



**Ontario Invasive Plant Council
Board of Directors Meeting Minutes
April 20 2017 – 10 to 11:30 am**

Present

Iola Price, President & Director at Large
Ken Towle, Vice-President & Conservation Ontario
John Urquhart, OIPC Treasurer & Director at Large
Mhairi McFarlane, Nature Conservancy of Canada
John Benham, Ontario Soil and Crop Improvement Association
Michael Irvine, OMNRF – Crown Forests and Lands Policy Branch – Forest Guides and Silviculture
Dawn Sucee, Ontario Federation of Anglers and Hunters
Paula Berketo, Ministry of Transportation
Jeanine West, Landscape Ontario
Francine MacDonald, Biodiversity - OMNRF
Owen Williams, Past President/Secretary & Director at Large
Kristin Obeid, OMAFRA
Karen Hartley, OMNRF – Conservation Policy Branch - Protected Areas
Suzanne Hanna, Ontario Horticultural Association
Jon Peter, Royal Botanical Gardens
Stephanie Burns, Forests Ontario
Kellie Sherman, OIPC Staff

Regrets

Mike Farrell, Hydro One (pre-arranged)
Prabir Roy, Parks Canada (pre-arranged)
Cara Webster, City of Toronto (pre-arranged)
Kristina Pauk, Canadian Food Inspection Agency
Sandy Smith, University of Toronto
John Foster, Director at Large (pre-arranged)
Colin Cassin, OIPC Staff (pre-arranged)
Kate Powell, OIPC Staff (pre-arranged)

1. Approval of Agenda

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

2. Approval of last meeting minutes (March 2017)

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

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

Motion: Moved by Iola that last meeting's action items be moved to the next meeting. Seconded by Ken Towle. [All in favour.] Carried.

4. Financial Update

4.1 4th Quarter Financial Update

- The executive committee extended Kate's contract until the end of May.
- Next month, the board will discuss the preferred month for approving the budget.

- John Urquhart reviewed the 4th Quarter Financial update: red numbers, meant we spent more than we budgeted for and approved last May, but we brought in more revenue, therefore all additional expenses were covered. We were also left with a ~\$10,000 surplus. See this under the “revenue” tab. The highlighted colours on the revenue tab are related in confirmed/unconfirmed administration costs.
- Suggestions from others: include the 2015-2016 (or year previous) actual expenses for comparison purposes, on the revenue tab, where it says net surplus, have another row showing total revenue, total expenses and net revenue from year previous for comparison purposes as well, or one separate tab with total expenses, revenue and net surplus, for a quick glance review and to minimize detailed information
- There was a question in regards to the large amount of travel spent. This money was only spent after confirmed revenue came in.
- It was clarified that once the budget is set and approved early in the year, that budget doesn’t change. The quarterly financial summaries provide updates on new revenue, other budget changes etc.
- It was also clarified that the actual expenses for this update might change slightly, as we didn’t have the March bank statement at the time of summarizing this information.

Motion: Moved by John Urquhart to approve the 2016-17 4th quarter financial update. Seconded by Owen Williams- [All in favour.] Carried.

4.2 Salary Investment/Scenarios

- The board discussed the 2017-18 expenditure options in relation to the amount of revenue that would be expected under low, medium and high risk scenarios.

4.3 Approval of 2017-2018 Fiscal Year Budget

- John Urquhart reviewed the 2017-2018 Draft Fiscal Year budget.
- This is a large amount to approve, but we are confident we will achieve the revenue.
- As it stands, we have confirmed \$60,984 of revenue and \$238,800 of unconfirmed revenue.
- In the revenue tab, the peach colour is for funding we will have a harder time reaching, with the grey meaning we have a high degree of confidence we will achieve.
- All very pleased with the budget.
- There was a question regarding our “reserve” money. Basically, we are using that money until our confirmed funding comes through. If for some reason it didn’t, we wouldn’t make that “reserve” money back.

Motion: Moved by John Urquhart to approve the 2017-2018 Fiscal Year budget. Seconded by Sandy Smith. [All in favour.] Carried.

