

**Minutes of the Idaho Native Plant Society Board of Directors' Meeting June 24, 2012, submitted by Nancy Miller, Secretary.**

The meeting was called to order soon after 8 a.m. Sunday, June 24, 2012 by LaMar Orton, President. No teleconference took place as there was not internet connection at the Senior Center, Clark Fork, Idaho where the meeting took place. A quorum of directors was present.

**Roll call of current Board members and other parties, including the chapter they represent.**

Calypso president, Derek Antonelli, 208 762-2575 - **present**  
Loasa president, Kelvin Jones, 208 886-7051 - **present**  
Pahove president, Karie Pappani, 208 658-4529 - **not present**  
Sawabi **president**, Bob McCoy, 208 241-5851 - **present**  
Upper Snake president, Allen Perkins, 208 529-0820 - **present**  
White Pine president, James Riser, 406-531-4509 Skype id jriserii – **not present**  
Wood River president, Carol Blackburn, 208 886-7051 – **not present**  
President, LaMar Orton, 208 734-7959, 208 308-6840 (mobile) – **present**  
Vice President, Steve Love, (phone?) – **not present**  
Secretary, Nancy Miller, 208 882-2877 Skype id nancy.j.h.miller - **present**  
Treasurer, Elaine Walker, (208-336-3983) – **present**  
Past Vice-President, Juanita Lichthardt, 208 882-4803 - **present**  
Past Treasurer, Jody Hull, 208 323-0516 Skype id j\_hull - **present**  
Past-president, Janet Benoit, 208 683-2407 - **present**  
Past-president, Wendy Velman (resigned)  
Member-at-Large, Mel Nicholls 208 233-0714 - **present**  
Membership Committee, Ardys Holte, Sawabi Chapter - **present**  
Upper Snake Vice President, Sue Braastad, 208 881-2354, Skype id sue.braastad – **present**  
Sage Notes Editor, Jane Rohling, office: 208 938-3529 cell: 208 949-6545 Skype id jane.rohling – **not present**

Elaine Walker, newly elected Treasurer, was present and introduced by LaMar. Stephen Love, newly elected Vice President, was unable to attend the meeting. Several newly elected chapter presidents attended – Bob McCoy of Sawabi and Allen Perkins of Upper Snake.

**Minutes:** LaMar asked if there were corrections to the minutes of the January 25, 2012 Board meeting. Nancy said that the minutes had been posted after the last meeting and several corrections had been suggested by Board members at that time. The minutes can be read on the State Board webpage on the INPS State website: [http://www.idahonativeplants.org/inps/boardmeet\\_2012\\_01\\_25.pdf](http://www.idahonativeplants.org/inps/boardmeet_2012_01_25.pdf)  
Derek moved and Kelvin seconded that the minutes be approved as posted. Passed.

**Treasurer's report:**

Jody distributed the Treasurer's report which also had been sent via inps-state email. Numerous items were discussed although some came up later for full discussion.

**Income:**

The **Annual Meeting Registration fee** - \$10 again this year to cover incidentals, supplies, etc. Last year's surplus was split between the State society and the Loasa chapter. This represents what the state received.

**Calendar finances** are not yet resolved so do not reflect the actual situation. Jody asked chapters to send counts so that we can determine the actual cost to produce and then the split. She needs the number the chapter sold and at what cost if not full cost, the number given away free, the number sold to governmental agencies (thus tax free), the number the chapter still has that weren't sold.

**RPC t-shirts** – There are still some large size t-shirts available from Jody.

**ERIG** funding – donation from Sawabi

**Dues** Jody expects to send a renewal letter soon. Chapters should report any new renewals so these members do not get a letter. This is an estimate only.

**Sage Notes ad** amounts are not consistent every issue as most advertisers only place ads in certain issues.

**Expenses:**

**Sage Notes expenses** includes three payments to Jane as the last December issue was invoiced in January. Printing expense is for two issues. We send the file to the printer; printing includes the postage as the printer sends to a mailing services which mails under their bulk rate.

