

Ottawa Field Naturalists' Club – Board of Directors Meeting
Monday, May 12, 2025 – 7:00 p.m. on Zoom
Minutes

Chair: Owen Clarkin

Present: Ann MacKenzie, Annie Belair, Elizabeth Moore, Ted Farnworth, Jessica Sims, Janette Niwa, Jakob Mueller, Bev McBride, Lisa Chamney, Katriina Ilves, Ken Young, Gordon Robertson

Absent: Emilia Michaud, Susan Lehmann

1. Approval of the Agenda – the Agenda was approved as circulated.
2. Acceptance of Minutes from April 14, 2025
Moved by Elizabeth Moore, seconded by Ann MacKenzie, that the Minutes of the April 14, 2025 meeting be approved. **CARRIED**
3. Business arising from the minutes
 - a. Resignation of Catherine Hessian
Moved by Ken Young, seconded by Annie Belair, that Catherine Hessian's resignation as a Director, effective April 14, 2025, be accepted. **CARRIED**
Moved by Ann MacKenzie, seconded by Gord Robertson, that Catherine Hessian's resignation as investment manager, effective April 14, 2025, be accepted. **CARRIED**
Moved by Annie Belair, seconded by Janette Niwa, that, until a new investment manager is appointed, instructions to the Club's BMO Nesbitt advisor will require authorisation from any two of Jakob Mueller, Ken Young and Ann MacKenzie. **CARRIED**
 - b. Twitter/X - Jess asked whether our Twitter/X account has been terminated. Gord reminded the meeting that Dean Beeby had advised that, if we officially terminate the account, anyone can adopt the handle. Gord will check whether a final post has been made directing followers to Bluesky.
 - c. FWG experiments questionnaire (Ted) - deferred
 - d. Pelee 2026 - Owen had contacted Martha Farkas who has obtained quotes for the bus and hotel. We need to commit by the end of the month. Ann emphasised that we must ensure that the costs are covered. Last time, for instance, the bus company had attempted to levy a fuel surcharge. The costs will be higher than last time but were felt to be acceptable.
Moved by Ann MacKenzie, seconded by Jakob Mueller, that we sign the bus and hotel contracts for Pelee 2026 on the understanding that the fee schedule be sufficient to more than cover the costs, as per standard practice. **CARRIED**
4. Communications – Ken: nil to report

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

“Current Financial Processing

No issues

Six-Month Financial Review

In the discussion of this report at the April Board meeting, directors asked about the timeliness of the CFN. The following table shows the timeliness of the most recent four issues of the CFN:

Issue	Mailing Date	Months between Mailing Dates	Online Date	Months between Online Dates
137(3)	2024-06-27	4.7	2024-05-31	4.6
137(4)	2024-12-18	5.8	2024-10-23	4.8
138(1)	2025-02-27	2.4	2025-01-17	2.9
138(2)	2025-04-28	2.0	2025-03-26	2.3

We need the “months between” columns to be less than 3.0 to get caught up.”

The last two issues have been published in a timely manner.

6. Issues for Discussion

- a. New Policies (Policy on Funding Requests outside the Budgeting Process, Policy on Financing Out-of-town Trips, Policy on Investments, Policy on Conduct) – Ann brought a further four Policy proposals (attached) that had been circulated by email to the Board for approval:

Moved by Ann MacKenzie, seconded by Lisa Chamney, that the Policy on Funding Requests outside the Budgeting Process be approved.

CARRIED

Moved by Ann MacKenzie, seconded by Jakob Mueller, that the Policy on Financing Out-of-town Trips be approved.

CARRIED

A question was raised about insurance coverage for members of other clubs on such trips. It was suggested that we should ask our insurance agent about this. **Action: Ann**

Moved by Ann MacKenzie, seconded by Lisa Chamney, that the Policy on Investments be approved.

CARRIED

Ted asked about the Club's position on ethical investing. It was agreed that our investment portfolio would be brought to the Board once a year so that the Board is aware of the kind of companies in which we are investing. The range of investments that we are permitted to hold is limited. Most of our investments are GICs and government bonds with occasional bank bonds.

As agreed at the April meeting, the Policy on Conduct has been updated.

Moved by Ann MacKenzie, seconded by Janette Niwa, that the Policy on Conduct be approved.

