

MINUTES
Invasive Plants Association of Wisconsin
Board of Directors Meeting
April 5, 2011
3:00-5:00
Wisconsin DNR - Central Office, Madison

Board Members present: Tom Boos, Jerry Doll, Mark Feider, Vijai Pandian, Amy Staffen, Clarissa Hammond, Mindy Wilkinson, Brian Pillsbury

Also present: Courtney LeClair, Mark Renz

Administration

1. Approval of Minutes

Boos moves to approve the meeting minutes from February 10, 2011 with changes, Feider seconds. Motion carries.

2. Treasurer's Report

Boos reports that IPAW's current account balance is \$19,163. Membership dues for Feb. 10 to April 5, 2011 are \$340. We now have a total of 159 current members. Renz moves to approve Treasurer's Report, Pandian seconds. Motion carries.

Old Business

3. Review of Action Items from Feb. 10 Board meeting

- ✓ **Staffen** will write review of new AIS guide – **Done**.
- ✓ **Utgaard** will mail CD with all past newsletters to Boos. – **Done**.
- ✓ **Doll** will send a "Save the Date" blurb to Reinartz for newsletter, will also post on listserv. -- **Done**.
- ✓ **Boos** will send out email to schedule an Anniversary Committee meeting. -- **Done**.
- ✓ **Wilkinson** will send an email to BOD to invite them to participate in Species Assessment Groups. -- **Done**.
- ✓ **Popelka** will draft revisions of the thank-you letter and membership form, then send to entire Board for review. -- **Done**.
- ✓ **Popelka** will set up a Facebook page and we will do a trial run. -- **Done**.
- ✓ **Wilkinson** will send a draft one-page white sheet to Roark. -- **Done**.
- ✓ **Wilkinson** and **LeClair** will talk to Crystal Schreck about coordinating ISAM and the Invader Crusader Awards for 2011. **Done**. See [Education Committee report below for details](#).
- ✓ **Renz** will let Horn know details about NR-40 training for ROW managers that will take place in March in the Dodgeville area. – **Done**.
- ~~**Staffen** will send request out to listserv for book reviews. -- **Removed for lack of interest**.~~
- ~~**Staffen** will connect Feider with Adam DeMars (electronics dealer) to get a better microphone. -- **No longer necessary, since DNR has adequate microphone**.~~
- Feider** will send out guidelines for using SKYPE to all Board members and other regular Board meeting attendees. -- **He has begun drafting the guidelines**.
- Feider** will run a full test before our next Board meeting. Any Madison users who might use SKYPE should contact Feider. -- **Will do at next regular Board meeting**. **Wilkinson** or **Boos** will work with him to reserve a DNR room with a high-tech microphone that can be plugged into a laptop with a USB cord.
- LeClair** will look into having an announcement on the WDNR website describing/linking to the IPAW bounty program. **Not done**. **LeClair** received the necessary training for adding content to the new website system, but the migration to the new website was put on hold by DNR administrators.

- ❑ **Kearns** will revise list of people from whom Reinartz solicits newsletter submissions. – Not present to update us on progress of action item.
- ❑ **Renz** will develop a proposal/outline describing a possible challenge grant program for IPAW. Renew as agenda item for next Board meeting. Not done.
- ❑ **Board Members** will send content to Popelka for posting on the Facebook page. -- Not done. Boos suggests that Renz send videos to Popelka. Maybe set up to rotate these once a month?
- ❑ **Roark** will communicate with League of Conservation Voters about attending Conservation Lobby Day on March 16. – Not present to update us on progress of action item.

