funds have never been included in the Education and Publicity Committee's budget.

Motion: That \$300 be added to the Education and Publicity Committee's budget on a continuing basis for prizes at the Ottawa Regional Science Fair.

Moved by K. Young/D. Kitching

CARRIED

7. Fletcher Wildlife Garden Strategic Plan for 2011-15

The FWG Committee presented Council with their five-year strategic plan and invited Council members to comment.

Council discussed and endorsed the proposed strategy. All congratulated the FWG committee for the good work.

8. Nominating Committee

Every year, Council must establish a Nominating Committee that selects the

slate of Council members that is presented and voted upon at each Annual Business Meeting. For 2012, the members will be Ann MacKenzie, Jeff Skevington, Fenja Brodo, David Hobden and Dan Brunton.

9. CFN Server

Jeff Skevington explained that Jay Fitzsimmons has been reporting problems with the server on which the CFN is currently housed. The open source software used for the CFN needs constant updates and tweaks which are not supported by the server. In fact, the server went down recently just when the media was trying to access the latest issue of CFN to read the article on cougars in Ontario. Jay proposed switching to a different server. This server, located at the Simon Fraser University, is operated by the same people who developed the Open Journal Systems we use to publish the CFN online.

Motion: That the Open Journal Systems used for the CFN be transferred to the server at Simon Fraser University for an extra \$850/year and a one-time migration fee estimated at \$350.

Moved by J. Saarela/D. Hackett

CARRIED

10. Committee Reports

Committee reports were not presented at the meeting. Some were distributed by email prior to the meeting: Publications, [Annex 2a](#) and Finance Committee, [Annex 2b](#). A collective agreement in support of Nature Canada's Lac Deschênes IBA was signed between Council meetings and a copy is attached, [Annex 2c](#).

11. Motion to adjourn:

Moved by D. Hackett/D. Kitching that the meeting be adjourned at 9:15 p.m.

CARRIED

Recording Secretary: A. Bélair

Meetings in 2012:

April 16

May 28

June 18

September 17

October 15

November 19

December 10?

**Policy for Advertising in Trail & Landscape
February 2012**

The OFNC will sell advertising space in T&L to generate revenue.

In keeping with the OFNC and T&L, ads will only be accepted from organizations offering products or services directly related to the activities of the club – e.g. gardening, tours, optics, seed, etc. If there is any question about the acceptability of the ad then the editor will have the final say.

Each issue will carry a maximum of four ads on a first come first served basis.

Only half page ads will be accepted (8.5 cm high x 11.0 cm wide)

All ads will be in black and white only.

Ads will be booked and paid for no later than two months prior to the publication date with the final copy to the editor no later than one month prior to publication date.

Selling Price:

- \$200 – for an ad in the body of the publication
- \$250 – for an ad at the beginning of Coming Events (or facing page) or at the end of Coming events (usually back cover)
- 10% discount – when four ads (one in each issue) are purchased at one time to the same organization.
- No HST

This policy may be modified as needed as the OFNC gains experience selling ads.

OFNC Publication Committee Report to OFNC Council:

March 2012

A meeting of the Committee was held 7 March 2012; no others are scheduled for the present time.

Media attention for *The Canadian Field-Naturalist*

Papers published in the latest issue of CFN are receiving national media coverage, with a newspaper article on the paper on Cougars in Ontario being front page news in *The Ottawa Citizen* [15 March 2012] and also run in Windsor, Vancouver and Calgary. Another article from 125(2) dealing with trailside orchids is being profiled next week in the *Ottawa Citizen*. This is excellent promotion for that research and for the CFN/ OFNC. It resulted directly from the discussion at the 7 March meeting to look for more CFN promotion opportunities (i.e. pre-publication circulation of specific papers to potentially interested media sources).

The Canadian Field-Naturalist schedule

Issue 125(2) has been printed and mailed (see CFN server issue, below); Carolyn reported that the printing of 125(3) is expected by the end of March; it is expected that 125(4) will be produced by the end of April.

The Canadian Field-Naturalist Associate Editors

To ease the heavy botanical manuscripts burden on CFN Associate Editor Paul Catling, Carolyn proposed adding Jeff Saarella of the Canadian Museum of Nature as an Associate Editor. The Ctee endorsed her recommendation; discussions resulted in several likely recommendations for a replacement for retiring ornithology Associate Editor Tony Erskine.

The Canadian Field-Naturalist server

Significant problems arose in early March with the server and the CFN web page (which was receiving 60 hits/ day) is down [as of 15 March]; as a consequence the electronic version of 125(2) has not been posted to date. Jay Fitzsimmons is sorting this out for the present issue ASAP and will explore switching to another more reliable server for subsequent issues.

Budgeting publications

The Ctee conducted a review of the Treasurer's financial summary and budget tables and found them very helpful in clarifying trends in publication costs and revenues, especially the issue by issue review of CFN. It was noted that the figures are currently hard to compare on an issue by issue basis because of the rapid transition of the CFN into its present largely electronic format but that these data will provide valuable management insights when the journal has operated in

the new format for a few issues. Comments on the financial tables were passed on to the Finance Ctee, the most important being that while all costs associated with servicing members with CFN are shown, no revenue to CFN from the OFNC membership is reflected. Finance Ctee has been advised that an allocation of 40% of membership income should be shown as CFN income to accurately reflect CFN-generated revenue from OFNC membership.

