

IPAW Board Meeting Minutes
1:00 pm – 3:00 pm Wednesday, May 22, 2019
Wisconsin DNR Office, 101 S Webster, GEF 2, Room 613, Madison, WI 53707

Board members present: Anne Pearce, Christa Schaefer and Mark Renz

Board members present by telephone: Greg Bunker, Kari Hagenow, Nisa Karimi, John Lunn, Diane Schauer and Kathy Stahl

Also present: Michele Jasik and Kelly Kearns

Absent: Mic Armstrong, Jeremy Chiamulera, Heidi Kennedy, Jessica Roloff and Pat Trochlell

Administration

1. **Roll call**
2. **Approval of Agenda** – Renz moved to approve the agenda. Karimi seconded the motion. The motion passed.
3. **Approval of Minutes** – Karimi moved to approve the minutes of March 19, 2019. Renz seconded the motion. The motion passed.
4. **Treasurer's Report** – Jasik had sent out the Treasurer's report to all the board members which basically stated that there is \$9,945 in the checking account and \$29,189 in the money market account. Renz stated that the deposits and withdrawals were our normal ones, memberships, donations, AmazonSmile, sale of books for deposits and Jasik's salary for the expenses. Karimi moved to approve the treasurer's report and Hegenow seconded the motion. The motion passed unanimously.

Old Business

5. **Retreat – Monday, July 8, 2019** – Schaefer stated that we still need a facility for the IPAW retreat, which is an all-day meeting, starting around 10 am and ending around 2 pm. She would like all of the board members to attend to work on strategic planning for IPAW. Several options were suggested of places to have the event. She will be meeting with Alison Lebwohl who she has asked to help with the strategic planning to go over the background of IPAW and to determine how much time might be needed
6. **Calendar Updates** – Schaefer stated that she had sent out the updated calendar to the board members with the agenda for this meeting. Jasik stated that the additions were the field days and right of way workshops. She also stated that she just found out that we do have a free spot at Wisconsin Farm Technology Days, which was also indicated in the calendar.
7. **Newsletter** – Jasik stated that she did not receive any new newsletter articles since the last meeting. She still has one from Ramona Shackleford explaining how easy it was to receive the IPAW grant for their CISMA to attend an event. She also has one from Krista Lutzke discussing how DCIST successfully works with county highway personnel to combat invasive plants.
 - Jasik and Pearce will work on creating the next newsletter through MailChimp.
 - Pearce will write up an article about EmpowerU.
 - Renz will ask Tara Bergeson to write up something about the NR 40 Rule.
 - Renz will have someone write an article about the Wisconsin First Detector's Network phenology calendar.
 - Kearns will write an article summarizing the CISMA meeting.
 - Schaefer will write an article saying goodbye as President for IPAW.
 - All should get their articles to Jasik by June 31st.
8. **Program Assistant & Board Member Status** – Schaefer stated that after the last meeting Karimi stepped up and said that she would like to help with finding a new program assistant. Schauer stated that after IPAW's strategic planning is decided, it might be a good time to create the program assistant's position description. Jasik stated that her current contract expires on June 1, 2019 and she thought that perhaps we should sign a contract on a monthly basis or however the board would like to.

Lunn moved to extend Jasik's contract until July 31, 2019. Karimi seconded the motion. The motion passed unanimously.

- Karimi will draw up a position description for the program assistant to give the board something to go on at the July 8th meeting.

Schaefer stated that she will be stepping down as IPAW President at the July 8, 2019 meeting. She stated that she has not heard from anyone of an interest in taking on the position. She plans on continuing with the IPAW Board but cannot continue as President.

- If anyone is interested in the President position, please let her or Jasik know.

Trochell emailed her and said that she will also be leaving IPAW. Schaefer added that all the executive positions will be voted on at the July 8th meeting. Bunker stated that he will be retiring in ten days. He is unsure at this time whether or not he will continue as an IPAW board member.

New Business

9. **Wisconsin Farm Technology Days** – Schaefer stated that this item was asked to be placed on the agenda because we will need folks to staff the event. The event runs July 23-25, 2019. IPAW will also be at the Roadside Invasive Vegetation Workshops on July 23rd and 25th. Jasik stated that she will be out of town and not be able to assist at this event.

- Pearce stated that she would be able to be at the booth on July 24th.
- Renz stated that he might be able to get some of his staff to help.
- Kearns stated that she would be able to be at the booth on July 24th.
- Karimi stated that she would be able to be at the booth on July 23rd.
- Hagenow stated that she would be able to be at the booth on July 23rd.
- Lunz stated that he would be able to be at the booth for the second half of the day on the 25th and bring the IPAW booth home.
- Jasik will send out an email to members to see if they would be willing to help.

