

MINUTES
Invasive Plants Association of Wisconsin
Board of Directors Meeting
Friday, September 7, 2007
10:00 – 3:00 p.m.
UW-Platteville Campus

Board members present: Jerry Doll, Tom Boos, Amy Staffen, Jim Reinartz, Mark Feider, Gene Roark, Rolf Utegaard
Others attending: Mark Renz, Clarissa Hammond

I. Administration

1. Agenda approval/modification (none).
2. July 25, 2007 minutes approved. All action items completed.

II. Old Business

3. Insurance policy for IPAW and affiliated groups.

Walker spoke with insurance agent: Needs more info from us on our activities. Reinartz says there's a state law that protects Boards of nonprofits: Recreational Lands Liability Act. Need to consider both protection for Board and for field days. Boos is concerned about being sued for making an error in giving advice about invasive species control, or other such errors (Errors and Omissions Insurance, according to Rolf).

Gene will investigate what WWOA has for insurance.

III. New Business

3a. Revitalizing Committees

- Mark Feider** will develop online resource list. Board can review and determine if any or all could/should be provided to committees.
- Consider paying for members to attend conferences or training?
- Education** and **Science Committees** will give reports to Board at Annual Meeting.
- Meeting participants conducted a "test pilot" exercise of Amy's Committee Planning Guide by reviewing the Science Committee and its Subcommittees. Tom Boos was recorder for this exercise. Many excellent ideas about the Committee's structure, leadership, goals and objectives came out of this exercise. Mark will take the Committee Guide forms filled out at the meeting, complete them to his satisfaction, and use them to assist in future committee planning and in recruiting subcommittee chairs. A quick analysis of a few other committees was also completed.
- It was agreed that this type of very specific guidance and planning is needed for all committees. Committees should be encouraged to fill out these planning guides (or an equivalent) once a year. This information can then be submitted to the Board of Directors as part of their annual reporting duties, and employed at the Annual Meeting as committees review the past year's accomplishments and set goals for the future.
- **Amy** will make the following revisions to the Committee Planning Guide (see attached):
 - Need instructions to first section.
 - Move "Financial Needs" section to Objectives section.
 - Add to instructions: When identifying goals, consider the possibility of tying into NRCS and RC&Ds, who will help you write a business plan.
 - Add to instructions: When identifying members to recruit, note those that you may only want to monitor remotely, but not attend meetings (*i.e.*, keep in the loop).

- ❑ Individuals will fill out remaining Committee Planning Guides (attached), send out to Board and current members to assist in completion if necessary. Then use the completed documents to recruit Chairs where needed, and to direct upcoming committee meetings.
 - i. Education/Communications: **Amy Staffen**
 - ii. External Relations/Government: **Gene Roark**
 - iii. External Relations/Plant Industry: **Clarissa Hammond** (will get paid for this)
 - iv. Fundraising/Development: **Tom Hunt**
 - v. Science: **Mark Renz**
 - vi. Membership: **Tom Boos**

3b. Members

- Volunteer interest information is already in membership database. Committee chairs should request updated list from Clarissa before every meeting.
- Volunteer Coordinator: Consider this as an option AFTER we get committees on track. Consider expanding admin assistant position to include volunteer coordination. Consider asking industry (e.g., BASF) for money to pay for this position.
- ❑ **Tom Boos** will compose newsletter article describing new committee structure, explanation of our earnest attempt to revitalize committees, and reassurance that we will contact volunteers who express interest.
- ❑ **Mark Feider** will coordinate volunteer interest survey using Survey Monkey (www.surveymonkey.com). Communicate with Marsha to have survey on the website, or in the very least a link from our website.
- ❑ **Clarissa** will send hard copies in the mail of survey to members who don't have email.
- Recruit more retirees, brainstorm... Some ideas: Dave Hall, Paul Manthey, Chuck Pils.
- Other ideas to generate member interest and involvement:
 - Have a volunteer highlight in each newsletter.
 - Publish committee activities in the newsletter.

7. Funding request from UW Botany Dept. on Mapping Invasive Weed Species (Renz) "Integrating Invasive Plant Species Data in the Midwest: Solutions for Data Collection and Management," January 25, Pyle Center in Madison). Features NIIS system; Alycia Crall and Don Waller are key coordinators. Two goals: Showcase available mapping tools, involve people in monitoring process, gather stakeholders to agree upon which tools should be the standard for Wisconsin's future monitoring needs. Limit 230 attendees. They have received \$10,000 to put on this conference. Requests help from IPAW to cover expenses for facility, equipment, food and refreshments (\$3,350); this will help keep registration fees down. Boos moves to offer \$2,000; Utegaard second. Discussion does in-depth analysis of budget. Amendment (Reinartz): IPAW will offer \$1,000 now, with expressed interest that IPAW will serve as a major sponsor; conference planners are encouraged to submit requests for more money from the IPAW Board, if the need arises). Motion passed as amended.

8. Need for new Board member representing Green Industry
 ❑ **Mark Renz** will ask Vijai Pandian, Brown County Horticultural Agent.

9. Nancy Braker recognition

- ❑ She will be awarded an honorary lifetime membership, and presented this, along with a letter of recognition written by **Jerry**, at her going-away party.
- ❑ **Clarissa** will update database to reflect Nancy's lifetime membership.

IV. Future Events/Announcements

- Annual Meeting
Possibility of holding IPAW Annual Meeting at Monitoring conference in January in Madison? Consider issue of location (not central). Focus of conference too narrow, will attract limited subset of our membership. Instead, most Board members seem to support having a banquet in evening with an interesting speaker, with short meeting before. Located somewhere in central part of state, but acknowledging that most will come from southern Wisconsin.
 Executive Committee (**Tom Boos** will lead) will plan this event.
- Farm Technology Days
Limited response to Jerry's inquiry for assistance at IPAW display (Tom B. and Jerry will attend).
- Conference Collaboration Opportunities
Amy had only one response to query, didn't bring it with her. Kelly says that we don't need to have set conference periodicity, should always be driven by opportunities to partner with others. Need to change SOP to reflect this? Put on agenda for next meeting.
- Next meeting, Wed., November 14. 3:00-5:00.

Minutes composed by Amy Staffen, IPAW Secretary, September 7, 2007