**Assets: CD** does not make much in interest.

**Liabilities:** Amount of unpaid dues to chapters for 2011 is estimated. And there may be some for 2010 dues as well. Unclaimed ERIG amounts from 2007-2011 are funds that were awarded in the past but the grantee has not requested reimbursement as yet. These were discussed in more detail later in the meeting.

INPS payment of **sales tax**. INPS has one tax number. If chapters or the Society sells something ‘tax included’ such as the calendars or plant sales items, then chapters report the total sales subject to tax to the treasurer and the treasurer pays the sales tax on the total. This is usually paid at the end of the year.

When Jody receives money and a dues list from the chapters she marks the individual member as paid on the excel spreadsheet she maintains, so if the chapter holds money then theoretically the person is not a member yet. There was more discussion later under the guidelines topic.

LaMar requested a revised treasurer’s report which would display some items differently. Janet Benoit moved and Derek seconded that the report be filed for audit. Passed,

**2013 Annual Meeting planning – joint meeting with the American Penstemon Society June 21-24,**

**2013** – this joint meeting was approved by the INPS Board at the January meeting. The center for the meeting will be the Owyhee Plaza in Boise. There will be a special motel rate for the conference. The committee is also looking at other possible housing arrangements as well such as Pahove members opening their homes to guests or their property to RVers. Camping may be a possibility but that is also still being worked out. Friday will be set aside for board meetings at rooms in the Owyhee Plaza. Friday night there will be a reception and light meal at the Idaho Botanical Garden. There will be a tour of the garden. Saturday and Sunday there will be 3 tours. Participants will be able to take two of the three tours. The tours are (1) Bogus Basin/Idaho City area, (2) Reynolds Creek area in Owyhee County, and (3) Leslie Gulch area in Oregon. There will also be a post conference tour on Monday to the lower end of Hells Canyon. There will need to be further discussions regarding the annual membership meeting which generally precedes the Board meeting but it has not yet been scheduled. There were concerns whether non-Board members would be able to attend an early Friday meeting. Elaine Walker is now on the planning committee as is Ann DeBolt of Pahove chapter and of the Penstemon Society. Board members expressed concerns as well about costs which are not known. LaMar will be working with Steve Love and the committee.

**Registration fee for the Annual Meeting.** Last year and this year we have charged a \$10.00 registration fee for activities at the annual meeting. Last year also included a few donations; some funds were not spent and this amount was divided between Loasa chapter and INPS. This year there was a \$10 registration fee (attendees paid for their dinner separately). The fee covered incidental expenses such as extra port-a-potties, supplies, etc. Not all costs have been factored in yet but Derek thought there would not be much left over. A number of people did not come, but some did come who registered late. This is not uncommon. Derek suggested that the fee should be set to just cover expected expenses. Allen mentioned that everyone who attends has already paid in a sense by volunteering their meeting and drive time. Ardys moved and Allen seconded that there be a registration fee of a minimum of \$10, the hosting chapter should decide the final amount based on the expected costs and the amount should be approved by the Board. Although prior to the

implementation of the registration fee when the costs were paid by INPS, it was not felt this was generally possible anymore. Campground fees, both individual sites and group sites if they are available, are more expensive. It was also mentioned that if all members were to come that would be over 400. Another concern was that members who don't come would be paying for those who do.

