

MINUTES
Invasive Plants Association of Wisconsin
Board of Directors Meeting
Wednesday, November 14, 2007
3:00 – 5:00 p.m.
The Nature Conservancy, Madison

Board members present: Jerry Doll, Tom Boos, Amy Staffen, Gene Roark, Willis Brown, Anne Walker, Bob Frank, Rolf Utegaard, Mark Feider
Others attending: Mark Renz, Clarissa Hammond

I. Administration

1. Agenda approval/modification (none).
2. Review/approve past meeting minutes
Motion to approve Sept. 7, 2007 IPAW Board of Directors meeting minutes without corrections (Utegaard). Second (Boos). Motion carried.
3. Finances
 - Boos reports that our current account balance is \$15,827. The greatest recent expense was for 200 Czarapata books (\$2,695). Motion to approve November 2007 Treasurer's Report (Boos). Second (Utegaard). Motion carried.
 - Utegaard stated that he has given away six Czarapata books, as a goodwill gesture toward partners. Doll suggests that as a general rule, individuals should speak with Tom Boos before giving books away, since he tracks their inventory; requesting a book to donate is a matter of judgment on the part of the Board member.
 - It is suggested that we actively encourage public libraries across the state to purchase the Czarapata books. Utegaard announces that the Chippewa Valley Master Gardeners have already taken such an initiative by purchasing multiple copies for distribution in local libraries.
 - ❑ **Utegaard** will communicate with other Master Gardeners to encourage local libraries to purchase/sell Czarapata books in their areas as well purchasing the book themselves.
 - ❑ **Walker** will encourage Madison libraries to purchase Czarapata books. Doll did the same for the UW Madison Biology and Agriculture libraries and learned they already have the Czarapata book.
 - ❑ **Boos** needs to send Walker some books to sell to her customers.
 - Doll suggests that we investigate becoming a beneficiary of the United Way campaign.
 - ❑ **Brown** will investigate the possibility of IPAW getting listed in the United Way campaign guide.

II. Old Business

4. Farm Technology Days
This event took place in Green County in September. Kelly Kearns developed nice display. Many attendees and visitors to IPAW table. Good outreach opportunity. We earned \$75 in book sales.

* *The conference calling system malfunctioned during the meeting, so Mark could hear what was being said, but could not be heard. After an hour, he figured out a way to communicate by sending Bob Frank emails, since he was on the phone and on his computer simultaneously. This still presented a great obstacle for Mark to communicate, particularly regarding the agenda items for which he had prepared to present information.

5. Nancy Braker: Honorary Membership
Staffen and Boos attended event in Madison, Utegaard attended event in Baraboo. Nancy has clearly had a huge impact on Wisconsin, based on the august cast of conservation leaders present, and on the glowing stories that were shared. Boos presented her with her honorary IPAW membership discretely; she was very pleased.
6. Insurance policy for IPAW and Affiliated Groups
 - Roark reports that Wisconsin Woodland Owners Association has two separate policies: one for their Board members, and one for the organization as a whole.
 - Walker spoke with Nancy Denman with Denman, May and Associates. She was provided an application form for non-profits and Board of Directors. She still feels that she needs more information in order to fill out the form.
 - ❑ **Boos** and **Staffen** will complete the insurance application form and return to Walker, who will submit for an estimate.
 - ❑ **Walker** will ask Denman to attend next Board of Directors meeting to review application and what her agency has to offer us.
7. Standard Operating Procedures
 - Directors reviewed suggested corrections and questions from Doll and Hunt as a group. Motion to approve Standard Operating Procedures document minus Item 8: Affiliated Groups (Roark). Second (Frank). Motion carried. A second favorable vote is needed to adopt the SOP.
 - ❑ **Hunt** will present his draft text for *Item 8: Affiliated Groups* at a future BOD meeting, at which point Directors can vote on entire document.

