

## Notes from OHA Board meeting October, 2011

**OMAFRA - CHANGES TO THE 2011 ANNUAL RETURN & GRANT** - Improvements have been made to the on-line submission process. The documents (financial statement, audit certificate, list of officers & directors) can now be attached to the on-line form. Three ways to submit: **1)** Electronically **2)** Download form and email **3)** Download and mail. A new section has been added to the form: Activities of Compliance with the Act: **1)** Checkbox of activities in each Act object category and **2)** Brief description of those activities. Societies can receive their grants through direct deposit. Forms are available for Electronic fund transfer. **DEADLINE** for annual return and grant application: **February 1<sup>st</sup>, 2012**. Each society needs to submit an annual return and grant application for two reasons: **1)** In order to maintain their LEGAL STATUS each society must file an annual return **2)** In order to receive their grant each society must file an annual return and complete the grant application.

**REQUIREMENTS FOR FINANCIAL REVIEW OF SOCIETY:** Must be done by financial reviewers who are: **1)** NOT a board member; **2)** not related to each other and **3)** NOT related to the treasurer. Both reviewers must sign the Audit Certificate. It is NOT necessary to have this done by an accounting professional. Only one signature is required ONLY if you have this done by an accounting professional who has a professional designation such as CA, CGC, CMA. A bookkeeper is not an accounting professional.

### **ANNUAL MEETINGS (AGM)**

The act states that a society must hold an annual meeting of its members within 15 months of the last annual meeting. Usually it is held the same month each year. The membership must be given two weeks' notice of this meeting. You must elect a board of directors and appoint a secretary-treasurer or treasurer. Retiring directors are required to present a report of the activities of the society and the audited financial statement for the previous year. In other words you cannot have your AGM until your financial statement is audited. **DO NOT WAIT UNTIL THE DEADLINE.** Submit your information ASAP!!!

### **OHA BOARD DETAILS:**

The TRILLIUM MAGAZINE is on our [www.gardenontario.org](http://www.gardenontario.org) website, with inserts. The last one has information written about our liability insurance.

**THE OHA DUES** have been sent out by Sharon Hill (OHA treasurer) and are due December 30<sup>th</sup>. However if she receives them by December 15<sup>th</sup> she will get your society name on the addendum to our liability insurance policy **which is important**.

**Fort Malden** changed its name to **Amherstburg Fort Malden**, April 14<sup>th</sup> 2011.

**There is an opportunity to change the designation of District 11. Right now it is referred to as D11 Lambton, Essex, Kent. We refer to it locally as Southwestern District 11. Do we want to change this at the OHA level?**

**The OHA annual Society reports.** DUE February 1<sup>st</sup>. can be done on the website ([gardenontario.org](http://gardenontario.org)) or by hard copy. They **MUST** be submitted to Jennifer Plaus, your District Director via email at [district11@gardenontario.org](mailto:district11@gardenontario.org) **OR** mailed to her. **DO NOT WAIT UNTIL THE DEADLINE.** Submit your information ASAP!!!

**OHA 2012 CONVENTION:** Dates are August 17-19 at Niagara College in Niagara Falls. Theme: "Gardening Then and Now; 1812-2012". Rooms are available at the college. Two bedrooms, together with one shared bathroom. The Fundraiser for District 9 is the OHA 1812 Rose available via website.

**THE 2013 CONVENTION** in Thunder Bay: tentative dates are July 19-21 "Up North and Down to Earth" to be held at the Valhalla Inn. Speaker Topic: Slow Food Movement, Tour of Amethyst mine. See The OHA website for details as they become available.

**2014 CONVENTION:** Cornwall, NavCan facility. Details as they are made available.

*Jennifer Plaus, Director, District 11*