

IPAW Board Meeting Minutes
1:00 pm – 3:00 pm Tuesday, March 19, 2019
Wisconsin DNR Office, 101 S Webster, GEF 2, Room 613, Madison, WI 53707

Board members present: Anne Pearce, Christa Schaefer and Diane Schauer

Board members present by telephone: Mic Armstrong, Greg Bunker, Jeremy Chiamulera, Nisa Karimi, Heidi Kennedy, John Lunz, Mark Renz, Kathy Stahl and Pat Trochlell

Also present: Michele Jasik and Kelly Kearns

Absent: Kari Hagenow and Jes Roloff

Administration

1. **Roll call**
2. **Approval of Agenda** – Pearce moved to approve the agenda. Bunker seconded the motion. The motion passed.
3. **Approval of Minutes** – Trochlell moved to approve the minutes of January 8, 2019. Lunz seconded the motion. The motion passed.
4. **Treasurer's Report** – Jasik read the Treasurer's Report. IPAW currently has \$13,140 in its checking account. IPAW currently has \$51,078 in its money market/UMISC account. Of these funds \$29,355.55 is IPAW money. The remaining is yet to be paid to conference partners. For the first 3 months of 2019 (1/1-3/12/2019) we had \$1,627.98 in deposits (donations, memberships, book sale, and AmazonSmile) and \$5,991.85 in withdrawals (\$2,526 Jasik salary, \$1,547 computer, \$600 brochures and \$737 insurance). Renz added that Jasik sent out the UMISC 2018 partner checks today in which IPAW's portion is \$7,632.21. Trochlell moved to approve the treasurer's report and Stahl seconded the motion. The motion passed unanimously.

Old Business

5. **2019 Budget** – Schaefer stated since our last meeting, it was determined that a dedicated IPAW computer would be the best solution to store all IPAW data and install the needed software for running the organization. A motion was made by Renz and seconded by Schauer to purchase a computer through UW-Madison Dolt program for no more than \$1,750.00. The motion passed unanimously. Schaefer said that her only question on the budget had to do with how much UMISC money will be coming in. Jasik said that IPAW will be receiving \$7,632.21 from UMISC 2018. Because UMISC is a bi-annual event and if we continue to show it as we have in the past, there will be \$3,816.10 for 2019 and \$3,816.11 for 2020. Pearce moved to approve the 2019 budget. Stahl seconded the motion. The motion passed unanimously.
6. **Retreat** – Schaefer stated that she would like help in coming up with a location for the IPAW retreat. Renz was going to investigate a location, but he is not on the call at this time and she does not know if he has come up with anything. Several locations were suggested.
 - ☐ Schaefer asked that everyone provide ideas to Jasik within the next two weeks.
7. **Calendar Updates** – Schaefer stated that she has given everyone a copy of the most updated calendar of events. One of those events is whether IPAW will sponsor at SEWISC's Where Ecology Meets Economy. Schauer stated that the event does not mention anything about invasive plants and therefore she does not think it is in the IPAW mission to support it. Jasik stated that she believed that a topic of "creating landscapes that are healthy for the plant" does include invasive plants. Pearce asked if we have ever received any memberships from the event. Jasik stated that we have not gotten any memberships from this event. Kearns added that we initially sponsored this event to increase IPAW's visibility. Jasik added that before we continue, we have also received a similar request from St. Croix-Red Cedar CWMA. They are asking for sponsorship anywhere from \$200-\$400. After much discussion, it was determined that in order to be fair to all CISMAs we could let them use the \$200 grant money annually for these types of situations.

- ❑ Jasik will send an email to both SEWISC and St. Croix-Red Cedar CWMA notifying them of the IPAW board's decision which allows them to apply for grant money we have on our website for events such as these.

