DRAFT - MINUTES OF THE 139th ANNUAL BUSINESS MEETING (ABM) OF THE OTTAWA FIELD-NATURALISTS’ CLUB
January 9, 2018

Place and time: Neatby Building, Carling Avenue, Ottawa, Ontario, 7:00 pm
Chairperson: Diane Lepage, President

Over 50 attendees spent the first half-hour reviewing the minutes of the previous ABM, the financial statements, Treasurer’s Report, and annual reports of OFNC committees for 2016-2017. The meeting was called to order at 7:30 pm.

1. Minutes of the Previous Annual Business Meeting
   It was moved by Lynn Ovenden and seconded by Gord Robertson that the minutes of the 138th Annual Business Meeting be accepted as distributed and published in the Canadian Field Naturalist (CFN).
   Carried

2. Business Arising from the Minutes
   Nil.

3. Communications Relating to the Annual Business Meeting
   Nil.

4. Treasurer’s Report by Ann Mackenzie
   Ann presented the financial statements for the year ended September 30, 2017, which were reviewed by the accounting firm of Welch LLP. They show that OFNC’s expenses were higher than revenues, as expected. The budget for 2017-18, approved by the Board in October 2017, again forecasts a shortfall. Expenses will exceed revenues for the next several years as we employ the funds from the 2014-15 bequest of Violetta Czasak to further the objectives of the OFNC. This will also result in a decline in our investment account and interest income.

   Ann explained the deferral method used by OFNC for recognizing revenue from membership fees, grants and CFN charges in the financial statements: it means recognizing revenue in the year in which the related expenses are incurred. The Club is fine-tuning the method for calculating these amounts. As a result, the financial statements show more deferred revenue this year than previous years, particularly for multi-year grants and CFN charges. Most subscription revenue for CFN volume 131 (2017) was deferred because only one issue of volume 131 was published by September 30, 2017. (A second issue was published in December 2017.) The by-issue review of CFN accounts also shows that CFN costs are rising but revenue is declining. In answer to a question about the print subscription, the price for members has been $30/year since 2010 and about 65 members get it.

   This has been a year of transition for the role of Treasurer. Ann identified six other OFNC
members who also volunteer much time to managing financial aspects of the OFNC. In order to simplify and ease this work, Ann and the new bookkeeper, Katryna Coltress, are using new accounting software procedures to register requests for payment and generate cheques. The number of bank accounts and internally restricted accounts have been reduced. Donation receipts are sent throughout the year and are computer generated. As well, three more members (Catherine Hessian, Tanja Schueler, and Bob Bergquist) have recently volunteered to handle cheque deposits, mail, Paypal transactions and the charitable donation receipts.

In closing, Ann thanked Ken Young, the bookkeeper and accountants for their support. Moved by Ann MacKenzie and seconded by Rémy Poulin, that the financial statements be accepted as fair representation of the financial position of the Club as of September 30, 2017. **Carried**

5. **Nomination of the Accounting Firm**
   Moved by Ann MacKenzie and seconded by Fenja Brodo, that the accounting firm of Welch LLP be contracted to conduct a review of the OFNC’s accounts for the fiscal year ending September 30, 2018. **Carried**

6. **Committee Annual Reports**
   A summary of each report was given with an opportunity for questions and answers. Moved by Lynn Ovenden and seconded by Barry Cottam, that the committee reports be accepted as distributed. **Carried**

7. **New OFNC Website**
   We have a new website, just launched on January 8, 2018, and built over the past two years by several members and a local web company on a WordPress platform. OFNC members from several parts of the Club can contribute news and keep the content up-to-date. Annie Bélair provided a visual tour of the new website.

8. **Nominations for Board of Directors positions**

   **Relevant Excerpts from the OFNC Constitution (revised February 2000)**
   Article 8 – “The Council shall consist of the officers of the Club and up to eighteen additional members, all members of the Club.”
   Article 12 – “The officers of the Club and other members of the Council shall be elected annually at the Annual Business Meeting. The nomination of sufficient persons for election to the various offices and membership of the Council shall be the responsibility of the Nominating Committee, which shall act in the manner prescribed in the By-Laws. The Council shall, at the earliest possible date, appoint chairs and members of Standing and ad hoc committees and Editor and Business Managers, as required for club publications.”
Fenja Brodo presented the slate of candidates nominated to the Board of Directors for 2018:

**Executive Committee**
- Diane Lepage, President
- Jakob Mueller, 1st Vice President and Chair, Events Committee
- Lynn Ovenden, Recording Secretary
- Treasurer: Ann MacKenzie

**Directors**
- Fenja Brodo, Past President
- Robert Cermak, Chair, Birds Committee
- Owen Clarkin, Chair, Conservation Committee
- Edward Farnworth, Representative, Fletcher Wildlife Committee
- Catherine Hessian, Member-at-Large
- Anouk Hoedeman, Chair, Safe Wings Ottawa
- Diane Kitching, Representative, Macoun Field Club
- Gordon Robertson, Chair, Education and Publicity
- Jeff Saarela, Chair, Publications
- Henry Steger, Chair, Membership
- Eleanor Zurbrigg, Chair, Awards
- Ken Young, Chair, Finance

**Ex officio:**
- Annie Bélair, Editor of *Trail & Landscape*
- Dwayne Lepitzki, Editor of *The Canadian Field-Naturalist*

Moved by Fenja Brodo and seconded by Ernie Brodo that this slate of nominees be accepted as members of the Board of Directors of the OFNC for 2018.

**Carried**

Fenja acknowledged Rémy Poulin’s departure from the Board after several years of service as the Chair of Finance Committee and before that of Birds. She expressed pleasure at Ken Young’s return to the Board, as Chair of Finance. Committee chairs will be approved by the Board of Directors at the January 2018 meeting.

9. **New Business and General Discussion**
   Bob Cermak asked which committee manages the OFNC facebook and twitter accounts. Currently, no committee is responsible for these social media. Gord Robertson serves as the Board’s liaison to the Facebook group. The twitter account is inactive.

10. **Adjournment**
    Moved by Julia Cipriani and seconded by Gord Robertson that the meeting be adjourned.

**Carried**

Lynn Ovenden
Recording Secretary