



— NIAGARA PENINSULA —
CONSERVATION FOUNDATION

BOARD OF DIRECTORS MEETING

FND-BOD-04-22

November 3, 2022

11:00 a.m. to 12:30 p.m.

Video Meeting

DRAFT MINUTES

Chair Insinna called the meeting to order at 11:00 a.m. and recognized both Board members and NPCA staff present.

ATTENDANCE

BOARD OF DIRECTORS

Tom Insinna, Chair

Mike Balsom, Director

Donna Cridland, Treasurer

Barbara Greenwood, Vice-Chair

Diana Huson, Director

Rob Foster, NPCA Chair

NPCA

Adam Christie, Director, Land Operations

Lise Gagnon, Director, Corporate Services, NPCF Assistant Treasurer

Rebecca Hull, Manager, Strategic Business Planning and Public Relations, NPCF Assistant Secretary

Renee Bisson, Program Manager, Grant Centre & Fund Development

Eric Baldin, Manager, Land Planning

Leilani Lee-Yates, Director, Watershed Management

Alicia Powell, Manager, Conservation Area Services

Gina Shaule, NPCA Administrative Assistant

Chandra Sharma, CAO

OTHERS PRESENT

John Armstrong, Armstrong Strategy Group

Don Stewart, Armstrong Strategy Group

1. ADOPTION OF AGENDA

- 1.1 Addition of items
- 1.2 Change in order of items
- 1.3 Motion to approve agenda

Resolution No. BOD-34-22:

Moved by: D. Cridland

Seconded by: M. Balsom

THAT the agenda for the NPCF Board of Directors' Meeting FDN-BOD-04-22 held November 3, 2022, BE APPROVED.

CARRIED

2. DECLARATION OF CONFLICT OF INTEREST

There are no declarations of conflict of interest during this meeting.

3. APPROVAL OF FOUNDATION MINUTES

- 3.1 Approval of the NPCF Board of Directors Meeting's minutes dated July 7, 2022.

Resolution No. BOD-35-22:

Moved by: D. Huson

Seconded by: D. Cridland

THAT the minutes of the NPCF Board of Directors' Meeting FDN-BOD-03-22 held July 7, 2022, BE APPROVED.

CARRIED

4. COMMENTS FROM THE CHAIR

- The Chair thanked all staff who ran and participated in the Thanksgiving Festival
- He asked Directors to recommend more Foundation members for appointment to the Board (by at least two members)
- He noted that he would attend the NPCA Full Authority meeting in December to provide an NPCF presentation.

5. COMMENTS FROM NPCA CHIEF ADMINISTRATIVE OFFICER

- Requested that Directors continue their involvement in the Foundation
- Exciting times to come with the upcoming implementation of the fundraising strategy

6. CORRESPONDENCE

There is no correspondence to be considered during this Meeting.

7. DEPUTATIONS AND PRESENTATIONS

- 7.1 Fundraising Strategy presentation by Armstrong Strategy Group
(circulated under separate cover).

Resolution No. BOD-36-22:

Moved by: D. Cridland

Seconded by: D. Huson

THAT the progress report presentation for the NPCF fundraising strategy BE RECEIVED.

FURTHER THAT the Foundation Board of Directors APPROVES the short-term recommendations and next steps below:

- a) A sub-committee of the Foundation Board BE ESTABLISHED to work with staff and the consultant through November 2022-January 2023 to finalize the Case for Support, Fundraising Strategy, and Campaign Plan.**

CARRIED

Subcommittee volunteers to meet regularly with NPCA (one meeting in December, every two weeks in January/February): D. Cridland, R. Foster, J. Metcalfe, T. Insinna, M. Balsom.

