

District Six Spring Breakfast Meeting

February 22, 2020, Colborne Seniors' Centre Oakville
Host - Bronte Horticultural Society, 95th Birthday Celebration

Attendance 109

8:15 - 8:55- refreshments and social time

9:00 Housekeeping

Welcome - Greg Laws, President, Bronte Horticultural Society

Greg announced there would be a book swap, free vases available, a District 6 "Share the Wealth" fundraisers well as a District raffle, and door prize raffle.

Greg also announced Oakville's Seedy Sunday was being held on Feb. 23 at Queen Elizabeth Park Recreation Centre.

9:10 Call to Order

Catherine took over the meeting chair, and introduced herself as District Director, Barb Bell, the District Treasurer and Marie Decker, the District Secretary. She also announced that Gord Roberts (Haldimand) was selling "Share the Wealth" tickets.

1. Events Volunteers

Catherine passed around a clipboard with events that require hosts for 2022 and 2023 and asked for societies to volunteer.

2. Previous Meeting Minutes (September 14, 2019 held in Oakville)

Marie corrected a typo in the September 2019 minutes and made a motion that the minutes be accepted as corrected. Seconded by Kari Robichaud (Georgetown), and carried.

3. Financial Report

Barb Bell presented the audited financial report addended to the end of these minutes. She thanked the auditors, the Acton Horticultural Society, for a well-run, on-budget 2019 District Dinner. Barb noted that while she was compiling her report, she found several District contacts that were not up-to-date and asked every society to update their contacts. Barb made a motion to accept the report as presented, seconded by Gord Roberts (Haldimand), and carried.

4. Upcoming District Event Dates

2020

- Annual General Meeting - April 18, 9:00 am-1:00 pm, Georgetown, Gellert Centre. In honour of their 100th anniversary celebration. Georgetown announced that there would be no entrance fee for the meeting, but they were requesting a food bank donation of equal value to the usual entrance fee. This AGM requires pre-registration by email at: georgetown@gardenontario.org .
- Fall Breakfast meeting - September 19, 8:30 - 12:00 noon - Simcoe
- District 6 Dinner - November. 14, - Haldimand

2021

- Spring Breakfast Meeting - 8:30 am - 12:00 noon- Flamborough
- Annual General Meeting - 9:00 am - 3:00 pm - Milton
- Fall Breakfast meeting - 8:30 - 12:00 noon, - Stoney Creek
- Fall Dinner - November - St. George. This dinner is in celebration St. George's 100th anniversary.

2022

- Spring Breakfast Meeting - host required
- Annual General Meeting - host required
- Fall Breakfast meeting - Mount Hamilton
- Fall Dinner - host required

5. Meeting Handouts

Catherine asked each society to collect their information package. The packages included:

AGM 2020 brochure,

Bee City, (how to become a Bee City) and Bee City washable tattoos suitable for youth,

District 10, London Convention 2020,

OHA Pollinator Garden,

Maple Leaves Forever - grants available, and

an example of a tick box survey that can be handed out to new and existing society members each year to fill the society volunteer schedule. This example is compliments of the St. George Garden Club.

6. Awards

Catherine asked every society to look at the OHA Awards Book and apply for awards and grants. She encouraged every society to have an awards committee.

Catherine noted that very few societies have responded so far. Only three District Service Award applications have been received. The deadline to have these in to Catherine is February. 29, 2020. Please apply.

7. 114th OHA Convention (District 10)

Convention Theme: "Inspired by Nature," July 17-19, 2020, at The Lamplighter Inn and Conference Centre, 591 Wellington Rd. S., London

Catherine reminded the societies that an award was available for the society that amasses the most points in the convention competitions. This award was handed out for the first time in 2019 and was won by the Oakville Horticultural Society of OHA District 6.

Membership Challenge

This award will be presented to the society with most members attending the convention by percentage of total members. (Delegates can only sign in for one society no matter how many they may belong to.)

OHA youth grants can be awarded to youth groups that a society works with but are not an actual part of the horticultural society. Milton is in this position and is eligible to apply for a youth grant. The OHA Abuse Policy has now been approved.

