

**Ottawa Field-Naturalists' Club – Board of Directors Meeting
Monday October 21, 2024 – 7:00 p.m. on Zoom
Minutes**

Chair: Jakob Mueller

Present:, Ann MacKenzie, Annie Belair, Janette Niwa, Diane Lepage, Elizabeth Moore, Derek Dunnett, Eleanor Zurbrigg, Ted Farnworth, Ken Young, Lisa Chamney, Gordon Robertson, Jessica Sims, Katriina Ilves, Susan Lehmann, Catherine Hessian

Absent: Owen Clarkin

1. Approval of the Agenda – the Agenda was approved with the addition of: 6 d) Nominations

2. Acceptance of Minutes from September 16, 2024

Moved by Elizabeth Moore, seconded by Gord Robertson, that the Minutes of the September 16, 2024 meeting be approved. **CARRIED**

3. Business arising from the minutes

a) Research Grants – no updates

b) Book Club – Jessica had circulated the following report by email:

“- Our **first meeting is next Tuesday, October 29 at 7 p.m.** via Zoom. So far we have **47 registrants/attendees**. The Book: *Entangled Life: How Fungi Make Our Worlds, Change Our Minds & Shape Our Futures* by Merlin Sheldrake.

- **Lynn Ovenden** has agreed to speak at the start of the meeting (topic: local fungi, introduction to mycology).

- A survey on Google Forms went out yesterday to everyone asking for input for next week's meeting. Participants were asked questions like “*What subjects or questions would make good discussion topics at the meetings?*” “*What was something you learned from the book that surprised you?*” — and these responses will help inform the book discussion at our meeting.

- Included in the same survey was a vote for the next book.

- The next book club meeting will be in **mid-January** also via Zoom.

- One new OFNC member! Someone who signed up for the book club meeting yet wasn't an OFNC member at the time has now purchased a membership!”

4. Communications – Ken had circulated the latest Newsletter of the Friends of the Farm by email.

5. Treasurer's Report – Ken had circulated the following report by email.

“Current Financial Processing

No issues

Year-End Financial Processing

The preparation of our annual financial statements occurs between September and December, with the main steps being:

1. Getting outstanding invoices for the year ending September 30, recorded in the books by September 30. Thank you to all who helped by sending in your invoices.
2. Calculating adjustments to various items to take account of the fact that sometimes a revenue or expense overlaps two fiscal years. Thanks especially to Ann for doing most of this, with assistance from Lisa Chamney (membership) and Catherine Hessian (investments).
3. Gathering additional documents for the accounting firm to use in their review of our finances; this will take place over the next couple of weeks;
4. Responding to queries from the accountants during November as they do the review;
5. Review of the draft financial statements by the Finance Committee, then approval by the Board – first two weeks of December.
6. Distribution of the financial statements to members, for their approval at the Annual Business Meeting in January.

Articles and Bylaws

We are still waiting for CRA to review our articles. Once we hear back to confirm that they are OK, our lawyer will draft Restated Articles. This will provide us with a legible set of articles, as opposed to the documents used during the ONCA updating process.”

6. Issues for Discussion

- a) Budget review – Ann had circulated the following report by email:

“Since our Sept meeting there have been a few changes to the budget.

FWG bridge - We have paid a deposit on the bridge but it has not been completed so the budget needs to include an amount for the rest of the contract - \$3,500.

Education & Pub - I checked the cost of the promo card. This past year we printed 500 cards for a total of \$447. It is expected that we will print 1000 cards this year so the budget was modified to include \$800.

Events - We have been informed that the cost of the room rental for our monthly meetings is increasing from \$2040 per year to \$2370 per year. The budget for events was increased by \$330 to \$3,670.

Research Grants - This line is still zero as no criteria have been distributed for consideration by the Board

Donations (to others) - This has been increased from \$7,000 for MacSkimming to \$12,000. The extra \$5,000 is for the funds promised to the Hunt Club Community Association which has not yet been paid.

Interest - This past year the interest earned increased from \$42,418 to \$48,407. Therefore the estimate for interest has been increased from \$38,000 to \$45,000.

With these modifications the estimated deficit for the 2024-25 fiscal year will be \$36,085.”

