

**THE OTTAWA FIELD NATURALISTS' CLUB BOARD OF DIRECTORS (BoD)**  
**MINUTES OF MEETING**  
**October 16, 2017**

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

**Chair:** Diane Lepage

**Directors Present:** Annie Bélair, Gordon Robertson, Henry Steger, Ted Farnworth, Lynn Ovenden, Jakob Mueller, Ann MacKenzie, Remy Poulin, Eleanor Zurbrigg, Diane Kitching, Anouk Hoedeman

**Directors Absent:** Fenja Brodo, Jeff Saarela, Owen Clarkin

**Birds Committee Liaison:** Marc Patry

**1. Minutes of the September 2017 Meeting**

**Moved by** Lynn Ovenden/ Ted Farnworth that the September 2017 minutes be accepted with two corrections. **CARRIED**

**2. Business arising from minutes**

a) OFNC FY 2018 Draft Budget for Approval

Rémy asked Directors to remain aware of the significant deficit in the budget proposal, which he had earlier distributed as version 5. Two additional changes were requested:

- Jakob expressed reluctance to set a policy of giving honouraria to trip leaders given that the club does not recognize the contributions of other OFNC members with honouraria and, also, most nature clubs don't give trip leaders honouraria. Since trip leaders often do a scouting trip prior to their event, OFNC's gift might more rightly be a gesture of reimbursement for expenses. Directors agreed that the budget could authorize money for honouraria or reimbursement of trip leaders as determined by the Events Committee.
- Education and Publicity asked that the budget authorize two (not one) sponsorships to the Ontario Nature Youth Summit, as in other years.

**Moved by** Rémy Poulin/ Ann MacKenzie that the OFNC 2018 Budget, revised as discussed above, be approved. See Annex A.

**CARRIED**

b) Amending OFNC Funds

Further to the proposal to streamline OFNC's funds which the board discussed in September:

**Moved by** Rémy Poulin/ Ann MacKenzie that the General Reserve Fund be closed and the balance transferred to the General Fund.

**CARRIED**

**Moved by** Rémy Poulin/ Ted Farnworth that the Seedathon Fund be closed with the funds raised and spent being tracked by accounting codes. Any balance at the end of 2016-17 will be transferred to these new accounts.

**CARRIED**

**Moved by** Rémy Poulin/ Anouk Hoedeman that the Anne Hanes Memorial Fund be closed with the balance transferred to the General Fund.

**CARRIED**

**Moved by** Rémy Poulin/ Lynn Ovenden that the De Kirline Lawrence Fund be closed with the balance transferred to the General Fund.

**CARRIED**

**Moved by** Rémy Poulin/ Ann MacKenzie that the Martha Camfield Memorial Fund and the Macoun Baillie Birdathon Fund be merged into one fund called the Macoun Fund.

**CARRIED**

### **3. Communications**

OFNC's president, Diane Lepage, wrote a letter to Governor-General Julie Payette inviting her office to continue its patronage of the OFNC.

### **4. Treasurer's Report**

The year-end records are being assembled to send to the accountant by November 1, so that OFNC's year-end review may be prepared by December 1. Funds were withdrawn from an investment maturing in October to ensure there would be sufficient cash in the bank to meet our payment needs.

The Treasurer informed the Board that the tax receipt for donations is being changed. Instead of the small printed form accompanied by a letter, there will be a letter, signed electronically by the President, with the tax receipt at the bottom of the page signed in ink by the Treasurer. The letters will be modified to reflect the direction of the donation, either to the General fund, the FWG, Macoun, Seedathon or Safewings. They will also indicate if the donation was in memory of someone. Rather than all receipts being sent in January for the previous calendar year they will be sent out closer to the time of receiving the donation. This revision will also remedy the problem pointed out by the previous treasurer, Ken Young, that the receipts did not meet the current requirements of the CRA.

### **5. Issues for Discussion or Decision**

a) The annual Membership Report for FY 2017 shows there were 861 OFNC members on September 30, 2017, about 10% more than a year ago. Henry attributes part of the increase to the recent requirement of OFNC membership to gain access to the Shirley's Bay causeway.

b) Henry asked Directors to re-consider the 3-year trial of granting free membership to families of

active Macoun Club members. Over the past 3 years, the families of 27 children were given a free family membership. One of those families now has a paid membership. Eighteen of the 27 families still have a child in Macoun Club, so they have had a free family membership up til now. Rob Lee asks that the policy be extended indefinitely.

