



PRESIDENT'S QUICK START

Congratulations! You are now the President of your horticultural society! Now what?

You should have received a society manual, known as “the big white binder”, and/or a CD of the OHA Society Manual from your society’s Past President. Either resource should answer most of your questions. These resources have a wealth of information but may seem overwhelming to a novice President. This is why a President’s Quick Start was created.

Of interest: The OHA has also provided a comprehensive booklet created by the Government of Alberta, but extensively edited and revised for Ontario context “Running Effective Meetings” and “Board Governance Guidebook”. This should be added to your “White Book” President’s manual.

To access the Board Governance Guidebook and Running Effective Meetings online, please visit: http://www.omafra.gov.on.ca/english/rural/edr/runeff_mtg.htm and http://www.omafra.gov.on.ca/english/rural/edr/brdgov_gbk.htm

Included in your Quick Start is where to find:

1. Contact lists for:
 - a. Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) – <http://www.omafra.gov.on.ca/english/rural/returns/hortcontacts.htm>
 - b. OHA Administration – <http://gardenontario.org>
 - c. Province-wide Ministry Staff and OHA Districts administrators – <http://gardenontario.org>

Important: Take the time to copy (a and b) and the “District” your society is part of (c); as you will likely contact one or more of these individuals during your term in office.

Good luck in your new role of leadership and if you have any questions, don’t hesitate to call the District Director.

Compiled by J. Rogers, OHA Outreach Committee, July 2012, Revised, March 2017

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YEARLY SCHEDULE OF OHA MATTERS

More details on these items are found within this book.

JANUARY

- Make sure you have OHA web access (contact webmaster@gardenontario.org)
- Submit OMAFRA Annual Society Report and Financial Report and Grant Application online (due Feb 1)
- Submit – OHA Annual Information Report of the Society online (due Feb 1)
- Submit – OHA Volunteer Hour Record Form online (due Feb 1)
- Submit Award Nominations for OHA (Convention) Annual General Meeting.

FEBRUARY

- OHA Resolution applications for the OHA (Convention) Annual General Meeting (optional)
- OHA District Service Award Nomination (optional)
- Update Society Web Page on OHA site.

MARCH

- Pay District Dues before April 1.

APRIL

- Society Dues To The District

MAY

- Select Delegates for the OHA (Convention) Annual General Meeting.
- Submit Registration or Proxy forms (please see deadline posted on gardenontario.org)

JUNE

- GardenOntario Week Activities

JULY

- Attend OHA (Convention) Annual General Meeting.

AUGUST

-

SEPTEMBER

- Insurance and OHA dues invoice arrives by e-mail.
- Review OHA Awards Booklet for recognition of this year's winners and for discussion for following year submissions.

OCTOBER

- Plan for any OHA Grant Applications (see Awards Booklet online)

NOVEMBER

- Pay OHA dues and Insurance (due Dec 1)

DECEMBER

OMAFRA and OHA ADMINISTRATION

Because the information provided on the next four pages is essential “live” information that changes often, it is sometimes better to provide “sample” pages. The easiest way to do this is to add a watermark stating “sample” on these existing pages.

By doing so, the individual President can staple the most current information on these pages. It also cuts down on the number of times this booklet would require updating.

Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) WEBSITE

Link to Horticultural Society Annual Return and Grant information:

http://www.omafra.gov.on.ca/english/rural/returns/hortreturn_grant.htm

SAMPLE

**OMAFRA/Ministry of Northern Development and Mines
(MNDM)**

**REGIONAL CONTACTS HORTICULTURAL SOCIETIES
Designated Ministry Staff for your District of the Ontario
Horticultural Association (OHA):**

OMAFRA Contacts:

<http://www.omafra.gov.on.ca/english/rural/returns/hortcontacts.htm>

SAMPLE

OHA ADMINISTRATION AND WEBSITE

OHA Website: <http://www.gardenontario.org/>

OHA Contacts: <http://www.gardenontario.org/abo/contact.php>

SAMPLE

OHA DISTRICT CONTACTS

District Director:

Assistant District Director(s):

Past District Director:

Secretary:

Treasurer:

Webmaster (if applicable):

SAMPLE

FORMS

OMAFRA Annual Report and Application for Grant Form

This notification comes from the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) to each society in November by email to the society contact person. It contains a link to the OMAFRA website and online form, with instructions on how to upload the director's list of names and addresses, audited financial statements and report, and can be submitted on line as soon as you have the information. This is a legally required submission in order for your society to remain incorporated under the Agricultural and Horticultural Organizations Act. This submission determines the amount of "grant" monies OMAFRA provides to your society.

Note: It is important that you review all the requirements and have all the data compiled as this is an online document that **MUST** be finished once input is started. Online submissions are preferred, but the forms can be downloaded if required.

DEADLINE DATE: February 1st FIRM – Grants will not be provided for forms received after February 1st.

The Agricultural and Horticultural Organizations Act may be found on the Ontario government website at: www.e-laws.gov.ca

ROLES AND RESPONSIBILITIES OF ORGANIZATION DIRECTORS

This is an excellent reference document for societies to give to their Directors so all are aware of the responsibilities and roles of those in the society.

Table of Contents

- The Board of Directors
- Role of the Board
- Responsibility of the Board
- Legal Status and Liability
- Implications on Incorporation
- Protecting the Assets - Insurance for Organizations
- Checklist for Directors of Effective Boards

<http://www.omafr.gov.on.ca/english/rural/facts/96-013.htm>

For more information:

Toll Free: 1-877-424-1300

E-mail: ag.info.omafr@ontario.ca

OMAFRA UPDATES FOR DIRECTORS



Updates for Directors OHA Board Meeting

Ontario Ministry of
Agriculture, Food and
Rural Affairs

October 2015

2015 Annual Return & Grant Application

NOTIFICATION by email that the annual return and grant forms are available will be sent to all societies by mid-November. This email will be sent to the contact person indicated on the previous year's submission.