CARRIED

It was agreed that it will be important to distinguish the general Policy on Conduct from the birding code of conduct. It was suggested that the Policy on Conduct should be put on the website, added to information for new members and included in T&L. Ted will circulate the Policy to the FWG MC and will consider adding it to FWG new volunteers' reading material

- b. June meeting – it was agreed that the June meeting will be held in person at the FWG Resource Centre and that there will be a social hour before the meeting.
- c. Increasing OFNC exposure - Owen feels that Club is currently gaining momentum. There are more events and we are getting more good exposure. Other organisations are reaching out to us. Owen has met a number of members who have returned to the Club after allowing their membership to lapse for a period. The Book Club started by Jess is proving to be an excellent initiative. Gord noted that they are getting lots of requests for tours. Bev agrees that there has been a revival in interest. The public may increasingly be wanting exposure to nature.

7. Committee Updates

- a. Awards – Bev had advised by email that the Awards Committee has now submitted the 2024 awards citations to the Trail and Landscape the Canadian Field-Naturalist editors. They are looking for new chair. They will bring this up at the monthly meeting.

- b. Birds – Emilia had circulated the following report by email:

“We met on May 5th and we won't meet again until June 23 - everyone will be out birding for the next little while.

Members of the Birds Committee helped out at the Bird Friendly Ottawa organized World Migratory Bird Day event at Britannia Park. This was a great success with over 300 people registered in Eventbrite for the event.

- With the help of the Birds Committee, we had 6 or 7 bird walks into Mud Lake and hopefully we got people interested in birds and conservation. We tried to keep each walk to 15 people but I think we had more than that each time.
- We were very lucky to be able to borrow good binoculars from Ottawa Valley Wild Bird Care Centre so that worked out very well. People got to see some cool birds (Great Crested Flycatcher, Rusty blackbird, Black Crowned Night Heron) and hopefully learned a bit about the area and WMBD in general.

We are still working on the access to Shirley's Bay Causeway. We have confirmation from NCC that they don't own that piece of infrastructure, so we are pursuing the City next. Janet will be reaching out to Theresa Kavanagh from that city ward to discuss getting some help.

- We are hoping to get access for Fall Migration

We will be working on an online Bird Song ID course - Derek will be running with that with help from Sheila

We will be ordering some name tags for members of the BC, so we can be identified during events where we lead walks or give talks.

Sheila will be working on updating the "where to bird" page of the OFNC website, to optimize it for navigation and more importantly, she will add information on wheelchair accessible locations for birding. She will work with Greg Zbitnew on that.

In our next meeting on June 23, we hope to update our Terms of Reference for both the Birds Committee and the Birds Records SubCommittee. If we get through that, I hope to bring those to the BOD in August.

We met face to face as a committee on May 4th, at Shirley's bay boat launch. We had not done that before and it was a great activity. We birded together, chatted and got to know each other a bit more. We then went for brunch at Ralph's diner. It was an awesome day and I feel the team became more cohesive as a result of that outing."

c) Conservation

- Jakob advised that road mortality is currently an acute problem. He did a first pass on Anderson Road and found five painted turtles and one snapping turtle.
- Bill 5 (an omnibus Bill that includes replacing the Endangered Species Act with a much less stringent Species Conservation Act) – Jakob noted that Ontario Nature is keeping us apprised of developments and has acted quite quickly. CWF, which does not usually get involved in local matters, has made a statement and various other organisations are taking an interest e.g. Canadian Herpetological Society, Ontario Field Ornithologists. One of the main aims of the Bill is to speed the economic development of the "Ring of Fire" mineral deposits in Northern Ontario. Mining in this area will affect e.g. first nations, peatlands, green energy potential. OFNC understands that we need economic security but we also

need ecological systems to be maintained. Jakob encouraged everyone to take some sort of action. He has written a post for our website with assistance from Jess. He noted that the Government's position can be changed, even after a Bill is passed, citing the example of the Toronto greenbelt.

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

- "Talk given to Timberwalk Retirement Home on 8 May.
- Nature and bird walks were given to 99th Embers and for Jane's walks at FWG and for Migratory Bird Day at Britannia Conservation. We also provided information about the club at Britannia.
- Storyboards for spring have been posted at FWG.
- Deb Doherty has been organizing many new tours. They are plentiful this year."

