



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

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

Motion: Moved by Suzanne Hanna that the agenda be approved. Seconded by John Foster. [All in favour.] Carried.

2 Approval of last meeting minutes (June 2016)

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

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

- Suzanne will be sending OHA’s feedback after their convention re: Q and A summary
- **ACTION:** Iola to send Mike Cowbrough’s response re: weed control act to the board

4 Financial Update

- John reviewed the 1st quarter financial update and we are under budget for the first quarter.
- **ACTION:** Kellie to fix the intern budget line (remove) and send to the board again.

5 Business Items

5.1 Website Update

- See background document.
- Email Kellie if you want to see the screen shot of the website.

5.2 Funding Update

- A job posting for the intern position under the Clean Tech program has been posted on the OIPC website and sent to the Board. Please circulate to your contacts. This program pays 50% of salary costs.
- **ACTION:** Kellie will circulate an email to the board and members who would assist with the hiring process should email Kellie.

5.3 Strategic Plan Update

- Iola is continuing to work on this.

- **ACTION:** Please feel free to still provide comments, as this is a very important process and component of the OIPC.
 - lola will continue to incorporate incoming edits and then we can arrange a conference call to discuss formal changes.
- 5.4 AGM Planning Update**
- We've received many good abstracts.
 - The event registration should be posted on the OIPC and Carolinian Canada websites next week.
- 5.5 Board of Directors**
- lola has sent a reminder to Henry Lickers, a member of the Mohawk Nation at Akwesasne at Cornwall and Larry McDermott, Plenty Canada about their potential candidates.
 - Prabir Roy and John Foster have some other suggestions for potential candidates.
- ACTION:** Prabir and John F email lola with names and contact information.
- 5.6 Review of our Bylaws**
- There has been no comments sent in thus far.
 - **ACTION:** Please send written comments to Kellie and lola. Once the comments are received, we will discuss during a future call.
 - Changes need to be made soon, as any changes must be sent to members 21 days before our AGM for official approval.
- 5.7 MOU (John Urquhart)**
- Finalizing last minute comments and then will schedule a face to face with OFAH to discuss final changes.
 - When the Executive is satisfied that the draft MOU meets OIPC needs, it will be circulated to the Board for comments and approval
- 5.8 Member Survey**
- This has been sent to the members and Kellie will summarize the answers once all are received after July 29. The Survey Monkey process provides response summaries and graphs.
- 5.9 Envirothon**
- See background document.
 - **ACTION:** Kellie to inquire about a media release recognizing OIPC and the CCIS media release Kellie drafted for them.
- 5.10 Charging for our resources**
- A number of suggestions and discussion points were discussed below:**
- Charge based on the size of the document
 - Create a minimum price, for example 100 copies of a 50 page document would be X amount
 - RBG doesn't charge for their resources
 - OHA takes a lot of OIPCs materials to events and those smaller societies have a small budget so it would be hard for them to to pay for our publications; consider that these events get us a lot of publicity through our publications
 - OFAH gives away most resources for free, but for resources going out of province, they charge for shipping and do charge for larger items, such as metal boat launch signs
 - CFIA gives away factsheets, posters, all for free, but directs people to online documents as well
 - NCC has single-page leaflets about their properties and these are free; Ontario Nature glossy guides would not be free

- Suggestion that we direct people to online copies first but for large orders, we should be recouping shipping costs
- Discuss shipping costs with MNRF under the TP payment
- It depends on who's asking for the resources — profit versus non-profit
- Create a tiered system, it's always flexible
- Check with other organizations like Owen Sound Field-Naturalists and Carolinian Canada
- Place a donation box beside the table with our brochures and documents at events
- Produce something that we would charge for, such as a larger BMP document with all species together
- Consider creating one document that has all the generic information that is repeated in the BMPs
- **ACTION:** Kellie to draft a potential system we can follow.

6 Committee Reports

6.1 Communications

- See background document.

6.2 Fundraising

- No update.

6.3 Policy

- Kellie finishing consolidating comments on ISA risk assessment EBR posting which is due Monday July 25.
ACTION: lola to send this information to Kristina Pauk and she will ask CFIA colleagues to provide comments.

6.4 OPWG

- See background document

6.5 Research and Control

- See background document.
- **ACTION:** Email lola if you have comments on Sandy and lola's questions for University of Guelph – especially additional questions that we need answered

7 Staff Reports

See Staff Report 8.

8 Board Member Activities

Francine MacDonald

- Phragmites Emergency Use Registration Application
- MNRF submitted this to PMRA last January and it was approved in June
- The two step process of having PMRA approve it and then Ontario classify it is complete
- The next steps are to obtain actual activity authorizations from MOECC and DFO and select an aerial contractor
- **ACTION:** lola to send a copy of an article on Phragmites control at Long Point in the 2016 summer issue of BirdWatch Canada to the Board

July Action Items

Agenda item No.	Details of Action to be taken	Who - Lead/Assisting	Due
3	Send Mike Cowbrough's response re: weed control act to the board	lola	ASAP
4	Fix financial update and resend	Kellie	ASAP

5.3	Provide comments on the strategic plan to lola and Kellie	All	ASAP
5.5	Send other aboriginal contacts to lola	Prabir and John Foster	By next meeting
5.6	Send comments on bylaws	ALL	ASAP
5.9	Inquire about OIPC media recognition for Envirothon	Kellie	ASAP
5.10	Draft a potential charging system for resources to follow	Kellie	By next meeting
6.3	Send ISA EBR information to Kristina	lola	ASAP
6.5	Send lola comments on Research and Control questions to University of Guelph	All	ongoing
8.1	Send a copy of an article on Phragmites control at Long Point in the 2016 summer issue of BirdWatch Canada to the Board	lola	ASAP

Time adjourned: 11:04 am

Next meeting: August 18, 2016 at 10 am