The email notification will have a **UNIQUE** online link to their specific society.

There are three ways to submit the annual return.

1) Electronically on-line

- 2) Download form and email
- 3) Download form and mail

REMINDER

Societies can receive their grants by direct deposit. Forms are available for Electronic Funds Transfer.



DEADLINE for
Annual Return and Grant
Applications:

February 1st, 2016

Inside this issue:

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Requirements for Financial Review of a Society

This must be done by two financial reviewers who are:

- not a Board member
- not related to each other **AND**
- not related to the Treasurer.

Both reviewers must sign the Audit Certificate. If the financial review is done by an accounting

professional, then only one signature is required.

Accounting professionals will have designations such as CA, CGC, CMA.



If the accounting report is a **NOTICE TO READER**, then an audit certificate must also be completed.

Bookkeepers are **NOT** professional accounting personnel, and financial reviews done by bookkeepers must have two signatures.



AGRICULTURAL AND HORTICULTURAL ORGANIZATION ACT (AHOA)

- The Agricultural and Horticultural Organizations Act is the legislation that provides legal status and direction for agricultural societies, horticultural societies and agricultural associations in the province of Ontario.
- Link to AHOA: <http://bit.ly/2edOTk7>
- The OHA is incorporated as an "agricultural association", not a "horticultural society".
- The Ontario Minister of Agriculture, Food & Rural Affairs is responsible for the administration of the Act.
- The Act provides for every organization to be a "corporation without share capital" (section 3) and to be a legal entity. Organizations incorporated under the Act are also called "not for profit" corporations. This means that the activities of the corporation shall not be carried on for the purpose of gain for its members and any profits shall be used in promoting its objects.
- The Act came into effect on December 15th 1988. It replaced the Agricultural Societies Act, the Horticultural Societies Act and the Agricultural Associations Act. All societies that were established under these earlier pieces of legislation were continued under the Act.

Resources Available

FREE Online learning courses to help your organization build capacity.

4 interactive opportunities to help your volunteers and board run more effectively:

1. Run a more effective organization with BOARD GOVERNANCE
2. Recruit, organize and retain great people with VOLUNTEER MANAGEMENT
3. Maintain consistent practices with proper POLICIES AND PROCEDURES
4. Keep a respectful work environment with CONFLICT MANAGEMENT

Take these modules on your own time, work with a committee, or do it with your whole group. Each module will take approximately 30 minutes.

Find them at: <http://www.omafra.gov.on.ca/english/rural/elearning/indexdetail1.htm>

WHAT IS THE OMAFRA ANNUAL RETURN?

There are two reasons for societies to submit the annual return and grant application:

1. In order to maintain their **LEGAL STATUS** as a non-profit organization, each Horticultural Society must file an Annual Return.
2. In order to receive a **GRANT**, the Horticultural Society must file an Annual Return **AND** complete the Grant Application.

To maintain your legal status, you must annually submit the following:

1. List of current officers and directors and their addresses
2. Confirm the number of members of your society
3. Confirm that you have had an annual meeting
4. A copy of the audited financial statements

Requirements for Financial Review of a Society

(Minimum requirements of an audited financial statement)
A financial review must be done by two financial reviewers who are:

- Not a board member
- Not related to each other **AND**
- Not related to the Treasurer

Both reviewers must sign the Audit Certificate.
<http://bit.ly/2dlicDV>. If the financial review is done by an accounting professional, then only one signature is required. Accounting professionals will have designations such as CA, CGC, CMA.

- If the accounting report is a **NOTICE TO READER**, then an audit certificate must also be completed.
- Bookkeepers are **NOT** professional accounting personnel, and financial reviews done by bookkeepers must have an audit certificate with two signatures.

HOW DO SOCIETIES SUBMIT THE ANNUAL RETURN AND GRANT APPLICATION?

NOTIFICATION BY EMAIL that the annual return and grant forms are available will be sent to all societies by mid-November.

- This email will be sent to the contact person indicated on the previous year's submission.
- The email notification will have a UNIQUE online link to their specific society.
- There are three ways to submit the annual return:
 1. Electronically on-line ****Recommended****
 2. Download form and email <http://bit.ly/2eUKJ3B>
 3. Download form and mail

Direct Deposit of Grant Funds

Societies can receive their grants by direct deposit. Forms are available on the OMAFRA website for Electronic Funds Transfer. Link: <http://bit.ly/1NxSNk8>

DEADLINE FOR ANNUAL RETURN AND GRANT APPLICATIONS: FEBRUARY 1ST, 2017

In order to receive a grant, a horticultural society must, in the year the grant is paid:

<ul style="list-style-type: none"> • Have at least 50 members, or 25 members in Northern Ontario • Work to advance its objects • Comply with the requirements of the AHO <ul style="list-style-type: none"> -Hold an annual meeting -Have the financial statements prepared and audited 	
Grants are based on the reimbursement of eligible expenditures. A Grant is awarded up to \$1,000 for societies that:	A Grant is awarded up to \$1,500 for societies that:
<ul style="list-style-type: none"> • Comply with the Act. • Have at least 50 to 199 members, (or 25 to 199 members in N. Ont) • Have eligible expenditures of at least \$2,000 <p>* The grant is up to 50% of the eligible expenditures to a maximum of \$1,000</p>	<ul style="list-style-type: none"> • Comply with the Act. • Have over 200 members • Have eligible expenditures of at least \$3,000 <p>* The grant is up to 50% of the eligible expenditures to a maximum of \$1,500</p>

DISSOLUTION OF A SOCIETY

If, for any reason, a horticultural society is no longer able to carry out its objectives then it should be officially dissolved as a

Corporate entity. The Minister may dissolve an organization, provided that the membership has passed a resolution to that effect at a meeting of the members duly called for that purpose (section 19).

The Minister may also cause a society to be dissolved for failure to comply with the annual reporting requirements as outlined in the Act (section 18). The Minister must give the organization twelve months notice of the intent to dissolve the organization and the board has the right to prevent that dissolution by bringing the organization into good standing within that period.

