

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

**Minutes of a Meeting of the Board of Directors
Feb. 15, 2023, at 1:30 p.m.**

PRESENT: Dianne Caldbick, Dell Durnin, Richard Hinchcliff, Blaine Marchand, Randy Taylor, Shirley Ewen, Cheryl Hutcheson, Janice Tayles.

GUESTS: Chantale Neapole, Donna Pape.

ABSENT: Elizabeth Atkinson, Robert Stuart, Heather Webster, Eric Jones.

AGENDA:

- **MOVED by Blaine and SECONDED by Janice THAT the agenda be adopted as revised. CARRIED.**

MINUTES:

- **MOVED by Blaine and SECONDED by Dell THAT the minutes of the January 2023 meeting be approved. CARRIED.**

PRESIDENT'S REPORT:

- Eric was absent so there was no report.

TREASURER'S REPORT/FINANCIAL ISSUES:

- Randy reviewed the financial statements for January 2023. January has been a quiet month.
- **MOVED by Shirley and SECONDED by Blaine THAT the financial statement for January 2023 be accepted. CARRIED.**
- **Moved by Richard and SECONDED by Cheryl that the 2023 Draft Budget be approved pending the funding requirements for the donor tree program. CARRIED.**

PROJECTS UPDATE:

- **Garden tours**
Volunteer leaders are available. The tours will be conducted to coincide with the bloom times of the flowers. One tour is planned in July for the Ottawa Horticulture Association's AGM. They are to contact Rob.
- **Tree Book**
The book is progressing. Richard will take tree photos in the spring. Estimates for printing have been requested. Printing will take place in 2024.
- **Upgrading of the arches at the entrances to and the fencing along the Heritage Rose Garden**
The north/south arches have to be redesigned and the person who would do this is on leave. The east/west arches only need to be replaced so this could happen this year. AAFC will do the work and FCEF will pay for supplies. The rose team with the assistance of AAFC garden staff will trim back some roses and remove two plants.

AGM, May 10, 2023

- Blaine has agreed to invite Alex Henderson from the Royal Botanical

Gardens, Burlington, Ontario, to be the guest speaker. The honorarium has been set at \$500.

- As only AAFC employees can use the hall in the Neatby Building, the AGM will be available via ZOOM. Members are to be informed 30 days prior to the meeting and all must register to receive the link to the meeting. Notice of the meeting will be placed in the Newsletter and the monthly Constant Contact.

MEMBERSHIP:

- Janice's report showed 396 FCEF memberships, representing 511 people.
- Expenses totaling \$1600 have been incurred since December to replenish membership materials (membership cards, non-dinner fundraising brochures, postcards, tax receipt booklets). These purchases should provide coverage for 2-3 years.

VOLUNTEER HOURS

- Donna's report for 2022 is on the Google Drive. Total volunteer hours recorded is 9,300 including 5,000 hours in the gardens. Board members are urged to keep track of their volunteer hours.
- A discussion followed regarding acknowledging larger donations to FCEF which could be done at the end of the year in the Newsletter or at the AGM. Janice noted that we do not have significant numbers of large donors and will review the numbers and provide an update to the Board.

OUTSTANDING POSITIONS

- The treasurer and operations director positions need to be filled and there is a requirement for a volunteer for a bookkeeping position and another to assist with media.
- Cheryl, Randy, Donna and Eric will follow-up.
- **MOVED by Richard and SECONDED by Cheryl that Chantale Neapole be nominated to the position of EVENTS COORDINATOR. CARRIED.**

EVENTS:

- Book Sale – Donna will meet with the organizers of the book sale and see how they want to proceed. One option is to go ahead with the June sale if the used books are in good condition. Another option is to postpone the sale until September and have a book drop-off in June.
- Plant Sale – Dianne has invited 34 vendors/others to the plant sale. To date there are nine paid registrants plus four groups who will be setting up information tables. Two vendors have declined.

MEDIA:

- Cheryl is setting up a spreadsheet to include possible media outlets. She mentioned *earned media outlets* which provide free media. She has found entering the information for our events very time consuming and suggested that a volunteer be recruited to help with the data entry.
- Cheryl suggested that we look at Eventbrite as a way to register for our events. Chantale volunteered to give a demonstration to the Board.

GARDENS:

- Blaine has spoken with Will Knight about donating the Ode to Experimental Farm art portfolio to Ingenium Museums. They are considering acquiring the

- **MOVED** by Blaine and **SECONDED** by Randy that we contribute \$500 to the Tulip Festival.
- Blaine will get the cost of acquiring 3,000, 5,000, 7,000 and 9,000 bulbs. Jeremy will be consulted on the amount he and his team can plant. (Note, in 2019, the Friends purchased 9,000 Liberation75 tulip bulbs.)

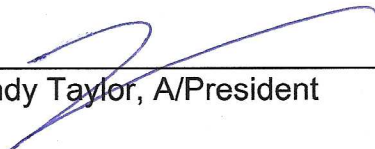
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OTHER BUSINESS

- Randy will contact Deborah to ask if she will do the three month evaluation for Aline.

NEXT MEETING

- The next FCEF Board meeting will be held March 15, 2023, 10:00 a.m.

The meeting was adjourned at 3:45 p.m.



Randy Taylor, A/President



Shirley Ewen, Secretary