8. Society Constitution and By-Laws Indemnity Clause

Catherine spoke on the importance of protection of Societies from law suits This protection is provided by inserting the Indemnity clause into every society By-laws. She reminded us that non-profit organizations, such as horticultural societies and garden clubs, are the most sued organizations in the province. Even after several years have passed, a society can still be vulnerable to law suits. The clause has been written by the lawyers from the OHA, and all that is required is that it be added to every society's By-laws. Protect yourselves. Add the indemnity clause to your By-laws.

9. Society Constitutions and By-Laws

Catherine has asked that every District 6 Society or Garden Club up-date their Constitution and By-laws regularly and send her copies whenever these change. She had a binder present at the meeting, and asked every society president to check the binder and ensure that the latest copy of their Constitution and By-laws is in the binder. If not, she requests that you send her a copy as soon as possible.

10. Canada Blooms March 13 – 22, 2020

Celia Roberts was present at the meeting with discounted tickets for sale for the Canada Blooms show.

11. Future Planning for Societies

Catherine drew our attention to the increasingly prevalent problem where society presidents are reaching the end of their terms and are resigning with no back-up plan in place. Societies are now running with no vice-president or second vice-president. As societies, we need to change this trend as we need back-up in case of emergency illness or resignation.

The longest running society in Ontario was recently on the verge of closing before anyone would step forward. As societies grow, they need to plan for the future!

Discussion:

- Co-presidents work well to cut the workload.
- Be open to change.
- We need strategies to engage a new, young demographic
- Some societies no longer have a fee for meetings. A no-fee policy encourages members to bring a guest.
- Some give a free draw ticket to a guest or new member.

- Make a membership philosophy change - membership can be taken out at any time during the year. If it occurs later than September, the fee will include the following year.
- Walk around and say hello to every member; don't just sit in a chair.
- Provide a good and consistent welcoming committee. Offer new members a job; sit with them and show them where things are and how things work.
- Drop the word society. Soft-naming makes people feel more welcomed, and appeals more to younger persons.
- Hand out a guest pass or society bookmark that includes free admission at local events to get people to come in the door.
- Visit newly built homes, offer a welcome package, or join your local "Welcome Wagon."
- Keeping members is a bigger problem than recruiting them in the first place.
- Find speaker topics that interest younger people such as growing and preserving your own food, heirloom seeds, saving the environment. Involve youth and parents.
- Put your meeting dates and speaker lists on a board in the public library and invite the public.
- Put on workshops. Invite the public.
- Give members something to take home with them from the meetings.
- Involve people in community work not just attendance at meetings.
- District 6 should devote a Breakfast Meeting to the topic of increasing and keeping membership.
- Bob Heil (Stoney Creek) made a motion that the District write a brief on what can be done to encourage new members. This motion was not seconded or voted upon. However, Catherine requested that every society send her their best strategies for signing new members and keeping members. The District will compile the list and share it with all societies.

12. Ontario Judging and Exhibiting Standards (OJES)

This new 2019 edition is on sale from the District. Societies should be using the 2019 edition to write all flower show schedules and judges should be using this as their reference book for judging flower shows. If you exhibit or judge, you should have your own copy.

Catherine suggests that every society should take the time to describe to their members what is new and what has changed in OJES.

13. District 6 Fundraisers for 2020 include:

draws, sale of tattoos suitable for use with youth, and sale of, car magnets that advertise horticulture societies and garden clubs.

14. OHA Fundraiser:

"Make It Sow" orders should be handed in to Catherine at this meeting.

Catherine will submit the order to the OHA by March 1. The order will come back to Catherine in about two weeks, or about mid March. A society can pick up their order from Catherine or she will bring it to the AGM in Georgetown on April 18.

15. District 6 Nominations

Catherine asked three times for nominations from the floor for the positions of:

- Director
- Assistant Director
- Secretary.
- Treasurer.

No nominations were received from the floor at this time.

Catherine asked for two auditors for 2021. Lee Van Spronsen and Tina Coverly volunteered.

16. Bookmarks

Sandi remedies asked for bookmarks from the societies. Very few have responded so far.

17. Horticulture Society and Garden Club History

Georgetown has created a beautiful 2020 Yearbook to celebrate their 100th anniversary. This book contains the history of the Society.

Catherine suggested that every society should make sure their history is written and documents that exist are kept. If you do not have room to store such documents, the Ontario Heritage society will keep it for you. It must be transferred to discs for this purpose.