INCORPORATION OF A NEW SOCIETY

The Act provides for the creation and incorporation of new horticultural societies in any municipality with a population of not less than 200. If the population of the municipality is greater than 25,000 there may be two societies and for each additional 25,000 in population there may be an additional society. Amalgamation of municipalities does not affect societies that have already been incorporated.

At least 50 residents of a municipality must sign the articles of incorporation in order for a new society to be incorporated. In a territorial district of northern Ontario only 25 residents are required.

FORMAL NAME CHANGE OF A SOCIETY – APPROVED BY OMAFRA

If a society wishes to change its name then the society must receive approval from the Minister of Agriculture, Food & Rural Affairs (AHO Act, section 9). An amendment form is

available by contacting the Ontario Ministry of Agriculture, Food & Rural Affairs.

Changes proposed by the board of directors should be ratified by the membership at the annual meeting or a special meeting convened for that purpose before being submitted to the ministry for approval.

The words "horticultural society" must be included in the name.

NO COMPENSATION FOR DIRECTORS, OFFICERS OR MEMBERS

The Act provides that "no compensation shall be paid to a director, officer or member" of a horticultural society other than the treasurer, secretary or secretary-treasurer (section 13). This section also provides that a society may pay "reasonable expenses incurred" by its directors, officers or members in the performance of their duties. If a society has paid staff other than its secretary, secretary-treasurer or treasurer, such employees can not be officers, directors or voting members of the organization.

ANNUAL MEETINGS

The Act states that a society must hold an annual meeting of its members and that meeting must be held within 15 months of the last annual meeting (section 10). Usually the annual meeting will be held at about the same time every year. The membership must be given at least two weeks notice of the annual meeting date, time and location.

At the annual meeting, the membership must elect a board of directors and appoint a treasurer or secretary-treasurer (section 11). The method of selection for these positions should be outlined in the by-laws or constitution of the organization. The by-laws/constitution may also fix the number of directors; however, the minimum number of directors allowed is three (subsection 238(2) of the Corporations Act).

EXPENDITURES RESTRICTED

The Act states that a horticultural society shall not spend more than half of its total annual receipts, (excluding grants or donations made for specific purposes,) on any one of the objects of a horticultural society except for the planting of trees, shrubs and plants on public ground and the promotion of outdoor beautification (section 37).

New OMAFRA Fact Sheets

Being an Effective Leader for Your Organization

<http://bit.ly/2eb0JEG>

Resolving Conflict in Your Organization

<http://bit.ly/2ex5YFn>

Procedures for Chairing Effective Meetings

<http://bit.ly/2dq80le>

CODE OF CONDUCT/ETHICS

Many nonprofits are adopting a set of principles to guide their organization's decision making and activities, as well as the behavior of its employees, volunteers, and board members. These principles might be called the nonprofit's "statement of values" or "code of conduct". Honesty, integrity, transparency, confidentiality, and equity are each examples of values that are typically expressed in a nonprofit's code of ethics. The purpose of adopting such a statement formally is to provide employees, volunteers, and board members with guidelines for making ethical choices and to ensure that there is accountability for those choices. When board members of a nonprofit adopt a code of ethics, they are expressing their commitment to ethical behavior. Such a commitment goes a long way to earning the public's trust and reducing conflicts.

Adapted from the National Council of Nonprofits
<https://www.councilofnonprofits.org>

CONSTITUTION

Every horticultural society should have a constitution that outlines the governance and rules for the society. The "Objects" or purpose of a horticultural society are outlined in the AHOA, Section 36.

A constitution should outline:

- Official name of the Society
- Legislation under which it is incorporated
- Purpose or 'Objects'
- Head office or Society location
- Membership Details: Conditions for membership, terms of membership, categories of membership, privileges of membership
- Directors: Number on the board, terms of directors, nomination and election procedures, vacancies and resignations
- Officers: Number and title of officers, election procedure, terms of officers, appointment of secretary and treasurer or secretary-treasurer
- Duties of Officers: Brief job description of each officer position and expectations
- Meetings of the Society: Length and method of notice of meetings, annual meeting details, general meeting details, special general meeting details, voting procedures, quorum
- Board of Directors Meetings: Notification of meetings, quorum, voting procedures, decision making procedures, powers and duties, committees
- Rules of Order
- Conflict of Interest: Code of conduct, discipline of directors or members
- Insurance Responsibilities
- Finances: Fiscal year end, bank account details, signing authorities, accounting procedures, audit requirement
- Administration: Execution of documents, location and format of documents and records of the society
- Constitutional Change procedure
- Dissolution
- Other items as the board and membership deem necessary

STRATEGIC PLANNING

Strategic Planning is a process that helps groups work towards a desired goal. It helps them assess and adjust direction in response to changing environments and allows them to focus their energy and resources.

The Strategic Planning Manual was developed by the Ministry of Agriculture, Food and Rural Affairs to support groups that have identified strategic planning as a priority. The manual provides a step-by-step process and has resources and tools to assist with the development of a strategic plan.

The benefits of developing a strategic plan:

- Brings groups together to work on a common goal
- Establishes a shared vision
- Builds clear, realistic goals and objectives
- Clarifies roles and responsibilities
- Allows for effective use of resources
- Reduces repetitive decisions

Stage I: Preparation

Stage II: Develop a Vision & Mission

Stage III: Collect & Analyze Information

Stage IV: Develop Goals and Action Plans

Stage V: Implementation and Monitor

Are you interested?

- A Strategic Planning Train-the-Trainer or "Do it Yourself" program is available several times each year. If your society is interested in participating, please contact OMAFRA.