Schauer suggested possibly asking Jeanne Scherer or Tim Campbell to see if they might be willing to either help or find someone to help if we cannot get enough IPAW members.

Committee Reports

10. **CISMA** – Jasik stated that IPAW spent a total of \$1,218.80 on reimbursing CISMAs for mileage. We had budgeted \$1,500.00. She also added that we spent \$783.66 for food on the event and we had budgeted an additional \$1,500.00 for this.
11. **Website** – Jasik stated that she had met with Karimi since the last IPAW meeting to discuss some of the website issues. Karimi stated that she has been looking at the website and is making notes as to things she feels should be updated and/or changed. She asked if she would need to ask the board about these changes before making them. Schaefer stated that she did not think the board needed to be asked.
Schaefer stated that it would be nice to have one hub which would allow all the folks working on invasive species in the state of Wisconsin to be at. Perhaps IPAW could be this hub so there is not so much duplication and it would be easier for folks to find information on invasive species. Renz stated that he believes IPAW needs to determine what they would like to accomplish with the website. It was suggested that this be discussed at the strategic planning meeting.
12. **Field Days** – Pearce stated that she had sent out an email to the board because American Family Insurance approached the Renz lab about conducting an invasive plant workshop. IPAW has agreed to support the workshop which is now set for June 22, 2019. It will be held at the American Family Insurance building in Madison, Wisconsin and they will be paying for lunch. There is no cost to folks to attend and registration is open for folks at American Family Insurance. Registration will open to others at a later date.
Pearce stated that we have dates set for three field days: June 13th with Lower Chippewa Invasive Partnership in Menomonie, Wisconsin; July 11th with Northwoods Cooperative Weed Management Area in Superior, Wisconsin; and September 28th with Central Wisconsin Invasives Partnership in Wautoma, Wisconsin. She is still working with WHIP, TIP and WRISC on a joint field day.
Pearce stated that we will be co-hosting five Roadside Invasive Vegetation Workshops: July 17th in Kenosha County, July 18th in Chippewa/Dunn Counties, July 23rd in Portage County, July 25th in Iowa/Sauk Counties and August 13th in Brown/Shawano Counties. She is still working on the exact locations for some of these, but registration for these events is already taking place.

Pearce stated that she cannot take the IPAW display to all these events, but she is handing out IPAW brochures and field guides at them. She also added that once all the locations are determined, she will pass this information on to the AIS folks.

13. **Nominating** – Renz stated that Steve Bertjens from the US Department of Agriculture, Natural Resources and Conservation Service has expressed interest in becoming an IPAW board member. He is the state biologist. Because he works for the federal government, he is not allowed to vote on everything.
 - ☐ Renz will ask Bertjens for a bio for the July 8th meeting.
14. **Bylaws and Standard Operating Procedures (SOPs)** – Schaefer stated she had sent out the last draft of the SOPs to the committee asking them to look it over one last time for any errors. Once she has heard back from all of them, they will be posted on the IPAW website.
18. **UMISC 2020 and Beyond** – Renz stated that because of other commitments, Belle Bergner is stepping down as the conference coordinator for UMISC. Clair Ryan with the Midwest Invasive Plant Network has expressed interest in taking on the roll as conference coordinator for the 2020 UMISC. Renz stated that because of her location at the Morton Arboretum in Illinois and the conference being held in Duluth, Minnesota, she will have to contract a good portion of the work out to local folks. However, she may also have software available that we would normally have to pay for in the past. IPAW would continue to be the financial agent for the 2020 UMISC. Renz added that he told the UMISC executive committee that he was unsure after 2022 how much involvement IPAW would have with the conference planning. It was suggested that we discuss more about this at the strategic planning meeting.
19. **Membership** – Jasik stated that we have had several requests from members about new IPAW t-shirts. She also added that Matt Walrath from Wisconsin Department of Natural Resources is making up some IPAW bumper stickers and we should have them sometime in June. Jasik also added that several members have asked about the possibility of having a lifetime membership. Schauer suggested that a membership drive be offered when we have bumper stickers and t-shirts. Lutz reminded the board that the 20th anniversary of IPAW will be coming up in 2021. It was suggested that this be discussed at the IPAW retreat.
20. **Grant** – Nothing to report.
21. **Legislative/Government Relations** – Nothing to report.

Announcements

22. Schaefer reminded the IPAW board that the Wisconsin Invasive Species Council will be meeting on June 5th if anyone would like to attend and that the Invader Crusader Award Ceremony will also be on June 5th at Olbrich Botanical Gardens.

Adjourn – The meeting adjourned at 2:45 p.m.