

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

**Minutes of a Meeting of the Board of Directors  
May 17, 2023, at 1:30 p.m.**

**PRESENT:** Dianne Caldbick, Dell Durnin, Elizabeth Atkinson, Heather Webster, Eric Jones, Mark Vigder, Donna Pape, Christina Fiedorowicz, Linda McLaren

**ABSENT:** Shirley Ewen, Cheryl Hutcheson, Janice Tayles, Chantale Neapole

**AGENDA:**

- **MOVED by Elizabeth and SECONDED by Donna THAT the agenda be adopted. CARRIED.**

**MINUTES:**

- **MOVED by Heather and SECONDED by Donna THAT the minutes of the April, 2023, meeting be approved. CARRIED.**

**ELECTION OF OFFICERS:**

- **MOVED by Donna and SECONDED by Elizabeth THAT the Board Officers be as follows: Eric Jones, President; Dianne Caldbick, Vice President; Heather Webster, Treasurer; and Shirley Ewen, Secretary. CARRIED.**

**PRESIDENT'S REPORT: Eric**

- Eric noted that Board emails had changed and would be finalized by the end of the week, including the overall 'Board@friendsofthefarm.ca' email. There would also be an online file with contact info for Directors.
- Parking at Building 72 is becoming an increasing issue for the Friends.

**TREASURER'S REPORT: Heather**

- Heather briefed the Board about the Treasurer and Bookkeeper positions, then reviewed the Friends' financial position as of the end of April. Some adjustments will be made to the budget in view of new information about costs and revenue.
- **MOVED by Heather and SECONDED by Christina THAT the financial report be accepted. CARRIED.**

**PROJECTS UPDATE:**

- **Garden tours**  
New tour requests have been coming in and are currently being addressed. Greater capacity to respond to requests is desired.
- **Tree Donor Program — Elizabeth**  
The trees have arrived. Target for launch is Sept. 17. Tasks have been assigned and a meeting scheduled for June 6. A question was raised about tree size and labels, to be followed up.
- **Improvement of the Woodland — Eric**  
Nothing new to report.
- **Tree Book — Eric**  
Still on schedule for 2024 printing.
- **Annual Beds Brochure**  
Nothing new to report.

- **Master Garden Lectures — Donna**  
Series complete; a great success.
- **Greeting Cards — Dell**  
Cards were included along with books at the Friends' table at plant sale.
- **Long Term Projects — no update**

#### **EVENTS:**

- **Book Sale — Donna**  
Plans for a book sale underway, with a potential drop-off prior to the sale.
- **Plant Sale — Dianne**  
A great success. Lots of good comments from both vendors and attendees. Dianne will report fully after holding a post-mortem to discuss what went well and what could be improved.

#### **FUNDRAISING: Cheryl**

- Cheryl submitted a written report, identifying a monthly donor program, and an approach to legacy giving as key strategies.
- The Board also discussed a strategy for selling more FCEF books. Heather and Dell will follow up with embassy contacts to help lay out an approach to starting to move forward with this strategy.

#### **GARDENS: Linda**

The teams started this week. Linda is looking into possibility of a Team Leaders meeting. Some plants (hostas) may need to be purchased.

#### **VOLUNTEER ACKNOWLEDGEMENT: Christina**

An event was tentatively scheduled for May 31, including gifts. The plan is to also include appreciation of ex-Board members at same event.

#### **MEMBERSHIP: Janice**

Janice submitted a written report: 414 FCEF memberships which represents 531 people, showing that the reminder campaign paid off.

#### **AGM, May 10, 2023: Eric**

The meeting was successful. Heather to follow up on gift for the speaker.

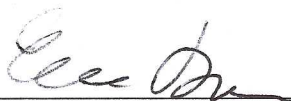
#### **OTHER BUSINESS: Eric**

- The Board discussed the office manager job and will follow up as needed.
- Deborah has offered a virtual session on using the computer system.
- Mark will get a modem booster to improve internet.

#### **NEXT MEETING**

The next FCEF Board meeting will be held June 21, 2023, 1:30 p.m.

The meeting was adjourned at 4:00 p.m.



Eric Jones, President



Shirley Ewen, Secretary