

# Minutes of the 131<sup>st</sup> Annual Business Meeting of the Ottawa Field-Naturalists' Club 12 January 2010

Place and time: Canadian Museum of Nature, Ottawa, Ontario, 7:00 pm  
Chairperson: Ken Allison, President

Attendees spent the first half-hour reviewing the minutes of the previous ABM, the Treasurer's report and the OFNC committees' annual reports for 2009. The meeting was called to order at 7:30 pm with some opening remarks from the President.

## 1. Minutes of the Previous Meeting

It was moved by Ernie Brodo and seconded by David Hobden that the minutes of the 130<sup>th</sup> Annual Business Meeting be accepted.

**Carried**

## 2. Business Arising from the Minutes

There was no business arising from the Minutes.

## 3. Communications Relating to the Annual Business Meeting

There were no communications relating to the Annual Business Meeting.

## 4. Treasurer's Report – Frank Pope

Frank began by acknowledging and thanking the volunteers of the Fletcher Wildlife Garden, the editors of Trail & Landscape and the Canadian Field-Naturalist, the OFNC webmaster, members of the Council, trip leaders, the Central Experimental Farm and the Canadian tax payers for their significant contributions to our financial position.

Using three charts, he presented a synopsis of the financial activities of the Club over the last 5 years. The charts covered net assets, total revenue, operating revenue and operating expenses. Net assets, at about \$500,000 were about the same as last year. Operating expenses continue to exceed operating income, the difference being made up by donations.

Turning to a two page summary of the operating statements, he noted two significant differences from last year. The first was that we donated \$100,000 to the Nature Conservancy last year for the acquisition of the Hewlett-Packard property and this year we donated only \$23,500 to the Nature Conservancy for the acquisition of the Wolf Grove property. The other was a surplus from the operation of the Fletcher Wildlife Garden compared to a deficit last year. Expenses were reduced because we did not hire a summer student this year and the June plant sale was very successful. In response to a question about our contribution to the Hewlett-Packard acquisition Frank reported that the Nature Conservancy had told us that we would be recognized by a plaque on the property but he did not know if it had been

installed yet. **ACTION:** Frank to follow up with the Nature Conservancy of Canada.

As an introduction to the auditor's report, Frank explained that the auditor was now required to include donations as operating income and this makes the financial statements less useful to us. Another change this year has been the installation of Simply Accounting for our financial records. He thanked Ann MacKenzie and Jim Ward for their efforts in this regard. Given these changes, he said that, were there a member of the Club with accounting experience and a little time, he could use some help.

He then went through the financial statements page by page. In response to a question about the \$3,977 remaining in the Alfred Bog account he said that it was time to close it out. Two or three properties in the bog remain in private hands and when they come onto the market our contribution would be insignificant. We are looking for some other way that this money can be used in the bog. A contribution of \$1 for every purchase of the book "Lichens of North America" should have been added to the Alfred Bog account but it does not show up in the financial statements. Frank said that this was an oversight.

Concern was expressed from the floor about the delay in publishing the Canadian Field-Naturalist which is currently running 18 months behind schedule. Is this discouraging prospective authors? One suggestion was to publish issues 1 and 2 in one volume, and then issue 3 and 4 in the next. Frank explained that the Publications Committee is working on a new business plan to try to improve the situation. He added that recently we have started to post complete issues on the website but we need to find some way to cover the costs.

It was moved by Frank Pope that this financial statement be accepted as a fair representation of the financial position of the Club as of September 30 2009.

Seconded by David Hobden.

**Carried**

## 5. Committee Reports

Ken Allison asked for questions and comments on the 2009 Committee reports which had been distributed to the attendees.

Moved by Diane Kitching and seconded by Jeff Skevington that the reports be accepted as presented.

Eleanor Zurbrigg asked if the reprints would be uniformly formatted before they are printed in the CFN. Diane Kitching added to the motion that the reports be published in a uniform format in the CFN.

**Carried**

## 6. Nomination of the Auditor

Moved by Frank Pope and seconded by Ann MacKenzie that Janet Gehr continues as Auditor for another year.

