

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

February 16, 2015

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

Chair: Henry Steger

Directors Present: Annie Bélair, Barbara Chouinard, Julia Cipriani, Diane Kitching, Louis L'Arrivée, Ann MacKenzie, Lynn Ovenden, Rémy Poulin, Jeff Saarela, Ken Young, Eleanor Zurbrigg

Directors Absent: Fenja Brodo, Carolyn Callaghan, Owen Clarkin, Barry Cottam, Alex MacDonald, Karen McLachlan Hamilton

Guest: Ted Farnworth, member of the Fletcher Wildlife Committee

1. Minutes of the January 19, 2015 Meeting

Moved by Annie Bélair/Rémy Poulin that the January 19th minutes
be accepted as distributed.

CARRIED

2. Action Items from the January Minutes

- a) The Events Committee is working on organizing a trip to the Gervais Caves property, which was recently purchased by the Nature Conservancy of Canada with the help of the OFNC.
- b) Jeff reported that the Publications Committee has drafted guidelines for the selection of projects under the new local research fund the OFNC wishes to create. He will now revise the draft based on the comments he received from directors. The Bequest Committee will then look at it; it will be tabled for approval at the BoD's March meeting.
- c) Ann said that the Bequest Committee will be meeting in March. Directors that are currently on the committee are herself, Barry, Lynn, Fenja, Alex and Rémy.
- d) Ann is also working on the welcome package for new directors. She explained that she now sees it more as a Director's Handbook and says it should serve as a reference for all directors, not just the new ones. She sent a table of content by email and asked for comments. She also pointed out that this is an opportunity to update the committees' terms of reference.

3. Communications

- a) Ontario Nature's Youth Council has asked to have a 'planting for pollinators' day at the FWG for their 2015 "Our Special Spaces" event in Ottawa. The request was passed on to the FWG Committee.
- b) Ontario Nature sent a thank you note to the OFNC for our \$5000 contribution to the purchase of land at Lost Bay, and invited the club to go on a field trip to this nature preserve. The letter was passed on to the Events Committee.

- c) The OFNC received an email from Linda McCormick who, along with other people from her community, is trying to build a trail on city owned property in the west end. The city told them that they must be backed by a known organization, so she asked the OFNC. She is not asking for money. The BoD thought it was a good idea but would need to know what this group expects from the OFNC in the long run. It could also be a chance to have our name and logo on signs.

ACTION: Henry to pass on request to the Conservation Committee.

4. Committee Reports

- a) **Awards** – Eleanor Zurbrigg

Recipients of the 2014 awards have been notified; their names will be posted on the OFNC website shortly. The Awards Committee is now writing the citations, which will then be circulated to the BoD by email in order to be approved at the March meeting.

- b) **Birds** – Rémy Poulin

Anouk Hoedeman took dead birds recovered by FLAP to the Canadian Museum of Nature to have the species identified with certainty.

- c) **Education and Publicity** – Lynn Ovenden

- i. Lynn was pleased to announce that around 350 responses to the OFNC membership survey were received. The consultant, Heather Badenoch, will compile the results and come to the March BoD meeting to present them.
- ii. The committee will take part in the “Larose Forest Day” on Feb. 28.
- iii. There will be a panel discussion on wildlife issues in the city at City Hall on March 2.

- d) **Treasurer** – Ken Young

See report in [Annex 1](#).

Henry added that the FWG committee has asked to have their own letter to thank people who make donations specifically to the FWG; they are currently using the generic OFNC thank you letter. The BoD accepted this suggestion.

- e) **Events** – Julia Cipriani

As the committee is organizing the upcoming Awards Night (April 18), they are asking themselves if the event is worth all the effort. It requires a lot of volunteers and doesn't attract many people. The time of year (birding season, NHL playoffs) and admission fees could be factors. Although it is too late to cancel this April's event, the BoD discussed the possibility of moving it to another time of year, or handing out the awards during monthly meetings. More discussion will be needed before a decision is made.

However, the BoD suggested not charging an admission fee this year.

MOTION: That the Board of Directors accepts to let all guests attend the 2015 Awards Night on April 18 for free.

Moved by Julia Cipriani/Ann MacKenzie

CARRIED

Ann pointed out that this will affect the liquor license the club is required to get for the event.