18. Police Checks

Catherine reminded all societies that police checks for those working with youth and vulnerable groups must be done yearly.

19. District 6 Proposed By-law Changes

District 6 has proposed five changes to their By-Laws.

These changes and the reasoning for the changes were e- mailed to every society on February 21, 2020. The changes were presented by power point to members attending this meeting.

Copies of these changes are available upon request from the District Secretary or District Director and are addended to the end of these minutes.

These By-law changes will be presented for discussion and vote at the April 18 District 6 Annual General Meeting. Between now and April 18 all societies are requested to bring these changes before their local meetings for discussion.

Break (10:30 am)

20. Speaker (11:00 am) - Catherine Kavassalis spoke on herbs – General Use and Poisons in Disguise. District 6 thanked Cathy for stepping in at the last moment when the scheduled speaker cancelled due to a family emergency.

21. President Greg Laws and the Bronte Horticultural Society were thanked by Catherine for hosting the meeting and she thanked all District 6 members for attending. The meeting was declared adjourned.

ADDENDUM 1

Feb. 22, 2020 District 6 Treasurer's Report

Barb Bell, District 6 Treasurer

Thank-you to 2019 auditor's Lee Van Spronsen and Trudy Bliedung who approved the District 6 2019 financials. The paperwork is now in preparation for submission to the OHA.

The District closed out 2019 with a loss of \$711.81, a slight improvement over the 2018 loss of \$860.84. I congratulate the Acton Horticultural Society for the success of the Fall Dinner as we broke even on that event when two weeks before the event it appeared we might have to cancel the event.

Thanks to all who attended.

As a side note, it is very important for all societies and their ADD's to keep contact information current as changes occur over the course of the year. As treasurer, I had to contact many societies with respect to their annual dues and regarding the fall dinner and in many cases the contact information on file was incorrect, in some cases the person, email, and phone number were all incorrect.

As a result of the loss this year, our bank balance had decreased to \$12,497.72 by year-end. As for this year's activity to date, our expenses have been nominal, the purchase of the bee tattoos, a mileage report and a float for today's even, while there have been no deposits leaving the bank balance as of today's date, Feb. 22, 2020 , at \$12, 167.

ADDENDUM 2

CONSTITUTION of DISTRICT SIX of the ONTARIO HORTICULTURAL ASSOCIATION

Article I NAME

The name of the organization shall be District Six of the Ontario Horticultural Association (OHA), hereinafter referred to as the "District". Because the District is located at the northern edges of the Carolinian forest, it is often referred to as a Carolinian District.

Article II AUTHORITY

The *Agricultural and Horticultural Organizations Act* (hereinafter called the Act) is the legislation that provides legal status and direction for agricultural societies, horticultural societies and agricultural associations in the Province of Ontario. The proper name of the Act is the *Agricultural and Horticultural Organizations Act*, R.S.O. 1990, chapter A.9.

Article III MISSION

The mission of the District is to provide leadership and assist in the promotion of education and interest in all areas of horticulture and related environmental issues through an expanding network of horticultural societies, as outlined in Article 36 of the Act.

Article IV MEMBERSHIP

Membership in the District shall be open to organizations interested in supporting the District's mission, and who are identified by the OHA and District 6 as being in good standing and resident within the geographical boundaries of the District. Hereinafter, all these organizations will be referred to as "Societies."

Article V ORGANIZATION

The District shall function as a non-profit organization dedicated to carrying out its mission without purposes of gain, and any profits or other accretions shall be used in promoting its mission.

Article VI ADMINISTRATION

The District shall manage its affairs with the assistance of elected Officers and other Executive Members. The Terms of reference for election and the duties to be performed are provided in the By-Laws.

Article VII AMENDMENTS TO CONSTITUTION

The Constitution may be amended or revoked by three-fourths of the members present at an Annual General Meeting of the members, provided that: (1) a notice of motion in writing of such proposed amendment or revocation has been given at the previous annual meeting; or (2) the Secretary is notified in writing of the proposed changes in time to notify all societies at least 60 days before the next Annual General meeting.

