



**Ontario Invasive Plant Council  
Board of Directors Meeting Minutes  
September 15, 2016 10:00 to 11:00 am**

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

Add two agenda items: Board face-to-face meeting at the AGM on October 25<sup>th</sup> and an update on the Giant Hogweed Working Group.

**Motion:** Moved by Iola Price that the agenda be approved as amended. Seconded by John Foster. [All in favour.] Carried.

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

**ACTION:** Kellie to edit minutes to include that Mhairi MacFarlane provided comments on the strategic plan.

**Motion:** Moved by Iola Price that the minutes be approved as amended. Seconded by John Foster. [All in favour.] Carried.

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

Kellie received John Foster’s comments on the corporate funding proposal and Suzanne Hanna’s comments from the Ontario Horticultural Association in regards to the organizational feedback survey.

**ACTION:** Iola Price to send Suzanne Hanna Ottawa pollinator garden information.

**4 Financial Update**

John Urquhart mentioned that the October meeting will include the second quarter update.

## 5 Business Items

### 5.1 Funding Update

Canadian Wildlife Service (CWS) approached us to do more BMPs, however, Kellie has not had confirmation yet. We may have an opportunity to share BMP ideas with CWS.

**ACTION:** All to send Kellie ideas for BMPs.

Kellie received comments from John Foster on corporate funding proposal.

**ACTION:** Kellie to revise the corporate funding proposal and send to the board for a review.

There was discussion around recruiting more help regarding fundraising.

**ACTION:** Kellie to 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.

**ACTION:** Iola Price to also discuss the fundraising committee at the AGM.

However, it would be ideal (if not necessary) to have a board member sit on the committee to guide the fundraising process and to report to the Board.

**ACTION:** Email Kellie and Iola Price if you are interested in joining and assisting the fundraising committee.

**ACTION:** Kellie to send out the prioritized list of granting resources.

**ACTION:** Iola Price to check strategic plan for mention of a list of funders.

**Reminder:** The committee isn't responsible for writing the applications only for finding funding sources and matching them with our goals and interests. OIPC staff would then draft the proposal/application for executive committee approval.

### 5.2 Strategic Plan Update (Iola Price)

Comments were received from Mhairi McFarlane.

Iola Price is waiting on comments from Erin Mallon (former ON Nature representative).

If other board members review the document, please send some specific comments i.e. remove this action, add this action, remove this word etc.

Kellie, Colin and Allison attended a professional development course in Toronto on September 14<sup>th</sup> run by the Sustainability Network where they learned about strategic communication planning and rebranding. They were given a very good template to use to assist in development of a communications plan.

**ACTION:** Kellie to send the communications template to the whole board.

**ACTION:** Please take some time to fill in the communications template as much as you can and think about how we can improve communications between ourselves and with our audience. We will revisit this at our face to face meeting at the AGM.

### 5.3 AGM Planning Update

The early bird registration deadline is September 16<sup>th</sup>. The hotel deadline for a discounted rate is September 20<sup>th</sup>.

There were some comments regarding having trouble registering.

**ACTION:** Kellie to touch base with Jarmo Jalava and Tristan Bentley from Carolinian Canada to troubleshoot and solve this problem.

Kellie now has enough volunteers for the AGM. Thank you to those who offered their assistance.

**ACTION:** Kellie to work with Colin and Jarmo Jalava to clarify all of the field tour details ASAP.

The evening social is at the same time as Doug Tallamy's evening talk, as the evening talk is a separate event and he will be presenting the same presentation as the keynote the next day.

**ACTION:** Kellie to ask Tristan Bentley to confirm Doug Tallamy's evening talk location.

**ACTION:** Anyone who can carpool to the event from Oshawa, please let John Foster know.

**ACTION:** Kellie to work with the executive to finalize AGM agenda.

**ACTION:** View last year's draft minutes from the AGM online.

**ACTION:** Kellie to finalize AGM section of the website.

#### **5.4 Board of Directors (Indigenous Representation)**

Iola Price is continuing discussion with her contacts to find a representative. She will have more information at the next meeting.

#### **5.5 Review of our Bylaws**

It is passed the deadline to make changes to the by-laws in time for the AGM and members to review them ahead of time.

**ACTION:** Please send any edits you may have to both Kellie and Iola Price, for next year's AGM.

#### **5.6 MOU (John Urquhart)**

John Urquhart provided an update about the MOU. A list of questions about things important to know to finalize the MOU, such as employee status, the choice for our members to choose our auditor etc. was sent to the OFAH. The OFAH will review and then the OFAH and the OIPC executive will meet to discuss some final points and then finalize the MOU. Sue MacCallum (Chief Financial Officer with the OFAH) is to respond some time the week of September 19<sup>th</sup>.

