



**Ontario Invasive Plant Council
Board of Directors Meeting Minutes
February 16 2017 – 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 Mhairi McFarlane, Nature Conservancy of Canada John Benham, Ontario Soil and Crop Improvement Association Suzanne Hanna, Ontario Horticultural Association Dawn Sucee, Ontario Federation of Anglers and Hunters Paula Berketo, Ministry of Transportation Kristin Obeid, OMAFRA Kristina Pauk, Canadian Food Inspection Agency Sandy Smith, University of Toronto Jeanine West, Landscape Ontario Colin Cassin, OIPC Staff Kellie Sherman, OIPC Staff Kate Powell, OIPC Staff</p>	<p>Regrets</p> <p>Karen Hartley, OMNRF – Conservation Policy Branch - Protected Areas (pre-arranged) John Foster, Director at Large (pre-arranged) Cara Webster, City of Toronto (pre-arranged) Jon Peter, Royal Botanical Gardens (pre-arranged) Mike Farrell, Hydro One (pre-arranged) Michael Irvine, OMNRF – Crown Forests and Lands Policy Branch – Forest Guides and Silviculture (pre-arranged) Prabir Roy, Parks Canada Stephanie Burns, Forests Ontario Francine MacDonald, Biodiversity - OMNRF Owen Williams, Past President/Secretary & Director at Large</p>
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1. Approval of Agenda

Motion: Moved by Iola Price that the agenda be approved, with the move of item 5.1 to the beginning of the meeting. Seconded by John Urquhart. [All in favour.] Carried.

2. Approval of last meeting minutes (January 2017)

Motion: Moved by Ken Towle that the minutes be approved. Seconded by Jeanine West. [All in favour.] Carried.

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

4. Financial Update – Risk Management and Budgeting

- John Urquhart presented an initial budget to the board to discuss confirmed/unconfirmed funding and tolerance for risk due to high amount of unconfirmed funding.
- Column titled “Full Year (2016-2017) shows what we spent in that year, compared what we might spend in 2017-2018. \$200,000 is typical for our annual operating budget.
- The 2017-2018 numbers were based on a transfer payment from MNRF of \$50,000 at the time it was drafted, although, it’s not unconfirmed. Although, this is still typical for what we would spend attending presentations, events etc.
- There is \$0 confirmed dollars for the 2017-18 fiscal year.
- John went through each unconfirmed grant source and described its risk of receiving it.
- We would be put in a position of high degree of risk if we were to approve a budget of \$200,000.00 with \$0 confirmed funding.

- The board needs to decide what level of risk they are comfortable with. This depends on the board's confidence in potential revenue.
- Based on the feedback from the board, most directors are comfortable with a moderate level of risk, meaning the board will be more comfortable with approving the detailed budget presented in March, although we have no confirmed funding. There is a high degree of confidence in getting the funding.
- Ken – high degree in confidence in staff and productivity translating into moderate confidence of getting funding, not a high degree of confidence in revenue coming in, moderate risk tolerance, some risk taken
- The approval budget is not set in stone once approved. The approved budget means that if we don't get any funding, the staff are allowed to spend up that approved amount. If more funding comes in, those amounts will increase. If staff want to spend more money in a category, with no new funding, they must get permission from the board.
- Board approval, staff can spend that money, in this fiscal year, staff can spend this without coming back to the board, if they want to spend more, new revenue or come back to the board to dip into account
- A more detailed draft budget will be presented at the next meeting.

5. Business Items

5.1 MOU (John Urquhart)

- John submitted the last draft of the MOU to the OFAH for review, shortly after last meeting. We will wait for OFAHs comments.
- There is an opportunity now for directors to review the latest version, before the OFAH provides comments. You are encouraged to do this before it becomes final.

5.2 Funding Update

- Kellie provided an overview of the idea for the Seed Grant application through OTF. The executive signed off on the idea of applying for funding to train licensed applicators re: proper invasive plant management, while working alongside the MOE to ensure the proper information is given. The idea is to host a training workshop in conjunction with the MOE, OIPC would review BMPS, and then MOE would go through their normal course. It's also our goal to encourage MOE to create a permanent invasive plant component in their course materials. The year for the project is to see if the idea is possible, create a solid sustainability plan etc. and if successful, apply for a grow grant.
- There were no objections to this and many thought it was a great idea.

5.3 Review of our Bylaws

- lola has gone through the by-laws line by line (see "Proposed bylaw changes 2017).
- Ken went through changes and agree with most, some need some discussion.
- **ACTION:** lola is going to accept the minor grammatical changes, and then re-send the document and then setup a conference call with those interested to go through consequential changes and complete ASAP. Dawn and Ken interested in this.

5.4 AGM Update

The most cost effective choice for our member was the Ottawa Conference Centre

The date has been set for October 10-11 2017.

lola organizing a small local committee to organize fields trips etc.

ACTION: Find a baby picture for our OIPC board meeting to play a guess who game.

6. Staff Reports

- See staff report #15.
- Kellie reminded everyone to register for the National Invasive Species Forum!
- Kellie introduced Kate, our new intern.
- Kellie attended the OPWG meeting and it was suggested that we request meetings with the Ministers of related ministries to raise our profile and discuss how we can assist them in their goals, potential for more funding. The board will need to assist with organizing thoughts for this.
- **ACTION:** Kellie to begin drafting initial letters for review.

7. Committee Updates

7.1 Communications

- Designer continuing to complete social media banners and images. Christmas ones were a hit!
- Continuing our webinars. 5th is Feb 22nd.

7.2 Fundraising Committee

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

7.3 Policy

- CFIA has completed a risk management document for giant reed and are looking for feedback by March 10 2017. This has been sent to the policy committee, but no comments thus far.

7.4 OPWG

- Kellie is working on a number of the identified projects by the OPWG including billboards, PSAs, more postcards etc.
- OPWG met Feb 15th and discussed a number of initiatives and new goals.

7.5 Research and Control

- The call for proposals project has been awarded to Eric Sager from Trent looking at actual seed viability and composting requirements for different invasives.

8. New business and Board Member Activities

- Iola went to a well attended and large meeting on wild parsnip control program in Ottawa, including the National Capital Commission, City, Hydro etc. The City of Ottawa has now indicated they want an invasive plant management strategy. Iola and Kellie meeting with them on March 6.

Agenda item No.	Details of Action to be taken	Who - Lead/Assisting	Due
September			
5.1	Send out the prioritized list of granting resources	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



5.2	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
February			
4	Kellie and John to work on budget for next meeting	Kellie and John	By next meeting
5.1	Email John to review MOU	All	ASAP
5.2	Prioritize by-law comments and setup con call for review	lola	ASAP
5.4	Find baby pic for board meeting	All	By next AGM
6	Draft ministers invite letter	Kellie	For the end of March

Time adjourned: 11 am

Next meeting: March 16, 2017