

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

October 19, 2015

Friends of the Farm Building #72, CEF, Ottawa, 7:00 p.m.

Chair: Fenja Brodo

Directors Present: Barbara Chouinard, Julia Cipriani, Barry Cottam, Ted Farnworth, Diane Kitching, Louis L'Arrivée, Ann MacKenzie, Karen McLachlan Hamilton, Lynn Ovenden, Rémy Poulin, Henry Steger, Ken Young, Eleanor Zurbrigg

Directors Absent: Annie Bélair, Carolyn Callaghan, Owen Clarkin, Alex MacDonald, Jeff Saarela

1. Minutes of the September 21, 2015 Meeting

Moved by Ann MacKenzie/Eleanor Zurbrigg that the September 21st minutes be accepted as distributed.

CARRIED

2. Business Arising from the May Minutes

- a) The Fall Bird Count that was to take place on Oct. 17-18 was cancelled.
- b) The Innis Point Bird Observatory (IPBO) has been sent a cheque for the donation of \$4500 agreed at the September meeting. As such it is an expense of the 2014-15 fiscal year.

3. Communications

- a) There were no communications to report.

4. Renovations to the Interpretation Centre, Fletcher Wildlife Garden

Ann MacKenzie reported that the project to paint the IC was underway. On October 14 two storage PODS were delivered and movers emptied out the contents of the IC for storage in the PODS for a month. The Executive Committee agreed, via an email exchange on October 8/9, to authorise the expenditure on these services. Ann commended the excellent work done by FWG volunteers to get all the material removed and packed in boxes ready for the movers. The painter estimates that he will be finished early November at which time the movers will need to be engaged again and the PODS removed. It is estimated that the total cost for these services will be approximately \$ 7,000.

It was agreed that this is an excellent opportunity to upgrade some of the furniture, particularly in the back storage area and kitchen so that the space will function more efficiently. Some ad hoc groups are looking into this and will proceed as quickly as possible given the time constraints. Ted Farnworth will contact AAFC with respect to the possibility of putting a sink in the kitchen area.

Motion: That \$15,000 be allocated in the budget to the painting and renovation project. This includes existing contracts for services as well as any necessary furniture or equipment purchases needed for upgrades.

Moved by Ann MacKenzie/Barry Cottam

CARRIED

5. 2015-2016 Budget – Barb Chouinard

The draft budget had been considered at the September meeting. It was subsequently revised and recirculated by email to board members prior to the meeting. See final approved budget in [Annex 1](#).

Motion: The Board approve the budget as distributed with the modification required to increase the IC renovation project as agreed.

Moved by Barb Chouinard/Lynn Ovenden

CARRIED

6. Committee Reports (discussed in reverse order)

a) Awards – Eleanor Zurbrigg

It is time to start compiling a list of nominations. All Board members were asked to think of names. There will be announcements on the website and sent out by email to members. The process will have to be done sooner this year to accommodate the earlier date for the Awards Night, now in March.

b) Birds – Rémy Poulin

- i. The FLAP team has been busy with fall migration and has not had time to follow up on their organizational structure as discussed at the September Board meeting.
- ii. Work is progressing on both the Seasonal check-list and the Field check list. For the Field check list they are getting cost quotes from printers and hope to have it ready soon. The Seasonal check-list is more complicated since it shows the months when each species is present. There are no estimates regarding when that will be ready.

c) Conservation – no report

d) Education and Publicity – Lynn Ovenden

- i. Lynn had sent an email to the Board updating them on the activities of the working group to develop a new website who met on October 16. The group consists of Alex MacDonald, Annie Bélair, Barry Cottam, Ken Young, Luke Periard, Lynn Ovenden, Mark Brenchley and Rob Lee. They are working with both Zen Ideas and Village PR. The funds for the work is included in the budget. They hope to be developing a project plan with milestones and tentative dates.

Motion: That the Chair of Education and Publicity be mandated to enter into contracts for the purpose of developing a new website and redesigning the OFNC branding material.

