

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

**Minutes of a Meeting of the Board of Directors  
April 19, 2023, at 10:00 a.m.**

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

**GUESTS:** Donna Pape, Christina Fiedorowicz, Linda McLaren

**AGENDA:**

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

**MINUTES:**

- **MOVED by Richard and SECONDED by Rob THAT the minutes of the March 2023 meeting be approved. CARRIED.**

**PRESIDENT'S REPORT: Eric**

- Eric thanked members who were stepping down from the Board. A celebration of their contributions will be held in the summer.
- Diane Roeske, head of the book team, suggested that FCEF contact the embassies to suggest they purchase the Blooms book to give to visitors. In addition, other groups interacting with visitors could be contacted. She also suggested workshops as a way of engaging people at the Farm.
- The books could be sold at the Ontario Horticultural Ass'n AGM in July.
- All Board members were reminded to sign up for the AGM so they will receive the link to the meeting.

**TREASURER'S REPORT/FINANCIAL ISSUES:**

- Cash balance is \$76,899 and we are expecting a HST rebate of \$4,693.69. Books are not selling and donations are down compared to 2022.
- **MOVED by Randy and SECONDED by Shirley THAT the financial statement for March, 2023, be accepted. CARRIED.**
- After a thorough analysis, including input from Heather, the Financial Audit for 2022 has been completed. During the analysis, the question of capitalization of the benches related to the Bench Program came up. This was discussed with Numeris (our current Auditors), who advised us that this would not be necessary as the FCEF, as an organization, has had less than \$500,000 a year in revenue for the last two years. FCEF had requested that this wording be added to the Financial Statements.
- **MOVED by Randy and SECONDED by Heather THAT the 2022 Financial Audit as prepared by Numeris CPA Professional Corporation, with included wording related to capitalization, be accepted. CARRIED.**

**PROJECTS UPDATE:**

- **Garden tours**

Rob has set up a spreadsheet to track the tours. Most of the tours are arranged to coincide with the bloom dates. The descriptions for the tours are being updated and the website has to be updated to list the dates for the tours.

- **Tree Donor Program: Elizabeth, Eric**

The CelebriTree program has received approval from AAFC and a list of twenty trees to purchase has been drawn up. The cost will be close to \$4,000. Donors will donate \$1,000 to sponsor a tree. Next steps are to fill in the details and decide on the timing of the media release.

- **Improvement of the Woodland - Eric**

Shrubs and plants will be ordered and some invasive weeds need to be removed.

- **Tree Book - Richard**

Progress is being made. Many new photographs are required. Printing will take place in 2024.

- **Annual Beds Brochure - Blaine**

Cheryl and Blaine will discuss how best to present this information. Blaine has to find out what annuals will be planted and would like to colour-code the map to indicate the names of the plants.

- **Master Garden Lectures - Donna**

Ninety to one hundred people registered and fifty-three attended the recent ZOOM lecture. A link to the lecture will be forwarded to all who attended. Proceeds from the lectures to date are \$4,000, with half going to the Master Gardeners.

- **Greeting Cards - Dell**

Dell made a request for suggestions for packaging the sets of four cards for the Plant Sale.

## EVENTS:

- **Book Sale - Donna**

Volunteers have been going through the books. The team would like to have a mini book sale in June and then give away any leftover books. Donna will arrange a date with AAFC and for a group to carry the books up from the basement.

- **Plant Sale - Dianne**

Twenty-seven paid spots are filled. Happy Goat will provide the coffee and Dianne will arrange for water in recyclable containers. Volunteers will need to be on-site by 6:15 a.m. on May 14, 2023.

- **Auction - Heather (possible fall event)**

- **50/50 Lottery - Cheryl**

A municipal license and AAFC consent would have to be obtained for this event. FCEF would only consider this as a fund raiser if it was linked to a specific project

- **Monthly Giving - Cheryl**

Cheryl will discuss this option with Mark.

## GARDENS -Blaine

- A few changes were made to the text of the Shelter Belt pamphlet. The map has to be redone.
- All the arches of the rose garden will be worked on in the fall. Jeremy has received \$10,000 for this project.
- AAFC wants to control the project for the creation of pathways for the elderly and handicapped so this will be a longer term project.
- A meeting between the garden team leaders and AAFC staff was cancelled but the team leaders' projected plans were submitted to Jeremy.
- Suzanne Saunders would like to visit the Farm when the peonies are in bloom. Blaine forwarded the info but has not heard back from her. She also has items to



- donate to the Agriculture Museum.
- Canada Post wants to create two stamps with peonies. Blaine will select the varieties.
- Blaine noted that it is difficult to visit the Shelter Belt as there is no parking and signs on the path indicate no-bicycles even though the city identifies it as a bicycle path.
- Blaine will lead a peony tour in June for a group from Chelsea.
- Jeremy to let us know how many tulips to order from the NCC.
- Blaine introduced his replacement, Linda McLaren.

#### **VOLUNTEER RECRUITMENT - Donna**

- Forty volunteer forms were submitted at the volunteer orientation, mostly for the garden teams. Ninety per cent of the previous garden volunteers are returning this year.
- The bookkeeper and treasurer positions have been posted.
- Christina Fiedorowicz was introduced as the new Director of Volunteers.
- Blaine noted a number of young adults at the volunteer orientation who likely would be interested in volunteering on weekends.

#### **MEMBERSHIP - Janice**

- Current stats are 392 FCEF memberships which represents 503 people.
- Janice has reviewed and updated the membership renewal procedure to ensure all members are receiving renewal notifications or notices of recently lapsed memberships. This renewal review process will be done quarterly going forward.
- Janice has also been reviewing the number of printed Newsletters mailed out each quarter to our VIP list (~90). In an effort to be more environmentally conscious, we will contact these recipients to recommend moving from a print to a digital format.

#### **AGM, May 10, 2023**

- The Agenda was sent to the Board, comments to be forwarded to Eric.
- Blaine to contact Alex Henderson, introduce and thank him at the AGM.
- An Honorarium of \$500 was set in a previous meeting.
- Chantale and Donna will organize the ZOOM meeting and Dell will man the questions.
- New Directors will be added to the Board at the AGM, as noted on the AGM agenda, as a way of tracking their terms.

#### **NEXT MEETING**

- The next FCEF Board meeting will be held May 17, 2023, 1:30 p.m.

The meeting was adjourned at 12:27 p.m.



Eric Jones, President



Shirley Ewen, Secretary