

The meeting was held via teleconference 1/23/2013, 7 p.m. MST, 6 p.m. PST. The minutes are submitted by Nancy Miller, Secretary of the Idaho Native Plant Society.

The meeting was called to order by President LaMar Orton at about 7:20 p.m. MST once members were connected. Members were present via Skype or via a phone landline. The Skype session was managed by Jody Hull. A quorum of directors was present.

Board of Directors roster

Chapter / Officer	Director	Phone	Skype id	Email	
Calypso	Derek Antonelli	208 762 2575	derek.antonelli1	<a href="#">Derek email</a>	Present
Loasa	Kelvin Jones	208 886 7051		<a href="#">Kelvin email</a>	Present
Pahove	Karie Pappani	208 658 4529		<a href="#">Pahove Chapter President email</a>	Present
Sawabi	Bob McCoy	208 241 5851	hidesertrat	<a href="#">Sawabi president email</a>	Present
Upper Snake	Allen Perkins	208 529 0820		<a href="#">Allen email</a>	Present
White Pine	Sonja Lewis	208 883 2638	sonjalewis-i-am	<a href="#">Sonja email</a>	Present
Wood River	Carol Blackburn	208 886 7051		<a href="#">Carol email</a>	Present
President	LaMar Orton	208 734 7959; 208 308 6840	lamar.orton2	<a href="#">LaMar email</a>	Present
Vice President	Stephen Love	208 681 8742	monaquita.love	<a href="#">Steve email</a>	Present
Secretary	Nancy Miller	208 301 0560	nancy.j.h.miller	<a href="#">Nancy email</a>	Present
Treasurer	Elaine Walker	208 336 3983	tulara.drive	<a href="#">Elaine email</a>	Present
Past President	Janet Benoit	208 683 2407		<a href="#">Janet email</a>	Present
Member-at-Large	Mel Nicholls	208 233 0714	mel.nicholls44	<a href="#">Mel email</a>	No
Sage Notes Editor	Jane Rohling	208 938 3529	jane.rohling	<a href="#">Sage-editor @idahonativeplants.org</a>	Present for part of meeting
Membersh ip Comm Guest	Ardys Holte		ardys.holte	<a href="#">Ardys email</a>	Present
Meeting adm	Jody Hull	208 323 0516	j_hull	<a href="#">Jody email</a>	Present
Bylaws Committe e Guest	Kristin Fletcher	208 721 2583		<a href="#">Kristin email</a>	Present for Bylaws discussion
Steering Committe e Guest	Beth Colket	703 801 3268		<a href="#">Beth email</a>	Present for Steering Comm discussion

LaMar welcomed everyone to the meeting and thanked Jody for hosting the meeting. He reminded everyone to say who they were if speaking, to mute their phone when not speaking, to hang-up completely if their line was dropped and that it was okay to disagree.

**The minutes** of the previous meeting are posted on the State Board web page:

[http://idahonativeplants.org/inps/boardmeet\\_2012\\_09\\_27.pdf](http://idahonativeplants.org/inps/boardmeet_2012_09_27.pdf). LaMar asked if there were corrections to the minutes of the September meeting. Elaine had one correction which will be made and posted (“Secretary” to “Treasurer”). Carol moved that the minutes of Sept. 27, 2012 Board meeting be approved as corrected. Motion was seconded by Karie. The motion passed.

**The Treasurer’s Report** as of 12/31/2012 was provided earlier by Elaine Walker, INPS Treasurer. Amounts and primary categories are provided here. Total Income \$7440.63 (includes dues, calendar sales, donations). Total Expenses \$5331.02 (Sage Notes, ERIG expenditures, Calendar printing), Assets \$12658.57 (Checking, Saving, CD), Liabilities \$4016.67 (Sales Tax, Unclaimed ERIG). Net balance is \$8551.90. Ardys asked about the due date of the CD (2/11/12). Elaine is not sure why Boise Metro has not billed us for the September issue and will call them. Nancy asked about the chapter breakout of dues as line item mentioned in previous minutes. Elaine said she would look into it. Nancy moved and Sonja seconded that the report be accepted for review. Motion passed.

