

**THE OTTAWA FIELD NATURALISTS' CLUB BOARD OF DIRECTORS (BoD)  
MINUTES OF MEETING**

**December 15, 2014**

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

**Chair:** Fenja Brodo

**Directors Present:** Annie Bélair, Barbara Chouinard, Julia Cipriani, Owen Clarkin, Barry Cottam, Diane Kitching, Alex MacDonald, Ann MacKenzie, Lynn Ovenden, Rémy Poulin, Henry Steger, Ken Young

**Directors Absent:** Dan Brunton, Carolyn Callaghan, Don Hackett, Karen McLachlan Hamilton, Eleanor Zurbrigg

**Guests:** Linda Burr, member of Education and Publicity Committee

**1. Minutes of the November 17, 2014 Meeting**

**Moved by** Annie Bélair/Henry Steger that the November 17<sup>th</sup> minutes be accepted as distributed.

**CARRIED**

**2. A. Communications Plan: Setting the Three-Year Goals**

Based on the discussion at the November 17 meeting, consultant Heather Badenoch sent her proposed 3-year goals for the board to approve:

1. *The committees and the board have sufficient active members and/or volunteers to support committee/board work and for succession planning.*
  - *Measurement: number of needed people and/or hours to be determined by the board and each committee and submitted to the board by March 2015. Then, results tracked and reported on during the next three years.*
2. *OFNC understands and meets member expectations and preferences.*
  - *Measurement: The upward membership trend that started in 2013 continues for new, effective and total memberships, and renewals.*
  - *Reported annually by the membership chair, in the annual report.*
3. *Financial stability is maintained*
  - *Measurement: to be reported annually by the treasurer.*

Discussion:

- Ann suggested changing #3 for “Financial Security”.
- Fenja pointed out that #3 is not measured the same way as #1 and #2.
- Ken added that #3 is a by-product of #1 and #2, and recommended removing it from the list. The financial security of the club is not an issue in the foreseeable future.

- Lynn agreed that #1 and #2 are more changed oriented.
- Henry highlighted that the measurement for #2 is the renewal rate. He also asked to remove the word 'trend' in the sentence about the measurement, saying that a one-year increase does not mean we have a trend.
- Ann said that measurement for #1 and #2 will be done every year.
- Rémy asked if the survey to members should be sent before approving the 3-year goals. We discussed that knowing what the members expect from the club and how they prefer to receive communications will help achieve the goals we set now.
- Fenja suggested that, regarding the measurement tool:
  - By February 2015, committee chairs will say how many people on their committees they would need to do what they need to do or what they would like to do.
  - She would like the chairs to say if there is someone on their committee who would be willing to become chair if and when needed.
- Alex added that when the committees prepare their budget and think of their plans for the year, they could include how many volunteers they would need.
- Henry pointed out that this will also mean some 'soul searching' for the committees.

**MOTION:** That the BoD agreed that the first two goals proposed by the communications consultant be accepted:

1. *The committees and the board have sufficient active members and/or volunteers to support committee/board work and for succession planning.*
2. *OFNC understands and meets member expectations and preferences.*

The target numbers for measurement will be established by March 2015.

**Moved by** Ken Young/Lynn Ovenden  
**CARRIED, with one abstention**

### 3. B. Communications Plan: Discussion on the Member Survey

The next step is to send a survey to the members of the OFNC. On top of asking about their preferred ways to communicate, we need to know what their expectations are as members of the OFNC, and if these expectations are met.

Linda and Lynn will prepare this survey; Julia will help.

However, Linda asked about distributing the survey. The consultant explained that because of the software she uses, she needs to send the survey invitation from her own email address; she therefore would need the distribution list from Henry.

**MOTION:** That the BoD allow consultant Heather Badenoch to use the OFNC email distribution list once to send the survey. She must afterwards present a paper note saying that she has destroyed the list.

**Moved by** Ann MacKenzie/Alex MacDonald

- The subject line of the email must clearly indicate that this survey is from the

OFNC.

- A cover letter will be included in the email.
- Linda said a notice announcing the survey will be published in the next T&L.
- A link to the survey will be added to the OFNC website.

