

**THE OTTAWA FIELD NATURALISTS' CLUB  
MINUTES OF COUNCIL MEETING**

**October 15, 2012**

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

**Chair:** Ann MacKenzie

**Council Members Present:** Annie Bélair, Fenja Brodo, Barbara Chouinard, Dan Brunton, Don Hackett, Diane Kitching, David Hobden, Diane Lepage, Rémy Poulin, Jeff Saarela, Henry Steger, Ken Young, Eleanor Zurbrigg

**Council Members Absent:** Carolyn Callaghan, Karen McLachlan Hamilton, Jeff Skevington

**1. Minutes of the September 17, 2012 meeting**

**Moved by** A. Bélair/D. Kitching that the  
September 17<sup>th</sup> minutes be accepted as distributed.

**Carried**

**2. Communications**

Ann circulated a letter she wrote to the Canadian Peregrine Foundation (CPF) asking them to remove the OFNC's name from their sponsor list and remove the OFNC logo on their website, because there is no partnership between the OFNC and the CPF. She also asked them to remove any mention of Ottawa falcons from their Project Adoption page.

**3. Hiring cleaners for the FWG**

As an action item from the September meeting, Ann (accompanied by Marilyn Ward) met with four cleaning companies to get quotes for a contract to clean the FWG centre every other week. Council discussed the quotes received and selected Best Maid Cleaning.

**Motion:** That Ann engages Best Maid Cleaning to do a  
clean-up of the FWG centre every two weeks.

Moved by A. MacKenzie/F. Brodo

**Carried**

**4. Education and Publicity F. Brodo**

As mentioned in September, the Education and Publicity Committee wishes to sell hand lenses with lanyards bearing the OFNC logo. Focus Scientific will sell us very satisfactory lenses at \$4.95 plus tax that they sell for \$14.95 in their store. We may buy just a dozen or less at a time. For the lanyards, a minimum order of 100 is required, at a cost of \$400.

The Committee proposes to sell:  
Lenses with lanyards attached for \$20.00  
Lenses alone for \$15 [Council suggested not selling the lenses alone, for publicity.]  
Lanyards alone for \$5

**Motion:** That Council approves the \$400 expense for the Education and Publicity Committee to buy lanyards bearing the OFNC logo.

Moved by F. Brodo/B. Chouinard

**Carried**

Henry suggested writing an article for the T&L and for the website announcing that OFNC lanyards and hand lenses will be available to members and be sold at monthly meetings and other OFNC events.

Jeff also suggested that trip leaders could carry a few with them on field trips and sell them to attendees who would be interested.

Ken pointed out that he receives catalogues of promotional items that can be personalized; he will forward them to Fenja and to Diane L. who were interested in looking at them.

#### **5. Treasurer's Report** K. Young

##### a. Directors' and Officers' Liability Insurance (D&O)

See Council minutes from June and September 2012 for discussion.

Ann added that at the Ontario Nature Regional Meeting on Sept. 22, she learned that the other large naturalists' clubs already have such insurance.

**Motion:** That the OFNC adds Directors' and Officers' Insurance to its coverage at the next renewal in February.

Moved by K. Young/D. Hackett

**Carried**

##### b. Chart of Accounts

Ken circulated the existing FY 2012 Chart of Accounts, along with some proposed changes. No further proposals for changes have been received.

##### c. Financial Statements

We expect to have draft financial statements for fiscal year 2011-12 by the end of October.

#### **6. 2012-13 OFNC Budget** B. Chouinard

The proposed budget was circulated to Council prior to the September meeting where it was discussed. Other comments were sent and Barbara sent a revised draft on Oct. 10.

With the additional expenses recorded above (FWG cleaning, OFNC lanyards, and O&D insurance), the deficit now stands at around \$3000.

David pointed out that a correction should be made to note 12 about the amount of the FWG funds for the butterfly meadow: it should now be around \$4000 instead of \$7000. Final approved budget is attached; see [Annex 1](#).

**Motion:** That the OFNC 2012-13 budget be accepted as amended during this Council meeting.

Moved by B. Chouinard/D. Lepage

**Carried**

#### **7. Lac Deschênes Important Bird Area (IBA) Working Group** D. Hackett

Don has been designated as the replacement liaison with Nature Canada. He met with them in September. He made 2 announcements to Council:

- a. Nature Canada will host a Studio Tour of the IBA for the public on November 3. Six sites were chosen for the event (3 on the Ontario side and 3 on the Québec side) and volunteers are needed to speak to visitors. A table and shelter will also be provided by Nature Canada at Mud Lake for OFNC displays and publications. The media will attend as well.

