

Meeting of the Board of Directors (BoD) of the Ottawa Field-Naturalists' Club
Tuesday, October 22, 2019 – 7:00 p.m.
Minutes
Fletcher Wildlife Garden Resource Centre, CEF, Ottawa

Chair: Diane Lepage

Present: Ted Farnworth, Jakob Mueller, Fenja Brodo, Ken Young, Annie Belair, Ann MacKenzie, Gord Robertson, Diane Kitching, Bev McBride, Eleanor Zurbrigg, Bob Cermak, Henry Steger, Catherine Hessian, Owen Clarkin, Elizabeth Moore

Absent: Jeff Saarela, Anouk Hoedeman

1. Approval of the Agenda – approved as circulated.
2. Acceptance of Minutes from September 2019
Moved by Elizabeth Moore, seconded by Jakob Mueller, acceptance of the September, 2019 minutes. **CARRIED**
3. Business Arising from Minutes
 - a. Update on floor painting and carpet – AAFC has advised that RC floor painting is not a priority. Eleanor has submitted a request for attention to some plumbing issues. Cleaners have advised that the carpet is not suitable for an industrial vacuum. A heavier duty carpet is required. The purchase of two rubber backed sectional rugs from Costco or Walmart was discussed. **Action: Eleanor**
 - b. Approval of the budget – Ken tabled the budget proposal for the fiscal year beginning October 1 (**attached**). It has been updated with a new figure for FWG habitat expenses (now \$8,900), and a revised explanatory statement in the notes, from Annie, for the T&L budget.
Moved by Ken Young, seconded by Fenja Brodo, acceptance of the budget. **CARRIED**
Diane thanked Ken for his efforts in this matter.
 - c. Meeting with Marissa Croteau – Museum of Nature (Diane): Diane, Anouk, Owen, Bev, Jakob and Sandy had attended this meeting. A useful discussion was had. Marissa will be getting back to us. The possibility of a 10% discount on Museum membership for OFNC members was discussed. Anouk would like to move her annual exhibition to the museum and possibly set up a long term display.
 - d. Conservation Authorities - Letter to government (Owen) – Owen will send out a revised letter for approval and will submit it by email.

4. Communications

a. Naturalists Newsletter Exchange – Sandy had received an email from the President of the Toronto FNC expressing interest in connecting with other Ontario FNCs through sharing newsletters. The practical difficulties of sharing newsletters of different formats were discussed. **Action: Jakob will follow up with the President of the Toronto FNC.**

b. Diane had received an invitation from Nature Conservancy Canada for two OFNC representatives to attend a reception before their NatureTalks Ottawa event featuring Les Stroud on Tuesday, November 5 from 5.30 p.m. to 7 p.m. at the Ottawa Art Gallery.

5. Treasurer's Report - Ann noted that we are now in the new fiscal year 2019-20. There was a big surge in membership renewals as soon as Henry sent out the October 1st notices. This was particularly apparent on PayPal. Fewer people are using cheques.

Work is underway to finalize the package of documents for the accountants by the end of October. Part of this exercise is to provide an explanation when there is a significant difference between the actual amount and the budget and/or the previous fiscal year. This document could be shared with any Board members who wish it.

About 60 donation receipts with a thank-you letter have been mailed to all those who sent in a donation between April and Sept 30th. Bob Bergquist has been a big help in getting the letters prepared and keeping a database. We are sending bilingual letters for donations to the General Fund and Safe Wings. Donors to the FWG and Seedathon still get an English-only letter.

