



**Ontario Invasive Plant Council
Board of Directors Meeting Minutes
April 21, 2016 10:00 to 11:15 am**

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

1 Approval of Agenda

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

2 Approval of last meeting minutes (March 2016)

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

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

- David C. provided an overview of the Communications Services Branch (CSB) meeting with ISC, ISAP, FOCA and OIPC. OIPC will participate in the CSBs invasive species campaign by sharing their social media posts, handing out print materials etc. This digital marketing campaign is aimed at cottagers. There is no particular emphasis on Phragmites.
- **ACTION:** David C to send PPT slide deck to the board.

4 Financial Update

- Unfortunately, the update wasn’t quite ready. Kellie will have a more complete update for the May meeting, along with the draft budget for approval for the 2016-17 fiscal year.
- **ACTION:** Kellie to send draft budget ASAP to John and the board.

5 Business Items

5.1 Website Update

- Amanda has completed the Request for Proposal and has sent to potential web developers. We have received five quotes. We will discuss with the website committee and then present the best quote to the board for approval. We are not necessarily committed to the lowest price – we want the best product.
- **ACTION:** If anyone interested in joining the website committee still, email Kellie.
- **ACTION:** Kellie to include this in budget for 2016-17 year.

5.2 Logo

- The final logo was accepted, BUT Kellie will ensure the designer provides us with digital versions that we can alter for multiple purposes (i.e. incorporating into our own home-printed business cards) and of course for various printing uses in our materials.

5.3 Director at Large Nomination

- **ACTION:** Kellie to touch base with DAL nominee again to see if he's still interested.
- **ACTION:** Kellie to send DAL nomination information again to board.

5.4 Strategic Plan

- Lola has re-ordered the TOC and has also taken part one and done some reorganization to show the different levels of plans i.e. federal, provincial, ours etc. and how our actions fit within each.
- Lola has sent this to Owen for comment and the TOC to David C.
- If anyone else is interested in assisting with this, please let Lola know.

5.5 AGM Planning

- We are partnering with the Toronto Botanical Gardens (TBG) for location and to bring Doug Tallamy for a public speaking event the night of our evening social, as well he will be our keynote for our main event. There will be a charge to the public for his evening talk and OIPC will split Mr. Tallamy's fee with the TBG.
- We are looking to get many more sponsors this year. The AGM and meeting will be on a weekday and the precise date will be announced soon.

5.6 OIPC secretary

The agenda background document included the section from the bylaws describing the duties of the OIPC Secretary. The board discussed the need to fill this Executive position and Lola stated that it would be helpful to her to have a full executive. She also noted that most incorporations have a secretary (i.e. paid staff) to take minutes, send out meeting notices, agendas etc.

- Owen nominated himself to fill this role until his term is up as a DAL. He will take supplemental notes for Kellie during the meeting, but Kellie will continue to take the minutes, send notices etc.

5.7 Update on the OIPC Q and A

- Kellie re-sent a reminder to the board about this. New deadline April 27th.
- So far, we have received some good feedback.
- Kellie will summarize and send to the board. We will use this information for updates to our strategy.

5.8 Board Representation

- The board discussed whether we want directors with perspective, or a directors representing an organization, or both and what precisely we expect our board members to do. In regards to an aboriginal director, should it be an elder or someone working for an Aboriginal organization? It was noted that we need to follow what our by-laws say, perhaps they need updating. If we have clear by-laws and processes, then finding a director to fill a spot, would be easier.
- We need to ensure we communicate to all potential new directors, the role they are to play on the board, so they know what is required of them.

- Do we want both, directors with perspectives and ones who rep organizations?
- Directors associated with organizations have a means to communicate, to a degree, back to that organization and their audience.
- **ACTION:** Review our bylaws for updates. Consult BC (Gail Wallin), as we did before, that's where perspective came from.
- Keep in mind our mandate is to coordinate a provincial response to invasive plants. It was noted that our previous First Nation's director was very helpful in establishing the OIPC but then he was too busy to continue as an active board member. We must remember that we follow the rules set out in the Ontario Corporations Act.
- **ACTION:** lola to consult list of names for Aboriginal representation Dave Copplestone sent.
- Are we fostering a positive environment for all board members, including an Aboriginal director?
- **ACTION:** Mackenzie to review our bylaws to ensure inclusivity.
- **ACTION:** Kellie to send bylaws to Mackenzie.

5.9 MOU

- The Executive committee is working hard to get this finalized so that discussion with OFAH can start. There will be a report at the next OIPC meeting.

6 Committee Reports

6.1 Communications

- Continuing to complete tasks including updating the OIPC brochure, developing a goals and objectives strategy and work plan, assisting York Region with an educational activity, creating a social media plan for national invasive species awareness week, developing an Easter/spring media campaign and promoting the May 24 campaign
- Next meeting still needs to be scheduled.

6.2 Fundraising

- No update at this time

6.3 Policy

- Met on March 14th.
- Continuing to work on internal policy documents, committee objectives, EBR postings etc.

6.4 OPWG

- Finalizing OPWG logo, postcard, education and outreach plan, workshops and webinars.
- Two Road Phragmites BMP workshops being held April 26 and 28. Find more information here: Guelph - <https://www.eventbrite.ca/e/best-management-practices-for-roadside-control-of-invasive-phragmites-guelph-tickets-23835316072> and Belleville - <https://www.eventbrite.ca/e/best-management-practices-for-roadside-control-of-invasive-phragmites-belleville-tickets-23834787491>

6.5 Research and Control

7 Staff Reports

- 7.1 See "Report 5: April 21"

8 Board Member Activities

8.1 lola

See background document.

8.2 Owen



April 2nd – I attended the Go Wild Grow Wild CCC Expo, which doubled attendance from last year; 100% of exhibitors are eager to return next year and we already planning enhancements (based on exhibitors' feedback and our planning). It has majorly ramped up public awareness and appreciation for CCC.

April 7 – I reviewed the London draft Strategy and met with 3 City staff and made changes to the plan. The main writer, James MacKay presented at the OIPC framework workshops. The plan will go to City Managers in coming month, likely.

April Action Items

Agenda item No.	Details of Action to be taken	Who - Lead/Assisting	Due
4	Send draft budget to John and the board	Kellie	ASAP
5.1	Include website costs in 2016-17 budget	Kellie	ASAP
5.3	Touch base with DAL nominee to gauge interest	Kellie	Complete
5.3	Send DAL nomination info to board	Kellie	Complete
5.8	Review bylaws	All	By next meeting
5.8	Consult list of names Dave C sent for aboriginal rep	Iola	By next meeting
5.8	Review our bylaws for inclusivity	Mackenzie	By next meeting
5.8	Send bylaws to Mackenzie and other new directors	Kellie	Complete

Time adjourned: 11:15 am

Next meeting: May 19, 2016