

**IPAW Board Meeting Minutes**  
**1:00 pm – 3:00 pm Monday, November 13, 2017**  
**Wisconsin DNR Office, 101 S Webster, GEF 2, Room 408, Madison, WI 53707**

**Board Members present:** Anne Pearce, Mark Renz, Christa Schaefer and Patricia Trochlell

**Board Members Present by Telephone:** Mic Armstrong, Greg Bunker, Angelique Dahlberg, John Lunz and Diane Schauer

**Also present:** Jerry Doll, Michele Jasik and Kelly Kearns

**Absent:** Jeremy Chiamulera and Heidi Kennedy

**Administration**

1. **Roll call**
2. **Approval of Agenda** – Renz moved to approve the agenda. Trochlell seconded the motion. The motion passed.
3. **Approval of Minutes** – Lunz moved to approve the minutes of September 11, 2017 and Bunker seconded the motion. The motion passed.
4. **September Treasurer's Report** – Renz stated that he has passed on to all board members a copy of the Treasurer's Report for September and October and a rough draft of the 2018 Budget. Income was \$12,024 from 2016 UMISC, \$29.50 from the sale of books, \$15 from other, \$369 in memberships and \$3.86 in interest. Expenses included \$1,104 for Jasik's salary, \$207 in supplies and \$225 for the Wisconsin Wetland conference.  
Renz stated that we would like to get a new budget passed at the next meeting and therefore he has provided us with a draft copy at this time. Schaefer stated that we will be discussing the budget in more detail later in the meeting. Schaefer stated that besides Jasik's salary (due to the additional work we have asked her to do), everything has been falling into this year's budget. Lunz moved to approve the Treasurer's Report. Pearce seconded the motion. The motion passed.
5. **Bylaws and Standard Operating Procedures (SOPs)** – Schaefer stated that a motion was passed by email to approve the new Bylaws (see vote attachment). The Bylaws were then sent out to IPAW members for comment for thirty (30) days. Jasik stated that we did receive one comment from a member stating that the revised Bylaws look very good.  
Trochlell moved to approve the revised Bylaws. Pearce seconded the motion. The motion passed. Schaefer stated that the committee is currently working on the SOPs. This has taken some time and will take more time, but hopefully we will have something to present to the board soon.

**Old Business**

7. **Education/Conference Displays** – Schaefer stated that Jasik has passed on a calendar of potential events to the IPAW board. IPAW will be having a booth at the Wisconsin Public Television Garden Expo on February 9-11, 2018 and will be at the Wisconsin Wetland Science Conference on February 20-22, 2018. We possibly have a free booth at the Wisconsin Farm Technology Days on July 10-12, 2018. We have not decided as to whether we would like to have an exhibit the Wild Ones Conference on January 27, 2018 or the Garden Visions conference on January 19-20, 2018. There was discussion as to what conferences we would like to have the IPAW exhibit. It was decided that we would skip the Garden Visions conference and future conferences will be discussed at a later meeting.
  - Lunz** volunteered to take the booth to the Wild Ones Conference.  
It was suggested that we ask Valerie Stabenow to help out because she attends this conference. Kearns added that she likes the idea of asking members to work at the IPAW booth. Schaefer suggested that we offer to pay for a member to attend a conference if they will work at the IPAW booth.
  - Renz** will contact Valerie Stabenow to see if she would be willing to help with the IPAW booth at the Wild Ones conference.
8. **Newsletter** – Schaefer stated that she believes that the newsletter is simply waiting for her to write up a President's Notes article. Jasik stated that she has an article on Palmer amaranth, one from Renz introducing himself, one from Pearce introducing herself and one on yellow iris from

Dahlberg. It was suggested that something be put in the newsletter announcing UMISC and putting something in the newsletter about our events and asking members to let us know if they would like to volunteer.

**Pearce** offered to write up a small blurb on the surveys and their results.

9. **Draft 2018 Budget** – Schaefer stated that Renz has sent everyone a copy of the proposed budget for 2018. She would like everyone to look at it, to discuss it and have a motion to pass it at our next board meeting. It is her understanding that once the board passes the budget, it has been approved to spend the money on these items. Items that are not in the budget would be items that have to come to the board as they come up.

The possibility of putting something in the SOPs that spending over a certain amount should be brought before the board.

