



**Ontario Invasive Plant Council
Board of Directors Meeting Minutes – As approved.
August 16, 2018
10-11 am**

**Agenda Item 2
September 20, 2018**

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

At John Urquhart’s request, Agenda Item 4.3 OIPC Audit Financial Statement was added under item 4. OIPC Finances – Q1 Report.

Motion: Iola moved the adoption of the agenda as amended with addition of item 4.3. Seconded by Jeanine West. Carried.

2. Approval of July 2018 meeting minutes

Motion: In Secretary Owen Williams’s absence, moved by Iola Price that the July 2018 be approved. Seconded by Ken Towle. Carried.

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

Action items identified in the July 2018 meeting minutes were reviewed. Completed action items from July 2018 were reviewed. Francine Macdonald will complete her Action item from July 2018 soon.

ACTION: Francine MacDonald is to send Iola Hayley Anderson’s coordinates.

ACTION: Iola Price is to contact John Benham regarding his absence from past board meetings.

ACTION: Put the concept of a website photo gallery on hold due to uncertainties regarding staff time and other costs. John Foster to continue to champion the concept.

4. OIPC Finances

4.1&4.2 OIPC Finances – Q1 Report– John Urquhart

John Urquhart reviewed the Ontario Invasive Plant Council’s– 2018-2019- Q1 – Financial Report and noted that we have more revenue than budgeted for. Iola noted that the date in the top left corner reading “May 15/18” should be changed to “June 30, 2018”. It was also noted on the “Variance of Revenue Less Expenses” line, under column “Variance Actual vs Budget”, the total was miscalculated and reads “4377” and will be corrected to read “4477”.

ACTION: Iola Price, John Urquhart and Belinda Junkin to make changes noted to the Financial Report.

Motion: John Urquhart moved the acceptance of Q1 report with changes noted, seconded by John Foster. None opposed to changes. Carried.

4.3 Draft Audit for FY 2017-18 – John Urquhart

John Urquhart reviewed the Draft Audit (produced by Grant Thornton LLP) with input from Belinda and OFAH staff. He thanked both parties for their effort in compiling the information for the document. John noted we have a \$60,000 surplus this year. It was also noted that the debt to OFAH under “Current Liabilities” has been settled, and it will be reported on the expense reported to membership in the 2017-2018 OIPC Annual Report’s Financial Statement. John and Belinda will work on where it will be reported in the Q2 Report. John further noted that our revenue has increased due to the MNRF transfer payment received, and thanked the MNRF for their contributions. This surplus also includes moving costs. Iola noted formatting changes including adding “2017-2018” on the cover to accurately represent the fiscal year and to add “2018” to the “March 31” date on pages 1 to 3 of the draft audit.

ACTION: Belinda and John will decide where the debt and payment to OFAH will be displayed in the Q2 Financial Statement.

ACTION: Belinda to ask Grant Thornton LLP to make editorial changes to Draft Audit.

Motion: John Urquhart moved acceptance of the draft financial audit. Motion seconded by John Foster. No opposition. Carried.

5. Staff and OIPC Activities

5.1 Staff Report No 31 – Belinda Junkin

Staff were asked to provide further details on selected items from Staff Report No. 31. Belinda and Gabby reviewed their activities over the past month including Belinda’s preparation for the OIPC AGM and Conference, finalizing summer grants, working with OIPC committees and working on financials. Gabby’s work has included AGM and Conference preparation, planning for EDRR events and responding to phone and email inquiries.

Belinda also noted that Allie has completed her summer employment contract with the OIPC, but might return to work part time in the Fall. Belinda further noted that Vicki will be starting in the Project Coordinator position on September 4, 2018.

5.2 OIPC Event List

ACTION: Board members are encouraged to list their invasive species events or events that they attend to Gabby for placement on our event list.

6. Committee Updates

6.1 AGM Committee conference call/meeting results – Iola Price

Iola discussed the previous AGM board call and the decision to reach out to a potential speakers for the AGM and Conference in October including Tony Ricciardi.

Ken and Iola discussed the potential of using a site at the Ganaraska Conservation Area Burn Management and Restoration as a tour stop for the Conference. John Foster also suggested using the Alderville Black Oak Savannah and Nature Conservancy of Canada's Hazel Bird Conservation Area. Ken noted that he has the contacts for those sites and will investigate the potential to tour these areas during the AGM.

Iola further noted that the Save the Date and Call for Abstracts has been sent out and encouraged board members to share these notices within their networks. The Conference and AGM will take place at the Canadian Canoe Museum in Peterborough. Ken suggested that we ask museum staff to tour attendees around the museum. John Foster suggested an individual who works with the Prince Edward County Land Trust to lead the tour.

ACTION: Belinda and Ken to discuss the prospect of using the Ganaraska Conservation Area as a tour location for the 2018 OIPC AGM and Conference.

ACTION: Belinda to retrieve contacts for burn restoration sites noted above from Ken.

ACTION: Board members to share the Save the Date and Call for Abstracts with networks and contacts.

7. New Business

7.1 Toronto Ravines Study 1977-2017 – Gabby Nichols and Sandy Smith

John Foster suggested that the OIPC look into attending the Ravine Symposium event on November 2, 2018.

ACTION: John Foster to send details of the Ravine Symposium event to Iola.

