

Ontario Invasive Plant Council

November 21, 2013

Conference Call

10 am – 11 am

Summary Notes

Board Members Attending:

Dawn Sucee, Secretary/Treasurer & Ontario Federation of Anglers and Hunters
Hayley Anderson, OIPC staff
Danielle Tassie, OIPC staff
Owen Williams, Chair & Member at Large
John Benham, Ontario Soil and Crop Improvement Association/ Wellington County
Andrew Pitek, Ontario Forestry Association
Michael Irvine, OMNR – Forest Health and Silviculture
Jeanine West, Landscape Ontario
John Urquhart, Ontario Nature
Ken Towle, Vice-Chair & Conservation Ontario
Paula Berketo, Ministry of Transportation
Sandy Smith, University of Toronto
Jennifer Gibb, City of Toronto

Dr. Robert Simmons, Ontario Horticultural Association

Karen Hartley, OMNR – Parks

Elizabeth Wright, Ministry of Natural Resources

Board Member Regrets

Larry McDermott, Plenty Canada

Hugh Berges, Ontario Ministry of Agriculture, Food and Rural Affairs

Dan Kraus, Nature Conservancy of Canada

Iola Price, Member at Large

Lindsay Barr, Royal Botanical Gardens

Diana Mooij, Canadian Food Inspection Agency

Agenda items

- Staffing changes (Rachel returning; Hayley and Danielle leaving; next President to be found)
- Financial summary, salary implications
- Constitution – relevant direction & adjustments needed
- Decision on position to be advertised.

1. Staffing Changes

Danielle has accepted a position as the BEAN (Biodiversity Education and Awareness Network) Coordinator with the Ontario Ministry of Natural Resources. Her last day with the OIPC will be November 29th.

Hayley has taken an opportunity to return to Northwestern Ontario working with the Lake of the Woods District Property Owners Association as their membership and communications coordinator. Her last day with the OIPC will be December 20th.

The good news is that Rachel is coming back from Maternity Leave in January, and Hayley and Danielle have expressed interest in doing contract work for OIPC to meet our project deliverables for March.

Owen put together a staffing changes document, which outlines our opportunities to create an executive director position, which would also take on some of the responsibilities of the current president. The key questions are whether we have the finances to support such a role, and whether we could meet our deliverables with this.

Hayley has identified that in the finances until the end of March, we can cover Rachel's salary and we have about \$18,000 for other salary. There should also be about \$150,000 in our contingency fund at the end of March.

If we hire an Executive Director, we would have to write in to the job description that that person would also be doing a lot of project work to complete our deliverables. It would also require shuffling a lot of job responsibilities between Rachel and the ED, and that we would not be filling the Project Liaison position.

Question was asked if the Executive Director would be a full-time job, we could be flexible to find the best possible person, negotiate a salary, and the number of days of work.

Question was asked if the Executive Director would have to be an employee of OFAH and would have to work out of the OFAH office. From a staff perspective, it would make the most sense to have the Executive Director housed at the OIPC office at OFAH, because the OFAH manages our benefits package and office administration.

2. Financial Summary, Salary Implications

Hayley gave an update of the finances for OIPC. We will have about \$33,000 in salary for January to March, of that, the Program Coordinators salary/PPP/taxes etc will be approximately \$15,000 total for those months, so we would have about \$18,000 in salary. However, all of our salary dollars are tied to projects and their deliverables, so if an ED was hired, they would need to work on projects and complete them, as there is too much for the Program Coordinator to complete in the time given. We do have a nest egg of about \$150,000 that we keep at that level to cover OIPC staff salary in case there is a gap in funding, to guard against having to shut down the OIPC while we wait for funds.

3. Constitution – Relevant Direction and Adjustments Needed

The constitution doesn't mention an executive director, but it would fall under the "creation of staff" clause. There wouldn't be any issues related to creating an executive director in the constitution and bylaws. The question was asked about accountability, if there is a clause in the constitution and bylaws about the president or executive director having accountability to the board. There is a clause about staff being accountable to the President and the Board.

It was brought up that we could pursue an Executive Director position, by evolving the Program Coordinator role, but in the future. It was recommended to fill Danielle's project liaison position immediately for the next 3 months to ensure completion of the OIPC deliverables, and then working towards an ED position by creating a job description, working out salary, and working towards evolving

the Program Coordinator role alongside an Executive Director role. It does make sense to consider that we seriously want to consider an ED position, but that we want to fill the Project Liaison for January – March. Most organizations don't have an Executive Director and Program Coordinator, we would have to work on the job descriptions to very clearly outline the job duties, or evolve the positions to an Executive Director and Project Coordinator.

4. Decision on Position to be Advertised

We will go ahead and post the Project Liaison position for a 3 month contract with the possibility of extension. We will look to developing a job description for an Executive Director role, and we need a person in that position to provide the strategic direction that we need in the ED role.

We also need to consider how to fill the President's position, and we need to add some information in to the Constitution and Bylaws about how the President is found and the role is passed along to the new President from the Past-President. Currently, the President is only elected from the Board of Directors.

Owen has talked to Rachel, and explained that we are pondering an Executive Director position, and she has been informed of the changes that are taking place within the OIPC, and what may be required when she comes back to assist in creating an ED position.

VOTE: We will post the Liaison position and work on reviewing potential job descriptions for Executive Directors. All voted in favour.

Comments from the board: We need to ask ourselves why we want an Executive Director, and what their duties would be. The role of the ED is to ensure fundraising, sustainability of the OIPC, and strategic planning. These will have to be determined over the next few months. It might be that someone has experience in business management, but no experience in invasive species. We need to think about a person who can `run the business`` with input from the Board, and we need to think about what we want our staff to be doing. It was suggested to leave the OIPC job descriptions as they are now, and work towards an Executive Director position, and that we need to keep Rachel in the loop until she comes back to work. Currently, our salary is very tightly tied to projects, so we need to keep our staff that can deliver on our project deliverables. It was mentioned that a strong ED may be required in the future to assist in OIPC in moving from the OFAH to our own office space etc. It was mentioned that we need to work on evolving the ED position over time. We need to think long and hard about what we need and what we can afford. We need to be a bigger organization with more people before an executive director is necessary. There`s already a lot of change and transition that are going to be taking place in the organization, so we need to focus on meeting our current commitments before we consider an Executive Director. The option of considering an Executive Director is something for the future. Owen is stepping down, and we need someone to pick up the slack and work on these actions, we need to keep our ears and minds open for someone who is willing to work on contract or a volunteer basis to complete some actions that an Executive Director would do. It was pointed out that contracting Hayley and Danielle was supported to complete our project deliverables until we have a new staff person in place.

It was also pointed out that we need to reflect in our Constitution and Bylaws, the succession of the President and Vice-President and how we can plan for those roles to be filled once the terms end.

ACTION: Hayley to draft job ad for Project Liaison position and send to Owen.

ACTION: Hayley to send out job descriptions for Project Liaison and Program Coordinator to the board for their consideration.

NEXT MEETING

January 16th 2pm – Conference Call

Call in: 1-800-669-6180

Access: 302035