6. Issues for Discussion/Decisions

- a. Membership – In response to a comment from Ken, Henry proposed that entities other than fee paying members, honorary members, life members and Macoun Club members should be recorded under a separate category. The BoD agreed this would be a more realistic way of presenting membership data.
- b. Jennifer McArton Gloucester High School request – the BoD had been advised by Kevin Wallace of MacSkimming Outdoor Centre that an additional request for funds to attend the Centre could be accommodated within this year's budget. MacSkimming will contact her. It was noted that there is one more year left on the agreement with MacSkimming.
- c. Burnt Lands Alvar website – Tineke Kuiper of MVFN would like to come to next month's meeting to discuss preservation of the alvar. Looking for input regarding educating the public about the alvar through their website. **Action: Diane will invite Tineke Kuiper to the meeting.**

7. Committee Updates

- a. Birds – Bob: has circulated the Carp Barrens Phase Two Study Report. Awaiting the Phase Three report that will include recommendations. It was noted that there has been significant impact by public use, especially by mountain bikers. As a result of large quantities of junk mail, Bob and Michael Tate had removed their names from birds@ofnc and rarebirds@ofnc. Bob is now trying a gmail account. It was noted that both @ofnc addresses are being supported.
- b. Macoun Club - Diane: older youth had a great time on a two-night field trip to Gerry Lee's cabin. An indoor meeting had focused on wild edibles and enjoyed some biscuits provided by one of the girls interested in this subject.
- c. Awards – Eleanor: Awards Nominations period is open. There is a notice in T&L that has also been sent to Henry for email distribution and Sandy for the website. Eleanor asked the members of the BoD to give this matter their consideration.
- d. FWG – Ted: most work has wound down. Awaiting leaves from landscape companies - spreading leaves appears to be a deterrent for DSV. Two Health Canada groups did a lot of path work. Ted has asked a tree cutting company to sell FWG wood chips. End of season Pot Luck will be held on October 27. Bridge has been repaired – problems not as serious as thought originally. Did add money to budget proposal for tree work. Owen & Ted have had a look at some of the trees that need removal. It will require a professional company to deal with this. Ted noted that a woman who organises volunteer led groups from ROH advised that groups are no longer likely to come from the ROH. Volunteers working with vulnerable populations are being discouraged by new requirement to pay for Police security checks.
BoD agreed that security checks were not needed for volunteers with OFNC, with the exception of the Macoun Club Leaders.
- e. Conservation – Owen: continues to be interested in *Rhododendron canadense* (rhodora), currently designated S1/SH (extremely rare or extirpated). Not found in spring at site Henry had seen it in the past. Contacted Paul Catling who has also found it previously but found construction at site of previous sightings. Contacted Natural Heritage Information Centre (NHIC) who advised that rhodora hasn't been reported for "decades". NHIC has said they will liaise with Owen/Jakob, following data sensitivity training, subject to a data sharing agreement.
BoD agreed that Owen should be delegated authority on behalf of OFNC to enter into a data sharing agreement with NHIC with respect to rhodora. Owen, Diane, Lynn and Cheryl Bradley had visited South Nation Conservation Site 150 in the far east of Ottawa. A new red spruce (Acadian) forest was identified. They also identified an arrowwood new for Ontario.
- f. Events – Jakob: November monthly meeting - Keith Munro will speak about Chronic Wasting Disease. December meeting will be on microplastics. ABM January 14 – Jakob will try to schedule some content after the ABM, as last year, to encourage members to attend. May try to highlight some recent conservation successes. Could possibly also roll over to Awards Night.
- g. Education & Publicity – Gord: will be meeting October 24. They have a new member. One young person has been selected to be sponsored to go to the Ontario Nature Youth Summit.
- h. Ontario Nature – Gord: Diane Lepage and Gordon Robertson attended the Eastern Ontario, Ontario Nature meeting held in Leeds and the Thousand Islands on 28 September. The meeting

was hosted by David Miller of the A2A Collaborative. This group presented what they have accomplished creating trails that connect Algonquin Park to the Adirondacks. One new trail that has been added connects Kingston to the main trails. Later we heard reports from the other groups present. One noteworthy presentation by David Stringer outlined the status of the cement plant proposal for the Vankleek Hill area. The Vankleek Hill and District Field Naturalist club has 19 members. They are fighting to prevent a plant that will sell cement to other countries using the port of Montreal. The club has limited resources and could use help to prevent the pollution that the plant will cause. It was decided to invite David to give his presentation to the OFNC club executive at its December meeting. **Action: Gord will make the invitation.**

i. Publications – Annie: latest issue of CFN has been published with its new layout. Good feedback to the last issue of T&L. Submissions for the next issue would be appreciated.