Catherine noted that new investments have performed well because of recent high interest rates but that this will not be the case going forward.

Moved by Ann MacKenzie, seconded by Ken Young, that the Budget be accepted as presented. **CARRIED**

The final approved budget is **attached**

- b) Bird Friendly Ottawa - Deb Doherty has advised that BFO has been applying for funding to get involved in conservation and they are hoping that they will have more volunteers and resources for this purpose. They are interested in getting involved in a number of activities and are asking whether OFNC would be prepared to support one of them. Ken reminded the Board about the complexities of donating money to other organisations. After discussion, the Board felt that they might be prepared to offer support for World Migratory Bird Day. **Ted and Jakob will contact Deb.**
- c) Nature Canada letter – Jakob had circulated an invitation from Nature Canada for groups to support their letter to the federal government, requesting funding for conservation programs this fall. The deadline was not clear. **Jakob will clarify and follow up.**
- d) Nominations – Several documents had been circulated. There have been a number of Officers and Directors resigning or changing positions during 2024 rather than the usual change-over at the ABM. At the January ABM, Owen will become President, Jakob will become Past President and Jessica Sims has agreed to be Vice President. Gord will stay on subject to coming up with an arrangement to share some duties with Deb Doherty. Jakob and Owen are planning to swap Committee Chairs. Derek is planning to resign as Chair of the Birds Committee at their next meeting at the end of the month. Eleanor will remain as Chair of Awards until a replacement can be found with Bev McBride becoming the Committee’s Representative to the Board. Ann felt we should include relevant parts of our new Constitution in the Nominations Document.

7. Committee Updates

- a) Awards – Eleanor had circulated the following report by email:

“1. Stepping down from the Board:

After many years on the Board, I plan to step down as a Director at the conclusion of the Board meeting on October 21, 2024.

2. Changes afoot for the Awards Committee:

a) Representative for the Awards Committee on the Board --

- Although I plan to step down from the Board, I will remain as Chair of Awards until a replacement has been found.

- Bev McBride has agreed to be the representative for Awards on the Board (but not the Chair) going forward.

b) Add two new members to the Awards Committee:

c) Seeking a new Chair for the Awards Committee:

- Having been the Chair for many years, I wish to step down once a replacement has been found.

- A "volunteer opportunity" notice is being prepared for the Jan-Mar issue of T&L, and will also be posted on the OFNC Volunteering webpage. A notice was posted at the last monthly meeting.

3. 2024 OFNC Awards

The call for nominations for OFNC awards was emailed to members within the NCR (thanks to Lisa), published in the Oct--Dec issue of T&L (thanks to Annie), and posted on the OFNC homepage banner (thanks to Gord). The deadline to submit nominations is Nov. 30th. If you (Directors) are aware of any notable efforts by an OFNC member, please consider submitting a nomination."

Diane has been in touch with City View United Church and has been advised that the monthly meeting room is available for Awards Night (although the dishwasher is not working). Diane has now found some help to organise the evening.

Moved by Gord Robertson, seconded by Ann MacKenzie, that the Board accept the resignation of Eleanor Zurbrigg as a Director of the OFNC effective at the conclusion of this meeting. **CARRIED**

Moved by Eleanor Zurbrigg, seconded by Diane Lepage, that the Board appoint Bev McBride as a Director of the OFNC, as a member of the Awards Committee, and that she will be the representative for the Awards Committee on the Board effective at the conclusion of this meeting. **CARRIED**

Moved by Eleanor Zurbrigg, seconded by Diane Lepage, that Chris Archibald and Rita Kloosterman be approved as members of the Awards Committee. **CARRIED**

b) Birds – Derek had reported the following by email:

“The Birds Committee is seeking a new chair and new members. I will resign after the next Birds meeting, which is next week.

In Oct we did some well-received outreach with a senior's health fair, the second similar event recently, with a booth and presentation. I can see more of this in the future, so wondering what sort of supporting materials OFNC has for this sort of event.”

c) Conservation – Owen had advised by email that he would be in Vankleek Hill giving a talk to their nature society at the time of the Board meeting and that there was nothing significant to report for conservation.

d) Education & Publicity – Gord had circulated the following by email:

“Talk on shorebirds birds was given to Chartwell Rockcliffe Retirement Home 27 Sep.
Tour at FWG to 20 grade 9 students from Nepean High School on 17 Oct.

