

**IPAW Board Meeting Minutes**  
**1:00 pm – 3:00 pm Monday, January 8, 2018**  
**Wisconsin DNR Office, 101 S Webster, GEF 2, Room 628, Madison, WI 53707**

**Board members present:** Christa Schaefer and Patricia Trochlell

**Board members present by telephone:** Mic Armstrong, Greg Bunker, Angelique Dahlberg, Heidi Kennedy, John Lunz, Mark Renz and Diane Schauer

**Also present:** Tom Boos, Michele Jasik and Kelly Kearns

**Absent:** Anne Pearce and Jeremy Chiamulera

**Administration**

1. **Roll call**
2. **Approval of Agenda** – Lunz moved to approve the agenda. Trochlell seconded the motion. The motion passed.
3. **Approval of Minutes** – Bunker moved to approve the minutes of November 13, 2017 and Kennedy seconded the motion. The motion passed.
4. **September Treasurer's Report** – A Treasurer's Report was sent to the board prior to the meeting. IPAW had an income of \$1,046 and expenses in the amount of \$2,050 for the months of November and December 2017. For the 2017 year, there was an income of \$17,647 and expenses of \$11,678. Most of the expenses are for operating expenses and most of the income is from the 2016 UMISC. As of December 2017 there is a total of \$34,448 in both IPAW accounts. Also attached to the Treasurer's Report is a pie chart showing breaking down the program assistant's hours from 2017.  
Trochlell moved to approve the Treasurer's Report. Kennedy seconded the motion. The motion passed.

**Old Business**

5. **2018 Budget** – Schaefer stated that she had emailed the budget to all of the board members with this meeting's agenda. She stated that she conservatively put in the income from memberships and donations. She also put in half of the anticipated amount that we would receive from 2018 UMISC because we will not actually receive the money until 2019. One new item in the 2018 budget is an amount for printing and publications. An example of what this would be used for is printing out Save-the-Date cards for the 2018 UMISC. She has also added a one time amount for creating our new website – for Scott Huelsman and Michele Jasik. Another new item is the purchase of field guides to be given out at field events. Also, the field day committee asked for money to put on field days.  
Lunz moved to approve the 2018 budget and Bunker seconded the motion. The motion passed unanimously.
6. **2017 Annual Report** – Schaefer stated that she, Schauer and Jasik are working on the annual report and that she will be sending it out in the next couple of weeks for board approval.
7. **Calendar for Planned Education/Conference Displays** – Schaefer stated that Jasik created a calendar of events for IPAW. Lunz will be taking the display to the Wild Ones. Kearns stated that she would take the display to the WNLA Winter Workshop on February 7-8<sup>th</sup>. Then it will be at the Garden Expo. Jasik stated that she has a sign up sheet for the Garden Expo if anyone is interested in taking a slot before she puts it out to IPAW members. Trochlell will be taking the display to the Wisconsin Wetland Science Conference. Kearns will be taking the display to The Prairie Enthusiasts. Kearns stated that we would not be doing the Wisconsin Land & Water Conference because the cost is \$200 and they plan their talks a year in advance. Pearce will be attending the Wisconsin Summit for Natural Resources and has volunteered to take the IPAW booth if we pay the fee.
8. **Newsletter** – Schaefer stated that she finally got the President's Notes to Jasik. Jasik stated that she is hoping to get the newsletter out in the next week or so.