BY-LAWS of DISTRICT SIX
of the
ONTARIO HORTICULTURAL ASSOCIATION

By-Law 1 MEMBERSHIP

Membership shall be open to all horticultural societies incorporated under the *Agricultural and Horticultural Organizations Act* (hereinafter called the Act), and that report annually to the Ontario Ministry of Agriculture and Food and Rural Affairs (OMAFRA), providing they are located in the geographical sector identified by the Ontario Horticultural Association (OHA) as District Six (hereinafter called the District.)

The Executive shall recommend the District fee per member for all societies. Any change to the membership fee must be approved by a majority of delegates at a District Annual General Meeting. The District Secretary shall notify societies of any proposed change at least 60 days prior to the next Annual General Meeting.

By-Law 2 OFFICERS AND EXECUTIVE COMMITTEE

1. The OFFICERS of the District shall be the District Director, Secretary and Treasurer.
2. The EXECUTIVE COMMITTEE shall include the officers of the District and all Assistant District Directors. A minimum of six Assistant District Directors shall be elected. A quorum for meetings shall be a simple majority plus one.
3. The Secretary and Treasurer may be selected from among the Assistant District Directors or elected separately. Auditors shall be elected annually.
4. Vacancies occurring in the Executive Committee during the year may be filled by appointment of the Executive Committee. Any persons so appointed shall serve until the next general election.

5. CODE OF CONDUCT

All officers and Board members are committed to acting honestly, truthfully and with integrity in all our transactions and dealings for the District and being responsible, transparent and accountable for all of their actions. The District shall be operated and maintained without discrimination against any person or group of persons.

6. INDEMNIFICATION OF DISTRICT DIRECTORS AND OFFICERS

Every Director and Officer of the District and his or her heirs, executors and administrators respectively shall from time to time and at all times be indemnified and found saved harmless out of the funds of the District only from and against:

- a) all costs, charges and expenses whatsoever such District Director or Officer sustains or incurs in or about any action, suit, or proceeding that is brought, commenced or prosecuted against him or her for or in respect to any deed, act, matter or thing whatsoever made, done or committed by him or her, in or about the execution of the duties of his or her office; and

b) all other costs, charges and expenses he or she sustains or incurs in or about or in relation to the affairs of the District, except such costs, charges or expenses as are occasioned by his or her own negligence or default or failure to act honestly and in good faith with a view to the best interests of the District. The Ontario Horticultural Association may provide insurance to cover this liability of the District.

Proposed Change: The word "District" to be added for clarification.

By-Law 3 ANNUAL GENERAL MEETING (AGM)

1. The ANNUAL GENERAL MEETING shall be held at such time and place as the Executive Committee may decide for the purpose of reviewing the work of the year, preparing policy, and such other business deemed necessary. The Executive shall provide a notice of the meeting to member societies at least 60 days in advance of the meeting. This notice shall provide details of any Constitution or By-Law amendments.
2. Each society member in good standing, attending the meeting, is entitled to a vote.
3. The Executive Committee shall have the power to call special meetings of the District whenever it deems advisable. Notice of all special meetings, with a statement of the subjects to be discussed, shall be sent to all societies at least 30 days prior to said meeting.
4. The District Director, in conjunction with the Executive Committee, shall prepare an agenda and order of business prior to calling the Annual General Meeting and a copy of such agenda shall be sent to each society together with notice of such meeting. When possible, this meeting will be held in conjunction with the District Six Spring Workshop and Flower Show.
5. For the Annual General Meeting or any special meeting of the District, a minimum of 40 society members and eleven societies must be present.
6. a) The Treasurer shall present an audited financial report to the members at the Annual General Meeting. Copies of the financial statement and auditors' report shall be distributed to each Society, preferably before the meeting.
b) The Fiscal Year of the District shall be the calendar year.

7. *Current Wording*

Between general meetings of the District, the Executive Committee shall manage its affairs and, at the Annual General Meeting, a motion will be made approving the actions of the Executive Committee for the previous year.

Proposed Wording

Between general meetings of the District, the Executive Committee shall manage its affairs and, at the Annual General Meeting, a motion will be made approving the **previous year's management** actions of the Executive Committee, **as recorded in the previous year's minutes and as reported at the AGM**

Reason: This additional wording was added to clarify what "actions" the vote is covering.

