



**Ontario Horticultural Association
District 2
Fall Advisory Council Minutes
November 5, 2016
10:00 a.m. – 3:00 p.m.**



Host: Stittsville/Goulbourn Horticultural Society
Stittsville United Church
6255 Fernbank Road, Stittsville ON K2S 1X5.

1. Call to order / Welcome
Kathryn Lindsay called the meeting to order at 10:10 am
2. Introductions/Announcements
There were no special guests to introduce at this meeting.

3. Society Roll Call:

2	Almonte	0	Madawaska Valley	2	Perth & District
1	Beachburg	3	Manotick	0	Petawawa
2	Carleton Place & District	2	Nepean	0	Smiths Falls (regrets)
3	Deep River	3	Ottawa	4	Stittsville-Goulbourn
2	Eganville & Area	1	OV Rock Garden	2	West Carleton
2	Greater Ottawa Water Garden	3	Pakenham		
2	Kanata March	2	Pembroke		

4. Additions to / Approval of Agenda
These items were added to the agenda to be discussed after Item 12, OMAFRA
Society Constitutions
Guest Fees
D2 Photo Competition
Motion to approve Agenda: Shelley Sissing, Kanata-March, Seconded: Cheryl Gingras,
Kanata-March - Carried

5. In circulation:
 - District 2 contact list:
 - o This list is generated from the Annual Reports submitted to the OHA by February 1st of each year.
 - o Important as basis for creating D2 brochure via OHA website
 - o Please make corrections; return to D2 Secretary
 - o Need to decide once the District 2 contact list is updated, who makes the corrections on the OHA website. Should it be the D2 Secretary or should each Society update the information for their Society.

- ACTION ITEM:** D2 Secretary to research and recommend the best for updating Society/District contact information during the year.
- It was also noted that each Society should have one generic email account for contact and communication purposes with the District and OHA.
- ACTION ITEM:**
- Societies to create a generic email for their Society for communication emails and to send generic email address information to D2 secretary at district2news@gmail.com so it can be added to the D2 Communiqué distribution list.
 - If the Society already has a generic email, please forward email address to D2 secretary to ensure D2 Communiqué list is correct.
- OMAFRA reporting
 - Deadline is also February 1 of each year. OMAFRA has indicated to the OHA that if your Society report is not submitted by that date, the Society will not get their annual grant.

6. Amendments / Approval of Minutes:

- 2015 D2 Fall Advisory Council meeting
There were no amendments to the minutes.
- MOTION TO APPROVE MINUTES:** Brian Haddon, GOWGHS, Seconded: Marion Thompson, Deep River - Carried

7. D2 Executive Reports:

- a. Treasurer – 2016 budget update presented
- 2017 proposed budget
As per attached Amended Budget Report – Amendments were made to the budget as follows:
 - *D2 Director/Executive Expenses* – 2017 Proposed changed from \$100.00 to \$360.00 as per motion from Fall Advisory 2015 Budget – annual expense of \$360.00 allowed.
 - *Membership in other organizations* budget line
MOTION: To delete this budget line
Jamie Robertson, Ottawa HS, Seconded: Brian Haddon, GOWGHS
Carried – 1 against
 - *Promotional Items* – 2017 Proposed - \$25.00 added to this line for convention prize – D2 gives an item to the Convention for early bird draw
 - *One Time Expenses* – 2017 Proposed changed from \$1,000.00 to \$2,000.00 after discussion on D2 Canada 150th initiative. See below for discussion of initiative.
 - *Junior Gardener* - \$150.00 – grants of \$50.00 to Societies who have Youth programs and qualify for the grant. Perth is the only one who has submitted so far.
ACTION ITEM: Requests for Jr. Gardener grants to be submitted to D2 Treasurer by December 1st.
- Tabled motion to approve Treasurer’s Report until after the Canada 150th initiative was discussed and agreed upon.