Kearns added that she did take the IPAW booth to The Prairie Enthusiasts conference in Menomonie on March 2nd. Schauer stated that because she does not want to be the one to attend the Fleet Farm Sports and Outdoors Show, she has not tried to get IPAW in this event. Jasik added that she wanted to share the thank you email she received from Shawn Olley in regards to Pearce's presentation for the Racine Garden Club on March 8th. Jasik added that we have received the invite for the 2020 Wisconsin Public Television Garden and Landscape Expo which will be held on February 7-9th. The price of this event is \$120.00. It was decided that we would attend this event. Jasik also said that we received an invite for the 34th Annual Garden Fair at the Green Bay Botanical Gardens on May 31st-June 1st. The price of this event is \$75.00 and there is an "ask the experts" area that sounds interesting. Schauer stated that they also have vendor relief volunteers if one needs a break.

- ❑ Jasik will reach out to Hagenow to see if she might be interested in helping with the Garden Fair at the Green Bay Botanical Gardens.

8. **Newsletter** – Schaefer stated we recently got our newsletter out for distribution. She added that because of the new website we will be changing our newsletter format to MailChimp.

- ❑ Jasik and Pearce will work on creating the next newsletter through MailChimp.

Jasik stated that she had two articles that did not fit into the IPAW newsletter. One was from Ramona Shackelford explaining how easy it was to receive the IPAW grant for their CISMA to attend an event. The other is from Krista Lutzke discussing how DCIST successfully works with county highways to combat invasive plants.

Several suggestions were made in regards to other articles:

- ❑ Pearce will write up an article about EmpowerU.
- ❑ Renz will include some type of article from the Renz lab.
- ❑ An article about the CISMA meeting was suggested.
- ❑ All should get their articles to Jasik by April 31st.

New Business

9. **2018 Annual Report** – Schaefer stated that thanks to Jasik she was able to get IPAW's Annual Report finished and sent out the IPAW board. She will be presenting this report at the annual meeting on April 3rd.

Renz moved to approve the 2018 Annual Report. Trochlell seconded the motion. The motion passed.

10. **Program Assistant and Board Member Status** – Schaefer stated that she received an email from Roloff's supervisor stating the Roloff had her baby ahead of schedule. Everyone is fine, but she is now on maternity leave.

- ❑ Schaefer will send a congratulatory note to Roloff about having a new baby.

Schaefer stated that Hagenow is no longer with DCIST and Krista Lutzke is taking over for her at DCIST. Schaefer added that she is overwhelmed with so much to do between work, IPAW and life that she will be stepping down as President in July. A new President will have to be elected at that time. Jasik informed the IPAW board that she will be leaving IPAW. Her current contract expires in June of this year. She would like the board to start looking for her replacement. She is happy to stay until they find someone and if they would like her to train someone, she would be happy to do so. However, the latest she will be with IPAW is June of 2020. Jasik added that it would be great if they could find someone earlier than June of 2020 she would be happy to step away. Schaefer stated that the Executive Committee should determine what to do with Jasik's contract after June – if we should do a month-to-month contract, etc. A subcommittee should be formed to determine what type of person we would like to hire for Jasik's replacement. If someone is interested in helping, please let Schaefer or Jasik know.

Renz asked if he had a willing individual for the IPAW board, would we consider that individual. Schaefer stated that we would. Bunker added that he will be in touch either the end of May or the first of April as to what his intentions are with the IPAW board.