By-Law 4 ELECTION OF OFFICERS AND AUDITORS

1. The Offices of District Director, plus at least six Assistant District Directors, and two Auditors shall be filled by election at the Annual General Meeting of the District.
2. The Executive shall appoint a Nominating Committee which shall provide at least one candidate for each office. Current Executive members may not serve on the Nominating Committee. Societies may provide nominations that should be sent to the Nominating Committee; the Nominating Committee must report all nominations received. Nominations will also be received from the floor, provided the proposed nominees have agreed for her/his name to stand.

By-Law 5 DUTIES OF OFFICERS

1. The District Director, or appointed delegate, shall preside at all meetings of the Executive, General meetings and Annual General Meeting, shall decide all questions of order, shall advance the interests of the District whenever possible, and shall be a member of all committees.

Reason: The word "ex-officio" has been removed to bring this wording into agreement with the OHA By-Law, 7.7.1, as voted upon in Resolution 19.38 at the 2019 OHA Convention in Windsor

2. The Secretary, or appointed delegate, shall assist the District Director with correspondence, attend all Executive and General Meetings and keep minutes thereof.
3. The Treasurer shall keep an accurate record of all monies received and dispensed and shall maintain an account in a chartered bank or trust company approved by the Executive Committee. The Treasurer shall prepare an annual financial report, duly audited, for presentation at the Annual General Meeting.
4. The Treasurer must have a "Standby Letter of Credit" issued annually by the OHA and signed by the President and Treasurer of the OHA.

By-Law 6 DUTIES OF ASSISTANT DISTRICT DIRECTORS

1. Current Wording

The Assistant District Directors, together with the District Director, constitute an Awards Committee for the District. Only one nomination per District may be made annually according to the guidelines for awards described in the OHA Awards Booklet, these being the District Service Award, and the OHA Honor Roll. The Awards Committee shall invite and receive nominations from societies for these awards, and will make the final decision for submission to the OHA.

Proposed Wording

The Assistant District Directors, together with the District Director, constitute an Awards Committee for the District. According to the guidelines for awards described in the OHA Awards Booklet, only one nomination per District may be made annually for the District Service Award, and one nomination for the OHA Honour Roll. The District Awards Committee shall invite and receive nominations from societies for these awards, and will make the final decision for submission to the OHA.

Reason: The previous wording was ambiguous as it suggested only one nomination could be made for these awards, not one nomination for each of these awards. The word "District" was added to the final sentence to distinguish the District Awards Committee from the OHA Awards Committee.

2. An Assistant District Director may function as Secretary, Treasurer, or in other specific capacities as identified by the District Director, such as web-site manager or communications officer.
3. Quite apart from the aforementioned duties, each Assistant District Director is assigned up to four societies for the purpose of establishing a strong liaison with those societies. This includes sitting in on their meetings when requested, installing their officers, and serving as a source of information for societies and their officers.

By-Law 7 SOCIETIES

1. Each society may establish its own membership, manage its own business, finances, meetings, officers, publications, and election, and may develop its own constitution and by-laws, provided that they do not conflict with those of the District and the OHA.
2. Societies are encouraged to nominate candidates for awards, as described in the OHA Awards Booklet, by submitting nominations along with appropriate documentation about the potential recipient through the District Director.

By-Law 8 RULES OF ORDER

Current wording:

Bourinot's Rules of Order (or Robert's Rules of Order) shall govern the District on all matters not covered in the Constitution and By-laws.

Proposed wording:

The latest edition of Bourinot's Rules of Order (or Robert's Rules of Order) shall govern the District on all matters not covered by this Constitution and By-Laws. If the Rules of Order are in conflict with the By-Laws, the latter shall prevail.

Reason: These two additions were made to bring the wording into line with that of the OHA By-Law (By-Law 15) and to clarify that the By-Laws prevail over the Rules of Order in case of conflict between the two.

By-Law 9 AMENDMENTS TO THE BY-LAWS

These By-Laws may be amended, or revoked by a majority of the members present at any Annual General Meeting or special meeting of the members provided that:

1. A notice of motion in writing of such proposed amendment, or revocation, has been given at the previous AGM, or

the Secretary is notified in writing of the proposed changes in time to notify all societies at least 60 days before the next AGM.

Signed on this ____ day of _____, 20__.

District Director _____

Catherine Mc Gill

District Secretary _____

Marie Decker

District Treasurer _____