

Ottawa Field-Naturalists' Club – Board of Directors (BoD) Meeting
Zoom Meeting - Monday, April 19, 2021 – 7:00 p.m.
Minutes

Chair: Jakob Mueller

Present: Ken Young, Ted Farnworth, Ann MacKenzie, Eleanor Zurbrigg, Annie Belair, Bob Cermak, Elizabeth Moore, Dwayne Lepitzki, Owen Clarkin, Diane Kitching, Janette Niwa, Gord Robertson, Dean Beeby (Member of Education & Publicity Committee), Catherine Hessian, Henry Steger, Diane Lepage (from 7.30 p.m.)

1. Approval of the Agenda – approved as distributed
2. Acceptance of Minutes from March 15, 2021
Moved by Elizabeth Moore, seconded by Owen Clarkin, that the minutes of the March 15, 2021 meeting be approved. **CARRIED**
3. Issue for Discussion: Enhanced communications support for Ed & Pub
Gord introduced Dean Beeby who has been running the OFNC Twitter account for the past year. Dean advised that, in order to increase the number of the Club's Twitter followers (presently approximately 800), he needs more information to tweet. He currently uses information about events from the website and from emails but, ideally, should be tweeting every day. He suggested tweeting events advertised by likeminded organisations and retweeting Tweets they put out. He uses OFNC's Facebook rules for posting as an informal guide to appropriate content. He has avoided tweeting about some of the issues that OFNC has taken a position on, such as the Colacem Cement Plant, but could tweet about such issues if we thought it useful. Although Tweets are limited to 280 characters, links can be included. Tweeting information from e.g. Safe Wings, Ontario Nature and FWG was suggested. Ted felt that FWG should not be publicised at the present time. It was noted that there is a blog on the OFNC website that could be used. Owen felt that Twitter should be used as a news-sharing forum for current events and that we should be generating our own news about e.g. bioblitzes, field discoveries, advocacy, etc. The possibility of tweeting information about CFN articles was discussed. Although the articles are behind a paywall, abstracts and tributes are freely available and could increase exposure. Dean also suggested creating an Instagram account as photos are a large component of natural history.
4. Business arising from the minutes of March meeting
 - 6b. Inclusion, diversity, and equality statement – deferred to May
 - 3a. Emails to members - deferred
 5. Motion for \$150 donation to St. Basil's – Ann Mackenzie **moved**, seconded by Elizabeth Moore, that OFNC make a donation of \$150 to St. Basil's Church in recognition of the fact that we couldn't hold Awards Night there this year. **CARRIED**
 - 6a. CPAWS event - Ted to follow up: Ted had contacted AAFC who approved the request in principle but had some queries. Ted approached CPAWS but hasn't heard back.

5. Communications – Catherine had circulated details of incoming mail that included:

- the latest newsletter from Rideau Waterway Land Trust
- Ontario Nature's Annual Report to Donors, with a nice letter thanking us for donating \$5000 to Frontenac Arch

6. Treasurer's Report

Six Month Financial Report – Ann had circulated a statement of the Club's financial situation for the first 6 months of this fiscal year (appended). The revenues and expenses are shown in comparison to our budget and in comparison with the first 6 months of the previous fiscal year. A supporting document regarding the financial situation of the Canadian Field-Naturalist had been circulated by Ken (appended).

7. Issues for Discussion

a. Communications roles in Ed & Pub committee – the development of a Club Communications role within the Committee was discussed. The nature of such a role and suggestions as to who might be involved were considered. **Action: Gord** will arrange a Zoom meeting with individuals who might be interested.

b. Status of Annie & Dwayne on BoD – Ken had previously noted that an error had occurred during the 2021 ABM such that Dwayne Lepitzki and Annie Bélair had not been elected to the Board. Ken has summarised the points he made during the meeting as follows:

"The election of directors at the recent Annual Business Meeting did not go as expected. The outgoing Board expected that Annie Bélair and Dwayne Lepitzki would be re-elected as directors. But their names were not on the list of nominations, so they were not.

They have two options to continue to participate in Board meetings. One is to attend Board meetings as observers. The second is for the Board to appoint them as directors at a Board meeting.

In the past, they have been referred to as "ex-officio, non-voting" directors. However, the OFNC constitution and by-laws make no provision for either ex-officio or non-voting directors. Anyone who becomes a director, either by election or appointment, has the same rights and responsibilities as any other director.