5. Business Items

5.1 Funding Update (Kellie)

- We now have confirmed funding of \$50,000 from the Trillium Foundation for EDRR Phase 2. We didn’t receive funding for our GMI application to Trillium, but Kellie is going to be speaking to an OTF rep to discuss where we can improve this application to apply again in June. We did receive Canada Summer Jobs funding for a 6 week summer student.

5.2 Review of our bylaws (Iola)

- The Bylaw WG discussed changes during two conference calls (on April 13 with Dawn Sucee, Ken Towle and Iola Price and then John Foster and Iola Price on April 14). In the draft sent to the Board, light grey words mean inconsequential changes (ensuring that each number is indicated by both a word and a numeral, green colour, means more significant-changes).
- Things that need a deeper review include section 6.1 and 6.5. There was considerable discussion about how Directors with Perspective and nominated (by their organisation) and approved (by the Board). New wording in clause 6.1 should clarify the process. The WG suggests an-increase in the number of Directors at Large from 4 to 5 in clause 6.5 A(b)- This will allow for board members who may have slightly more time to participate. Could be a benefit to OIPC.
- We don't necessary have to fill all of these positions.
- Right now, all three of our Directors at Large are on the executive, so it would benefit us to have more at large positions.
- Question: does it costs OIPC to have more directors? Cost is low.
- 6.8, Section B, it needs to be clear that the person is a representative of their organization.
- There was concern under 6.9 and 6.10 that someone who becomes a past president, falls unto the advisor category and doesn't have voting privileges.
- Do we need another class of advisors that have a vote?
- It was agreed to delay all changes.
- **ACTION:** Iola to draft some wording regarding Executive membership and send these proposals to the entire board. The process of voting on the proposed changes can then be done by email well in advance of the October meeting.

5.3 MOU Update (John)

- The changes have come back from OFAH, and there are a few sticking points, so the executive is going to arrange a sit down meeting.
- **ACTION:** John to arrange this and remember Iola is away from May 4-28 and Kellie is away from May 6 to 16th.

5.4 Governance Training (Kellie)

- Kellie is waiting on quotes from two people who do training.
- **ACTION:** Kellie is sending a short survey to the board to decide on a date.

6. Staff Reports

See update #17.

7. Committee Updates

7.1 Communications

- See background document.

7.2 Fundraising Committee

- See background document.

7.3 Policy

- See background document.

7.4 OPWG

- See background document.

7.5 Research and Control

- See background document.

8. New business and Board Member Activities

- lola mentioned seeing the Sacred Balance documentary on Canadian Biosphere Reserves featuring Janice Gilbert who ably articulated the problem with Phragmites at Long Point.
- ACTION: Kellie to pass on congrats to Janice.
- lola thanked Michael Irvine for talking to François Tardif of the University of Guelph about the OIPC list of student research projects. Michael noted that it was Clarence Swanton, a colleague of Tardif's to whom he talked about our research needs.

Agenda item No.	Details of Action to be taken	Who - Lead/Assisting	Due
September 2016			
5.1	Send out the prioritized list of granting resources	Kellie	ASAP
October 2016			
4	Send risk assessments to OIPC	Jeremy	ASAP
November 2016			
3	Write a summary of the biofuel working group and send to Kellie to send to OPWG	Owen	By next meeting
5.2	Send strategic plan comments to lola	All	ASAP
7.2	If you want to assist with funding strategy email Kellie	All	ASAP
February 2017			
5.4	Find baby pic for board meeting	All	By next AGM
March 2017			
3	Move forward on past action items	All	By next meeting
3	Email lola re: baby photo	All	By next meeting
4	Prepare a pro/con table for consideration of moving fiscal year end	John	By next meeting
5	Directors must provide advice ASAP re: Corporate Funding Strategy. Due 2 weeks from today, March 30th .	All	ASAP
April 2017			



5.2	Draft new By Law Wording regarding Executive membership and elections and send to all of the board	Iola	June
5.3	Arrange MOU meeting	John	May
5.4	Send governance training survey	Kellie	May

Time adjourned: 11:30 am

Next meeting: May 18 2017