



**Ontario Invasive Plant Council
Board of Directors Meeting Minutes
December 15th, 2016 – 10 to 11 am**

<p>Present</p> <p>Iola Price, President & Director at Large Ken Towle, Vice-President & Conservation Ontario John Urquhart, OIPC Treasurer & Director at Large Kellie Sherman, OIPC Staff Stephanie Burns, Forests Ontario Jeanine West, Landscape Ontario Mhairi McFarlane, Nature Conservancy of Canada Sandy Smith, University of Toronto Owen Williams, Past President/Secretary & Director at Large Kristina Pauk, Canadian Food Inspection Agency Jon Peter, Royal Botanical Gardens Prabir Roy, Parks Canada John Benham, Ontario Soil and Crop Improvement Association Suzanne Hanna, Ontario Horticultural Association Mike Farrell, Hydro One Dawn Sucee, Ontario Federation of Anglers and Hunters Michael Irvine, OMNRF – Crown Forests and Lands Policy Branch – Forest Guides and Silviculture Paula Berketo, Ministry of Transportation</p>	<p>Regrets</p> <p>Mackenzie Lespérance, OMAFRA (pre-arranged) Karen Hartley, OMNRF – Conservation Policy Branch - Protected Areas (pre-arranged) John Foster, Director at Large (pre-arranged) Cara Webster, City of Toronto Francine MacDonald, Biodiversity - OMNRF Colin Cassin, OIPC Staff (pre-arranged) Allison Marinich, OIPC Staff (pre-arranged)</p>
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1. Approval of Agenda

Motion: Moved by Iola Price that the agenda be approved, with the addition of “Status Audit Acceptance” under Financial Update. Seconded by Owen Williams. [All in favour.] Carried.

2. Approval of last meeting minutes (November 2016)

Motion: Moved by Iola Price that the minutes be approved. Seconded by Owen Williams. [All in favour.] Carried.

3. Review of last meeting’s action items (see background document)

- So far, still no comments on the strategic plan. Iola will incorporate her and Erin Mallon’s comments.
- Owen Williams has spent a little time on the bio-fuel issue. Reminder that Kristina Pauk and John Foster would like to assist.
- Kellie received a package on December 12 2016 from Triple Green Energy in regards to their bio-fuel products.
- **ACTION:** Kellie to scan and send the bio-fuel information to the board.



4. Financial Update – Status of the Audit Acceptance

- December 29th is the deadline for members to ask questions re: audit. If one member has a question that could impact a vote, it's best to wait for the 29th deadline, address questions and then ask for official acceptance.
- The next quarterly financial report is in January. So far, no large financial issues.
- We now have confirmed \$24,000.00 from CWS for two BMPs (Scots Pine and Knapweed – to be completed by March 31).

5. Business Items

5.1 Funding Update

- Two applications were submitted to the Ontario Trillium Foundation Grow Grant; one for EDRR and one to expand the GMI NRP program.
- February 22 is when the Ontario Trillium Foundation Seed Grant application is due.
- **ACTION:** see more about the Seed grant here <http://www.otf.ca/what-we-fund/investment-streams/seed-grants> and if you have any ideas, please send them to Kellie.
- Iola Price asked if there were any Parks Canada grants. Prabir Roy was able to explain the Research and Collection Permit System/Funding found here: http://www.pc.gc.ca/apps/rps/page1_e.asp
- Goal of this grant is an on-the-ground action. Research and restoration is the focus. Contact someone first from Parks Canada and the park where you want to work to discuss the idea before applying.

5.2 Review of our Bylaws

- In regards to our by-laws, there is a concern that the Board will require some new members in the next few years to fill some of the executive committee roles. These roles require some extra time compared to other board roles such as Director with Perspective. At this point, the by-laws don't allow for additional directors.
- **ACTION:** Please review the by-laws, specifically regarding this issue, as soon as possible. Email Iola and cc Kellie with your comments or solutions.

5.3 MOU (John Urquhart)

- The current draft is being reviewed by the executive and then will be sent to the OFAH for one final review. At that point, it will be sent to the entire board.
- **ACTION:** If you wish to see the current draft, email John Urquhart. There have been lots of important, beneficial changes.
- Iola Price thanked John Urquhart for all of this hard work on this. John Urquhart thanked the rest of the executive for their feedback.