j. Finance – Ken: nil else to report

8. Adjournment – There being no further business, the meeting was adjourned.

Recording Secretary: Elizabeth Moore

Upcoming Meeting Dates

November 18, 2019

December 16, 2019

January 20, 2020

February 10, 2020

March 16, 2020

April 20, 2020

Appendix

2020 Budget Proposal

Appendix

<p align="center">Budget of the OFNC, Fiscal Year 2019-2020 Approved at the Meeting of the Board of Directors October 22, 2019</p>		
	<p>Amount \$</p>	<p>Notes</p>
Income		
4005 Membership fees	27,000	
4030 Sales - E&P	200	Sales of OFNC merchandise
4030 Sales - FWG	6,000	Plant sale (FWG Fundraising)
4030 Sales - T&L	200	Advertisements
4105 Donations - Received - General	4,000	Donations not directed to any specific OFNC activity. "Received" means that a charitable donation receipt was issued.
4105 Donations - Received - FWG	200	Donations directed to the FWG
4105 Donations - Received - Seedathon	500	Donations directed to the Seedathon
4109 Donations - Received - Safe Wings	4,500	Donations directed to Safe Wings
4110 Donations - Unreceived	200	Donations received through other charities such as United Way & Canada Helps.
4120 Bequests	1,000	Not possible to predict.
Contributions - Safe Wings & CWF	0	Grants
4202-4210 CFN Subscriptions	21,000	Based on last 2 volumes
4220 CFN Author's Charges	27,000	Based on last 2 volumes
4410 Pelee Trip (revenue)	0	No trip in 2020
4440 Interest	38,000	
4460 Misc Revenue	0	
Total Income	129,800	
Expenses		
Activity Expenses		
5010-5060 Canadian Field-Naturalist	63,000	Based on last 2 volumes
5105 Trail & Landscape	24,000	Editing, printing, mailing; Magazine-reading plugin
Fletcher Wildlife Garden:		
Habitats	8,900	Outside work, equipment and tools, signs, mulch, etc. Tree cutting (\$2,000)
Fundraising	1,500	Plant sale related expenses, printing, topsoil etc.
General	900	IC related expenses, trail maps, publications, books, etc

5305 Awards Committee	300	Award certificate paper, frames, engraving, printing
5306 Awards Night	1,200	
5310 Birds Committee	2,350	Bird seed, IPBO Osprey cam maintenance, Bird Counts
5311 Safe Wings Ottawa	7,500	Operating expenses (1,000), Rescue and rehab supplies (3,500), Education (1,000), Conferences (1,000), Mileage (1,000)
5315 Macoun Club - General Fund	390	Little Bear magazine, Newsletter photocopying, binding Little Bears
5315 Macoun Club - Macoun Funds	990	Gifts for speakers, hats for members
5320 Pelee Trip (expenses)	0	
5325 Education & Publicity	2,800	Bug Day, postage, Science Fair prizes, Youth summit
5330 Events	1,550	Speakers' honouraria; Out-of-town speakers' expenses; Incidental meeting expenses
5340 Research Grants	15,000	
5670 Donations	5,000	for School Board transportation to MacSkimming Outdoor Education Centre
Activity Expenses, Total	135,380	
Operating Expenses		
5335 Membership Committee	1,200	
5605 Affiliation fees	450	e.g., our membership in Ontario Nature
5615 Bookkeeper	6,100	
5620 Club Administration	850	Mostly postage stamps, photocopying for the ABM and the PO Box Rental
5685 Insurance	1,820	
5645+5690 Paypal & Bank Charges	1,550	includes Plooto, Square
5710 Professional fees	5,500	Annual financial statement review; CRA charity return; legal fees
5790 Website	200	Hosting fee, domain name registration
5790 Online advertising	500	For advertising on Facebook and other online sites
Operating Expenses, Total	18,170	
Total Expenses	153,550	
Net Revenues (Expenses)	-23,750	