**Carried**

## 7. Report of the Nominating Committee— Fenja Brodo

SLATE PROPOSED BY THE NOMINATING COMMITTEE

### Officers

President	Ann MacKenzie
1 <sup>st</sup> Vice President	Fenja Brodo
2 <sup>nd</sup> Vice President	Jeff Skevington
Recording Secretary	Annie Bélair
Treasurer	Frank Pope

### Ex-officio members

Past President	Ken Allison
Administrator	Frank Pope
Editor CFN	Francis Cook
Editor T&L	Karen McLachlan Hamilton
ON Nature Rep	Diane Lepage

### Committee Chairs

Awards	Eleanor Zurbrigg
Birds	Chris Traynor
Conservation	Stan Rosenbaum
Education & Publicity	vacant
Excursions and Lectures	Christine Wong
Executive	Ann MacKenzie
Finance	Ann MacKenzie
Fletcher Wildlife Garden	Sandra Garland
Macoun Club	see below
Membership	Henry Steger
Publications	Ron Bedford

### Members at large

Barbara Chouinard  
Julia Cipriani  
David Hobden  
Diane Kitching (Macoun rep)  
Luke Periard

### Chairs not on Council

Macoun: Rob Lee

Gillian Marston who is stepping down from her role as chair of the Education and Publicity Committee, be thanked for her services to the Club.

Ann MacKenzie thanked everyone for electing her as president and commented that she felt the enormity of the task after attending Dan Brunton's presentation on the OFNC's 130<sup>th</sup> anniversary in December. She invited everyone to contact her with ideas or comments.

Moved by Fenja Brodo and seconded by Frank Pope that the above slate be accepted as members of the Council of the OFNC for 2010.

**Carried**

## 8. New Business

After the mention of Dan Brunton's presentation on the OFNC's 130<sup>th</sup> anniversary in December, there was a discussion about making the speaker's talk available to everyone. One suggestion was to put the speaker's presentation, or a copy of his CFN article on the 125<sup>th</sup> anniversary on the OFNC website. A more general suggestion was that major talks, like Dan Brunton's, could be video-taped and put on the website.

## 9. Adjournment

Moved by Ernie Brodo and seconded by Fenja Brodo that the meeting be adjourned at 8:50 pm.

**Carried**

ANNIE BÉLAIR

## The Ottawa Field-Naturalists' Club 2009 Annual Reports

### Awards Committee Annual Report – 2009

The Awards Committee met once in 2009 to select recipients of the Club's seven awards. Committee members prepared the citations for each recipient which outline the many ways in which the person had distinguished herself or himself by accomplishments in the field of natural history and conservation, or by extraordinary activity within the Club. The awards were presented at the Club's annual Soiree in April.

ELEANOR ZURBRIGG, CHAIR

### Birds Committee Annual Report – 2009

The Birds Committee organized the Fall Bird Count and the Dunrobin Christmas Bird Count. With the Club des Ornithologues they organized the Christmas Bird Count. All events were well attended. The committee was again successful in another Peregrine Falcon Watch at the downtown nest site. The Bird Record Sub-committee is involved in an ongoing and detailed database of all Ottawa bird records. This sub-committee also met several times to review rare bird records. The seed-a-thon was supplied the funds to operate the

club feeders through another winter. The committee continues to operate both a status line of regional bird reports and a rare bird alert. This past year also saw the installation of 15 nest boxes for Eastern Screech Owls. The committee also provided trip leaders for club excursions and bird related articles for Trail and Landscape.

CHRIS TRAYNOR, CHAIR

### Conservation Annual Report – 2009

The committee worked substantially on a single project during 2009, namely as active participants with the Greenbelt Coalition on the current NCC review of the 1996 Greenbelt Master Plan. GREENBELT COALITION – The coalition convened for meetings on March 9, April 7, May 19, and November 9. Stan Rosenbaum and Ken Young of OFNC, along with four other coalition members, contributed material for a position paper, and Stan compiled the material into a single document. After providing a background and historical summary, the current draft 5 identifies Greenbelt benefits (values) as aesthetic, public ownership, environmental, agricultural, lifestyle and recreational. It also presents a number of issues, listed as built facilities, intensification (in the city), infrastructure, long-term issues, and legal protection of Greenbelt lands. Draft 5 was reviewed favourably at the November 9 meeting, with a few minor changes. Among these, in May, the NCC review team had invited the coalition to offer answers to three questions, as below. Our first attempt at answering them follows each question:

