

**Ontario Invasive Plant Council**

December 17, 2015

**Conference Call**

**10:00 am to 11:05 am**

**Meeting Minutes**

**Board and Staff Members present:**

**Iola Price**, President & Director at Large  
**Stephanie Burns**, Forests Ontario  
**Dawn Sucee**, Ontario Federation of Anglers and Hunters  
**John Benham**, Ontario Soil and Crop Improvement Association  
**Jeanine West**, Landscape Ontario  
**Owen Williams**, Past President & Director at Large  
**Karen Hartley**, OMNRF – Conservation Policy Branch - Protected Areas  
**Jon Peter**, Royal Botanical Gardens  
**David Coplestone**, MNRF  
**Michael Irvine**, OMNRF – Crown Forests and Lands Policy Branch – Forest Guides and Silviculture  
**Sandy Smith**, University of Toronto  
**Erin Mallon**, Ontario Nature  
**Kellie Sherman**, OIPC Staff  
**Colin Cassin**, OIPC Staff  
**Amanda Warne**, OIPC Staff

**Board Members not present**

**Ken Towle**, Vice-President & Conservation Ontario  
**John Urquhart**, OIPC Secretary/Treasurer & Director at Large  
**Larry McDermott**, Plenty Canada  
**Diana Mooij**, Canadian Food Inspection Agency  
**Paula Berketo**, Ministry of Transportation Improvement Association/ Wellington County  
**Lindsay Barr**, Royal Botanical Gardens (pre-arranged)  
**Kristen Obeid**, OMAFRA  
**Mhairi McFarlane**, Nature Conservancy of Canada  
**Cara Webster**, City of Toronto  
**Prabir Roy**, Parks Canada  
**Mike Farrell**, Hydro One  
**Suzanne Hanna**, Ontario Horticultural Association

**Items**

**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 minutes from November meeting**

**Motion:** Moved by Iola Price that the November meeting minutes be approved. Seconded by John Benham. Carried.

**3. Business arising from previous minutes – Iola**

**3.1 Completed**

**ACTION:** Stephanie to send the contact information for Forest Ontario Envirothon contacts to Kellie. Kellie is meeting with Allison Hands from Forests Ontario in January to discuss partnering for the Envirothon.

**3.2 Ongoing/deferred:**

**ACTION:** All board members to review the website and send Kellie comments as to if you think the update is sufficient, does it still need more work, is this what you expected etc. Preview the website here: <http://oipc.showmyclient.com/>

**ACTION:** Kellie to send Iola all of the most recent chairs of the committees. Kellie and the executive committee to plan a meeting to develop committee work plans and discuss funding opportunities.

**ACTION:** Board members let Owen know of contact info for people that have used the Clean Equipment Protocol.

**ACTION:** Owen to talk with the City of London about their tree removal permitting process and what feedback they can provide about this in regards to invasive tree species removal.

**ACTION:** Board members to look at tree removal bylaws in their municipalities and see what options there are for allowing invasive species removal.

**ACTION:** SEND Kellie updates on activities for each board meeting.

**ACTION:** SEND any comments as to how the meetings are being run to Iola – All.

**4. Budget status**

**ACTION:** John to pursue the discussion with a financial institution about investing money. Complete.

John met with a potential investment firm who wishes to pitch investment options to the OIPC board at the January meeting in a webinar format. The other type of info he could present is a recommended investment strategy. The board is interested, but requires multiple groups (min of three) to present their proposals before an agreement can be made. Credit Unions and/or socially responsible investors would be preferred at this time. A policy summarizing the OIPC investing requirements would be desirable. The executive committee to look at developing a one pager of what we are looking for in an investment firm that can be used to guide our decision.

#### **5. Staff Report (November-December)**

Refer to attached Report 1.

#### **6. Committee Reports**

##### **6.1 Communications**

Created a Christmas “Invasive” wreath post.

##### **6.2 Fundraising**

Need more members.

##### **6.3 Horticultural Outreach Collaborative**

Seed packets should be ready early in the New Year.

##### **6.4 Policy**

- Need more members.
- Erin Mallon and David Copplestone expressed interest in joining this committee.

