

**Ottawa Field Naturalists' Club – Board of Directors Meeting**  
**Monday, December 15, 2025 – 7:00 p.m. on Zoom**  
**Minutes**

Chair: Owen Clarkin

Present: Jessica Sims, Annie Belair, Elizabeth Moore, Janette Niwa, Lisa Chamney, Ken Young, Bev McBride, Susan Lehmann, Ann MacKenzie, Gord Robertson, Emilia Michaud (from 7.15 p.m.), Ted Farnworth

Absent: Jakob Mueller, Katriina Ilves

1. Approval of the Agenda – the agenda was approved as circulated with the addition of:
  - 6 e) Investment Manager
  - 6 f) ABM planning & Nominations
  - 6 g) Annual Reports
2. Acceptance of Minutes from November 17, 2025 Board of Directors meeting  
**Moved** by Elizabeth Moore, seconded by Jessica Sims, that the Minutes of the November 17, 2025 Board of Directors meeting be approved. **CARRIED**
3. Business arising from the minutes - none
4. Communications - none
5. Treasurer's Report – Ken had circulated the following report by email:

**“Current Financial Processing**

No issues

**Year-End Financial Processing**

The draft financial statements have been circulated to the Board for approval to send to members for the ABM.

The review process took longer than expected. In particular, there were issues with the treatment of our investments. They have been resolved, by Ann MacKenzie and Bob Bergquist spending a lot of time on them.

We did get an “all-funds” statement of operations in the Financial Statements. This is a big improvement. We now have a true statement of operations for the entire Club.”

Ken compared the representation of the 2024 financial statements with the 2025 all-funds statement referenced above, demonstrating the improvement.

Ken noted that the financial situation remains stable.

6. Issues for Discussion
  - a) Financial statements for review: Ken shared the draft Financial Statements and advised that, when they are approved by the Board for presentation at the ABM and approval by the members, a clean copy will be prepared by the accountants.  
**Moved** by Ken Young, seconded by Ann MacKenzie, that the Financial Statements be approved for presentation to the members for approval at the ABM. **CARRIED**

- b) Awards nominations status – Bev had circulated a list of the Awards Committee’s seven recommended nominees for awards for 2025 and rationales for their award.

**Moved** by Bev McBride, seconded by Gord Robertson, that the **Events Committee** be approved as Member of the Year. **CARRIED**

**Moved** by Bev McBride, seconded by Gord Robertson, that **Diane Lepage** be approved for the George McGee Service Award. **CARRIED**

**Moved** by Bev McBride, seconded by Gord Robertson, that **Diane Lepage** and **Peter Butler** be approved for the Conservation Award for a Member. **CARRIED**

**Moved** by Bev McBride, seconded by Gord Robertson, that **The Ottawa Wildflower Seed Library** be approved for the Conservation Award for a Non-Member. **CARRIED**

**Moved** by Bev McBride, seconded by Gord Robertson, that **Berit Erickson** be approved for the Mary Stuart Education Award. **CARRIED**

**Moved** by Bev McBride, seconded by Gord Robertson, that **Chris Traynor** and **Gillian Mastromatteo** be approved for the Ann Hanes Natural History Award. **CARRIED**

**Moved** by Bev McBride, seconded by Gord Robertson, that **Michael Runtz** be elected as an Honorary Member of the Club. **CARRIED**

Full citations will now be prepared. Owen will notify the recipients. This report is confidential until the President has notified all the recipients of their award.

- c) Owl Harassment at FWG update - Jess has prepared a blog post trying to take an educational tone. Janette will prepare a poster based on the blog. Gord suggested that if anyone saw any evidence of baiting at FWG they should ring 311 and ask for the Wildlife Officer. Jess noted that the CBC has reported that this is likely to be a snowy owl irruption year and suggested people go out to see them. The possibility of approaching the CBC asking for input was discussed. Annie noted that the CBC report did discuss the ethics of owl watching. The possibility of saying something at the February monthly meeting was discussed.

- d) Wifi status at FWG – Ted reported that set-up is progressing. The modem is in the mail. Fido does not provide internet so Rogers will provide the service.

- e) Investment Manager

**Moved** by Ann MacKenzie, seconded by Ken Young, that Robert Bergquist be appointed as OFNC investment manager. **CARRIED**

- f) ABM Planning & Nominations

Owen suggested that we consider having a short presentation before the meeting to increase interest. Members of the Board expressed concern that attendees would leave after the presentation that the meeting would become overlong. Attendance at ABMs since they started taking place on Zoom has been good and it was felt that the talk proposed, even though relatively short, would be more suitable for a monthly meeting. Ken

asked that a different Zoom host be found as it is difficult to host and participate. Jess & Lisa both offered their services and will liaise with Jakob on his return from vacation.

The following ***Slate of Nominees for Officers and Members of the OFNC Board of Directors*** was presented by the Nominating Committee:

**Officers of the Board of Directors**

President	Owen Clarkin
Vice President	Jessica Sims
Secretary	Elizabeth Moore
Treasurer	Ken Young

**Members of the Board of Directors (in alphabetical order)**

Annie Bélair  
Robert Bergquist  
Lisa Chamney  
Edward Farnworth  
Katriina Ilves  
Susan Lehmann  
Ann MacKenzie  
Bev McBride  
Emilia Michaud  
Jakob Mueller  
Janette Niwa  
Gordon Robertson

It was **moved** by **Ann MacKenzie**, seconded by **Jessica Sims**, that this slate of nominees be presented to the members at the ABM for their consideration and approval. **CARRIED**

## **Nominating Committee Suggestions to the Board of Directors for Chairs of Committees and Other Positions**

At its first meeting after the ABM, the newly-elected Board of Directors will appoint people to various positions, in particular to be chairs of standing committees. For some standing committees, the Board will appoint a director to represent the committee on the Board. The Nominating Committee suggests that directors be appointed to the following positions:

Awards Committee, Chair	Bev McBride
Birds Committee, Chair	Emilia Michaud
Conservation Committee, Chair	Jakob Mueller
Education & Publicity Committee, Chair	Gordon Robertson
Events Committee, Chair	Owen Clarkin
Finance Committee, Chair	Ann MacKenzie
Fletcher Wildlife Garden Committee	Edward Farnworth (rep to the board)
Investment Manager	Robert Bergquist
Macoun Field Club	Susan Lehmann (rep to the board)
Membership Committee, Chair	Lisa Chamney
Ontario Nature Representative	Jakob Mueller
Publications Committee	Jessica Sims (rep to the board)
Safe Wings Ottawa	Janette Niwa (rep to the board)

## **Other OFNC Positions**

The Nominating Committee suggests that the Board appoint the following people to the positions named:

Canadian Field-Naturalist, Editor	Dwayne Lepitzki
Trail & Landscape, Editor	Annie Bélair
Macoun Field Club, Chair	Rob Lee
Publications Committee, Chair	Jeff Saarela
Webmaster	Sandra Garland

Note: The Fletcher Wildlife Garden Committee and Safe Wings Ottawa do not have a permanent chair. The responsibility rotates among senior members of these committees.

- g) Annual Reports  
**Moved** by Elizabeth Moore, seconded by Emilia Michaud, that the Committee Annual Reports be approved for presentation at the ABM. **CARRIED**

## 7. Committee Updates

- a) Awards – see Item 6 b) above
- b) Birds – no report
- c) Conservation – no report
- d) Education & Publicity – Gord circulated the results of the volunteer survey that they had sent out. The profiles of Canadian naturalists that were designed by members of the committee (as handouts for events) will be published in T&L, throughout the next few issues.
- e) Events – Owen reported that they are starting to schedule winter events and are planning to take advantage of the FWG WiFi.
- f) Finance – (see also Item 6 e) above)  
**Moved** by Ann MacKenzie, seconded by Jessica Sims, that Bernie Muncaster be approved as a member of the Finance Committee. **CARRIED**  
Bernie will take on responsibility for PayPal.
- g) Fletcher Wildlife Garden – Ted reported that the first snowfall had proved a problem because AAFC didn't plough down to the RC. Parking passes will become void at end of year and will need to be renewed for 2026. It has been a good year for donations to FWG.
- h) Macoun Club – Susan reported that the Club's usual activities are going well
- i) Membership – Lisa: nil to report
- j) Ontario Nature – No report
- k) Publications – Jess circulated the following report by email:

"- CFN has published the full issue of 138(4) online: <https://www.canadianfieldnaturalist.ca/index.php/cfn>

- See Dwayne's report (attached) for further CFN updates

- Eleanor reports that EBSCO renewals for volume 139 of CFN continue to come in. Out of 111 EBSCO clients, 78 have now renewed.

- For T&L Annie received the proof of the next issue (it's 40 pages) from the printer this morning. She will review it over the next few days.

- We had our annual in-person dinner on Dec. 6 when Dwayne was in town for COSEWIC. It was nice to catch up with everyone (and we hosted special guest Bev)!"

Dwayne circulated the following report by email:

#### **"138(4) October-December 2024**

- continuous online posting began 2 Oct; issue fully posted 28 Nov
- print proofs received at Ottawa hotel on 2 Dec while Dwayne was in Ottawa at a COSEWIC meeting
- digital print proofs shared at Publication Committee meeting in Ottawa, evening of 6 Dec
- digital print proofs fully reviewed and Dwayne asked Gilmore to proceed with print job 9 Dec with no changes required
- job expected to be sent to mailers today (15 December 2025)
- 80 journal pages in length, including Editors' Report for volume 136 and index for volume 137
- Editors' Synopsis blog yet to be written by Dwayne

#### **139(1) January–March 2026**

- 2 galleys produced, both nearly ready for initial review by authors (AU)
- 13 journal pages so far
- 8 Book Reviews and New Titles being edited by Amanda and Dwayne
- News and Comment will include an explanation of what happened to publication year 2025

#### **Other manuscripts in the process**

- thematic collection by Amanda and Dwayne of manuscripts (ms) in CFN and T&L that were referenced in COSEWIC status reports posted on SARA registry up to January 2025; another example of close ties between COSEWIC and CFN
- 8 author revisions have been received
- 1 revision being handled by Associate Editor (AE)
- 10 recommendations by AE received and awaiting EIC (Editor-in-Chief, Dwayne's) decision: reject, revise, resubmit, accept
- Dwayne rejected ms to which he assigned himself as AE 6 Dec, while in Ottawa
- 2 sent for AE opinions after AU revisions
- 37 being revised by AU, some of which will probably not be revised by AUs
- 10 with reviews in progress and EIC awaiting recommendation by AEs
- 3 assigned to AE but not yet sent for formal review
- total 38 submissions/queries received so far in 2025 so submission increased since last year
- total 25 submissions/queries in 2024
- 47 in 2022 and 2023
- 46 in 2021
- 63 in 2020"

Jess noted that there continues to be positive news with respect to subscriptions for Vol 139 through EBSCO. There are now 78 subscriptions, 70% of the previous number.

Annie advised that the proof for the next T& L has just been received.

- l) Safe Wings Ottawa – Janette reported that they are starting to prepare for the March display. The first owl of the season is in care.

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

Recording Secretary: Elizabeth Moore

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Upcoming Meeting Dates

January 19, 2026

February 9/23 2026 (TBC)

March 16, 2026

April 20, 2026

May 11, 2026 (TBC)

June 15, 2026