The Canadian Field-Naturalist promotion and enhancement

There is a need for the CFN production team to have pre-established capacity for the promotion of the journal at conferences such as the 2012 Ottawa Evolution Conference and to be able to participate in appropriate workshop and training opportunities for upgrading publication and editorial skills. A proposal will be brought to Council in the next budget cycle for a regular CFN promotion and enhancement budget item, administered by the Publication Ctee, to a maximum of \$5000.

The Canadian Field-Naturalist Endowment Fund

Further discussion on this topic was held at the 7 March meeting and the most recent Finance Ctee meeting, identifying the need for an initiative to encourage gifts and bequests from long time members and subscribes for a endowment fund to cover all publication costs of the CFN (including page changes to authors). A preliminary estimate is that a fund of perhaps \$1 million would be required. The campaign envisioned would not be aggressive or targeted but would be a general appeal for contributions (particularly bequests), recognizing that this might take a number of years for individuals to come forward (as with Thomas Manning, Louise de Kiriline Lawrence, etc.). The expectation is that we will be ready to identify and promote this program by the end of 2012.

Dan Brunton,
Chair, Publications Ctee

March 2012 Finance Committee Report to Council

A meeting of the Finance Committee was held on March 5 and the following items were discussed.

General Comment by the Committee: There is a major benefit to having a professional bookkeeper. OFNC's Q1 statements were available including CFN and CFN by issue with revenues and expenses. This was very helpful to the Finance Committee.

CFN

In respect of CFN, additional information will be provided in the informal statements to give CFN information to determine whether or not it is improving its performance. Additional items in the CFN by issue report that will be added for information purposes and analysis, include Member Subscription Revenues, the number of pages for each CFN issue and the total Chargeable Pages.

Chart of Accounts

The fine-tuning of the Chart of Accounts by Ken is a definite improvement and will be easier for budgeting purposes.

Bookkeeper

The Committee is recommending continuing the contract with the professional bookkeeper for another year and terms on the upcoming contract with the bookkeeper will be negotiated.

Endowment Fund for CFN / OFNC

The idea of establishing endowments fund for the Club as a whole and for the CFN specifically is to be brought forward as an item for council's consideration as it is thought that the OFNC should do passive canvassing on an annual basis in respect of building such endowment funds. Our club demographic includes a fair proportion of retirees and it may be wise to start this initiative now. The club could launch a campaign with announcements in T&L and CFN and provide contact name from OFNC who would handle the queries and paperwork. The Manning fund and the other legacies received by the club would be promoted in the campaign.

Finance Committee plans to review year end draft financial statements in fall 2012

With the efficient generation of financial information, the Finance Committee intends to meet in the fall after the annual draft financial statements are generated. The Finance Committee intends the review to be a pre-emptive approach for the following fiscal

Barbara Chouinard,
Chair, Finance Committee

Scan of Collective Agreement between the OFNC, Nature Canada and the Club des ornithologues de l'Outaouais. (Double click to see in Acrobat.)

Collective Agreement

among

Nature Canada, Ottawa-Field Naturalists' Club and Club des Ornithologues de l'Outaouais

Hereinafter called the "project partners"

regarding the collaborative project known in English as *Connecting People to Nature at the Lac Deschênes Important Bird Area,*

Hereinafter called the "project"

With this agreement each of the organizations named above agrees to participate in the project throughout its duration. By participating, each of the project partners acknowledges that the intent of the "project" is consistent with the organizations' missions, and agrees to and understands the following commitments:

With respect to all project partners

- Representation by at least one representative on a project advisory committee, chaired by Nature Canada, which will oversee the project throughout its duration;
- Participation in the collaborative development of a Conservation Plan for the Lac Deschênes IBA, including provision of local ornithological knowledge, identification of local and regional IBA stakeholders, and representation at conservation planning meetings over time;
- Cooperative implementation of the final Conservation Plan for the Lac Deschênes IBA, as permitted by capacity;
- Mention of the Lac Deschênes IBA when conducting bird- and nature-related activities/events in the area, and similarly, mention of bird- and nature-related activities/events taking place in the IBA and the area when conducting activities/events to promote the Lac Deschênes IBA;
- Share with other project partners any news or information about programs, initiatives, activities and/or events relevant to the project, especially when undertaken by one of the project partners;

With respect to Ottawa Field Naturalists' Club and Club des Ornithologues de l'Outaouais

- Continued delivery of various bird- and nature-related activities/events at and around Lac Deschênes, as permitted by capacity;
- Collaboration with Nature Canada on the project, with the understanding that Nature Canada plays a coordinating role spanning both sides of the Ottawa River;

With respect to Nature Canada

- Full responsibility to ensure that all funded activities undertaken as part of the project are delivered effectively, as per contractual agreements with funding partners and sponsors;
- Promotion of project partners and the activities/events carried out by each partner in the course of project outreach and communications;
- Chair a project advisory committee and lead on coordination of public events, as appropriate;

Signed by

Ann MacKenzie for
The Ottawa Field-Naturalists' Club
Date: March 7, 2012

Gérard Desjardins for
Club des Ornithologues de l'Outaouais
Date: 2012, Mars, 08

Alex MacDonald for
Nature Canada
Date: March 7, 2012

ADDENDUM: THIS COLLECTIVE AGREEMENT IS TO BE RENEW ON A YEARLY BASE

Other Announcements from Ontario Nature:

The Ontario Nature eastern regional meeting will be held on May 5th 2012, the location is still to be determined. The 81st Annual General Meeting will be on June 8-10, 2012 at Opinicon Resort Hotel Northeast of Kingston in the Frontenac Arch.

Diane Lepage,
Ontario Nature Rep