

MINUTES  
Invasive Plants Association of Wisconsin  
Board of Directors meeting  
November 8, 2008  
1:00- 3:00  
The Nature Conservancy -- Madison

Board members present: Jerry Doll, Tom Boos, John Exo, Amy Staffen, Tom Hunt, Rolf Utegaard, Vijai Pandian, Brian Pillsbury, Willis Brown, Mark Feider

Others attending: Kelly Kearns, Mark Renz, Courtney LeClair

**Administration**

1. Approval of agenda (approved without modification)
2. Approval of minutes.  
Motion to approve minutes with minor corrections from Doll (Brown); second (Pillsbury).  
Motion carried.
3. Treasurer's Report  
Account Balance: Current - \$14,200; last meeting - \$14,408.19. Membership Dues (September- November) - \$350, 1 business/organization. Gifts: \$150- for speaking. Major Expenditures: BOD Conference Calls- \$120.10. Book Sales: 6.

**Old business**

4. Review of Action Items from Sept. 08 Board meeting
  - Walker, Boos, Doll, Kearns, Brown** will visit the Triangle Park project site. *Didn't occur yet. Walker reported to Doll that Mayor Dave approved replanting the park to noninvasive plants. We will wait for further updates from Walker.*
  - Walker** will investigate further with Nancy Denman about insurance. – *Not done.*
  - Doll** will write a template for IPAW affiliated groups to send to interested parties laying out the scope of expectation – *Not done.*
  - Doll** will write a brief summary of our discussion on affiliated groups for future board members – *Not done.*
  - ALL** will help figure out a way to pick up newly published Pocket Naturalists Guides (Invasive Species of Eastern North America) from MIPN in Indianapolis. *Kearns and others who attend MIPN meeting on December 10-11 will pick up and bring back.*
  - Roark** and **Utegaard** will fill in Jeff Saatkamp on the history of the plant industry relations committee – *Not done.*
  - Staffen** will write a letter in support of the Forestry invasive BMPs, mentioning that they are negotiated and IPAW hopes to have them revisited in the future. – *Almost done.*
  - Staffen** will design membership sign-up form to include with recruitment letters. – *Done.*
  - Doll** will send out revised membership recruitment letter with letterhead and newly-formatted sign-up form to all Board members for usage. – *Done.*

✓ **Staffen** will ask Carol Winge for an estimate on how much she would charge for handling registration. – Done. See item 10a below for discussion.

✓ **Staffen** and **Doll** will look into credit card processing options. – Done. See item 10a.

5. Update on status of door hanger to use when invasives are found.

Staffen sent an email to all Board members with draft of door hanger that Cathy Mauer and Marjy Brzeskiewicz have developed (one can hang on a doorknob where one sees invasive plants). Staffen presents two questions for the Board to consider: 1) Does IPAW want to produce this as our own resource to share on a statewide basis? 2) Is the Board happy with the draft version? Kearns states that this resource would definitely get used by the CWMAs. She knows of several grants that could fund the printing of this product: Besadny and Wisconsin Environmental Education Board (both due mid-January). Exo says he would support the development of a generic version/template, advocates for printing a small run to see how it works, suggests promoting for usage in local areas. Hunt is concerned that the language may prove unsettling to recipients, wants to use language that is less confrontational, he proposes printing in black and white ink with a pocket for wild cards.

**Kearns** and **Staffen** will work with Brzeskiewicz to implement suggested revisions, apply for grants to fund printing.

**All Board members** should review the draft door hanger and send Staffen their comments.

6. Speakers Fees

Doll submitted the following statement for consideration as an addition to the IPAW Standard Operating Procedures:

***Policy of IPAW Speaker's Fees.*** *IPAW members (especially those on our Speakers' Bureau) are often asked to give presentations to varied audience groups. We encourage this activity and trust our members to give accurate, unbiased and current information regarding invasive plant issues. We suggest that speakers be compensated for all out-of-pocket expenses (mileage, meals, etc.) and that, if possible, the inviting group also contribute a \$50 or greater honorarium to IPAW. Of course members are free to accept invitations without compensation at their discretion.*

Motion to approve text without modification and to add to IPAW Standard Operating Procedures (Hunt); second (Brown). Motion carried.

**New business**

7. Introduction of newest Board member: Brian Pillsbury

Pillsbury is the State Grazing Lands Specialist for the NRCS. He is glad to provide representation of the federal system on the IPAW Board, a niche that is currently underrepresented. He has a strong background in animal science, crop science and entomology. A lot of the state's grazing lands have noxious invasives, so there is a clear justification for his involvement with IPAW. He requests guidance in learning how IPAW functions, as well as the other invasive species entities in the state (Wisconsin Council on Invasive Species, etc.). Pillsbury works out of Baraboo in Sauk County.

8. Membership renewal campaign

On November 7<sup>th</sup>, Boos sent an email to all Board members with the renewal letter template and sign-up form, along with the spreadsheet showing expired memberships. (Everyone except Roark and Walker reviewed the expired membership spreadsheet and identified their targets.)

