



**Ontario Invasive Plant Council
Board of Directors Meeting Minutes
April 19, 2018
10-11 am**

**Agenda Item 2
May 17, 2018**

<p><u>Present</u> Iola Price, President & Director at Large Ken Towle, Conservation Ontario John Urquhart, OIPC Treasurer & Director at Large Mike Farrell, Hydro One Suzanne Hanna, Ontario Horticultural Association Francine MacDonald, OMNRF Mhairi McFarlane, Nature Conservancy of Canada Prabir Roy, Parks Canada Sandy Smith, University of Toronto John Foster, Director-at-Large Diana Mooij, CFIA Stephanie Burns, Forests Ontario Cara Webster, City of Toronto Tanya Pulfer, Ontario Nature Chris Craig, Plenty Canada Jeanine West, Landscape Ontario</p> <p>Staff Colin Cassin, OIPC Coordinator - Staff Belinda Junkin, Executive Director - Staff</p>	<p><u>Regrets by Pre-arrangement</u> Owen Williams, Past President/Secretary & Director-at-Large Kristen Obeid, OMAFRA Jon Peter, Royal Botanical Gardens Paula Berketo, Ministry of Transportation</p> <p><u>Absent – no notification</u> Michael Irvine, OMNRF John Benham, Ontario Soil and Crop Improvement Association</p>
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1. Approval of Agenda

No discussion.

Motion: Adoption of the amended agenda was moved by Iola Price. Motion seconded by Suzanne Hanna. All in favour; Motion carried.

2. Approval of March 2018 meeting minutes

No discussion.

Motion: Iola Price moved that the March 2018 meeting minutes be approved. Seconded by John Foster. All in favour; Motion carried.

3. Review of last meeting's action items and unfinished business

ACTION: Board members to provide action item updates to Belinda via email in the interest of time.

3.1: Status of Call for Nominations for the Fifth Director-at-Large (Belinda Junkin and Iola Price)

Belinda has confirmed that an updated member list has been completed.

ACTION: Belinda will send a notice will be sent out to all contacts (members & email subscribers) within 2 weeks to begin process of Nominating 5th Director At Large position.

4. OIPC Finances (John Urquhart and Belinda Junkin)

4.1 Financial Update Third Quarter (John Urquhart)

John Urquhart noted that delays in reporting the third quarter update have been due to extenuating circumstances (e.g. office move, flood, staffing changes, etc.). He then explained the *Profit and Loss Statement as of April 11/18 v4* document to Board members. The Actual 2017/18 column is essentially the 4th quarter statement as anticipated in March. John noted that most moving expenses have had to be pushed to 2018/19 fiscal year as payment for moving expenses was logistically impossible in the previously planned fiscal year.

Mike Farrell asked about the \$38K spent under “OFAH Fees, Adjustments, Accruals”. John & Belinda explained that OFAH had billed OIPC on an irregular schedule and numerous items were placed in those billings, making it difficult to separate items that belong in different budget categories. To remedy this, Belinda placed the large amount into a new category. Our own accounting system will make the process simpler and clearer in the future.

Motion: John Urquhart moved a motion to defer Q4 report to May meeting, Seconded by Tanya Pulfer. No objections, motion approved.

ACTION: lola has asked all board members to review the 2018/2019 budget document and reply all to the board in advance of the May 2018 board meeting.

4.2 2018-19 Draft Budget (John Urquhart)

John presented the 2018/2019 Draft Budget.

Revenue Section: The 2018/2019 MNRF Transfer Payment has been reduced which will have an impact on our revenue stream. John explained that the -\$50k projected negative variance is greater than initially projected in 2017 because it includes; (1) \$19k for the office move not completed in prior year and (2) \$6k contingency fund is a new expense line. Excluding these two item, the actual projected loss is very close to the originally forecasted -\$25k loss.

Discussion followed, including a request to consider presenting the \$19k moving cost as a revenue source, recognizing that it these funds were brought forward from the prior year.

ACTION: Belinda & John to investigate how to report the \$19K move costs in the 2018/19 budget.

Expenses Section: These will be higher in 2018/19 due to increased staffing, education and promotion and the addition of a new line item, Contingency. The inclusion of contingency and moving costs to this FY accounts for \$19K, which would reduce the projected variance to a \$25K loss.

ACTION: Directors to relay questions and comments on the draft 2018/19 budget to Belinda and John, copying all Directors prior to the next Board call. John will summarize the comments.

Belinda and Colin reported that during the ice storm on April 15 and 16, the roof leaked and severe water damage occurred in Colin’s office – two boxes of publications were water-logged. The landlord is

expected to cover the cost of damages. They were advised to check for possible damage to computer equipment.

4.3 Impact of Changed Value of 2018-2019 Transfer Payment (Belinda Junkin)

Iola notes that after speaking with MNRF staff, the Ministry is pleased with OIPC efforts but due to flat budgets, savings were made to all Transfer Payment recipients which is the reason for OIPC's reduced Transfer Payment amount.

ACTION: Francine to relay OIPC's appreciation to MNRF management for their continued support of the OIPC via Transfer Payment Agreement.

5. Staff Report

5.1 and 5.2 Staff Report No. 27 (Belinda Junkin and Colin Cassin)

Staff report No. 27 was tabled for information. Iola thanked Belinda for improving the state of the MNRF Annual Report as part of OIPC's 2017/18 Transfer Payment Agreement reporting.

