

IPAW Board Meeting Minutes
1:00 pm – 3:00 pm Monday, September 11, 2017
Wisconsin DNR Office, 101 S Webster, GEF 2, Room 408, Madison, WI 53707

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

Board Members Present by Telephone: Greg Bunker, Angelique Dahlberg, and John Lunz

Also present: Michele Jasik and Kelly Kearns

Absent: Mic Armstrong, Jeremy Chiamulera, and Heidi Kennedy

Administration

1. **Roll call**
2. **Approval of Agenda** – The addition of Farm Technology Days, the Land and Water conference, and field days were added to the agenda. Schaefer stated that she did not create the agenda with the committees that were created from the previous meeting because of the creation of the Bylaws and SOPs. Trochlell moved to approve the agenda. Pearce seconded the motion. The motion passed.
3. **Approval of Minutes** – Lunz moved to approve the minutes of July 17, 2017 and Bunker seconded the motion. The motion passed.
4. **July Treasurer's Report** – Brown was not at this meeting. There is still question as to what Timber Green Woods is from the July report.
5. **September Treasurer's Report** – Renz stated that he and Jasik have spoken to our CPAs and have decided that Quickbooks is the way to proceed to track our expenses. Quickbooks will cost \$50 for the first year and Jasik has already gotten it. He would like to use Quickbooks and see how things go from there because it can cost up to \$50 per month after the first year. He believes that it will ease the creation of a budget because we can put them in the budget's categories. Schaefer asked if Renz thought that IPAW would need Quickbooks without being the financial agent of the Upper Midwest Invasive Species Conference (UMISC). Schaefer asked if it was too much to ask for reimbursement of Quickbooks. Renz stated that he believes this is something we could approach UMISC about.
Renz moved to approve the Treasurer's Report. Schauer seconded the motion. The motion passed.
6. **Bylaws and Standard Operating Procedures (SOPs)** – Schaefer stated that the Bylaw Committee, which consists of Kennedy, Lunz, Schauer, Jasik and herself, have been working on the new Bylaws. The Bylaws have to be approved by the IPAW Board and then IPAW members are given 30 days to comment on them. After the 30 days we will address the member's comments and once their comments have to be taken into consideration, the Board will have to vote on them a second time. Schaefer would like all of the IPAW Board to vote on the Bylaws. Schaefer stated that because the Bylaws are more difficult to change, the Bylaw Committee attempted to take out all of the details that were original in the Bylaws. These details will be put into our Standard Operating Procedures (SOPs). This will allow the IPAW Board to change details much easier. An example is that the types of memberships were defined in the Bylaws. The new Bylaws simply state "The Board of Directors shall establish categories and voting rights of the members of this organization." The SOPs will divide the memberships out into the categories, such as Individual Member, Institutional Member, Honorary Member, etc. and detail their voting rights.
Schaefer went through the major changes that were made in the Bylaws. One of them being, the change in the IPAW mission statement.

- The Board** has until **Monday, September 18, 2017** to get back to Schaefer with any questions or comments they have on the Bylaws.

The Bylaw Committee will meet on September 22, 2017 to either address the Board's comments or proceed with creating the new SOPs. Schaefer is hoping to have the final version of the Bylaws addressed at our next meeting in November.

Schauer asked Renz what his thoughts were on Article XI of the Bylaws. She asked for clarification as to if more than an officer (i.e. himself, as Treasurer) should have the ability to sign checks or if Jasik should also be added. Renz stated that he believes that Jasik should also have the ability to sign checks and this should be reflected in the Bylaws.

Committee Reports

7. **CISMA** – Schauer stated that it was discussed that training would be beneficial to CISMAs. Paul Skawinski from UW Stevens Point is taking a class on volunteers and Tim Campbell is taking a class on meeting facilitation. She has asked both of them if they would be willing to pass on their knowledge at the AIS/CISMA meeting in the spring. They both agreed to do so. They would like to have two concurrent sessions one in the evening of the AIS meeting and the other at the beginning of the CISMA meeting.
Schauer stated that there currently is discussion about having the meeting in the Eau Claire, Wisconsin area. She asked if IPAW is still willing to pay for their lunch and travel. Renz suggested that if so, we have them do something at an IPAW event. This will be discussed at another time.
8. **Membership Committee** – This committee did not meet.
9. **Legislative/Government Relations Committee** – This committee did not meet.
10. **Grant Committee** – This committee did not meet.
11. **Website Committee** – Jasik stated that she and Schauer are in the process of searching for a template for our website.
12. **Field Days Committee** – Pearce stated that she would have something for us at our next meeting.

