



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

**Agenda Item 2  
August 16, 2018**

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

Before the meeting opened, Iola welcomed Karen McDonald, new Director-at-Large of the Toronto Region Conservation Authority to the meeting and the board and also welcomed Allie Hjort, our summer Outreach Liaison student.

**1. Approval of Agenda**

At her request, Agenda Item 7.4 was added to discuss Suzanne Hanna’s resignation from the OIPC Board and her suggested replacement to the Horticulture Representative position.

Motion: Iola moved the adoption of the agenda as modified. Motion seconded by John Foster. Motion Carried

**2. Approval of June 2018 meeting minutes**

Iola noted in item 6.1, that the last sentence “Scientists have learned that early releases...” should go before the sentence before it, “A Canadian release petition is in progress...”... Iola also noted in item 7.4, second sentence, that “organizations”, should include an apostrophe before the “s”.

Ken noted in section 7.3, the action item should be re-worded to “...to join an OIPC AGM Committee.”

Motion: In Secretary Owen Williams’s absence, Moved by Iola Price that the June minutes be approved with these changes; Seconded by Ken Towle. Motion Carried.

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

Action items identified in the June 2018 meeting minutes were reviewed.

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

### **4. OIPC Finances – Q1 Report will be presented in August – John Urquhart**

**ACTION:** Prepare the quarterly financial update for the August meeting.

### **5. Staff and OIPC Activities**

Staff were asked to provide further details on selected items from Staff Report No. 30

#### **5.1 Staff Report No 30 – Belinda Junkin**

Belinda thanked Gabby and Allie for extra help to fill the gap left by Colin Cassin's move to the Invasive Species Centre. Belinda reported that he has been taken to lunch to thank him for his three years of service. Tracey Cooke of the ISC has graciously agreed to provide Colin's time to us to answer questions. Diana Mooij will also help Colin if he has specific questions about risk assessment procedures.

Staff reported that they are gathering information on phone calls and emails related to quantifying and identifying public inquiries. Gabby initiated and is leading this project. This data can be used for reporting and resource allocation in the future.

It was noted that the OIPC's invasive plant photos are stored on a separate computer and that Allie is organizing them by species.

#### **5.2 Report on Partners Conference Call – Belinda Junkin**

Belinda highlighted that multi-year Transfer Payment funding may be available to OIPC in the future. In the discussion about translating our BMPs to French, it was suggested that the Trillium fund might be a source of funding and that Quebec's new \$8 M for invasive species work might also be helpful. Iola also has a letter in draft form to the ADM of the Canadian Wildlife Service asking for funding assistance

**ACTION:** Francine to send contact for Quebec Invasive Plant Council to Iola and Belinda.

**ACTION:** Iola to search the Trillium Fund website for possible funding assistance and ask the Canadian Council on Invasive Species for their advice on funding sources.

#### **5.3 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 Ontario Phragmites Working Group (OPWG)**

In response to a question about the Public relations Campaign success metrics, Belinda explained that this is how the success of the program results will be measured. It was explained that the Phragmites photo contest was before and after Phragmites removal or other interesting ways of looking at Phragmites management.

**ACTION:** Belinda will share the activity plan for the OPWG's social media campaign with Prabir.

#### **6.2 Horticulture Outreach Committee**

**ACTION:** Belinda to invite all board members, OIPC members and our contacts to the HOC event in Claremont.

### **7. New Business**

#### **7.1 An OIPC Invasive Plant Guide on our website – John Foster**

**ACTION:** John Foster will put a report together to identify the type of plants, the type of information and the cost of putting an invasive plant guide on the OIPC website.

**7.2 Translating a BMP into French – who owns the copyright? Is there a copyright issue?**

**ACTION:** Francine to give 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.

**7.3 2018 AGM Committee – Belinda Junkin and lola Price**

lola asked Michael Irvine and Prabir Roy to participate the AGM planning committee for this year.

**ACTION:** Belinda to send a survey to board members to select their preference for the AGM date.

**7.4 Ontario Horticultural Association Representative Replacement**

lola thanked Suzanne for her work on the OIPC board and she in turn wished the OIPC all the best for the future. Suzanne discussed her recommendation of Shelley MacKenzie to take the role as Director at Large for the Ontario Horticultural Association Representative position.

**Motion:** Suzanne nominated Shelley MacKenzie as the new Ontario Horticultural Association Representative effective August 1, 2018. Motion seconded by lola Price. No board members opposed therefore the motion is carried

**7.5 Other Notes**

Belinda advised the board that Vicki Simkovic has accepted the Project Coordinator position with OIPC and will start on September 4, 2018.

**ACTION:** John Foster will send OIPC website errors to Gabby

Next board meeting: August 16, 2018

Agenda item No.	Details of Action to be taken	Who - Lead/Assisting	Due
<b>July 2018</b>			
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.	Francine and lola	ASAP

	lola to reach out to Hayley to inform her of future changes to the BMP and potential for translation		
7.3	Survey board members to select their date preference for the OIPC AGM.	Belinda	ASAP
	Send OIPC website errors to Gabby	John Foster	ASAP
<b>June 2018</b>			
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 ✓
<b>May 2018</b>			
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 ✓
<b>March 2018</b>			
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