

THE OTTAWA FIELD NATURALISTS' CLUB BOARD OF DIRECTORS (BoD)
MINUTES OF MEETING
June 19, 2017

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

Chair: Diane Lepage

Directors Present: Annie Bélair, Jeff Saarela, Owen Clarkin, Gordon Robertson, Henry Steger, Ted Farnworth, Lynn Ovenden, Jakob Mueller, Ann MacKenzie

Birds Committee Liaison: Marc Patry

Directors Absent: Remy Poulin, Eleanor Zurbrigg, Fenja Brodo, Diane Kitching

1. Minutes of the May 2017 Meeting

Moved by Lynn Ovenden/ Ted Farnworth that the May 2017 minutes be accepted.

CARRIED

2. Business arising from minutes

(a) Procedures for use of the Interpretive Centre were distributed by Ted.

Moved by Ted Farnworth/ Ann MacKenzie that the procedures be accepted subject to the changes suggested by Directors this evening. Annex A is the revised version.

CARRIED

(b) Dynacare/Filebank:

Ann showed us the materials received from Filebank, namely the working papers for the 1985 and 1993 bird checklists and the original drawing of the great-horned owl for the cover. The Bird Committee will review them and decide what to send to the city archive. It was noted that we need an archive policy.

(c) Diane Lepage wrote to Ontario Nature in appreciation for helping to end the snapping turtle hunt.

3. Communications

(a) OCDSB Outdoor Education Centres' newsletter says that OFNC's grant funded participation of 295 students in 2016-17. A class from Centennial P.S. sent an envelope of thank-you letters and pictures of their day at MacSkimming. It is good material for a T&L article, or blog post or a poster at a monthly meeting.

(b) The City Archive signed the agreement to accept OFNC's documents. Annex B.

(c) OFNC members are invited to attend the annual meeting of Eastern Ontario Model Forest on June 23, 2017 in Limerick Forest.

(d) Newsletters of Ontario Nature, Toronto Field Naturalist, Quatre Temps.

4. Committee Updates

a) Conservation

Members of the committee are preparing documents on a few topics.

Several OFNC members led walks at the Gatineau Park bioblitz on June 10-11.

Susan Gallagher attended a workshop on a national vegetation classification at the Natureserve Conference in April 2012. The question was raised, would OFNC entertain a proposal to help launch this project. Directors are not ready to do so at this time.

During her visit to FWG in May, Dr. Dianne Saxe (Ontario Environment Commissioner) invited feedback on the Environmental Bill of Rights process.

b) Education and Publicity

Diane Lepage and Elizabeth Wray brought the OFNC display at an environmental event at DND; Gord staffed it for the Science Kiosk at the Gatineau Park bioblitz. A French or bilingual display would have been better there. The spring storyboards have been posted around FWG. Text for the summer stories is almost ready.

Nina Stavlund suggests someone promote membership in OFNC to members of the Facebook group which has over 2000 members.

c) Events

The summer program is ready. Looking ahead, the committee is thinking about a short presentation on the evening of the ABM. Regarding the sound system for monthly meetings, the new podiums at Neatby Building have a built-in speaker and attached microphone. However, the speaker must remain at the podium. Directors encouraged the committee to seek out sound equipment that would better meet our needs.

d) Finance

Rémy (by email June 16th) asked all Chairs of OFNC committees to submit their budgets for the next Fiscal Year to both Ann and himself as soon as possible but **no later than** August 1st.

e) Fletcher Wildlife Garden

The June 3 Native Plant Sale was a huge success making \$5200 and drawing over 5000 visitors.

Suggestions for next year are to include a membership drive and to start earlier in the morning.

Regarding the amphibian pond project, the main tasks for 2017 have been done and invoiced: re-planting the south slope, installing fence to protect the shoreline from dogs, landscaping the path.

The pond has at least one turtle, some cattails, more flowering rush and some erosion. Several local organizations have elected to donate their volunteer teams to work at FWG: Royal Ottawa Hospital, TD CanadaTrust, Ottawa school board, Price Waterhouse.

f) Publications

The committee culled the collection of post 1985 CFN issues, leaving approx. 50 boxes which have been moved to the red barn. They will advertise their (free!) availability in T&L and internationally.

Future issues of CFN will have a new section for thematic summaries; the first one will be on alvars.

Annie displayed the printers' proof of T&L vol.51 summer, the first issue in the new colour format. It

looks beautiful.