#### **5.7 Charging for our resources**

There was further discussion around charging the shipping costs of when we mail resources. There was some concern around if it's only a few dollars, but there was consensus that we won't charge non-profits and those who volunteer at events on behalf of the OIPC. In 2015-16, private courier costs were \$1884. Iola Price noted that federal legislation requires private courier companies to charge 3X the Canada Post rate to send a letter; is that true for parcels? Dawn Sucee noted that the OFAH weighing machine indicates both Canada Post and private courier rates so staff can decide which is most cost effective.

**ACTION:** Kellie, Colin and Allison to review some of the past shipping costs and decide on a minimum number of copies that someone would be charged for. Also, Kellie, to check with the OFAH mailroom staff to learn about their choice regarding use of Canada Post and/or Purolator. Kellie expects that they have negotiated/arranged a cost-effective contract with them.

#### **5.8 Biofuel**

We are often approached by entrepreneurs wanting to harvest invasives for bio-fuel. It might be time to come up with some wording we can use to reply to these people, who sometimes ask to put our logo on their site, to show our support. So we need to decide whether or not we support it and if we don't, why not. It's becoming more and more popular in other countries, i.e. India is successfully harvesting water hyacinth for biofuel, a project Dawn Bazely wants us to promote. If it's becoming more common, we may want to at least come up with some BMPs on proper growing, harvesting, transporting techniques etc.

Email from Dawn Bazely:

*Dear all,*

*My colleague, Prof. Shibani Chaudhury is a sabbatical visitor in my lab for 2015-16.*

*She is concluding a very cool project with Indian and UK colleagues, in which invasive plants like water hyacinths, growing in Indian villages without electricity are used to generate biogas in anaerobic digesters in combination with solar panels -- read about it here:*

*<http://www.huffingtonpost.in/2015/05/28/new-renewable-energy-mix-to-ensure-uninterrupted-power-in-indian/>*

*<http://biocpv.ex.ac.uk/>*

*She tells me that her colleague, Prof. Amit Hazra, who still in Visva-Bharati university has funds to pay for a trip to Toronto that must happen BEFORE November.*

*I think it would be amazing to include them, somehow as joint speakers in the programme, because this is truly innovative research using invasive plants.*

*Michelle -- I can call you to discuss how the programme might be finessed, as a first step.*

*I would also like to organize a mini workshop on this topic and invite biofuel colleagues from Guelph and elsewhere, like forestry folk, which Amit is here -- he hasn't planned any dates, but, IMO, it would be stupid to look this gift horse in the mouth.*

*cheers, dawn*

Owen Williams that OIPC had written a response in 2011/2012 to someone who requested support for phragmites harvest and transport. He doesn't have the final copy. It was sent to a member of Provincial Parliament, perhaps Manitoulin or Sudbury ridings that thought it was a good idea.

**ACTION:** Kellie to try and find the final copy.

That being said, Owen Williams is very concerned that if we or anyone else decides that any of the invasive plants are appropriate as a biofuel, people will begin to plant intentionally and also harvest it inappropriately in sensitive habitats and the harvesting will also lead to further spread. The USDA has a position paper on this published in 2012 supporting Owen's thoughts. Owen agrees we need to write a position statement on this before another request comes through.

**ACTION:** Owen Williams to start a small working group around this and include someone from OMAFRA, as they do support production of things like miscanthus for biofuel. Owen Williams will take the time to see what's new around this issue and send out to anyone interested in the working group.

**ACTION:** Contact Owen Williams and cc Kellie Sherman to join this WG.

## 5.9 Lobbying

Kellie completed finding information around lobbying. At this time, we do not need to register to lobby.

**ACTION:** Kellie to place this in the policy folder.

## 5.10 October Board Meeting/Face-to-face at the AGM and Conference

All agreed that it is a good idea to have a small, face-to-face at the AGM and conference to team build, work on OIPC communications strategy, mingle etc. The meeting will be at 6 pm during CCC's award ceremony. All OIPC members are encouraged to wear their nametags during the meeting —as well as during the full meeting on Wednesday.

**ACTION:** Kellie to confirm time and place at the TBG for this meeting.

### 5.11 Giant Hogweed Working Group

There are a number of board members and outside representatives interested in this.

