

MINUTES
Invasive Plants Association of Wisconsin
Board of Directors Meeting
November 19, 2009
3:15 to 5:15
The Nature Conservancy – Madison

Board Members present: Jerry Doll, Willis Brown, Amy Staffen, Anne Walker, Gene Roark, Vijai Pandian, Brian Pillsbury, Rolf Utegaard, Tom Hunt, Jim Reinartz, Tom Boos

Also present: Courtney LeClair, Mark Renz, Kelly Kearns, Amanda Schwoegler

Administration

1. Approval of minutes from September, 2009 Board meeting
Motion to approve minutes with minor corrections (Hunt); seconded by Walker.
Motion carried.
2. Treasurer's Report
Boos submitted report, not present to answer questions.

Old Business

3. Review of Action Items from September 2009 Board Meeting
 - 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. Kearns says our main RCG publication has a list, though doesn't offer much for grazing alternatives. Pillsbury should get involved – meadow fescue (Festuca), meadow foxtail.**
 - Roark** and **Utegaard** will fill in Jeff Saatkamp on the history of the plant industry relations committee. – **Utegaard says he will mail today...**
 - Kearns** will contact whoever is left on the expired member list. – **Not done yet.**
 - ✓ **Renz** will draft a letter encouraging Extension employees to join IPAW – Renz shared his draft at meeting, wants to send to only those individuals who are known to have worked on invasives. Will definitely include Hort Team, Basin Educators. Suggestions for revision: Add info on affiliated groups, LISTSERV, Czarapata book. Also attach brochure.
 - ✓ **Doll** will communicate with Northwoods CWMA again to make sure that they understand the benefits and terms of being an IPAW affiliated group. – **He spoke with Carmen Chapin about this. They had a good discussion, are rethinking their mission. The ball is now in their court.**
 - ~~✓ **Hammond** will identify businesses in the IPAW membership list, and send them an email offering them the opportunity to purchase advertising space on the IPAW website. Modified. See next action item.~~
 - Schwoegler** will take advertising invitation letter that Hammond drafted and send to Boos's list of interested businesses.

- ✓ **Boos** will email Vomastic's draft advertising disclaimer to all Board members for email discussion and approval. – Done. Boos had lawyer at work help to develop it. He sent out disclaimer and letter to BOD for review. Board members need to review advertising disclaimer and letter, send comments to Boos.
- ✓ **Doll** will send Governor Doyle a letter/email encouraging him to sign AB162/SB123. – Done. The bill was signed!
- ✓ **Boos** will send Doll a weblink for information on this bill to aid in drafting his letter. – Done.
- ✓ **Doll** will submit letter on behalf of IPAW, and will then post the letter on our LISTSERV along with a link to the NAEPPC website relating to this issue to encourage members to submit comments as well. – Done. Bill Johnson from Steven's Point sent copy of letter that he sent, to Jerry. Renz reports that there were many letters sent from around the country.

4. Status of advertising on the web site. – see action items above.

5. Southeastern Wisconsin Invasive Species Cooperative Right of Way workshops: The IPAW funded video and more.

Two workshops occurred, one for parks people, one for rights-of-way managers. Coordinators were especially pleased with how engaged the right-of-way employees were. Jim Reinartz did most of the planning – a lot of work! Great Power Point presentations were developed that can be reused. Student surveys were collected, were very positive, many took time to make constructive comments (e.g., wanted more hands-on ID work). They had 50 attendees for each workshop, which was the maximum; others were evidently interested. We ended up funding an instructional video of an IL right-of-way manager describing his initiatives in fighting leafy spurge along roadways.

Follow-up: We need partners to put on more workshops around the state. Renz says Extension staff have been holding February workshops for ornamental industry professionals, would be a good connection for an invasives workshop. Roark asks what about training cooperating foresters? Boos has done training for WDNR Foresters and some cooperating foresters, but it isn't reaching everyone. Staffen suggests WDNR Urban Forestry workshops. Renz suggests connecting to pesticide applicator training for right-of-way managers. Roark shared a brochure describing a woody invasives mgmt field day at Seno Woodland Education Center near Burlington. Suggests this could be a potential location for training.

- **Renz** will provide Kearns with information on Extension staff February workshops, and on Right-of-Way pesticide application workshops.