Strategic Planning Resource Manual:

http://www.omafra.gov.on.ca/english/rural/edr/brdgov_gbk.htm

For more information, contact:

Helen Scutt
Agriculture Organization Specialist
1 Stone Road West, 3rd Floor SW
Guelph, ON N1G 4Y2
1-888-466-2372 x 519-826-3115
helen.scutt@ontario.ca

OHA REPORT CHECKLIST FOR SOCIETIES

OVERVIEW

The President should be familiar with the OHA report checklist and ensure that each of the executive members is aware of which sections he/she is responsible to complete and submit to the President by the scheduled date(s). In most societies, the President, the Secretary and the Treasurer are involved in completing the following legally required information/forms each year.

Important: Keep a copy for your society records to pass forward to the new executive board.

September

OHA Dues invoice received via e-mail of society contact

OHA DUES

OHA dues are based on the number of society members (as of December 31st each year) that must be reported to the OHA on the “Annual Information Report”. See gardenontario.ca “reports” to download and print a sample.

Each society must complete an Annual Information Report to be accepted as a society in good standing. At that time the OHA will “invoice” the society for membership dues.

Note: A society cannot apply for grants without being “in good standing” with the OHA.

DEADLINE DATE FOR OHA DUES: December 1 of each year

Submitted to the OHA Treasurer

SOCIETY ANNUAL GENERAL MEETING INSTALLATION OF BOARD CEREMONY

Installation Ceremony - Society

It is my happy privilege to install the officers of (name of society) for the year _____. As your names are called will you please come forward

Immediate Past President:

As the president of the (name of society), you contributed greatly to its success. Now as past president, and a member of the executive, your knowledge and expertise will still be of immense help to the society. We know that you will always be available to advise and assist your successor in every way possible and we extend our many thanks for your past leadership.

President:

You have been chosen to hold the highest office in this society. As president, yours is the responsibility to preside at all meetings of the society and of the executive) and to be a member ex-officio of all committees. On you, rests the future of the society and the hopes and aims of its members. Only through your leadership and inspiration and the spirit of co-operation that you generate with your executive can the full potential of your society be attained and maintained.

Do you accept this responsibility? I do.

First Vice-President:

It is your duty in the absence of the President to preside at the meetings of the society and executive, to assist the president in every way possible and to co-operate with the other members of the executive for the benefit of the society at all times.

Do you accept this responsibility? I do.

Second Vice-President:

You will serve as second vice-president and must adhere to all conditions of this position, assisting your president and first vice-president. You have taken the first step toward assuming the role of leader of the society.

Do you accept this responsibility? I do.

Secretary:

As secretary you shall keep an accurate record of the proceedings of all meetings, both of the society and of the executive. You shall prepare an abstract of the minutes and shall read same, or send in advance, for the regular meetings. It shall be your duty to receive and dispatch all correspondence of the society promptly and efficiently, to send notice to all society members and to cooperate with other members of the executive. At your fingertips you have the pulse of the society.

Do you accept this responsibility? I do.

Treasurer:

As Treasurer, you shall receive and collect all monies due the society, issue receipts, keep accurate accounts, pay all bills and with the president, sign cheques necessary to that end.

Do you promise to carry out these duties to the best of your ability? I do.

Directors:

While the primary officers carry the bulk of the load, you hold a very important position. The complete success of your society depends on the way that you, in various capacities, fulfill your duties.

Do you promise to carry out these duties to the best of your ability? I do.

General Membership:

Will all the present members of the society please stand.

Members of the (name of society), you too have your responsibilities. Your officers and directors alone cannot make your society strong. The society is no stronger than its individual members.

The measure of the lasting effectiveness of this society's work is the measure of every member's willingness to give themselves to that work.

Members, do you pledge your full support to your society and the officers now duly installed for the year _____. We do.

INDEMNIFICATION OF DIRECTORS AND OFFICERS

At an OHA Board Meeting in the fall of 2016, it was suggested that every society should have an Indemnification section in its Constitution and/or By-Laws. This suggestion was made in consultation with the Cooperators Insurance Company representative.

For the security of all of the Officers/Executive, this should be included in the appropriate section of the society's Constitution and/or By-Laws.

Each society will have to follow its established protocol for amending its rules of order but the information below should work for every society.

EXAMPLE:

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

- a. all costs, charges and expenses whatsoever such Director or Officer sustains or incurs in or about any action, suit or proceeding that is brought, commences or prosecuted against him or her for or in respect of 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;
- b. all other costs, charges and expenses he or she sustains or incurs in or about or in relation to the affairs of the X Horticultural Society; except such costs, charges and 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 X Horticultural Society. The X Horticultural Society may provide insurance to cover this liability of the X Horticultural Society.

OHA ANNUAL INFORMATION REPORT

This report determines the number of voting delegates for your society at the annual OHA Convention and Annual General Meeting. It also supplies the OHA and your District Director with valuable data and establishes the number of members you will be invoiced for (aka membership dues).

Important: The Annual Information Report should be completed online through the OHA gardenontario website.

Need Access to the Annual Information Report Section of the OHA Website?

If you require the society login and password, please contact the OHA Webmaster at: webmaster@gardenontario.org.

Once this is completed online, your District Director can access this information to compile all required district level data in a comprehensive package.

Note: OHA Annual Report

Each society prepares a short 100 word review highlighting what the society has accomplished in that year. This overview is included in the Annual Information Report. Again, the District Director can access this information to compile the District Year in Review.

This information is compiled province-wide and included in the OHA Annual Report and OHA website.

DEADLINE DATE: February 1

Submitted to: District Director

Society Annual Information Report

Ontario Horticultural Association

Due Feb 1, year

Please complete this form to submit this information to your District Director.

Save changes **IMPORTANT** Click the Save changes button to save your changes at least once every 20 minutes.

