

MINUTES  
Invasive Plants Association of Wisconsin  
Board of Directors Meeting  
Wednesday, January 10, 2007  
3:00-5:00 p.m.  
The Nature Conservancy, Madison

Board members present in Madison: Jerry Doll, Tom Boos, Amy Staffen, Gene Roark, Willis Brown

Board members attending via telephone conference call: Doug Bastian, Tom Hunt, John Exo, Mark Feider, Jim Reinartz, Rolf Utegaard

Others attending: Mark Renz, Marsha Vomastic, Rachel Orwan, Kelly Kearns

I. Administration

1. Agenda approved with modifications
2. Minutes from November 8, 2006 meeting tentatively approved
3. Treasurer's Report:
  - Current balance: \$22,716.34
  - Balance at November 8, 2006 meeting: \$18,903.25
  - December conference resulted in a \$483.93 gain, which will be added to conference fund

II. Old Business

4. Strategic Planning

- Exo summarized strategic planning session with membership at Annual Meeting in December (summarized in separate meeting minutes)
- 2006 Annual Meeting minutes approved
- Doll, Boos and Staffen held preliminary consultations on this topic to set the stage for group discussion.
- They decided that a "Board Retreat" would be beneficial for a number of reasons:
  - Tremendous turnover of Board members in recent years
  - Will help all Board members to get acquainted, both personally and in relation to their potential and desired involvement on the Board
  - Will offer an opportunity for all Board members to review the by-laws and mission of IPAW, review past and current activities and resources.
  - Will offer an opportunity to review the goals and strategic plans of past boards and develop our own vision for the future during our joint tenure
- They developed two overriding goals/topics that could serve as foci for this Board Retreat:
  - a. How can IPAW foster greater involvement and action on the part of our membership, Board and Committees?
  - b. How can IPAW serve as a comprehensive information resource on invasive plants for the whole state of Wisconsin?
- We may choose to call it a "Team Building and Strategic Planning Session" to more clearly describe what the goal is.
- Since most of our Board is close to south central Wisconsin, we will have the meeting in Madison at the Lussier Family Heritage Center.
- This will be a mandatory, all-day function in March.
- Amy will send out a scheduling grid for all weekdays between March 5-23, 2007. She will also send to facilitator who John Exo engages.
- John will ask Mindy Habecker with Dane County Extension if she will serve as our meeting facilitator.

- We will invite all past Board members as well as Committee Chairs. These people will be invited to submit their thoughts in writing for the meeting if unable to attend.
- Out-of-town Board members should feel free to request overnight lodging from other Board members who live in Madison. Staffen and Boos are two of probably a number of people that could provide a place to stay.
- Amy will send emails to all Committee Chairs to prompt them to survey their committee members on their thoughts for goals/activities in advance of Board Retreat. Doll will send chairs the names of those who expressed interest in one or more committees at our Annual Meeting last month.

#### 5. Newsletter

- The deadline for submissions to the next (February) issue of PooP is January 24, 2007. Send articles to Jim Reinartz.
- Amy will send Jim a summary of the Annual Meeting and photos
- Amy will send Jim a summary of IPAW educational resources (which we should do periodically in newsletter and on LISTSERV to make sure that members know about all resources available to them).
- Jerry and others will send Jim a summary of the Milwaukee conference. If timing is appropriate, announce posting of conference notes on IPAW website.
- Jim gave summary of newsletter process: He collects articles and edits, sends them to Sue Slapnick for layout. Sue does layout, saves as a PDF, emails to Rolf. Rolf has newsletter printed, generates labels from spreadsheet that Program Assistant manages, and does bulk mailing.
- Rolf is hoping to retire many of his duties with IPAW, including those relating to the newsletter mailing. He is willing to continue for 20 years, but would rather find a replacement, and assures us that it's quite simple. Evidently Rolf gets a very low rate for printing in Eau Claire.
- Jim brought up suggestion to include a questionnaire in newsletter requesting membership's ideas for what the Science Committee should be doing. It was agreed that this would be more timely if done after the Board Retreat, and readers could be referred to an online survey instead.

#### 6. Economic Impact Statements – table until Board Retreat.

#### 7. Synopsis of Milwaukee invasives conference

- From all aspects, the conference was a great success: the invasives symposium, number and quality of paper and posters, the workshop topics and presenters, the exhibits and the attendance. Kudos to many for jobs well done.
- NCWSS folks very impressed, issued resolution to officially recognize Kelly Kearns, Jerry Doll and Kevin Gibson for doing an exceptional job as planners.
- Official attendance figures: 273 for IPAW alone, about another 30 from NCWSS.
- Jerry will contact NCWSS exec. secretary to obtain names and address of those who registered only for the invasives parts of the conference

### III. New Business

#### 8. Vice President Vacancy

- Rolf will be stepping down in March after serving three terms. We are grateful to him for his many years of hard work, and acknowledge his desire to step down. He is willing to remain on Board, but does not want to be an officer, and does not want to be obligated to attend meetings.
- Jerry Doll is Chair of Nominating Committee. Board members should let him know if they're interested in serving as Vice President, or if they know of anyone they would like to recommend. We will elect the new VP during our March retreat.