1. How might the Greenbelt become an environmental showcase for the Nation's Capital? Recommendation: Retain undeveloped land free from development. Increasing contrast between natural spaces and surrounding urbanization will automatically enhance the Greenbelt as an environmental showcase.
2. Are there other ecological values that we should consider as part of the assessment of Greenbelt existing conditions? Recommendation: Recognize the high ecological values of agricultural lands, if they are managed with this in mind, as discussed in Section 2.4.
3. Where might there be opportunities to strengthen the Greenbelt's ecological features and functions? Recommendation: Certain contiguous former Greenbelt lands should be re-integrated into the Greenbelt in order to protect their and the current Greenbelt's ecological functions.

However, at the November meeting it was decided that our responses to these questions should be expressed in more detail. NCC is inviting coalition members to a 2-day Visioning Workshop on November 25-26, aimed at looking ahead up to 50 years into the future of the Greenbelt. My view on this is already captured in this excerpt from our draft 5 document: "While crystal-ball gazing of this type carries many uncertainties, the least likely future is that the present pattern remains unchanged. Planning for an unknown future is best approached by keeping options open, which means retaining public ownership of all Greenbelt land, and refraining from erecting built infrastructure upon it."

STAN ROSENBAUM, CHAIR

### Excursions and Lectures Committee Annual Report – 2009

We had a successful year with 32 trips and one work shop, our ten monthly meetings, the Soirée plus an additional talk

at the Fletcher Wildlife Garden Interpretation Centre. This year two excursions were cancelled due to bad weather. Our Soirée was a much abbreviated evening because of a freak storm that caused a power outage at St. Basil's Church. Two of our monthly meetings were held at the Neatby Building, Carling Avenue while the CMN was renovating the VMMB.

Birding is the most popular activity, with 16 trips organized in 2009. We need to entice more leaders to lead more birding trips. Our six full-day excursions were well attended. We had two trips that involved canoes, allowable thanks to a change in our insurance. For one canoe trip we partnered with the South Nation Conservation Authority. This was the third year that we participated in the North American Butterfly Count. Other trips emphasized geology, mosses, lichens, botany, general natural history.

This year we added two events specifically for families and propose to include more such trips.

We need to publicize our monthly talks and plan to do that when we move into our new quarters in June 2010.

FENJA BRODO, CHAIR

### Fletcher Wildlife Garden Annual Report – 2009

**Habitat improvements** – In early spring, we installed a turtle raft in the deep end of our Amphibian Pond. It was well used over the summer by painted and Blandings turtles as well as ducks. In the Backyard Garden, we created a wet area next to the pond, where we planted blue flags, boneset, Joe-Pye weed, swamp milkweed and other wetland species. The Butterfly Meadow was expanded once again. Agriculture and Agri-Foods Canada was kind enough to rototill the new area in both spring and fall; it will be planted in 2010.

**Fundraising** – Our annual native plant sale was a huge success this year, thanks to a committee of energetic and creative volunteers. We took in over \$4000 on the day of the sale and about \$800 the following week. We received donations of native plants from a number of people and we sold plants to many regular customers and people who are involved in community garden projects in various parts of the city.

**Outreach** – We produced four newsletters and our mailing list continues to grow. Our photo galleries on pbase.com are well used and enjoyed, with over 100,000 page views.

We once again participated in the National Capital Wildlife Festival: as a sponsor, as a participant in the "fair" at Billing Bridge Shopping Centre, and as co-organizers of the annual forum. We also led two well-attended guided walks at the FWG.

**External Relations** – A Price WaterhouseCoopers Green Team spent a Friday at the FWG planting cedar trees in the ravine, where buckthorn trees were removed in 2008. One of our volunteers brought a group of junior high school students to help the Friday volunteers in a number of tasks.

Although several bonfires were set in spring, we were able to solve this problem by spreading pig manure donated by AAFC. AAFC also repaired the ceilings in our interpretive centre and painted the new ceilings and the bathroom.

