



**Ontario Invasive Plant Council  
Board of Directors Meeting Minutes  
September 21, 2017 – 1 pm to 3 pm**

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

- Iola Price suggested moving #8 to after #7.2
- After new business, Kellie and Colin will be asked to excuse themselves.

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

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

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

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

- Owen Williams cannot find previous biofuel working group information and does not have the time. This has been deleted from the action items.
- John Urquhart was asked about the fiscal year end, pro and con table for moving the budget approval dates.
- **ACTION:** Revisit this issue in the October meeting.
- The Board was asked to review the management tool Tanya Pulfer sent. Please review. It will be removed from the action item list after this meeting.
- Reviewing the financials for the ED is complete.

- Kellie re-sent the sponsorship package.
- John Foster and Lola Price are working on the ED job description.
- John Foster is working on an ethics document and will send to Kellie after the AGM. Kellie will also send to the policy committee.
- The OIPC is not applying for the OTF Grow Grant due September 28<sup>th</sup> but will be applying for the Seed grant in February.
- Kellie still needs to send out corporate funding proposal. It has been desktop published but needs some photos.
- Organization for governance training is complete.
- **ACTION:** John Foster is to ask about Fundraising training during the governance training.

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

#### **4. Financial Update**

- The second quarter financial report is not ready for review.
- The draft audited statements for the 2016-2017 fiscal year have been posted on the website and sent to the members for review.
- Page 4 is the most important to review. It is the statement of operations, revenue and expenses.
- Salaries make up 50% of the budget (covered by grants, contracts etc.)
- The member approve this at the AGM. Note reversal of items
- We accrued roughly a \$20,000 surplus.

#### **5. Staff Reports**

- See Staff Report 22. No questions.
- Kellie discussed the York region workshop. Owen Williams mentioned London's strategy and that it is going to their Environmental Committee soon. London presented at the York Region workshop.
- **ACTION:** Kellie is going to post any approved strategies on the website when ready.
- Lola asked Colin about the water soldier infestation, as he attend the water soldier watch day. He supported ISAP's recent efforts to search for water soldier beyond its known range extent, where the Trent River meets Lake Ontario at Trenton. No positive occurrences were found during this sampling.
- Colin is planning the winter webinar series this year. There are going to be ten; so far 6 speakers confirmed. Colin will post further information soon.

#### **6. Committee Updates**

##### **6.1 Communications**

- The committee still needs a chair. Committee members need not be OIPC members but are encouraged to join.
- Kellie to put forth an email to the committee to re-engage group and vote on a new chair.
- Lola encouraged the board to join the committee and encourage others to do so.

## 6.2 Fundraising Committee

- The Corporate Fundraising Strategy is complete and desktop published. Kellie still reviewing this draft before sending to the board.
- The executive committee and Kellie decided this was not the right time to apply for the next Grow Grant..
- The next grant to focus on will be the OTF Seed Grant due in February 2018.
- ACTION: Board members with ideas for fundraising, please send to Kellie.
- lola asked Mhairi McFarlane about if the Nature Conservancy has funding grants. They don't have a funding stream, but do work with partners on the ground.
- lola also asked about OMAFRA and their funding opportunities. Kristin Obeid is not aware of any, but does have partnerships, such as one with the University of Guelph.
- Sandy and lola were in communication with a professor at the University of Guelph regarding the potential for OIPC-funded research projects but that person has left that position.
- OMAFRA is a part of the composting research project that we are partnering on with Trent and the MNRF.
- ACTION: Colin to follow up Mike Cowbrough about this to make sure they are involved and if the report is finished.
- John Foster to find more out about the RARE grants.
- John Foster to talk to Chris Craig about potential funding and partnerships with indigenous groups.
- Owen Williams mentioned Carolinian Canada's Collective Impact project, dealing with loss of biodiversity across the Carolinian zone. Owen listened to a presentation on Tuesday, nicely setting the OIPC up to step forward to look at the invasive plant component of this project.
- ACTION: Owen to talk to CCC about how to involve OIPC, would put us in a good position to get more funding, purpose is to do something in a regional scale and then transfer knowledge
- ACTION: Kellie to look into Great Lakes/IJC funding.

### 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.
- ACTION: Kellie to re-send the ethics email to the policy committee.

## 6.4 Ontario Phragmites Working Group (OPWG)

- Kellie has been posting updates on the OPWG website for the herbicide Emergency Use Registration for *Phragmites* control in Rondeau Provincial Park and Long Point.

## 6.5 Horticulture

- Kellie is waiting to hear back from the MNRF on moving forward with the agenda for the Horticulture Workshop planned with Landscape Ontario to address the information needs regarding the sale of species listed under the Invasive species Act.

## 6.6 Research and Control

- No new information on this project (see item 6.2 – the composting project).