Schauer stated that IPAW sponsoring Where Ecology Meets Economy (WEME) every year shows favoritism to one CISMA over the others. Lunz stated that the money for WEME is for sponsoring a conference and not supporting the CISMA. He added that if other CISMAs come up with a conference such as WEME IPAW should support it as well. Schaefer suggested that we define in the SOPs what a “partner organization” actually is.

Kearns brought up the fact that the annual meeting is held in conjunction with the CISMA meeting and will be at the Beaver Creek Reserve, just east of Eau Claire. She stated that we may wish to increase the cost in the budget because we will have to be paying a \$300 per day rental charge for the facility. She added that we could charge for the rooms at \$12 per night to cover the costs or we could book the rooms now and pay the \$300. Renz suggested that if a CISMA is a due paying member that they be allowed to attend for free. He did add that either way, the \$1,000 in the budget for the annual meeting would allow \$700 for food and \$300 for lodging. Schaefer stated that she is struggling with how IPAW and the CISMAs can support each other better.

Pearce stated that because we are planning on having field days, she would like more money in that category. The field day committee is planning on having 4-5 around the state. They have estimated that the cost would be approximately \$500 per event which means they would need \$2,000-\$2,500 for field days. Renz added that they are also in the process of trying to get sponsors for these events.

Schauer asked if we should possibly put \$200 in the budget for publications. She said that the DNR has had restrictions on what they are able to print and we could possibly use this money to print items that we would like – for example the revised NR40 list. Kearns stated that she believes there is money in the DNR budget to print documents. The DNR is in the process of taking inventory of what they need.

10. **DNR Field Guides for IPAW** – Pearce stated that when WIFDN had events they provided folks with the DNR field guides that IPAW had paid for. She added that they are a good way to promote IPAW because they each had a sticker on them with the IPAW website address. If we would like to continue to provide these field guides, they will be needing between 150-200 for 2018. Kearns stated that the guides are \$2.00 each.
11. **2018 Meeting Schedule** – Schaefer stated that we have been having our board meetings on the second Monday of every other month from 1-3 pm. She asked if these days and times still work for all of us. Renz stated that he may not be able to get here until 1:30 on some of those dates.

**Schaefer** will send out a meeting notice for the year to everyone.

Schaefer asked about the possibility of using Skype for our meetings. Kearns stated that some of the DNR rooms have Skype capabilities, but suggested that someone arrive 10 minutes early to the meetings to set it up. Schaefer added that if we were to hold our meetings at the DOT office, it would be no problem. We will try to get Skype going and see if it is an easier way to hold the meetings.

12. **Annual Report** – Schaefer stated that the annual meeting will be held in conjunction with the AIS/CISMA meetings again on March 7, 2017. She would like all board members to attend this meeting.

**Schaefer** will send out a Doodle in regards to the annual meeting.

## **Committee Reports**

13. **CISMA** – As previously mentioned, the CISMA meeting is in the process of being planned.
  14. **Membership** – This committee no longer exists because all of the board members who were on the committee are no longer with us. Jasik will be sending a Christmas time donation request to the IPAW mailing list.
  15. **Legislative/Government Relations** – Schauer stated that she met with Tara Bergeson from the DNR who has been assigned to the Council on Invasive Species. She would like to invite Bergeson to the next IPAW board meeting. Kearns added that she is the member of the council that will be doing the lobbying and that if we determine what we want, she will do the lobbying for us. Kearns added that an additional \$1.3 million will be going to state properties.
    - ❑ **Schaefer** will invite Tara Bergeson to the next IPAW board meeting.
  16. **Grant** – Schaefer stated that although this committee no longer exists there are no grants that look promising to write.
  17. **Website** – Jasik stated that she received an email from Scott Huelsman concerning the IPAW website. He stated that he will be shutting down his website server by the end of April 2018 and he has suggested that we transfer our hosting capabilities to Dougal Walker who has his own hosting capabilities. Jasik wanted to let everyone know of her concerns that when we transferred our website in 2013 she spent over 260 hours on the project and it cost IPAW approximately \$6,000. She stated that we did receive a grant in the amount of \$2,500, however, she is concerned about the costs of changing our website. Jasik does have a meeting with Huelsman on November 17<sup>th</sup> and will discuss these concerns with him further. It was thought that we should simply go with Walker. Doll added that because Walker is working for the DNR in the invasive species arena, there may be a benefit to him knowing the subject matter.
    - ❑ **Jasik** will contact Huelsman and/or Walker for a proposal for transferring over the IPAW website.
  18. **Field Days** – Pearce stated that the Field Day Committee sent out two different surveys one to CISMAs and the other to the listserve. Eight CISMAs responded and all but one of them is interested in having a field day in their area. Other folks are interested in field days also. They are interested in everything from pesticide applications to identification. She stated that several folks also expressed an interest in helping out. There was discussion as to having the field days either free or at a lower cost to IPAW members to entice folks in becoming a member.
  19. **Nominating** – Renz stated that he is still in the process of gathering all of the information on the folks that are interested in joining the IPAW board.
  20. **Upper Midwest Invasive Species Conference (UMISC)** – Schaefer stated that everything is going as planned. They are in the process of figuring out who will be presenting and what the field trips will be. Schauer asked if Play-Clean-Go could advertise a save the date for UMISC, since they are partnering with us this year. Renz stated that he has a conference call with them on Wednesday, November 15<sup>th</sup> and he will ask at that time.
- Adjourn** – The meeting adjourned at 2:53 p.m.

