



**Ontario Invasive Plant Council
Board of Directors Meeting Minutes
May 19, 2016 10:00 to 11:15 am**

<p>Present 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 Mike Farrell, Hydro One Paula Berketo, Ministry of Transportation John Urquhart, OIPC Secretary/Treasurer & Director at Large Mhairi McFarlane, Nature Conservancy of Canada Jeanine West, Landscape Ontario Erin Mallon, Ontario Nature Michael Irvine, OMNRF – Crown Forests and Lands Policy Branch – Forest Guides and Silviculture Cara Webster, City of Toronto</p>	<p>Regrets Karen Hartley, OMNRF – Conservation Policy Branch - Protected Areas (pre-arranged) Prabir Roy, Parks Canada (pre-arranged) Kristina Pauk, Canadian Food Inspection Agency Mackenzie Lespérance, OMAFRA (pre-arranged) Sandy Smith, University of Toronto (pre-arranged) Colin Cassin, OIPC Staff Dawn Sucee, Ontario Federation of Anglers and Hunters (pre-arranged) Stephanie Burns, Forests Ontario Suzanne Hanna, Ontario Horticultural Association John Benham, Ontario Soil and Crop Improvement Association Francine MacDonald, Biodiversity - OMNRF</p>
--	---

1 Approval of Agenda

Motion: Moved by Owen Williams that the agenda be approved. Seconded by Jeanine West. [All in favour.] Carried.

2 Approval of last meeting minutes (April 2016)

Motion: Moved by Paula Berketo that the minutes be approved. Seconded by John Urquhart. [All in favour.] Carried.

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

- Mackenzie was not on the call, but she and Kellie discussed reaching out to a contact with the MNR to obtain advice for making sure bylaws are inclusive.
- **ACTION:** Kellie to touch base with Kim Dobson re: inclusivity.

4 Financial Update

- John reviewed the financial summary and draft budget.
- It was noted that the numbers in red, mean a negative number. However, it doesn’t mean we lost money, but what it does mean is that our expenses exceeded expenses approved in the June budget, but we received more funding and revenue which covered those additional expenses.
- Based on the financial summary, we have a surplus this year. There are some minor expense changes to come, but this will not lead to a drastic reduction in the surplus.

Motion: Moved by Jeanine West that the board accept and approve the financial summary as presented on May 19 pending the final expense numbers. Seconded by Paula Berketo. [All in favour.] Carried.

- In regards to the draft budget for 2016-17, the OIPC is presenting a low risk budget, as we are looking to spend money that equals to the amount of our unconfirmed, but we are confident that we will obtain the unconfirmed revenue and potentially more than what we have budgeted for.
- The unconfirmed revenue numbers are very conservative, because we do not want to end up in a deficit i.e. last year we obtained \$80,000.00 from ISC, and our preliminary discussions around what we will

obtain from them this year is \$75,000, however this is unconfirmed, so we have budgeted a lot less than that, in case we don't receive \$75,000.00.

- This year, we will be following last year's approach, in that the budget expenses will increase/change when/if we obtain more funding.
- This is considered a low risk budget rather than no risk budget, because we want to continue our staff employment, and no risk would mean drastic changes to this.
- The board asked if we should approve each quarter as they approach, but it's important to approve the quarterly budgets now so we can compare them to the amount we approved at the start of the year (May 2016) and see if we are exceeding what was approved or not. It will help us judge whether we are overspending or not.
- John made note that most quarters are the same, but some exceptions include things like insurance and the audits, which are generally paid in the spring.
- The administration fee for OFAH is significantly lower than last year, but if we bring in more money, this will increase.
- The goal of this budget is to achieve a \$10,000.00 surplus, but we will need to acquire more revenue to reach this goal.

Motion: Moved by John Urquhart that the board accept and approve the 2016-17 budget. Seconded by Paula Berketo. [All in favour.] Carried.

5 Business Items

5.1 Website quote and approval

- Kellie briefly overviewed the decision the website committee made to choose Peterborough Web Design to update the website.
- The board wants to make sure we get WordPress training and that our membership database is functional.
- **ACTION:** Kellie to clarify what the 10-20% of extra web maintenance means and if it would come from their quote, or if we have to add it in ourselves.

Motion: Moved by Iola Price that the board accept and approve this quote, subject to Kellie confirming the 10-20% and a 48 hour review period for the board of the quote. Seconded by Paula Berketo. [All in favour.] Carried.

5.2 Funding

- Kellie provided an overview of the strategic fundraising workshop she attended. The workshop teachers work for the Credit Valley Conservation Foundation and have extensive fundraising experience. In a nutshell, the main takeaway is that non-profits have a great opportunity to obtain funding and revenue from sources other than government, such as corporations. Kellie has begun to draft a fundraising strategy.
- The board commented that Carolinian Canada Coalition has begun this, which has resulted in a large decrease in government funding and a large increase in other funding, such as corporate.