**Moved by** Diane Kitching/ Jakob Mueller that OFNC continue to support young naturalists in the Macoun Field Club by providing free family membership in OFNC so long as the child is an active member of the Macoun Field Club.

**CARRIED**

c) Quick comments on topics discussed at the September BoD meeting

The authors of Birds of Nunavut were informed of the OFNC's decision to support the publication. About 30 OFNC members will attend the unveiling of the plaque for James Fletcher.

The OFNC's sponsorship of Ontario Invasive Plants Conference was gratefully acknowledged; the talks and field trips were well-organized and full of useful information. A report on the conference is posted to the OFNC's blog.

6. New Business

a) The international Lepidopterists' Society annual meeting will be at Carleton University July 11-14, 2018 followed by field trips on July 15, 2018. Registration will open by March 2018. Deadlines for abstract submission will be given then. OFNC may want to participate.

b) The webmaster recently received a journalist's request to interview someone from OFNC regarding the lack of urban green space. This was a reminder of the difficulty of quickly finding a knowledgeable club member willing to respond to media requests.

**7. Committee Updates**

**a) Birds**

The committee met on Aug.28. The Seedathon happened and eBirders shared a list. The fall bird count will also be recorded on eBird with no in-person gathering afterwards.

**b) Education and Publicity**

Gord created a scavenger hunt pamphlet for visitors at FWG. Laura Maskell, whom OFNC sponsored to the Youth Summit, spoke to members at the October 10 monthly meeting.

Dave Seburn has completed the turtle road kill project and reported findings in a blog post.

Holly Bickerton has prepared an initial report on her project.

**c) Fletcher Wildlife Garden** – a potluck volunteer brunch is planned for late November.

**d) Events** – three leaders are needed for the 5d trip to Point Pelee in May. Leaders go for free.

**f) Macoun Field Club**

The club has 24 members. They have met twice already at FWG and had two field trips, to Pakenham and Stony Swamp.

**g) Publications** - The committee met on Oct.4.

**h) Safe Wings**

The list of committee members was distributed. They held their first meeting last week. With help from the Ottawa Ecotalent Network, they are working on a strategy for SafeWings. In order to provide advice on making new buildings safe for birds, they need better communications with local politicians and developers.

**i) Ontario Nature**

Two topics discussed at the recent regional meeting in Carp were 'executive renewal' and Ontario commitment to protect 17% of the land mass. Gord added FWG, Shirley's Bay and the Rideau River as sites on iNaturalist.

**Reminder to committee chairs:** to please send annual reports to Lynn by November 15.

**8. Motion to adjourn** by Ann Mackenzie/ Eleanor Zurbrigg. **CARRIED**

Recording Secretary: Lynn Ovenden

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Meetings in 2017  
November 20  
December 11

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Diane Lepage  
President  
Ottawa Field-Naturalists' Club

\_\_\_\_\_  
Date

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Lynn Ovenden  
Recording Secretary  
Ottawa Field-Naturalists' Club

\_\_\_\_\_  
Date

## Annex A. OFNC FY 2018 Final Budget and Notes

Final	FY 2018 Budget	2018 Budget (column B) notes	FY 2017 Actuals to 9 Aug 17	FY 2017 Budget	FY 2016 Actuals	FY2015 Actual
<b>Income</b>						
4005 Membership fees	27,000	Same as last year	27,132	27,000	28,596	28,243
4030 Sales	1,000	Estimate	1,176		832	
4030 FWG Fund - Fundraising	4,000	Plant sale	5,365	4,000	4,875	4,866
4105 Donations - Received - General	5,000	Estimate	4,875	5,000	6,172	977,905
4105 Donations - Received - Seedathon	500	Estimate	250		607	
4105 Donations - Received - FWG	700		1,175		1,647	
4109 Donations - Received - SafeWings	2,000	Estimate	1,855		3,116	
SafeWing - CFO Grants & City donations		None expected this year	8,635		8,220	
4120 Bequests	0	Cannot forecast			73,246	
CFN - Subscription revenue	18,000	Same as last year	17,119	18,000	17,605	22,255
4220 CFN - Author's charges	20,000	Same as last year	17,247	20,000	31,301	41,487
4410 Pelee Trip		Intent is for participants to cover all costs			21,658	
4440 Interest revenue	35,000		30,000	35,000	34,998	26,910
4460 Misc Revenue	0			2,000	1,032	4,429
<b>Total Income</b>	<b>113,200</b>		<b>114,829</b>	<b>111,000</b>	<b>233,905</b>	<b>1,106,095</b>
<b>Expenses</b>						
<b>Activity Expenses</b>						
Canadian Field-Naturalist Total	85,000	<b>See notes</b>	42,569	68,000	53,642	76,857
5105 Trail & Landscape	20,000	1K increase per issue as full colour is more expensive	22,352	17,200	11,591	8,059
T&L re-design	0	Completed last year		5,000		
FWG - FWG Fund Total	4,400		7,951	4,300	7,385	5,181
FWG - IC Renovation	0	Work completed in FY 2016 and FY 2017		500	9,439	