- ❑ **All Board members** should get started on sending the renewal letter out to individuals that they identified as targets in the expired membership spreadsheet.

9. Complimentary memberships

Doll reminds Board that we shouldn't forget to finalize this discussion.

- ❑ **Exo, Pandian** and **Renz** need to continue their discussion on which Extension representatives should be awarded a one-year complimentary membership, then present to Board at next meeting. The idea is to rotate this benefit among a select subset of Extension representatives on a yearly basis.

- ❑ **Hammond** and **Boos** need to review notes and comments already submitted by Board members on Comp list and delete those that are clearly inappropriate.

10. IPAW Conferences

- a. Update on Feb. 21, 2009 Conference with The Prairie Enthusiasts.

Staffen reports that the promotional brochure was mailed several weeks ago. Information is now posted on the IPAW website, including an online registration form. We have agreed to split the cost with The Prairie Enthusiasts (TPE) for hiring Carol Winge, TPE Office Manager, to handle event registrations. After thorough investigation, it was determined that Pay Pal can provide a very reasonable service for online purchases: No monthly, set-up, or cancellation fees, 2.9% + \$0.30 per transaction. Boos and Vomastic worked hard to get this service set up for the conference. Staffen commends Vomastic for her valuable expertise in getting the online registration form and Pay Pal button set up on the IPAW website! In the future, we would also like to use our Pay Pal account for online merchandise purchases (currently memberships and Czarapata books).

The program is developing nicely, thanks to an excellent committee of volunteers, including Kearns, Boos, Renz, Exo and Pandian. Our keynote speakers will be Steve Bertjens (Southwest Badger RC & D) and Bill Johnson (Alliant Energy), who will give a presentation on the usage of biomass (including invasive trees/shrubs) as an alternative source of energy in the future.

Staffen suggest that we provide conference participants with an updated table summarizing herbicides and their usage for controlling invasive plants. A simple and out-of-date version is posted on the IPAW website. Boos reports that he has been working on an herbicide database (Microsoft Access) with Rick Schulte and Craig Annen for the WDNR Forestry website, and could possibly provide information on this. Renz has also developed a very detailed table of herbicides for professionals to use: "Herbicide Effectiveness on Listed Invasive Weeds in CRP fields in Wisconsin." Staffen is seeking a volunteer to consider options and spearhead the creation of a helpful resource to give to conference participants. She could also use a volunteer to coordinate volunteers for the day of the event.

Exo inquires about compensation for conference speakers. Renz points out that we would not have a conference were it not for the speakers, and advocates for their receiving complimentary admission to the conference, which would also include lunch. Kearns expresses concern over the loss of revenue if we do this, but Staffen points out that we provided this benefit to speakers at the February 2006 conference and it worked out just fine, budget-wise.

Kearns inquires as to whether there will be a banquet speaker? What's the draw, besides dinner? Staffen says she doesn't know, and that she provided TPE planners ample opportunity to promote the banquet in the promotional flier, to no avail. She will pass on Kearns' inquiry to TPE banquet planners.

- b. Possible WI/MN Invasives Conference in 2010

Kearns reports that Minnesota's first statewide invasives conference (Duluth, October 26-29, 2008) was a great success. It was an all-species, all-taxa conference. The first

day was structured for laypeople, concurrent sessions were held the next two days, and the last day was comprised of field trips and a one-day workshop. They had about 60 people attending the workshop on the last day.

Doug Jensen, who is one of the conference coordinators, proposes holding this conference every other year as a joint event with Wisconsin. He wants IPAW to consider collaborating on such a joint event in 2010, held somewhere at a site along the Minnesota-Wisconsin border. Kearns points out that this could also serve as the next annual meeting site for MIPN. Pillsbury is in favor of the concept of a joint event, where the perspectives of two adjoining states are shared. Renz also approves, thinks it's a logical partnership. He also reports that Dow Agrosiences is interested in planning a regional restoration conference.

Of note is that Minnesota has formed an invasive species listserv, inspired by IPAW's model. They are also trying to form their own statewide invasive species organization.

- **Kearns** is instructed to inform Minnesota conference planners that IPAW is interested in discussing further a joint conference in 2010.

11. Status of plans to have on-line credit card payments for Conference, memberships, book sales, etc.

See item 10a above for discussion. Staffen also reports that Vomastic has updated the look of the IPAW website, and encourages meeting participants to have a look and provide Vomastic with feedback. Boos states that he hopes to hold a website meeting some time in the future, and encourages Board members to review the content of the website and submit suggestions for updates to him.

12. Committee reports.

a. Science Committee

Two subcommittees have developed a draft document with a listing of research projects of interest. They continue to talk about the invasive plant list update. They are waiting on a document that will come from Kearns with list of new invasive plants. Doll encourages Renz to share list of research projects with all Board members.

b. Government Relations

Kearns submits the following questions for consideration: Should we send Fred Clark a letter of congratulations and offer to assist the legislature with invasive plant issues? Clark is a forester that has his own forestry/restoration company in Sauk County. He is on the Wisconsin Council on Forestry, and is responsible for getting this Council to put invasive species on the top of the priority list. He also chairs the Forestry Invasives Leadership Team (FILT), and spearheaded the creation of an Advisory Committee to develop forestry invasive best-management practices. We will now have a person in the legislature who can work on invasive species issues. The Board agrees that we should send him a letter.