**From:** [Schaefer, Christa G - DOT](#)  
**To:** "[Angelique Dahlberg](#)"; "[Anne Pearce](#)"; "[Diane Schauer](#)"; "[Greg Bunker](#)"; "[Greg Bunker](#)"; "[Heidi Kennedy](#)"; "[Jeremy Chiamulera](#)"; "[John Lunz](#)"; "[Mark Renz](#)"; "[Mic Armstrong](#)"; "[Patricia Trochlell](#)"  
**Cc:** "[Michele Jasik](#)"; "[Jerry Doll](#)"; "[Thomas M Boos](#)"; "[Tony Summers](#)"; "[Willis Brown](#)"; [Kearns, Kelly - DNR](#)  
**Subject:** RE: FINAL VOTE RE: VOTE: IPAW Bylaws draft for Member input  
**Date:** Tuesday, October 10, 2017 2:20:30 PM

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Afternoon All,

Thanks for those who responded quickly. As of today I have received all votes. Including myself ...  
Aye.

I filled in the proper information below. At our next meeting we will make this part of the minutes for proper documentation.

Thanks,  
Christa

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**From:** Schaefer, Christa G - DOT  
**Sent:** Tuesday, October 03, 2017 10:09 AM  
**To:** 'Angelique Dahlberg' <angeliqued@scramail.com>; Anne Pearce <anne.pearce@wisc.edu>; Diane Schauer <marlins@charter.net>; Greg Bunker <gjbunker@gmail.com>; Greg Bunker <greg.bunker@mohican-nsn.gov>; Heidi Kennedy <hkennedy@sehinc.com>; Jeremy Chiamulera <jeremy@compasslandconsultants.com>; John Lunz <lunz65@att.net>; Mark Renz <mrenz@wisc.edu>; Mic Armstrong <mic@armstronglandscaping.net>; Patricia Trochlell <ptrochlell@gmail.com>  
**Cc:** Michele Jasik <lmn8xotx@gmail.com>; Jerry Doll <jddoll@wisc.edu>; Thomas M Boos <tamboos@sbcglogal.net>; Tony Summers <chirp.tony@gmail.com>; Willis Brown <webrown3@hotmail.com>; Kearns, Kelly - DNR <Kelly.Kearns@wisconsin.gov>  
**Subject:** FINAL VOTE RE: VOTE: IPAW Bylaws draft for Member input  
**Importance:** High

Morning All!

Thank you for quick turnaround on discussion! I have no discussion either, but am noting the one minor correction to the document identified by Kelly.

***Now all please place you votes Aye or Nay.*** I've been tracking the process at the bottom of this email.

Thanks,  
Christa

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**From:** Angelique Dahlberg [<mailto:angeliqued@scramail.com>]  
**Sent:** Monday, October 02, 2017 8:36 AM