7.2 Proposal for a Photo Gallery on OIPC's website – John Foster

Iola noted her concerns with privacy laws and the amount of staff time it would take to put a photo gallery together. John Foster agreed to table the discussion for a later time and reconsider the concept. John Foster noted that he has been taking photos of invasive plants and has agreed to share them with the OIPC for a future website photo gallery.

ACTION: John Foster to send photos to Belinda when Belinda announces that the OIPC has the technology in place to receive them.

7.3 Other Notes

Iola noted that she is working to update the Wild Parsnip Best Management Practice which should be completed within a year. Mhairi has agreed to review the first draft of the revision.

Jon Peter discussed invasive work at the Royal Botanical Gardens including extensive Phragmites work at their Cootes Paradise property, which will be nearly 100% Phragmites-free this summer after several years of work. Jon also noted that invasive Manna Grass on the site has been naturally controlled by the floods which occurred last spring. The floods wiped out a section of Manna Grass and natives have begun to regenerate. In the Royal Botanical Gardens office, staff have been developing an invasive plant management strategy across apartments and meet monthly. The staff are creating a document, following advice from the Canadian Council on Invasive Species' strategy and the Ontario government's strategy. Jon noted that he would share the final draft with the OIPC when completed.

Francine suggested that the work at the Royal Botanical Gardens could be a presentation at the OIPC AGM and Conference. Jon noted that he will put the word out to the Natural Lands department.

ACTION: Jon Peter to ask Natural Lands department staff at the Royal Botanical Garden if they are interested in submitting an abstract for a presentation at the OIPC AGM and Conference.

Next board meeting: September 20, 2018

Agenda item No.	Details of Action to be taken	Who - Lead/Assisting	Due
August 2018			
3	Contact John Benham regarding his absence from past board meetings. Send lola Hayley Anderson's coordinates.	lola Francine McDonald	ASAP ✓ ✓
4.1 & 4.2	Make changes noted to the Financial Report.	lola, Belinda, John	Prior to next board meeting
4.3	Decide where the debt and payment to OFAH is best to be placed in the Q2 Financial Statement.	Belinda and John Urquhart	For Q2
4.3	Ask Grant Thornton LLP to make editorial changes to Draft Audit.	Belinda, John Urquhart	ASAP
5.2	List their invasive species events or events that they attend to Gabby for placement on our event list.	Board members	Ongoing
6.1	Discuss the prospect of using the Ganaraska Conservation Area as a tour location for the 2018 OIPC AGM and Conference. Talk to Ken about contacts at burn restoration sites noted above. Share the Save the Date and Call for Abstracts with networks and contacts.	Belinda and Ken Towle Belinda Board members	ASAP
7.1	Send details of the Toronto Ravine Symposium event to lola.	John Foster	ASAP
7.2	Send photos to Belinda when Belinda announces that the OIPC has the technology in place to receive them. Put the concept of a website photo gallery on hold due to uncertainties regarding staff time and other costs. John Foster to continue to champion the concept.	John Foster	Ongoing
7.3	Ask Natural Lands department staff at the Royal Botanical Garden if they are interested in submitting an abstract for a presentation at the OIPC AGM and Conference.	Jon Peter	ASAP
July 2018			
3	Send Hayley Anderson's coordinates to lola	Francine MacDonald	ASAP ✓
4	Prepare the quarterly financial update for the August meeting	John Urquhart	By Aug 9 (1 week in advance of next board meeting) ✓
5.2	Search the Trillium Fund website for possible funding assistance	lola	ASAP ✓
5.2	Ask the Canadian Council on Invasive Species for their advice on funding sources.	lola	ASAP

5.2	Send contact for Quebec Invasive Plant Council to lola and Belinda.	Francine MacDonald	ASAP
5.3	Send Gabby invasive species events that BODs attend for placement on our event list	All board members	Ongoing
6.1	Send the activity plan for the OPWG's social media campaign to Prabir.	Belinda	July 26
6.2	Send Horticulture Outreach Collaborative event notice to all board members.	Belinda	ASAP
7.1	Create a report that identifies the type of plants, the type of information and the cost of making an invasive plant guide for the OIPC website.	John Foster	9 July 9 (1 week in advance of next board meeting) ✓
7.2	Send Hayley Anderson's contact information to lola. lola to reach out to Hayley to inform her of future changes to the BMP and potential for translation	Francine and lola	ASAP ✓
7.3	Survey board members to select their date preference for the OIPC AGM.	Belinda	ASAP ✓
7.4	Send OIPC website errors to Gabby	John Foster	ASAP ✓
June 2018			
7.1	Add Ms. McDonald's name to the board list and email list and inform her of her accession to the board.	Colin Cassin	June 25 2018 ✓
7.2	Volunteer for OIPC bylaw review by email to lola (cc Belinda).	All board members	ASAP
7.3	Email lola (cc Belinda) with interest in joining the 2018 AGM Committee	All board members	ASAP ✓
7.4	Forward Evergreen Request to OIPC Board members who can then circulate to appropriate contacts	Colin Cassin & all board members	June 29 2018 ✓
7.5	Reach out to BMP author & funders regarding French translation approval	Colin Cassin	June 29 2018
7.7	Circulate a Word copy of the article as it appeared in the Globe and Mail.	lola Price	June 21 2018 ✓
May 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 ✓ May 23, 2018
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