1. **Doll** will ask **Roark** to compose a letter to Fred Clark congratulating him for his election to the state Assembly and offering him our support and assistance as he advocates for invasive species issues.

13. Technology Libraries (Monitoring/GPS grant)

Speaking on behalf of Alycia Crall, Courtney LeClair (new Invasive Plant Education, Early Detection, and Mapping Specialist with the WDNR) reports that IPAW has received funding from the WDNR to create a number of citizen-based monitoring equipment libraries around the state of Wisconsin. The original plan was for these libraries to house global positioning system (GPS) receivers and personal digital assistants (PDAs) that could be checked out by citizen-based monitoring groups for mapping invasive plants.

Question #1: Can IPAW Board suggest locations for these libraries as well as individuals willing to take on the responsibility of maintaining them? Primarily, the role of these

individuals will be to check out the equipment to groups needing it and to ensure the equipment is maintained. They've had several recommendations to use the same locations as the Water Action Volunteers (WAV) water monitoring libraries, but there would still be significant geographical gaps. Pandian suggests Brown County, since they've got an active invasive species team.

- ❑ **All Board members** should review the online map showing the location of the WAV libraries, notes where the geographical gaps remain, and send suggestions for locations where mapping resources can be housed and distributed to fill these gaps. Go to the following link:  
<http://watermonitoring.uwex.edu/wav/monitoring/coordinator/werc-locations.html>

Question #2: The original grant proposal was to purchase 30 GPS units (\$100 ea) and 4-5 PDAs (\$250-400 ea), that would enable users to upload invasive plant mapping data directly without filling out forms. However, PDAs are more cumbersome, require training, and are very expensive. LeClair asks that the Board consider changing plan to use money allocated for PDAs to purchase five additional GPS units instead. Users will then be able to read the waypoints and fill out a hard copy form, which is much simpler and requires very little if any training. Apart from the rationale of GPS units being simpler, LeClair also points out that even if we purchase five additional GPS units, we still won't have full of coverage of all recommended geographical sites across the state, but this shift in the budget allocation would put us closer to the goal of full coverage. Staffen suggests purchasing one PDA to develop a usable program for professionals to use; Kearns and Renz agree. Feider would like to see five PDAs, one for each WDNR region. Hunt points out that you need a good-quality PDA to upload a basemap image. He is concerned about throwing money at one unit that is technologically complicated. He fears that the technology is changing so rapidly that this may be a bit early for an investment. LeClair points out that we would also have to purchase a cell phone contract in order for the PDA to function.

- ❑ **LeClair** is instructed to ask **Crall** to speak with **Hunt** about this issue further, since he has extensive knowledge on PDAs. They should then provide the IPAW Board with more in-depth cost-benefit analysis regarding PDAs versus GPS units, so that they can make a well-informed decision.
- ❑ **Hammond:** *Please send email reminder for this action item to:*  
[Courtney.leclair@wisconsin.gov](mailto:Courtney.leclair@wisconsin.gov), [crall@wisc.edu](mailto:crall@wisc.edu) <Alycia Crall>, and Tom Hunt.

14. Update on Invasive Species Rule.

Kearns reports that they plan to take rule to the Natural Resources Board (NRB) in January, as long as they are able to have all rule language finalized in December. It would be great to get support from IPAW at the NRB meeting. The rule language won't be available to the public until WDNR Secretary Frank signs, which may be a week or two before the NRB meeting.

15. Review of invitations to have IPAW display at upcoming events.

- a. PRESCRIBED FIRE CONF, JAN 28-30 -- \$250 -- No, like preaching to the choir.
- b. WI LAND & WATER CONSERVATION MTG., DEC 10-12 -- \$30 -- No. This one has members of LCD committees, not employees, not a good audience. Instead, Exo recommends that we have display at Wisconsin Association of Land Conservation (WALCE) employees meeting, which will be on February 18-20 in Green Bay.
  - ❑ **Exo** will get information on having display at WALCE meeting.
- c. Farm Technology Days, July 21-22, 2009 -- \$250 for three days -- Yes.
- d. AG, LIME FERTILIZER MEETING -- \$600 -- No. 'nuff said...

16. Next IPAW Board meeting. **Wednesday, January 21, 1:00 PM**

17. Review/discuss 2009 contract for our Project Assistant.

Hammond was hired in February 2007. Her contract has expired, and we need to renew. Doll, Staffen and Boos met with Hammond this month for a performance review. The IPAW Board is very happy with her work, and want to renew her contract. Doll revised the work items listed in her contract slightly, and sent to Board for review in an email before this Board meeting.

Motion to approve Hammond's revised contract for one year, and to authorize a raise in her pay from \$13.50 per hour to \$14.00 per hour (Brown); second (Exo). Motion approved.

*Minutes composed by Amy Staffen, IPAW Secretary, November 24, 2008*