SANDY GARLAND, CHAIR

### Macoun Club Committee Annual Report – 2009

The Committee met once at the beginning of the year to plan for the year, and thereafter handled the month-by-month planning by telephone and e-mail. Committee members supervised or gave presentations at 18 indoor meetings, and led 18 field trips (including 4 special field trips in the summer). Meetings were held at the Fletcher Wildlife Garden, and most

field trips took place either in the Club's nature study area in Ottawa's western Greenbelt, or on what was the late Mary Stuart's land in the Pakenham Hills. One trip was devoted to a bioblitz of a natural city park, with the results being provided to the local community association.

For five years now there has been no high-school-age group, but both younger groups (ages 8-11 and 12-14) were strong and active.

The Club program is outlined in a monthly newsletter and online, and members and leaders

write and draw for *The Little Bear*, which is published annually.

ROBERT E. LEE, CHAIR

#### Publications Committee Annual Report – 2009

The Publications Committee met three times in 2009.

Three issues of *The Canadian Field-Naturalist* were published in 2009: Volume 121 (4) and Volume 122 (1,2). These three issues contained 318 pages; 27 articles; 23 notes; 34 book reviews; 84 new titles; 1 commemorative tribute; 13 pages of News and Comment; 2 pages of miscellany; and a 21 page index. In these three issues and in Volume 121 (3) (not reported a year ago) Manning fund interest supported 12 papers for a total of \$3950.

The online version of *The Canadian Field-Naturalist* is essentially ready to go. A notice of this will appear on the OFNC website and in *T&L*. Also, as publicity for current and hopefully new subscribers, the current issue will be posted for free to all. Some administrative details have still to be finalized for issuing passwords and tracking those registering for the electronic version. A number of online providers have requested permission to post *The CFN* on their websites, citing the advantages of wider visibility and revenue to *The OFNC*. An ad hoc subcommittee was set up (E. Morton, chair; J. Fitzsimmons; S. Garland) to investigate the financial aspects of such postings and of online publication costs in general.

Volume 43 of *Trail & Landscape* was published in four issues containing 184 pages. The 20-year index for Volumes 21-40 is available on the *OFNC* website and on a CD for a small fee. Hard copies have not yet been printed. In May the long-time printer, Lomor, went out of business. Fortunately, a possible crisis was avoided when former Lomor employees took over the printing of *Trail & Landscape*.

RONALD E. BEDFORD, CHAIR

#### Finance Committee Annual Report – 2009

The Finance Committee met twice during the year, March 30 and August 19 as well as internet communication throughout the year. Highlights include:

1. Barbara Chouinard joined the Committee in March.
2. Considerable effort went to ensuring that the new accounting software, Simply Accounting, was working effectively for the Club.
3. Committee Chairs will be receiving regular reports. The first report will be after the budget is set in October. At that time they will get a detailed listing of the past years financial entries as well as the budget for the upcoming year. The second will be a mid-year report, about March. The third report will be late June or early July to help committees determine their budget needs for the next fiscal year.
4. The Finance Committee agreed to the donation of \$23,000 to the Nature Conservancy for the Wolf Grove land purchase. At the same time, Finance Committee advised Council that this should be the last major expenditure until there is a turn-around in the financial situation of the Club.
5. A proposed budget for 2009-2010 was developed and submitted to Council. A deficit of about \$17,000 was forecast.

ANN MACKENZIE, CHAIR

#### Membership Committee Annual Report – 2009

The distribution of the membership for 2009 at September 30, 2009\* is shown in the table below, with the corresponding numbers for 2008 in brackets. "Others" represent, for the greatest part, affiliate organizations that receive complimentary copies of the Club's publications. Local membership (within 50 km of Parliament Hill) was 660 and 620 in 2008 and 2009, respectively. The reduction of 46 in total membership is greater than experienced in each of the last three years. The continuing decrease in membership presents a challenge for the Club, particularly since all but one of the reductions are attributable to a decrease in local membership.