**Guidelines for INPS Chapter and Society Treasurers** - The guidelines are intended to facilitate reporting of memberships and dues. They are not intended to try to cover all the tasks that treasurers may do. It is important for the membership information to be passed on a regular basis between chapters and the Society. Chapters need to be aware of new memberships and renewals made with the state so they can communicate with all members. And the Society treasurer requires accurate information for Sage Notes mailing labels or other mailed or emailed documents. Chapter treasurers received the draft guidelines earlier and were able to make suggestions. Regarding items 1 or 2 Elaine asked if we could approve one or the other but the consensus was that we didn't want to. Allen mentioned using a common bank account with members being able to deposit dues directly but that didn't garner support. [The possibility of creating a uniform membership spreadsheet for use by each chapter was discussed. This could be forwarded to the Society Treasurer for incorporation into a state wide database or, create a central database on a server that would be accessible for data entry by all chapter treasurers. The purpose of the uniform \(and central\) database is to maximize the accuracy of the record keeping and minimize the time and effort necessary to keep it up. \(Bob McCoy suggested this rewording.\)](#) Treasurers are generally responsible for membership lists although some chapters have a membership chair person as well. Nancy had a question about the Sage Notes deadline for mailing labels and whether the timeline suggested in the guidelines met this need. It was felt that it did if information was sent promptly. After discussion the word 'immediately' was replaced with 'in a timely manner'. Janet requested that all instances of the word 'should' be changed to 'shall'. Ardys suggested any emails or notifications go to the chapter president as well as the treasurer. The guidelines will be modified and then sent out to be approved by email.

**Quarterly Board meetings** – Our bylaws state that the Board hold four meetings per year. Our annual meeting takes care of one of the meetings. We could also try to meet at the Rare Plant Conference (if it is held) as we did in the past when it was a two day event. Another idea is to meet at different locations around the state with those not able to attend the meeting location participating by teleconferencing. Sue said she would rather teleconference than drive somewhere for a regional meeting as driving adds time before and after as well as gas charges. We used Verizon teleconferencing in years past. Nancy stated that the January meeting had difficulties partly because of the Skype application undergoing major upgrade at the time and that others had reported problems. Sue mentioned that those who are on Skype should mute their sound except when they want to speak as that improves reception for everyone. Skype is free computer-to-computer and there is a 2 cent per minute charge for each land line connected. We do not have the type of subscription which allows for multiple video connections so must just use audio connections. Members were asked to get Skype for their computers if they had the necessary connectivity. It can be downloaded free from [www.skype.com](http://www.skype.com). Ardys asked that each person identify him- or herself when they begin talking.

Janet related that she would call each chapter president before each meeting to discuss possible issues and concerns. LaMar would like to use email more to address some issues in between meetings. Items would then be listed in the agenda and any actions would be reported in the minutes. With the inps-state Google group, it is important that 'reply' be used if one is adding additional information about the subject line so that the conversation thread is maintained. Nancy reminded that each of us can logon to our Google account to see who are the members of the list and also can look at the archived messages.

**INPS website** – There was not much time for discussion. Board members should contribute ideas via email. LaMar was concerned that the announcement blog was the primary item on the home page and that chapter and society announcements were co-mingled. Karie and Nancy can maintain most of the pages.

**Garden clubs of Idaho.** Upper Snake was approached and had as a result suggested that the Garden Clubs of Idaho be listed as an affiliate. It is a non-profit organization. Others felt this was an endorsement and that we had primarily linked or affiliated with organizations which were academic or were primarily focused on native plants. Janet Benoit mentioned that we had been approached by other organizations in the past. Allen moved but there was no second 'that we affiliate with the Garden Clubs of Idaho'. No further action.

### **Committee Reports**

**Bylaws Committee** – No discussion at this time.

**Calendar Committee** – Nancy didn't recommend doing another calendar although the past calendars were generally favorably received. Board members felt that a calendar should be available to the chapters by mid-year. They stated that they get many free calendars in the mail now. The photo contest could have a later submission deadline. We decided that we would not do a calendar for 2013 but that we should have a photo contest and we should build up a photo collection for use on documents, webpages, etc.. We did not discuss where this photo collection might be stored or accessed. (Secretary's note – some photos are already being stored in Flickr accounts and linked to the groups set up by INPS but not all the photographers have Flickr accounts.)