**To:** Schaefer, Christa G - DOT <[Christa.Schaefer@dot.wi.gov](mailto:Christa.Schaefer@dot.wi.gov)>; Anne Pearce <[anne.pearce@wisc.edu](mailto:anne.pearce@wisc.edu)>; Diane Schauer <[marlins@charter.net](mailto:marlins@charter.net)>; Greg Bunker <[gjbunker@gmail.com](mailto:gjbunker@gmail.com)>; Greg Bunker <[greg.bunker@mohican-nsn.gov](mailto:greg.bunker@mohican-nsn.gov)>; Heidi Kennedy <[hkennedy@sehinc.com](mailto:hkennedy@sehinc.com)>; Jeremy Chiamulera <[jeremy@compasslandconsultants.com](mailto:jeremy@compasslandconsultants.com)>; John Lunz <[lunz65@att.net](mailto:lunz65@att.net)>; Mark Renz <[mrenz@wisc.edu](mailto:mrenz@wisc.edu)>; Mic Armstrong <[mic@armstronglandscaping.net](mailto:mic@armstronglandscaping.net)>; Patricia Trochlell <[ptrochlell@gmail.com](mailto:ptrochlell@gmail.com)>  
**Cc:** Michele Jasik <[lmn8xotx@gmail.com](mailto:lmn8xotx@gmail.com)>; Jerry Doll <[jddoll@wisc.edu](mailto:jddoll@wisc.edu)>; Thomas M Boos <[tamboos@sbcglogal.net](mailto:tamboos@sbcglogal.net)>; Tony Summers <[chirp.tony@gmail.com](mailto:chirp.tony@gmail.com)>; Willis Brown <[webrown3@hotmail.com](mailto:webrown3@hotmail.com)>; Kearns, Kelly - DNR <[Kelly.Kearns@wisconsin.gov](mailto:Kelly.Kearns@wisconsin.gov)>  
**Subject:** RE: VOTE: IPAW Bylaws draft for Member input

No changes.

**Angelique Dahlberg**  
Invasive Species Coordinator

### **St. Croix River Association**

*Advocating for conservation throughout the watershed.*

PO Box 655

St. Croix Falls, WI 54024

715.483.3300 | [stcroixriverassociation.org](http://stcroixriverassociation.org)

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**From:** Schaefer, Christa G - DOT [mailto:[Christa.Schaefer@dot.wi.gov](mailto:Christa.Schaefer@dot.wi.gov)]  
**Sent:** Friday, September 29, 2017 8:39 AM  
**To:** Angelique Dahlberg; Anne Pearce; Diane Schauer; Greg Bunker; Greg Bunker; Heidi Kennedy; Jeremy Chiamulera; John Lunz; Mark Renz; Mic Armstrong; Patricia Trochlell  
**Cc:** 'Michele Jasik'; Jerry Doll; Thomas M Boos; Tony Summers; Willis Brown; Kearns, Kelly - DNR  
**Subject:** VOTE: IPAW Bylaws draft for Member input  
**Importance:** High

Morning All,

Attached is PDF version of the bylaws that we would like to email to the membership for 30 day of input. The Board of Directors needs to vote/approve this draft before we send it. To keep things moving along I need everyone to review and vote via email TWICE. To keep this moving along we need to complete this process by Friday (Oct 6) next week. Michele and I will be making phone calls by Tuesday (Oct 3) next week if we don't hear from you. Questions on the process let me know. I know the process is tedious, but is necessary to make sure we are engaging the whole board of directors.

1. Please review the bylaws – Questions bring them up in discussion after we receive a motion.
2. Someone to propose a motion
3. Another to second the motion
4. Once we have a motion and a second. I will ask if there is any discussion?
5. Once EVERY VOTING BOARD MEMBER responds yes or no to discussion and we've completed discussion. I will ask for you to vote.
6. EVERY VOTING BOARD MEMBER must then respond AGAIN casting their vote

We have version that has tracked all the changes if you would like to see this let us know.

Original Bylaws for reference

<http://www.ipaw.org/portals/ipaw/documents/who%20we%20are/IPAW%20Bylaws.pdf?ver=2016-02-06-092151-813>

Motion:   Diane S.   - I move the entire Board of Directors review the revised By Laws and submit comments prior to October 6.

Second Motion:   Mark R.  

All that approve Vote: Fill in your vote in the box and respond to all. Because we are voting via email I'm going to require everyone to vote.

Name	Discussion – no or yes? If yes let us know what you would like to add.	Yea	Nay
Christa Schaefer	No	X	
Diane Schauer	No	X	
Mark Renz	No	X	
John Lunz	No, but noting minor edit identified by Kelly K	X	
Mic Armstrong	No	X	
Greg Bunker	No	X	
Jeremy Chiamulera	No	X	
Angelique Dahlberg	No	X	
Heidi Kennedy	No	X	
Anne Pearce	No	X	
Patricia Trochlell	No	X	

Thanks,  
Christa