5.3 Results of the Executive Meeting about Re-vitalizing the Board

- The executive committee (EC), with approval from Iola (as she was away), met to discuss this issue.
- The EC taking this very seriously and have begun to define why this is an issue, the main one being that a lack of board participation is a result of inconsistent clarification around expectations and roles of directors, combined with a lack of knowledge about the history and mandate of OIPC
- **Some proposed solutions include:**
- Refining the board introductory package to fully address the expectations and role of OIPC directors

- Hosting a board development day this summer and hiring a professional or pulling together advisory materials for a one day, face to face event. This would also allow all of us to meet and get to know each other, promote cohesion and talk about how to move the organization and board forward.
- Increase liaising between directors, their organizations and the OIPC.
- Allocate specific tasks that the Board may not have time to address, to committees, and have recommendations from the committees brought to the board to vote on.
- Clarify the roles of existing committees and recruit more members into those committees.
- **ACTION:** If anyone has any comments that you want to share anonymously, feel free to email Kellie or other members of the EC.
- The board said that the teleconference meetings are challenging, as they are a lot different than being face to face and it's hard to tell tone, when to speak etc. However, they have been good meetings thus far, but it's important to take time to prepare for the meetings by reading the background information, so you can partake in the discussion.
- The board also commented that the job of the board is to discuss important things like budget, funding etc., it's the law and it's important.
- Another challenge that the board faces is in terms of the style of the meeting. The board tries to address a lot in these meetings, and there is a lot of time spent on items that don't need extensive discussion. The board may need to extend the length of the meeting or focus on higher level items, like approvals etc. We have to consider what we want to achieve in these meetings, we may lose out on the discussion side of things.
- The background document has been helpful with this, as well as the director's updates. Kellie and the EC will continue to provide information through the background document.

5.4 Pollinator action plan update

- Colin provided the necessary information to OMAFRA.

5.5 Director at Large Nomination

ACTION: Kellie to contact the nominee and confirm his acceptance, rather than sending out a vote to members, considering there is only one nominee. Kellie will send a notice to the members, letting them know we have a new DAL.

5.6 Strategic Plan

Iola has written a two and a half page executive summary, and removed and added some important information, and has sent it to Ken and Owen for review.

ACTION: Email Iola or Kellie if you are able to assist with revising the new 2016 version of the strategic plan.

5.7 AGM Planning Update

See background document.

5.8 Board of Directors (Aboriginal Representation)

- Michael discussed this with Jeff Beaver and Jeff referred him back to Larry McDermott. Larry is interested in assisting with finding another representative.
- Iola has reached out to Larry and will touch base with him again. She has also been in discussion with Janet Stavinga from Algonquin's of Ontario. Iola is also contacting some additional people to discuss potential representation.

5.9 Bylaw review

Deferred to the next meeting.

5.10 MOU

Work still in progress by the EC.

5.11 Q and A Summary Update

Kellie just completed.

ACTION: Kellie to send with meeting minutes and discuss at the next board meeting.

6 Committee Reports

6.1 Communications

- See background document.
- Meeting is being scheduled through doodle poll, Kyle Borrowman will be acting chair for Alison Morris, as they have recently changed positions within ISAP to cover a maternity leave.

- **Fundraising**

- No update at this time

6.2 Policy

- Met on March 14th. New meeting is scheduled for May 24th.
- Continuing to work on internal policy documents, committee objectives, EBR postings etc.

6.3 OPWG

See background document.

6.4 Research and Control

Sandy Smith and lola have a conference call scheduled with the University of Guelph to get students to research some commonly asked questions i.e. what is the temperature a compost has to be to kill viable seeds.

7 Staff Reports

7.1 See "Report 6: May 19"

8 Board Member Activities

- See background document
- Additions to lola's update: lola Price was interviewed by a reporter from Farmers' Forum for the June edition. The reporter had heard about our Webinar and then the talk that I gave in Lanark County on the biology of Wild Parsnip.

May Action Items

Agenda item No.	Details of Action to be taken	Who - Lead/Assisting	Due
3	Touch base with Kim Dobson re: inclusivity.	Kellie	ASAP
5.1	Clarify what the 10-20% of extra web maintenance means and if it would come from their quote, or if we have to add it in ourselves.	Kellie	ASAP
5.3	Send any comments that you want to share anonymously about board revitalization, to Kellie or other members of the EC.	All	By next meeting
5.5	Contact DAL nominee and confirm acceptance then send notice to the members.	Kellie	ASAP
5.6	Email Kellie or lola to assist with the strategic plan	All	By next meeting
5.11	Send Q and A summary to board	Kellie	ASAP



Motion: Moved by Jeanine West that the board meeting be adjourned. Seconded by Erin Mallon. [All in favour.] Carried.

Time adjourned: 11:15 am

Next meeting: June 16 , 2016 at 10 am