Section A: Mailing Address & Contact Information for 2015

*Society Name: abc & District Horticultural Society
 District Number: 11
 Floral emblem: Snapdragon
 Founding date: 1950
 Society Mailing Address: P.O. Box 241
 *City/Town: Rtg
 Province: ON
 Postal Code: N0N 1K0
 Society Telephone: 123-123-1234 (je. 999-999-9999)
 Society Fax: 123-123-1234 (je. 999-999-9999)
 Society Email: abc@gnl.com
 Email Address to Receive Trillium: abc@gnl.com
 Member Fee: \$10.00
 President: Mia Smyth
 President Phone: 123-123-1234 (je. 999-999-9999)
 President Email: abc@gnl.com
 President Street Address: 12 Mystraw
 President City: Mytown | A1B 2C3 (je. Ottawa ON K1C 2M9)
 Province, Postal Code:
 Secretary: My secretary

Secretary Phone: 456-456-4567 (je. 999-999-9999)
 Secretary Email: Secretary@gmail.com
 Secretary Street Address: Secretary's address
 Secretary City: Secretary's town | A1B 2C3 (je. Ottawa ON K1C 2M9)
 Province, Postal Code:
Treasurer:
 Treasurer Name: Treasurer's name
 Treasurer Phone: Treas. phone (je. 999-999-9999)
 Treasurer Email: treas. email
 Treasurer Street Address: Treas. street
 Treasurer City: Treas. city | A1B2C3 (je. Ottawa ON K1C 2M9)
 Province, Postal Code:
 250 (Total at previous year end) The Adult Membership number should be the same as the membership count that is submitted to OMAFRA. *The ADULT MEMBERSHIP NUMBER should include Life members.
 Adult Membership Number:
 10 The Society must pay a membership fee into the membership account for those life members, even if it's \$1.00 to ensure OHA insurance coverage is provided to the life members.
 Life Members 2014:
 25 Out of the total Adult Membership number, this is the number of members who are new to the society and joined in 2014. (The New Members 2014 number is included in the Adult Membership number above. This info. is for statistical purposes only.)
 New Members 2014:
Youth Program
 Youth Membership Number*: 0 (Total at previous year end)
 Youth Newsletter: Send the OHA Youth Newsletter by: mail e-mail do not send.
 Youth group in operation: Does an organized youth program or youth club exist? No Yes
 If a youth club is not in operation in this society, please skip the rest of this section and go to Section B
 Youth club fee: What is the fee paid by each youth member? 2.00
 Youth Leaders:

Names of Youth	Address, City, Postal Code.	Phone Number	E-mail	Date of last Police records	Date of last code of

Leaders	(je. 999-999-9999)	check.	conduct submission.

Youth Club Report: Please explain in detail the activities of your youth work, including any cost related to administration, number of competitions, where meetings are held and content of meetings. Also answer how are projects chosen and if the Youth members elect their own officers.

Youth Club Comments: Please add ideas or suggestions you feel will be helpful to other clubs.

Section B - Planned Activities for 2015

When are Society meetings? (e.g. 3rd Wed. Mar-Dec)
 Meeting Location address:
 Anniversary and/or other Special Events (please provide details)

Third Wednesday each month except for
 School library
 This year our society is celebrating 65 year anniversary

Section C - Executive & Board Members for 2015

List all of the VPs and Directors serving in previous year. This information is needed for insurance purposes.

Name of incoming VP's, Directors.	Address, City, Postal Code.	Phone Number (je. 999-999-9999)	E-mail

Section D - Society Information Report (from previous year)

Date of Fiscal Year End: October 31
 Date of Most Recent AGM: November 10
Educational Activities 201?
 Dates & locations of Flower Shows:
 Flower Show held June 12 at the Legion in town.

Garden & Bus Tours :	We did not hold any bus tours. We held a members only garden tour in June and 4 garden
OUTSTANDING Seminars, workshops and noteworthy speakers (please list or attach separate sheet if necessary):	Branda Kilon the Butterfly lady who has studied butterflies
Community Work 2017? NEW Community Projects & Plantings Started and/or continued in 2014:	Our society purchased self-watering hanging baskets to ha
Scholarships 2017?	
1. Does your society give an annual scholarship to an educational facility?	<input checked="" type="radio"/> yes <input type="radio"/> no
2. Please provide name of educational facility:	University of Guelph - Ridgetown campus.
3. Town located:	Ridgetown, Ontario
4. If more than one annual scholarship is given, please indicate how many and list names/towns of educational facility.	
5. Value of each scholarship given:	\$500.00
6. Do you plan to give the same or a different scholarship in 2018?	<input checked="" type="radio"/> same <input type="radio"/> different

Section E: Summary Report

Please assist your District Director by providing a summary of HIGHLIGHTS of the PAST YEAR in no more than 100 words as a draft of your Society's contribution to the OHA Annual Report.

Summary report of societies year-long activities here.	
Optional long report	
If your society wishes to include a longer report please include the text here:	
Or a longer version of summary report here if more than 100 words for above.	
Date Modified:	2017-01-28
Is this Annual Report Complete?:	<input checked="" type="radio"/> yes <input type="radio"/> no
Click on Yes if all of the information has been entered and is correct. Please click on yes when you are done to let your District direct know the form is done. Once this is marked complete you will not be able to edit the information. webmaster@gardensofcanada.org can re-open the form for you if needed. Print a copy for your Society records.	
Please complete all the mandatory fields (*) before submitting this form. Otherwise, you will lose the information you have entered on this page.	
Save changes	IMPORTANT Click the Save changes button to save your changes at least once every 20 minutes. Click the Save changes button before you finish!

OHA VOLUNTEER HOURS

Volunteer hours are very important to collect from each member of your society. This information provides the OHA with province-wide horticultural society hours that they report to OMAFRA. This emphasizes to OMAFRA the importance of continuing the OMAFRA “grants” to horticultural societies. This information is helpful when talking to prospective donors.

Note: The Volunteer Hours Report should be completed online through the OHA gardenontario website. This information is collected separately from the Annual Information Report. It is a separate document that is on the GardenOntario website.

Need Access to the Volunteer Hours Report of the OHA Website? If you require the society login and password, please contact the OHA Webmaster at:
webmaster@gardenontario.org.