Moved by Ken Young/Ted Farnworth

CARRIED

e) Events – Julia Cipriani

- i. The closing of the FWG IC required some events to be delayed or cancelled.
- ii. Julia expressed her concern with the few people on the committee and asked the Board if they had any suggestions to contact her.

f) Fletcher Wildlife Garden – Ted Farnworth

- i. Work is slowing down at the Fletcher given the season and the closing of the IC for painting.

g) Macoun Club – Diane Kitching

See report [Annex 2](#).

h) Membership – Henry Steger

The annual report for membership was distributed prior to the meeting ([Annex 3](#)) and it shows an increase in the number of members to 809 from 780 the previous year.

i) Ontario Nature – Barry Cottam

- i. Youth Summit – OFNC had sponsored two young people to attend this summit but at the last minute one of them had to cancel. Since we had already paid Ontario Nature was asked to use it to support another participant.
- ii. Barry Cottam attended the regional meeting in Kingston on Oct 3rd. There was considerable discussion of the Ontario Wetland Conservation in Ontario: A Discussion Paper. Ontario Nature has prepared a set of comments on the paper and is asking clubs to be a signatory. The comments need to be submitted by the end of the month. Board members felt that they had not had sufficient time to read and consider the document although it appeared to be worth supporting.

Motion: The OFNC become a signatory to the Ontario Nature comments on *Wetland Conservation in Ontario: A Discussion Paper* provided no Board member expresses strong objections by Monday, October 26th.

Moved by Barry Cottam/Lynn Ovenden

CARRIED

j) Nature Canada – no report

k) Publications – Jeff Saarela; see report [Annex 4](#).

l) Nominations – no report

7. New Business

Ann is looking for someone to proofread and format the updated committee terms of reference.

8. Motion to adjourn

Moved by Barry Cottam/Julia Cipriani that the meeting be adjourned at 8:50 p.m.

CARRIED

Recording Secretary: Ann MacKenzie for Annie Bélair

Meetings in 2015:

November 16

December 14

Ottawa Field-Naturalists' Club Budget for the Fiscal Year 2015-16	
Revenues	
Membership fees	27,000
Donations - General	10,000
Donations - Seedathon	1,000
Donations - FLAP	600
CFN - Subscription revenue	20,000
CFN - Author's charges	20,000
Fletcher Wildlife Garden	4,500
Pelee trip	15,000
Interest revenue	21,500
Advertising Revenue	200
Sales	750
Other	2,000
Total Revenues	122,550
Expenses	
Activity Expenses	
Canadian Field-Naturalist	62,000
Fletcher Wildlife Garden - FWG Fund	5,700
Fletcher Wildlife Garden - General Fund	3,000
Awards Committee	600
Awards Night	700
Birds Committee	2,230
Bird Checklist	2,000
Seedathon Purchase	1,500
Education and publicity	17,500
Events	2,375
Macoun Club	500
Macoun Camfield fund	800
Pelee trip	12,000
Research Grants	12,000
Trail & Landscape	10,000
Activity Expenses, Total	132,905
Operating Expenses	
Affiliation fees	400
Bookkeeping	3,500
Insurance	1,700
Interest and bank charges	1,400
Membership	1,100
Professional fees	7,000
Website	2,500
General and miscellaneous	18,500
Operating Expenses, Total	36,100
Total Expenses	169,005
Net Revenues (Expenses)	-46,455

MFC Report

We traditionally resume MFC activities after Labour Day, but in August we had two “out-of-season” trips. The first was on August 22nd, when we had a special late summer trip. We spent time in the ash swamp and then visited our study tree woods, where we saw numerous frogs and a porcupine snacking in an oak tree. We also visited the flat rock area to look at the geological features. On August 29th we spent some time wandering around off the trail to the west and had lunch in the woods. We then went to the parking lot to collect a few OFNC members and show them our study area. We visited the ash swamp and the barren rock area, and also a walk through the woods that helped us understand why parts of Stony Swamp were never suitable for agriculture. We did admire the variety of wildflowers and mushrooms that were growing everywhere we looked.

Our start-up meeting was at FWG on September 12th, with a good number of new and returning members. On September 19th, we looked for fossils at the river’s edge near the Pakenham Bridge and then, after lunch, we had a short introductory walk on part of Gerry Lee’s property. On September 26th, there was a field trip to the Study Area for some; others participated at Bug Day.