5.3 Calendar of Events (Belinda Junkin)

OIPC staff are unable to deliver a presentation, as requested, in Dunchurch near Parry Sound on July 14th.

ACTION: Any board member who is able to deliver this presentation is asked to email Belinda by April 26th.

6. Committee Updates

No committee updates were discussed.

7 New Business & Board Member Activities

7.1 Report on Carolinian Canada 7 April Event (Owen Williams)

As Owen was not on the call, no report on this event was provided.

7.2 Ken Towle Announcement

After 10 years on the OIPC board Ken Towle advised that he will be stepping down from the Executive committee as Vice President, although the exact date has yet to be determined. Ken will continue to represent Conservation Ontario on the Board of Directors

Ken requested that Mike Farrell be considered for the position of Vice-President. Mike has shown interest in sitting on the Executive Committee.

Iola recognized and thank Ken for his service on the Executive Committee and agreed that Mike would make an excellent VP. She noted that other Board members might wish to be considered for the position and then asked if any other Board members present on the call where interested in standing for this position. She then invited Mike to say few words about his interest in the position. He noted that his employer, Hydro One, in increasingly engaged in invasive species management and as a result his



position has grown. He has also enjoyed representing both Hydro One and OIPC at public events. He wants to contribute more to the OIPC as it continues to move forward.

In response to a question about possible candidates from the broader membership, lola responded that the bylaws state that the Board elects members of the Executive Committee.

ACTION: Board members were directed to email Belinda regarding the Vice President position. They are asked to indicate if they are 1) if they support Mike Farrell’s nomination; 2) interested in nominating themselves; or, 3) wish to nominate another eligible board member, with that member’s permission. Board members where directed to complete this by April 27th.

Meeting Adjourned: 11:05 am.

Next meeting: May 17, 2018.

Agenda item No.	Details of Action to be taken	Who - Lead/Assisting	Due
April 2018			
3.0	Provide action item updates to Belinda via email in the interest of time.	All Board Members	ASAP
3.1	Send a notice will be sent out to all contacts (members & email subscribers) within 2 weeks to begin process of Nominating 5th Director At Large position.	Belinda	May 3 2018
4.1	Review the 2018/2019 budget document and reply all to the board in advance of the May 2018 board meeting.	All Board Members	May 17 2018
4.1 & 4.2	Relay all budget approval questions to the Board prior to the next Board call.	John Urquhart, Belinda Junkin	May 17 2018
4.2	Investigate how to present the \$19k moving cost as a revenue source, recognizing that it these funds were brought forward from the prior year.	John Urquhart Belinda Junkin	May 17, 02018
4.2	Summarize the comments and questions on the draft 2018/19 budget	John Urquhart	May 17, 2018
4.3	Relay OIPC’s appreciation to MNRF management for their continued support of the OIPC via Transfer Payment Agreement.	Francine MacDonald	May 17 2018
5.3	Determine if you can make a presentation in Dunchurch (Parry Sound) on July 14 and inform Belinda by email if available and willing.	All Board Members	April 26 2018
7.2	Board members to email Belinda regarding the Vice President position. Indicate if they 1) support Mike Farrell’s nomination; 2) are interested in nominating themselves; or 3) wish to nominate another eligible board member, with that member’s permission.	All Board Members	April 27 2018
March 2018			

3.1	Continue to work on the membership database for renewal updates and updating the 600-person contact list for use in sending out call for D-a-L Finalize call for D-a-L nomination and sent to members and the contact list.	Belinda Junkin, Colin Cassin Belinda Junkin, Colin Cassin	Ongoing/ASAP
3.2	Forward a question to the appropriate SAR office in OMNRF to inquire about changes to the ES Act with implications regarding negative impacts on to invasives.	Francine MacDonald	April
3.2	Contact Indigenous colleagues and draft something that the Board can review in regard to SAR and biodiversity offsetting etc. and consider ways to adapt it and subsequently making a statement.	Chris Craig	April
5.1	Consider developing a way to put this on our website and ensure that Directors keep it up to date	Belinda Junkin, Colin Cassin	May
7.1	Owen and Sandy to continue providing updates on the biocontrol projects in London and the social enterprise funding initiative	Owen Williams, Sandy Smith	Ongoing
February 2018			
3	Prepare the call for nominations for the 5 th Director at large position, circulate nominations to the Executive for review and prepare the ballot with an explanation about acclimation of John Urquhart and Owen Williams as two D-a-Ls	Iola Price and Belinda Junkin	ASAP
7.5	Report on CCC initiatives including proposal for <i>Hypena</i> moth release	Owen Williams	Ongoing
January 2018			
5	Letter to Kathryn McGarry offering congratulations on move to Minister of Transport and note importance of controlling <i>Phragmites</i> and other invasive plants along Ontario's highways		March
December 2017			
3	Post some AGM comments on the website	Colin	January
November 2017			
7.3	Follow-up with Volunteer Ottawa re: training webinar, time, cost etc.	Iola	December Completed – VO delays; nothing will happen until the fall
8.1	Send link to Big Picture Strategy	Owen	December
October 2017			
4	Create a list of stakeholders and funders and when and how we need to communicate with them	Belinda and Colin	December



10	Begin creating an elevator speech and PowerPoint presentation so each board member can use it to show case OIPC	Belinda and Colin	December
September 2017			
5	Post approved invasive plant management strategies on website when ready	Colin	When they are ready and available
7.1	Find a replacement for Karen Hartley	Iola Price and Francine MacDonald	ASAP - in progress