



— NIAGARA PENINSULA —
CONSERVATION FOUNDATION

NPCF EXECUTIVE COMMITTEE MEETING

Monday March 16, 2020

10:00 a.m. to 12:00 p.m.

Conference Call

MINUTES

Attendance:

Tom Insinna, Chair

Rob Foster, Chair

D. Gayle Wood, Secretary-Treasurer

Chair Insinna called the meeting to order at 10:10 a.m. and thanked Vice Chair Foster for arranging a conference call in lieu of an in-person meeting due to the COVID-19 virus.

1. ADOPTION OF AGENDA

Moved by: Rob Foster

Seconded by: Gayle Wood

THAT the agenda for the NPCF Executive Committee Meeting held March 16, 2020 be approved as printed.

CARRIED

2. DECLARATION OF CONFLICT OF INTEREST

There were no interests declared at the meeting.

3. APPROVAL OF FOUNDATION EXECUTIVE COMMITTEE MINUTES

This being the first meeting of this Executive Committee, there were no previous minutes to approve.

4. DEPUTATIONS AND PRESENTATIONS

There were no presentations or deputations at this meeting.

5. ITEMS FOR APPROVAL

There were no items for approval at this meeting.

6. BUSINESS FOR INFORMATION

6.1 **CRA Filing/2019 Audit**

G. Wood reported that the Foundation filing requirements to Canada Revenue Service are due at the end of June 2020, including the updated Board of Directors' list and 2019 financial statements.

The Foundation's Auditor has received approval to proceed with the 2019 audit and is preparing an Engagement Letter for the Foundation. The NPCA Director, Corporate Services should have draft Financial Statements prepared for the Auditor around May 1st.

G. Wood reported that financial statements or budget status reports for January/February of 2020 would be required in order to prepare the 2020 budget.

6.2 **Draft NPCA/NPCF Memorandum of Understanding**

The Foundation's approved Draft MOU between the NPCF and NPCA is currently under discussion between Board Member Wood and Authority Chief Administrative Officer/Secretary-Treasurer, Chandra Sharma. A meeting between the two is scheduled for Friday March 20, 2020. G. Wood will report the results of this meeting to the Chair and Vice Chair.

6.3 **Draft April 9, 2020 Board of Directors' Meeting Agenda**

The draft agenda for the April 9th meeting was reviewed. The content of the agenda was accepted; however, **it was decided to move the meeting date to May 7, 2020** (to be re-considered later based on the situation with COVID-19). G. Wood will advise the Foundation Members accordingly.

6.4 **Draft Presentation to the NPCA Board of Directors**

The Chair and Secretary-Treasurer are scheduled to appear before the NPCA Board of Directors at their April 15, 2020 Board meeting. **It was agreed that the Chair will request that the presentation be moved to the May 20, 2020 meeting of the NPCA**

After reviewing the draft presentation, it was agreed that the following slides would be added:

- The challenges faced by the Foundation during 2018 and 2019,
- We are now a "Working Foundation Board" with no Executive Director,
- We assist the Authority with funding projects that are difficult to obtain funding from other sources such as municipalities and the province,
- We are requesting some NPCA staff support through an approved NPCA/NPCF Memorandum of Understanding.

6.5 **Revenue/Expenditure Ideas for 2020**

G. Wood reported the following ideas for raising funds in 2020:

- Nevada Tickets sales in Port Colborne
- Comfort Maple Pen sales
- Summer Solstice event
- Movie Night at Calamus Winery
- Meet and Greet at Bench Brewery
- Memorial Benches
- Rotary Presentations

G. Wood will arrange a meeting with A. Christie and the Chair, Vice Chair and S-T to discuss the “Movie Night at Calamus Winery” followed by a meeting with Calamus to discuss a MOU.

The Executive Committee agreed that they would like the Foundation to focus on a “cultural museum project” at Ball’s Falls Conservation Area. G. Wood will reach out to Adam Christie, NPCA Director of Strategic Initiatives for further details on this project as well as to request a presentation to the May meeting of the Foundation Board of Directors.

6.6 **Foundation Meet and Greet Event – Bench Brewery**

It was agreed that the proposed “Meet and Greet Event” scheduled at Bench Brewery for April 29, 2020 will be re-scheduled. Vice Chair Foster discuss this further with Bench Brewery representatives.

7. NEW BUSINESS

7.1 **Foundation Agendas and Minutes**

G. Wood advised that she has provided NPCA staff with agendas for all 2019 and 2020 meetings to date for posting on the Foundation website.

7.2 **Foundation 2019 Annual Report**

G. Wood forwarded a draft Annual Report for 2019. This Report will be reviewed by the Chair and Vice Chair, as well as the NPCA Manager, Communications and Public Engagement for feedback and presentation at the May Board of Directors Meeting.

8. CLOSED SESSION

There were no Closed Session items for the meeting.

9. ADJOURNMENT

There being no other business, the Chair called for a motion to adjourn.

Moved by: Rob Foster

THAT the March 16, 2020 Foundation Executive Committee meeting adjourn at 11:30 a.m.

CARRIED



Tom Insinna
NPCF Chair



D. Gayle Wood
NPCF Secretary-Treasurer