- b.** Secretary – We received a Thank You card from Charles Freeman, D1 Director who was our guest at the D2 AGM in April in Smiths Falls.
- Expressions of sympathy:
ACTION ITEM: When a member from a Society passes away, please communicate this information (name and photos if possible) to the D2 Secretary at district2news@gmail.com so we can create an “In Memorium” slide show for use at the AGM.
- c.** Director –
- D2 Executive at Society AGMs:
 - o A representative from the D2 executive will be attending each of the Society AGMs.
 - ACTION ITEM:** The D2 representative will contact each Society to let them know that they are attending and to get the complete details – date, time, etc.
 - OHA calendar Fundraiser:
 - o Kathy distributed the calendars that were pre-ordered by Societies.
 - o There are possibly some left at the OHA level.
 - o This calendar was made up of submissions from the 19 Districts in OHA. D2’s submission is November 2017.
 - o Thanks to GOWGHS, Almonte, Carleton Place and Perth for supplying the photos.
 - OHA licence plate fundraiser
 - o Kathy distributed the licence plates that were pre-ordered by Societies.
 - OHA D2 Spring AGM Meeting highlights
 - o Hosted by Smiths Falls.
 - o The day was very well received by all who attended.
 - o Marion Thompson received the D2 Service Award.
 - o Paul Zammit was the speaker at the end of the day. He was very lively and entertaining.
 - o Since there is no longer a Spring Advisory meeting, the AGM meeting will need to a bit longer than it used to be scheduled as it was a bit of a challenge to get everything covered before the speaker was scheduled to speak.
 - ACTION ITEM:** D2 Executive to work the 2017 AGM host Society to adjust agenda.
 - OHA Pins:
 - o We have President, Secretary and Treasurer pins available. Years of Service pins need to be ordered through OHA supplies. All pins are \$5.00 each.
 - OHA Service certificates:
 - o There are many OHA Service Certificates that Societies can be awarding to their members every year e.g. Horticultural Service Certificate, Judging/Exhibiting Service Certificate are just two of the awards mentioned in the Awards Booklet.
 - o These can be ordered now and still be delivered by December.
 - o Awards booklet available from the OHA website at
ACTION ITEM: Send link to Awards Booklet in D2 Communiqué.
<http://www.gardenontario.org/docs/OHAAwards/OHAAwardsGrantsBooklet.pdf>

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- d. Nomination Committee – Sheila King and Jamie Robertson have agreed to co-chair the Nominations Committee.
- D2 Service Award:
 - o Please review the Awards booklet for the criteria for the D2 Service Award.
 - o Nominations are kept for two years.
 - o OHA needs six week notice to prepare the Award for our AGM in the spring.
- ACTION ITEM:** Please send nominations for the D2 Service Award to either Sheila (email: sheilaking.art@rogers.com) and/or Jamie (email: jamesrossrobertson@gmail.com). The deadline for submission for D2 Service Award is January 15, 2017.
- D2 Executive Positions:
 - o *District Director*: this position is open as Kathy has served her 5 years
Brief job description: Represent District at 3 OHA board meetings per year – two at the facilities in Barrie and one at the Convention. Chair District AGM and Fall Advisory meeting. File annual report and volunteer hours for the District. Promote and represent the OHA to the Societies within the District.
 - o *Assistant District Directors*: Help with the duties of the Director and perform tasks and chair committees relevant to the District.
Rideau Basin – Sheila King year 2 of 3 – will run again
Upper Ottawa Valley – Sharlene Desjardins; year 1 of 3 – will run again
Mississippi – this position is open - Lani Holland is stepping down
At-large – Jamie Robertson; year 1 of 3 – at this time is undecided
 - o *Secretary* – this position is open, Linda Bartlett is stepping down.
 - o *Treasurer* – this position is open, Karen Haddon is stepping down.
According to the revised D2 Constitution, the Secretary and Treasurer positions are appointed by the Director and approved at the AGM.
 - o *Past District Director*: According to the revised D2 Constitution, this is a one-year term. Currently vacant.
- ACTION ITEM:** Nominations for D2 Executive positions should be submitted as a Motion to Nominate with a Seconder and a brief bio of the person being nominated. You can send to either Sheila, email sheilaking.art@rogers.com or Jamie, email jamesrossrobertson@gmail.com . The deadline for submission for D2 Executive positions is January 15, 2017.
8. D2 Committee Reports:
- a. D2 Communiqué (Linda Bartlett) – need to transfer to next secretary or another person assigned by new D2 exec. Communiqué is for information from the OHA and District to Societies, needs to be shared in a timely manner. If Societies are having Open Garden Tours, Bus tours and special speakers, this can be put in a D2 Communiqué. Societies need to keep the Calendar of Events up-to-date so other Societies can see what is happening within the district.
 - b. Judges – Update (Kathy Lindsay/Linda Bartlett) – An Interdistrict (D1, D2 and D3) Judges Update was held in September 2016 in Kemptville. It was well attended by