Two new stories written and posted on Lupines and Swallowtails. Indigenous Garden story updated.

A new pole was put up after an old one rotted. The pole will be used for the Indigenous Garden.”

e) Events – the Committee will meet on October 24. Diane has found some new members.

f) Finance – The presentation of the budget was the report by Finance Committee

g) Fletcher Wildlife Garden - Ted reported that the various volunteer groups have officially finished for the year. A roofing crew has started work on the RC which is being re-shingled. The bridge repairs have been completed and it looks great. All the wood has received a coat of linseed oil.

h) Macoun Club – Susan had circulated the following report by email:

“There was no report in September so this report includes the year-end activities from June.

We had a successful year-end celebration in June and were able to hand out the first colour edition of the Little Bear publication which was very well received and the kids seem very inspired this year to do write-ups of their study trees or make other contributions to get published.

In the summer we held a planning meeting with our coordinating committee to brainstorm ideas for this year and to plan out the meetings and outings for the fall.

The first meeting this fall was September 14th. So far we've had 2 meetings and 3 outings. One of the outings was a Mushroom event led by several volunteers from Mycology Ottawa. It was held in the Study Area and after a brief overview of mushrooms and some of their identifying features the kids were tasked to go do a small survey of the area in the form of a scavenger hunt. Afterwards the volunteers chose some of the specimens to talk about and did a tally of species that were found.

Currently we have 8 members on the organizing committee and 34 kids listed on this year's membership list.”

i) Membership – Lisa had circulated the annual report. Membership is stable. The report included two maps of Ottawa showing where OFNC membership is concentrated. The

Board expressed their appreciation of this initiative which may be useful in targeting advertising of the Club. The demographics of the Club and ideas for broadening membership were discussed. Jakob noted that a broadening of the membership can already be seen in some of the Club's activities, such as field trips in which there is increasing participation by new Canadians.

j) Ontario Nature – the regional meeting is taking place tonight. Jakob has submitted a report.

k) Publications – Jessica had circulated the following report by email:

“137(4)

- awaiting return of the last author order and copyright form (sent 19 Oct, Saturday)
- the rest of the issue has been uploaded to OJS but is not yet publicly available
- issue will be full posted for the public when the final forms are returned
- Dwayne asked Robert (16 Oct) to request an estimate from Gilmore for a print run of 200 copies; Gilmore also needs to send to Robert the spine thickness before we can proceed
- Robert (layout person) is away from work until mid-November
- contact via email should still be possible while Robert is away
- 137(4) is 104 journal pages long, consisting of seven manuscripts including the one that was removed from 137(3) the day before that issue was to be posted online
- 137(4) includes six Book Reviews, the Index for volume 137 (total pages published = 410), and the Editors' Report for volume 136
- the News and Comment includes an in memoriam for Honorary OFNC member J. Bruce Falls

138(1)

- two galley (10 journal pages) have already been produced with the second awaiting review by Assistant Editor Amanda and Dwayne
- the other galley was ready for 137(4) but there were sufficient pages to proceed with publishing 137(4) without its inclusion
- one copyedited manuscript has returned from the author (AU) review, another is late (was due 15 October)
- two manuscripts have returned from formal copyediting by John, whose family was evacuated to Hinton during the Jasper wildfire (he and family are ok, and their house was not burned, in contrast to many of their neighbours)
- one manuscript is nearly ready to send for formal copyedit
- n = 7 so far
- ABM minutes, committee reports, award notices will be in 138(1)
- three Book Reviews that were ready for 137(4) were moved to 138(1) to not have too many Book Reviews in relation to manuscripts
- received draft four other Book Reviews and New Titles for 138(1) on 1 September
- one Book Review that was scheduled for 138(2) was switched to appear in 138(1) because the author of the book wanted to use “snippets” of the Book Review for promotion of the book's release

Other manuscripts in the process (as of 1430 MDT 21 October 2024)

- 12 revisions of manuscripts have been received
- another revision returned and Dwayne sent it for Associate Editor's opinion
- 30 manuscripts are undergoing revision after the initial Editor-in-Chief decision was made