H. STEGER, CHAIR

	CANADIAN		USA		OTHER		TOTAL	
Individual	376	(400)	17	(16)	1	(3)	394	(419)
Family	279	(301)	1	(1)	1	(1)	281	(303)
Sustaining	15	(17)	0	(0)	0	(0)	15	(17)
T and L	4	(3)	0	(0)	0	(0)	4	(3)
Honorary	20	(21)	0	(0)	0	(0)	20	(21)
Life	52	(47)	5	(5)	1	(1)	58	(53)
Other	24	(26)	1	(1)	1	(1)	26	(28)
TOTAL	770	815	24	(23)	4	(6)	798	(844)

\* The membership distribution for this report is for the Club's fiscal year (October 1 to September 30 of the next year) for both 2009 and 2008. For previous reports, the time period was August 1 to July 31 of the next year.

## Auditor's Report

To The Members of THE OTTAWA FIELD NATURALISTS' CLUB

I have audited the statement of financial position of THE OTTAWA FIELD-NATURALISTS' CLUB as at September 30, 2009, the statement of changes in net assets, the statement of operations, and the statement of cash flows for the year then ended. These financial statements are the responsibility of the organization's management. My responsibility is to express an opinion on these financial statements based on my audit.

Except as explained in the following paragraph, I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In common with many non-profit organizations, THE OTTAWA FIELD-NATURALISTS' CLUB derives some of its revenue from donations and fund-raising activities. These revenues are not readily susceptible to complete audit verification. Accordingly, my verification of these revenues was limited to the amounts recorded in the records of THE OTTAWA FIELD-NATURALISTS' CLUB, and I was not able to determine whether any adjustments to the recorded amounts might be necessary.

In my opinion, except for the effects of adjustments, if any, which I might have determined to be necessary had I been able to satisfy myself concerning the completeness of the revenue referred to in the preceding paragraph, these financial statements present fairly, in all material respects, the financial position of the organization as at September 30, 2009, and the results of its operations and cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

JANET M. GEHR  
C.A., Licensed Public Accountant

North Gower, ON  
January 11, 2010

### The Ottawa Field-Naturalists' Club Balance Sheet September 30, 2009

	2009	2008
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$84,901	\$35,571
Prepaid Expenses	3,435	0
Investment certificate (Note 1)	104,833	140,688
Marketable securities (Note 2)	50,913	19,992
Accounts receivable	791	17,815
	<u>244,873</u>	<u>214,066</u>
LAND – ALFRED BOG (At cost, assessed value \$19,100)	3,348	3,348
Marketable Securities (Note 2)	<u>281,300</u>	<u>306,308</u>
	<u>\$529,521</u>	<u>\$523,722</u>
<b>LIABILITIES AND FUND BALANCES</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$2,500	\$4,684
Deferred revenue	9,987	12,901
	<u>12,487</u>	<u>17,585</u>
LIFE MEMBERSHIPS	<u>18,744</u>	<u>16,876</u>
<b>NET ASSETS</b>		
Unrestricted	258,062	248,084
Internally restricted	<u>240,228</u>	<u>241,177</u>
	<u>498,290</u>	<u>489,261</u>
	<u>\$529,521</u>	<u>\$523,722</u>

**The Ottawa Field-Naturalists' Club  
Statement of Operations  
For the year ended September 30, 2009**

	2009	2008
<b>REVENUE</b>		
Memberships	\$23,547	\$24,554
Donations	17,686	43,444
Interest	19,050	22,148
GST rebate	2,666	4,038
Sales	437	3,432
Other	1,437	200
	<u>64,823</u>	<u>97,816</u>
<b>OPERATING EXPENSES</b>		
Administrator	2,000	2,000
Affiliation fees	627	1,060
Computer expense	5,967	2,252
Membership committee	1,033	1,060
Donations	23,500	101,000
Bookkeeper	6,300	6,300
Telephone	2,729	1,874
Insurance	770	694
Office	986	627
Postage	666	226
Professional fees	2,000	2,000
GST	3,357	4,343
Other	1,815	3,206
	<u>51,750</u>	<u>126,642</u>
<b>ACTIVITY EXPENSES</b>		
Awards	377	497
Birds	1,681	1,826
Canadian Field-Naturalist (Note 3)	8,946	13,863
Education and publicity	1,109	1,153
Excursions and lectures	429	(708)
Macoun Field Club	599	416
Trail and Landscape	9,810	10,815
Fletcher Wildlife Garden (Note 4)	(2,925)	3,419
	<u>20,026</u>	<u>31,281</u>
	<u>71,776</u>	<u>157,923</u>
<b>EXCESS EXPENSES</b>	<u>\$ (6,953)</u>	<u>(\$60,107)</u>