Old Business

Education/Conference Displays

13. **Where Ecology Meets Economy** – Season 5; Realistic Restoration – Schaefer stated that IPAW is a sponsor at this event that includes three passes. She asked if any Board members would like to attend. Pearce and Schaefer would like to attend. Jasik will also attend this event.
Renz suggested that perhaps we should give some IPAW members a chance to go to this event as a member incentive.
Schauer asked if we are going to continue providing sponsorship to this event.
Wisconsin Association for Environmental Education (WAE) annual conference – Mequon, Concordia University – October 19-21, 2017 – Pearce stated that unless we have something that educators can use, she did not see us attending this event.
Wetland Science conference, - Olympia Resort, Oconomowoc – February 20-22, 2018 – Schaefer stated that Jill Hapner of SEWISC asked if we would like to share a booth at this event or if we would like to have one on our own. Schauer stated that she liked at the last Farm Tech Days that we had a booth right next to Door County Invasive Species Team and were able to share knowledge and information. Trochlell stated that she believes this is a good conference for IPAW to attend there is not only scientific folks their but also outreach on a regional scope. Trochlell stated that at the last Wetland Science conference the IPAW booth was tucked away in a small area where not many folks came to.
 Trochlell volunteered to speak with Katie Beilfuss about the location of the IPAW booth at the Wetland Science conference.
It was decided that IPAW would have our own booth at this event asking to be put next to SEWISC.
2018 Wisconsin Public Television's Garden Expo – February 9-11, 2018 – We are currently signed up for this event.
Farm Technology Days – July 10-12, 2018, Marshfield, WI – Schauer stated that she spoke to Chris Hamerla of Golden Sands RC&D who is requesting a booth at this event and will be asking to be put next to us. Jasik added that she did not know for sure if we were in. The last she heard is that we were asked if we would be interested in exhibiting at the event and she said "yes." It was thought that the decisions about this event were done sometime in the winter.
Green Bay Garden Expo/Botanical Gardens – Schaefer stated that Schauer had requested that we attend this event in the past.

Wild Ones annual conference – It was suggested that we might want to attend the Wild Ones annual conference.

- ☐ **Schauer** will look into the Wild Ones annual conference.

Land and Water conference – March 14-16, 2018 – Kearns suggested that it might be better that a talk be given at this event.

- ☐ **Kearns** will look into giving a talk at the Land and Water Conference.

14. **Invasive Plant Control Signage** – Schaefer stated that she put this on the agenda because she would like to close the book on the matter. Lunz added that SEWISC went ahead and created signs on their own.

- ☐ **Lunz** will look into how the sales are going for SEWISC in regards to the sale of their signs.

15. **UMISC – NASIMA 2018 Conference** – October 15-18, 2018, Rochester, MN – Schaefer stated that the beginnings of the conference are underway. They have created the logo for the event and have passed out the “Save the Date” signage.

16. **IPAW Board Updates** – Schaefer stated that she wanted to put this on the agenda because we have three people who are interested in becoming board members and she did not want to leave them hanging. The three candidates are Jess Roloff, Andrew Karleigh and Nisa Karimi. She added that at this point she is not sure how important it is to elect folks representing different organizations in different geographical areas when we have folks who are interested in being on the board.

- ☐ **Renz, Kearns, and Pearce** volunteered to contact these folks and make recommendations to the board.

17. **Newsletter** – The August newsletter did not go out. Jasik has all of the articles except one about the meeting/retreat/executive committee. An article about updating our Bylaws was suggested. Renz will check with Neils to see if they have an article that could be incorporated. It was suggested that a late fall/early winter newsletter be put out.

New Business

18. **Lafayette Co CISMA** – requesting grant sponsor for NRF grant – Schaefer stated that IPAW was asked if they would be willing to manage a small grant from the Natural Resources Foundation for the creation of a new CISMA in Lafayette county. IPAW has done this in the past. Renz stated that if we only needed to write a couple of checks here and there, no problem. Renz suggested that they possibly reach out to Southwest Badger RC&D who is in their area. We have not heard anything more on this subject from the CISMA.

Adjourn – The next IPAW board meeting is scheduled for November 13, 2017 from 1:00 – 3:00 pm. The meeting adjourned at 2:55 p.m.