DEADLINE DATE: February 1

Submitted to: District Director

March/April

SOCIETY DUES TO THE DISTRICT

Each society pays district dues based on the membership of each society. Each spring the society will receive an invoice from the District Treasurer. Costs are determined by the District.

DEADLINE DATE: April 1

Submitted to: District Treasurer

WHAT DOES IT MEAN TO BE “IN GOOD STANDING”?

For a member to remain In Good Standing with the Ontario Horticultural Association (OHA), the member must:

- Have paid Annual Dues to a Horticultural Society/Club (hereafter Society) In Good Standing with the OHA,
- Uphold the Constitution and/or By-Laws of the Society,
- Uphold the Constitution and By-Laws of the OHA.

Ramifications of not being a member In Good Standing with a horticultural society In Good Standing with the OHA:

- Not eligible to enter OHA shows,
- May not enter shows or other competitions open to horticultural society members,
- May not receive payment of prizes for shows or other competitions that are open to horticultural society members,
- Is not eligible to win OHA awards,
- If an OHA certified judge loses their status due to not being In Good Standing, they would be ineligible to judge OHA shows or attend OHA judging schools or updates,
- Any OHA privilege or program available to a horticultural society member is not available to a member not In Good Standing,
- May not vote at any society, district or OHA Annual General Meeting,
- May not carry a proxy vote at the OHA Annual General Meeting.

*******Members whom are not In Good Standing can rectify the problem and regain their full privileges*******

For a Horticultural Society to remain In Good Standing with the OHA it must:

- Meet the requirements set for Horticultural Societies in the Agricultural and Horticultural Organizations Act, R.S.O. 1990, c. A.9.
<http://www.ontario.ca/laws/statute/90a09#bk35>.
- Pay membership dues to the Ontario Horticultural Association when billed.
- Pay insurance fees to the Ontario Horticultural Association when billed.
- File a complete Annual Information Report to OMAFRA.
- File a complete Annual Information Report to the OHA.
- File a complete Volunteer Hours Report to the OHA.
- Pay membership dues to the district the society is in.
- Uphold the Constitution and/or By-Laws of the OHA.
- Uphold the Constitution and/or By-Laws of the society.
- Uphold the Constitution and/or By-Laws of the district.

Ramifications of a Horticultural Society not being In Good Standing:

- A Society must be In Good Standing in order to obtain insurance coverage through the OHA insurance provider.
- No OHA grants will be awarded or paid to the society.
- Societies cannot vote at the OHA (Convention) Annual General Meeting.
- Societies cannot carry or grant/direct a proxy vote at the OHA Annual General Meeting.
- Societies cannot vote or participate in District Annual General Meetings.
- Individual members of the society are not eligible to enter OHA shows.
- Members of the society may not enter other competitions open to horticultural society members.
- The society or members of the society may not receive payment of prizes for shows or other competitions that are open to horticultural society members.
- The society and individual members of the society are not eligible to win OHA awards.
- Members of the society who are OHA certified judges, and lose their status due to not being In Good Standing, are ineligible to judge OHA shows or attend OHA judging schools or updates.
- Any OHA privilege or program available to a horticultural society member is not available to a member of a society that is not In Good Standing.

*******Societies that are not In Good Standing can rectify the specific problem they have and regain their full privileges*******

The following are additional recommended actions in which we'd like to see societies participate:

- Be represented at the OHA (Convention) Annual General Meeting by either a delegate or proxy,
- Be represented at its District Annual General Meeting by at least one delegate,
- Use OHA certified judges for its shows,
- Take its turn to host district meetings

However, failure to do so will not automatically result in a society losing its status of "In Good Standing".

INSURANCE MATTERS

Suggestion: The www.gardenontario.org website is the location for all insurance information. Please print a set for the “President’s Quick Start Manual”.

Stress the importance to the Executive of reading and understanding the “key” items:

- OHA Coverage
- Bust Tours and Non-Members
- Liability and Garden Tours
- Junior Members and Liability Insurance
- Non-members attending society events

SOCIETY LIABILITY and DIRECTORS and OFFICERS INSURANCE

All Societies are covered for liability insurance under the OHA umbrella. It is a flat rate that is to be submitted to the OHA Treasurer each year. Directors and Officers Insurance for the society is also required and comes as part of your invoice.

DEADLINE DATE: December 1 of each year
Submitted to the OHA Treasurer

January/February

All the forms and information requested below must be reported by February 1st. A society can complete these forms after the societies Financial Report is completed having had two financial reviewers review the books. Note: ensure reviewers complete the required form and that they are members of the society but not on the executive board or related to said members). See gardenontario.org – “reports”, “forms”.

ONTARIO HORTICULTURAL ASSOCIATION

Insurance Coverage Summary

Bus Tours and Non-Members

- Participants do not need to be members of a society.
- Non-members do not have protection under the OHA insurance policy.
- Damages caused by a non-member would have to be paid for by the individual or covered under their own personal liability policy.
- Societies may make a rule that only members can take part in an event.
- OHA purchases a Commercial General Liability policy (CGL) that protects the Society, its Directors and Officers, Members and Volunteers, (while acting on behalf of the OHA or a member society), should they cause Bodily Injury or Property Damage to a Third Party and be held responsible for those damages.

Liability and Garden Tours

- Any loss caused by the premises of a homeowner is insured under their home policy even if the homeowner is a member of a society. A homeowner should take all necessary steps to eliminate any possible exposure to perils that may cause a loss.
- Making the homeowner a member of the society does not provide them with premises liability insurance coverage under the OHA policy.
- If a loss is caused by a person (member) acting on behalf of a society they will have protection under the OHA policy.
- A society should refuse a homeowner should they find the home is not suitable.

Junior Members and Liability Insurance

- Article 38 (1) of the Agricultural and Horticultural Organizations Act allows societies to accept anyone as a member with voting rights restricted to those 18 years of age or over.
- Societies wishing to have junior members must incorporate the classification in their bylaws and/or charter and charge a fee for the membership of \$1.00 or \$2.00 per year.
- The junior membership must designate the age group for this class, which should not start at less than age 6 and preferably age 8 years to age 17 years.
- Family rates may include the membership fee for individuals under age 18. The names and ages of those under the family plan should be kept in the Society records.

