



ONTARIO HORTICULTURAL ASSOCIATION
WINTER MEETING
Sunday, February 25th 2018
Cheltenham United Church, 14309 Creditview Rd., Cheltenham.

DISTRICT 15
1:30 – 3:50 p.m.

MINUTES

Societies represented: Bolton, Brampton, Caledon, Chinguacousy, Cloverleaf, Credit Valley, Etobicoke, Nobleton & King City, Parkdale & Toronto, Richmond Hill, Roselands, Streetsville, Swansea, Thornhill, Westway, Woodbridge.

Society not represented: Schomberg.

A copy of the Financial Report was available for each attendee. Pamphlets from OMAFRA available in each Society's envelope. An attendance sheet was circulated with a roll call recorded at 34 members present with 16 societies represented plus 8 board members. Regrets: Dawn Teal, board member.

1. **Opening remarks:**

Barb O'Malley, District Director thanked Caledon for hosting the meeting and providing refreshments.

Barb thanked all societies who welcomed her and the Assistant DD's to their AGM's over the past few months.

Next year, she will try to attend the AGM's of societies that she didn't attend this year.

Barb welcomed everyone and asked them to introduce themselves around the table.

Baker Fund & Publications;

There is one trophy for In School youth program and one for Outreach to youth. Each has a monetary award. The Youth grant has been raised to \$75.

- One application for the Baker Fund has been received by email. Any application brought today should be left in your society envelope and checked off on the available sheet.
- There was a lot of work with youth reported at AGM's. If your society doesn't need the cash it can be donated back to the Baker Fund.
- Publications; put the entries in your envelope, and check off on the sheet. Entries can be delivered to Barb or the nearest ADD by March 1st.

2 or 3 photos with captions showing Society Events; For Power Point at AGM to be sent by email to Grace at genelham@rogers.com.

Review / Additions to and Approval of the Agenda:

Add to paragraph 7, Cloverleaf-Trophies. Bolton-OHA Insurance Certificate. Streetsville.

Barb asked for a motion to approve the agenda as amended. Motion made by Barbara Japp, Parkdale and Toronto, seconded by Krys Angel, Etobicoke. All in favour, none opposed, carried.

2. **Minutes of District Fall meeting September 24th 2017:** Grace made a motion to have the minutes approved as previously circulated and read, seconded by Bob Daggett, Roselands. All in favour, none opposed, carried.

Business arising from minutes:

- Barb O. - Workshop for social media – not yet organized. April Davies, webmaster, concentrating on new OHA website. Will determine her availability after new website launched. Stay tuned.
- Ensure that your Society websites have been updated and ready for the new OHA Website. Barb will have to report on this at the March OHA Board meeting.
- Archives, Regions other than Peel make contact with the Region in your area. *Information from Cloverleaf;* Contact information for Societies in Peel Region. Peel Art Gallery Museum and Archives(PAMA)contact Kyle Neill, Senior Archivist. kyle.neill@peelregion.ca, 905-791-4055, ext4677. PAMA is in process of digitizing all its records and Kyle suggests that records should be sent every 2 to 5 years. Consolidating material over several years makes it more efficient for them to process. All material must be inactive His suggestion as to what we should preserve: **when in doubt, don't throw it out.**

3. **Treasurer's Report:** Presented and prepared by Dorothy Wood; Financial Statement for January 1 - December 31, 2017, Income \$9,575.65, Expenses \$7,917.41, net income \$1,658.24. Bank Balance General Account \$5,373.93, Baker Fund \$2,649.30, Net Assets \$8,023.23. Motion made by Dorothy Wood to approve the report as distributed, seconded by Patricia Griesser, Cloverleaf. All in favour, none opposed, carried.
Business arising from Treasurer's Report: None.

