THE OTTAWA FIELD NATURALISTS' CLUB MINUTES OF COUNCIL MEETING

November 18, 2013

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

Chair: Ann MacKenzie (for Fenja Brodo)

Council Members Present: Annie Bélair, Dan Brunton, Owen Clarkin, Barry Cottam, Don Hackett, David Hobden, Diane Kitching, Diane Lepage, Lynn Ovenden, Rémy Poulin, Henry Steger, Ken Young, Eleanor Zurbrigg

Council Members Absent: Fenja Brodo, Carolyn Callaghan, Barbara Chouinard, Ian Davidson, Karen McLachlan Hamilton, Jeff Skevington

Guest: Julia Cipriani, for the Excursions and Lectures Committee

1. Minutes of the October 21, 2013 meeting

Rémy pointed out that the Birds Status Line has already been cancelled; that should be changed in the minutes as they state this would be effective as of February 1st, 2014.

Moved by A. Bélair/D. Kitching that the October 21st minutes be accepted with this modification.

Carried

2. Revisions to the 2013-2014 OFNC Budget - K. Young

A detailed budget for the FWG was received as requested. See Annex 1.

There were updates to the Macoun Club budget as well, and the expense of the Bird Status Line was eliminated from the Birds Committee's budget.

Ken reiterated that the reason for presenting a budget to Council at the beginning of each fiscal year is to give a reasonable forecast of the OFNC's expenses and revenues for the upcoming year. As Council is responsible for the Club's activities, approval by Council members means that they agree to these expenses.

David was concerned that the revised budget made the FWG look self-funding only. Ken reassured everyone that the point of this budget table is to show forecasted expenses, not how money is managed within our bank accounts. The FWG is an important project of the OFNC and will continue to be supported by the Club.

MOTION: That Council approves this revised 2013-2014 budget (see <u>Annex 2</u>) which now reflects FWG revenues and expenses and includes modifications to the Macoun Club's and Birds Committee's budgets.

Moved by H. Steger/L. Ovenden In favour: 12; opposed: 1 CARRIED

3. Approval of the 2013 Annual Reports

All annual reports were circulated by email prior to the meeting; they are now ready for

approval.

a) Awards Committee

Moved by E. Zurbrigg/H. Steger that the report be accepted as distributed.

CARRIED

b) Birds Committee

Moved by R. Poulin/D. Lepage that the report be accepted as distributed.

CARRIED

c) Conservation Committee

Moved by O. Clarkin/H. Steger that the report be accepted with one grammatical correction.

CARRIED

d) Education and Publicity Committee

Moved by L. Ovenden/D. Lepage that the report be accepted with one word change.

CARRIED

e) Excursions and Lectures Committee

Moved by J. Cipriani/L. Ovenden that the report be accepted as distributed.

CARRIED

f) Finance Committee

Moved by R. Poulin/D. Brunton that the report be accepted with the deletion of the last line and a modification to the sentence regarding the FWG funds.

CARRIED

g) Fletcher Wildlife Garden Committee

Moved by B. Cottam/D. Lepage that the report be accepted as distributed.

CARRIED

h) Macoun Club Committee

Moved by D. Kitching/O. Clarkin that the report be accepted as distributed.

CARRIED

i) Membership Committee

Moved by H. Steger/D. Brunton that the report be accepted as distributed.

CARRIED

j) Publications Committee

Moved by D. Brunton/E. Zurbrigg that the report be accepted as distributed.

CARRIED

4. Discussion on the Publication of Annual Reports in Trail & Landscape

At the October meeting, a motion was tabled to print the annual reports in *Trail & Landscape* on top of the traditional publication in *The Canadian Field-Naturalist*. Dan pointed out that this might not be possible because of the space these reports will take in the publication.

It was suggested that a 2-page summary of highlights could be written instead by the Recording Secretary, and the links to the complete committee reports on the OFNC webpage could be included. This would be published in the April-June 2014 edition of T&L, as the reports need to be approved at the Annual Business Meeting in January.

ACTIONS: Dan to share idea with Publications Committee and get feedback. If the Publications Committee agrees, Annie will write the summary for T&L.

5. Requests to Forward Third-Party Information to OFNC Members - H. Steger

At the October meeting, Henry asked for Council to discuss the current practice of polling for each request sent to the OFNC email address by a third-party, asking to forward information to the OFNC members. Council agreed that decisions should continue to be made on a case-by-case basis.

MOTION: When Henry receives a request to forward information to OFNC members from a third party, he will make the decision himself, consulting with the relevant committee chair(s) if he considers it appropriate or necessary.

Moved by D. Brunton/E. Zurbrigg

CARRIED

6. Modernizing the OFNC website - L. Ovenden

As requested at the October meeting, Lynn spoke to Sandy Garland about modernizing the OFNC website and giving a common look and feel to all of its subsites. Sandy was quite keen and accepted to join the Education and Publicity Committee.

The best approach seems to be to hire a web designer; Council was enthusiastic about the idea and recognized that this will require time and money.

Council brainstormed ideas and noted questions:

- Website needs to be visually stunning
- Homepage (or elsewhere) could show:
 - o Calendar
 - Why join/How to join
 - How to get involved
- Include blogs? Must decide how interactive website will be
- Have a members-only page?
- Have a Council only page?
- Allow advertisements?
- Show nest cam?
- Mobile version essential
- OFNC app?