III. New Business

8. New Board Member
 - Vijai Pandian, UW-Extension Horticulture Educator for Brown County, submitted a letter of interest to serve on the IPAW Board of Directors. He was initially approached by Mark Renz to serve on the Board. Pandian provides research-based information to commercial landscapers, nursery growers, Master Gardner volunteers, and the general public on landscaping and gardening. He could serve as a link to the green industry and understands that this would be his role on the Board.
 - Doll regrets that he neglected to send Pandian the Board Member Duties Document.
 - Motion to approve the nomination of Vijai Pandian to the IPAW Board of Directors, contingent upon his receiving, reviewing and accepting the IPAW Board Member Duties document (Utegaard). Second (Staffen). Motion carried.
9. Committee Planning Guides and Action Plans
 - Staffen reports that she has not had a chance to communicate with the five Committee leaders who volunteered to work on the planning guides, nor did she make the revisions to the guides based on recommendations at the last meeting.
 - Staffen has begun working on filling out the forms for the Education/Communications Committee.
 - Roark has nothing on paper yet for the External Relations Committee/Government Subcommittee, but has given it careful consideration. He feels comfortable in continuing his role in monitoring state government, and he hopes to develop a system where committee members will recommend actions based on his reports to them. He is considering using the newsletter to get members involved.
 - Boos has not begun filling out forms for the Membership Committee.
 - Hammond has gotten a lot done in filling out the forms for the External Relations Committee/Plant Industry Subcommittee. She got contact info for potential committee members from Utegaard. Utegaard has all documents describing past

activities of committee, and is willing to meet in person to convey this information to Hammond or other interested subcommittee member.

- Hunt was not present to report on progress with the Fundraising/Development Committee.
- Renz reports that he has not had a chance to take further action on the information that was developed during the last IPAW Board meeting for the Science Committee.
- Staffen recommends that part of each BOD meeting should be devoted to developing the committee planning guides and action plans (a different committee for each meeting?), with invitations to key committee members as appropriate. Doll suggests that the Education Committee could be considered at the next BOD meeting.

10. Survey Monkey

- An email with information was sent by Mark Feider (see footnote, page 1). This online resource can be used for the IPAW volunteer survey.
- Doll will follow up with Feider in implementing this survey.
- Hammond will send a hard copy of survey to members who don't have email.

11. Online Resources

An email with information was sent by Mark Feider (see footnote, page 1). Directors should review the recommendations and consider at future meeting.

12. Invasive Species Classification

- Boos reports that there will be public input sessions held for the new Invasive Species Classification for state administrative code.
- Sessions will begin on December 4, 2007.
- Participants are encouraged to share their ideas, concerns, and knowledge on distribution of invasive species statewide.
- A draft rule will then be presented to the Natural Resources Board in March, then to the state Legislature. Public hearings will then follow.
- Boos will send out an announcement to the IPAW listserv and to all Directors. Directors are encouraged to spread the word.

IV. Future Events/Announcements

13. IPAW Conference

- IPAW will not be partnering with ANREP. It doesn't appear that there are any other good opportunities for partnering on the horizon.
- Renz recommends that Doll call for a Conference Planning Subcommittee to plan for an IPAW conference in 2008 or 2009. Renz is willing to serve on the Subcommittee.

14. Mapping Invasive Weed Species Conference, Madison, January 24-25, 2008

- Renz reports that early registration for \$40 is now open. This reduced fee will end in early January.
- Directors should particularly encourage landowners to attend this conference, as it will present hands-on learning opportunities, workshops.
- Renz will send a PDF announcement for the conference to Directors for distribution.
- Hammond will send an email with conference announcement to all IPAW members with email.

15. IPAW Annual Membership meeting
 - Boos feels that the best opportunity would be to hold meeting in Madison the night before the Mapping Conference (January 23rd, see item 14 above). This will include a meal and a guest speaker (Boos plans to ask Ellen Jacquardt of MIPN).
 - **Renz** will investigate availability of meeting room at the Pyle Center, as well as the possibility of securing another night's worth of reduced-rate rooms at Lowell Hall.
 - **Boos** will work with **Hammond** on a demographic analysis of IPAW membership to determine whether many members are a great distance from Madison, to evaluate the likelihood of high member attendance at a Madison-held annual meeting.

16. Invasive Plants of Eastern North America

This laminated guide being developed by MIPN is in the final stages of editing (Doll submitted his suggested revisions). It will possibly go to the printer in early 2008.

17. Next IPAW Board meeting

Probably will be on January 23rd, since most Directors will be in Madison for the Mapping Conference, and perhaps the Annual Membership meeting.

Minutes composed by Amy Staffen, IPAW Secretary, November 14, 2007