**Conservation Committee** – no report

**ERIG Committee** – Janet Benoit moved we allocate \$1000 for ERIG grants for 2012 and the committee will split as needed. There are three proposals each requesting roughly \$1000. Allen asked how individuals or organizations apply for grants. Nancy said that **ERIG News** is a link on the website navigation column. The ERIG webpage has the proposal document and a table of past awardees and their projects. Those awarded grants submit receipts to the INPS Treasurer and must submit an article to *Sage Notes*. Bob moved and Kelvin seconded that the Benoit motion should include in the proposal document a timeline within which the project should be completed. Motion passed. Janet Bala had suggested 4 years for the historical ones.

It was moved by Kelvin that a project be completed within 3 years after which the funding would expire. It was not recorded who seconded the motion. Derek moved to amend this to 2 years from time of notification. It was not recorded who seconded the motion. . **The motion to amend was voted on and passed.** The motion as amended was voted on and passed although not unanimously. **Names of those who moved and seconded were not recorded.**

Bob moved and withdrew that each be a separate accounting line item. LaMar directed that Treasurer's report keep it as a separate line item. Janet Bala and the ERIG committee should figure out how to handle the historical grants in order to get them closed out. Several are indicated as 'complete' on the spreadsheet, but no receipts have been submitted and no money disbursed. Bob said that Cathy Frischman discussed the historical grant situation with an attorney for SE United Way who said that we need to do due diligence – talk to each awardee, and subsequently write to each to ensure complete understanding. (Cathy's document can be accessed within the inps-state Google group emails and in Google docs.)

**Membership Committee** – This committee need representatives from several chapters. Committee is tasked with developing membership marketing strategies and with making recommendations to the Board regarding membership categories, fee structure changes, etc. *Volunteers needed!*

**Nominating Committee** – We will need a new nominating committee for 2013 election. According to the bylaws only one board member can be on the nominating committee. We should have members on the committee from several chapters. The committee members should be announced in the next *Sage Notes* with contact information so that members could contact the committee with officer suggestions. President and Secretary come up for election in 2013. The candidate descriptions and ballot should be in *Sage Notes* whether

or not current officers agree to run again. (*See bylaws for timing in order that ballots are counted prior to 2013 membership meeting and in time to announce election results at 2013 membership meeting.*)

**Photo Contest Committee** - Pahove agreed to judge the next contest. We need to discuss ways to present photos such as *Sage Notes*, webpage gallery, etc. No discussion at this time. (Also no setting of the contest deadline.)

**Rare Plant Conference Committee** – LaMar will contact Beth and Pahove chapter president Karie to see if there are plans.

**Sage Notes Committee** - not discussed for lack of time – there should be some email discussions as there are some issues. (Next deadline is August 1.)

**Steering Committee's work on the ranking systems** – LaMar will contact Beth for information as no report has been provided to the Board. Nancy and Derek participated in several teleconferences this spring but haven't heard about any meetings recently.

**Annual Meeting 2014** – Allen asked about the Annual Meeting rotation and who would be responsible for 2014. LaMar discussed his earlier conversations with Carol Blackburn of Wood River chapter and the request from the American Penstemon Society. The Board approved a joint meeting in June 2013 in Boise with Wood River and Pahove chapters being the host chapters. He also mentioned that Stephen Love is the president of the Eriogonum Society and that there might be a possibility of a joint meeting in the future with that group. **(Secretary's note – there was discussion of the changes to rotation when Wendy Velman was president. Hosting chapter responsibility should be finalized.)**

**Next teleconference:** We will shoot for a meeting about the first week of September. LaMar or Nancy will send out possible dates via email.

Juanita moved and Bob seconded that the meeting be adjourned. Motion passed. Meeting adjourned just before 11 o'clock a.m.

Postscript: Karie Pappani indicated in an email that Pahove Chapter is going to donate calendar proceeds to the ERIG program.