4. **District 15 Business:**

- a. Society Dues 2018;
Barb said that the District is very pleased to announce that the Board has agreed to waive the District Dues for 2018. Please understand that this is a onetime event, and may or may not be repeated for 2019. Please obtain the Society invoices from Dorothy.
- b. Nominations Report and call for Nominations – Martha
Grace Nelham, District Secretary for 18 years has resigned.
Patty Carlson, Asst. DD – resigned as she has moved to Lindsay, ON
All others on the District Board have agreed to be nominated for 2018-2019.
Martha called for nominations for the positions of District Secretary and Assistant District Director.
Martha announced that all positions are open.
- c. AGM: Update District 15 AGM 2018 – Host Society, Chinguacousy President, Lydia Robertson announced that plans are well under way for the AGM and they are looking forward to welcoming societies. AGM Registration packages were handed out. Barb will send a copy electronically to each Society. Make sure attending members receive a copy of the Flower Show Agenda and Rules. District Flower Show/Photography/Publication entry cards are available from Martha.
- d. In memoriam for the calendar year 2017 - email to Grace at genelham@rogers.com;
- e. Important Societies Anniversaries for recognition – 2018; Nobleton 60th, Parkdale & Toronto joint 30th 2019; Cloverleaf 75th.
- f. District 15 future AGM's - 2019, Credit Valley. 2020, Brampton.
- g. Supplies – Anyone who ordered supplies can see Martha at the break
- h. District Table at Seedy Saturday, March 10th in Brampton – at Century Gardens, Voden and Kennedy. 9 to 1:30. We have a table at Brampton's Seedy Saturday. The District brochure, Society fliers will be displayed. If anyone would like to help at the booth, please let me Barb know.
Parkdale, Green City, Seedy Saturday. March 3rd at Bonar-Parkdale Presbyterian Church, 250 Dunn Avenue, TO.

5. **O.H.A Business:**

a) *Rebranding of Societies;*

Information from Kelly Taylor regarding societies who want to change their name (branding).

I have been receiving a few inquiries about this of late. Here is the process we suggest societies follow to keep everyone updated. This allows the OHA to keep our files clean and know who we are communicating with when someone approaches us with a different name.

***RULES FOR REBRANDING A SOCIETY ***

1. *Societies must keep their existing "Horticultural " name for all legal documents and banking*. The "act " requires "Horticultural " in your legal name. The exception is if you have been grandfathered in years ago.

PLEASE NOTE: The ministry **does not** need to know about a society's re-branding – **BUT** you **must** continue to use the official horticultural society name on your legal documents and on the OMAFRA Annual Return*. (as per OMAFRA)

2. *Report by email your new rebranded name to the OHA Secretary * (ohasecretary@gmail.com)

***Example ***

Waterloo Horticultural Society has rebranded to Waterloo Gardeners, effective date.

*Report by email your rebranded name to Co-operators Insurance. * (lapalm@cooperators.ca)

***Example ***

Waterloo Horticultural Society has rebranded to Waterloo Gardeners, effective date.

4. *Be sure to have all the above in your society minutes (formal approval to change the name, date, etc).*

***Note*:** the above *does not* address the "change" of a Horticultural name to another "Horticultural " name.

Hope this is helpful.

Kelly

- b) *Garden Ontario Week; June 9 – 17* Barb reminded societies to put their events on the Garden Ontario Week website, don't assume that if it's on the OHA website it is also on the gardenontarioweek.org website.
- c) *2018 O.H.A. Convention; Hosts District 3, July 27-29, Ambassador Hotel & Conference Centre, Kingston.* Details about the bus tours, meals, and speakers and accommodation information are on the website. Registration forms will be available shortly.
- d) *Judging School District 5 for Horticultural & Design;* Planning has started. It will be held in the Aurora area. Once the dates and costs are set, Barb will send out further information. If you express an interest now, you are not committed to attend if the details don't work for you.