## CARRIED

As for the OFNC members who have not provided an email address, a paper survey will be mailed.

### 4. Committee Reports

#### a) **Birds** – Rémy Poulin

See report in [Annex 1](#).

Regarding #2a: The BoD agreed with the use of the app *Count Circle* to help define the circle of a radius of 50 kilometres centered on the Peace Tower (the OFNC Study Area) for the purposes of reviewing and recording bird records.

Rémy also gave preliminary results of the Christmas Bird Count (CBC) which was held over the weekend. He mentioned the very low count of Canada Geese (only 22 compared to the 4000+ record) but record highs for woodpeckers and Northern Cardinals. The Black-crowned Night-Heron was a new species for the CBC this year.

#### b) **Membership** – Henry Steger

After it was decided at the October board meeting that the families of the Macoun Club will get free OFNC memberships for up to 3 years, as long as the child remains a member, Rob Lee sent the names of the current families to Henry. Henry asked if we should refund the family who had already paid for 2015. The BoD said yes.

Ken will send a cheque to the family.

#### c) **Other Monthly Committee Reports**

See [Annex 2](#) for the FWG report, [Annex 3](#) for the Macoun Club Report and [Annex 4](#) for the Publications Committee Report.

#### d) **Nominations** – Ann MacKenzie

Ann gave a report on the current situation:

- Jeff Saarela will be the new chairman of the Publications Committee; the committee will confirm who will sit on the BoD.
- Dan Hackett is leaving the BoD; we need a new Ontario Nature rep.
- The FWG also will need to choose a new representative to sit on the BoD as Barry is leaving the committee.

Ann added that it would always be nice to have more people on the board; we also need to think about replacements for the treasurer (Ken will be leaving Ottawa in a year) and the president (Fenja will be president for at least one more year). Ann invited everyone to share ideas with her.

## 5. Annual Committee Reports

All committee reports were circulated by email prior to the meeting. (Ken sent a preliminary Treasurer's annual report as he can't finalize it until the financial statements are completed by our reviewer.)

We identified a few corrections that need to be made; Annie will update the reports for the Annual Business Meeting on January 13, 2015.

**MOTION:** That the 2013-2014 annual committee reports be approved with the small modifications that were discussed.

**Moved by** Lynn Ovenden/Henry Steger

**CARRIED**

## 6. Last BoD Meeting of 2014!

Fenja said that it has been a pleasure to chair the BoD meetings. She said that we have really good discussions over the year and that sending the monthly reports ahead of time allows us to focus on issues.

She thanked everyone for their participation but particularly Dan, Don and Barry who are stepping down from the BoD.

Ann in turn thanked Fenja for all her work; Lynn pointed out that it was great that she was always so cheerful!

## 7. Motion to adjourn

**Moved by** Julia Cipriani/Lynn Ovenden that the meeting be adjourned at 9:05 p.m.

**CARRIED**

The meeting was followed by a holiday potluck.

Recording Secretary: Annie Bélair

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Meetings in January 2015 at FWG:

Tuesday, January 13: Annual Business Meeting

Monday, January 19: First BoD meeting of 2015

Birds Committee (BC) Report to OFNC Board of Directors – December 2014

1. General. The BC last met on November 24th and fourteen members were present making it one of the best attended meetings in recent memory. The Chair of the BC remarked that this turnout is indicative of the effort made to recruit new members to the committee.

2. Bird Records Sub-Committee (BRSC). The sub-committee met on November 20th and reviewed 14 reports. Two other major items were discussed:

a. 50-km OFNC Study Area – The BRSC adopted the use of the app *Count Circle* by Stevens Creek Software (<http://www.stevenscreek.com/countcircle.htm>) as a reliable modern tool to define the OFNC Study Area (i.e. circle with a radius of 50 kilometres centered on the Peace Tower) for the purposes of reviewing and recording bird records. The BC endorsed this decision and recommends to the OFNC BoD that this app be adopted as the Club's official tool to map the OFNC Study Area.

b. Future of the BRSC – It was agreed that the focus of the sub-committee will be broadened beyond just reviewing rare bird reports to cover area bird records and related activities in general. A working group will be established to review the terms of reference and propose a new sub-committee structure including roles and responsibilities.