## 7 Business Items

### 7.1 Board Director List Approval

- Motion: lola Price moved to accept the director list sent by Kellie. Secunder not recorded.
- It was mentioned that Karen Hartley is leaving the board. She should provide a written resignation.
- ACTION: lola to follow-up with Karen and her boss.

- **ACTION:** The board needs to look for an Ontario Parks representative instead of MNRF to fill this position. Obtain clarification about this.
- **ACTION:** Francine to recommend someone from Ontario Parks and/or Iola to ask Karen for a suggestion.

### 7.1 AGM in Ottawa

Almost 80 people registered to date.

**ACTION:** Kellie to email Iola the name of the bus company.

**ACTION:** Kellie to follow-up with moderators for the conference.

**ACTION:** Anyone who didn't get the AGM material as a member, email Kellie.

### 7.2 Board Governance Training at AGM

- This has been confirmed for October 12.
- **ACTION:** Kellie will follow-up again regarding attendance and completing the questionnaire before the AGM.

### 7.3 and 7.4. Hiring an Executive Director and Re-locating the OIPC Office

- John U provided an overview of what is in the Background document related to this item. He drew attention to the idea of not proceeding with the OIPC-OFAH MOU, hiring an executive director, meeting the financial challenge of an OFAH-dictated pay equity increase and the need to eventually move to a larger office space. He then paused to ask if there were any questions or comments. There were a number of specific questions that tested the level of research and assessment that the Executive had done. Responses were made from all members of the Executive and the Directors were satisfied with the answers.
- When there were no further comments or questions, John went on to explain an alternative options that Kellie and Colin had offered, that would preclude the hiring of an executive director. He explained that the Executive had considered it at length because it had come from staff, but concluded that our interests were better met by an open and competitive process to hire an ED. Our goal is to find an ED with a high level of skills, connections and experience. Staff are eligible to apply. There was then a much longer period of questions and discussion. During that period, one Director made a strong pitch for delaying the decision. That pitch was listened to and discussed. The Treasurer restated the details in the briefing document regarding the impact of the pay equity increase and other financial matters including the timing of hiring an executive director and moving the office. At the end of the meeting, the Directors were comfortable with voting on the related motion.
- John Benham made a concluding comment that he felt that the Executive had done a commendable job of researching the situation, considering a range of options and bringing forward the recommended action. Iola offered a prepared motion statement, read it twice, and dealt with some questions about the wording.
- **Moved by Iola Price and seconded by John Benham that the Word and Excel documents entitled "Hiring an Executive Director and Finding Independent Office Space", sent to the board as Item 7.3 for the September 2017 board meeting, be approved/adopted and that the Executive finalize a job description for an Executive Director, post it on a suitable website for NGOs hires and initiate a more thorough search for suitable and affordable office space in Peterborough.**

- A **vote** was called. Owen read each voting member's name and recorded a Yes, No or abstention. The vote was: 13 Yes, 1 Abstention, 3 not present.

**8 New Business and Board Member Activities** (Dealt with out of order, prior to item 7.3. After this item, Kellie and Colin left the meeting.)

- John Benham described how the demand for his services as a weed inspector have increased and he described the increase in some invasive plants like Japanese knotweed and how they are becoming more persistent due to less severe winters. Buckthorn is taking over hardwood forests.
- A species he thinks is under our radar is smooth bedstraw.
- It is a burdensome process to get species listed as Noxious under the Weed Control Act regulations.
- Kristin and Francine are also dealing with similar issues OMAFRA is dealing with overwhelming concerns and calls. There is no funding for this. Suggestion to mention something to the minister.

Add items from the minutes

Agenda item No.	Details of Action to be taken	Who - Lead/Assisting	Due
<b>September 2017</b>			
3	Ask about fundraising training	John Foster	During the Governance Training session
3	Discuss moving budget approval dates	John U	November
5	Post approved invasive plant management strategies on website when ready	Kellie	When they are ready and available
6.1	Ask for committee chair nomination	Kellie	ASAP
6.2	Follow-up with Mike Cowbrough re: report on composting project	Colin	ASAP
6.2	Follow-up with RARE and Chris Craig for funding	John Foster	ASAP
6.2	Talk with CCC about how OIPC can become more involved in their collective impact project	Owen Williams	ASAP
6.2	Look into Great Lakes and IJC funding	Kellie	ASAP
7.1	Follow-up with Karen Hartley for written resignation	Iola	ASAP
7.1	Find a replacement for Karen from Ontario Parks	Iola Price and Francine MacDonald	ASAP
7.2	Email name of Bus company to Iola	Kellie	Complete
7.2	Follow up with conference moderators	Kellie	Complete
7.2	Email Kellie if you didn't get AGM material	ALL	Complete
7.2	Send one more governance training reminder	Kellie	Complete

**Time adjourned:** 3:00 pm.

**Next meeting:** October 19 2017