#### **ACTIONS:**

- Fenja to call Dave Moore and Bev McBride to ask if they could volunteer; she will also ask members of the Education and Publicity Committee to man the display table.
  - Ann to ask Roy John and Ken Allison if they would volunteer.
  - Rémy to ask members of the Birds Committee if they would volunteer.
  - Fenja to enquire about the cost of a weatherproof OFNC banner that could be hung on the shelter for this event and future ones.
- b. Don explained that Nature Canada has asked the OFNC to fill out a questionnaire on the Lac Deschênes IBA in order to describe its biological importance and its conservation needs. The boundaries of the IBA also need to be defined.

Council accepted the offer from Nature Canada to host a discussion on the boundaries and agreed that the Club des Ornithologues de l'Outaouais should be invited as well. The tentative date is November 8.

#### **8. Nominations for the 2013 OFNC Council**

Ann updated Council on the development of the slate of nominees for the 2013 Council to be presented at the January Annual Business Meeting.

Sandy Garland has stepped down from her role as chair of the FWG Committee; Barry Cottam is her replacement.

**Motion:** That Council accepts the nomination of Barry Cottam as chair of the FWG Committee and as a member of Council effective immediately.

Moved by D. Hobden /K. Young

**Carried**

#### **9. Ontario Nature Eastern Regional Meeting, Sept. 22**

Diane L., Ann and Frank Pope attended the meeting. Diane highlighted some topics of discussion: creation of an IBA along Lake Ontario, green energy, and the update of the Ottawa bird checklists.

#### **10. Accounting Seminar for Not-for-Profit Organizations**

On Oct. 10, Ann attended a seminar hosted by Welch LLP, the OFNC's accounting company. She advised Council that new accounting standards will come in effect next year, and that the Ontario corporation legislation is changing as well. When it is proclaimed (target date is July 1<sup>st</sup>, 2013), the OFNC will have 3 years to update its constitution and by-laws.

**11. Macoun Club Report** D. Kitching

See [Annex 2](#) for the report.

**ACTION:** Council was very impressed with the single copy of *The 42-Year Little Bear Book on the Macoun Field Club's Study Area* compiled by Rob Lee. They asked Diane to ask Rob how much it would cost to have more printed. She must also ask him about providing the FWG library with the newly printed 2010 and 2011 Nature Journals.

**12. Publications Report** D. Brunton

See [Annex 3](#) for the report.

The Publications committee would like to see the CFN note in the Financial statements include the 40% allocation of membership revenue that was traditionally shown in order to show cost-income in a more realistic light. Failing that, the Committee suggests not producing a CFN Income and Expenses note at all but folding such accounting as line items within the overall OFNC Financial Statement. Some Council members did not like the idea of going back to the practice of allocations of membership revenue and overhead expenses that were done when the CFN and the OFNC had separate income statements. Others agreed that the present representation of CFN finances was not as clear as it could be. One alternative discussed was just showing the net income or loss and not providing details. It was agreed that the issue would need further consideration and discussion.

**13. Motion to adjourn:**

**Moved by** D. Kitching/E. Zurbrigg that the meeting be adjourned at 9:45 p.m.

**CARRIED**

Recording Secretary: A. Bélair

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Meetings in 2012:

November 19

December 17

## Annex 1

<b>DRAFT OFNC Budget for 2012-13</b>					<b>October 23, 2012</b>
<b>Item</b>	<b>Actual</b>	<b>Approved budget</b>	<b>Actual</b>	<b>Proposed Budget</b>	<b>Item</b>
	<b>2010-11</b>	<b>2011-12</b>	<b>2011-12 Q1-Q3</b>	<b>2012-13</b>	
<b>REVENUE</b>					<b>REVENUE</b>
Membership	30,112	28,000	26,839	25,000	Membership
Life member allocation					Life member allocation
Interest Earned	2,300	2,300		-	Interest Earned
Donations received	8,572	10,000		10,000	Donations received
Sales (Net)	18,190		8,246	10,000	Sales (Net)
Advertising	1,228		439	500	Advertising
Other (Notes 7 & 12)				900	Other
	142		26,318		
<b>Total Revenue</b>	<b>60,544</b>	<b>40,300</b>	<b>61,843</b>	<b>46,400</b>	<b>Total Revenue</b>
<b>OPERATING EXPENSES</b>					<b>OPERATING EXPENSES</b>
Affiliation Fees	225	625	225	225	Affiliation Fees
Website (note 10)	2,451	2,500	1,898	3,200	Website (note 10)
Professional Fees	2,000	2,500		2,000	Professional Fees
Insurance (note 11)	580	800	840	1,550	Insurance
Donations given	3,538		5,000	10,000	Donations given
Bookkeeping	7,542	6,300	8,575	6,000	Bookkeeping
Administration	2,000	2,000	46	-	Administration
Communication	2,495	2,500	102	-	Communication
PayPal (note 9)					PayPal fee
Office, Postage and Other (note 4)	4,569	2,000	3,436	2,000	Office, Postage and Other (note 4)
Fletcher Cleaning				1,200	
<b>Sub Total</b>	<b>25,400</b>	<b>19,225</b>	<b>21,412</b>	<b>27,275</b>	<b>Sub Total</b>

