

MINUTES  
Invasive Plants Association of Wisconsin  
Board of Directors meeting  
January 21, 2009  
1:00- 3:00  
The Nature Conservancy -- Madison

Board members present: Jerry Doll, Tom Boos, John Exo, Amy Staffen, Vijai Pandian, Bob Frank, Mark Feider, Anne Walker. Also Roark (last 15 minutes).

Others attending: Kelly Kearns, Brendon Panke, Clarissa Hammond

**Administration**

1. Approval of agenda (approved without modification)
2. Approval of minutes  
Motion to approve November 20, 2008 Board meeting minutes without corrections (Exo); second (Boos). Motion carried.
3. Treasurer's Report  
Boos presented a complete Treasurer's report for 2008. Account Balance: Current - \$15,927; last meeting - \$14,200. Membership renewals were up in 2008: 3 student memberships, 63 individual, 12 family and 4 business/institution. The greatest single expenditure in 2008 was the new display board (\$474). Boos pointed out that the last time a formal annual planning budget was created was 2006. A comparison of the accounting summaries over the last three years shows that our income and output have remained relatively consistent.  
One major difference has been the decline in conference display fees: in the past, it has been about \$1,200 per year; in 2008, it was only \$400. This is certainly a direct result of the reduced commitment of Rolf Utegaard to attend conferences with the display to promote IPAW; he has exerted Herculean efforts in the past, and his retirement is well-deserved. Now we need to find a way to fill his shoes. Boos expresses frustration in the lack of response to emails seeking people who can attend and put up displays at conferences. Solicitations during Board meetings tend to be more fruitful, but often not timely enough. No solution to this challenge was identified.  
We received a \$1000 grant from the American Transmission Company to support our web site and other educational efforts. Doll sent a letter of thanks.
4. Membership Report  
Hammond reports that we've had 35 memberships (mostly renewals) come in since the last meeting, presumably as a result of Board member efforts to encourage renewals.

**Old business**

5. Review of Action Items from Nov. 08 Board meeting
  - ✓ **Walker, Boos, Doll, Kearns, Brown** will visit the Triangle Park project site.  
This action item is being retired, even though it wasn't precisely completed. Anne Walker has taken the lead on this project, and it is progressing in a satisfactory manner (see item 6 below).
  - ✓ **Walker** will investigate further with Nancy Denman about insurance.  
After extensive research and discussion over the last year, Boos moves to table the issue, and to purchase single-event insurance on an as-needed basis; Frank seconds the motion. Motion carried. Public events where alcohol is served may merit the purchase of liability insurance.

- ✓ **Doll** will write a template for IPAW affiliated groups to send to interested parties laying out the scope of expectation. – [See item 7 below.](#)
- ✓ **Doll** will write a brief summary of our discussion on affiliated groups for future board members. done. see item 7 below.
- ☐ **Roark** and **Utegaard** will fill in Jeff Saatkamp on the history of the plant industry relations committee – [Neither Utegaard nor Roark were present to report on this item.](#)
- ✓ **Staffen** will write a letter in support of the Forestry invasive BMPs, mentioning that they are negotiated and IPAW hopes to have them revisited in the future. – [Done. Sent out to Board in an email for review.](#)
- ✓ **Kearns** and **Staffen** will work with Brzeskiewicz to implement suggested revisions to the door hangers, apply for grants to fund printing. – [Progress is being made. Action item is being retired, even though it wasn't executed precisely. See item 8 below.](#)
- ✓ **All Board members** should review the draft door hanger and send Staffen their comments.
- ☐ **All Board members** should get started on sending the renewal letter out to individuals that they identified as targets in the expired membership spreadsheet. [Not all Board members have done this. See item 8 below.](#)
- ✓ **Exo, Pandian** and **Renz** need to continue their discussion on which Extension representatives should be awarded a one-year complimentary membership, then present to Board at next meeting. The idea is to rotate this benefit among a select subset of Extension representatives on a yearly basis. – [Action item retired. See item 9 below.](#)
- ☐ **Hammond** and **Boos** need to review notes and comments already submitted by Board members on Complementary member list and delete those that are clearly inappropriate. – [Not done.](#)
- ✓ **Kearns** is instructed to inform Minnesota conference planners that IPAW is interested in discussing further a joint conference in 2010. – [Kearns heard from Doug Jensen, event coordinator, who says that the event planning committee will be meeting next week, and will discuss the possibility of a joint conference at that time.](#)
- ✓ **Doll** will ask **Roark** to compose a letter to Fred Clark congratulating him for his election to the state Assembly and offering him our support and assistance as he advocates for invasive species issues. Roark drafted the letter and Doll signed and sent it on Dec. 17, 2008.
- ✓ **All Board members** should review the online map showing the location of the WAV libraries, notes where the geographical gaps remain, and send suggestions for locations where mapping resources can be housed and distributed to fill these gaps. – [Done. See item 10 below.](#)
- ✓ **LeClair** is instructed to ask **Crall** to speak with **Hunt** about this issue further, since he has extensive knowledge on PDAs. They should then provide the IPAW Board with more in-depth cost-benefit analysis regarding PDAs versus GPS units, so that they can make a well-informed decision.