- peer-review and Associate Editor’s recommendation completed on two manuscripts and are awaiting Dwayne’s initial decision
- three reviews completed on another manuscript for which Dwayne is the Associate Editor because of the manuscript’s topic

- six manuscripts under initial review by the reviewers assigned by the assigned Associate Editor
- assigned Associate Editor and Dwayne have discussed the appropriateness of a submission, with AE’s opinion yet to be received

- Dwayne has yet to assign Associate Editors’ on six manuscripts; one of these submitted in January but it was incomplete/not acceptable as submitted; the author has not responded to multiple requests to fix it

- only 19 submissions or inquiries about submissions so far this year
- in comparison:
 - 2020: 63 submissions or inquiries
 - 2021: 46
 - 2022: 47
 - 2023: 47”

Ann expressed concern about the submission numbers. Jessica advised that they will discuss this at their next committee meeting.

l) Safe Wings Ottawa – Janette had circulated the following report by email:

Rehab / ducklings:

- Sept: rehab admitted 102 birds of which 98 were window collisions (went through a lot of worms/crickets, higher costs than expected)
- Vs Jan 1 to Aug. 31: admitted 213 birds

Top 5 species were: <ul style="list-style-type: none"> o BRCR 23 o TEWA 9 o NAWA 8 o NOPA 7 o BCCH 8 	98 window collisions: <ul style="list-style-type: none"> o 7 were DOA o 2 were transferred to the WBCC o 44 were released o 24 are still in care o 21 DIC - only 5 died <u>after</u> 24 hours making our + 24 hour success rate over 93%.
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Advocacy:

- Investigation proceeding – some letters had been sent out to building owners informing them of their responsibilities under Migratory Bird and Species Act – needs details on deadlines and consequences but it's still a great start, an official letter from a federal government dept holds more weight. We sent back questions to the investigator on how long we wait, what is the next step.

- 80 Elgin is being retrofit (recently acquired by NCC) and the east side portico has been removed (a previous high collision spot)
- Reports that the LRT Trillium line stations all seems to have treated glass, not Feather Friendly, but fretting of some sort - great news.
- Downtown, Minto building planted a veggie garden, with a sign containing contact info. SWO sent an email with suggestion to work with us to aid their objective of biodiversity
- UQO – volunteer is working with a group of students to be more proactive & regular with monitoring certain buildings. Also looking to work with the Sustainable Development Dept in the hopes of treating some windows. Sent UQO dept info on # of collisions SWO has recorded and there appears to be interest on UQO side.

Communication

- Changes requested to online collision report to split address into 3 fields is implemented & new request to add Yellow-rumped Warbler to species list.
- Also checking on some missing entries vs database filtering – to be corrected
- Will implement an automated weekly download of data to a new dedicated email for archiving - create a new 'collisionreport@SW' email address
- Social media most reach and most interactions: Kanata post after a high collision patrolling day with popular posts being the Myth/Fact infographics.

Volunteer Activities:

- Some volunteers training and leaving shortly (e.g. student hours) - need to set & share criteria for active volunteers when signing up (e.g. independently mobile, available for expected duration or amount of time, etc.) be clear on what we need and conduct a clean up of the volunteer list in BI on an annual basis.
- Discussed how to vet potential volunteers - conduct a one on one meeting/short interview to discuss expectations and answer any questions as well as gauge fit potential.
- Migration continues - a very busy season & will patrol through October

Bird-friendly Ottawa Update:

- Ottawa BFO is still working hard to get city council support and backing.
- Hamilton just passed Bird Friendly Building Standards - Ottawa only has guidelines.

Events:

- November 20 - Scouts Ottawa 24th Elmdale Troop 6:30 to 8:30 pm; 24 kids aged 5-7; presentation and discussion about preventing window collisions at home.
- Submitting recorded presentation to The Wildlife Society annual conference in Baltimore "Window Collisions From an NGO Viewpoint: Ten Years of Success, Challenges, and Action" for the Session on Interdisciplinary Symposium on Incidental Take of Migratory Birds: Current and Future Approaches"

Janette noted that the numbers of birds migrating appears to have rebounded this fall. Spring numbers were thought to be slow because of forest fires.