<b>Item</b>	<b>Actual 2010-11</b>	<b>Approved budget 2011-12</b>	<b>Actual 2011-12 Q1-Q3</b>	<b>Proposed Budget 2012-13</b>	<b>Item</b>
<b>CLUB ACTIVITIES EXPENSES</b>					<b>CLUB ACTIVITIES EXPENSES</b>
Awards & Soiree	858	250	1,016	400	Awards & Soiree
Birds (note 2)	739	1,500	904	1,650	Birds (note 2)
Educ.& Publicity + Sc Fair	328	500	81	500	Educ.& Publicity + Sc Fair
Excursions & Lectures (note 3)	115	200	1,377	2,000	Excursions & Lectures (note 3)
Fletcher WLG (note 2)	4,890	1,050	17,326	2,000	Fletcher WLG (note 2)
Macoun Club		300	818	300	Macoun Club
Membership Cttee	1,286	1,400	1,308	1,500	Membership Cttee
Trail and Landscape	7,230	7,000	5,646	7,000	Trail and Landscape
CFN Expenses (Notes 6, 8, 10)	23,537	10,000	6,313	6,000	CFN Expenses (Notes 6, 8, 10)
Bird Checklist				500	Bird Checklist
Fundraising - Lanyards & lenses				400	
<b>Sub Total</b>	<b>38,983</b>	<b>22,200</b>	<b>34,789</b>	<b>22,250</b>	<b>Sub Total</b>
<b>TOTAL EXPENSES</b>	<b>64,383</b>	<b>41,425</b>	<b>56,201</b>	<b>49,525</b>	<b>TOTAL EXPENSES</b>
<b>SURPLUS (DEFICIT)</b>	<b>(3,839)</b>	<b>(1,125)</b>	<b>5,641</b>	<b>(3,125)</b>	<b>SURPLUS (DEFICIT)</b>

**Notes:**

1. Numbers have been changed to reflect the format and number modifications in the final 2011 financial statements
2. Phones are now included in FWG and Birds committees
3. CMN rental costs are included in Excursions
4. The difference between the HST paid and the rebate is included in 'Office, Postage and Other'
5. Honorarium are: Website \$1500, Editor \$ 10000, Asst Editor \$4000, T&L Editor \$3000 (not included because Karen declines it). Paid costs for personal services are Bookkeeper, Professional Fees (Auditor), and CFN Copy Editor
6. The CFN estimate is based on \$1500 per issue (4 per year). This does not reflect the overhead costs provided by the club (e.g. bookkeeper) nor the e-issues provide to members

**Notes for 2012 Q1-Q3**

7. Other revenue includes Fletcher Wildlife Garden (22,094) Royalties (25), Soiree (828), and Pelee profit (3,326)
8. CFN expenses includes Group Mailing, Postage, Editing, Publishing, Reprint Costs, Waived Charges, OJS System, Misc Expense
9. Paypal includes Interest & Bank Charges

10. Honoraria have been added to budgets as follows: Website \$1,500 to Website and CFN Editors \$14,000 to CFN expenses, each pro-rated to .75
11. D&O insurance included for FY2012, then insurance
12. Approximately \$3,700 of the Flecher Wildlife Garden funds are for future expenses concerning the butterfly meadow

**Macoun Field Club Report for October 15, 2012**

We have had two meetings and one field trip since my last report. On Sept. 15, Alaine Camfield helped us explore the topic of why animals live in groups. On October 13, we had elections for Club officers. This year we are having one group instead of two, and therefore only one set of officers. This change reflects the reality of the last several years: number of members, age range and interests, and convenience for speakers and parents. Following the elections, Rob gave a presentation about our Stony Swamp study area, what we do there and what we have learned. His talk included pictures taken on our two September field trips, and a guide to our website. Rob also passed around copies of the 2010 and 2011 *Nature Journal*, and his newly compiled *The 42-Year Little Bear Book on the Macoun Field Club's Study Area*. This, as the name suggests, contains all items (articles, drawings, cartoons, photos) pertaining to the Study Area that appeared in *The Little Bear* from 1970 to June 2012. It is a fascinating record of the area, an invaluable resource, and a tribute to what the Macoun Club, its leaders and members have contributed to our knowledge of this part of Stony Swamp.

