

**Friends of the Central Experimental Farm  
Amis de la Ferme expérimentale centrale**

**Minutes of a meeting of the Board of Directors  
December 15, 2021 at 10:00 a.m.**

**PRESENT:** Richard Hinchcliff, Eric Jones, Randy Taylor, Shirley Ewen, Donna Pape, Dell Durnin, Blaine Marchand, Robert Stuart, Deborah Higdon-LeBlond

**ABSENT:** Susan Kehoe

**AGENDA:**

- **MOVED by Randy Taylor and SECONDED by Blaine Marchand THAT the agenda be adopted. CARRIED.**

**MINUTES:**

- **MOVED by Donna Pape and SECONDED by Richard Hinchcliff THAT the minutes of the November, 2021, meeting be approved. CARRIED.**

**PRESIDENT'S REPORT**

- Eric will forward links for the recent information on the hospital parking plan and vegetation management report.
- The AGM will be held virtually on May 11, 2022. Suggestions for a speaker and theme are welcomed.

**TREASURER'S REPORT/FINANCIAL ISSUES – Randy**

- FCEF finances are in a good position
- The budget report for 2021 forecasted a deficit of \$23,000 but we will end up with a profit at year-end. This profit is due to a number of large donations, card sales and book sales.
- An inventory of the books will take place on December 30 at 10:00 a.m. by Randy, Donna, Shirley and Rob.
- **MOVED by Randy Taylor and SECONDED by Shirley Ewen THAT the financial report for December, 2021, be approved. CARRIED.**
- The Budget for 2022 was reviewed and revised.
- **MOVED by Randy Taylor and SECONDED by Donna Pape THAT the Budget for 2022 be approved. CARRIED.**

**PROJECTS AND FRIENDS**

- **Bench Project:** - Shari Haas reported that all six benches have been sold. Three inscriptions have been finalized, two are awaiting approval by the donor and the sixth has not been submitted. This cycle closed on December 15.
- **Building Book:** Richard – Two hundred and eighty books have left the

building and we have received \$3,750.00 to date. A number of books are on consignment at ten book stores. Richard will forward a copy to Kelly Egan of The Ottawa Citizen.

- **Garden tours:**

- Blaine has received requests for four peony tours. Rob and Blaine to explore a schedule of tour options.
- Eric is willing to arrange a tour of the flowering crabapple trees.
- others suggested tours are the Preston Lilacs.
- Rob will contact Kath Thompson about the garden pamphlet.

- **Woodland improvement:** Eric –Robert Glendinning has been refining the work plan.

- **The Tree book:** no action

- **Master Gardener lectures:** Donna – The topics and dates for the 2022 series will be advertised in the January Farm Notes. The lectures will be virtual.

- **Greeting Cards:** Dell –The winter set was reprinted. Sales have been steady.

- **Creation of pathways** between the gardens to facilitate visiting by the elderly and the handicapped – long term project (Blaine). **Note: priority to be checked with AAFC.**

- **Upgrading of the arches at the entrances** to and the fencing along the Heritage Rose Garden - long term project (Fiona). **Note: priority to be checked with AAFC.**

## **MEMBERSHIP** –Deborah

- A total of 377 memberships which includes 483 people. We are attracting new members but some older members are not renewing so the total is stable. Fifty-six members have joined in 2022.

## **RECRUITMENT OF VOLUNTEERS**

- A small team has been set up to consider how FCEF might recruit younger volunteers. New signs will be produced to highlight the garden volunteers when they are working. A request for volunteers will go to Volunteer Ottawa and a pamphlet will be produced.
- Deborah has interviewed and found several volunteers for these duties: membership, a web-master, e-commerce, office assistance and with the volunteer director. Two volunteers are willing to post on social media but a team leader is needed.

## **DONATED ART**

- The art donated by Pamela Burns has been evaluated at \$8,250. It was noted that it is difficult to evaluate the cost of the framing.
- **MOVED by Randy Taylor and SECONDED by Shirley Ewen THAT an appropriate CRA tax credit be offered to Pamela Burns for the set of prints she is donating to FCEF. CARRIED.**

- Blaine will approach Walker's Auctions to find out the cost of auctioning off this set of prints.
- Joan Desautels has offered one print from this set to FCEF.
- A set of rose plates has been donated and FCEF will sell these at the plant sale.

**OFFICE BUSINESS – Deborah**

- Julie has indicated she will be leaving at the end of March, 2022 and will be asked to submit a formal resignation. An ad will be placed in Charity Village. A hiring committee will consist of Deborah, Julie, Donna and Eric. The list of duties will be updated. A two month overlap would be ideal with the candidate starting in February 2022.

**OTHER BUSINESS**

- The dates for FCEF events have been approved. No dates have been set for Art in the Farm and Autumn in the Arboretum because we need coordinators for these events.
- The wording for the plaque for the water feature has been approved by AAFC staff and will be sent to Ottawa Brass.
- The winter copy of the Newsletter has been printed and will be arriving soon.
- Deborah will send a card to Susan to express our appreciation for her contribution to the FCEF Board.

**NEXT MEETING**

- The next FCEF Board meeting will be held January 19, 2022 at 10:00 a.m.

The meeting was adjourned at 12:10 p.m.

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Eric Jones, President

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Shirley Ewen, Secretary