The desire to use this terminology was due to their being remunerated for their editorial services. It was thought that if they were "ex officio, non-voting" directors this would prevent any legal issues. This is unnecessary. Directors of charities in Ontario can receive remuneration for providing services of this sort to the charity.

All directors have a responsibility to avoid conflict of interest. If a director does feel that she has a conflict of interest, it is incumbent upon her to say so, abstain from voting, and that must be stated in the minutes, for it to have any legal effect."

Dwayne noted that previous Editors of CFN had been appointed as "ex officio" directors and expressed reluctance to be either a mere "observer" or to be appointed as a regular director as he felt he was not qualified in many areas of the Club's business. Ann suggested that the

Editor's became "ex officio" at the recommendation of Welch LLP. Jakob felt that further research was necessary before a motion could be tabled in this matter.

c. Approval of OFNC Research Grants

Moved by Ken Young, seconded by Ann MacKenzie, that the proposed research grant awards as published in the email circulated by Jeff Saarela be approved. **CARRIED**
It was recognised that there would likely again be delays in research projects due to COVID-19 and that similar latitude would be permitted as last year.

d. COVID-19 Situation & Club Activities – Jakob noted that Ontario is under another "Stay at Home Order". The situation in Ontario is currently more serious than at any previous point during the pandemic. No OFNC organised activities e.g. field trips, work parties, etc. are permissible. Janette advised that Safe Wings is being considered an essential service and that they are still active with precautions. Ken suggested that mention of FWG in the website banner be removed. Parking and the width of the trails are both problems with respect to social distancing. **Action: Gord.** Mention of Global Big Bird Day has been removed from the website. Diane L. suggested that Eleanor or Ted approach AAFC regarding any restrictions they may wish to institute.

e. CWF Partnership in iNaturalist City Nature Challenge – it was recognised that OFNC cannot be involved in this event under the current circumstances.

8. Committee Updates

a. Awards – Eleanor: nil to report

b. Birds

Bob noted that some years ago a very detailed document created by Dave Britton from OFNC documentation was added to our website:

"The **Ottawa Rare Birds Catalogue of Occurrences at Ottawa Rare Birds** covers the period up to July 18, 2013 and limits the species information to rare birds only."

Bob had circulated the following proposal by email:

"Michael Tate, Chair of the Bird Records Subcommittee (BRSC), has indicated that Jeff Skevington, a member of that subcommittee, has suggested that OFNC pay students to enter this documentation on eBird. BC and BRSC agree in principle to this expenditure. We ask the Board if they will agree in principle to this expenditure.

If the Board agrees in principle Jeff will estimate the # of hours required to complete this task. A very rough estimate is that 1000 eBird entries will be required. Jeff, BC and or BRSC will estimate the cost for this data entry. IF BC and BRSC agree this cost will be provided to the board so that approval can be considered."

The BoD discussed this proposal and felt it had merit. A system of remuneration that would be permissible within the Club would have to be worked out. Bob will get back to Jeff to obtain further details.

c. Conservation – Owen: The Committee had initiated a few activities in March, including a couple of trips to Lavigne Natural Park near Bourget and couple of visits to a site at the edge of Carp Ridge towards Fitzroy. Any further proposed activities have been cancelled.

d. Education & Publicity – Gord reported that the Committee had met on April 8. The Ottawa Regional Science Fair had been conducted this year online. Four projects had been awarded prizes. Nine new storyboards have been created.

e. Events – Jakob: nil to report

f. Finance – Ken: nil to report.

g. Fletcher Wildlife Garden - Ted had circulated the following report by email:

“Sprouts for plant sale are under light in the Resource Centre.
The watering system for the Backyard Garden has been turned on and repaired.
Work team leaders are not organizing work teams until restrictions imposed on latest lockdown are eased”

Diane L. had visited FWG recently and noted that the shingles on the RC roof were not looking good. AAFC should be asked to look at this. Some volunteers had been seen working on their own. Jakob suggested advising volunteers that this is not an essential activity and that they could be ticketed. **Action: Ted**

h. Macoun Club – Diane K reported that there had been three field trips in March and a visit to Rob's property at the beginning of April with appropriate precautions but all activity is now suspended.

i. Membership - no report

j. Ontario Nature

Regional meeting was April 17 – Jakob and Diane Holmes attended

k. Publications

CFN – Dwayne reported the following:

- 134(4), Oct-Dec 2020, posted online 13–24 March with files sent to Gilmore same day
- delays from Gilmore sending the print proofs due to their and federal government's end of fiscal year
- print proofs arrived before Easter long-weekend and I couriered them back to Gilmore 7 April 2021 (2.5 weeks ago)
- currently in printing; Eleanor has not been informed they are ready for mailing

- 1 article was pulled from that issue due to delays in getting copyright forms signed and will be in 135(1), January-March 2021
- slow progress on getting 135(1) finished due to madly preparation for upcoming 2 week-long virtual COSEWIC meeting
- article on lichens in Ottawa area already typeset and along with delayed article
- 135(1) already at 31 pages
- tribute to Tom Bergerud has been reviewed by Amanda (Assistant Editor and me)
- two articles have returned from author review of formal copyedits
- four articles have been formally copyedited and are awaiting my review before I send for AU review
- another article is ready for formal copyedit
- so have sufficient articles and notes for 135(1): 9 + tribute
- also expect the ABM minutes, committee reports, and awards notices in 135(1)
- I have my short list for Fletcher Award and am awaiting list from Online Journal Manager Bill
- Amanda, Bill, and I will then discuss the finalists

- Jeff Saarela has provided the Research Grant awards for consideration at this Board meeting
- Publications Committee meeting scheduled for 13 May
- a CFN promo to increase subscriptions has begun to be distributed at the end of March
- will be considering updating the back covers (table of contents) of CFN

Trail & Landscape: Annie reported that she is about to start working on the next issue.

I. Safe Wings Ottawa – Janette reported the following:

“Posted on Facebook for a used oxygenator and our supporters donated money instead (directed requests to OFNC); now have a new oxygenator

TVA French birding video shoot complete – airs mid spring/early summer

City of Ottawa virtual Wildlife Speaker Series – March 30: Presentation by Willow English; City will translate and post on their YouTube channel

Scheduling building monitoring volunteers (Kanata, downtown, OTranspo) with reminders to follow all public health guidelines - need more volunteers downtown; currently no cross-border transport

With progress on Wildbird Care Center’s new facility and deterioration on current one, in discussion with Safe Wings for support – we’ll take all window collision victims, possibly some shore birds

Pending witness report, reporting of 200 Kent building for impact on birds to be submitted shortly; then prepare submission for KRP Kanata

Continue to make progress in Ottawa University grant project evaluating buildings and retrofitting some

- No further development on annual display (virtual or physical) due to current lockdown

2 Nature Canada members nominated Anouk for 2 Ontario Nature Awards (J.R. Dymond Public Service & W.W.H. Gunn Conservation Awards)

- Now at 145 species dying from window collisions in Ottawa – added a Red Crossbill”

