

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

**Minutes of a Meeting of the Board of Directors  
July 19, 2023, at 1:30 p.m.**

**PRESENT:** Dell Durnin, Elizabeth Atkinson, Heather Webster, Eric Jones, Mark Vigder, Donna Pape, Christina Fiedorowicz, Linda McLaren, Shirley Ewen, Janice Tayles, Cheryl Hutcheson

**ABSENT:** Chantale Neapole, Dianne Caldbick

**AGENDA:**

- **MOVED by Cheryl and SECONDED by Christina THAT the agenda be adopted. CARRIED.**

**MINUTES:**

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

**PRESIDENT'S REPORT:**

- Eric noted that the Board was the appropriate place to bring items needing decisions on policy or action, and that it would be helpful to bring recommendations to the Board on such items to save time and focus the discussion.

**TREASURER'S REPORT: Heather**

- FCEF is in a good financial position and revenue is up over last year. Budget changes include removing the Art in the Farm and Autumn in the Arboretum events which will not be held in 2023.
- Donations are still low but the Non-Dinner event is held in October to December which brings in substantial donations.
- The Rogers bill for the internet is high and will be investigated by Mark.
- **MOVED by Heather and SECONDED by Cheryl THAT the financial report be accepted. CARRIED.**

**PROJECTS UPDATE:**

- **Garden tours – Linda**  
Twelve persons attended the tour of the Macoun gardens last Friday. Ottawa Tourism has requested a tour for August 3 and Cheryl and Linda will follow up. Thirty persons attended the July 16 tree tour.
- **Tree Donor Program — Elizabeth**  
Good progress has been made. Mock-up of the website is underway.  
**MOVED by Eric and SECONDED by Mark THAT \$480 be set aside for the development of the website. CARRIED.** Administration of the program has been researched and there will be a registration form rather than a contract for this program, and Elizabeth will draw up the form. The launch of the program is expected in the fall.
- **Improvement of the Woodland — Eric**  
Buckthorn continues to be a problem. Eric has requested \$200 from the garden budget to purchase buckhorn baggies.
- **Tree Book — Eric**

It is on schedule for 2024 printing. Eric will contact Richard to inquire about submitting grants for funding.

- **Boutique Sales**

The Board agreed that it would be appropriate to track Boutique Sales at each Board meeting. It was suggested that we ask Aline for a monthly report of the sale of items. Note: Five boxes of cards are unaccounted for in the inventory. It was suggested that extra cards be removed from the table in the office.

**EVENTS:**

- Donna stated that the book drop off was very successful and book sorting will begin in August. Volunteers needed.

**MASTER GARDENERS LECTURES**

- The Master Gardeners submitted a document laying out the responsibilities of the MG and FCEF that are somewhat different than in the past. Eric has responded with a few questions to clarify details about these responsibilities and will review the reply with Donna and Heather to ensure the lectures go smoothly next year.

**GARDENS: Linda**

- All is going well.

**VOLUNTEERS: Christina**

- Christina received a request to accept parolees who are legally required to complete volunteer hours of service in the community, to work on our gardening teams. After some discussion, it was **MOVED by Christina and SECONDED by Linda THAT this request be declined as it would involve potential risk to volunteers and an increased responsibility for supervision especially by the volunteer Team Leaders. CARRIED.** It was further **MOVED by Christina and SECONDED by Cheryl THAT the Volunteer Application Form not be revised to require information about a criminal record or previous convictions. CARRIED.**

**MEMBERSHIP: Janice**

- 410 FCEF memberships, which represents 524 people. Since we began keeping detailed metrics in 2018, membership has increased by 16% (5 years). An unanswered question is whether this reflects a good or poor growth rate; something for us to consider as we evaluate future plans.
- Additional volunteer help is required to help with an overall refresh of the Membership strategy (membership value proposition, membership categories and cost, membership messaging, etc.). Further discussion required with the Board to confirm next steps.

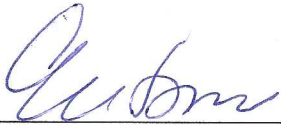
**OTHER BUSINESS**

- Aline will be on holidays August 15, 16 and 17.
- Elizabeth noted that the FCEF license with AAFC expires in June of 2024 and this is to be discussed at the next Board Meeting.

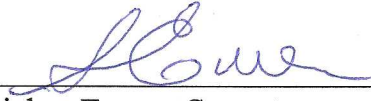
**NEXT MEETING**

The next FCEF Board meeting will be held August 16, 2023, 1:30 p.m.

The meeting was adjourned at 3:30 p.m.

A handwritten signature in blue ink, appearing to read "Eric Jones", written above a horizontal line.

Eric Jones, President

A handwritten signature in blue ink, appearing to read "Shirley Ewen", written above a horizontal line.

Shirley Ewen, Secretary