**The Membership Reports** were provided prior to this meeting by Elaine Walker, INPS Treasurer, and are current as of 12/31/2012. Nancy asked if we could eliminate the Membership by Category table and add the percentage to the bottom line of the Membership by Chapter/Category thus eliminating one table. Elaine agreed to revise/simplify the reports.

**The 2013 Budget** was provided prior to this meeting by Elaine Walker, INPS Treasurer. There were questions concerning number of members used (350/340). The budget may need some additional work. Steve moved and Sonja seconded that the budget be adopted. Motion passed.

### **Board Meeting Schedule 2013**

LaMar proposed the following dates for Board Meetings.

January 23, 2013	7:00 pm MST/6:00 pm PST
April 17, 2013	7:00 pm MDT/6:00 pm PDT
June 21, 2013	at the annual meeting in Boise
October, 2013	7:00 pm MDT/6:00 pm PDT or at the Rare Plant Conference

April 17, 2013 won’t work so April 24, 2013 was substituted.

It is not yet known when the Rare Plant Conference will be scheduled in October. Karl and Ardys preferred that it not conflict with elk hunting season.

The June 21 meeting will be held Friday at the start of the Annual Meeting conference at 1:00.

### **The INPS Annual Meeting Schedule**

2013 – Wood River (This will be the joint meeting between the American Penstemon society and INPS. Pahove is helping with this meeting also as it will be held in Boise.)

2014 – Upper Snake

2015 – Sawabi

2016 –White Pine

2017 – Loasa & Wood River (These two chapters are combined as there are so few members in the Wood River chapter.)

2018 – Calypso

2019 - Pahove

2020 – Upper Snake

**Review of 2013 Annual Meeting planning and registration fee– joint meeting with the American Penstemon Society (APS)**

In the February issue of Sage Notes a complete description of the conference and the registration form will be published. The conference description and the registration form will also be posted on the home page.

LaMar discussed the estimate process used in determining what the registration fee will be for the joint meeting. These costs were discussed at a late November planning meeting of the conference committee. Any money left over from the conference attributable to INPS members will be used for future annual meetings.

The best estimate for the registration fee based on estimated attendance: 100

Proposed expenses:

<b>Budget Item</b>	<b>Cost/Attendee</b>	<b>Cost 100/attendees</b>
Hotel deposit	\$2	\$250
Botanical Garden fee	\$10	\$1000
Meals		
Friday reception	\$20	\$2000
Saturday banquet	\$35	\$3500
Sunday social **	\$30	\$3000
Tour supplies (water, first aid)	\$1	\$100
Copies, badges, supplies	\$5	\$500
Speaker honorarium	\$1	\$100
<b>Subtotal</b>	\$104	\$10,400
25% contingency *	\$26	\$2,600
<b>Meeting Total</b>	\$130	\$13,050

\*\*If an attendee chooses not to attend the Sunday social, the registration fee will be reduced by \$30 to \$100.

\*Contingency has two purposes, first to take care of unexpected expenses; second, if INPS realizes a surplus, it will be used for future annual meeting.

LaMar discussed the registration fee, the contingency percentage, surplus disposition in more detail.

Elaine has reserved the group site campground at Gray Back Gulch - \$309 for 3 nights. Pahove chapter (only 1 possibility so far) may open homes to participants. The group campground is not reserved for Thursday or Monday nights so campers would need to reserve for themselves. If there are sufficient

numbers for either night, then possibly Elaine can negotiate a reservation. Steve okayed for Nancy to send out the conference document to inps-state listserv. LaMar reiterated that this was an excellent opportunity to meet many in the Penstemon Society and to learn more about our native plants. Nancy moved and Elaine seconded to approve the registration fee structure.

### **Consideration of joint annual meeting with the Eriogonum Society in 2014**

The following is included as background from the Agenda document.

