



**Ontario Invasive Plant Council
Final Board of Directors Meeting Minutes
May 17, 2018
10-11 am**

**Agenda Item 2
June 21, 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 Sandy Smith, University of Toronto John Foster, Director-at-Large Cara Webster, City of Toronto Chris Craig, Plenty Canada Owen Williams, Past President/Secretary & Director-at-Large Kristen Obeid, OMAFRA Paula Berketo, Ministry of Transportation</p> <p>Staff Belinda Junkin, Executive Director – Staff Colin Cassin, Coordinator - Staff Gabby Nichols, Project Liaison - Staff</p>	<p><u>Regrets by Pre-arrangement</u> Michael Irvine, OMNRF Jon Peter, Royal Botanical Gardens Stephanie Burns, Forests Ontario Tanya Pulfer, Ontario Nature Jeanine West, Landscape Ontario</p> <p><u>Absent – no notification</u> John Benham, Ontario Soil and Crop Improvement Association Prabir Roy, Parks Canada Diana Mooij, CFIA</p>
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1. Approval of Agenda

There were no changes proposed to the agenda.

Motion: Adoption of the agenda was moved by Iola Price. Motion seconded by Mike Farrell. All in favour; Motion carried.

2. Approval of April 2018 meeting minutes

There were no changes proposed to the agenda.

Motion: Iola Price moved that the April 2018 meeting minutes be approved. Seconded by Chris Craig. All in favour; Motion carried.

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

Board members were reminded to complete any outstanding action items. Francine MacDonald has sent the board a link to the changes to the Endangered Species Act that might have some impact on invasive species management,

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

Belinda advised the board that one email notice has been circulated and a second email notice will be circulated shortly with a final reminder also sent before the deadline. No submissions have been received to date.

Action: All directors are to circulate DAL nomination information to their contacts immediately.

3.2: Election of OIPC Vice-President (Belinda Junkin and Ken Towle)

Belinda advised that 7 OIPC board members have nominated Mike Farrell for the vacant Vice President position. No other names were submitted.

Motion: Ken Towle moved the acceptance of Mike Farrell as the new OIPC Vice-President. Iola Price seconded this motion. All in favour; none opposed. Motion passed.

4. OIPC Finances (John Urquhart and Belinda Junkin)

4.1 2018-2019 Draft Budget (John Urquhart)

2017/2018 OIPC Quarter 4 Financial Update

John Urquhart noted that the 2017/2018 OIPC Quarter 4 update contains more details than the version discussed during the April 2018 meeting, but the totals remain the same. John highlighted increased revenue figures, compared to expected totals. He also noted that this contributed to a larger value of unrestricted net assets (approx. \$223k).

Motion: John Urquhart moved acceptance of the 2017/2018 OIPC Quarter 4 Financial Update.

Seconded by John Foster. All in favour; none opposed. Q4 Financial Report accepted.

2018/2019 OIPC Budget

John Urquhart provided an overview of the 2018/2019 OIPC Budget included in the Board Package. John noted changes to typical OIPC budgets including the hiring of an Executive Director, the addition of a contingency line of \$6K and funds for the OIPC office move. Belinda Junkin explained that the \$19 K allocated for the office move in the previous FY could not be counted as revenue in this FY as that is not proper accounting practice. Questions related to travel costs (required as part of the EDRR, public outreach and future fund-raising) were raised and answered. Iola Price thanked Belinda Junkin and John Urquhart for their hard work in producing the budgeted and Q\$ finance documents.

Motion: John Urquhart moved the adoption of the 2018/2019 Budget as provided in the Board Package. John Foster seconded. All in favour; none opposed. The budget is therefore approved.

4.2 Updating OIPC Signing Authorities

4.2 A K. Towle Signing Authority Addition

Motion: John Urquhart motions the resolution contained in Item 4.2 A as provided in Board Package be accepted. Seconded by John Foster. This Resolution provides signing authority to Mr. Towle, the former OIPC Vice-President, in the rare events when an immediate “in person” board member-signature is required on a document. All in favour; none opposed. Motion carried.

4.2 B B. Junkin Signing Authority Addition

Motion: John Urquhart motions the resolution contained in item 4.2 B, as provided in Board Package, modified to remove the word “up”, be accepted. Seconded by Owen Williams. This Resolution provides Ms Junkin with OIPC document-signing authority. All in favour, none opposed. Motion carried.

5. Staff Report No. 29 (Belinda Junkin)

The OIPC staff report was tabled for information. Chris Craig asked that Staff Report documents be labeled similar to other board documents with their corresponding agenda item. The Staff Event Schedule will also be tabled for discussion under Agenda Item 5.

6. Committee Updates (Colin Cassin)

6.1 Horticultural Outreach Collaborative

Colin Cassin provided an overview of the Committee Report as provided in Board Package. One of the sites on the HOC tour will be a natural area overrun with periwinkle. The contents of the seed packets that are the subject of a grant proposal to the World Wildlife Fund Grow Wild program was clarified – the seed will be a generic “good for all Ontario” mix.

6.2 Ontario Phragmites Working Group

Colin Cassin provided an overview of the Committee Report as provided in Board Package. The OPWG thanked the OIPC for its continued support.

7 New Business & Board Member Activities

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

Owen noted an update was provided in accompanying Board Package.

7.2 Revisions to the OIPC Bylaws

Action: Any OIPC Board Member able to contribute to the OIPC bylaw review should email lola (cc Belinda) to join an OIPC Bylaws Working Group.

7.3 Constituting the 2018 OIPC AGM Committee

Action: Any OIPC Board Member willing to join the OIPC AGM Planning Committee should email lola (cc Belinda) to support upcoming planning efforts.

Meeting Adjourned: 11:00 am.

Next meeting: June 21, 2018.

Agenda item No.	Details of Action to be taken	Who - Lead/Assisting	Due
May 2018			
3.1	Circulate DAL nomination information to their contacts immediately	All board members	May 30 2018
7.2	Email lola (cc Belinda) with interest in joining OIPC Bylaws Working Group	All board members	ASAP
7.3	Email lola (cc Belinda) with interest in joining OIPC AGM Planning Committee	All board members	ASAP
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	Belinda Junkin, Colin Cassin	Ongoing/ASAP
3.2	Contact Indigenous colleagues and draft something that the Board can review in regard to SAR and biodiversity	Chris Craig	April

	offsetting etc. and consider ways to adapt it and subsequently making a statement.		
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			
7.5	Report on CCC initiatives including proposal for <i>Hypena</i> moth release	Owen Williams	Ongoing
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
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