

OKANAGAN XERISCAPE ASSOCIATION
BOARD MEETING AGENDA
Tues., Mar. 17, 2020, 6 p.m.
by teleconference

Motions in blue.

1. Call meeting to order 6:18pm

On conference call: Lisa Masini, Vanda Mallison, Judie Steeves, Joan Byrne, Marion Barschel, Mark Godlewski, Sigrie Kendrick

2. Approval of agenda

Moved by Lisa, Vanda seconds, all in favor.

3. Approval of minutes of last regular meeting (Feb. 18)

Lisa moves, Vanda seconds, all in favor.

4. Executive-director's report (Sig) Attached.

Re: point 27. Potential new board member via Ken Salvail: Evan Rafuse: he gave a lecture to Master Gardeners on invasive species; involved with the provincial invasive species group. Sig will invite him and other potential board member Stephanie (landscape architect, Seed and Sparrow) to April 21st meeting for the board to meet.

Re: point 25 & plant sale. Covid-19 precautionary measures mean we cannot hold the plant sale on May 2nd as planned.

Should we consider an online plant sale? No, the setup of the online requirements would be onerous.

We will decide at the April 21st meeting whether to possibly hold it later in May, or have it in the fall. If fall, the plants will need to be watered over the summer.

A notice has been communicated to public that sale is now tentative.

Re: point 23. A new admin assistant has been selected: Kimberly Sabourin.

5. Garden Manager report (Ali) Attached.

6. Treasurer's Report (Mark) Attached.

A 2020 budget needs to be created.

Remaining OBWB funds left for 2019 need to be spent. We are on track to spend it all.

Sig has reached out to Corinne for a 2020 contract. We don't anticipate as much web costs, but we would like to ask for money this year for the unH2O garden maintenance. If we build new gardens, we will need to find money for maintenance.

Re: Google suite set up. It can store shared documents, how we access it, and how we handle emails for OXA contractors. We will wait until we have the new admin assistant on board to make use of it.

Mark is switching us to Quickbooks for the new financial year, will vet it with new accountant.

Some new categories for OXA financials – charitable donation, volunteer appreciation. Still have not found a bookkeeper. Possibility that the new admin assistant can do bookkeeping? Or other option: Mark has contact with a local firm who could provide more depth/continuity ie. not a one-man show.

OLD BUSINESS

7. Update on constitutional change and submission to CRA for charitable status (Mark & Sig)

Mark has requested the CRA confer our status to coincide with OXA fiscal year end.

8. Update on board manual project (Vanda)

Has not had a chance to work on it. Hoping to look at it within the next 10 days to develop orientation package for the 2 new board members.

9. Collaboration with city on xeriscape (Judie)

Not the right time to be doing this with respect to the pandemic, will pick up again when the time is right.

10. Plans for OXA garden's 10th anniversary celebration

This is on hold as well due to restriction on gatherings.

11. Update regarding vacancy on board (Sig)

See ED report point 24.

12. Presentation to Pat

Again on hold due to pandemic; she has not put her house up for sale so hopefully that means she will be in town for a while yet.

13. Committee reports: Website (Sig and Mark)

Website is going slower than we'd like; Claire said she'd be mostly finished by end of the week. Mark & Sig will review & then involve the website committee for feedback. Sig will ask Ali if she can get the photos of the unH2O to Claire.

14. Committee reports: Governance (Vanda)

Has not had a chance to update the doc yet, will send to Lisa soon.

15. Update on April potluck for Gwen and plaque presentation (Sig & Marion)

Defer until we see what happens with corona virus.

NEW BUSINESS

16. Update on the implications of Covid 19 for our organization

Seems to touch everything.

17. Board approval for the purchase of name tags for contractors/board

Vanda does not need a name tag, only Sig/Ali or organization members who interface with the public. Get estimate & vote on it by email. Lisa/Sig to connect on that.

18. Discussion about hosting the Bluestem Nursery site (Mark)

General agreement that it's a great site, needs to remain accessible to the public. There is a woman named Muriel who updates/maintenance the site so with her volunteer help to do so, the cost would be about \$150 per year. Google ads may make it revenue neutral. We should be able to include this in the OBWB budget?

Merging it with our site would be a big job – first let's get the OXA site online.

[Mark proposes we allocate 2 years of budget ie. \\$300 to keep the website online, Marion seconds, all in favor.](#)

19. Results from our successful 'Blue Sky' meeting Proposals for OXA three-year plan

(Vanda & Sig)

Mark will add in the other ideas to the document that came up during the meeting but ended up lower down in the voting.

20. OXA merchandise t-shirts, aprons, etc. (Lisa)

Defer since there will be no social gatherings in the near future.

21. New members and volunteer interest (Lisa)

Admin assistant will be responsible for making sure any new membership forms indicating volunteer interest will be followed up on. Terry currently is keeping on top of it. Lisa will connect with Sig about the membership forms we should take action on.

22. Adjournment

Vanda moves, Marion seconds, all in favor. 7:41pm

Next meeting: Apr. 21, 2020 location TBD... teleconference again?

Deferred:

Valley-wide professional horticulture program professional workshop

OXA EXECUTIVE DIRECTOR REPORT March 2020

March 17,2020/6 PM /conference call

ACTION ITEMS

1. Finally received an email from Tom W. re: meeting to discuss the City's commitment to the Grove and compost areas, meeting upon his return to work March 23.
2. Attended 3 computer courses presented by Power Concepts.
3. Paula Gosse, our Parks contact has been off on medical leave for 5 weeks due to a workplace injury. No word yet on the bench and plaque for Gwen.
4. Continued revision of the updated MWW plant list which has now received approval from the OBWB and is in circulation and online.
5. Received PowerPoint presentations and mentoring from Gwen Steele.
6. Met with Diane Smith to discuss giving a xeriscape presentation for her Lake Country community association.
7. Revise Xeriscape PowerPoint presentation to meet the required hour limit of the community association.
8. Communicated with Stephanie about joining the board, meeting with her on Thursday.
9. Met with Debbie M. to discuss OXAs' participation in the 2020 Garden tour.
10. Joined the Kelowna Garden Club.
11. Attempted to maintain communication with Ryan Fuggar regarding the website host transfer.
12. Wrote 4th column for The Capital News.
13. Continued to communicate with Claire and Mark regarding the website refresh.
14. Met with Emma Hindle about the possibility of holding the MWW launch at Dorothea Walker School.
15. Met with School District 23 and Ken Salvail to discuss OXAs' participation in the creation of an outdoor learning area at DW.
16. Communicated with Xen(Josh) about participating at the OXA plant sale.
17. Organized seeds for donation at the OXA booth at Seedy Sunday.
18. Represented OXA at Seedy Sunday.
19. Communicated with Tanis G. to discuss her participation at the OXA plant sale.
20. Represented OXA at the Building Community Resilience in a Changing Climate event held February 26th at UBCO.
21. Maintained email communication with the Allan Brooks Nature Centre regarding the upcoming OXA

presentation.

22. Interviewed and performed reference checks on 4 applicants for the administration position.
23. Selected Kimberley Sabourin for the admin position. Kimberley to meet with Terry later this week.
24. Met with James R. re:3 stage compost, see Garden Manager report.
25. Met with Jeanette M. to take possession of donated plant material.
26. Toured Bowman Greenhouse.
27. Approached Evan R. to join the board.
28. Worked with the Garden Manager to clean the greenhouse at Wild Bloom Nursery.
29. Propagated and planted up material for the sale.
30. Maintained communication with President, board, and contractors.
31. Prepared ED report for the March board meeting.

Respectively submitted by Sigrie Kendrick