*The Eriogonum Society (ES) will have its annual meeting in Idaho the latter part of June or the first part of July, 2014. The meeting will most likely be in Twin Falls with field trips both north and south of the city. The 2014 INPS annual meeting will be hosted by the Upper Snake (US) Chapter. At the board meeting of the Upper Snake Chapter on Dec 10, 2012 the possibility of having a joint INPS/ES meeting was discussed. Following is a paragraph from that meeting which shows the US Chapter board supporting the idea of a joint meeting. If the INPS board is in favor of a joint meeting, LaMar will send a letter to the Eriogonum Society seeking a joint meeting. If they agree, the US Chapter would work with the ES annual meeting planning committee to work out the details.*

*“Alan (Crockett) had read in Sage Notes that Lamar Orton ... INPS President, had suggested considering holding the 2014 annual INPS meeting in conjunction with the annual Eriogonum Society (ES) which will be meeting in the Twin Falls area in late June or early July. After reading this news, Alan called Steve Love, President of the ES, to explore the possibility of combining the two societies. Steve recommended talking with Lamar. The ES tentatively plans to meet in Twin Falls, possibly use College of Southern Idaho classrooms for meetings, have members camp at Lamar’s Plantasia Cactus Gardens or stay in motels with field trips to Gooding City of Rocks about 40 miles away. The board unanimously agreed that a joint meeting would be a good idea. Alan, Sue and Shari volunteered to help organize the meeting. There would have to be a separate meeting Saturday evening for INPS members and there could be a separate optional field trip. Alan will contact Lamar.”*

A joint meeting with the Eriogonum Society should be another excellent opportunity. Upper Snake requested that the board investigate a joint meeting. LaMar discussed the many buckwheat species in the Twin Falls areas. Steve mentioned that we won’t know until after the joint 2013 INPS/APS whether we like the format of a joint meeting; however the decision must be made before the 2013 Annual Meeting. Steve and Allen discussed other possible locations, such as Mt Harrison but it doesn’t have good bloom until later in July. Allen reported that the Upper Snake Board was enthusiastic, excited to have a meeting with another Society. Derek moved and Sonja seconded that we authorize Upper Snake to pursue having a joint meeting. The motion passed.

### **Native Plant Appreciation Week**

A proclamation has been requested from the Governor’s Office (Proclamation Department) proclaiming April 28-May 4 as Native Plant Appreciation Week. Each chapter should help to publicize and hold events celebrating the week. The proclamation will be posted on the website when it is available. Generally someone in Boise picks up the actual proclamation to make desired copies. Others download it from the website as a pdf.

### **Consideration of a Lifetime Membership**

Confidential information was discussed and is hidden from the minutes.

Janet and Susan Ziebarth each sent Karie the list of requirements. She and others would assemble the documentation and present it to the Board before the April meeting. The Board would approve the Award at that time if sufficient documentation. Nancy asked that at some future date we have a more complete discussion of the Lifetime/Achievement Awards. There are currently nine life members listed. Janet mentioned that requirements were developed during her time as President as there had not been

rules before. Janet sent the requirements today to all board members. Allen mentioned that the requirements seemed adequate. We will await approval until the documentation is presented.

### **Consideration of a cloud-based shared file system for INPS membership and financial documents**

Elaine Walker, Cathy Frischmann and Bob McCoy have been exploring using a cloud-based file system for our membership and financial documents. Bob presented a brief description of their findings using Google Drive and Skydrive. Elaine said that one treasurer on dial-up preferred not to use it. Others were willing to try it. Nancy suggested Bob, Elaine and one or two treasurers work with it and determine how best to set it up. Allen said Google Drive works smoothly for him. No vote is necessary; it is okay to go forward with trial. Jane reminded that changes to the membership files must be done carefully to avoid disrupting label production for Sage Notes.

### **The following Committee Reports were presented.**

#### **The Bylaws Committee**

The committee, composed of Nancy Miller, Janet Benoit and Kristin Fletcher, has recommended changes to the current Bylaws. The proposed amended Bylaws document was sent to Board members earlier and was also included as an attachment to the Agenda.

