

THE OTTAWA FIELD NATURALISTS' CLUB BOARD OF DIRECTORS (BoD)
MINUTES OF MEETING
October 15, 2018

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

Chair: Diane Lepage

Directors and Ex Officio Members Present: Annie Bélair, Bob Cermak, Henry Steger, Diane Kitching, Fenja Brodo, Ted Farnworth, Ann MacKenzie, Catherine Hessian, Owen Clarkin, Eleanor Zurbrigg, Lynn Ovenden

Directors Absent: Jeff Saarela, Gordon Robertson, Ken Young, Anouk Hoedeman, Jakob Mueller

1. Minutes of the September 2018 Meeting

Moved by Lynn Ovenden, seconded by Bob Cermak, that the September 2018 minutes be accepted.

CARRIED

2. Business arising from minutes

a) FY 2018-19 Budget

Ken distributed an updated budget (Annex A) before the meeting, including additions tabled at the September meeting: \$1100 for bird bags (Safe Wings), \$1000 for BugDay (Education & Publicity), \$5,650 for erosion control ditch (FWG), \$3000 placeholder for Facebook administrators' honorarium. The budget forecasts a shortfall of about \$50,000.

Moved by Ann MacKenzie, seconded by Diane Kitching, that the budget be accepted.

CARRIED.

3. Communications

OFNC received thank-you letters from Gabriel McMurren for sponsoring his weekend at the Youth Summit and from the coordinator of the nature walk at Mer Bleue in September for new Canadians.

4. Treasurer's Report

Ann MacKenzie reported that everything was progressing well in terms of getting the books ready for the accountant for year end. She thanked everyone for their quick response to her request for end of year claims before Sept 30th which greatly facilitated the process. An investment matured today and \$25,000 of that investment was deposited into the chequing account. Many of the year end payments were being held pending that investment.

5. Issues for Discussion / Decision

a) Mileage Charges

In recent months, in response to a few requests for driving costs, the OFNC has provided compensation at various rates, depending on what was requested. The rates have ranged from about 10 to 55 cents/km. Directors agreed to gather information on how other charities and clubs manage travel

compensation and to consider the issue at a later meeting.

b) Using up investments

Catherine Hessian analyzed six scenarios to determine how many years it would take OFNC to spend the bulk of its investments, with an annual budget deficit of either \$75K or \$100K, and if the interest rate were constant at either 2%, 3% or 4%. The answers for these six scenarios range from 16 to 37 years. OFNC currently earns 3% interest on its investments. Directors thanked Catherine for this helpful and interesting analysis.

c) Collaboration with All Saints High School

Diane will ask (and cc Annie Belair) the teacher who asked OFNC to collaborate with him on nature activities for more information about his intentions. Fenja recalled that she and Frank Pope led a walk for Pope Pius HS students many years ago.

d) Indigenous people's affirmation – in Gord's absence, this item was deferred to the next meeting.

6. Committee Updates

a) Awards: the call for nominations has been published.

b) FWG. The Wednesday and Friday volunteer groups have quit for the year. Work on the erosion control ditch above the amphibian pond will begin on October 31.

c) Macoun Field Club enjoyed a talk about chimney swifts and a field trip.

d) Membership. Renewal reminders were sent out to people with end-of-year expiry dates. The annual report of the committee indicates fairly stable membership numbers. Henry noted that about half of new members do not renew after the first year but more new people sign up.

e) Publications. Annie requested a relatively cheerful article to complement other submissions to the winter edition of T&L; Owen will contact her.

f) Facebook. The administrators deleted a post asking if the mushroom photographed is edible. Directors supported this deletion and suggested making it a rule of the FB group that such posts not be accepted.