- Those under age 18 to be insured by the policy must be full members of their local society and not a separate entity. Example: Agincourt Horticultural Society cannot setup a separate society called “Agincourt Youth Horticultural Society” as this society would not be insured unless it became a full member of the Ontario Horticultural Association.

Non-members attending society events

- Non-members attending events such as Canada Blooms, Walking Tours and Garden Shows hosted by the society: The OHA insurance policy covers: “Bodily Injury or Property Damage to a Third Party, caused by an **insured person**”. An insured person is “The Society, its Officers and Directors, and its Members”.
- **NON-MEMBERS DO NOT HAVE PROTECTION UNDER THIS POLICY.**
- Societies can hold functions and have non-members attend. However, should a non-member cause “Bodily Injury or Property Damage to a Third Party” they will have no protection under the society’s policy. They must carry their own liability policy! This can be attached to a homeowner’s policy, tenant’s insurance policy or purchased on its own.
- Should the society, or a member of the society, be sued by a non-member attending a society function the member / society will be protected under the society’s policy.

Definition of Terms

Bodily Injury - Physical Injury to a person

Personal Injury - Claim arising out of False Arrest, Detention or Imprisonment, Liable or Slander, Defamation of Character and Wrongful Entry or Eviction

Property Damage - Physical damage to tangent property

Named Insured - Directors, Officers, Members and Volunteers of the Ontario Horticultural Association/Society - In Good Standing

Third Party - Any person other than the named insured of a policy

The policy does not cover:

1. Damage to property owned by a society – tractor, chairs etc.
2. Injury to members. This is NOT a disability policy.
3. Land owned by or in the control of a society.
4. Intentional or Illegal Acts.
5. Decisions by the Board of Directors that cause a financial loss to the society.
(Note: Directors and Officers are covered under the Directors and Officers policy other than for a financial loss).

If your society requires any of the above protection they must purchase a separate policy to cover the risk.

Written by OHA Past Treasurer, S. Hill.

Endorsed as to content by Co-operators Insurance

February 5th, 2014

PARLIAMENTARY PROCEDURE AT A GLANCE

If your group follows parliamentary procedure “by the book”, the occasional technical question might be asked.

Note: It is suggested that each society purchase a copy of the Scott Foresman book “*Roberts Rules of Order*”. It is a valuable tool to assist you with all your meetings with information such as how to handle a motion, how to make amendments to minutes, etc.

ELEMENTS OF A SOCIETY ANNUAL GENERAL MEETING

Agenda (Underlined and bolded elements are required.)

- Call to Order
- Welcome and Introductions
- **Minutes of the previous AGM** – as distributed or as read
 - Secretary asks if there are any errors or omissions and moves acceptance.
 - **Note:** Minutes may be emailed to members and/or posted at the meeting. It is suggested that a society maintains a booklet housing the AGM agenda, minutes and other pertinent information that members can review at the AGM.
- **Treasurer's Annual Report** – a summary of incomes and expenses as distributed or as read.
 - **Note:** If your society uses an auditor, the society is still obligated to have two financial reviewers (using signed form) to review the books.
 - A financial reviewer must not be a member of the Board or a relative of a Board member.
 - **Important to note:** Reviewers may not be current Board or Executive members, nor have been members in the period under review, nor related to each other or the Treasurer. OMAFRA must be informed if the financial reviewers change. These reviewers are to be appointed at the AGM.
- **Auditors' Report or Financial Reviewers' Report** - indicating approval of the above Treasurer's Report
 - Treasurer moves acceptance of the audited Report and the Auditors' or Reviewers' Report.
- **Annual Reports of Committees** (if any) – these are received as read or distributed. The Secretary moves acceptance of all after the last report.
- **President's Annual Report** –summarizes the past year's highlights. A copy of this may be attached to the Annual Information Report.
- **Important:** The President must read this report at the AGM.

- **Approvals:**
 - Motion to approve the actions and decisions of the Executive in the past year.
 - Motion to approve the actions and decisions of the Board of Directors.

- **Election of Officers and Directors** – usually run by the Past President
 - Report of Nominating Committee (often the Past President or Secretary)
 - **Important:** Each Society should request nominations from their members at three separate times. It is suggested that the Nominating Committee and/or Past President ask for nominations at THREE MONTHLY MEETINGS PRIOR to the AGM. It will still be necessary to ask for nominations from the floor at the AGM, once. See next point.
 - Nominations from the floor - if any
 - Voting or Acclamation for each office in turn as required

- **Installation of Officers** – usually by the District Director or an Assistant Director; this may be done at the next general meeting of the society. Officers may take office at the end of the meeting at which they are elected or the beginning of the next general meeting which allows for smoother takeover and the completion of paperwork by the out-going executive.
- **Note:** Contact your District Director or Assistant Director who looks after your society and invite that individual to the AGM. Provide the names of all members standing for office and their respective roles in advance of the AGM.
- Have a copy ready for the District/Assistant Director upon arrival at the AGM.
- New President's Remarks
- Other Business, Awards, Presentations, Entertainment or Speakers
- Adjournment

MOCK UP ANNUAL GENERAL MEETING (AGM) AGENDA

This portion of your meeting must be done separately from your regular monthly meeting.

When completed, you present your monthly meeting information.

- Minutes of Previous AGM – can be read but can also just be available for members to view
 - Moved as accepted and seconded
- Treasurer’s Report – Audited Financial Statement – Read auditor’s cover letter.
 - Moved as accepted and seconded
 - Again a copy can be available for members to view
- Nominations
 - Name the nominations received
 - Ask if there are any further nominations from the floor (three times)
 - If none presented then the nominations received are the newest officers.
 - Ask the District executive member attending to install the board. Every position is installed even if officers are returning to their posts.
- President’s Report – Must be read in full – moved and seconded
- Present a motion to accept the actions of the officers and executive board for the business of the past year.
 - Moved and seconded

NOTE: You must send any reports to your members a month in advance or they must be read at the AGM. Otherwise you may just have a copy available

NOTE: It is suggested that each society create a binder just for the information gathered for each AGM. This allows for the information collected to be used as a reference for future years.