- our judges. We have about 35 D2 Judges – please look at the list on the OHA website to find Judges for Shows. We encourage Societies to use Judges that are OHA up-to-date certified and for not more than 2 years in a row.
- c. D2 & Society web sites (Linda Bartlett) – the OHA website for Districts and Societies is cumbersome. Hopefully the new platform will be easier to work with. As Linda Bartlett is stepping down in April, Lori Ray (member of Pakenham Hort Society) has volunteered to take on the responsibility of Webmaster for one year.
ACTION ITEM: D2 Webmaster to begin transfer of task to D2 volunteer.
- d. Loblaws (Sheila King) – This is a program where someone with knowledge from our Societies would work at Loblaw's in their garden centres for so many hours per week. The program has had some issues over the past few years provincially – due to Loblaws management decisions.
ACTION ITEM: Sheila King to contact Steve Rahm to see what is happening with this program in our District.
9. Other Business
- OHA/Society anti-spam implementation – Text block that needs to be inserted at the end of every email being sent out on behalf of a Society, District and the OHA.
ACTION ITEM: D2 Secretary to send anti-spam text block to all Societies in order for them to implement.
 - Society survey for subsidizing attendance at D2 events, speaker fee and judge's honorarium, D2 AGM/OHA Convention – this was circulated around the room
ACTION ITEM: D2 Secretary to compile Society survey information to share with all Societies via the D2 Communiqué.
 - Basic Floral Design Course: There is a GCO 6 unit curriculum course that could be offered to all members in our Societies who are interested.
ACTION ITEM: DD to look into getting an outline of the GCO Basic Floral Design course so it can be sent out to all Societies to share with their members to see if we have enough interest to go ahead with the planning and implementation of a course in D2.
 - D2 Canada 150 Project:
 - o OHA Pollinator Project for 2017 described.
ACTION ITEM: DD to circulate information on 2017 OHA Pollinator Project via D2 Communiqué
 - o D2 would like to expand on this project with signage for all Societies. It would be a common look and feel to the sign. The D2 artwork for signage will be available to all Societies to use for advertising, promotional materials. Societies would be able to add their Society Logo and Name to the D2 artwork.
 - o The Societies will have the option to do their own initiative for pollinators. D2 would give each Society \$100.00 towards this initiative.
ACTION ITEM: Societies to submit their proposals for their pollinator projects to the District Director asap in the new year so they can be shared via the D2 Communiqué, highlighted at the spring AGM and promoted through the *GardenOntario* week website.

ACTION ITEM: Each Society is to report back at the Fall Advisory their success with their project along with costs. If nothing was done by a Society, then the \$100.00 should be returned to D2.

