

Flora Of Saskatchewan – Annual General Meeting - September 8, 2007 Regina, SK

Minutes were recorded by Glen Lee.

Meeting called to order at 1:10 p.m.

1. Welcome and introductions

2. Approval of agenda

Mary requested that fundraising was moved to the end of the meeting.

Glen requested we discuss when the FOSA membership expires each year.

3. Minutes of the last AGM held February 11th, 2006, at the NPSS AGM, in Yorkton, were read by Glen Lee.

4. Business arising from the 2006 AGM minutes.

a) Discussion and agreement that membership receipts will be sent out when fees are paid.

b) Mary to send Glen an electronic copy of the bylaws.

c) Motion by Maureen Lee to approve the minutes of the last AGM as read. Carried.

5. Minutes from FOSA board meeting held in March, 2006 were read by Glen.

6. Business arising from the March, 2006 board meeting.

Teachers Credit Union in Regina has waived monthly banking fees since April, 2006.

PA Model Forest wants its donation to be managed by the Luther College for audit control.

Business plan – Since July, Mary has tried to contact Jennifer about any work she has done on the business plan, but Jennifer hasn't responded.

A summer student was not hired for the FOSA project.

7. Financial statements report.

Two financial reports were presented.

Luther College is managing the majority of FOSA's funds. Balance as of the AGM was \$18,715.00.

Membership fees are being maintained at Teacher's Credit Union. Balance as of the AGM was 299.41.

Discussion of where future corporate donations will be deposited – into the care of Luther College, or in the TCU bank account. Agreement to put significant donations under the care of Luther College. Luther College is willing to do the tax paper work for free for payments made to staff hired by FOSA.

Memberships are down. Two ideas were discussed to generate more interest in the project and increase membership:

- Have an interim FOSA membership/board meeting at each NPSS AGM
- Give a presentation at the next NPSS AGM on the status of the project. Glen will contact Garth Wruck to see if we can get on the agenda. Mary has a PowerPoint presentation that can be used.

Glen moved that the financial statements as presented be approved. Carried.

8. New business.

a) Development of business plan.

Will still try to get Lorne Scott to help us with this.

Mary will try to contact Jennifer to see if any work has been completed on it. Mary suggested we hold a one day workshop to develop a business plan in early October. Mary to lead, Glen and Colin to help.

b) Update on the Fern section of the flora.

Mary gave a hand out of each of the pieces comprising the fern section, it has not been printed yet by CPRC.

Discussion about where in the flora to place line drawings, some at the start of the key rather than at the end of a section or end of the book.

Tom Reaume from Winnipeg may already have line drawings for many Saskatchewan species. We have been using Cindy Romo from Saskatoon to complete the line drawings for the Pteridophytes section.

Mary will meet with Donna from CPRC to discuss a preliminary layout. Then Donna will do a 1st draft and we'll get together as a group to discuss it and make suggested changes. Donna will then do a 2nd draft, and then as a group we will look at it again and do a final proof for the flora. Once finalized, we should put a copy of this section of the flora up on the website.

c) Discussion of next section of flora to be worked on – report and draft proposal from Mary.

The PA Model Forest will provide \$5,000 for the next section of the flora. They require by the end of September at least an interim report on progress, and a good draft of the section must be delivered by December 31st. We will lose the \$5,000 funding if we don't proceed now with work on the next section.

Vern strongly recommended Irises, Lilies, and Orchids be done next, 1) he has done some work already on it, 2) it is a relatively small amount of work to complete, 3) is a logical grouping to complete together.

Earlier in the year, the board had discussed and agreed via email to proceed with these families as the next section. Mary asked for confirmation again at the AGM that we should proceed with Irises, Lilies, and Orchids as the next section of the flora. There was agreement on this.

The December 31st deadline to complete a good draft of the next section might be difficult to meet because of uncertainty with how work will proceed with the integrated database/key. This is to be discussed later in the AGM.

d) Report on Flora database and interactive key.

Mary presented a written report on research completed over the summer on this by Mary, Colin, and Corwin Derkatch a computer professional from the U of R. From Mary's report

"The best well known is DELTA (database) + Intkey (interactive key), and two recent reviews suggest it is the best taxonomic software."

Corwin's opinion is that the DELTA-Intkey product uses antiquated technology, and he put it to the board he would like to write his own version of a taxonomic database and client software. Discussion about Corwin's recommendation. Note that Corwin is no longer available to work with FOSA on the evaluation and implementation of a database and interactive key.

