

MINUTES
Invasive Plants Association of Wisconsin
Board of Directors Meeting
March 16, 2010
3:00 to 5:00
The Nature Conservancy – Madison

Board Members present: Tom Hunt, Bob Frank, Mark Feider, Jim Reinartz, Jerry Doll, Willis Brown, Ann Walker, Gene Roark, Tom Boos, Amy Staffen

Also present: Amanda Schwoegler, Kelly Kearns, Courtney LeClair, Marsha Vomastic

Administration

1. Approval of minutes from January, 2010 Board meeting
Motion to approve minutes with date change (Boos); seconded by Walker. Frank abstains.
Motion carried.
2. Treasurer's Report (bimonthly and 2009 annual report)
Bi-Monthly (1/28-3/16/10)
Boos reports that our current balance is \$16,111. The only major expenditure was webiste services for \$159. Six new members joined for a total of \$511.
 Boos will forward info on six new members to Schwoegler for entry into database.

2009 Annual Report

Boos reports that our annual operating budget is less than \$500. Expenses for 2009 = \$6,638, income for 2009 = \$5,715. End-of year balance = \$15,754. Difference between income and expenditures for 2009 = \$923. The printing budget is "in the hole" by \$720, but Boos has letter drafted to WE Energies to support. In 2009, we sold 200 Czarapata books and 488 weed guides. We made \$616 on the February conference. Brown moved to approve bi-monthly Treasurer's Report and 2009 Treasurer's Report, seconded by Frank.
Motion carried.

Follow-up:

Boos asks if we should post 2009 Treasurer's Report online. Pillsbury says as long as he leaves out member names, okay. Hunt suggests that the report is audited by a professional before going public; Doll agrees.

Boos found a lawyer who works with non-profits, he feels that most of our issues are more accountant-related. We need an accountant for reviewing bookkeeping and a CPA for the audit. Boos is concerned that the accountant charges \$200/hour.

- Walker** volunteered to look for a cheaper accountant. After one week, **Boos** will select accountant based on all available options, and set up meeting. **Boos** will meet with accountant, review bookkeeping, and hopefully get recommendation on new accounting software.

2.5 Czarapata Book Link on SEWISC website

LeClair reports that SEWISC is promoting Czarapata books, but the link is to Amazon!

- LeClair** will ask SEWISC to change the Czarapata book link on their website to IPAW.

Old Business

3. Review of Action Items from January 2010 Board Meeting (current updates in **ORANGE**)
 - Walker** requests that IPAW develop a standardized statement on reed canary grass, along with suggested alternatives; she will ask among her organic farmer colleagues if they know of alternatives. – **Walker is still working on it. Renz has information as well, will share w/ Walker.** – **Walker and Renz not present to comment.** **Walker reports that she has communicated with folks, but they are busy, she wasn't sure what the scope of the information should be. Pillsbury says he has identified three species as options: meadow foxtail Garrison (*Allopecurus arundinacea*), redtop, and KYBG. Some are concerned that foxtail is rhizomatous, may have invasive tendencies. Walker will continue to pursue.**
 - ✓ **Doll** will follow up with **Saatkamp** regarding Plant Industry Relations Subcommittee. **Schwoegler** will send him an updated list of members who have expressed an interest in this committee. **Yes, he did this. Wants to meet with folks in Madison some time soon.**
 - Saatkamp** will contact Doll, set up meeting.
 - ✓ **Kearns** met owner of Morning Woods Farms (Robert Klebbe), who might be interested in doing something on the Plant Industry Relations Subcommittee; she will contact him. **Kearns spoke to him. He is willing to be involved, but since we don't have anything specific to do, she can't direct them.**
 - Schwoegler** will take advertising invitation letter that Hammond drafted and send to Boos's list of interested businesses. – **Not done yet, Boos wanted to wait until end of the year, will now incite Schwogler to action. Not done yet. Letter wasn't in Clarissa's documentation. Schwogler doesn't like current format of letter, feels that it won't get prospective clients excited about advertising with us. Otherwise, she's ready to go with the mailing list.**
 - Walker** will review letter, then send to **Schwoegler**, who will finalize, then send out to Board for review.
 - ✓ **Schwoegler** can look into Skype; she should communicate w/ Mark Feider about this. – **She communicated with Vomastic instead, spent hours looking on the Internet, did not reach a firm conclusion. Feider will communicate with Schwogler about this, investigate further. See item 8 below.**
 - Boos** will look into bank charges and other administrative costs that might be associated with managing separate grant accounts, will communicate this information to Pandian. **Not done, since fiscal agent agreement is on hold.**
 - Pandian** will leave the 10% overhead rate in the Fiscal Agent Agreement for SEWISC, will incorporate anticipated administrative costs following update from Boos (see below), and will make other changes in the document as discussed at meeting. **Pandian not present to report on action.**
 - ~~**Dell** will send revised Fiscal Agent Agreement to SEWISC for signature.~~ **No longer necessary. SEWISC determined that they could apply for the grant on their own.**