Our field trip was to Pakenham. It was a beautiful fall day and everyone enjoyed themselves. Those who like mushrooms were particularly happy with the large puffball that Rob cooked!

Diane Kitching



## Publications Ctee Report to Council: October 2012

### Recent Meeting

The last meeting of the committee was held in the home of CFN Editor in Chief Carolyn Callaghan below the colourful Eardley Escarpment near Luskville Quebec on Saturday, 13 October. We met earlier in the afternoon for a productive and enjoyable ramble about her farm and adjacent woodlands. This included discovering a couple of provincially rare plant species (Red Juniper and White Oak) and one regionally rare plant species (Jack Pine) in the process. Following an excellent pot lunch dinner we undertook a lengthy and productive meeting, the high-lights of which are reviewed below. We are looking forward to similar field-based meetings next spring.

**Some Publication Ctee members and supporters in the field**



### New Issues Published

Issue of both *Trail & Landscape* and *The Canadian Field-Naturalist* have recently been published. T&L is on time and progressing smoothly. The CFN is rapidly catching up and operating with increasing efficiency as the transition to the predominately digital publication scheme becomes fully integrated.

With CFN issue 126(1) released and 126(2) expected by the end of October, the journal is, as reported last month, close and getting closer to being fully on schedule. Carolyn reported that enough material is on hand to fully accommodate 126(3) and to form the core of 126(4). The committee is very gratified by this progress and congratulated the editorial team for tackling and making progress on so many fronts at once.

### **CFN Indexing**

The cost of indexing CFN is high and has been increasingly rapidly. Volume 125 indexing cost \$2500. Discussions on the scope of index requirements lead to a plan to explore essentially cost-free automatic indexing of authors, titles and key words. We should have firm information on this within the month.

### **CFN Associate Editors**

The committee was pleased to approve the addition of A.J. (Tony) Gaston, an eminent field biologist and ornithologist, as an Assistant Editor. He will be working primary with ornithological manuscripts. We are looking for additional Assistant Editors with strengths in mycology, ornithology and mammalogy.

### **CFN Endowment Fund**

Further discussion were held on the mechanics and objectives of a CFN Endowment Fund to achieve publication self-sufficiency. There is strong consensus that such an initiative would be very positive and we are preparing a background document to bring before Council before the end of this year.

### **Reporting of CFN Income and Expenditures in OFNC Financial Statements**

The present practice of reporting income and expenses of The CFN was reviewed, as was the discussion of the matter at the Finance Committee this past summer. Beginning in 1972, OFNC Financial Statements have included a stand-alone review ( a side bar, as it were) of CFN Income and Expenditures to aid us in budget planning for what is by far the largest financial consideration and most important product of the OFNC. At that time a joint study by the Finance and Publication Committees determined that 40% was an appropriate representation of the membership income contribution to the production of CFN. The figure represents a combination not only of the value the journal provides individual members but also, and very importantly, the degree to which the publication of The CFN satisfies the overall mandate of the organization.

That figure was usefully employed for 35 years. After 2007, however, while such things as 100% of subscriber fees and additional fees paid by members to receive hard copies continued to be described as CFN income, no portion of general OFNC membership fees was allocated. It was as if OFNC members no longer contributed financially towards the production of the CFN. That is incorrect, of course. Approximately 25% (\$6000 of \$25,000) of expected membership fee income, for example, is allocated towards the production of CFN in the proposed 2012/13 budget.

The Publication Committee believes that the present manner of representation of CFN income offers a misleading and counterproductive optic, falsely suggesting the journal runs a net loss. With an appropriate and realistic consideration of membership income included, the opposite is the truth.

Accordingly, the Publication Committee requests that the OFNC Financial Statements return to the practice of including the allocation of 40% of membership fees as income in the CFN income and expenditure table. While this action has no impact on budget allocations or costs, it presents a substantially more realistic and appropriate reflection of the position of the journal within the OFNC's financial landscape.

Dan Brunton

Chairman, Publications Ctee