**ACTION:** Kellie to assist John Foster in setting up a doodle poll to arrange a meeting. Send to the whole board.

**ACTION:** Kellie to add OPWG link to the committee web page

**ACTION:** Kellie to look into how we can send automatic web changes notices to members.

### 6 Staff Update

See staff update # 10.

**ACTION:** If anyone has any questions for the staff, please email them.

### 7 Committee Updates

#### 7.1 Communications

Communications committee met on September 7<sup>th</sup>. We are moving along with development of social media graphic.

#### 7.2 Fundraising

No update.

#### 7.3 Policy

New EBR Posting: Regulation of Invasive Species under the Ontario Invasive Species Act. 2015, #012-8310. This is a priority posting to comment on and we've been asked to submit comments before the deadline of October 11 and to focus on Section 23 and Section 27 for these species and how landowners may perceive these powers for the three restricted species. Please provide your comments no later than **September 23rd, 2016 using the template attached.**

#### 7.4 OPWG

See background document

Dawn Sucee noted that the spraying for Phragmites control at Rondeau had started and asked for information about the Point Pelee control. Francine MacDonald confirmed that the Rondeau program was complete and Point Pelee was to be done this day (Sept 15). People were to stay out of the areas but the waterfowl harvest was being taken into consideration.

#### 7.5 Research and Control

Iola and Sandy talked to University of Guelph to see if they have opportunities to get assistance in answering table questions, but have not heard back. Iola followed up with an email asking for a status update.

### 8 Board Member Activities

Jeannine West thanked Kellie for organizing the successful nursery operators' garden tour. Jon Peter added his thanks as well. Kellie added thanks to Jeanine West and Jon Peter.

### September Action Items

Agenda item No.	Details of Action to be taken	Who - Lead/Assisting	Due
2	Edit minutes to include that Mhairi MacFarlane provided comments on the Strategic Plan.	Kellie	ASAP
3	Send Ottawa pollinator garden information to Suzanne Hanna.	Iola	ASAP
5.1	Send ideas for new BMPs to Kellie	All	ASAP
5.1	Revise the corporate funding proposal and send to the whole board for review	Kellie	ASAP
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	Discuss the fundraising-committee at the AGM.	Iola	At the AGM
5.1	Email Kellie and Iola Price if you are interested in assisting with the fundraising committee.	All	ASAP
5.1	Send out the prioritized list of granting resources	Kellie	ASAP
5.1	Check the strategic plan re: a list of funders	Iola	ASAP
5.2	Send the communications template to the whole board	Kellie	ASAP
5.2	Please take some time to fill in the communications template as much as you can. We will revisit this at our face to face meeting at the AGM	All	ASAP
5.3	Touch base with Jarmo Jalavo and Tristan Bentley from Carolinian Canada to troubleshoot registration	Kellie	ASAP
5.3	Work with Colin and Jarmo Jalavo to clarify all of the field tour details ASAP.	Kellie, Colin and Jarmo	ASAP
5.3	Ask Tristan Bentley to confirm Doug Tallamy's evening talk location and post on the website registration form	Kellie	ASAP
5.3	Anyone who can carpool to the event from Oshawa, please let John Foster know.	All	ASAP
5.3	Work with the executive to finalize AGM agenda.	Kellie	ASAP
5.3	View last year's AGM minutes online.	All	ASAP
5.3	Finalize AGM section of the website	Kellie	ASAP
5.5	Please send any proposed bylaw changes to Kellie and Iola	All	For next year's AGM
5.6	Review some of the past shipping costs and decide on a minimum number of copies that someone would be charged for	Kellie, Colin and Allison	By next meeting
5.7	Find final copy of OIPCs biofuel response from 2012	Kellie	Complete, cannot find
5.7	Start a small working group around this and	Owen Williams	ASAP

	include someone from OMAFRA, as they do support production of plants like Miscanthus for biofuel. Owen Williams will take the time to see what's new around this issue and send out to anyone interested in the working group.		
5.8	Place lobbying file in policy folder on OIPC computer file.	Kellie	Complete
5.8	Contact Owen Williams and cc Kellie Sherman to join this WG.	All	Anytime
5.9	Setup doodle poll for a meeting for the GH working group	Kellie and John Foster	ASAP
5.9	Add OPWG link to the committee web page	Kellie	ASAP
5.9	Look into how we can send automatic web changes notices to members.	Kellie	ASAP
6.3	<b>Submit EBR #012-8310 comments to Kellie by September 23</b>	All	September 23
7	Send questions re: staff updates to Kellie	All	Anytime

**Time adjourned:** 11:15 am

**Next meeting:** October 20<sup>th</sup>, 2016