11. **Invader Crusader Award** – Lunz and Schauer worked up a list of folks who they thought should receive the Invader Crusader Award based on their time with IPAW.
12. **IPAW Display Booth** – Schauer stated that we were going to discuss with Kearns if we should share the cost of the IPAW booth at events in which DNR also displays at our booth.
13. **May Meeting Reschedule** – Schaefer stated that she has a conflict with May 14th for the IPAW board meeting and would like to change it. The new date is May 21st.
 - All mark your calendars – May 21, 2019 is the next IPAW board meeting date.
14. **CISMA** –
 - Kearns stated that she will send out a reminder to the CISMAs and area folks encouraging them to come to the potentially new Fox Valley CISMA/CISMA meeting. An initial planning meeting for a new CISMA will take place prior to the annual CISMA meeting on April 3, 2019 from 8-10 am and folks who come to the initial planning meeting are welcome to join the regular meeting. Kearns stated that we need lunch numbers by March 22nd. Schauer asked if Kearns would bring a few of the CISMA cookbooks to the meeting. She added that originally the Generations Training was going to take place prior to the CISMA meeting, however, things did not work out so that time has been replaced with this meeting for the potential new CISMA. Schaefer added that the IPAW annual meeting will be taking place at 12:15 pm and should only last about 15 minutes. She encouraged the IPAW board members to attend if possible. Schauer would like to purchase lunch and some snacks for the IPAW annual meeting/CISMA meeting and confirmed that she will get reimbursed.
 - Jasik offered to help with the purchase of anything if needed.
15. **Website** – Schaefer stated that the new IPAW website has been transferred over and has been launched.
 - All look over the website and if there are mistakes or if you see something that needs to be updated, please let Jasik know. Schauer suggested that we ask at the CISMA meeting for folks to take separate pieces of the website and look them over and get back to us. Jasik stated that she thought there was work that needed to be done to the website that only IPAW folks can do. The Problem section has way too much going on and it needs to be simplified. There is also a section in which we are trying to show folks new invasive plants. Jasik would like to have approximately 20 different species to show and have a small write up about one. Trochlell agreed with Jasik stating that when she was working on it, she realized that it was taking you in all different directions and it needs to be simplified. She did recommend that someone with fresh eyes and who writes well may be better at reviewing it. Pearce volunteered to help with the website but because of her schedule, she could not until fall/winter. Karimi also volunteered to help. Stahl recommended students from UW - Eau Claire who are taking classes in website development might be willing to help for a project.
16. **Field Days** – Pearce stated that WHIP, TIP and WRISC would like to get together and have one half-day field day on a Saturday. They are asking if they are not going to provide lunch, do they have to have a fee as IPAW had required last year. There was discussion that the only expenses of the event would be snacks and field guides. She added that she does not understand why the CISMAs do not understand that the reason we are doing these field days is to promote IPAW membership. Schauer asked if the \$200 grant that we give them could apply to something like this. Pearce stated that there is time to think about this issue because the field day is not happening until July. Pearce stated that there is a meeting the end of this week and hopefully the dates of the Roadside Invasive Vegetation Workshops will be determined at that time.
17. **Nominating** – Nothing to report.
18. **Bylaws and Standard Operating Procedures (SOPs)** – Schaefer stated that IPAW approved the SOPs in September of 2018 and she has made the corrections that we came up with at that time. The only things that need to be done are the numbering needs to be corrected and the history document needs to be added.
 - Schaefer will forward the most current document to Kennedy.

- Kennedy will make the formatting corrections to the SOPs.
 - Lunz will send the most recent history to be attached to the SOPs to Jasik.
19. **UMISC 2020 and Beyond** – UMISC 2020 will be held in October in Duluth, Minnesota and plans for that will be starting in the fall. Renz stated that IPAW gets to choose the venue for UMISC 2022 and suggested that we work on UMISC 2022 two-three years in advance. Perhaps a good time to begin would be at the IPAW retreat.
 20. **Membership** – Nothing to report.
 21. **Grant** – Nothing to report.
 22. **Legislative/Government Relations** – Nothing to report.

Announcements

23. Kearns thanked Jasik and the IPAW board for the flowers she received due to her father's death.
24. Schaefer stated that the next Wisconsin Invasive Species Council meeting will be taking place on April 9, 2019 if anyone is interested in attending.
25. Schauer stated that because she did not feel like she got a positive response at the last board meeting, she did not follow up with the Sportsmen for Wetlands on IPAW's potential membership. She added that if someone else was interested in taking the lead on this, she would help.

Adjourn – The meeting adjourned at 2:59 p.m.