New business

6. Southeastern Wisconsin Invasive Species Cooperative grant request.

We were contacted in early October to sponsor an application that was due on November. We did support the grant in principal, and agreed to be their fiscal agent. We will hear later in the year. Their Treasurer volunteered to be the fiscal administrator. The grant didn't allow for it, so we agreed to sponsor without any overhead. Brief description:

Title of Project: Education & Action: Reducing the Threat of Invasive Species

Total Amount Requested: \$141,788.00

Matching Contributions Proposed: \$142,253.00

Proposed Grant Period: 06/01/2010 - 10/31/2011

Project Description: Link education, training, outreach & monitoring activities to on-the-ground conservation in 6 communities. Local groups & volunteers in SE WI will execute & monitor invasive species control projects.

7. Review and discuss a prototype of a Fiscal Agent Contract between IPAW and affiliated groups.

The Board discussed IPAW's new role as fiscal sponsor for affiliated groups. This means that IPAW offers to apply for grant funding on behalf of affiliated groups who do not have 501(c)3 status. Pandian and Staffen did research and collaborated on developing a draft contract to clarify the relationship of the fiscal sponsor and affiliated group, and emailed to Board for review before meeting. The goal of the contract is to protect our 501(c)3 status, and make sure that all documentation and deliverables are taken care of, and make sure all parties know exactly what is expected.

Pandian communicated with Extension and County administrators about this policy. They recommend that we consult with a legal firm before the contract is finalized. They also said that the overhead cost typically ranges from 10% -15% for grant related projects, though 5-10% is typical for non-profits. Reinartz opposes 10%. He says this hurts the intent of IPAW in this initiative to foster development of small groups. He feels that we won't incur many expenses (maybe 20 hrs of staff time annually, other group will do all the work). Boos says that it depends on the other group – a small grant can take a lot of work if accounting is shoddy. Reinartz suggests a flat rate instead: \$500. An additional request can be stated that if the granting organization allows reimbursement for overhead, to please secure to maximum allowable. Boos suggests that we get a legal consultant to review, AND an accounting consultant to suggest a flat fee for us to charge. Reinartz says don't worry about it, trust the group, have an endowment fund to deal with situations where accounting is a disaster.

Kearns was concerned about clause #4, last sentence: "Draft reports will be submitted by affiliated group to the IPAW President at least one week before the funding organization's deadline, to allow for review and approval." – She feels that this does not allow enough time for submitting reports in advance, and is in conflict with clause #12 which provides only a 15-day grace period for dropping group as negligent. She suggests that we change to the time period in clause #4 to two weeks, and also to have report sent to full Executive Committee.

Staffen, Renz, Utegaard all feel that by taking on these grants, we may fall under a different non-profit tax category. Reinartz suggests that we find a tax accountant to review this contract and how this will mesh with our current bookkeeping system. Walker suggests "Rosebud." Kearns suggests "Brad Glass."

- Staffen** will send Brad Glass the agreement to review.
- Staffen** will ask her tax preparer if she could take a look, or recommend someone.
- Staffen** will put a posting on listserv if needed.
- If after 30 days, no action is taken on this issue from a volunteer, then **Staffen** will hire a professional to review the contract and tax implications.

8. Committee reports

a. Science Committee – no report.

b. Education & Communication Committee – Staffen announces that Courtney LeClair has agreed to serve as Chair of Education Subcommittee. She will work with her to apprise her of past history, would like to set up meeting with interested leaders to help her define Committee mission, long-term goals and short-term objectives. Walker, Doll, Boos, Kearns and Utegaard all expressed an interest in participating in this meeting. Staffen will remain as Chair of Education & Communication Committee, and will strive to foster uniformity of messages and clear cross-communication among the subcommittees.

c. Newsletter Committee. – Newsletter in the mail. Deadline for submitting articles for next newsletter January 22nd.

- Schwoegler** will send out an email to Board members with a query about possible newsletter article topics after Thanksgiving but before Christmas.

9. Future IPAW Conference. Minnesota?

Kearns and Boos participated in a conference call with Minnesota Invasive Species Council and other group representatives to host a joint conference in November 2010. It would be a three-day conference, considering covering both terrestrial and aquatic plants and animals. Target audience: mostly professionals. Possible locations Minneapolis, Mall of America, Duluth, Winona, LaCrosse, or Wisconsin locations? Target attendance 300-500 people (past MN conference had 430 attendees). Minnesota hopes to hire a conference coordinator, suggests budgeting \$40,000 for this person. The Board agrees that IPAW should push MN to move forward with this, as long as we don't run the whole conference (simply act as a sponsor and/or co-host).

10. Future events and other announcements.

Vomastic sent Boos an email about using Skype for free conference calling.

- Schwoegler** can look into it; she should communicate w/ Mark Feider about this.

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

- Schwoegler** will send out Doodle survey to schedule next Board meeting for period of January 11-29, 2010.

Minutes composed by Amy Staffen, IPAW Secretary, December 2, 2009