FWG - General Fund Total	2,400		2,316	2,400	11,946	4,360
FWG - Pond Rejuvenation	0	Work completed in FY 2016 and FY 2017	16,053	50,000	46,711	
5305 Awards Committee	400		198	500	140	523
5306 Awards Night	1,500	Assumes admission remains free	794	1,250	1,015	518
Seedathon Purchase	1,500	Partly offset by any seedathon donations		1,500	1,140	1,295
5310 Birds Committee	1,700	Bird Counts, Falcon Watch, OspreyCam, checklist	1,603	5,650	1,197	5,554
5311 Safe Wings Ottawa	4,060	<b>See notes</b>	5,645			
Ottawa Bird Strategy - Development		Completed last year (CFO Grant FY 2016)		3,220		
Bird Window Collision Awareness Campaign	5,000	City grant (FY 2016). Work deferred until FY 2018		5,000		
Ottawa Bird Strategy - Implementation	8,635	CFO Grant (FY 2017)				

5315 Macoun Club	990	Little Bear, Nature Journal, Newsletters, Binding	540	800	99	137
5315 Macoun Camfield fund	300	Hats for members and speakers		800	342	1,831
5320 Pelee Trip expenses	100	Contingency		100	19,620	
5325 Education & Publicity	3,500	Includes science fair prizes and youth summit	3,111	5,500	6,264	11,441
5330 Events	2,750	<b>See notes</b>	814	1,500	478	136
5340 Research Grants	15,000		8,416	15,000	12,946	11,369
5670 Donations	17,000	<b>See notes</b>		6,000	16,100	214,500
<b>Activity Expenses, Total</b>	<b>174,235</b>		<b>112,362</b>	<b>194,220</b>	<b>200,055</b>	<b>341,761</b>
<b>Operating Expenses</b>						
5335 Membership Committee	1,200	Same as last year	1,067	1,200	1,168	1,201
5605 Affiliation fees	400		423	400	401	422
5615 Bookkeeper	6,000		4,949	3,500	2,150	2,424
5620 Club Administration	1,500		957	3,500	2,091	4,684
5645 Paypal charges	800	Estimate	722			
5685 Insurance	1,800		1,784	1,800	1,749	1,728
5690 Interest and bank charges	500		286	2,000	932	1,379
5710 Professional fees	5,000	Accountant and lawyer	1,377	5,000	3,704	2,723
5790 Website (Primus)	6,120	Honorarium, hosting fee, domain name, Osamu's contract	1,015	6,120	3,500	2,000

HST expense			6		10,304	
<b>Operating Expenses, Total</b>	<b>23,320</b>		<b>12,586</b>	<b>23,520</b>	<b>25,999</b>	<b>16,561</b>
<b>Total Expenses</b>	<b>197,555</b>		<b>124,948</b>	<b>217,740</b>	<b>226,053</b>	<b>358,322</b>
<b>Net Revenues (Expenses)</b>	<b>(84,355)</b>		<b>(10,119)</b>	<b>(106,740)</b>	<b>(7,852)</b>	<b>(747,773)</b>

Please use the same request for 2018 as the 2017 budget for **Membership**.

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For **Awards** Committee, we request \$400 for 2017-18, to cover expenses for producing awards certificates (certificate paper, printing, frames, etc).