New Business

4. Committee Reports

a. Anniversary/Annual Meeting Subcommittee

Boos reports that this Subcommittee met last week. Overall scope of the day is to have some kind of educational component in morning, then lunch, then Invader Crusader Awards, then Annual Meeting, then social event/activity. Will print T-shirts. Date will be Saturday, June 18, from roughly 9 a.m. to 3 p.m..

b. Education Committee

LeClair reports that Belle Berner has been hired as a contractor to coordinate Invasive Species Awareness Month (ISAM) and the Invader Crusader Awards (ICA). Previous grant money for ISAM 2011 is \$2,800, which will be conveyed to her through Golden Sands RC&D in Steven's Point. Doll volunteered to assist the ISAM Committee in supervising her, since IPAW will serve as fiscal agent. As part of her work, she may solicit money for 2011/2012, of which she will receive a certain percentage. There will be no poster contest this year. Bergner will coordinate the ICA, will encourage statewide partners to host ISAM events, will have some materials and web resources available for ISAM events, and will post ISAM events on the website calendar.

c. Website Committee

Boos reports this committee had a productive meeting recently, and included 3 new people who have not volunteered for IPAW before. A goal is to simplify the IPAW website so that it has a less cluttered front page, and is more user-friendly. The committee will focus on website structure first, then dive into content later. They hope to institute a system where individuals will adopt a webpage section (*i.e.*, review on a regular basis and provide updates as needed).

d. Newsletter Committee

Reinartz sent an email reminding that April 22nd is the deadline for next newsletter. The following ideas for the next newsletter were developed during brainstorming:

- NCWSS/IPAW/MIPN conference
- IPAW Anniversary / ICA / ISAM
- Farm Technology Days, if we have information
- IPAW Bounty reminder
- LeClair's write-up on Porcelain Berry
- AIS guide review by Staffen

5. Future events and other announcements.

a. IPAW exhibit at Garden Expo 2012

LeClair reports that it costs \$100 for an exhibitor booth, including two 1-day tickets for admission, plus a max of 20 free 3-day passes. We have always missed the registration deadline, so are planning well in advance (the next Garden Expo is Feb. 10-12, 2012). We hope to have an exhibit table next to that of Wild Ones. We should also consider the possibility of doing a 45-minute seminar, demo, or workshop; proposals are due by Sept 15.

b. Farm Technology Days (FTD)

Pandian reports that FTD will be held in Marshfield on July 12-14 this year. We need more information before committing to IPAW's participation – especially fee structure. If we do participate, Pandian is willing to coordinate volunteers again.

c. NCWSS/IPAW/MIPN Conference

Renz and Doll drafted suggested negotiation points for IPAW and MIPN to take to NCWSS. The IPAW Board approved their points, which are as follows:

- i. Fifty-percent of each person's registration to the symposium will be split between IPAW and MIPN.
- ii. NCWSS will handle logistics of conference planning including, but not limited to, conference rooms, exhibit space, registration, staffing at registration booth, food/drinks at breaks and funding for keynote speakers' travel expenses.
- iii. A reduced fee will be offered for non-profit and NGO exhibitors for invasives symposium.
- iv. Opportunities for a reduced or waived admission fee will be offered to conference volunteers.

Renz and Doll also presented a proposed fee structure for the symposium, including options for a 1.5-day, 2-day and 2.5 day conference. They will present these as well to NCWSS representatives.

Feider indicates that SEWISC would like to be a non-fiscal supporting organization of this conference, hopes that members will volunteer and/or do presentations.

6. Other Business

- a. Bob Frank has resigned from the IPAW Board of Directors; he got a job in Michigan and has moved to that state. He suggested Greg Bunker as his replacement on the Board; he is a Tribal environmentalist.

Doll will contact Greg Bunker to inquire about his interest in serving on the IPAW Board.

- b. Betsy Popelka has resigned as IPAW Program Assistant; her job with Bicycle Federation has now been upgraded to full-time.

Doll will offer Katharine Brenner the job of IPAW Program Assistant; she was the hiring committee's second choice during the last interview process.

- c. The next IPAW Board meeting will be at the Annual Meeting on June 18. The next regular Board meeting will be some time in August.

Wilkinson will secure Room 708 at the DNR for the August meeting once we have a date.

"Someone" will need to send out a Doodle Survey to determine a good meeting time for August.

Minutes submitted by Amy Staffen, April 12, 2011.