On October 3 we had a meeting at the FWG where we reviewed the last two field trips, discussed the meaning of what we had seen, and elected new officers for the club. On the 17th, we were back in the woods at Pakenham.

On the Friday before Thanksgiving, the Club gave support and guidance to a Carleton University 2nd year environmental science class which wanted to experience field work. The ash swamp with the *Lasius minutus* mounds was chosen as a suitable site. Working from a baseline laid down by the NCC, 36 students learned about tree identification and examined activities going on in and around the ant mounds. Part of the program was identification and removal of invasive species, and in the afternoon the class spent more than an hour removing buckthorn from an area of swamp around the ant mounds.

Diane Kitching

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Membership Committee

The distribution of Club membership for 2015 on September 30, 2015 is shown in the table below, with the corresponding numbers shown in brackets for September 30, 2014. "Other" represent, mostly affiliate organizations that receive complimentary copies of the Club's publications. The Board implemented a new policy in 2014 that the family of children in the Macoun Club be given a complimentary membership to encourage interest in the Club in the longer term. The effectiveness of this policy will be reviewed in 2017. The number of new paying members of 133 was consistent with the 130 in 2014. The increase in total paying membership of 19 maintained the growth note in 2014 and was due to higher current-member renewal. The increase in Student Membership to 27 is a positive sign for the Club.

	Canadian		U.S.A		Other		Total	
Individual	359	(354)	9	(10)	0	(0)	368	(364)
Family	309	(296)	1	(0)	1	(1)	311	(299)
Student	27	(20)	0	(0)	0	(0)	27	(20)
T&L	1	(1)	0	(0)	0	(0)	1	(1)
Honorary	24	(23)	0	(0)	0	(0)	24	(21)
Life	44	(45)	3	(3)	1	(1)	48	(49)
Other	30	<u>(25)</u>	0	<u>(0)</u>	1	<u>(1)</u>	48	<u>(26)</u>
Macoun Club	17						17	
TOTAL	793	(764)	13	(13)	3	(3)	809	(780)

Henry Steger
 Membership Committee
 September 30, 2015

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Publications Committee – Report to OFNC Board, 19 October 2015.

The publications committee held a meeting on 5 October 2015.

1. The committee reviewed a recently revised version of the Terms of Reference for the committee and editors of CFN and T&L. The committee agreed to add “and the Publications Committee” to responsibility no. 9 in the Editor Terms of Reference document. This was added due to issues that arose many years ago, and this provision should minimize those types of issues in the future, should they arise.
2. **Trail and Landscape.** Karen noted that after 12 years she is thinking of stepping down as editor and is assisting the committee by considering other members who may be able to take over. Karen indicated a willingness to stay on until a new editor is in place and the committee was very pleased for her to continue to do the wonderful job that she has done for a long period. There followed a discussion of T&L appearance. The color in the last issue was much appreciated. An 8.5 x 11” format with much colour and glossy paper and an attractive layout was considered. Examples include “Bird Studies Canada Newsletter”, “Bluebill”, etc. The committee considered the possibility of a contract to help come up with a design strategy. Carolyn Callaghan is asking Wendy Cotie, who is a designer and the typesetter for the Canadian Field-Naturalist, for a quote for this type of work.
3. **OFNC Annual Budget.** It was noted that members fees may not be appropriately counted or attributed towards the costs re: production of the journal.
4. **OFNC Research Fund Committee.** Overall the committee was very pleased with how this first annual competition turned out.
 - a. Terms of Reference document was acted upon in 2015 competition.
 - b. Review of this year’s competition. 8 of 11 applications were funded based on identified criteria.
 - c. Recommendations to Board for 2015 were implemented.
 - d. 2016 competition: deadline, committee, changes. The deadline for 2016 applications will be 15 January. No changes to the current process were decided upon. Tony Gaston agreed to again lead the Research Fund subcommittee. The call for proposals for the 2016 competition will be posted soon.
 - e. It was noted that we did not communicate the results of the competition in a timely manner. This was due to the timing of funding decisions this year (late June), which conflicted with the field season of the committee. Jeff will send info to Sandy for the website.
5. A request to publish a poetry book from a CFN member was considered. The committee declined this option because it (the committee) is concerned with “publish(ing) the results of research in all fields of natural history” according to mandate, and is not equipped to evaluate other products such as poetry and visual arts.
6. **Canadian Field-Naturalist**
 - a. **General update:** Carolyn provided various statistics that indicated appropriate content and rate of production. She noted that space is saved by not putting the author guidelines in each issue. These guidelines are being reviewed and updated and will soon be available online.