ACTION: Ann to contact Hume Douglas regarding the liquor license for the 2015 Awards Night.

f) Finance – Barbara Chouinard

At their upcoming meeting, the Finance Committee will work on the OFNC's investment policy and the Director's Handbook.

g) Fletcher Wildlife Garden – Ted Farnworth

- i. The FWG management committee is making efforts to meet the modified mandate of the FWG that was approved following the joint BoD-FWG meeting of February 2014.
- ii. The FWG management committee really feels that the FWG needs a volunteer coordinator; they will continue to look for a person to take on this responsibility.
- iii. They have started growing plants for the annual plant sales on June 6.
- iv. A publicity committee has been created; the signage must be improved since the updated mandate focusses more on education.
- v. Data from the Great Backyard Bird Count held by the FWG on Feb. 14 was sent to Cornell.
- vi. The committee has also discussed the OFNC's membership with Volunteer Ottawa. Barbara Riley of the FWG committee is the contact person. Some OFNC volunteers have attended workshops offered by Volunteer Ottawa. The club should however try to use the volunteer recruiting tool more.
- vii. Ted added that the many requests for information and invitations to various nature-related events the FWG receives are a nice indication that the FWG is recognized as an important resource in the city. It is also getting good publicity this way.

h) Publications – Jeff Saarela

- i. Issue 128(4) of the CFN has been published.
- ii. The committee has potentially found someone to replace Jay Fitzsimmons as manager of the electronic publishing aspect of the CFN.
- iii. They also want to start working on setting up an online manuscript submission system.
- iv. Assistant CFN editor Trina Rytwinski is stepping down after completion of 129(1); Amanda Martin will be replacing her.
- v. The slate of the 2015 associate editors for the CFN has been approved.
- vi. Jeff brought up the subject of the use of the Manning Fund, saying there is some confusion on how it can be used. Ken and Ann explained that the Manning Fund is an internally restricted fund, not an endowment fund. This means that the use of the original fund amount, and/or the interest generated, can be changed by the Board as it sees fit. That has happened from time to time, with the result that the Fund is now used to subsidize deserving CFN authors, for articles on any subject. The revenues and expenses of the Manning Fund are included every year in the OFNC Financial Statements, and published in the CFN, along with a note about the purpose of the

Fund. While the Fund continues to earn interest, no expenses have been charged against it recently. This is not because authors have not been supported, but for administrative reasons. That will change in the future. The Fund has a healthy balance of \$127,737.

- vii. Jeff also tabled a suggestion to have a fund to support series of occasional publications. Ken replied by saying that setting up a fund is not necessary at all, and encouraged the Publications Committee to simply say they are looking for submissions for such papers.
- viii. Jeff also added that the look of both the CFN and T&L is old fashioned. All agreed that the recent membership survey on communications will help determine what the needs and wishes of the club are on the matter; we will afterwards be able to decide how the publications can be updated. Since Jeff had mentioned hiring a design firm to work on the CFN, Henry said he would like to see a business case after we get the survey results.
- ix. The committee has agreed that we should try to licence CFN content to international, non-exclusive journal aggregation services that would expand the reach, discoverability, accessibility and, ultimately, use of our content, while at the same time generating revenue from use of content through these services. The two main aggregators are BioOne (<http://www.bioone.org/>), and JSTOR (<http://about.jstor.org/>). Initial contact has been made with these organizations. BioOne has agreed to consider CFN for possible addition in 2016, and we are in the process of providing information to JSTOR, so that they may consider CFN for their service.

- i) **Macoun Club** – Diane Kitching
See report in [Annex 2](#).

5. 2015 Bird Fair

Rémy explained that Nature Canada will sponsor the 2015 Bird Fair that will take place at Andrew Haydon Park on May 30th. Nature Canada has asked if the OFNC would like to be a co-sponsor and contribute \$3000, which is about one tenth of the budget. Rémy pointed out that Nature Canada would need to know as soon as possible if the OFNC accepts to be a co-sponsor so the board would need to vote now.

MOTION: That the Board of Directors accepts to waive off the requirement to vote at the next BoD meeting for this money request.
Moved by Rémy Poulin/Ken Young

CARRIED

MOTION: That the OFNC contribute \$3000 to co-sponsor the 2015 Bird Fair on May 30th.
Moved by Rémy Poulin/Ken Young

CARRIED

6. 2015 Committee Rosters

See [Annex 3](#) for the list that was provided to Annie by all the committee chairs. This list will be

published in the next issue of T&L.

MOTION: That the BoD approves the committee rosters for 2015 as submitted.

Moved by Annie Bélair/Henry Steger

CARRIED

7. New Director on the Board

Ted Farnworth has accepted to sit on the BoD as the Fletcher Wildlife Garden rep.

MOTION: That Ted Farnworth be welcomed as a new director on the OFNC Board of Directors.