Gord advised that a petition regarding Bill 5 had been circulated at WMBD and he noted that Deb Doherty had done a great job at WMBD

e) Events – Owen noted that May is packed with events, including a number of collaborations which is good for advertising ourselves. Jess inquired whether the Committee had discussed the proposed trivia idea and volunteered to be involved.

f) Finance – Ann advised that Catherine Hessian has resigned from the Finance Committee.

g) Fletcher Wildlife Garden – Ted noted that the weather has been great for the Garden and all the work groups will be out by this week. The Plant Sale started today, which is early as some of the plants are already very advanced.

h) Macoun Club – Susan had emailed to advise that there was nil to report.

i) Membership – Lisa had looked at Membership's Terms of Reference and circulated a proposed update (attached).

Moved by Lisa Chamney, seconded by Ann MacKenzie that the Membership Committee Terms of Reference be adopted. **CARRIED**

j) Ontario Nature – Owen had signed on to the letter concerning Bill 5 circulated by Ontario Nature

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

"For the Publications Committee, there's not much to report on my end. (Our next meeting won't be until September).

For the Book Club, there are 29 people currently registered for our next meeting on May 27 at 7 p.m. (via Zoom). We are reading *Dispersals: On Plants, Borders, and Belonging* by Canadian author Jessica J. Lee. This will be the last book club meeting before taking a summer break. I will reach out to the book club mailing list again mid-August to have them vote on a book for the fall.

For the May 27 meeting, I thought it would be interesting to showcase herbaria through our speaker. I have messaged Jennifer Doubt (as curator of the National Herbarium) about coming to talk to us.”

Dwayne had sent the following report on CFN by email:

“138(2) April–June 2024

- mailing date 28 April 2025, 2 months and 2 days since mailing date of 138(1) on 26 February 2025
- digital press, not offset printing
- others who have looked at print copy are impressed with the quality so will need to consider if should change to digital printing, which will allow CFN to be printed in full colour
- if switching to full colour, will need to examine page charges because currently, printing in colour is an added cost for authors, which could reduce CFN revenues
- yes, 25 colour reprints were ordered, paid for, and sent to the author who's photograph is on the front cover of 138(2)

138(3) July–September 2024

- minimum number of pages required for an issue i.e., 80 (because of the binding spine thickness) was achieved some time ago
- not yet posted online because of unavailability of key production staff:
- layout person was on a vacation of a life-time (Galapagos)
- online journal manager is at a remote field camp 5–25 May with limited if any internet access
- Dwayne needed to prepare for and attend the COSEWIC meeting in Quebec City, just returned home last Friday
- 7 manuscripts finalized with author order forms and transfer of copyright completed
- yet to be done: finalize Book Reviews & New Titles; decide on cover picture (Dwayne did discuss potential cover pic with an author at the COSEWIC meeting)
- 2 manuscripts have already paid open access and colour (needed before end of federal fiscal)
- 25 colour reprints also ordered for this issue too (first author's first publication)

Will combined Editor's Synopsis for 138(2) and 138(3)

138(4) October–December 2024

- 1 ms returned from formal copyediting today (sent 18 April)

Other manuscripts in the process (selected additional details since summary for April BoD meeting)

- 2 more submissions received last week while Dwayne at COSEWIC meeting, Associate Editors yet to be assigned

- another submission from 21 April was sent to CFN by mistake

Other information

- Dwayne had dinner meeting with copyeditor Dr. John Wilmshurst (22 April) and he was impressed with digital print proof
- Dwayne and wife are moving to another condo in Banff with possession date 2 June and heading to a three day moss identification workshop tomorrow so reduced availability for CFN next little while"

Jess noted that Jennifer Doubt has now agreed to speak at the May Book Club meeting.

Annie is working on the next issue of T&L.

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

Communications

- Collaboration with friend Morgan Mercury, Drag Artist for Pride & Bird Safety Walk in June, July or August and connected with BFO
- Policy on negative comments : Unless it is demeaning or derogatory, ignore - don't give a response. If it's really bad, turn off commenting. Those with access should keep an eye out and turn off commenting if things get out of hand.