**The Ottawa Field-Naturalists' Club  
Statement of Cash Flows  
For the year ended September 30, 2009**

	2009	2008
<b>Cash Flows from Operating Activities</b>		
Excess (expenditures) revenue for the year	(\$6,953)	(\$60,107)
Net change in non-cash balances	<u>24,473</u>	<u>(15,612)</u>
<b>(Decrease) in Cash from Operating Activities</b>	17,520	(75,719)
<b>Cash Flows From Financing and Investing Activities</b>		
Increase in Life Memberships	1,868	1,865
Net purchase and sale of investments	<u>(5,913)</u>	<u>2,425</u>
	<u>(4,045)</u>	<u>4,290</u>
<b>Net (Decrease) Increase in Cash and GIC</b>	13,475	(71,429)
<b>Cash and GIC, beginning of year</b>	<u>176,259</u>	<u>247,688</u>
<b>Cash and GIC, end of year</b>	<u>\$189,734</u>	<u>\$176,259</u>
<b>Net Change in Non-Cash Balances</b>		
Accounts receivable	\$17,024	(\$9,878)
Cumulative unrealized losses on financial assets	15,982	(12,888)
Prepaid expenses	(3,435)	0
Accounts payable and accrued liabilities	(2,184)	1,588
Deferred revenue	<u>(2,914)</u>	<u>5,566</u>
	<u>\$24,473</u>	<u>(\$15,612)</u>

**The Ottawa Field-Naturalists' Club Notes to the Financial Statements  
For the year ended September 30, 2009**

	<b>2009</b>	<b>2008</b>
<b>1. CASH(Note 2, Accounting Policies)</b>		
Chequing	\$ 19,106	\$ 8,225
Savings	52,682	19,561
Nesbitt Burns	4,338	5,914
Fletcher Wildlife Garden	<u>8,775</u>	<u>1,871</u>
	<u><b>\$ 84,902</b></u>	<u><b>\$ 35,571</b></u>
	Maturity Value	Maturity Date
	\$ 77,715	09/29/10
	26,000	10/09/12
		Yield
		.65%
		4.41%
		Market Value
		\$77,715
		<u>27,118</u>
		<u><b>\$ 104,833</b></u>
<b>2. MARKETABLE SECURITIES (Note 2, Accounting Policies)</b>		
	Maturity Value	Maturity Date
	20,000	10/07/08
	30,167	12/01/09
	20,000	06/15/10
	44,782	10/17/11
	15,376	12/02/12
	45,740	09/05/13
	60,000	12/03/15
	70,827	10/31/14
	28,281	11/26/16
	30,000	12/02/17
		Yield
		6.263%
		5.605%
		6.231%
		4.525%
		4.591%
		4.694%
		3.965%
		4.144%
		4.791%
		5.000%
		Market Value
		\$ 19,992
		29,199
		20,937
		39,970
		13,040
		37,316
		59,405
		49,597
		19,519
		<u>37,325</u>
		<u><b>\$326,300</b></u>
<b>3. Canadian Field Naturalist Operations</b>		
<b>REVENUE</b>		
Subscriptions	\$15,400	\$21,483
Reprints	2,411	2,909
Publication charges	27,086	36,419
Other	<u>0</u>	<u>2,178</u>
	<u><b>44,897</b></u>	<u><b>62,989</b></u>
<b>EXPENSES</b>		
Publishing	29,245	44,731
Reprints	1,200	1,940
Circulation	7,899	9,402
Editing	9,934	15,365
Other	<u>0</u>	<u>132</u>
	<u><b>48,278</b></u>	<u><b>71,570</b></u>
<b>Excess Expenses Over Revenue</b>	<u><b>(\$3,381)</b></u>	<u><b>(\$8,581)</b></u>

