

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

**Minutes of a meeting of the Board of Directors
Nov. 16, 2022, at 10:00 a.m.**

PRESENT: Elizabeth Atkinson, Dianne Caldbick, Dell Durnin, Deborah Higdon-LeBlond, Richard Hinchcliff, Cheryl Hutcheson, Eric Jones, Robert Stuart, Janice Tayles, Randy Taylor.

GUEST: Donna Pape.

ABSENT: Shirley Ewen, Blaine Marchand, Heather Webster.

AGENDA:

- **MOVED by Randy and SECONDED by Robert THAT the agenda be adopted. CARRIED.**

MINUTES:

- **MOVED by Elizabeth and SECONDED by Randy THAT the minutes of the October, 2022, meeting be approved. CARRIED.**

PRESIDENT'S REPORT - Eric

- New office staff member Aline Michaud was welcomed, and thanks given to the selection committee of Deborah, Randy and Heather.
- A meeting of the Central Experimental Farm Advisory Council (CEFAC) is scheduled to discuss a revised Management Plan for the Farm and the proposed Bill C-23 to protect heritage properties.
- A walkabout is scheduled with new AAFC manager Melanie Houle to highlight successes and possible future projects.
- A break-in to Building 72 occurred, fortunately with no losses to AAFC or the Friends. The need to lock doors was emphasized.

TREASURER'S REPORT/FINANCIAL ISSUES - Randy

- Randy reviewed the financial position as of the end of October. Both the bank balance and the Safeguard the Future fund were down slightly in the balance sheet. In the income statement, low revenues for reasons such as the terminated donor bench program and reduced number of events was a concern.
- After discussion, it was decided that the price of the jigsaw puzzles was too high to be competitive and generate sales. The price will be reduced to \$29.99 in time for Christmas.
- A few inputs are still required for the 2023 budget.
- **MOVED by Randy and SECONDED by Cheryl THAT the financial report for the end of October 2022 be accepted. CARRIED.**

PROJECTS UPDATE

- **Bench Project:** - Because the project is wrapping up, bench issues will henceforth be the responsibility of the Board.
- **Garden tours: - Robert**
With several volunteers interested in leading tours, the plan is to create a pool

of potential tour leaders. Team leaders are to be contacted in the new year.

- **Tree Donor Program: - Elizabeth**

A committee has begun meeting with a tentative goal to roll out the program next Spring. A program description and budget is being prepared for discussion.

- **Woodland improvement: - Eric**

Work is ongoing.

- **New Tree book: - Richard**

Trees have been selected and a quote for design work is being prepared. Target date for publication is Spring 2024.

- **Greeting Cards and Postcards: - Dell**

Postcards are being prepared.

- **Creation of pathways: - Blaine.** No report.

- **Upgrading of the arches and fence: - Fiona.** No report

- **Plant labelling: - Dianne.** Potential new project to assist AAFC.

- **Botanical art booklet: - Blaine.** Potential new project.

MEMBERSHIP - Janice

- There are 402 FCEF members, which includes 515 people.
- Seventy-five non-dinner donations have been received to-date.

EVENTS - Donna

- We are awaiting approval from AAFC for 2023 events.

ODE TO EXPERIMENTAL FARM PORTFOLIO - Blaine

- No report. Dell suggested that a working relationship be maintained with an auction firm so that, in future, artwork offered to FCEF would have to be assessed by the firm before the donation is accepted.

OTHER BUSINESS

- Janice noted a need for updates to the Friends' website and promotions. The Board discussed the need for someone to communicate with operations to keep on top of web content and outreach to the community.
- There was further discussion of Board positions, their scope and responsibility. A decision on filling the role of Vice-President will be made at the next meeting. A new Operations Director has yet to be found.
- Donna is to circulate job descriptions to Board members for update and help in clarifying the scope and responsibility of positions.
- Deborah reported that an expert volunteer, Mark Vigder, has joined us to provide help with technical issues.
- Donna will look into acquiring new first aid kits for garden volunteers.

NEXT MEETING

- The next FCEF Board meeting will be held December 21, 2022, 10:00 a.m. at Building 72.

The meeting was adjourned at 12:20 p.m.



Eric Jones, President



Richard Hinchcliff, A/Secretary