9. Adjournment – there being no further business, the meeting was adjourned.

Appendices

1. Six-month Financial Statement
2. Financial Situation of the Canadian Field-Naturalist

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|---|------------------------------|------------------|-------------------|---------------|--|------------------|--|----------|
| | | | | | | | | |
| Six Month Financial Update to March 31, 2021 | | | | | | | | |
| | | 6 month | Annual | % of | | 6 month | | |
| | | Actual | Budget | Budget | | 2019-20 | | |
| | | | | | | | | |
| Income | | | | | | | | |
| | 4005 Membership | 19,990 | 27,000 | 74% | | 18,440 | | |
| | 4030 Sales | 477 | 6,400 | 7% | | 1,505 | | Budget |
| | 4105 Donations General | 7,912 | 4,200 | 188% | | 3,951 | | Beques |
| | 4106 Donations FWG | 1,740 | 1,500 | 116% | | 1,910 | | |
| | 4107 Donations Seedathon | 400 | 500 | 80% | | 355 | | |
| | 4109 Donations SafeWings | 6,981 | 6,000 | 116% | | 2,830 | | Extra fu |
| | 4200 CFN Subscriptions | 19,162 | 19,000 | 101% | | 23,455 | | See CFN |
| | 4220 CFN Suthor's Charges | 20,420 | 28,000 | 73% | | 35,523 | | Much re |
| | TOTAL INCOME | \$ 77,082 | \$ 92,600 | 83% | | \$ 87,969 | | |
| | | | | | | | | |
| Expenses | | | | | | | | |
| | 5001 CFN Expenses | 22,905 | 60,000 | 38% | | 33,768 | | See CFN |
| | 5105 T&L Expenses | 10,250 | 23,000 | 45% | | 6,188 | | Expense |
| | 5202 FWG Habitat | 3,595 | 8,500 | 42% | | 660 | | Include |
| | 5203 FWG Fundraising | - | 1,500 | 0% | | - | | |
| | 5230 FWG Centre | 878 | 700 | 125% | | 1,318 | | Budget |
| | 5305 Awards Cttee | - | 300 | 0% | | 58 | | |
| | 5306 Awards Night | - | 1,200 | 0% | | 1,028 | | |
| | 5310 Birds Cttee | 1,372 | 1,850 | 74% | | 1,496 | | Bird see |
| | 5311 Safe Wings | 3,297 | 13,000 | 25% | | 480 | | Expense |
| | 5315 Macoun Club | - | 650 | 0% | | 393 | | |
| | 5325 Educ & Pub | - | 2,800 | 0% | | - | | |
| | 5330 Events | 300 | 2,080 | 14% | | 500 | | |
| | 5335 Membership | 377 | 1,200 | 31% | | 163 | | |
| | 5340 Research Grants | 1,500 | 15,000 | 10% | | 8,998 | | New gr |
| | 5605 Affiliation Fees | 423 | 450 | 94% | | 423 | | |
| | 5615 Bookkeeper | 3,476 | 8,300 | 42% | | 3,014 | | |
| | 5620 Club Admin | 439 | 850 | 52% | | 312 | | |
| | 5620 PayPal & 5690-Bank Fees | 955 | 1,800 | 53% | | 841 | | |
| | 5670 Donations | 10,000 | 5,000 | 200% | | 6,800 | | |
| | 5685 Insurance | 1,865 | 1,800 | 104% | | 1,865 | | |
| | 5710 Professional Fees | 5,821 | 5,500 | 106% | | 4,054 | | |
| | 5790 Website | 23 | 1,000 | 2% | | - | | |
| | 5784 Travel | - | - | | | 55 | | |
| | TOTAL EXPENSES | \$ 67,476 | \$ 156,480 | 43% | | \$ 72,414 | | |

The Financial Situation of the Canadian Field-Naturalist

Report to the OFNC Board of Directors, April 19, 2021

Ken Young

A variety of data are available about the Canadian Field-Naturalist. One set of data is found in the report *CFN by Issue*, which contains detailed data about the revenues and expenses of the CFN¹.

The following table summarizes the CFN financial data by volume. A CFN volume roughly corresponds to a year, although there can be a fair amount of variability in the publishing schedule. Generally, volume 134 corresponds to the year 2020, 133 to the year 2019, etc.

| Table 1. CFN Financial Data, by Volume | | | | | |
|--|----------------|----------------|----------------|---------------|---------------|
| Volume: | 130 | 131 | 132 | 133 | 134 |
| Revenue | | | | | |
| Subscriptions | | | | | |
| Individual and institutional | 14,155 | 15,618 | 27,824 | 22,097 | 22,352 |
| OFNC Members (print edition) | 1,500 | 1,389 | 1,410 | 1,050 | 1,470 |
| <i>Subscriptions subtotal</i> | <i>15,655</i> | <i>17,007</i> | <i>29,234</i> | <i>23,147</i> | <i>23,823</i> |
| Author Charges | 20,581 | 25,772 | 29,825 | 30,788 | 29,146 |
| Total Revenue | 36,236 | 42,778 | 59,059 | 53,935 | 52,969 |
| Expenses | | | | | |
| Editorial | 21,312 | 23,113 | 23,270 | 22,640 | 22,640 |
| Publishing | | | | | |
| Layout | 16,841 | 23,800 | 27,895 | 12,082 | 11,625 |
| Printing | 18,156 | 18,782 | 18,521 | 15,878 | 13,338 |
| Mailing & Postage | 5,630 | 5,416 | 5,401 | 4,825 | 5,096 |
| Website, OJS System, etc. | 2,404 | 3,632 | 2,755 | 3,008 | 2,754 |
| Miscellaneous | 686 | 1,379 | 1,348 | 894 | 517 |
| <i>Publishing subtotal</i> | <i>43,718</i> | <i>53,009</i> | <i>55,920</i> | <i>36,688</i> | <i>33,331</i> |
| Total Expenses | 65,030 | 76,122 | 79,190 | 59,328 | 55,971 |
| Revenue - Expenses | -28,794 | -33,344 | -20,131 | -5,393 | -3,002 |

¹ The revenues and expenses in this report differ from those in financial reports, such as the financial statements. Financial reports are based on a period of time—a year for example. The revenues and expenses reported in here are instead allocated to an issue or volume.