- o This was agreed upon by the Societies so the budget line for One Time Expenses was changed from \$1,000.00 to \$2,000.00 in order to be able to give \$100.00 to each Society.
- 2017 proposed budget:

MOTION: that the D2 2017 Proposed budget be accepted as amended
Jamie Robertson, D2 ADD, Seconded: Lillian Jeanotte, Eganville. Carried.

10. D2 Events:

a. Spring District AGM

2016 – Smiths Falls (not in attendance to report).

2017 – Eganville (late April – TBA). D2 Exec will help with the AGM

2018 - TBA

b. Fall Advisory Council

2016 – Stittsville-Goulbourn

2017 – Deep River & Area

2018 – West Carleton

c. Flower & Edibles Show

2016 – Perth & District – Aug 6 – update – Barb Smith gave a report on the Flower and Edible show held in Perth. Report is attached to these minutes. It was a successful show. People commented on their concern about using a raffle to raise funds, on the calibre of the show and how they liked the Design Challenge and Demo. DD thanked Perth for hosting the D2 Flower Show.

2017 – Almonte, Carleton Place and Pakenham

2018 - TBA

d. Fun Day

2017 – TBA

11. OHA-related Business:

- Annual reporting – importance of on-line reporting system

- Convention

2016 – D19 (Waterloo) – Theme: Experiencing the Grand

2017 – D4 – Richmond Hill – Theme: Green from Shore to Shore – July 21-23, Sheraton Parkway North, Richmond Hill, York Region.

2018 – D3 – Kingston - From Shore to Shield

2019 – D11 - Windsor

- *Trillium* newsletter – Winter edition – deadline is November 21, 2016.

- President's Quick Start (booklet) – the booklet is being updated. Once published, we will let Societies know. The OHA is working on Quick Start booklet for District Directors as well.

Added items to the Agenda

- Society Constitutions:
Society constitutions need to be reviewed and revised as necessary. Society constitutions should be following the OMAFRA guidelines which can be found on their site and they need to be consistent with the OHA constitution. All Society and district constitutions should have an Indemnity clause so that their directors/officers are not held personally/financially responsible.
ACTION ITEM: D2 Secretary to send out the Indemnity Clause from the OHA constitution so Societies can adapt it and add to their constitution.
 - Guest Fees: a discussion was held with respect to what Societies charge for guest fees. Some Societies charge no fee the first time but will charge fees the second time, if the person does not join. Some Societies charge \$3.00, others charge \$5.00. Guest fees are at the discretion of the Society. It was noted however that any OHA Society member can attend other Society meetings. They are there as a guest and cannot participate in the running of the meeting or competitions. They would have to become a member of that Society to participate.
 - D2 Photo Competition: it was noted that there was no Class 8 in the D2 2017 Photo Competition. It was numbered incorrectly, therefore there are only 9 Classes for 2017 instead of 10.
ACTION ITEM: D2 Photo competition schedule to be corrected by the convenor, updated on the website and sent out to Societies via the D2 Communiqué.
 - OHA Grants:
 - o Tree Grants – first 25 to submit by February 28th up to \$200.00 by receipt, on public land with a letter giving permission to plant.
 - o Special project grants
 - o Seedy Sunday \$250.00 grant – starting a new Seedy Sunday – deadline Nov. 15th.
 - Youth Programs/Club: to be accredited, all youth members need memberships. Society needs to submit Code of Conduct for Youth Programs. Criminal checks for volunteers working with Youth need to be done as well.
ACTION ITEM: Societies to submit application for D2 Youth Program grant to Karen Haddon by December 1st.
12. OMAFRA–related Business – Reports along with audited/reviewed financial statements need to be submitted by February 1, 2017 in order to get Society grants for 2017.
13. Expression of Appreciation / Adjournment
Kathryn Lindsay thanked Stittsville-Goulbourn for hosting the D2 Advisory Meeting.

MOTION TO ADJOURN: Brian Haddon, GOWGHS, Seconded: Sheila King, D2 Assistant Director - Carried

Meeting was adjourned at 2:50 PM.