



**Ontario Invasive Plant Council  
Board of Directors Meeting Minutes  
March 17 2017 – 10 to 11 am**

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

**1. Approval of Agenda**

**Motion:** Moved by Iola Price that the agenda be approved. Seconded by Suzanne Hannah. [All in favour.] Carried.

**2. Approval of last meeting minutes (February 2017)**

**Motion:** Moved by Iola that the minutes be approved. Seconded by Ken Towle. [All in favour.] Carried.

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

- Since the MOU is not yet approved, it is not on the website. It was sent to Board members for input (Jan 23) and it will not be posted on the website.
- **ACTION:** John U requested any final comments ASAP with cc to Kellie.
- **ACTION:** Dawn suggested that the Executive scrutinize Section IX to ensure duties etc. are still relevant.
- **ACTION:** Board members please move forward on any “old” action items.
- **ACTION:** Re: baby photo for the 2017 AGM, Iola needs a commitment from each of the Directors, each person respond to Iola specifically so that we know whether to continue the initiative.

Motion: Moved by Iola that last meeting's minutes be approved. Seconded by Ken Towle. [All in favour.] Carried.

#### 4. **Financial Update – 4<sup>th</sup> quarter update and approve 2017-18 budget**

Our monthly bank statements are not issued until the end of the following month (usually around the 25<sup>th</sup>). Kellie and John typically wrestle with the choice between delaying the quarterly report by one month (presented ~7 weeks after the end of the quarter) and giving a complete financial statement, or presenting our best estimate of the numbers ~3 weeks after the close of the quarter. The timing is of little consequence at the end of Q1, 2 and 3 but has larger implications for the year-end report.

John asked the Director's advice on whether they preferred the earlier, draft update, or the later, final update to be presented at the meetings. The pros and cons of this were discussed, including that delaying the final financial report means delaying budget approval for the next fiscal year. The main advantage of delaying the financial updates is to be able to make decisions based on the final numbers. The main disadvantage of delaying these decisions is creating a challenge regarding consideration of extensions of the intern's contract in some years. There are, however, ways to make these decisions without an approved budget.

A motion to present the final Q4 financial update at the second meeting after the fiscal year was table by John Foster. Upon discussion this motion was withdrawn to allow the Treasurer to present a fuller explanation in writing to all Directors.

- **Action:** John Urquhart to provide a briefing note to the board on the pros and cons of delaying the financial report and budget approval in time for the April meeting.
- Iola questioned about the legal requirement to have a final budget in time for the start of the new fiscal year. John Urquhart said no and that this is a common approach with many NGOS.
- There was a question raised about changing our fiscal year end - noted that it is in our constitution, so that is a hurdle; there are advantages to having it, for example, in June.
- **ACTION:** Move the fiscal year issue to the agenda for April, since it is not necessary to have it concluded today.

#### 5. **Business Items**

##### 5.1 **Funding Update (Kellie)**

- Kellie will be updating the Corporate Funding Strategy.  
**ACTION:** Directors must provide advice ASAP. Due 2 weeks from today, **March 30<sup>th</sup>**.

##### 5.2 **Review of our bylaws (Iola)**

- Ken Towle suggested a separate conference call to discuss.
- John Foster asked for clarification of what type of comments Iola needs. Iola described the table she had created with her preliminary draft of changes that might be needed to the bylaws – inconsequential and consequential – inserting both numbers and words for numerical items. Use this format: Item #, followed by "change to read:....."
- Review will be assisted by John Foster, Ken and Dawn.
- The Executive should closely look at Section 9, where it focusses on duties.
- **ACTION:** Each Director to submit comments as soon as possible.

### 5.3 MOU Update (John)

- The MOU has been sent to Sue McCallum of OFAH and she has reviewed and inserted comments as track changes and will send to John Urquhart after the OFAH AGM.
- There is still time for Directors to send comments on the current draft to John Urquhart.
- **ACTION:** Directors must have any final comments in to John Urquhart by March 24<sup>th</sup>, with cc to Kellie.