Resolution No. BOD-38-22:

Moved by: D. Cridland

Seconded by: M. Balsom

- b) THAT progress on Fundraising Strategy and proposed launch of a fundraising campaign in 2023 BE PRESENTED to the NPCA Board by the NPCF Chair at their December 16, 2022, NPCA Board update presentation.**

CARRIED

Resolution No. BOD-39-22:

Moved by: D. Cridland

Seconded by: M. Balsom

- c) THAT in advance of the Full Capital Campaign Launch in 2023, an annual giving Holiday appeal letter BE SENT in December 2022, including some of the ongoing priorities such as land securement and restoration.**

CARRIED

Resolution No. BOD-40-22:

Moved by: B. Greenwood

Seconded by: M. Balsom

- d) THAT The Final Fundraising Strategy and associated Campaign Plan BE BROUGHT back to the next meeting of the NPCF in February 2023 for the approval of the Campaign Implementation Plan.**

CARRIED

- 7.2 Land Securement Strategy presentation by Eric Baldin, NPCA, Manager, Land Planning.

Resolution No. BOD-41-22:

Moved by: B. Greenwood

Seconded by: M. Balsom

THAT the presentation by Eric Baldin, NPCA, Manager, Land Planning (RE: Land Securement Strategy 2022-2023), BE RECEIVED.

FURTHER THAT the Foundation Board of Directors ACKNOWLEDGES the staff's preliminary recommendations for NPCF Capital and Annual Giving Campaigns.

CARRIED

8. ITEMS FOR INFORMATION

- 8.1 Lise Gagnon, NPCA Director, Corporate Services, provided a verbal report regarding the interim financial report.

Resolution No. BOD-42-22:

Moved by: D. Cridland

Seconded by: D. Huson

THAT the verbal update on NPCF finances provided by NPCA Director, Corporate Services, Lise Gagnon, BE RECEIVED.

FURTHER THAT an electronic copy of the interim financial report BE CIRCULATED to the Board of Directors following the November 3 meeting.

CARRIED

Resolution No. BOD-43-22:

Moved by: M. Balsom

Seconded by: D. Huson

THAT the 2022 Budget BE APPROVED by the Board of Directors.

CARRIED

9. DISCUSSION ITEMS

- 9.1 Alicia Powell, Manager of Conservation Areas Programs and Services, provided a verbal report to the Board of Directors debrief on the Thanksgiving Festival.

- 9.2 Alicia Powell, Manager of Conservation Areas Programs and Services, provided a verbal report to the Board of Directors relating to the Holiday Trail.

Resolution No. BOD-44-22:

Moved by: D. Cridland

Seconded by: M. Balsom

THAT the verbal update on the Thanksgiving Festival and Holiday Trail provided by Alicia Powell, Manager of Conservation Areas Programs, BE RECEIVED.

FURTHER THAT the Foundation Board Members CONSIDERS appropriate mechanisms for NPCF's involvement during the Holiday Trail.

CARRIED

- 9.3 Rebecca Hull, Manager of Strategic Business Planning, discussed creating a holiday giving campaign.

Resolution No. BOD-45-22:

Moved by: D. Cridland

Seconded by: B. Greenwood

THAT the verbal update about creating a holiday giving campaign by Rebecca Hull, Manager of Strategy Business Planning, BE RECEIVED.

FURTHER THAT the Foundation Board of Directors APPROVES running a "green holiday" giving campaign for the month of December.

CARRIED

- 9.4 Rebecca Hull, Manager of Strategic Business Planning, discussed the development of the draft workplan for 2023 with input from the Board of Directors.

Resolution No. BOD-46-22:

Moved by: D. Cridland

Seconded by: D. Huson

THAT the verbal update about the draft 2023 workplan by Rebecca Hull, Manager of Strategy Business Planning, BE RECEIVED.

THAT the NPCA staff DEVELOP a workplan for 2023 by December 16 for circulation to the Board of Directors and implementation.

FURTHER THAT the Foundation Board of Directors ESTABLISHES the following 2023 meeting schedule being Thursdays on the second week of the month in February, April, July, and November.

CARRIED

10. NEW BUSINESS

None.

11. CLOSED SESSION

None.

12. ADJOURNMENT

Resolution No. BOD-47-22:

Moved by: D. Huson

Seconded by: B. Greenwood

THAT the FND-BOD-04-22 meeting held November 3, 2022, BE ADJOURNED at 1:10 p.m.

AND FURTHER THAT the Board RECONVENE at the Chair's call.

CARRIED