Nancy, Kristin, and Janet went over their recommendations, both for changes to the Bylaws and for a Policy and Procedures Manual (a separate document supporting the Bylaws). Janet pointed out that the Conservation Policy developed a number of years ago was the start of the Policy Manual. Kristin mentioned Lifetime Membership as another piece which should be included. Ardys asked if the Policy and Procedure Manual should be mentioned in the Bylaws. Kristin asked where it would go in the document unless it was the responsibility of a certain officer. Derek moved and Carol seconded that the proposed Bylaws document be approved. Karl asked why the Bylaws weren't the governing rules. Kristin described the Bylaws as being similar to a constitution, the basis for the organization, and that Bylaws were by nature not easily amended. The policies and procedures were more like the day-to-day regulations we live by. The motion passed. The Amended Bylaws document will be posted on the INPS website for members to read. The February issue will notify members of the Bylaws revision, the URL or link where the changes may be viewed, and that paper copies may be requested of chapter presidents by those without internet access. The Board will establish the process by which the members will be asked to approve the revised Bylaws.

Ardys asked who was responsible for the Policy and Procedure. Nancy said that a start had been made in that some policies and procedures were already listed on the State Board webpage, namely the Conservation Policy statement and the Reporting Requirements for Treasurers. She suggested other policies or procedures would be developed by different people or committees. Allen asked about Robert's Rules governance and about a parliamentarian. Nancy pointed out that Article IX mentioned the version under which we operate. LaMar stated that we did not have a parliamentarian. He also suggested that the reassessment of the Member-at-Large position would be another likely candidate for the manual.

#### **Conservation Committee**

A letter from Justin Fulkerson, chairman of the Conservation Committee, was presented and included a summary of the committee's activities and also some suggestions on how to proceed / help the conservation effort. Nancy recommended that other chapter representation was needed to help him with this excellent start. Derek will discuss the committee structure with Justin February 7 in Boise.

**ERIG Committee**

The ERIG Committee Report (January 2013) by Janet Bala, chair of the ERIG Committee was included in the attachments sent to board members. It had stated that the board needed to determine the allocation. Janet Benoit reminded that we voted on an allocation of \$1000.00 at the previous meeting.

No further action was taken at this point on a request for exception regarding the 2008 Bannock County native plant field guide change to an online plant list. (Nancy has requested that we see the document or receive a link if it is posted online.)

One project, the Roosevelt Elementary Outdoor Classroom, has been completed and they have been reimbursed \$340. They should be submitting an article this spring to Sage Notes. Other projects are still in progress.

Some donations have been made recently to ERIG in response to our publicizing the need for additional funds. In 2012 Archie and Mary George donated in memory of Sarah Moore; Nancy and Reid Miller donated in memory of Margaret Ely and Sarah Moore.

In 2013 Reid and Nancy Miller donated in memory of Ray Boyd; in addition, LaMar Orton, Nancy Cole, Molly O'Reilly and Susan Rounds made donations. White Pine Chapter donated \$500 from their calendar and plant sale funds towards the ERIG program.

**Membership Committee**

The membership committee has not made any new recommendations. Elaine will look at Sage Notes and other expenses. Ardys reminded that there is still the question about whether Patron and Sustaining membership categories should return the same percent of dues (25%) to the chapters as the other categories. That should be a topic of the next meeting. Contact committee members Ardys, Elaine, or Alan Crockett with your comments.

**Nominating Committee (and balloting)**

The nominating committee members are Karie Pappani, Jody Hull, Karl Holte and Derek Antonelli. Election for INPS President and Secretary will be held this summer with results being announced at the Annual Meeting in Boise in June. The Nominating Committee prepares the ballot for the election. The ballot is to be published in Sage Notes or mailed separately at least 30 days prior to the Annual Meeting. Members of INPS are encouraged to contact members of the Nominating Committee with suggestions for nominees for President and Secretary. No decision has been made yet regarding how INPS will publish/send the ballot to membership.

**Photo Contest Committee** Karie reported that the Photo Contest rules and entry form will be published in the February issue of *Sage Notes* and are already posted on the website. Entries may be submitted March 31 thru August 30. She has sent an email to Chapter Presidents asking them to publicize this.

**Rare Plant Conference Committee**

No report provided at this time.

**Sage Notes Committee**

Jane Rohling, editor of *Sage Notes*, provided many suggestions/recommendations to the Board regarding editing and publication in a letter which was attached to the Agenda. She reported that she saw two printers on Monday. The one she received a quote from was about twice as expensive as Boise Metro. Boise Metro does provide a non-profit discount and a sponsor discount because their logo is printed on the back page of *Sage Notes*, but they have not provided good turnaround on several issues. Some of the delay was due to INPS problems.

