

Ontario Invasive Plant Council

Tuesday October 16th 2012

Face to Face meeting Delta Hotel Guelph Ontario

5:30pm-8:00pm

Summary Notes

Board Members Attending:

Mike Halferty, Ontario Forestry Association
Michael Irvine, OMNR – Forest Health and Silviculture
Peter Scholtens, Landscape Ontario
Ken Towle, Vice-Chair & Conservation Ontario
Owen Williams, Chair & Member at Large
Karen Hartley, OMNR – Parks
Dan Kraus, Nature Conservancy of Canada
John Benham, Ontario Soil and Crop Improvement Association / Wellington County
Lindsay Burtenshaw, Royal Botanical Gardens
Hayley Anderson, OIPC
Rachel Gagnon, OIPC

Board Member Regrets

Larry McDermott, Plenty Canada
Hugh Berges, Ontario Ministry of Agriculture, Food and Rural Affairs
Larry McDermott, Plenty Canada
Paula Berketo, Ministry of Transportation
Sandy Smith, University of Toronto
Diana Mooij, Canadian Food Inspection Agency
Elizabeth Wright, Ministry of Natural Resources
Iola Price, Member at large
Dawn Sucee, Secretary/Treasurer & Ontario Federation of Anglers and Hunters
Jennifer Gibb, City of Toronto
Dr. Robert Simmons, Ontario Horticultural Association

Agenda items

1. **Sustainability plan**

The sustainability plan was distributed to the Board via email prior to the meeting. Gord Rodgers attended the meeting to discuss the current draft and get feedback from the group.

Quick overview: The sustainability plan was written with the strategic plan and the terms of reference in mind, as well as the survey that was sent out to the group.

Some key points that were outlined in the survey that Gord highlighted for discussion included:

The Governance model:

- Comments from the survey suggested that the governance model might need some tweaking. The Board should consider whether the size of the Board is good or if it too big. Not all members are engaged. Also are the committees as operational as we would like, are they accountable for the work they are doing?

Discussion: Something to keep in mind is that we have only a few voting members, allows us to have the broader access to partners and a bigger Board.

Membership:

- Perhaps OIPC should consider offering memberships for members of the public through individual memberships, as well as professional engagement through corporate memberships.

- There should be consideration for a membership drive to bring up our membership numbers.

Staffing:

- The Chair takes on a lot of responsibility, probably because of the age of the organization, and having a full time executive director would be very beneficial to the OIPC. Currently the staff are working very hard but there is still a lot of work to be done to keep the organization where it is now or growing.
 - Consideration for a full time executive director who would be able to take on some of the responsibilities which are currently taken on by Rachel and Owen. The executive director would be able to work on the day to day operational jobs, while the Chair would have more time to liaise with partners.
 - Currently there is no funding to hire a full time executive director but should be considered in the future.
- **Office facilities:**
 - The OIPC's image as an independent organization has been somewhat difficult through sharing office space with another organization.
 - Moving from the OFAH building is something that the OIPC may be able to do once it has matured but at this time the respondents of the survey understand that the relationship with OFAH is important and OIPC is not quite ready to move at this time. When the time does come to move, the OIPC should do it in a planned out manner as to continue to nurture the relationship/partnership with OFAH.
 - **Work being done:**
 - The survey respondents are happy with the BMPs and other projects that the OIPC is producing. Mostly there were not a lot of comments other than for us to keep doing what we are doing in regards to our materials, but also to expand the ITS.
 - **Broadening the mandate:**
 - Less than 50% of Board members are supportive of broadening the mandate. It has been discussed in meetings but many are very hesitant to broaden as the quality of work would suffer. We do not want to spread ourselves too thin.
 - The OIPC is not ready to broaden their mandate to include other species anytime soon.
 - **Funding:**
 - An important aspect is to have people at the individual level to make individual contacts. Using the connections of Board members to nurture contacts for funding sources.

Comments from the group on the draft sustainability plan

- Hoping for more guidance, especially around the fundraising chapter. The current fundraising section is not enough. We were hoping to get some innovative ideas on how to get funding, such as campaigns, something that we could do that others can't do.

- We need Rob to sit down with us, he has a lot of experience in that area, and he will be able to provide us with more information.
- Chapter 4 needs to be elaborated on.
- The list of funding sources does not reflect sustainable funding.
- Chapters 1-3 had some good recommendations, but may need a more details.

Other points of discussion:

- What are the upcoming issues that are keeping us from doing what we should be doing?
 - Are we operating sustainably, currently the Chair has a large work load, and this is not feasible.
 - Our funding sources are drying up.
 - Is there a source of stable funding? Could ISC be that partner? OIPC and ISC are very co-dependent.

Conclusion

- We are not happy with what has been laid out in chapter 4, and need more specific ideas, and more innovative ideas.

ACTION: Owen will call Rob but first will check the TOR on what we need from this fundraising plan.

ACTION: All board members to review the draft sustainability plan and send comments to Rachel by **Friday Oct 26th 2012**.

ACTION: Rachel to forward comments to Gord.

ACTION: Plan a face to face meeting for the Board for November or early December, focussing on the sustainability plan.

2. Reviewing action items from the last meeting.

Item #1: Rachel to look into the process of becoming a charitable organization, what changes to the incorporation laws will have on our memberships.

Rachel will have a meeting with Sue at the OFAH and Owen, to discuss these items. And will update the Board once they have met.

Item #2: Rachel is still collecting bios for the website. **ACTION Rachel** to send an email to those who haven't sent theirs.

Item#3: Rachel set up the first meeting for the sea buckthorn sub-committee, the group had a conference call and created a survey for the AGM asking attendees to rate priority species.

Item#4: Dayna Laxton has a summer students who is taking a terrestrial invasive plant inventory at nurseries and garden centres, a summary of the findings were given at the meeting. **ACTION: Rachel** to pass this report along to the Board once it is complete.

Item #5: Rachel was to convene a fundraising committee to discuss projects for the ISC call for proposals. The committee discussed and reviewed 6 projects and they were submitted by the due date.

Item #6: **ACTION: Rachel** to send Mike and John Benham the final version of the weed inspector 1 pager for comment.

Item #7: ACTION: Owen to send bullet points and longer write-up of roles and responsibilities of the OIPC and the ISC once complete.

Item #8: Rachel was to organize dinner for the face to face board meeting. Done.

Item #9: ACTION: Owen to contact John's supervisor at Hydro One to see about getting in contact with him

3. Requests for support:

The OIPC had a request for support on a number of projects. Projects included:

- **Water chestnut proposal from Voyager PP:** The executive committee met with Jennifer and decided to help with this project by becoming the lead partner.
- **An invasive species inventory project:** The Executive committee met with Nanda and decided to provide support to this project.

4. Posting for the Project Liaison position:

The posting will go up on November 5th and will be posted for 2 weeks, interviews will be held the first or second week of December with a start date of early January .

Volunteers to review resumes and/or sit in on the interview: Michael I, Peter, Rachel, Hayley, Owen.

5. AGM highlights:

Great conference, talks, food and venue were very good. The hotels technical problems were an issue and we need to speak to the Hotel about our disappointment.

ACTION: Rachel to talk to the Hotel staff about the technical problems.

NEXT MEETING

Face to face in late November or early December.

ACTION: Rachel to send out a doodle request for a face to face meeting.