7. Name of the Excursions and Lectures Committee

MOTION: That the Excursions and Lectures Committee be called the Events Committee starting January 1st, 2014.

Moved by J. Cipriani on behalf of the Committee/D. Brunton

CARRIED

8. Review of OFNC Constitution and Bylaws for New Regulations

An ad hoc committee led by Ann was created to review the OFNC constitution and bylaws in order to be compliant with upcoming amendments to Ontario's Not-for-Profit Corporations Act. They realized that they will need legal expertise to assist them with this project. Ann has obtained suggestions of lawyers they could hire and will present the options, along with their pros and cons, to the Constitution Committee. The current estimate is between \$2000 and \$4000 over the next couple of years. The current approved budget includes an amount for these professional fees. It is the intention of the Constitution Committee to provide a briefing on this project at the December Council meeting and the January Annual Business meeting.

MOTION: That Council authorizes the ad hoc Constitution Committee to engage a lawyer to

assist with the review of the OFNC constitution and bylaws.

Moved by E. Zurbrigg/D. Lepage

CARRIED

9. Awards

Eleanor reminded everyone that nominations for the 2013 OFNC awards can be sent until the end of December.

10. Forward Agenda

Council to discuss the new position of volunteer coordinator for the OFNC.

11. Motion to adjourn:

Moved by D. Lepage /D. Kitching that the meeting be adjourned at 8:55 p.m.

CARRIED

Recording Secretary: A. Bélair

Meetings in 2013:

December 16 – Meeting followed by holiday potluck.

Annex 1

FWG Budget for 2013-14						
Category	Details	Amount \$	Totals \$			
	External revenue sources					
	Plant sale	3,500				
	Donations	500				
	Grant in hand	1,000	5,000			
	Expenditures					
On-going Expenses	Administration/IC	1,500				
	Maintenance	700				
	Basic Brochures/Info Sheets	250	2,450			
	Τ	T T				
Computer	Computer Upgrade	600	600			
Outreach	Other Brochures/Display	1,000				
Outreach	Conference/Mtg/Travel	300	1,300			
	Comerciacy witg/ maver	300	1,300			
Backyard Garden	Signs	500				
	Plants	200				
	Plum Tree Garden path	500				
	Misc	200	1,400			
	Τ .					
Butterfly Meadow	Plants	2,500				
	Materials, tools etc	400	2,900			
Ash Woods	signs	100				
	trees	500				
	Signs: Bill Cody Fern Trail	400	1,000			
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Invasive Species projects	Plants	1,000				
	Brush cutter	1,000	2,000			
	T					
Plant Sale	Plant sale prep'n	400				
	Plant Nursery	500	900			
	Total Expenses = Budget		12,550			

Annex 2

	FY 2014 Budget	FY2013 Budget	FY2012 Actual	2014 budget notes
Revenues				
Membership fees	25,000	25,000	28,188	
Donations & bequests	10,000	10,000	21,954	includes donations to FWG (\$1,500), Camfield, Seedathon, Manning
CFN - Subscription revenue	25,000	-,	32,463	
CFN - Author's charges	20,000		27,984	20000 is average for last 2 volumes
Fletcher Wildlife Garden	6,500		5,684	plant & t-shirt sales
Soirée	750		828	
Pelee trip	11,000		14,375	
Interest revenue	14,000	10,000	12,465	
HST rebate			8,859	not budgeted
Advertising Revenue	1,500	900	0	assumes current advertisers continue
Sales	2,000	500	474	E&P sales are increasing
Other	0		206	
Total Revenues	115,750	46,400	153,480	
Expenses				
Activity Expenses				
Canadian Field-Naturalist	63,000	6,000	52,758	63000 is average for last two volumes, plus 2000 for Jay
Fletcher Wildlife Garden	12,550	2,000	19,012	
Awards Committee	600	400	372	includes expenses paid from 2130 Ann Hanes Fund
Soiree	750		644	
Birds Committee	1,100	1,650	971	Seedathon, bird counts, Falcon Watch, but no hot line in 2014
Bird Checklist	500	500		
Donations		10,000	5,000	
Education and publicity	900	900	381	includes cost of loupes and other sales items, Science Fair prizes
Excursions and lectures	2,000	2,000	1,445	museum room rental will be \$900
Macoun Club	500	300	555	from 2135: \$300 (materials such as hats with MFC logo, for members and speakers) from 5315: \$200 (printing Little Bear and photocopying the Macoun Club Newsletter)
Pelee trip	11,000	N/A	11,049	
Trail & Landscape	7,000	7,000	7,558	
Activity Expenses, Total	99,900	30,750	99,745	

Operating Expenses				
Affiliation fees	225	225	225	
Bookkeeping	6,000	6,000	6,525	
HST expense			11,245	not budgeted
Insurance	1,550	1,550	782	
Interest and bank charges	1,100	1,100	1,471	includes PayPal fees
Membership	1,500	1,500	1,347	
Professional fees	4,000	2,000	2,000	will increase
Website	3,200	3,200	710	
General and miscellaneous	2,000		319	includes administration, misc. postage, etc.
Operating Expenses, Total	19,575	15,575	24,624	
Total Expenses	119,475	46,325	124,369	
Net Revenues (Expenses)	-3,725	75	29,111	