

MINUTES
Invasive Plants Association of Wisconsin
Board of Directors Meeting
Wednesday, April 11, 2007
2:30-4:30 p.m.
WDNR, GEF-II, Madison

Board members present: Tom Boos

Board members attending via teleconference: Jerry Doll, Tom Hunt, Amy Staffen, Rolf Utegaard,
John Exo, Gene Roark, Mark Feider, Bob Frank

Others attending: Mark Renz (teleconference); Kelly Kearns, Clarissa Hammond (GEF-II)

I. Call to order. Introductions.

1. Welcome our new Program Assistant, Clarissa Hammond. Clarissa works at WI-DATCP in Madison, and has a background in weed ecology. She has recently been working on updating the membership database, addressing emails to info@jpaw.org, and sending letters to new members.

II. Administration

2. Agenda approved, with modifications (Treasurer's Report removed from original agenda)
3. Minutes from March 13, 2007 meeting approved, with corrections

III. Old Business

4. Vote on two candidates for Board membership, both of whom will represent different aspects of the green industry:

- Matt Schmitz works for the Bruce Company as their Golf Course manager. Kearns would like to investigate the possibility that he represent the nursery component of Matt's employer as well. Schmitz's nomination was approved unanimously.
- Anne Walker is a professional organic landscape gardener with Home Land Garden, LLC. Jerry will encourage Anne to secure an email account to facilitate effective communication with the BOD and with her green industry constituents. Walker's nomination was approved unanimously.
- Follow-up discussion: The IPAW BOD and Nominating Committee has expended significant effort since its inception as an organization in trying to secure a BOD nominee representing the nursery industry. Recently, for example, Kearns met with nursery industry reps. at a conference, but could generate no interest in serving on the BOD. Brian Swingle provided the interest, but eventually had to resign his position on the BOD due to lack of sufficient time. This is a common problem. The Nominating Committee will continue to seek out a nursery industry representative.

IV. New Business

5. Vote on letter to WI Public Television.

Jerry drafted letter to be sent to WPT from the IPAW BOD requesting that they air the Nat'l Geographic "Strange Days on Planet Earth" special on invasive species during June. Motion approved, with suggested revisions (typo in last line, ISAM is an annual June initiative).

6. ISAM update.

- 25 events on the web calendar for June.
- Invader Crusader Awards: received 8 so far and the deadline is Friday.
- Will Christianson has volunteered to lead the charge on the judging of the nominees, which should take place early May.
- ☐ "Wanted: Invaders of the Forest" Poster Contest: For 4th and 5th grade students. The winner's artwork will be made into t-shirts and posters that will be distributed around the state during June. Please encourage teachers of children that you know to participate.

- ❑ Tom Boos has agreed to represent IPAW as a Judge for the poster contest.
- Capitol Awards event: Set for June 6 at the Capitol as part of the WI Council monthly meeting. We will honor the Invader Crusaders and the Poster Contest winners at this time. We are trying to secure the First Lady to present the awards. Anyone willing to help out with the planning should inform Rachel.
- Woodland Field Days: We have local groups helping out in the planning of each event. Currently working on securing presenters, lunch and other logistics.
 - June 2: SW WI – Barneveld, joint event with the WI Walnut Council. Help in the planning from WDNR and Southwest Badger RC&D
 - June 2: Central WI – Oak and Fern Islands in Wausau. Help in the planning from Basin Education program, Golden Sands RC&D, City Forestry Dept and WDNR
 - June 9: SE WI – Mequon Nature Preserve, Mequon. Help in the planning from the Ozaukee-Washington Land Trust.
 - June 30: North WI – Prentice Park, Ashland.
 - The Northwest Ch of WWOA is holding their field day in June and will devote it to invasives. Also, UW-Ext and Glacial Land RC&D and others are planning a similar event for landowners in the Oshkosh area for June.
- Publicity: Articles about ISAM have already appeared in many electronic and print newsletters, including: PooP, WI Family Forest newsletter, WI ATV Association newsletter, WDNR Urban Forestry e- and print newsletter, WI Association of Lakes e-newsletter, Master Gardener e- and print newsletter. Submitted material for the WWOA newsletter, including the cover photo. Upcoming newsletters include TPE, WI ATV Assoc summer newsletter, WI Family Forests summer newsletter and lots of material for the summer issue of PooP.

7. Science Committee update.

Mark Renz reports that there will be a presentation on April 12 in Madison at Moore Hall on the invasive species mapping program developed by the National Institute of Invasive Species Science (NISS). He will email all Board members detailed information on the presentation.

8. Newsletter Update

- Deadline for submission is April 25.
- ❑ Two new Board members were recently elected: Matt Schmitz and Anne Walker. Jim Reinartz will introduce them in the newsletter.
- ❑ Jerry will provide a summary of our Strategic Planning session in his "President's Comments" section. This will be very general. Amy will email Jim digital photos from the session for inclusion in PooP, if he deems appropriate.
- ❑ Amy will work with Kelly and Tom on a summary of resources that might be helpful to prospective ISAM event leaders. This will include a summary of the Power Points, regional groups and the Speaker's Bureau.
- ❑ Mark Renz will provide a Science Committee report for the newsletter, if anything newsworthy comes up before the deadline.

9. Standard Operating Procedure review.

- ❑ After discussion, it was decided that Jerry would take the draft that Rolf sent, modify it based on his own ideas as well as on those generated during this meeting, then email to all BOD members for review. Board members should use the 'track changes' feature in Word, then email to Rolf, who will consolidate all comments into one new working draft for review ("Rolf-wiki").

10. Description of Board Duties review.

- John Exo submitted draft, which was reviewed and discussed by Board members at this meeting. John integrated suggested revisions during the course of the meeting.
- ☐ John will provide a version of this document to Rolf in a format that is compatible with the Standard Operating Procedures manual.

11. Review of Committees.

- This is part of our ongoing strategic planning process. We began by reviewing the new committees that Rolf introduced to the Standard Operating Procedures draft document: Executive, Finance, Long-Range Strategic Planning, and Procedures. It was agreed that these are distinct from all other committees in that they are Board committees, as opposed to member committees. It was decided that the last three don't need to be formalized, but can be mentioned under the Executive Committee as subcommittees that can be created on an as-needed basis.
- As a group, the Board developed a list of recommendations for Committee Chairs.
- ☐ Amy will type up the above recommendations into a draft Committee Chair Guide, which will be reviewed during the next BOD meeting.

12. The next IPAW Board of Directors meeting will be held on Wednesday, May 2nd from 2:30 to 4:30 in Madison. Agenda items will include:

- Approve 4/11/07 BOD meeting minutes
- Review second draft of IPAW Standard Operating Procedures
- Review Committee Chair Guide
- Discuss and review IPAW committee structure and functionality

V. Adjourn

Minutes composed by Amy Staffen, IPAW Secretary, April 15, 2007