



**Ontario Invasive Plant Council  
Board of Directors Meeting Minutes  
November 17<sup>th</sup>, 2016 – 10 to 11 am**

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

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

**2 Approval of last meeting minutes (October 2016)**

- Minor changes, ensure pre-arranged absence for Mhairi for October minutes and fix Mhairi’s name spelling in September minutes.
- Fix spelling of Jeremy Downe’s name.

**Motion:** Moved by Iola Price that the minutes be approved with the above changes. Seconded by Sandy Smith. [All in favour.] Carried.

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

- 5.1. No list of funders in the strategic plan, keep funders as a separate document.
- 5.6. For mailing resources, we ask those who are ordering to cover the shipping and handling and place a donation if they wish. This is going well, most people make a donation.
- 5.7 Biofuel Working Group - Kristina Pauk and John Foster interested in joining, perhaps look at one biofuel and then expand to other, potential agricultural crops.
- There was no copy found of our previous statement on biofuel. Goal of group will be to rebuild this.

- Last time, it was a request from an MP from Sudbury interested in phragmites, but in the end, it produces too much ash as a by-product.
- Reach out to members of the OPWG.
- **ACTION:** Owen to write summary of the goal of the group for Kellie to send to the OPWG.

#### 4 Budget – 2<sup>nd</sup> Quarter Update and Audit Update **Audit**

John reviewed page 4 of the audit.

- We had a surplus of \$15,000.00 in 2015-16 (our goal was \$10,000.00, very encouraging) and even doubled our donations from 2015.
- A large portion of first “other” smaller grants, smaller than 10% of the total amount of grants received. The second “other” is AGM revenue, most was spent to run the AGM.
- Our unrestricted net assets from 2015, seen in right most column, dropped significantly in that year to a lack of revenue, but was increased during 2016 due to our surplus. These unrestricted assets leave us with approximately 1 year of operating costs.

**Motion: Moved by John Urquhart that the board accept the draft financial statement as presented. Seconded by John Foster. [All in favour.] Carried.**

#### **2<sup>nd</sup> quarter financial update**

- The board approved the budget at the beginning of the year. Compare columns c, g and m to “actual” costs to see the variance.
- We have a deficit from the salary of our intern, but we will cover this deficit through the grant we received to hire her. We did not “approve” this at the beginning of this year, therefore the approved amount in the updates will never change, so you will always see a negative number in that row.
- Despite some negative numbers, we are still under budget in the 2<sup>nd</sup> quarter.
- But we have a project deficit and in column N you see minus \$29,438.56, but if you compare this to our project revenue (other sheet) we have a very modest surplus.
- John and Kellie are meeting next week to discuss this, still hoping for \$10,000 surplus this year.
- **ACTION:** Kellie to fix AGM revenue in 2016-2017 revenue excel spreadsheet.

**Motion: Moved by John Urquhart that the board accept the 2<sup>nd</sup> quarter budget update. Seconded by John Foster. [All in favour.] Carried.**

#### 5 Business Items

##### 5.1 Funding Update

**ACTION:** Kellie to resend corporate funding proposal – only John Foster commented earlier.

**ACTION:** Please provide comments by December 1 2016.

Owen described the success Carolinian Canada has had with obtaining corporate sponsorships. He suggests we think outside the box when considering who or what company to approach.

##### 5.2 Strategic Plan

**ACTION:** Keep sending comments to lola re: strategic plan.

### 5.3 Board of Directors (Indigenous/First Nations Representation)

- lola will discuss on the next call.

### 5.4 Review of our Bylaws

**ACTION:** Please review and send comments to lola.

### 5.5 MOU (John Urquhart)

- Great progress has been made with the MOU. lola Price and John Urquhart met with Sue McCallum (Chief Financial Officer) and Matt DeMille (Fish and Wildlife Manager) of the OFAH and discussed some bigger subjects of the MOU. There was no difficult discussions regarding these. Significant points include: who's actually employing the staff, roles of supervisors, sources of revenue applicable to the 10% admin fee.
- Executive committee now reviewing most recent draft, which then will be sent to OFAH and then the whole OIPC board.

### 5.6 AGM Update

- Thank you from lola Price to OIPC staff for the AGM and conference.
- We had about 200 people attending

**ACTION:** Kellie to send the AGM evaluation summary to the board once complete.

## 6 Staff Reports

- lola Price asked Kellie to describe the CCIS National Horticulture Framework Phase 2 project. Every year, CCIS receives funding from Environment Canada to undertake a number of national projects. The CCIS contracts these projects to the provincial councils. Two years ago, a National Horticulture Framework was created found here: <http://canadainvasives.ca/initiatives/national-horticulture-outreach-network/> Phase 1 was complete last year, including developing a national horticulture top ten, a hub on all the hort programs throughout Canada etc. This year, phase 2 consists of furthering national hort outreach, creating a national code of conduct etc.
- Colin described the second EDRR application to Ontario Trillium Foundation. The first application sent in in June, was not approved. Colin has a meeting with OTF reps, and they suggested two specific changes. Colin and ISC will be re-applying in December.
- Kellie review the status of the Municipal Workshops. The locations including Essex region, Kingston, Bancroft, Peterborough/Clarington (follow-up), Thunder Bay and potentially the Bruce Peninsula.

## 7 Committee Updates

### 7.1 Communications

- We have selected a designer to move ahead with development of the social media graphics. Our first one was posted on Halloween. Visit our Facebook page to view it.

### 7.2 Fundraising Committee

If you can assist Kellie with the corporate funding proposal, please email her.

### 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>
- Please send in any comments to Kellie by **December 1, 2016**.
- Also commented on the wetland conservation strategy. See attached.

### 7.4 OPWG

- Allison working on a number of the identified projects by the OPWG including billboards, PSAs, more postcards etc.

### 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 \$1,200 will be awarded (from transfer payment) and then student selected will be asked to provide report and present at next year's AGM.

### 8 New business

- Owen Williams is reviewing the City of London's invasive plant strategy previous to it being reviewed and approved by council.
- Iola Price attended the Eastern Ontario Model Forest, Forest Pest Review and gave an update on the Invasive Species Act and the Regulations.

Agenda item No.	Details of Action to be taken	Who - Lead/Assisting	Due
<b>September</b>			
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
<b>October</b>			
4	Send risk assessments to OIPC	Jeremy	ASAP
<b>November</b>			
3	Write a summary of the biofuel working group and send to Kellie to send to OPWG	Owen	By next meeting
4	Fix AGM revenue amount	Kellie	ASAP
5.1	Re-send corporate funding proposal	Kellie	ASAP
5.1	Provide comments on corporate funding proposal	All	December 1
5.2	Send strategic plan comments to Iola	All	ASAP
5.4	Review bylaws	All	Anytime



5.6	Send AGM summary	Kellie	When complete
7.2	If you want to assist with funding strategy email Kellie	All	ASAP

**Time adjourned:** 11:00 am

**Next meeting:** December 15<sup>th</sup>, 2016