

**FRIENDS OF THE CENTRAL EXPERIMENTAL FARM
AMIS DE LA FERME EXPERIMENTALE CENTRALE**

Minutes of a Meeting of the Board of Directors
Wednesday, June 19, 2024, at 2:00 p.m.

PRESENT: Dianne Caldbick, Christina Fiedorowicz, Shirley Ewen, Heather Webster, Eric Jones, Linda McLaren, Ved Arora, Lois Burrows, Ralph Ramkerrysingh, Elizabeth Atkinson

ABSENT: Candice Benson, Mark Vigder

AGENDA:

- **MOVED by Shirley and SECONDED by Heather THAT the agenda be adopted as revised. CARRIED.**

MINUTES:

- **MOVED by Ralph and SECONDED by Eric THAT the minutes of the May 15, 2024, meeting be approved. CARRIED.**

PRESIDENT'S REPORT: Dianne

- FCEF to assist with AAFC Open House/Bug Day. Announcements will be in the Newsletter and Farm Notes.
- Heritage Ottawa will have a walking tour of the farm this coming Sunday.
- AAFC, the city of Ottawa, and NCC have formed a committee to investigate the impact of housing development on the Farm
- Dianne met with Melanie Houle, AAFC, to discuss the move to Building 75. A tour of the second floor will take place next Wednesday. Some furniture is available for our use. Parking is to be discussed. No date has been set.
- The FCEF license of occupation is being processed and is due June 30. Board members will receive the document by e-mail and send any revisions to Dianne.

TREASURER'S REPORT: Ved and Heather

- As of May, 2024, FCEF is in a good financial position. Revenue from membership and from the Master Gardener lectures was down from 2023, but donations were similar.
- Heather will take on certain tasks such as overseeing the budget.
- Due to the heavy workload, an assistant treasurer is required.
- **MOVED by Ved and SECONDED by Lois THAT the May, 2024, Financial Statements be approved. CARRIED.**

ITEMS FOR BOARD DECISION

FCEF Insurance- Heather and Lois

- **MOVED by Heather and SECONDED by Ralph that FCEF increase tenant's legal liability insurance from \$500,000 to \$1,000,000 and general liability per occurrence from \$2,000,000 to \$5,000,000 at a combined cost of \$226 annually. CARRIED.**
- **MOVED by Heather and SECONDED by ERIC that FCEF increase the contents coverage to \$100,000 and undertake an inventory (list and photos) of FCEF assets, including tools, with estimated replacement costs; and clarify which assets belong to AAFC. CARRIED**
- **MOVED by Heather and SECONDED by Ralph that FCEF further assess ways to remove risk to volunteers. CARRIED**
- Request the Operations Director to review offsite backup of our FCEF cloud storage and associated procedures
- **MOVED by Lois and SECONDED by Heather that Yoga and similar events only proceed if the instructor has adequate insurance. CARRIED.**

Proposed New Director Position – Dianne

- **Moved by Linda and SECONDED by Lois that FCEF search for a Director of Communications. CARRIED.**

Launch of New Tree Book

- The tree book will be available in a couple of months. A sub-committee is required to assist with the launch. Can Candice help with this? Place a notice in Farm notes for a volunteer with marketing skills
- Committee of Eric, Heather and Lois to look into the promotion of FCEF books and how to reduce our inventory.

ITEMS FOR INFORMATION

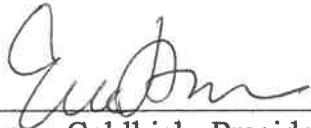
- Plant sale was successful, proceeds were \$4,751.02. Book sale was well attended, with proceeds estimated at \$9,500.
- All the enhancement projects will have to be discussed with Jeremy.

ACTION ITEMS

- Heather and Christina to set up responsibilities for an assistant treasurer and begin a search.
- Heather to speak with the insurance broker to advise him of changes to our policy.
- Mark to check into offsite backups of the FCEF cloud storage and associated procedures.
- Christina to begin search for a Communications Director.
- Eric, Heather, and Lois to investigate ways to reduce our book inventory.
- Approach Candice to see if she will assist with the Tree Book launch.
- Notice to go into Farm Notes to ask for a volunteer with marketing skills to help with the book launch.

NEXT BOARD MEETING – July 17, 2024, at 2:00 p.m.

The meeting was adjourned at 4:30 p.m.

For 

Dianne Caldbick, President



Shirley Ewen, Secretary