Before the meeting adjourned, Jakob thanked Eleanor and Derek for the work that they have done on the Board

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

Secretary: Elizabeth Moore

Upcoming Meeting Dates

November 18, 2024

December 16, 2024

January 20, 2025

Appendix

Budget 2024-2025 Final

Appendix

Budget Planning 2024-25						FINAL approved Oct 21, 2024	
	BUDGET PROPOSE	YTD Sept 30	Budget	% of	Amt	Actual	Actual
	2024-25	Acc'd Actual	Adjusted	Budget	Adj	2022-23	2021-22
REVENUE:							
4005 Membership	\$ 28,000	\$ 28,269	\$ 28,000	101%		\$ 34,611	\$ 28,350
4030 Sales FWG	12,000	15,932	10,000	159%		11,128	11,543
4030 Sales Other	700	1,319	700	188%		1,185	243
4105 Donations General	7,000	8,650	6,000	144%		7,360	5,969
4106 Donations FWG	2,000	1,919	3,500	55%		4,508	9,111
4107 Donations Seedathon	500	750	500	150%		505	660
4109 Donations SafeWings	8,000	9,248	8,000	116%		8,442	15,417
4200 CFN Subscriptions	20,000	20,535	21,000	98%		17,267	22,430
4220 CFN Author's Charges	25,000	33,046	23,000	144%		20,226	26,976
TOTAL REVENUE	\$ 103,200	\$ 119,668	\$ 100,700	119%	-	\$ 105,232	\$ 120,699
EXPENDITURES:							
5001 CFN Expenses	\$ 71,000	\$ 50,261	\$ 74,274	68%		\$ 53,345	\$ 56,010
5105 T&L Expenses	30,000	26,740	32,644	82%		29,095	25,821
5202 FWG Habitat	5,000	6,516	5,500	118%		3,677	3,545
5202 FWG Habitat - Bridge	3,500	2,000	5,500		5.5k		
5203 FWG Fundraising	3,000	3,435	2,500	137%		328	1,987
5230 FWG Centre	3,500	2,904	3,000	97%		3,214	2,816
5305 Awards Cttee	265	139	245	57%		111	371
5306 Awards Night	1,050	970	1,100	88%		907	
5310 Birds Cttee	6,300	1,500	6,300	24%		3,191	3,066
5311 Safe Wings	10,250	11,431	11,500	99%		10,939	12,059
5315 Macoun Club General	1,200	365	1,450	25%		745	
5315 Macoun Fund	1,250	3,488	3,550	98%			
5325 Educ & Pub	3,450	2,309	2,650	87%		2,672	456
5330 Events	3,670	2,165	4,100	53%		4,743	700
5335 Membership	250	364	400	91%		243	1,074
5340 Research Grants		(\$117)	20,000	-1%		5,173	13,038
5605 Affiliation Fees	450	448	450	100%		423	423
5615 Bookkeeper	10,250	8,943	9,700	92%		8,610	8,226
5620 Club Admin	4,100	4,203	3,250	129%		3,440	2,566
5620 PayPal & 5690-Bank Fees	2,000	1,958	1,800	109%		1,984	1,651
5670 Donations (to others)	12,000	15,000	20,000	75%	15k	5,000	1,000
5685 Insurance	2,100	1,970	2,000	99%		1,954	1,897
5710 Professional Fees	9,000	12,187	12,200	100%		6,548	8,288
5790 Website	700	412	300	137%		264	337
TOTAL EXPENDITURES	\$ 184,285	\$ 159,591	\$ 224,413	71%		\$ 146,606	\$ 145,331
EXCESS/(DEFICIT) OF REVENUE	(\$81,085)	(\$39,923)	(\$123,713)	32%		(\$41,374)	(\$24,632)
4440 Interest from Investments	45,000	48,407	38,000	127%		42,418	40,703
NET REVENUE WITH INTEREST	(\$36,085)	\$8,484	(\$85,713)	-10%		\$1,044	\$16,071

NOTE: Some items in previous years have been removed to facilitate comparisons (e.g. Grants, bequests, Pelee, etc)
2023-24 Donation to others budget: 5k-ODSB, 10k - Gananoque (ON), 5k - Hunt Club,