Moved by Annie Bélair/Ann MacKenzie

CARRIED

8. Motion to adjourn

Moved by Ann MacKenzie/Henry Steger that the meeting be
adjourned at 9:20 p.m.

CARRIED

Recording Secretary: Annie Bélair

Meetings in 2015 at the FWG:

March 16

April 20

Tuesday, May 19

June 15

September 21

October 19

November 16

December 14

Treasurer's Report to the OFNC Board of Directors
February 16, 2015

The annual report to the Charities Branch of the Canada Revenue Agency was submitted. Copies were circulated to Board members.

T4A returns have been prepared for people receiving honoraria/contract fees from the Club.

Our insurance coverage (Directors' & Officers, and Commercial General Liability) has been renewed.

An additional \$500,000 from the Czasak bequest was distributed to the Club. It is in our account with BMO Nesbitt Burns, for investment.

Ken Young, Treasurer

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MFC Report, 16 February 2015

We resumed activities on Jan. 10, after the Christmas break. On that day, Nick Wong gave a talk about the research he is doing on invasive swimming crabs in New Zealand. On January 24, Robbie Stewart linked his passion for paleontology with his past experiences as a member of the Macoun Club to give a talk about the origins of three animals that we know and love in the Study Area: snakes, porcupines, and salamanders. On February 7th, we held a workshop for The Little Bear. This elicited a number of drawings; we hope that members will also feel inspired to write something.

The extreme cold of the last few weeks has not affected our schedule of alternating field trips and meetings, though there has been an impact on the number of field trip participants. The trips were held to areas where we could build lunch fires and, if needed, retreat to a leader's house. On January 17 and 31 there were a number of participants, but on our most recent trip (Feb. 14) only six members were up for the challenge. We have talked about how to dress for such days, and the challenges that the early settlers faced. We also used snowshoes on the last trip.

Diane Kitching

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2015 OFNC CommitteesAwards Committee

Eleanor Zurbrigg (Chair)
 Ernie Brodo
 Julia Cipriani
 Christine Hanrahan
 Ann MacKenzie
 Karen McLachlan Hamilton

Birds Committee

Chris Traynor (Chair)
 Tony Beck
 Bob Cermak
 Claire Elliott
 Lorraine Elworthy
 Anouk Hoedeman
 Bernie Ladouceur
 Gillian Mastromatteo
 Bev McBride
 Mark Patry
 Rémy Poulin (rep. on Board
 of Directors)
 Jon Ruddy
 Jennifer Spallin
 Nina Stavlund
 Gregory Zbitnew

Birds Records(subcommittee)

Bernie Ladouceur (Chair)
 David Britton
 Bruce Di Labio
 Marcel Gahbauer
 Mark Gawn
 Christina Lewis
 Bev McBride
 Jon Ruddy
 Jeff Skevington
 Daniel Toussaint
 Mike Tate
 Chris Traynor

Conservation

Owen Clarkin (Chair)
 Fenja Brodo
 Ken Buchan
 Erwin Dreessen
 Sandy Garland
 Christine Hanrahan
 Frederick Schueler
 Dave Seburn
 Ian Whyte
 Rob Willson

Education and Publicity

Lynn Ovenden (Chair)
 Mark Brenchley
 Fenja Brodo
 Linda Burr
 Kathy Conlan
 Claire Elliott
 Sandy Garland
 Shelley Morphy
 Ann Prescott
 Gordon Robertson
 Jessica Sutton

Events

Julia Cipriani (Chair)
 Holly Bickerton
 Owen Clarkin
 Hume Douglas
 Jakob Mueller
 Walter Wilmot

Finance Committee

Barbara Chouinard (Chair)
 Fenja Brodo
 Ann MacKenzie
 Rémy Poulin
 Jeff Saarela
 Ken Young

Fletcher Wildlife Garden

Judy Dodds
 Ted Farnworth
 Sandra Garland
 David Hobden
 Diane Lepage
 Elizabeth Moore
 Barbara Riley
 Henry Steger
 Eleanor Zubrigg

Macoun Club Committee

Rob Lee (Chair)
 Annie Bélair
 Barbara Gaertner
 Diane Kitching (rep. on
 Board of Directors)
 Vinko Culjak Mathieu

Membership Committee

Henry Steger (Chair)
 John Cooper

Publications Committee

Jeff Saarela (Chair)
 Dan Brunton
 Carolyn Callaghan
 Paul Catling
 Tony Gaston
 Jay Fitzsimmons
 Bill Halliday
 Amanda Martin
 Karen McLachlan Hamilton
 Frank Pope
 Trina Rytwinski
 David Seburn

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