#### 9. Program Assistant Vacancy

- Jessica Bolwahn will be resigning position at end of January, 2007. A request for applications was sent out to IPAW and MIPN LISTSERVs. Thus far, there are five applicants.

- Position Description was updated by Amy, Tom Boos and Jerry. Membership database and member communications were moved to the top of the task priority list.
  - Tom Hunt recommends further revising this to include clear requirements of basic skills that are reflected in job duties (e.g., working knowledge of Access database).
  - We hope to find someone with no other conflicting responsibilities and long-term availability, such as a retiree.
  - Marsha emphasized the importance of having someone manage **info@ipaw.org** emails. She spent 1.5 hours clearing 3,600 emails from the server, five of which were legitimate (the rest were spams). This overload of emails slows down the server!
10. Regional Chapters versus CWMAAs
- Kelly explained that IPAW bi-laws were changed to allow for regional chapters, but no one really knows what this status means. Gene described how WWOA has a meaningful system with its chapters.
  - Kelly is concerned that CWMAAs may have different mission and looser structure than chapters.
  - Kelly will survey leaders of existing regional chapters on their needs and wishes in terms of their affiliation with IPAW. Some ideas that she will suggest: IPAW serves as umbrella organization, can apply for grants with 501(c)3 status; can provide website space for them; can provide materials for meetings, outreach, etc.; can provide insurance for events; can share membership list.
11. Board member liaisons
- Each Board member needs to be involved with at least one Committee to ensure adequate communication between Committees and Board. Board members should let Jerry know which Committees they are interested in. This can also be discussed further at the Board Retreat.
12. LISTSERV archive discussion
- It is recognized that the real-world descriptions of experiences in invasive species control that are being shared on the LISTSERV are of value and should be consolidated and archived.
  - Marsha explained the various options available: WIKI (articles posted and modified by participants), BLOG (similar to LISTSERV), and BIKI (combines the elements of a BLOG and a WIKI, but would need to have a manager to continually monitor and direct submissions by participants).
  - We decided that the current system with the Yahoo LISTSERV is sufficient, especially if we make it generally known that one can search the database of all emails posted on the LISTSERV by keyword.
  - Marsha emphasized that emails can also be exported conveniently from the Yahoo website.
  - We decided to enlist the help of volunteer (student?) to periodically compile a summary of online discussions as we deem certain topics to be well-saturated. This can then be published in the newsletter, posted on the website and the LISTSERV.
  - Tom will ask David Beckmann, one of our two LISTSERV moderators, to provide a written summary of the many other helpful and currently unused features available within the Yahoo LISTSERV website domain (e.g., ability to post articles). This will be submitted to LISTSERV and perhaps printed in newsletter?
13. ISAM update
- Rachel held first Planning Committee meeting in December and is in the process of convening a Forest Steering Committee to assist her in planning four forest invasive workshops in June.
  - She has posted on the ISAM website PDF files with postcard-format fliers and posters with promotional info on ISAM 2007.
  - She had display at the Milwaukee conference in December.

- Anyone wishing to communicate with Rachel can do so at ***isam\_wi@yahoo.com***.

#### IV. Announcements

- Rolf will be attending and manning the display at the WI Arborists Assoc. during the first weekend in February. He will also attend the Wisconsin Assoc. of Lakes Conference and the Wild Ones Conference.
- IPAW BOD voted on and approved payment of \$100 to reserve a display spot at Wisconsin Wetlands Association's 12th Annual Wetland Science Forum, February 1-2, 2007, in La Crosse.
- Rolf will make list of important meetings that IPAW should attend annually.
- Rolf recommends that two web sites [Citizen Based Monitoring Network of Wisconsin (<http://atriweb.info/cbm/>) and Wisconsin EcoAtlas (<http://atriweb.info/EcoAtlas/>)] should be linked to our IPAW website; he has initiated communications with contacts, but recommends follow-up.
- MIPN Annual Meeting will be in Cleveland this year.
- March Board meeting will be included in Board Retreat.

#### V. Adjourn

*Minutes compiled by Amy Staffen, IPAW Secretary, January 10, 2007*