✓ **Hammond:** Please send email reminder for this action item to:  
[Courtney.leclair@wisconsin.gov](mailto:Courtney.leclair@wisconsin.gov), [crall@wisc.edu](mailto:crall@wisc.edu) <Alycia Crall>, and Tom Hunt.

✓ **Exo** will get information on having display at WALCE meeting.

6. Triangle Park Demonstration Garden (Madison)

This garden will not only serve as a demonstration garden for native alternatives to invasive plants, but also as a rain garden. A vertical wall will also be a component. Walker reports that the owners of The Flower Factory have pledged support of the project in the form of time, labor and plant stock. Jeff Epping, Olbrich Gardens Director of Horticulture, has also pledged his help. Walker spoke with contacts in Congresswoman Tammy Baldwin's office about the project, and was encouraged to submit a request for funding. She is open to other potential sources of funding (one suggestion: Fiskars Tools). Shelly Ryan, Master Gardener, would like to do a feature on this project for her "Wisconsin Gardener" program on Wisconsin Public Television.

✓ **Staffen** will connect Walker with individuals who live in her neighborhood who worked with the City of Madison engineers to develop a drainage way and rain garden. (They may have helpful advice.)

7. Review comments on Affiliated Groups. Doll prepared a three-part document: 1) background of IPAW policy on affiliated groups/organizations, 2) leadership and organization language to form a linkage with IPAW and 3) a form to request affiliation status with IPAW. The first two items drew heavily on information prepared by T. Hunt as we debated affiliated groups built few of these comments are in the SOP. This document is meant to capture the thoughts and discussion expressed by the Board during the process of developing our affiliated group policy. The three-part document will be in the appendix of the SOP.

Doll will write a preamble to accompany the affiliated group application form. Kearns will send the preamble and form to all regional groups we know of in Wisconsin to explore their interest in partnering with IPAW.

8. Door Hangers

Staffen finished editing the draft that Brzeskiewicz had sent, with consideration for comments and suggestions from Board members submitted via email. To address one common concern for trespassing and perceived intrusiveness, she changed the wording from "The invasive species listed below have been seen on your property" to "... have been spotted in your neighborhood," and "If you find them on your property, you may want to remove them." To address concerns stemming from the choice of species shown on the door hanger (too common, not a problem everywhere in the state, etc.), Staffen suggests offering this as a template for any partners to modify to suit their needs, and reproduce on their own. A variety of species photos can be offered, with reference to geographic restrictions. This will then allow flexibility to serve diverse statewide needs, plus eliminate the need for IPAW to control printing and financing. Recommendations on printing stock and methods can be included. Didn't we discuss writing a grant to fund this? If so, who will write it?

**Staffen** will continue to work on this, and will notify Brzekiewicz of the Board's decision.

8. Membership renewal letters from Board

Many Board members have done this task, and the renewed memberships coming in are certainly an indication of success. Feider was the last one to edit the list of expired members to contact.

- Feider** will send the list of expired members, with his contact commitments, to Boos.
- Kearns** will contact whoever is left on the list.
- Hammond** will update the membership list to show who has renewed recently, then email it to all Board members. Board members may note that some of their assigned contacts have not yet responded to their entreaty to renew, and are encouraged to pester them some more.

#### 9. Complimentary memberships

Pandian, Exo and Renz decided that it would be unfair to award an annual IPAW complimentary membership to only a select few Extension employees. Instead, they will encourage them all to join IPAW through a targeted letter campaign. Separate discussion: the Board agrees to award Marsha Vomastic an annual complimentary membership, renewed for as long as she remains IPAW's webmaster.

- Renz** will draft a letter encouraging Extension employees to join IPAW.
- Hammond** and **Boos** need to review notes and comments already submitted by Board members on Comp list and delete those that are clearly inappropriate. – **Not done.**
- Hammond** will add Marsha Vomastic to the complimentary membership list for one year, with a note in the database indicating this can be renewed for as long as Marsha is the IPAW webmaster.
- Doll will send Marsha news of our decision and thanks for her dedicated service.**

#### 10. Technology Libraries (Monitoring/GPS grant)

Kearns reports that Alycia Crall is setting up a workshop for May 30-31 in Madison to train up to 175 volunteers on the usage of the NIS database and GPS units. She will write an article promoting this workshop, but needs our help in recruiting trainees (her goal is at least 75) plus about 20 'expert botanists' who can assist with the workshop. She wants people representing all regions present.

Crall has decided to postpone her decision on the locations of the Technology Libraries, and will base their location on the commitment of volunteer trainees from specific regions (*i.e.*, she doesn't want to set up a Technology Library in a particular region if no one is in that area who will use it).