7. Motion to adjourn by Fenja Brodo. CARRIED

Recording Secretary: Lynn Ovenden

Upcoming Meeting Dates

Nov. 19, 2018

Dec. 17, 2018

Jan. 21, 2019
Feb. 11, 2019
Mar. 18, 2019
Apr. 15, 2019
May 13, 2019
June 17, 2019

Diane Lepage
President
Ottawa Field-Naturalists' Club

Date

Lynn Ovenden
Recording Secretary
Ottawa Field-Naturalists' Club

Date

Annex A. OFNC Budget for Fiscal Year 2018-19

Item	Amount	Notes
Income		
4005 Membership fees	27,000	
4030 Sales (except FWG)	500	Mostly sales at monthly meetings
4030 FWG Fund - Fundraising	4,000	Proceeds of the plant sale
4105 Donations - Received - General	4,000	
4105 Donations - Received - FWG	700	Donations directed to the Fletcher WG
4105 Donations - Received - Seedathon	800	Donations directed to the Seedathon
4110 Donations - Unreceived		Donations received through other charities such as United Way. By their nature, cannot be forecast
4120 Bequests		By their nature, cannot be forecast
<i>41xx Donations & Grants (except Safe Wings) Subtotal</i>	<i>5,500</i>	
42xx CFN - Subscription revenue	25,000	Canadian Field-Naturalist subscriptions
4220 CFN - Author's charges	21,000	Canadian Field-Naturalist author charges
<i>42xx CFN Subtotal</i>	<i>46,000</i>	
Safe Wings: 4109 Donations & 4110 Grants	4,000	Donations and grants directed to Safe Wings
4410 Pelee Trip (revenue)	22,000	Revenues expected to cover costs
4440 Interest revenue	37,000	
4460 Misc Revenue		By their nature, cannot be forecast
Total Income	146,000	
Expenses		
Activity Expenses		
50xx Canadian Field-Naturalist	75,000	Editorial, printing and mailing expenses
5105 Trail & Landscape	25,000	Editorial, printing and mailing expenses
FWG - FWG Fund	9,350	Habitats (incl. erosion control ditch around the pond), backyard garden, plant sale
FWG - General Fund:		
5230 FWG Interpretation Centre	2,600	Cleaning (\$1700), phone and Internet (\$700); supplies (\$200)
5245 FWG Publications	500	Printing interpretive pamphlets
5250 FWG Miscellaneous	900	Includes \$200 Administration
<i>52xx FWG - General Fund Subtotal</i>	<i>4,000</i>	
5305 Awards Committee	300	Framing awards
5306 Awards Night	1,200	Hall rental and food expenses
5310 Birds Committee	2,850	Bird seed, IPBO Osprey cam maintenance, Falcon watch, Bird Counts

5311 Safe Wings Ottawa	7,065	Operating expenses 1,350; Rescue and rehab supplies 2,035; Education 950; Conferences 1,200; Mileage 1,530
5315 Macoun Club - General Fund	960	Little Bear magazine, Newsletter photocopying, Binding for 70 years' worth of Little Bears, Nature Journal
5315 Macoun Club - Macoun Funds	600	Gifts for speakers, hats for members, possibly promotional material
5320 Pelee Trip (expenses)	22,100	Revenues expected to cover costs; \$100 for misc. expenses
5325 Education & Publicity	4,800	Bug Day 1,000, Misc 250, Postage 50, Promotional items 2,000, Science fair prizes 300, Youth summit 1,200
5330 Events	1,550	Speakers' honoraria; Out-of-town speakers' expenses; Incidental meeting expenses
5340 Research Grants	15,000	Grants made to support field research by naturalists
5670 Donations	5,000	support for school board nature centres
Activity Expenses, Total	174,775	
Operating Expenses		
5335 Membership Committee	1,000	mailing and printing memberships
5605 Affiliation fees	450	to Nature Ontario
5615 Bookkeeper	6,000	
5620 Club Administration	750	Mostly postage stamps, photocopying for the ABM and the PO Box Rental
5645 Paypal charges	900	
5685 Insurance	1,700	
5690 Interest and bank charges	450	
5710 Professional fees	5,500	Accounting (\$5,000) and legal (\$500)
5790 Website	1,250	Hosting fee (200), domain name registration (50), reserve (1000)
5790 Facebook Administrators' Honorarium	3,000	Placeholder
Operating Expenses, Total	21,000	
Total Expenses	195,775	
Net Revenues (Expenses)	-49,775	