##### **6.5 Ontario Phragmites Working Group**

- A group of interested individuals are working on the items listed in the transfer payment from MNR with the direction of Kellie, as all were Phragmites related.
- OPWG face to face meeting planned for January 12<sup>th</sup> in London.

##### **6.6 Research and Control**

- No report.

#### **7. Board member activities**

- See agenda documents 7.1 and 7.2 from lola.
- Jeanine is currently working on a project funding proposal to TD Friends of the Environment on behalf of the HOC to host a tour for nursery and grower owners to see invaded areas and for the OIPC board members to visit nurseries and growers.
- Owen has some good invasive plant related photos from Australia he’s going to share.

#### **8. Other Business**

##### **8.1 New Projects**

Canadian Council on Invasive Species is completing a number of projects with funding from Environment Canada. We will be assisting with some of those projects.

##### **8.2 Status of MOU with OFAH**

Deferred until the next meeting.

#### **9. Other items:**

##### **9.1 New board directors**

Welcome to Erin Mallon from Ontario Nature and Jon Peter from RBG (replacing Lindsay Barr while she goes on maternity leave)

##### **9.2 Website update**

- Current web contractor has completed a re-design, made the website responsive (available for smart phones) and updated the accessibility controls/coding. Unfortunately, the website still needs more work and the main concern is that the membership/donation database is not functioning properly. There was some miscommunication in the beginning stages of the project about what the new website needed, and that was one of the main components. Unfortunately, the contractor has maxed the budget and there was no formal contract signed for this project.

- Board members logged onto website and design has not met everyone's expectations. Improvement needs to be made to the resources section.
- It's proposed we still use the new template, but find someone else to complete the work.
- It was suggested a website task force be created to formalize what needs to be completed for the website and obtain three quotes from three new developers, and have the board make the final decision on who to work with.
- Kellie, Colin, Amanda and Erin will be the web task force.

### 9.3 Strategic Plan

Needs updating. Further discussion deferred until the next meeting.

### 9.4 Non-voting and voting directors

Question of when do board members terms begin when the council was first created or when the bylaws were approved (2014)?

### 9.5 Logo

Update to be provided at next meeting.

### 9.6 First Nations Representation

The current OIPC First Nations representative is no longer active and a replacement is needed. The board will decide on suitable replacement candidates based on a list of suggested candidates provided by the MNRF. The board may decide to select 2, one from a First Nations community and one from a Metis community, as recommended by the MNRF.

### 9.7 Joint AGM with Carolinian Canada

CCC approached us about hosting a joint AGM. Has to be thoroughly discussed on how we can evenly partner. Division of money and labour should be clearly explained and agreed to in advance. Board discussed potential locations. If we partnered with CCC, it would be in south western Ontario again.

### 9.8 Our National Priorities – IAS Task Force Meeting in February

See notes in email from Kellie.

**10. Adjournment:** The meeting was adjourned at 11:10.

**11. Next OIPC Board meeting :** January 21, 2016 at 10 am

## Action Items

### 4.0 All

If your organization has an investment policy or investment firm, please send along to Kellie as soon as possible.

### 4.0 Owen

Send Kellie names of Credit Unions. Due: December 17.

### 6.2 & 6.4 Kellie

Send notice to members and network requesting call for Policy and Fundraising committee members. Due: January 4.

### 6.3 Kellie

Send reminder to board and committees about ordering seed packets. Due: when the seed packets come in.

8.1 Kellie: Send CCIS projects outlines to the Board. Due: December 17.

9.2 Kellie: Ask current developer for a formal outline of what's been completed so far and how many hours have been spent on each item. Due: December 17.

### 9.2 Website Task Force

Formalize what needs to be completed for the website and begin finding new web developers. Due: January 21.

### 9.3 All

Review OIPC strategic plan and bring thoughts for the next board meeting in regards to goals, objectives, planning, etc. for the next plan. Who should we get to do a plan? Due: January 21.

### 9.4 Executive committee and Kellie

Review appropriate options for determining when director's terms expire. Due: January 21.

### 9.7 Iola, Kellie, Colin and Amanda

Continue investigating joint AGM. Due: January 21.