- ✓ **Boos** will take Fiscal Agent Agreement to Wegner CPAs and/or Midwest Environmental Advocates to seek further advice on the overhead issue. He will return to the Board for a renewed discussion on this question and a final decision on our fiscal agent overhead standard. **Boos went to MEA; they don't deal with projects like this, only big cases. (See item 2 above.)**
 - ✓ **Staffen** will send revised Fiscal Agent Policy to all Board members for email review.
 - ❑ **Schwoegler** will send renewal template to committee chairs, then to Board for update. Boos also is pushing for a renewed membership drive, wants to discuss seriously at next Board meeting. **Schwoegler sent to Boos, Doll and Staffen, not committee chairs or other Board members. Still needs work, input from others.**
4. Status of advertising on the web site. Boos/Schwoegler
See action item above.
 5. Summary of SEWISC grant proposal Doll/others
Did not discuss.
 6. Draft Grant Policy for IPAW
Staffen reports that Boos and Doll were only respondents to email requesting review of policy draft; both had no revisions, liked it. Motion to adopt new grant policy, incorporate into Standard Operating Procedures (Pillsbury); seconded by Boos. Motion carried.
 7. Update on possible Future IPAW Conference. Minnesota? Kearns/Renz
Nothing much happening, MN people still thinking that they may be able to pull off a conference in November. They are waiting for someone from WI to take the lead, but this isn't going to happen. Little optimism from Kearns and others that this will come together.

New business

8. Use of Skype for Board Meetings
Feider reports that if we just want to talk over the phone as we are, then Skype could work for us. If we wanted to share data or have video, then it won't work. It's free, reliable, can integrate with cell phone technology. We would need: a microphone in Madison or a conference phone. Others can talk through headsets. Current expense for Wiscline is \$569 annually. Hunt thought that Skype costs two cents per minute, but this may be just for international communications. Feider clarifies that there is a charge if a phone line is involved. We may need to have access to an internet connection in Madison. TNC in Madison has Internet available in meeting room, they have used Skype successfully, Paul Bialecki (TNC's IT person) could help us. Staffen says set up a backup Wiscline if we try this.
 - ❑ **Feider** will set up test run for Skype with **Boos**, along with two remote participants on headsets (**Reinartz** and **Frank**).
 - ❑ **Staffen** will ask **Exo** to send his headset to **Pillsbury**.
9. Plant Iowa Natives campaign
Feider asks Board members to open up Plant Iowa Native webpage: plantiowanative.com, see what they're doing and decide if IPAW can do something similar in Wisconsin. Boos says this doesn't relate directly to IPAW's mission, but we can peripherally support. Hunt says that the best defense against invasives is planting natives. Walker says that customers appreciate "solutions" more than "reactions." Kearns says that this may not be something that IPAW would take the lead on, but that we will certainly support.

10. Committee reports.

- a. Science Committee - nothing
- b. Education committee

LeClair reports on her individual initiatives: Will update Power Point programs. Over 65 available, though only 24 are commonly requested. Will be parceled into subject groupings for build-your-own programs. Spoke with Vomastic about updating resources on website. Will have a PDF preview of presentations. Faces challenge with photo credits. Add disclaimer about lack of credits. Will get Speakers Bureau up to date. She got permission from Bayer to take over, though he still wants to be involved, will reach out to Basin Educ, CWMAs, Extension staff. She is re-energizing door hanger project, has been looking into door hanger project. She has not engaged members of IPAW Education Committee, but a callout is included in upcoming newsletter. Will build from there once she gets a response from newsletter. Kearns says it's important to get info out on listserv with request for specific projects.