### 5.4 Governance Training (Kellie)

- See background document.
- Question: Where would such a meeting take place? Preferably in a central location.
- Add time frame for an actual proposal with funding estimate for consideration in the next budget. The board could consider using some of the reserve funds if no outside sources for governance training could be found.
- **ACTION:** Kellie to continue to pursue setting this up.  
**Motion: Moved by Iola for Kellie to pursue governance training. Seconded by John Foster. [All in favour]. Carried.**

## 6. Staff Reports

- See staff report #16.
- Comments: Thanks from Iola. The staff are doing a great job.

## 7. Committee Updates

### 7.1 Communications

- See background document.

### 7.2 Fundraising Committee

- Iola asked if others would join into this committee.
- Dawn has made funding opportunity recommendations and does not know the status of action that was taken. She suggested that there should be clear expectations of what the committee would do; that there should be a short list of potential funding organizations.
- Iola noted that many of the funding sources will only grant money to charities so we need a list of funders that support not-for profits like us.
- Owen noted that the first fund-raising committee focused on the strategic plan and OIPC priorities for a two-year time frame. That tight focus led to success.
- Francine noted that when OIPC was first formed, members of committees as well as board members helped to review applications and find funds.
- Sandy Smith volunteered to join the fund-raising committee.

### 7.3 Policy

- The CFIA risk Assessment document for *Arundo donax* was reviewed and we supported the CFIA proposal that it should be prevented from entry into Canada.
- Iola erroneously noted that no board member reviewed the CFIA document and that she hoped in the future board members would take time to provide comment on important issues.

- Michael Irvine stated that he had provided comments to OIPC for our letter and also provided comments separately to CFIA.

#### 7.4 OPWG

- Kellie is continuing work on a number of the identified projects by the OPWG including billboards, PSAs, more postcards etc.

#### 7.5 Research and Control

- See note re: Eric Sager and seed viability in relation to composting temperatures. This is one of the most frequently asked questions – will home or municipal composting kill invasive plant seeds.
- Question: what species are being studied?
- **ACTION:** Colin to send details of the project to everyone on the Board. Any additional side information about interests and actions related to the project would be appreciated (i.e. what are the municipal standards regarding temperature reached in commercial/municipal composting facilities?)  
**ACTION:** Francine will share a link to the MOECC site related to standards.

#### 8. New business and Board Member Activities

- lola attended the Canadian Council on Invasive Species meeting in Ottawa February 28-March 2. It was a good meeting – networking and recent cross-Canada information provided.
- Kellie is now the CCIS co-chair – replacing Barry Gibbs of Alberta.

Agenda item No.	Details of Action to be taken	Who - Lead/Assisting	Due
<b>September</b>			
5.1	Send out the prioritized list of granting resources	Kellie	ASAP
<b>October</b>			
4	Send risk assessments to OIPC	Jeremy	ASAP
<b>November</b>			
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
5.4	Review bylaws	All	Anytime
7.2	If you want to assist with funding strategy email Kellie	All	ASAP
<b>February</b>			
5.2	Prioritize by-law comments and setup con call for review	lola	ASAP
5.4	Find baby pic for board meeting	All	By next AGM
6	Draft ministers invite letter	Kellie	For the end of March
<b>March</b>			
3	Move forward on past action items	All	By next meeting
3	Email lola re: baby photo	All	By next meeting
4	Move fiscal year discussion to April agenda	Kellie	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, <b>March 30<sup>th</sup></b> .	All	ASAP
5.2	Review of bi-laws: each Director to submit comments as soon as possible.	All	ASAP
5.3	Directors must have any final comments in to John U by March 24 <sup>th</sup> , with cc to Ken and Kellie.	All	By March 24th
5.4	Kellie continue to pursue setting up governance training	Kellie	By next meeting
7.5	Colin send details of the Eric Sager project to everyone on the Board plus any side information about interests and actions related to the project (i.e. what are the municipal standards regarding temperature reached in commercial/municipal composting facilities?)	Colin	By next meeting
7.5	Francine will share a link to the MOECC site related to standards.	<del>Francine</del> Francine	By next meeting

**Time adjourned:** 11:15 am

**Next meeting:** April 20th, 2017