6. **Open discussion:**

- i. *Society votes at the OHA Convention, review of Proxy forms;* 76% of the votes available for District 15 were used in 2017. The letter re number of votes per Society is usually given out at the District AGM. There are two ways to vote; in person or by proxy. Proxies can be given to members who are attending the convention and are voting delegates or, to the OHA secretary. In the case of Resolutions, if the resolution wording is changed at the Convention the member who has your proxy can vote as they see fit. If the OHA Secretary has your proxy then she cannot use it. The proxy form is available on the OHA website see resources, forms.

Refreshment Break – many thanks to Caledon Horticultural Society

- ii. *How Societies Select Award Winners;* Results of a brief discussion around the room as to how Societies select their Award winners; Some societies do not give awards and have no criteria. Some are picked by the President only, or President and the board. Given to new members if they have volunteered, as future encouragement. Number of volunteer hours worked. Written criteria for Presidents awards. Recognised with service pins. Life memberships were briefly discussed, but the topic was tabled for the next District meeting in September.
- iii. *Finances of Societies;* Barb reminded societies that they are incorporated under the Ontario Government, OMAFRA, Ontario Ministry of Agriculture, Food and Rural Affairs. Societies are members of the OHA. Societies elect the Board of Directors to run the society. The Society Constitution and By-Laws are the rules set in place by which the society is run. To see the Effective Organizations Product Catalogue go on line at this address:
www.omafra.gov.on.ca/english/products/effectorgs.html

Barb reviewed the following 4 pamphlets; (prepared in the late 1990's)

1. Financial Policies and Procedures: Protecting Your Organization's Financial Assets.
2. A Guide to Bookkeeping for Non-Profit Organizations.
3. Being a Club Treasurer.
4. Understanding Your Organization's Financial Statements

Barb will ask at the OHA Board meeting for information on item #11 on 1st sheet – Use of Volunteers for Financial Review. The title "Audit Certificate" on the OMAFRA document that is required to be signed by the two Financial Reviewers, is a deterrent to professional accountants who are willing to do the review free of charge, but who cannot sign that it was an "Audit".

Online banking – Tangerine. Linked to your society bank account, account number and password. If societies want to use these methods of banking, they should ensure that there are procedures in place to protect both the society and the treasurer. More than one person should have the account number and password for verification. The Board of Directors should agree that this is how they wish to do banking for the society. Constitution and/or By-Laws may have to be changed. Bolton Society uses Alterna Savings for their banking needs. Three people have access. Discussion regarding *Petty Cash*.

Some societies have a petty cash available, anywhere from \$70 to \$200, from which they reimburse small amounts. Invoice is required and amount will be expensed.

7. **Other/New Business:**

- Parkdale & Toronto – Kathy Andrachuk Memorial Park; Barbara Japp read some memories of Kathy who had a long-term involvement with the OHA and Toronto Horticultural Society. Barbara told us of plans to create an area in Stanley Park, Toronto, named Kathy Andrachuck Memorial Grove and Pollinator Garden. made up of native trees, shrubs and perennials. Clement Kent, Parkdale & Toronto Board and a committee are spear heading this and a fundraiser including a bench as a memorial to Kathy.
- Cloverleaf – Has 10 retired flower show trophies which could be passed on to other societies.
- Bolton – Brenda is not able to order an Insurance Certificate from OHA Website. Barb will check. *A few days after the meeting the insurance certificate was received.*
- Streetsville – Monica's granddaughters' school is collecting used milk bags as shown, for making into waterproof bed mats. Monica will have a member from Streetsville Hort. collect them at the AGM.
- Humber Nursery Coupons – It was suggested that the District receive them for distribution to the Societies.

8. **District 15 Fall Meeting:** September 30, 2018, hosted by Cloverleaf.

9. **Adjournment:** 3:50 p.m. Grace made a motion to adjourn the meeting, seconded by Susan Zalepa, Swansea. All in favour, none opposed, carried.

Secretary, Grace Nelham,
Originals signed by

District Director, Barb O'Malley