- b. A new Associate Editor for Ichthyology has been appointed, Dr. François Chapleau, University of Ottawa.
- c. Status of **Journal Manager position**. Carolyn reported that Ken Young has been doing an outstanding job as journal manager (subscriptions and accounting), and will be handing over those responsibilities to Eleanor Zurbrigg. Jay is still doing the technical job of managing the online journal system. Carolyn is searching for a replacement for Jay.
- d. CFN covers: publication costs for colour covers are ca. \$550 per issue. It was decided that in the future all issues of CFN will have **colour covers paid for by OFNC** and not by the author.
- e. Online publication issues. All CFN content is currently **free to access** online. The committee discussed the need to implement a paywall, and if so, what a reasonable paywall time frame would be. It was concluded that the best way to realize one main objective of the OFNC, to “diffuse the information as widely as possible”, was to maintain online access to CFN free of charge. Should this become official policy, there will be a cost to doing this: the drying up of subscription income stream, at least for those paying for online access. We would still produce hard copy and there would likely be minimal change in hard-copy subscribers. The potential loss will be calculated and brought back to the table for a decision at the next meeting. The committee will investigate ways to bring down the cost of producing the hard copy, which is one of the main journal production costs.
- f. Open access fee and licencing policy has been \$500.00. A decision on open access fees must be deferred until we decide whether or not to implement a paywall for recent issues of the journal (if the policy is to have content freely available online, an open access fee would not apply).
- g. Copyright issues (i & ii) . Crown and author copyright. It was noted that there is no copyright statement in the hard copy of CFN, or on PDFs. We have not been noting crown copyright properly on papers, where relevant. Otherwise copyright is held by OFNC
- h. Update on getting CFN content into JSTOR and BioOne. We asked both of these organizations if they could include CFN in their services. They declined for now, but we are on waiting lists for both of these services which could help to distribute CFN content.
- i. EBSCO –This is another service, like JSTOR and BioOne, that provides access to journal content and pays royalties for its use. EBSCO has invited CFN to participate, and the committee decided that we are interested in doing so.
- j. **Retirement of Book Review Editor Roy John**. Outstanding review editor Roy will be stepping down, after serving as editor for 150 book reviews (many of which he wrote). Mark identified a successor, Mark Gawn. The committee approved Mark as the new book review editor, and Roy is now training Mark in this role.
- k. Access to **back issues** and other old OFNC publications. The Club has a substantial supply of back issues to CFN, and some other publications. These are currently stored in various places (some in the Saunders Building at Ag Canada, some in a private residence). Neither of these is a suitable long term solution, both in terms of storage space and general access to the material. The back issues need to be inventoried, organized, and stored in a single location where they can be

accessed by committee members, so requests for back issue requests (rare nowadays, but they still come in now and again) can be fulfilled. In cases where we have a large volume of back issues, ideas for donating a subset of these to willing institutions were discussed (schools, other natural history clubs, libraries, etc.). But we need to keep a subset into the future. It was noted that it is possible that long-time club members may want to donate their more or less complete sets of the journal to the club, upon downsizing their homes for example, and the club should be ready for these types of requests and be able to accommodate them (we currently are not). They could then be donated to good homes where the content will be used. **The committee is investigating the costs of commercial storage space to deal with this problem (probably not more than \$100/month). We noted that other club committees may have a use for this type of storage space. Do board members have any ideas on how to deal with this problem?** The idea of storing at the Fletcher Interpretive Centre was discussed, but it was decided that the environmental conditions there are not suitable for long term storage.

- I. The idea of changes to the “look and feel” of CFN was discussed, to modernize the image and format of the journal. This would all be cosmetic, i.e. no change in content. Tony Gaston agreed to propose some detailed suggestions, which the committee will look at in a future meeting.

Jeff Saarela, Chair

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