**New Business**

9. **WI Invasive Species Council (WISC) Tara Bergeson** – Schaefer stated that Schauer reached out to Tara Bergeson who is with the Wisconsin Invasive Species Council in order to create a relationship between the council and IPAW. Bergeson was invited to this meeting, however, she is ill and could not make it. She will be invited to the next meeting. Schauer added that she would like to ask Bergeson to attend the CISMA meeting in March.
10. **Email Vote: WI Application for Invasive Species Education Program** – Schaefer stated that Pearce had sent out an email vote to include IPAW as a partner on Wisconsin’s application for the project “Empowering citizens to engage natural resource managers to minimize the impact of invasive species on forests across ecosystems.” She is concerned that this is not following Roberts Rules of Order and that we need to vote on it in person.  
Kennedy moved to approve IPAW as a partner on Wisconsin’s application for the project “Empowering citizens to engage natural resource managers to minimize the impact of invasive species on forests across ecosystems.” Trochlell seconded the motion. The motion passed.
11. **Insurance Renewal** – Schaefer stated that it is time to renew the board’s insurance. The price is \$811.00. She asked if anyone wanted to get quotes from others or simply continue with the same folks. It was decided to continue with Westbend/TRICOR.
12. **Annual IPAW Award** – Schaefer stated that an email went out about giving Rolf Utegaard an award for his services to IPAW. There was some concern as to if we would be competing with the Invader Crusader Awards. This award would go out to recognize a person who has done something noteworthy for the benefit of IPAW. The thought is that the award may not be given out annually, but it will be given to someone, from time to time, when the IPAW board considers one deserving of it. Sharon Utegaard, will be invited to the IPAW annual meeting in March to accept this award on behalf of Rolf.  
**Jasik** will work with Bernie Williams to create the plaque.
13. **Meeting Teleconference Options** – Schaefer explained that the Department of Transportation is doing away with their conference call lines. They will have to do conference calls via Skype. Armstrong is on this conference call through Skype to determine if this will work out. Renz is willing to let IPAW use the Wisconsin First Detectors Network’s line if we would like. Jasik also stated that she has been on conference calls with another organization for free and she is going to set up that line.

#### **Committee Reports**

14. **CISMA** – Kearns stated that she is working on the March AIS/CISMA meeting. It will cost \$5 per person per day for the meeting and \$12 per person per night for lodging. We will also need to provide breakfast and lunch. She would like to know how much we would like to charge per person for the meeting. Schauer stated that she spoke to Tim Campbell and he has agreed to cover the \$5 per person for both days. She suggested that we charge \$20 per night per person to cover lodging and food. Jasik stated that we could charge this through the IPAW website, because she has been doing conferences for another organization through their website. Kearns added that all of the money will have to go through IPAW and then we can charge UW Extension for their costs after the meeting.  
**Kearns** is going to look into the potential for having a visit at the planetarium on the evening of March 6<sup>th</sup>.
15. **Website** – Jasik summarized the statistics from last years website. There were 8,637 sessions by 6,933 users. Of those, 80% were new visitors and 20% were returning visitors. She also knows which pages are used the most and other statistics can be created to be used in creating our new website.  
Jasik stated that Huelsman has decided to continue hosting our current (DNN) website and to migrate the website’s content to the new WordPress website in 2018. Upon completion of the migration, he will charge IPAW \$600. There are still some details to work out as to who will host the website after 2018, but at this point we need to concentrate on the migration of the website to WordPress.  
Jasik stated that a theme has been chosen for the new website and that she is excited about it. Trochlell, Boos and Schaefer volunteered to help with the mapping of the old website to the new website.

16. **Field Days** – In Pearce’s absence, Schaefer read a report that Pearce had given to her. The report states that there is a lot of interest from CISMAs to partner on field days and they have several requests from other groups to be involved in their events. She added that they will be meeting again at the end of this month and will move forward on planning these events and how to respond to such requests in the future.
  17. **Nominating** – Schaefer believes that IPAW is not ready to bring on new board members until our Standard Operating Procedures (SOPs) are finished. They will not know what their term limits or responsibilities as a board member are until the SOPs are finished. There is concern about leaving interested folks hanging. Boos stated that in his opinion, if we have interested parties, bring them on the board. It was decided that we would be in a better position to act on this after the SOPs are finished. Kearns asked how long it might take to finish the SOPs. It was thought that they would be finished by mid May.
  18. **Bylaws and Standard Operating Procedures (SOPs)** – Schaefer stated that we are continuing to work on this and we will be meeting on Friday, January 12, 2018.
  18. **UMISC – NASIMA 2018** – Schaefer stated that things are progressing with this conference.
  19. **Membership** – Jasik stated that the IPAW membership increased from 172 at the end of last year to 185 at the end of this year, which is a 7% increase. We will probably have a big membership year this year due to UMISC.
- Adjourn** – The meeting adjourned at 3 p.m.