**The Ottawa Field-Naturalists' Club Notes to the Financial Statements  
For the year ended September 30, 2009**

	2009	2008
<b>4. Fletcher Wildlife Garden</b>		
REVENUE		
Human Resources and Skills Dev. Canada	–	\$1,838
City of Ottawa, water testing	0	1,125
City of Ottawa, buckthorn removal	0	7,875
Sales and other income	5,774	2,714
GST refund	0	119
Donations	400	1,135
	<u>6,174</u>	<u>14,806</u>
EXPENSES		
Program	89	5,385
Backyard	765	530
Buckthorn removal	0	7,800
Habitats	817	1,857
Interpretation centre	980	219
Administration	201	461
GST	27	550
Fund raising	219	212
Publications	70	46
Pond testing	0	1,140
Library	81	25
	<u>3,249</u>	<u>18,225</u>
Excess Expenses Over Revenue	<u>\$2,925</u>	<u>(\$3,419)</u>

**5. Statement of Fund Operations and Changes in Net Assets**

	General Reserve	Manning	Seedathon	Anne Hanes Memorial	De Kiriline Lawrence	Macoun Baillie	Alfred Bog	Total
<b>Revenue</b>								
Donations	\$ 0	\$ 0	\$ 919	\$ 0	\$ 5	\$ 0	\$ 0	\$ 924
Interest	0	4,682	0	0	0	0	0	4,682
Sales	0	0	0	0	326	0	0	326
	<u>0</u>	<u>4,682</u>	<u>919</u>	<u>0</u>	<u>331</u>	<u>0</u>	<u>0</u>	<u>5,932</u>
<b>Expenses</b>								
Waived charges, CFN	0	5,565	0	0	0	0	0	5,565
Seed	0	0	1,200	0	0	0	0	1,200
Prints	0	0	0	116	0	0	0	116
	<u>0</u>	<u>5,565</u>	<u>1,200</u>	<u>116</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>6,881</u>
<b>Net Revenue (Expenses)</b>	0	(883)	(281)	(116)	331	0	0	(949)
<b>Net Assets, Beginning of Year</b>	<u>100,000</u>	<u>121,827</u>	<u>690</u>	<u>746</u>	<u>12,733</u>	<u>1,204</u>	<u>3,977</u>	<u>241,177</u>
<b>Net Assets, End of Year</b>	<u>\$100,000</u>	<u>\$120,944</u>	<u>\$409</u>	<u>\$630</u>	<u>\$13,064</u>	<u>\$1,204</u>	<u>\$3,977</u>	<u>\$240,228</u>

**6. Publication Liability**

A subscription entitles the subscriber to four issues of The Canadian Field-Naturalist based on a calendar year. As the year end of the Club is September 30, the Club incurs a liability for publishing the fourth issue of each publication.

At this time, however, the publication of The Canadian Field-Naturalist is running late. At September 30, 2009, the Club owes subscribers Vol. 2, 3, and 4 of 2008. Although most of the work preparing these publications are done by volunteers, the Club must pay for printing and mailing. Based upon recent costs, it is estimated that the Club has a liability of \$45,000 for the outstanding issues. This amount will be reduced by page charges to the authors in the amount of 40% of the printing costs.

**7. Donations**

During the year the Club donated \$23,000 to the Nature Conservancy of Canada toward the successful acquisition of the Wolf Grove natural area.

## The Ottawa Field-Naturalists' Club Summary of Significant Accounting Policies

### 1. Purpose of the Organization

The organization is non-profit and incorporated under the laws of Ontario (1884). As a non-profit organization, it is not subject to income taxes under the Income Tax Act. The organization promotes the appreciation, preservation, and conservation of Canada's natural heritage. It encourages investigation and publishes the results of the research in all fields of natural history and diffuses information on these fields as widely as possible. It also supports and cooperates with other organizations engaging in preserving, maintaining or restoring environments of high quality for living things.