5. New Business

a) Tony Gaston, a member of the Publications Committee and Associate Editor of CFN, asks if OFNC will offer some financial support for publication of Birds of Nunavut. He and 18 other scientists have created this first, comprehensive survey. They envisage a 700 page, full colour book and need to raise \$100K to help cover the book's high production cost. UBC press has agreed to publish it when funding is secured. Directors generally support the request and would like more information about the timing of publication and any plans for marketing and distributing the book. A motion was tabled for decision at the September 18 board meeting, or earlier by email, if necessary.

Moved by Jeff Saarela / Owen Clarkin that OFNC give up to \$10,000 (amount to be determined) to support publication of Birds of Nunavut.

6. Motion to adjourn for refreshments and social exchange, by Annie Bélair/ Ted Farnworth.

CARRIED

Recording Secretary: Lynn Ovenden

-
- Meetings in 2017
- September 18
- October 16
- November 20
- December 11

Diane LePage
 President
 Ottawa Field-Naturalists' Club

Date

Lynn Ovenden
 Recording Secretary
 Ottawa Field-Naturalists' Club

Date

Annex A.

Use of the Fletcher Wildlife Garden Interpretation Centre Building

All OFNC committees may use the FWG Interpretive Centre (IC) for meetings, workshops, etc., after receiving confirmation that the date and time of the activity is available.

A calendar of approved use of the IC will be available on the OFNC website.

Other groups, or events *that contribute to the OFNC mandate* may apply to the FWG/OFNC management committee for permission to use the building. Such groups will be asked about their liability insurance status. Access to the locked building will be controlled by FWG-IC supervisor.

During public events such as open-houses, the IC will be open to visitors to allow access to the library, reference material, displays, and the washrooms.

The storage space in the IC is limited. The building should not be used by OFNC committees for long term storage of equipment, tools, or records. Periodic inventories and cleanups will be used to control unnecessary storage.

Any group using the IC should make use of the garbage disposal cans in the building, and return any furniture to its original location and condition.

Any damage or breakage to the building or its contents are to be reported to the FWG-IC manager. Groups/individuals using the IC will be financially responsible for any damages or losses.

Annex B. City of Ottawa, ARCHIVE AGREEMENT



Standard Deed of Gift

BETWEEN Ottawa Field-Naturalists Club
PO Box 35069, RPO Westgate
Ottawa, ON K1Z 1A2

(hereinafter called the "Donor")

AND

THE CORPORATION OF THE CITY OF OTTAWA, represented by the City Archivist (hereinafter called "the Archives")

WHEREAS the Donor wishes to make a gift to the Archives of material of archival significance, together with the copyright thereto, which gift is more particularly described in Appendix 'A' hereto and hereinafter called "the Donation" subject to the terms and conditions described in Appendix 'B';

AND WHEREAS the Donation was delivered to the Archives on 18 December 2015;

NOW THEREFORE THIS DEED WITNESSETH that the Donor hereby gives and transfers unto the Archives the full and unencumbered title to the Donation and assigns unto the Archives the copyright of the material for which he is the owner in the Donation;

TO HAVE AND TO HOLD the material and copyright unto the Archives, its successors, administrators (tutors and curators) and assigns absolutely;

IN WITNESS WHEREOF the Donor has signed and sealed this Deed on the date hereunder written

SIGNED, SEALED AND DELIVERED
in the presence of

[Signature]
Witness
10 April 2017
Date

[Signature]
Donor
April 15th 2017
Date

Accepted in the presence of
[Signature]
Witness
242 Laurier Ave. Ottawa, ON K2P 7K2
Address

Accepted for the Archives by
[Signature]
24 MAY 2017
Date

APPENDIX A: Description of Gift

1151218.10515.1

Ottawa Field-Naturalists Club fonds, -- 1970-2011; -- ca. 1.6 m of textual records, --
Records relate generally to the OFNC Council, its Publications Committee and various publications, the
Club's operations, assets and membership, grant applications, and the Fletcher Wildlife Garden,
especially its operations, planning, and Management Committee. Records include a file of resumes.

APPENDIX B: Terms & Conditions

1. The Donor will be given first refusal on any and all material subsequently determined by the Archives as having no archival significance, prior to the disposition of that material.
2. The Donor agrees to transfer to the Archives accrued material of archival significance.
3. Any and all further materials pertaining to the same object or purpose subsequently donated by the Donor shall be covered by this agreement as an accrued addition to the first part.
4. The Donor acknowledges that the Archives will impose access restrictions where required to protect the privacy of third party records contained within the donation.
5. The transfer of copyright to the City is subject to the Donor retaining an unlimited licence to copy the material and use the copies for its own purposes.
6. The Donor will provide assistance in determining the ownership of the copyright in photographic material for which it does not hold the copyright.