

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

**Minutes of a meeting of the Board of Directors  
Dec. 21, 2022, at 10:00a.m.**

**PRESENT:** Elizabeth Atkinson, Dianne Caldbick, Dell Durnin, Deborah Higdon-LeBlond, Richard Hinchcliff, Cheryl Hutcheson, Eric Jones, Robert Stuart, Janice Tayles, Randy Taylor, Shirley Ewen, Blaine Marchand, Heather Webster.

**GUEST:** Donna Pape.

**AGENDA:**

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

**MINUTES:**

- **MOVED** by Cheryl and **SECONDED** by Blaine **THAT** the minutes of the November, 2022, meeting be approved. **CARRIED.**

**PRESIDENT'S REPORT - Eric**

- A meeting of the Central Experimental Farm Advisory Council (CEFAC) was held on November 18. The consultant's report on the Management Plan for the Farm is expected shortly.
- Suggestions for the AGM speaker were presented; any further suggestions to be sent to Eric. Donna to check with AAFC about use of Neatby Building.
- Officer positions including Vice-President will be determined following the AGM.

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

- Randy reviewed the financial position as of the end of November. The expenses were higher in 2022 and the revenue was down compared to 2021.
- Randy has provided documents to the auditors so the 2023 audit can begin.
- 2023 budget is complete.
- **MOVED** by Randy and **SECONDED** by Richard **THAT** the financial report for the end of November 2022 be accepted. **CARRIED.**
- **MOVED** by Randy and **SECONDED** by Robert **THAT** the FCEF 2023 budget be approved. **CARRIED**

**PROJECTS UPDATE**

- **Volunteers for Ornamental Garden tours: -Robert**  
Early next year Robert will contact the garden team leaders to see if they are interested and or if can suggest other team members who might be. A French speaking volunteer is also required. A tour has been requested by the Ontario Horticulture Society during their AGM which will be held in Ottawa on July 22 to 24.
- **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**  
Not active at the present time.
- **New Tree book: - Richard**  
The budget for 2000 copies was available in the Google Drive. Target date for publication is spring 2024.
- **Greeting Cards and Postcards: - Dell**  
Card sales have been brisk with all the winter cards sold. Twenty puzzles have been sold at the reduced price, for a total of 61.

- **Plant labelling: - Dianne**  
Eric, Blaine and Dianne to discuss.
- **Botanical art booklet:- Blaine.**  
This potential new project will highlight the work of botanical artist who have worked on the farm over the years.
- **Creation of pathways: - Blaine** - On-hold until Jeremy returns.
- **Upgrading of the arches and fence: - Fiona.** On-hold until Jeremy returns.

#### **MEMBERSHIP - Janice**

- There are 402 FCEF members, which includes 516 people.
- Eighty-four non-dinner donations have been received to-date compared to 100 in 2021.

#### **VOLUNTEERS – Donna**

- A potential events coordinator has been found.
- All board members are to forward their volunteer hours to Donna.
- The FCEF volunteer orientation will be April 1, 2023.

#### **EVENTS**

- Dianne has been planning the plant sale. Thirty vendors is the maximum and she is looking to include other types of vendors or groups to provide information.
- Donna mentioned the six garden lectures for 2023 are set. The Master Gardeners would like them videotaped and available to those who miss the lectures. This will have to be discussed to see if it is feasible.

#### **GARDENS – Blaine**

- Has prepared the information for a brochure for the Merivale Shelterbelt and will circulate it for comments.
- Linda McLaren is to become the new director for the gardens.

#### **ODE TO EXPERIMENTAL FARM PORTFOLIO – Blaine**

- Blaine has been unable to find a way to sell this portfolio because the artist is not well known. He has advised that FCEF to decline any offers of artwork in the future and is considering options for this portfolio:
  1. We hang the collection on the walls in Building 72 (but no space available for this).
  2. We offer the collection to AAFC.
  3. We offer the collection to the Ottawa Art Gallery.
  4. Or, we offer individual images at reduced prices for sale through the Friends boutique.

#### **OTHER BUSINESS**

- Job descriptions are to be drafted and sent to Donna for consistency review. Cheryl has drafted one for the position of Philanthropy and Communications as Richard will no longer be the Communications Director following the AGM. The Operations position description is yet to be written.
- It was noted that there was a need for some further training of office staff.

#### **NEXT MEETING**

- The next FCEF Board meeting will be held January 18, 2023, 10:00 a.m. at Building 72.

The meeting was adjourned at 12:01 p.m.

Eric Jones, President

Randy Taylor, Treasurer

Shirley Ewen, Secretary