3. Bird Identification Workshop. This event was held on December 3rd in preparation for the Christmas Bird Count (CBC) scheduled for December 14th. A total of 19 people attended the workshop and approximately half of these were CBC "first timers".

Rémy Poulin

[Back to Minutes](#)

FWG Report to OFNC Board of Directors – December 2014

There are only a few items to report for this month.

The Management Committee is undergoing several changes. Diane Lepage announced on Dec. 10 that she is taking a leave from the committee. She will continue, however, to take the lead on the Amphibian Pond rehabilitation project. She is considering returning in the Spring, but at this point, what will happen with the Butterfly Meadow group is uncertain.

I have decided to step down from the committee, so this is my final report to the Board. New FWG representatives will be needed for both the Board and the Central Experimental Farm Advisory Committee. I will be continuing as a regular FWG volunteer.

The AAFC has received an annual report on the FWG in the form of a lightly revised version of the FWG Annual Report to the Board. It includes a statement of volunteer hours, which totalled just over 3000. This is well above the 2000 hours required under the collaborative agreement but a drop of over 600 hours from last year. This decrease came primarily in the numbers for the Friday volunteer group.

The management committee has approved the use of the Interpretation Centre for a book launch on May 17, 2015. A new FWG volunteer owns a small artbook press, Stonegarden Studios, which is publishing an illustrated volume of short essays by an Ottawa birder. The FWG will be receiving a \$100.00 donation from the press.

The year-end potluck on Nov. 30 was a success, wrapping up the year for most volunteers.

Barry Cottam

[Back to Minutes](#)

MFC Report to OFNC Board of Directors, 15 December 2014

We have had two indoor meetings and two field trips since my last report on November 17th. On November 22nd, we went to Pakenham. There was a dusting of snow, which gave us an opportunity to see lots of different kinds of tracks, a few insects, and a small spider. Our field trip to the study area on December 6th also provided various tracks as well as a porcupine in a den. The den is well known to us; the tenant is new.

On November 29th, MFC member Gabriel McMurren gave us an excellent presentation on the birds of New Zealand. I think several members thought this would be a most interesting place to visit one day! On December 13, Rachel Vallender, from the Canadian Wildlife Service, had an eager audience as she talked about polar bears, their range, behaviours, and how they are researched and tracked.

We are now on the Xmas-New Year's break, and will resume our activities in 2015 with a meeting on January 10th.

Diane Kitching

[Back to Minutes](#)

Publication Committee Report to OFNC Board of Directors - December 2014

Upcoming issues for both publications continue to proceed on pace without more than the usual and manageable level of editorial challenges. Schedules continue to be either right on or close to it. It is most encouraging to see OFNC publication programs continuing their positive momentum.

The process and logistical challenges of producing the Canadian Field-Naturalist have also continued, however, and will for a while yet. Encouragingly, a solution to the subscription management difficulties first discussed at Council in September seems to be at hand. Eleanor Zurbrigg has undertaken the task of handling CFN Accounts. She will be processing the subscriptions and authors invoices, as well as providing some Copy Editing help (pre-copy editing, actually). The required subscription files are being obtained this week from retiring Journal Manager Jay Fitzsimmons. We are hopeful that a clear picture of the state of subscription renewals will be available shortly so the process of regularizing all this can begin. Eleanor is working with Ken Young to ensure the CFN Accounts process will work well within overall OFNC administrative processes. There are outstanding issues still to be tackled, including the long-expected subscribers' fire wall, but having Eleanor on board handling these most critical non-editorial matters is a huge step forward. And a significant weight off the shoulders of the CFN publication team.

Jeff Saarela will be assuming chairmanship of the Publications Committee in January. Representation at Council meetings and elsewhere will be shared with other members to lessen the time commitment required of the chair. That will also permit OFNC Directors to meet other participants in the publications team from time to time.

Daniel Brunton

[Back to Minutes](#)