

**IPAW Board Meeting Minutes**  
**1:00 pm – 3:00 pm Tuesday, September 10, 2019**  
**Wisconsin DNR Office, 101 S Webster, GEF 2, Madison, WI 53707**

**Board members present:** Kari Hagenow, Nisa Karimi, Anne Pearce, Mark Renz, Christa Schaefer and Diane Schauer

**Board members present by telephone:** John Lunz, Jessica Roloff and Kathy Stahl

**Also present:** Michele Jasik and Kelly Kearns

**Absent:** Greg Bunker and Heidi Kennedy

**Administration**

1. **Roll Call**
2. **Approval of the Agenda** – Renz moved to approve the agenda. Karimi seconded the motion. The motion passed.
3. **Approval of Minutes** – Lunz moved to approve the minutes of July 9, 2019 with a minor correction. Renz seconded the motion. The motion passed.
4. **Treasurer's Report** – Renz stated that we have \$8,185 in the checking account and \$29,194 in the savings account. All of the money deposited and taken out were business as usual – Jasik's salary, workshops, retreat, etc.  
Karimi moved to approve the Treasurer's Report and Schaefer seconded the motion. The motion passed unanimously.

**Old Business**

5. **Program Assistant Update & Next Steps** – Jasik's contract is expiring at the end of September. Hagenow explained that the hiring committee interviewed three people for the program assistant position. Karimi added that we have made an offer to one of them and she accepted the position. We need to come up with a contract for Chrissy Bartelme. Chrissy lives in the Green Bay area and is a grad student at UW Green Bay. Schaefer stated that she believes that the contract should be written and presented to the board. She added that an online vote could be made. There was discussion as to the salary and the amount of time that should be given on the contract. It was agreed that \$14.50 would be her starting salary for a time period of six months, as a probation period. It was suggested that something be put in place to determine if she has passed the probationary period.
  - Hagenow will create a contract and submit it to the IPAW board for vote.There will need to be some changes because Bartelme lives in Green Bay and the IPAW post office is in Madison.
  - Pearce volunteered to pick up the mail, deposit checks and forward pertinent information to Bartelme.There was discussion as to the IPAW bank accounts. Currently, Schaefer, Renz and Jasik all have access to the accounts. Renz suggested that the accounts stay this way for the time being. Bartelme also is taking classes on Tuesdays and Thursdays. The next IPAW board meeting is scheduled for Tuesday, November 12<sup>th</sup>. Someone else would have to take minutes of that meeting.
  - Lunz volunteered to take minutes of the November 12, 2019 board meeting.
6. **Board Member Status/Updates** – Renz had submitted Steve Bertjens bio to the IPAW board. He works with NRCS and he would be a good addition to the board to learn about federal programs. He cannot be a voting board member; he can only be in an advisory position. Schauer moved to add Bertjens to the IPAW board in an advisory position. Renz seconded the motion. The motion passed unanimously.
  - Renz will notify Bertjens that he has been accepted on the IPAW board.
7. **Retreat Recap & Revisit** – Hagenow recapped the IPAW retreat. Restating that she will be serving as the Board President; she will also be working on a membership evaluation; Schaefer will serve as Vice President of the Board; Karimi worked on hiring the new program assistant; Pearce will

work on developing a strong and diverse board; Renz, Schauer and Pearce will work on being liaisons for UMISC; Lunz will plan the IPAW 20<sup>th</sup> birthday party for 2021; Bunker will develop new target groups for education and invasive plant awareness; Kearns will support and expand CISMA partnerships; Roloff will use WISC & IPAW strategies to increase awareness; we will also let go of direct support for field days and provide indirect support. Karimi also added that she was and will continue to work on the IPAW website.

8. **Calendar Updates & Review** – There were no updates to the calendar.
9. **Newsletter** – Several articles were discussed for a fall newsletter:
  - Bartelne to write up an introduction article;
  - Bertjens to write up an introduction article;
  - Jasik to write up a goodbye article;
  - Hagenow to write up an article about the retreat;
  - Kearns to write up an article updating NR 40;
  - Karimi will look into some researchers to write up articles;
  - Renz to write about fall control of invasives; and
  - Pearce to write up a recap of the ROW workshops

Stahl suggested that it might be nice to have a research column and a CISMA group column.

#### **New Business**

10. **Central Wisconsin Invasives Partnership (CWIP) MOU** – IPAW received an email from CWIP asking for formal partners on their Memorandum of Understanding (MOU). There was discussion as to whether IPAW should sign the MOU. In a perfect world, it would be great if IPAW could have an IPAW board attend every CISMA meeting, but that is not realistic. There was discussion that we do so much for CISMAs, perhaps some of them should be on the board as a form of reciprocity.
  - Pearce will look into determining what the intention of having IPAW sign the CWIP MOU is.
11. **Review of Current Structure** – Tabled for another meeting.

#### **Committee Reports**

12. **UMISC** – Schauer stated that Belle Bergner has taken on another roll and will not be coordinating the UMISC anymore. Clair Ryan of the Midwest Invasive Plant Network (MIPN) has offered to be the conference coordinator. She has supplied the three partnerships (IPAW, MIPN and the Minnesota Invasive Species Advisory Council ((MISAC)) with Memorandums of Understanding (MOU) for the year 2020. The conference will be held in Duluth, Minnesota. Overall, the three organizations seem to be pleased with the MOU.

Renz moved that IPAW sign the 2020 MOU for UMISC. Schauer seconded the motion. The motion passed unanimously.

Renz stated that IPAW needs to come up with a place for the 2022 UMISC. A committee was formed of Renz, Pearce, Schauer, and Kearns to come up with a place for the 2022 UMISC.

  - Kearns will ask a work study student to look into different places.
13. **CISMA** – Kearns stated that a new CISMA is in the making with the Upper Sugar River Watershed Association. There are still questions as to what counties will be included.

Kearns stated that she is working on getting the CISMA telephone conference set up for some time in September.
14. **Communications** – Tabled for the next meeting.
15. **Education** – Pearce stated that we have one more field day coming up on September 28, 2019 with CWIP.
16. **Nominating** – Pearce stated that DATCAP has given permission for someone from their office to become an IPAW board member.
17. **Bylaws & SOPs** – The Bylaws and SOPs are finished. The SOPs simply need to be added to the website.
18. **Membership** – Nothing to report.

19. **Grants** – Nothing to report.

20. **External Relations (Legislative/Government Relations)** – Nothing to report.

**Adjourn** – The next meeting is November 12, 2019, at the Madison DNR Office, GEF 2, Room 628.

Hagenow will explore using Zoom as an option to conduct future board meetings.

The meeting adjourned at 2:55 pm.