OHA AWARDS BOOKLET

Members who provide leadership and active participation which result in promoting the aims of the Horticultural Societies should be recognized and rewarded. Over the years, a number of awards have been made available by the Association in appreciation of outstanding services. Awards have also been contributed by individuals. The booklet, revised in 2015, now also includes grants available to Societies from the Ontario Horticultural Association.

The Awards & Grants booklet is available on the Gardenontario.org website, under the tab resources, or here:

<http://www.gardenontario.org/docs/OHA Awards/OHA AwardsGrantsBooklet.pdf>

In order to submit a nomination for an award, or to apply for a grant, a Society must be an OHA member in good standing.



The booklet is divided into eight sections, representing the different methods/levels by which awards are presented.

- Awards available for members and presented by the society
- Awards available to youth programs
- Awards available by nomination to members and presented by their Districts
- Awards given by the Ontario Horticultural Association
- Association's Honour Roll
- Special Awards
- Service Pins
- Grants given by the Ontario Horticultural Association

Awards submissions are sent to: OHA Awards Coordinator, awards@gardenontario.org

JUDGES LIST

You can find a complete list of judges who are recommended by OHA for judging at an OHA sponsored event. You will find this list by going to www.gardenontario.org. Go to the heading Resources and scroll down to Judging.

SUPPLIES LIST

OHA's Supplies Coordinator makes available a number of items helpful for societies. Items include service pins, note cards, OHA postcards, OJES books, certificates, and pins for positions in your society.

The supplies list and order form can be found at www.gardenontario.org, using the tab Shop. You can also give your order to your District Director and who can have it delivered to them at board meetings (October and March), or look for the supplies table at the OHA (Convention) Annual General Meeting. By doing this you will save on the postal charges.

IDEAS TO PROMOTE YOUR SOCIETY TO HELP INCREASE MEMBERSHIP

- Promote all activities in all local media either by email or snail mail. Some need one month or more advance notice. Magazines need three months and are often free.
- Get good speakers on interesting and timely topics for open meetings. ie "Pruning in the Spring".
- Create a friendly, positive atmosphere at all society events such as public meetings, work bees, and board meetings. Laugh a lot!
- Actively seek out positive and forward thinking people to serve on committees and the board.
- As a board member make it your challenge to get to know members' names, where they live and what interests and talents they might share with the group.
- Bookmarks with society dates, activities and special gardens you maintain, and youth group locations can be given out with each membership. Also distribute in municipal libraries, municipal offices, Chamber of Commerce, and mailboxes of nearby neighbours.
- Regular newsletters to all members will keep them up to date. Have extras at the Township Offices for non-members to take.
- "Free meeting Coupon" distributed to any new subdivision and Welcome Wagon in your area. Offer workshops such as flower arranging, cement pot making, pruning etc. to members. This encourages those not sure they might join.
- Contact local nurseries to have applications for membership and garden tours available to their customers. Thank them with a note.
- Leadership is key! The President should welcome, engage and make each meeting a fun place to be. Groom the next person to promote the society in a welcoming way.
- Have a cheer person to send cards for new babies, new jobs, sympathy, get well etc.
- Acknowledge new people or first time visitors and ask their neighbouring member to help them feel welcome. Find out where folks heard about your meeting ... this helps the media committee.
- Have a welcome desk for signing in or passing out the meeting handout (fact filled information that we don't take time to announce but is important). Hand out lucky draw tickets here too.
- Display a digital photo frame near the Welcome desk, so with the lineup out the door those waiting can see just what we do, our gardens we maintain, the youth clubs, and garden tour they may have missed.

Have a "free table" - donations of old magazines, extra gardening materials donated, and an information table to take "Invasive weed info etc." Have an information binder with rose tips, pruning tips, houseplants that are air purifiers ... this is so they can find what they need and take the sheets home. OHA Trillium newsletter is out for viewing.

- Refreshment time at our meetings is filled with laughter and the accolades over the home made goodies.
- Door prizes at the end of the meetings. Members bring in plants and gloves and buy gifts too.
- Relaxed meeting, not stuffy. Invite those attending to help volunteer if it is needed.
- Support local suppliers and advertisers. Promote this in your newsletters.
- Mail and e-mail the newsletter out one week prior to the meeting. The night of the meeting all news since then is condensed into a meeting handout so less time is taken on announcements.
- The executive generally carries membership cards and bookmarks to hand out as they meet people in their travels.
- Have a Society t-shirt which quickly identifies your group when doing community service work. At the plant sale it quickly identifies someone who can help. They are sold at cost.
- Share plants with new friends and neighbours and offer a bookmark for the next meeting.
- Keep your ear to the ground when looking for new talent on the executive. Find out talents and ask if they are interested. The worst that can happen is they say no.
- Fun, fun and more laughter and folks will want to help, join and dig in with any project.
- Keep dues reasonable and encourage a family membership.
- Phone members a week before each meeting.
- At the plant sale, if someone buys a membership, give them 10% off their purchase.
- Celebrate members' birthdays at each meeting and include those birthdays that fall when no meetings are being held.

HOW TO RECRUIT VOLUNTEERS

Please visit the OMAFRA website to review some helpful tips and information on recruiting volunteers and operating a healthy volunteer program.

Recruiting Volunteers: <http://www.omafra.gov.on.ca/english/rural/facts/96-005.htm>

Volunteers: The Heart of Community Organizations:
<http://www.omafra.gov.on.ca/english/rural/facts/96-017.htm>

Working With Volunteers: <http://www.omafra.gov.on.ca/english/rural/facts/87-012.htm>

NOTES