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### Birds Committee Budget 2018

Bird Counts	600 (Assumes Fall Lac Deschenes IBA count plus BC)
Falcon Watch	100
OspreyCam	500 (placeholder pending forecast from IPBO)
Seed Purchase	1500
eBird Historical Data	500 (to enter Shrike data into eBird)
<b>Total</b>	<b>3200</b>

The seasonal checklist is on hold pending the ability of eBird to handle our 50-km circle.

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### Education & Publicity Budget 2018

Science Fair Prizes	300
Youth Summit	1000 (for two attendees)
Misc	150 (printing and supplies)
Postage	50 (for publications)
Promotional items	2000 (hats, loupes, lens cleaners, tick keys)
<b>Total</b>	<b>3500</b>

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### Events Committee Budget 2018

Speakers' honouraria	900 (9 x \$100)
Out-of-town speakers' expenses	600 (2 x \$300)
Trip leaders' honouraria	1200 For the reimbursement of trip leaders as determined by the Events Committee. <i>(assumes sixty \$20 gift cards).</i>
Incidentals	50 (supplies/expenses for meetings)
Awards Night	1500 (Assuming admission remains free.)
Pelee Trip Contingency Fund	100 (Intent is for participant fees to cover all costs. This is for unexpected charges.)
<b>Total</b>	<b>4350</b>

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### FWG budget for 2017-18: All expenses FWG Fund and OFNC General Fund

Income	Fundraising (Plant sale)	4000
	Donations & grants	700
	<b>Total Income</b>	<b>4700</b>
Expenditures		
On-going Expenses	Administration	200
	IC	1000
	Miscellaneous	700
	Books, Brochures/Info Sheets	500
	<b>Sub-total On-going</b>	<b>2400</b>
Backyard Garden		1000
Butterfly Meadow		600
Amphibian Pond		1200 additional crushed stone; construct benches; additional plants
Old Woods		800
Fundraising (Plant Sale & nursery)		800
	<b>Total Expenses</b>	<b>6800</b>
<b>Forecast Total (net amount = Revenue minus expenses)</b>		<b>-2100</b>

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### Macoun Club Budget 2018

Little Bear Magazine	150
Newsletters	40
Nature Journal	600 (5 issues)



Binding	200 (all 70 years' worth of Little Bears)
Hats	300 (for members and speakers)
<b>Total</b>	<b>1290</b>

The first four items would be paid for out of OFNC general funds; the fifth out of the Camfield Memorial account.

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## Publications Budget 2018

From Annie: *On August 4, Jeff wrote me about the budget and said that he would go for the "status quo" unless I had changes. I pointed out that the full-colour (T&L) issues will be more expensive.*

### T&L (per issue)

Editor honorarium	1,250
Postage	750
Printing	3,000
<b>Total</b>	<b>5,000</b>

### CFN

Editor honorarium	15,000
Assistant Editor Honorarium	5,000
Copy Editing	5,000 (we are paying a freelance copy editor \$150 per paper)
General Production	50,000 (CrossRef annual membership fee, layout, printing, mailing, OJS annual hosting fee, index compilation)
CFN Re-design	10,000
<b>Total</b>	<b>85,000</b>

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### 5670 Donations

School Board buses	5000
Bug Day	1000
Birds of Nunavut	10000 <i>The Board agreed at their 18 Sep 2017 to pledge this amount in support of the publication of the book.</i>
Invasive Plant Conference	1000 <i>The Board agreed at their 18 Sep 2017 to sponsor at this level.</i>
<b>Total</b>	<b>17000</b>

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## Website Development Budget 2018

From Lynn: *Would you please include \$4400 in the budget for the new website (\$4K for remainder of Osamu's contract) and \$400 for miscellaneous (hosting, domain name, unforeseen things).*

Note: for the purposes of the budget, assume that the \$400 suggested above is covered by the existing budget line item 5790.

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**Safe Wings Budget 2018**

Operating Expenses	960 (printing, business cards, phone, freezers)
Rescue & Rehab Supplies	1200 (medication, cages, food)
Education	400 (specimens, outreach, etc)
Mileage	1500 (at 0.53 cents per km)

**Sub-Total 4060**

Homeowner Brochures	5000 (CFO Grant)
Bird Strategy - Implementation	8635 (City of Ottawa Grant)
<b>Total</b>	<b>17695</b>