Motion by Colin that we approve the adoption of the Delta-Intkey product for use with the FOSA project. Approved.

Agreement we should pursue when needed the services of another computer professional when project staff begin working with Delta-Intkey.

Colin explained that the database contains 3 files:

- list of characters
- allowed value for each character
- the character value for each species.

Mary led a discussion on how to proceed with the use of DELTA-Intkey in the project, and still meet the December 31st deadline set by PA Model Forest for \$5,000:

- Written treatment of the Irises, Lilies, and Orchids – to be completed by Anna Leighton
- Fern section test of Delta-Intkey software – Sheila
- Character list development for Delta-Intkey – Sheila

Anna and Sheila to provide cost estimates on this work to the board by the end of September for approval.

Motion by Glen this project plan for the next phase of the flora be approved. Carried. Note – Sheila and Anna abstained from voting on this motion.

e) Discussion of a CD of plant photographs to accompany the flora.

Glen led a discussion on this topic. From the FOSA website:

"We also hope to produce a CD, to be sold with the book, that will include photographs of all of Saskatchewan's species."

Discussion about the various tasks involved in this subproject, and if we would invite photograph submissions from the general public, or the board ask a list a dozen or so photographers only to work on photographing as many plants as possible.

Note that Randy Olson developed a good draft document with photographic standards to be used by photographers when they submit photographs to be included.

Motion by Glen that given the amount of work this subproject will entail, that FOSA not proceed with this work until a project plan and budget has been approved by the board to complete this work, and subcommittee is in place to manage this subproject. Carried.

f) Website update required.

Glen led the discussion on this.

There are several pages that contain out of date information, and require updates, here's an example:

- Randy Olson's address is listed as the address to send membership applications.
- the homepage contains an update on the 2006 AGM.
- the FOSA board members listed, are out of date as of today's AGM.

Glen has a Word document listing out of date information on the website.

Mary told us the website is hosted by PARC in Regina. It has been updated by a grad student who now lives in Guelph.

Anna recommends we try to maintain the website locally.

Colin volunteered to update the website if website can be updated using Microsoft Front Page.

Mary will let the board know if there are technical issues or if there will be fees charged by the web host if an FOSA board member (Colin) maintains the website.

g) Communication of status of FOSA - what and with whom (e.g. Nature Saskatchewan, NPSS, Nature Regina, etc.)

Discussion given that our membership is down, we perhaps should try to gain members and future board members by communicating with the membership of other organizations in Saskatchewan. We could communicate to these members via presentations, or articles in their publications.

Anna reminded us that Nature Saskatchewan's Nature Views is published twice a year, and that submission information is in each issue. We also thought regular articles in the NPSS newsletter would be a good idea.

Agreement that Glen will contact Natural History Societies for several Saskatchewan cities to see if they would like a presentation from FOSA at one of their meetings in the next year.

Mary gave a PowerPoint presentation in spring 2007 at the Nature Saskatchewan Board Meeting. This resulted in a \$500 donation to FOSA.

Recommendation whoever goes to give this PowerPoint presentation, if they're not taking their own laptop to use (and will be using a laptop provided by the hosting organization), that they take the presentation on CD and DVD. There's no telling if host's laptop has a CD or DVD drive.

9. Election of board members and executive.

Board members let their names stand for the FOSA board:

Sue McAdam
Beryl Wait
Mary Vetter
Colin Ladyka
Sheila Lamont
Glen Lee
Joanne Marchand
Jennifer Neudorf

Glen moved that nominations cease. Carried. All those people who let their name stand were elected by acclamation.

Glen Lee said he would be willing to serve as secretary-treasurer for the next year. Sheila nominated Glen Lee for the position of secretary-treasurer. Carried.

Mary Vetter said she would be willing to serve as president for the next year. Glen nominated Mary Vetter for the position of president.

Colin moved that nominations cease. Carried.

Mary and Glen elected by acclamation.

10. Expiry date for FOSA membership.

Glen asked for discussion on this. There is nothing in the bylaws governing this, and the 2005 membership spreadsheet given to Glen had memberships expiring each month of the year (12 calendar months after the application was processed).

Glen moved FOSA adopt a policy that memberships expire March 31st. Carried.

Agreement that Glen to use his discretion about how to strict to about this. If someone takes out a membership in January, February or March, we should let that membership expire in March of the following calendar year.

11. Set date for next AGM.

Agreement the next AGM will be held on the 1st weekend after Labour Day, September 7th, 2008.