Phones

- Need more volunteers – ads need caption to make sure the work-from-home is indicated

Website

- Collision spreadsheet is not updating to 2025 – to be fixed; adding a tab per year
- List of west buildings locations are empty – to fix

Advocacy

- ECCC Investigation: slow moving, investigators are still figuring out what and how things need to be done. Still very important for us to continue monitoring and reporting on results.
- Request for Building Assessments: G7 Summit Buildings – have replied and a meeting is forthcoming to discuss how they can treat windows for the upcoming G7 meeting.
- Meeting with NAC to discuss north end of building and window treatments
- 90 Elgin undergoing renovations after consultation with SW
- Following new buildings, including Civic Hospital

Rehab

- Overwintered Oven Bird is just waiting to be released in an area with some species reports

Volunteer Activities

- Orientations: One session April 24 - 3 new volunteers, 1 more to come soon.
- Call out for new Committee Members: how to seek out new people, not very glamorous jobs. Pre-req: volunteer for at least 1 year as they are casting votes for upcoming business.
- Looking for support on annual reporting to CWA, phones, web/IT, admin (minutes, meetings, emails), rehab (food prep/cleaning)
- Disposition of 2024 birds: working through making sure that those birds are distributed to those interested in accepting
- Central freezer location: asked in the general meeting and got an offer!
- Willow will be going up North this summer - no internet or phone for a couple of weeks. Looking for help to monitor messenger messages

Recruitment & Retention (carried over from April Agenda)

- New Volunteers Pathway to Board Member - collect ideas of tasks, mentoring and exploring interests
- Follow up with volunteers who are unresponsive - a once a year email to see if anyone wants to be removed? Maintained lists and clean up.
- Volunteer recruitment posters
- May Pub Night: Friday, May 9th."

this coming week looks to be big for migration.

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

Recording Secretary: Elizabeth Moore

Upcoming Meeting Dates

June 16, 2025 (in person at FWG)

September 15, 2025

October 20, 2025

Appendices

1. Policy on Funding Requests outside the Budgeting Process
2. Policy on Financing Out-of-town Trips
3. Policy on Investments
4. Policy on Conduct
5. Membership Committee - Terms of Reference



Ottawa Field Naturalists' Club
Club des naturalistes d'Ottawa

Policy on Funding Requests outside the Budgeting Process

Approved by the Board of Directors on May 12, 2025

Purpose

This policy outlines the procedure for submitting and evaluating funding requests that fall outside the annual budgeting process approved by Board at the beginning of each fiscal year. This Policy is designed to ensure that due consideration is given to new proposals without time pressures.

The annual budget is prepared by the Finance Committee based on estimates provided by committees. These estimates reflect the funds required for their anticipated activities in the upcoming fiscal year. Sometimes circumstances change and there are unforeseeable needs for funds that could not have been anticipated during the budgeting process. Minor cost overruns in keeping with the original plans of the committees do not require additional approval, at the discretion of the treasurer.

Funding Requests Outside the Budget

1. Requests for new funding may be introduced to the Board by a Director or, if from an outside organization, with prior approval from the President.
2. The request should include a description of the activity or of the asset being purchased and an explanation of how it aligns with the objectives of the Club. It must specify the amount required and the timing of the payment.
3. A director must make a motion asking that the Board consider the proposal for Funding Requests Outside the Budget consideration. After it has been seconded, the proposal is open for discussion.
4. The Board may request additional information and / or refer the proposal to one or more committees for their advice.
5. The Board will then vote on allowing the proposal to be considered for Funding Outside the Budget. This vote does not imply, in any manner, approval of the proposal. It only allows the matter to be raised at the subsequent Board meeting. This will be noted in the minutes.
6. At the next monthly Board meeting, the matter will be raised as Business Arising from the Minutes.
7. A director will make a motion that the Board approve the funding for the proposal with the necessary funding, timelines and considerations or restrictions previously provided. The budget line item for the funds should be specified (expand a committee budget or new line).
8. Any reports from committees who have considered the proposal will be given to the Board at this time as part of the Board discussion of the proposal.
9. If this motion is carried, then the project will be funded and the budget adjusted accordingly.

10. If the initial request is at the June meeting of the Board, then the Board must decide if the subsequent vote to approve the funding should be held by a special meeting of the Board or wait until the regular September Board meeting. An email canvas is not a valid decision tool.