### 2. Financial Instruments

Financial assets and liabilities are recognized and measured as follows:

- Cash, consisting of bank and broker account balances, and short-term investment certificates (GIC's due within one year) are classified as a held-for-trading financial asset, measured at fair value and changes in fair value are recognized in the statement of operations.
- Trade accounts receivable are classified as loans and receivables, and measured at amortized cost. In this case the value is at the same amount as originally recorded.
- Marketable securities and investments are classified as available-for-sale investments. They are recognized at fair value and changes in this value are recognized in the statement of changes in net assets until they are sold. When investments are sold the related accumulated gain or loss are recognized in the statement of operations. Any transaction costs are added to the initial cost of the investment.
- Accounts payable and accrued liabilities are classified as other financial liabilities. They are measured at amortized cost using the effective interest method.

### 3. Financial risk management objectives and policies

The Club is exposed to various financial risks resulting from both its operations and its investment activities. The Club's management manages financial risks and focuses on actively guaranteeing the Club's short- and medium-term cash flows by minimizing its exposure to capital markets.

The carrying amount of the Club's financial assets on the statement of financial position represents the maximum amount exposed to credit risk. This credit risk is primarily attributed to the accounts receivable. The Club does not require a credit check or guarantee from its members. The accounts receivable are limited to small transactions for memberships and subscriptions, with the occasional larger one for articles.

The Club's objectives to managing capital are to safeguard the Club's ability to continue as a going concern and to meet its financial obligations. It meets these objectives by investing in secure obligations and guaranteed investment certificates that mature at various intervals.

### 4. Capital Assets

Capital assets in excess of \$4,000 cost are recorded as assets at cost and amortized on a straight-line basis. These assets have been fully amortized.

### 5. Funds and Revenue Recognition

The organization prepares its financial statements using fund accounting. All funds are internally restricted. The purpose of the internally restricted funds are as follows:

- General Reserve – this amount was established by the Board to fund outstanding operating expenses when the Club is terminated.
- Manning – this fund was established by a bequest, and the interest generated is used to assist authors to publish articles in the Canadian Field-Naturalist (80%), and for special Club projects (20%).
- Seedathon – this fund collects donations from the annual bird sighting event and purchases seed for the Clubs bird feeders.
- Anne Hanes Memorial – this fund was raised in memory of Anne Hanes, the founding editor of Trail and Landscape, and is used to finance the annual winners of the Anne Hanes Natural History Award.
- de Kiriline-Lawrence – this was funded by a bequest from the popular author of nature books, and is supplemented by annual donations and used to support conservation efforts.
- Macoun Baillie Birdathon – this fund recognizes the donations and pledges based upon the number of bird sightings in the one day birdathon sponsored by Bird Studies Canada, and is used to support the Macoun Field Club, a club for youth.
- Alfred Bog – a fund established to raise funds for the successful acquisition of Alfred Bog property, and to continue to raise money for purchase of the remaining property in the Bog.

Membership fees and subscriptions are recognized in the year to which they apply. Life memberships are written off over 15 years.

Donations, and all other fund-raising revenue is recognized when received. GST refunds are recognized when received.

Realized gains and losses are reported in the statement of operations, while unrealized gains and losses are reported in the statement of changes in net assets.

### 6. Foreign Currency

Transactions during the year in US dollars have been converted in the accounts to Canadian dollars at the exchange rate effective at the date of the transaction. All monetary assets in US dollars at year end have been converted to Canadian dollars at the rate effective on Sept. 30, 2008. Gains or losses resulting therefrom are included in revenue or expenses.

### 7. Accounting Estimates

The preparation of financial statements in accordance with Canadian generally accepted accounting principles requires management to make estimates and assumptions that effect the amounts recorded in the financial statements and notes to the financial statements. These estimates are based on management's best knowledge of current events and actions that the Club may take in the future. Actual results may differ from these estimates.

**8. Comparative Figures**

Certain comparative figures have been reclassified to conform with the presentation adopted in the current year.

**9. Future Accounting Standards**

In September 2008, the Canadian Institute of Chartered Accountants (CICA) modified the accounting standards that apply only to not-for-profit organizations. Changes that would affect the Club are:

- Revenue and expenses must be recognized and presented on a gross basis when an organization is acting as a principal in transactions;
- New disclosures are applicable when the organization classifies its expenses by function.

These new standards are effective for fiscal years beginning after January 1, 2009, and would apply to the next fiscal year of the Club.