

MINUTES
Invasive Plants Association of Wisconsin
Board of Directors Meeting
March 11, 2008
1:00 – 5:00 p.m.

WI Department of Agriculture, Trade & Consumer Protection, Madison

Board members present: Jim Reinartz, Amy Staffen, Tom Boos, Jerry Doll, Ann Walker, Mark Feider, Gene Roark, Tom Hunt, Vijai Pandian, Bob Frank, Rolf Utegaard

Others attending: Clarissa Hammond, Kelly Kearns, Mark Renz

I. Administration

1. Agenda approval/modification
Add Treasurer's Report.
2. Review/Approve minutes of January 23, 2008 Board meeting
Motion to approve minutes with no corrections (Roark); second (Utegaard).
Motion carried.
Reports on action items in minutes: As a response to Walker's inquiries, Olbrich Gardens in Madison has expressed an interest in hosting a lecture on native alternatives to non-native invasive plants. She will take the lead on this, and plans to use the Czarapata book as a reference. Action items that need to be recycled, due to incomplete status:
 - Brown** will submit enrollment form for IPAW for the United Way Community Shares Program. He will also investigate any volunteer time commitments that may be required as part of membership.
 - Doll** will follow up with **Feider** on implementing the volunteer survey using Survey Monkey, with his help.
 - Hammond** will send a hard copy of the volunteer survey to members who don't have email.
 - Utegaard** will investigate the possibility of Susan Lehnhardt returning as Chair of the Plant Industry Relations Subcommittee.
 - Boos** will seek clarification on the possibility of purchasing extra website space for posting Power Point presentations and (perhaps) instructional videos online.
3. Newsletter update
Utegaard clarifies that the printer admitted their error with the last newsletter mailing. What the printer was supposed to do: Mail to the "current" list of members first, then draw from the "past" list to bring the count up to 200. Rationale: We only have 110 members currently, and the minimum bulk mail expense covers up to 200 pieces. What they did in error: Mailed to the "past" list first, then drew from the "current" list to bring count up to 200. Result: Many current members didn't receive a newsletter. Remedy: At no additional cost to IPAW, the printer has agreed to mail newsletter to all members who didn't get it, plus provide us with 30 extra hard copies. Future action: The Board agrees that we should continue to mail the newsletter to 200 recipients, but rather than drawing 'extras' from the 'past' members, we should identify key individuals or groups that would most benefit from these complimentary mailings (e.g., nature centers, WI Council on Invasive Species members, extension agents, 'general ag. List').

- ❑ **All Board members** will review current and past membership list, and suggest key individuals or groups that should receive complimentary newsletters. This list will be finalized at next BOD meeting.
- ❑ **Rolf Utegaard** will email directors an estimate of newsletter mailing costs, beginning with 200 pieces, and going up to 500, in increments of 50.

The following schedule is set for 2008 newsletters:

Deadline for Submissions	Target Printing Date
April 25	May
July 25	August
October 24	November

Possible topics for May newsletter include:

- Summary of invasive species mapping conference (Mark Renz)
- New invasive plants to watch for in 2008 (Kelly Kearns)
- Weed identification database (Mark Renz)
- Restructuring and rejuvenation of IPAW Committees
- ISAM events (Ela)
- IPAW donors (Boos)

4. Membership status

Renewals continue to come in as a result of the mailing that Hammond did several months ago. Doll procured the attendee list for the invasive species mapping conference; these people will be mailed invitations to join IPAW.

5. Election of officers

Officers need to be elected this spring. Motion to keep officers the same as they are currently¹ (Utegaard); second (Walker). Motion carries.

6. Treasurer's report

Boos reports that the current account balance for IPAW is \$17,905. Membership dues for January and February, 2008 totalled \$320. Major expenditures included the annual meeting (\$363), BOD conference calls (\$58), BOD materials (\$149) and website services (\$132). We have 239 Czarapata books left in stock.

