



**Ontario Invasive Plant Council
Board of Directors Meeting Minutes
May 18 2017 – 10 to 11:00 am**

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

1. Approval of Agenda

Ken welcome Tanya Pulfer, from Ontario Nature, as our new Ontario Nature representative!

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

2. Approval of last meeting minutes (April 2017)

Motion: Moved by Sandy Smith 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 Owen Williams to approve review of last meetings action items. Seconded by John Urquhart. [All in favour.] Carried.

4. Financial Update

- Kellie will have exact financial numbers for the 4th quarter financial update by the June meeting.
- John deferred the decision to decide what month the board wants to approve the budget in until the June meeting.

5. Business Items

5.1 Face to Face Meeting

- Kellie reviewed the survey responses from the board. See attached.
- Ken reviewed why this meeting is so important. We need to decide strategically how to grow the organization and ensure it becomes more sustainable, apply for more funding, possibly hire an executive director etc. This is a critical turning point for our organization and we have an opportunity to really grow into something influential. It's very important for our future and that everyone who can attend, attends.
- Owen also re-enforced Ken's points.
- Two board members offered meeting space; Ontario Nature (Tanya) and University of Toronto (Sandy).
ACTION: Kellie to work with the executive and those board members to decide on a location.
ACTION: Kellie to draft rough agenda for this meeting and work with the executive to pursue a facilitator.

5.2 Funding Update (Kellie)

- The Aurora MNRF district (Lake Simcoe area) has been using the GMI resources to implement their own GMI program. Kellie has been exploring a potential partnership with them to apply for the second round of Grow Grant funding through OTF to assist them with their ongoing efforts. Kellie spoke with the OTF rep about the last application we submitted, and it was still too provincial in focus; for this year they are only funding regional activities. Therefore, applying with Aurora checks the regional focus box, as well as the Grow box, since the program is already underway, but additional funding would greatly improve it.
- We have been successful in obtaining EDRR Part 2 in partnership with the ISC. EDRR Part 1 is coming to an end at the end of June. Due to the changes to the OTF funding process, the last round of Grow Grants were required to be regional in focus, not provincial, therefore EDRR Part 2 is based in the Algoma Catchment. This area was chosen due to the strength of existing partnerships with the Sudbury CA and other non-profit groups.
- There are some other grants Kellie is looking into: Clean Tech, Ontario Community Environment Fund etc.

5.3 Review of our bylaws (Ken)

- Ken review the specific items that are changing. See attached document from Iola for suggested changes.

6.1 Organizational Membership on the Board

- Change to be more specific, to include nomination of a board member in writing with final approval from the board. Accepted by all voting board members.

Changes to the numbers of Directors at Large

- There are currently four DALs. There is a concern that this isn't enough due to the workload of other board members, increasing the DALs could mean a few more active board members. Change to five DALs. Accepted by all voting board members.

Direct Election of the Executive Committee

- This was suggested, but at this point in time, it's proposed to keep things the way they are. Accepted by all voting board members.

Past President Voting Privileges

- Suggest to word the bylaws to give the past president a seat on the board with voting privileges. The past president brings experience and should have voting rights.

- Question from Francine MacDonald about time period of voting for 1, 2 or more years. This could become complicated if there are a number of past presidents on the board.
- Wording to be clear that it is “the immediate past president has voting privileges”.
- We need to ensure we only have 1 at a time, or else one day we could actually have 10 past presidents at a time.
ACTION: Ken to email Kellie exact wording.
- Accepted by all voting board members.
- Dawn suggested to send out the bylaws with the changes highlighted and very clear.
- **Motion: Moved by Ken Towle to approve by-law changes. Seconded by Sandy Smith. [All in favour.] Carried.**
ACTION: Ken to send updated version with highlighted changes.
- **Note:** these changes aren’t final until approved by the members at the AGM.

5.4 MOU Update (John)

John and Ken are working on a meeting date with OFAH for a face-to-face to make final changes to the MOU. There is still a sticking point about admin fees and what should be charged and what shouldn’t be charged to OIPC from OFAH.

5.5 Governance Training (Kellie)

Kellie reviewed the survey of board responses from this and most people can attend. Kellie will continue to work on details of this.

6. Staff Reports

See update #18.

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

- Owen Williams attended the Thames Talbot Trust garlic mustard pesto workshop and made four different recipes. Workshop was aimed at education about the spread and harmful impacts of this plant.
ACTION: Owen to share pictures with Kellie.
- Kristina Pauk mentioned that *Arundo donax*, or giant reed, is going to be regulated (OIPC provided comments on this document). It still has to go through a review with the World Trade Organization. There is a variegated version being sold in Canada, so the CFIA is going to work closely with the horticulture industry to stop this.
- Tanya Pulfer mentioned an invasive plant management analysis tool from NCC she came across and she wants to know what others think.
ACTION: Tanya to circulate to the board.

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	June
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	lola	Complete
5.3	Arrange MOU meeting	John	May
5.4	Send governance training survey	Kellie	Complete
May 2017			
5.1	Choose June meeting location	Kellie	Complete
5.1	Draft rough agenda for this meeting	Kellie	Complete
5.3	Email exact wording for past president bylaw change	Ken	May
5.3	Send updated bylaws with highlighted changes	Ken	Complete



8	Send garlic mustard pull pics	Owen	Complete
8	Send invasive plant management tool	Tanya	Complete

Time adjourned: 11:00 am

Next meeting: June 15 2017