- **LeClair** will reach out to members who expressed an interest in participating in the Education Committee (Schwoegler provided). Set up meeting, or at least let them know what's going on and see if there's anything they would like to contribute.

ISAM update –Poster Contest for 6th graders, curriculum guide developed, will be posted tomorrow, kids will work on during Earth Week, will get printed before June. Working on creating Wisconsin Council on Invasive Species website so that it has council information (not just ISAM information).

c. Newsletter committee.

Reinartz says new issue should arrive any day. Next due date April 23rd. Ideas for articles:

- Herbicide effectiveness article from Renz. (or just table).
- Factsheets (2 pp, 16 spp each side, common terrestrial invasives, maybe an insert?).
- Also one for NR40 aquatic plants, NR40 terrestrial plants.
- ISAM promotional
- Art Kitchen's DNR pub on RCG control
- SEWISC workshop summary
- SEWISC grant announcement, if appropriate

d. Other committees – Govt Relations (Kearns)

Research & Regs Committee of Wisconsin Council on Invasive Species met to see what will happen with 'Round 2' of NR40: what species to assess, how to go about assessing.

11. Future events and other announcements.

- Midwest Chapter of the Society for Ecological Restoration, UW-Madison Arboretum, April 9-10, 2010. – **Kearns** will look into getting a display.
- Farm Technology Days. Last year we paid \$250 (50% discount for non-profit). Doll asked them if they will have discount again? Not sure. July 20-22 in Pierce County. Doll suggests approve fee of \$250, but not more. Pandian will still be a coordinator, even though he's in Brown county. Roark suggests that we find a sponsor to pay all or part of our fee to be there. Frank suggests Chemical Company. Boos suggests ask utility to support displays in general.
- ISAM awards ceremony, June 2nd, 1:00, Gov's Conference Room in the Capitol (or Devil's Lake South Shore Shelter if Capitol not available).

12. Change of Web Host

Vomastic advocates for changing IPAW's web host. Current web host (Web CS) is more Linux-based than Microsoft-based, she wants MS-based, which will allow her to do more with the website, will reduce problems. Cost is approximately the same (increase from \$26 to \$30/quarter). Costs will be greater as we expand our offerings and functions (e.g., If we add SQL database support, it would cost another \$30 per quarter). She recommends we switch

to Discount ASP. Will need to change domain routing – Steve Braker set this up originally. In April 2005, we paid for three years (\$45), not sure if they failed to bill us after that, or if Brakers payed?

Motion to change IPAW's web host from Web CS to Discount ASP (Roark); second (Boos). Motion carried.

- Boos** will communicate with Brakers. Have they been paying? Change Web Host contact person from Steve Braker to someone else.

14. Legal advice for IPAW.

Reinartz suggests pro-bono work from local firms, encourage young partners to work with non-profits, Boos tried, didn't get any interest. Needs to check with Quarrels and Brady. Walker, others want to help shop for a cheap/free layer.

- After one week, **Boos** will select lawyer based on all available options, and set up meeting. Possible topics of discussion:
 - Insurance? Staffen thinks that we already consulted a lawyer on this.
 - Fiscal Agent Agreement.
 - Copywrited materials sharing.
 - Project Assistant contract, Workers Comp.

15. Set time, date and place for next meeting.

We will have a face-to-face meeting at UW-Milwaukee hosted by Jim Reinartz, come early/stay late for field trip to Cedarburg Bog. Time will probably be 9:00-3:00. Possible meeting agenda items: Membership Drive, Plant Industry Committee planning (use Committee Planning Guide?), invite Saatkamp, others. Maybe Susan Lehnhardt??

- Schwoegler** will send a Doodle survey to Board members to schedule next meeting for week of May 17-28, 2010.

Minutes composed by Amy Staffen, IPAW Secretary, on March 17, 2010.