II. Old Business

7. Insurance policy for IPAW and affiliated groups

Nancy Denman, of Denman, May and Associates, attended this meeting to explain insurance options for IPAW. She explained that her business is locally owned, and is a carrier of NSI, A Division of West Bend Mutual Insurance. Denman described three types of insurance that IPAW may like to purchase. There is no discount for purchasing multiple policies.

a. Directors & Officers Liability Insurance

This policy is designed specifically for non-profit organizations. The quote she provided was for a \$1,000,000 policy (the lowest possible coverage; it can go up to \$5,000,000 in increments of \$1 million). Insureds include present and past directors, officers, employees, volunteers, and IPAW. The policy would cover claims arising out of wrongful acts, including any act or alleged act, error, omission, misstatement, misleading statement, or breach of duty by a director, officer, or IPAW. In addition,

¹ President – Jerry Doll, Vice President – Tom Hunt, Treasurer – Tom Boos, Secretary – Amy Staffen.

the policy would cover court and legal fees beyond the \$1,000,000. The annual premium is \$450.

Discussion: Kearns described a possible scenario where IPAW could be sued by the plant industry for listing their products as invasive in our outreach materials. Denman will investigate if this specific type of claim would be covered under the Directors and Officers Liability Insurance policy. If an affiliated group defaults on a grant contract for which IPAW served as the applicant, IPAW would be covered. However, IPAW cannot serve as an umbrella provider of insurance for affiliated groups.

b. General Liability Insurance

They offer a \$1,000,000 policy that covers libel, slander, defamation of character, property damage, food illness, bodily injury, alcohol-related incidents, etc. Insureds include both current directors and IPAW. The annual premium is \$350.

Discussion: Claims from injuries incurred during work parties would fall under this policy.

c. Worker's Compensation Insurance

The law states that if your employees are getting paid more than \$500 per quarter (collectively or individually), you are required to provide Worker's Compensation Insurance. For jobs in the 'clerical' class, the annual premium is \$260. More information can be found at: <http://www.wcrb.org>

Discussion: Contractors, such as the ISAM Coordinator, should be legally covered for worker's compensation within the terms of their contract; make sure that subcontracting is not allowed.

- At the next Board meeting, **Reinartz** will share the summary done for River Edge Nature Center describing liability indemnity for non-profits by Bob Brachbecker. **Boos** will verify that our project assistant is below the threshold payment for WCI.

8. Standard Operating Procedures – Affiliated Groups

Tom Hunt presented his revision of the section in the SOP addressing affiliated groups and organizations. Kearns expressed concerns over the requirement of all affiliated group members to be members of IPAW (though Hunt's revision states "no less than five [three]"). It is agreed that affiliated groups: will not secure 501(c)3 status through IPAW; will administer their own funds; will not receive liability insurance from IPAW.

- Jerry Doll** will rework the Affiliated Groups section of the SOP based on suggestions made at this meeting. This revision will be reviewed at the next BOD meeting.

III. New Business

9. Purchase of display board

Boos requests permission to purchase a new felt-covered display board and to have new display components printed and laminated. Motion to authorize Boos to spend up to \$600 on a new display board and up to \$500 on new laminated display components (Staffen); second (Pandian). Motion carried.

10. Suggested nominees to IPAW Board

Bastian submitted his resignation from the IPAW board. Kearns suggests recruiting someone from UW-Agronomy, particularly someone who specializes in forage.

- Mark Renz** will present a request to "Team Forage" to appoint a representative to the IPAW Board. He will also specifically ask Brian Pillsbury if he would like to serve on the Board.

11. Committee Planning Guides and Action Plans

Staffen led a discussion with the directors to complete components of the Committee Planning Guide for the Education and Communication Committee. Minutes not included here.

IV. Future Events/Announcements

12. Report on National Weed Awareness Week

Doll went to Washington, D.C. in February to attend events and meetings for National Invasive Weed Awareness Week. There were many other federal agencies, associations and organizations represented there, though few were from the Midwest. They visited aides of four senators to promote appropriations for the invasive species bill, including aides to Herb Kohl and Russ Feingold. Senator Kohl's aide (Brian) expressed an interest in attending a field day in Green Bay in July or August.

Doll will follow up on the opportunity to arrange for a field day with Senator Kohl's aide.

13. New Invasive Plant Science & Management Journal

Doll shared an announcement of this new journal, which is a publication of the Weed Science Society of America. Prospective subscribers need not be members of WSSA, and can find information at wssa.allenpress.com.

14. Next IPAW conference

Staffen states that The Prairie Enthusiasts (TPE) would like to plan a joint banquet with the IPAW conference in 2009. Their preference would be during the month of March. The Board agrees that this merits further investigation; Staffen will share interest with TPE Board and facilitate future conversations on this topic.

15. Date and location of next Board meeting: May 14, 3:00 to 5:00

Minutes composed by Amy Staffen, IPAW Secretary, March 17, 2008