Waiving this Policy

- In exceptional circumstances, it may be necessary to waive this policy and approve a funding request during the same Board meeting when it is being proposed.
- This should be done sparingly and only if the directors have been provided with a full written descriptive package several days in advance of the meeting. Under no circumstances should a proposal be raised verbally during a meeting and approved during the same meeting.
- When waiving this policy, the director introducing the request must first propose a motion “to waive the Policy on Funding Requests outside of the Budget”. After a discussion of the proposal, a second motion is required to approve the request.
- All these steps must be noted in the minutes.



Ottawa Field Naturalists' Club Club des naturalistes d'Ottawa

Policy on Financing Out-of-town Trips

Approved by the Board of Directors on May 12, 2025

1. Applicability

This policy will apply to any outing of the OFNC where it is necessary to make advance financial commitments and charge participants.

2. Pricing Trips

The general objectives in pricing trips will be to:

- a) make the trip affordable.
- b) cover the costs of the trip by charging fees.
- c) provide a benefit to being a member of the OFNC.

Other objectives may be defined. These may include such things as:

- a) subsidizing educational experiences for target groups, e.g., youth.
- b) fund-raising, by charging more than the trip is expected to cost.

The price of a trip should be set to cover costs, and make a profit if that is an objective, with a conservatively estimated participation rate.

The price of a trip may be announced as “\$x, may be reduced if a certain participation rate is reached”.

The price of a trip for paying participants may be set such that trip leaders, trip organizers, bus drivers, etc. may be charged nothing, or a reduced rate. The recommended charge for such people is \$0.

Members in another group affiliated to Ontario Nature, or the Club des ornithologues de l'Outaouais may participate depending on availability of space. Non-members can purchase a membership immediately prior to booking a seat on the trip.

Payments

a. Deposits

Between the time a trip is announced, and six weeks before the trip date, participants will be asked to pay a deposit to reserve a place. The recommended deposit is 20–25% of the trip price.

One week after the deposit has been paid, it is not refundable unless the trip is cancelled by the OFNC.

b. Balance Owing

Six weeks prior to the trip the full price, or balance if a deposit has been made, must be paid.

There will be a 5% penalty for each week the balance is late.

If the payment in full has not been received 4 weeks prior to the departure date, then the reservation may not be held.

If a participant cancels after paying the full amount, then a 50% refund of the amount paid will be given, only if they are medically incapacitated or there has been a death in the immediate family.

c. Waiting Lists

Trip organizers may establish a waiting list, if demand warrants. In this case, a cancellation may be completely refunded if a replacement from the waiting list takes up the place.

3. Cancellation of the Trip by the OFNC

Participants should be advised that the trip may be cancelled by the Club if:

1. enough people do not register for the trip to cover the costs.
2. external circumstances make it unsafe or inadvisable to proceed with the trip.

If the trip is cancelled, then any monies paid will be refunded.

A decision on cancellation related to the number of participants will be made prior to the balance being due.

4. Information to be Provided to Potential Participants

1. Total cost for the trip based on double occupancy (and the amount of the single supplement);
2. Deposit amount, date due and the fact that it is not refundable.
3. Amount of the balance, date due and penalties for late payment.
4. Number of participants necessary for the trip to proceed (if warranted).
5. Cancellation / Refund policy.
6. Membership requirement and a link to the OFNC membership form on the website.



Policy on Investments

Approved by the Board of Directors on May 12, 2025

The OFNC manages an investment fund. This policy applies to the management of the financial instruments in the portfolio.

This policy does not provide guidance on the use of the fund, nor for what purposes expenditures might be made.

The Investment Manager

- is appointed by the Board of Directors, upon the recommendation of the Finance Committee
- must be a member of the Finance Committee and may be a director
- cannot have bank account signing authority.

The Investment Manager selects investments with Advisor input, tracks investments, allocates interest, estimates investment earnings, prepares year-end report.

The Investment Manager reports to the Board of Directors, at least once a year on the list of investments and the transactions during the year. The Board may give advice about ethical or other issues and confirm adherence to investment guidelines.

The Investment Advisor

- is appointed by the Board of Directors, upon the recommendation of the Finance Committee and Investment Manager.
- will be a qualified financial advisor associated with the financial institution holding our investments
- requires Client Account Agreement (information on club, updated triennially), Authorizing Resolution (who is permitted to give instructions), Limitation of Benefit Treaty Statement (OFNC domiciled in Canada), and CRA charitable status confirmation.
- will sign an Investment Policy Statement (IPS) with the OFNC reflecting this policy's objectives.