Crall is soliciting invasive species data / reports, and is volunteering to enter these into the NIS database herself.

- Kearns** will assist Crall in promoting the May training workshop through the IPAW Listserv, newsletter, website and conference.

#### 11. IPAW Conference

As of January 16<sup>th</sup>, there were 94 registrations sent in, only two of which were for the TPE Banquet only. The early bird deadline is January 24<sup>th</sup>, after which \$10 is added to the cost. Presenters are virtually all set. Deb Weidert has volunteered to solicit volunteers for the day of the event. There will be a five-minute greeting from an IPAW Officer (Tom Hunt?) during lunch, right before the keynote address.

- Staffen** will update the schedule with more complete details on speakers and presentations, and send out to all Board members in an email. This information will also be posted on the website.
- All Board Members** who will attend the conference should consider volunteering to help on the day of the conference. Contact Deb Weidert for volunteer tasks: [Debra.Weidert@Wisconsin.gov](mailto:Debra.Weidert@Wisconsin.gov)

12. On-line credit card payments

Boos reports that this Pay Pal setup has only been implemented for the conference for now. After the conference, when Marsha Vomastic has time, she will work on setting up this function for on-line merchandise sales and membership renewals.

**New Business**

13. Website advertisements

Marsha Vomastic suggests that we consider selling advertising space on the IPAW website. This can be done in a very low-key format (small ads at the bottom of the page), and we can limit exactly who advertises there; most agree that this would have to be businesses that provide services relating to invasive species control. A disclaimer would have to be posted somewhere on the website, stating that IPAW does not necessarily endorse the advertisers. Before a decision can be made, Staffen recommends that all Board members view a sample.

- **Boos** will send a link to all Board members with a sample website with ads at the bottom of the page.

14. Selection of representative to the National Association of Exotic Plant Pest Councils (NAEPPC)

Doll received a letter from Brian Bowen, Vice Chair of the NAEPPC requesting nominations for new officers (Chair, Vice Chair, Treasurer and Secretary), as the terms of the current officers are expiring. Also, Doll, or an appointed IPAW representative, is invited to participate in a conference call on February 13<sup>th</sup> at 11 AM CST, when the election of officers will occur.

- Kearns will contact Carmen Chapman to see if she can participate in the call.

15. Committee Reports

a. Science

Brendon Panke reports on two projects: i) Update of the Invasive Plants Survey. They are close to completing the list of invasive species that will be the focus of the survey; Kelly Kearns just needs to add new invaders. Kearns asks who will be sponsoring the survey. Who will enter the data? Who will house it? GLIFWC again? Panke does not know, but will ask Mark Renz. ii) Research Needs List. This has been recently updated. It includes the following fields: topic, point person ('expert'), level of expertise required, time required.

- **Kearns** will email to Board members for review and suggested additions.

b. Newsletter

Deadlines for 2009 articles to editor as follows:

- Friday, 23 January, submissions due; mailed 9 February
- Friday, 24 April, submissions due; mailed 11 May
- Friday, 24 July, submissions due; mailed 10 August
- Friday, 23 October, submissions due; mailed 9 November

Kearns suggests the following articles for the February newsletter:

- February 21<sup>st</sup> IPAW Conference
- Summary of MIPN/NCWSS conference - Roger Becker (already written for MIPN, **Kelly** to get it for Jim)
- Data sharing request - Alycia Crall
- NIISS data entry training days - Alycia Crall
- Citizen Science GPS lending libraries - Alycia Crall

- A regular space for CWMA's or regional groups to post a summary of who they are, activities done, upcoming events - all groups invited to submit something - **Kelly** to contact them
- Summary of IPAW's new Affiliated Groups policy - Mark Feider
- Announcing availability of the MIPN "Field Guide to Invasive Plants" (currently free) and the Pocket Naturalist guide to Invasive plants of the Eastern US (for sale) - Mark Renz??
- River Alliance Invasives Monitoring Float - Courtney LeClair and Laura McFarland

16. Future events and other announcements

- a. PRESCRIBED FIRE CONF, JAN 28-30
- b. Wisconsin Association of Land Conservation Employees (WALCE) meeting on February 18-20 in Green Bay.
- c. Farm Technology Days, July 21-22, 2009  
Note: Vijai Pandian will be coordinating volunteers for the IPAW display.
- d. Announcement: Mark Renz has been nominated for the office of president the MIPN Board.

17. Exo retires from Board

This meeting represents John Exo's last as a Board member, as he has reluctantly decided to retire from the Board due to work commitments. He hopes to help out as a volunteer outside of the Board. Special thanks and warm wishes are extended to John!

18. Next IPAW Board meeting: Undecided.

- **Doll** will send out an email survey with a number of possible meeting dates and times.

*Minutes composed by Amy Staffen, IPAW Secretary, January 26, 2009*