

IPAW Board Meeting Minutes
10:00 to 2:00 pm
Tuesday, October 22, 2013
Montello Public Library, 128 Lake Court, Montello, WI

Board Members present: Tom Boos, Willis Brown, Jeremy Chiamulera, Greg Cleereman, Jerry Doll, Brian Pillsbury, Jim Reinartz, Diane Schauer, Pat Trochlell and Christa Wollenzien

Also present: Michele Jasik, Kelly Kearns and Mark Renz

Absent: Mic Armstrong, Greg Bunker, Mark Feider, Jamie Nuthals and Rolf Utegaard

Administration

1. **Roll call**
2. **Board Member resignations** – Boos announced that Gene Roark and Jim Reinartz have submitted their resignations to the Board. Jim Reinartz is willing to stay on the council as an IPAW representative.
3. **Nominate/Appoint Secretary** – Boos stated that the position of IPAW secretary is available. He summarized the responsibilities of the Secretary, which include maintaining IPAW's Bylaws and Standard Operating Procedures (SOPs). Jasik has agreed to take the minutes of the meetings, send out correspondence and maintain the membership database. Because of this, the secretary will be responsible for reviewing the minutes, correspondence and membership database. The term for officers is one year. Wollenzien volunteered to take on the Secretarial position. Doll seconded the motion. The motion passed unanimously.
4. **Approval of agenda** – Brown moved to approve the agenda of the Board of Directors Meeting for October 22, 2013. Trochlell seconded the motion. The motion was approved.
5. **Approval of minutes** – Pillsbury moved to approve the Minutes of August 6, 2013 and Wollenzien seconded the motion. The motion was approved.
6. **Treasurer's report** – Brown reported that after income (\$5.06 – interest) and expenses (\$2,151.00), the conference account has a balance of \$14,321.22. The IPAW account has a balance of \$28,767.45 after income (\$1,625.08 in memberships) and expenses (\$50.00 for "Bounty," \$165.00 for our PO box and stamps, \$904.50 for our program administrator, and \$190.00 to Scott Huelsman). Renz suggested that a budget for IPAW would be helpful for the new board members.

Business

7. **Review of Action Items from August Board Meeting**

Jasik to look into using Constant Contact for our newsletter – Jasik stated that she only did a little research on Constant Contact because she has learned that the new website we purchased might have the same capabilities. She is still in the process of learning all of our website's capabilities.

 - Jasik** will continue looking into the comparison between Constant Contact and our website.

Susan Slapnick present – Reinartz stated that he had spoken to Kate Redmen and she is working on a present for Slapnick. Jasik stated that she did give Slapnick her gift membership to IPAW for two years.
8. **Website Revision Update** – Boos stated that Scott Huelsman who has agreed to teach Jasik how to create and maintain the website, has asked the Board to come up with an agreed upon amount to pay him for his services. Jasik explained that her and Huelsman meet every Tuesday for about 1.5 hours. She comes with a list of questions as to how to do things and Huelsman instructs her how to do them. She then works on the website based on what they discussed. They have met approximately ten times now. Boos stated that to date he has been paid \$190. Boos would like to ask the Board how much we are willing to spend for the construction of the new website. Boos said that Huelsman charges between \$50 and \$100 per hour for his services. He suggested an amount somewhere between \$1,000 and \$3,000. **Motion:** Diane Schauer moved to give Huelsman up to \$2,000 in addition to the \$190 that he has already been given. Doll seconded the motion. The motion was approved unanimously. Boos stated that if we

needed to increase the amount, Huelsman would let us know when we are getting close to reaching our limit.

Boos also stated that he would like a limit that the Board would like to spend on Jasik for creating the website content. He suggested \$2,000. Jasik said that once the website is up and running, she believes that she will be able to maintain it within the six hours per week that she currently contracted to work.

Jasik explained that there is some content that she uncertain of which may not need to be on the new website. She is just about finished putting everything that she knows of, on the website without further help from a website committee. Boos, Brown and Trochlell agreed to be on the website committee.

- Boos** will work on getting website committee meeting setup in the next week or two.

9. **Newsletter** – Boos stated that we will be putting bios of the new board members into our next newsletter along with some president’s notes. He asked for other newsletter suggestions. An article about the Field Day of August 6th was suggested, along with an article about upcoming ... conference. Boos asked that these articles be submitted within the next two to three weeks.

- Schauer** is going to write an article about the new Cooperative Weed Management Area (CWMA), Lakeshore Invasive Species Management Area (LISMA).

There was discussion as to what the schedule of the newsletter should be. It was decided that the schedule would proceed as it had in the past. Therefore, the newsletter would be sent in November, February, May and August.

- Wollenzien** is going to write an article regarding the Department of Transportation and invasive plants for the February newsletter.
- Jasik** will create a schedule with deadlines for articles to be submitted for future newsletters.

Strategic Planning

10. **Background of IPAW** – Reinartz provided a brief history of IPAW and outlined some of their major accomplishments. IPAW was founded in 2001 after the first Plants Out of Place conference. Some major accomplishments are: our statewide invasive plant conferences, which we had eight thus far; creating the IPAW email list-serve which is an important communication service for the region; the website; the newsletter; IPAW’s working list of invasive plants of Wisconsin; invasive species awareness month; state-wide support of CWMA’s; sponsorship of Field Days; expansion of Wisconsin pesticide certification categories; standard operating procedures; and expert/speakers bureau. Kearns added that from a regional perspective, IPAW is a leader.

11. **Planning and Discussion** –

SEE OTHER NOTES

- Renz** volunteered to work on the field days.
- Kearns** and **Reinartz** volunteered to work on setting up conference calls and/or meetings with the CWMA’s. **Renz** also volunteered his graduate student to help with sending out a survey to the CWMA’s.
- Doll** volunteered to work on the coordinator with **Boos**.
- Wollenzien** volunteered to work on legislature and memberships.
- Schauer** volunteered to work on landowner outreach.
- Brown** volunteered to work on impacts/cost of control.
- Reinartz** volunteered to contact two Law firms in Milwaukee?

Boos stated that we will continue the discussion on these topics at our next board meeting.

Possible dates for next board meeting in early December

- Boos** will send out doodle request.

Meeting adjourned at 2:00 p.m.