Investment Criteria

In general, investments decisions will give priority to:

1. Safety of principal
2. Income generation
3. Liquidity
4. Minimal market fluctuation exposure

More specifically, the OFNC is subject to the Ontario *Trustee Act*, which states:

27 (5) A trustee must consider the following criteria in planning the investment of trust property, in addition to any others that are relevant to the circumstances:

1. General economic conditions.
2. The possible effect of inflation or deflation.
3. The expected tax consequences of investment decisions or strategies.
4. The role that each investment or course of action plays within the overall trust portfolio.
5. The expected total return from income and the appreciation of capital.
6. Needs for liquidity, regularity of income and preservation or appreciation of capital.
7. An asset's special relationship or special value, if any, to the purposes of the trust or to one or more of the beneficiaries.

In addition, it is the policy of the OFNC to further restrict investments as follows:

1. Consider administrative fees when choosing instruments.
 2. Fixed Income instruments must have a minimum A credit rating. If a rating is subsequently downgraded, it may be retained if it is within 5 years of maturity.
 3. Purchases of GICs should not exceed the amount covered by the Canadian Deposit Insurance Corporation (currently \$100,000 per issuer) unless there are extenuating circumstances.
 4. Fixed income investments should maintain the "ladder of maturities" structure to provide a proportional amount of principal to mature each year over a ten to 15 year period.
 5. Equities should not comprise more than 10% of the portfolio value at the time of purchase. Equities should be of large, stable companies with consistent dividends and growth.
- Investments that conflict with the OFNC's objectives or that have ethical issues should be avoided.
- Instruments with complex structures are to be avoided, to prevent complicating year-end financial reporting.
6. Investments that conflict with the OFNC's objectives or that have ethical issues should be avoided.
 7. Instruments with complex structures are to be avoided, to prevent complicating year-end financial reporting.



Policy on Conduct

Approved by the Board of Directors on May 12, 2025

The OFNC strives to offer a safe and welcoming environment for all to experience and learn about nature. We are committed to supporting equity, diversity and inclusion throughout our organization.

1. Purpose

The purpose of this policy is to promote the participation of members in Club activities, by encouraging collegial and respectful practices.

2. Behaviour

- Be considerate of how your comments and actions affect others.
- Recognize the contributions of others.
- Make suggestions in a constructive and considerate manner.
- Differences of opinion are valued but need to be expressed in a constructive and respectful manner.
- Ridicule, harassment or personal abuse will not be tolerated.

3. Involvement

There are many ways to be involved. This is your club and depends on everyone's contributions for its success.

Share your knowledge of natural history:

- volunteer to lead or help with trips and other events
- participate in wildlife surveys and other volunteer science.

Join a committee, attend meetings and work with other committee members.

If you commit to do something, but find that you cannot continue with the role

- inform the relevant person so that alternative arrangements may be made.
- try to give some lead time
- assist in finding a successor
- document your role to make it easier for others who follow.



OFNC Membership Committee - Terms of Reference

Approved by the Board of Directors on May 12, 2025

Composition

At least 2 members.

Mandate

1. To ensure that the records of the memberships are maintained.
2. To maintain an up-to-date record of members of the club.
3. To keep the Board of Directors informed of the state of membership.
4. To act as a liaison between the members and the Board on all matters respecting the conditions of, business with and interest to membership.

Duties

1. Providing statistical analysis of membership data for Club initiatives for Board or committee use, such as annual reports.
2. Distributing membership renewal notices and other relevant material to the membership.
3. Distributing packages of information to welcome to new & returning members.
4. Forwarding to committee chairs or volunteer coordinator, expressions by members for volunteering to participate in the workings of the club.
5. Sending out notifications by email of OFNC Events for the upcoming month to members who have declared a wish to receive them.
6. Sending to the general membership notices of special OFNC events or information of interest to the OFNC, such as the Annual Business Meeting.
7. Providing membership information to the Board or committees as needed.

8. Providing membership information to the Publications committee to support the creation & distribution of T&L and CFN, such as membership lists and mailing labels.
9. Supporting members to join & renew by replying to inquiries and maintaining the membership web page.