5.4 AGM Update

- Thank you to Allison for completing the AGM review.
- The revenue/expenses is ours and CCCs combined.
- Overall it went well, but there are a few things i.e. timing, speakers' overtime, clarity on events that could have been improved.
- **Other suggestions:** have another break in the morning, moving morning intro speaker to lunch, ask for presentations and permission ahead of time to post online, fewer presentations.
- Lola Price asked about interest in 2017 AGM in Ottawa given that all previous OIPC meetings have been in southern Ontario. There was good support at AGM for an eastern Ontario location. At Lola's meetings with local invasive plant controllers on Dec 14, support from others like the National Capital Commission, Sustainable Eastern Ontario and individual city employees seemed likely.
- A question was asked in regards to travelling from airport to hotel. We will ensure there is clear info around this and that the venue is accessible.
- **Suggestion:** Prepare logistics from various travel angles, to assist those attending from various areas of the provinces. Keep in mind when other conferences are. Limited travel budgets for some board members.
- Michael Irvine noted that the Ontario Vegetation Management Association considers it their duty to meet in a variety of locations in Ontario. When they met in Sault Ste. Marie, there was a slight decline in non-local attendance but counterbalanced by more local people.
- **Action:** Lola to prepare maps and other information in time for the January board meeting.
- **ACTION:** Kellie to create table of conference for September, October, November 2017 and send to the board to obtain feedback and additions.

6. Staff Reports

- Lola Price thanked the staff for working on the OTF proposals.
- Owen Williams had an inquiry from Alistair Mackenzie from Ontario Parks, wondering if we would be interested in producing some signs that could be posted in garage maintenance areas to remind people about the top three or five tips from the Clean Equipment Protocol. Ensure French translation.
- **ACTION:** Kellie to inquire into the above.

7. Committee Updates

7.1 Communications

- Continuing to work with graphic artist to complete social media graphics – one for Christmas is coming.
- Continuing with webinars.

7.2 Fundraising Committee

- See "Funding" above.
- Still looking for interested directors to sit on the fundraising committee.

7.3 Policy

- CFIA has posted their Plant and Animal Health Strategy for comment here: <http://www.inspection.gc.ca/about-the-cfia/accountability/consultations/pahs/discussion-document/eng/1474039348521/1474039391190>
- If you have any comments, please send to Kellie.

7.4 OPWG

- Continuing to work on PSA, billboard and signage.
- Face-to-face meeting planned for January 17th.

7.5 Research and Control

- Colin has sent out a call for proposals for a number of research questions to be answered. A small sum of around \$1200 will be awarded (from transfer payment) and then student selected will be asked to provide report and present at next year's AGM.
- **ACTION:** Colin will send the submitted proposals to the committee for comments and a vote.

8. New business and Board Member Activities

8.1 Report on the Two-day Plant and Animal Health Strategy meeting in Ottawa (Iola)

- See background document from December.
- This event was CFIA led, but it is a Federal/Provincial/Territorial strategy and has been in the works for a number of year. Much of it was obtaining feedback from participants that is now being summarized. There **were** not many people there to represent invasive plants.
- In 2007-2009 Owen Williams participated in a number of bio-security meetings similar to this and he was also the only one there representing invasive plants.
- Most of the focus in the past has been on pathogens.
- CFIA does have an invasive plant field guide on their website in French and English. Find it here: http://publications.gc.ca/collections/collection_2014/acia-cfia/A104-97-2012-eng.pdf
- Kristina Pauk is not directly involved in this, but her manager is and there is an invasive plant program now through CFIA. There are also factsheets for all of the species in the guide. Kristina is working hard on raising the profile of invasive plants. Iola Price thanked Kristina for this and relayed this message to her supervisor.

Other:

- Iola Price hosted her local control group and there is much benefit to these groups and she encourages others to do so.
- Owen Williams submitted our feedback on the London Invasive Plant Management Strategy. It is currently being reviewed for finalization.

Agenda item No.	Details of Action to be taken	Who - Lead/Assisting	Due
September			
5.1	Send a notice to the members asking for volunteers to sit on the fundraising committee. Include a description of what's required of someone sitting on a committee.	Kellie	ASAP
5.1	Send out the prioritized list of granting resources	Kellie	ASAP
5.3	Finalize AGM section of the website	Kellie	ASAP
5.9	Look into how we can send automatic web changes notices to members.	Kellie	ASAP
October			
4	Send risk assessments to OIPC	Jeremy	ASAP

November			
3	Write a summary of the biofuel working group and send to Kellie to send to OPWG	Owen	By next meeting
5.1	Re-send corporate funding proposal	Kellie	ASAP
5.2	Send strategic plan comments to lola	All	ASAP
5.4	Review bylaws	All	Anytime
7.2	If you want to assist with funding strategy email Kellie	All	ASAP
December			
3	Scan bio-fuel info and send to the board	Kellie	By next meeting
5.1	Review OTF seed grant info and send any ideas to Kellie	All	By next meeting
5.2	Please review the by-laws – how do we get people on the board who have time to be Executive Committee members?	All	ASAP
5.3	Email John Urquhart if you want to see the most recent version of the MOU	All	Anytime
5.4	Create a table of events around the time of our next AGM and circulate to the board and board members add events to Kellie’s list	Kellie	By next meeting
6	Look into CEP signage	Kellie	ASAP

Time adjourned: 11:05 am

Next meeting: January 19th, 2016