



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

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

- Ken Towle welcomed Diana Mooij back from the CFIA, who is filling in for Kristina Pauk for the next year while she is on maternity leave. Ken also welcomed Chris Craig to our board. Chris is going to be our indigenous representative on behalf of Plenty Canada.

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

2. Approval of last meeting minutes (July 2017)

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

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

- Ken briefly reviews the last meetings action items.
- Hydro has since sponsored the AGM. MNRF interested.
- **ACTION:** Kellie to send the sponsorship package again.

- Ken explained the by-law issue and that they were reviewed by him and Francine, but the issue was resolved for now with the addition of Chris Craig to the board. Changes may still be needed for the future.
- John Foster sent his compiled executive director information to Iola. He also received ED descriptions from Ontario Nature, Durham Sustainability and Carolinian Canada.
- Iola has summarized and further refined the job descriptions and has send back to John Foster for another review.
- **ACTION:** Kellie and John U to work on ED salary.
- **Background:** For those not at the June meeting, the board discussed getting an executive director, and support for this was approved.
- John Foster has also looked into a code of ethics. Kellie has sent a request for this to the policy committee, but hasn't had any replies.
- **ACTION:** Kellie and John F to start a draft of this.

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

4. Financial Update

- Reminder that the 1st quarter update was last month. John Urquart explained our financial reporting process to the new board members.
- October is the second quarter update.
- Kellie reminded everyone that an application was submitted to Trillium last month to grow the GMI program in the Simcoe area. There is another application due at the end of September, focusing on a provincial scale project.
- **ACTION:** If anyone has any thoughts on the next OTF Grow Grant application, please email Kellie.

5. Staff Reports

- See Staff Report 21. No questions.

6. Committee Updates

6.1 Communications

- Kellie meeting with Kate Powell from ISAP to discuss potential initiatives moving forward.

6.2 Fundraising Committee

- Still looking for interested directors to sit on the fundraising committee.
- Corporate fundraising document complete.
- **ACTION:** Kellie will review desktop published version, make edits and then circulate to the rest of the board.

6.3 Policy

- Kellie has asked the committee to start developing more internal OIPC policies i.e. ethics policy required in the TP. While waiting, Kellie has started to draft a rough document to work from.

6.4 Ontario Phragmites Working Group (OPWG)

- OPWG website update complete! www.opwg.ca . Please share!
- Kellie is working with the MNRF to post the emergency use project details on the OPWG.ca website as they occur. The project at Rondeau is anticipated to start in seven days.

6.5 Horticulture

- The HOC, Landscape Ontario and the MNRF are going to host a joint workshop in October or November, bringing together the horticulture industry and the conservation community to discuss how work together to promote non-invasive and native horticultural species that leads to the shared vision of an ecologically healthy landscape, while still allowing for economic prosperity for the horticulture industry.
- Kellie is working with all partners to settle on a common objective for the meeting, an agenda etc. a facilitator will be used. Invites will be sent in the early fall.

6.6 Research and Control

- The selected Call for Proposals project has gained increased attention by partner organizations. The original \$1200 that the OIPC has put forth to start the project has been increased considerably. OMNRF has contributed \$5000 and York Region has confirmed their contribution of \$3000. Other ministries and municipalities will also be making in kind contributions (e.g. access to municipal landfills, etc.).
- Through this collaboration all partners hope to receive a greater understanding on the viability of invasive plant reproductive material (e.g. seeds and rhizomes) exposed to standard yard waste treatment conditions (e.g. windrows). Results are anticipated by fall 2017.
- Through July and August the research group has been collecting seeds and plant material from the selected species. Seed addition experiments are scheduled to begin by the end of August.

7 Business Items

7.1 MOU Update

- John will be providing an update in September.

7.2 AGM in Ottawa

- The agenda and arrangements are falling into place and will be sending out a draft soon. An interactive activity right after lunch will enable lots of 1:1 engagement. The EARLY BIRD deadline is August 25th (Kellie will send reminder out). The Hotel is adjacent to the conference centre.

7.3 Board Governance Training at AGM

ACTION: Kellie will run the two choices for Facilitators for the Director's Training by the Executive.

8 New Business and Board Member Activities

- Minister's event, August 16th 2017 was to celebrate the 25 year old relationship between OFAH and the OMNRF. It went well and OIPC got reasonable recognition, although we were not given an opportunity to speak. OIPC also got recognition in the print and TV coverage.

Other Updates:

- The Oak Ridges Moraine has been using our materials effectively.
- Suzanne used our materials at an event at Queens Park.
- Owen updated the board on the competition between the City of London and City of Mississauga. Owen will stay in touch with them and advise Kellie when we can put some profile on our website with links to the city strategies. We will also give it profile in our marketing to municipalities.

Motion: Moved by Owen Williams to end the meeting. Seconded by Mike Farrell. [All in favour.] Carried.

Agenda item No.	Details of Action to be taken	Who - Lead/Assisting	Due
November 2016			
3	Write a summary of the biofuel working group and send to Kellie to send to OPWG	Owen Williams	By next meeting
March 2017			
4	Prepare a pro/con table for consideration of moving fiscal year end	John Urquhart	July
June 2017			
3	Review the management tool Tanya sent	All	ASAP
7.6	Kellie and John to review financials for the ED	Kellie and John Urquhart	July
August 2017			
3	Send sponsor package again	Kellie	Complete
3	Summarise ED job descriptions	Iola Price	By next meeting
3 and 6.3	Start ethics draft	Kellie and John Foster	ASAP
4	Send Trillium Grow Grant application ideas if you have any, to Kellie	All	ASAP
6.2	Review corporate fundraising proposal and circulate to Board	Kellie	ASAP
7.3	Discuss governance training with the executive	Kellie	Complete

Time adjourned: 11:05 am.

Next meeting: September 21 2017