She uploaded the December issue to Boise Metro. Elaine must provide the Excel file for labels.

Jane reiterated that she can't continue to spend this much time on each issue. There are problems with submissions embedded in email text rather than attachments, with photos not being sent as high resolution photos (these also need to be sent as attachments), and with late and/or unreviewed submissions. She has agreed to do the May issue but would like to be replaced as editor before August. She believes if it is to continue to be a quarterly journal more like a magazine, then it should have a longer period between the submission deadline and the publish deadline, and that the work should be divided among a larger group of people. Allen asked if her recommendations were followed, would her decision be different? No definite answer.

She had also looked at other similar organizations and how they managed newsletters/journals and other publications.

Janet Benoit mentioned that chapter news was important to keep the contact between chapters because we are spread throughout the state. We do now have more chapter event information online (home page, facebook, chapter webpage or website, however there is not uniform chapter acceptance or participation. She suggested the Board should determine their vision for *Sage Notes*. Many non-profit organizations such as INPS have completely different formats for their newsletters, journals, etc. LaMar has suggested an adhoc committee – LaMar, Elaine, Steve, Janet, Derek, and Nancy - to research and come up with a recommendation. Jody asked to be included on this committee by email (Her microphone was not working.). We are still looking for other members or contacts with publishing skills who could help. Chapter presidents were earlier asked to canvass their members and report to inps.secretary but to-date there has not been response.

(Note: The February issue is being done by a substitute editor on a one-time basis using templates provided by Jane and a compilation of all submitted materials by Nancy.)

### **INPS Steering Committee on Rare Plant Ranking**

Beth Colket, chair of the Steering Committee spoke to the Board about the history of the committee, the outreach she and others performed in recruiting members to the committee, the number and the interests and occupations of members, and the process the committee had followed to determine the recommendations. Their committee had reached consensus after many meetings. She had provided a letter of introduction for the Board, listing the recommendations:

1. INPS will no longer implement its own rare plant ranking system (see INPS rank description and results from 2011 Rare Plant Conference at [http://www.idahonativeplants.org/rpc/2011\\_Results\\_IRPC\\_v2.2.doc](http://www.idahonativeplants.org/rpc/2011_Results_IRPC_v2.2.doc))
2. Instead, INPS would:
  - a) Maintain a list of rare plants (see attached file INPS\_new\_system12062012.docx); and
  - b) Rank plants using the NatureServe Rank Calculator via Regional Working Groups.

She discussed the objectives as well for INPS to:

- a) Have a single rank for Idaho to decrease confusion. This will make it easier for federal agencies in determining their own sensitive species lists, which do provide legal protection for those plant species.

- b) Work with the Idaho Natural Heritage Program to create NatureServe ranks so that they are developed faster and so that INPS can collaboratively contribute and have some ownership in the rank that we as INPS accept.
- c) Collaborate more closely with Idaho Natural Heritage Program and share the responsibility and workload of ranking Idaho's species.
- d) Retain independence from Idaho Natural Heritage Program by maintaining its own list of rare plants.
- e) Keep the work of the Idaho Native Plant Society to a minimum (assuming that realistically we won't get the commitment from botanists to compile information and rank species).
- f) Create a more transparent and repeatable method.

Other members had participated in committee discussions; however the INPS Steering Committee members who had been present and voted unanimously on these recommendations were Karen Colson, Rose Lehman, Beth Corbin, Dawn Loomis, Derek Antonelli, LeAnn Abell, Beth Colket, Anne Halford, and Justin Fulkerson. LaMar thanked Beth and the committee for their considerable time and effort in redefining this process.

Beth discussed Regional Working Groups (RWG) which would serve as forums for sharing information about Idaho's rare plants. There will be a southern RWG meeting February 7 in Boise to be organized by Beth Corbin and Anne Halford. Derek will organize the northern RWG after the first northern meeting. These RWG meetings will be excellent preparation for attendees of the Rare Plant Conference in October. Beth is satisfied that most who attend the RPC and use the ranking process will be satisfied. Janet said that most INPS members know little of the ranking process and that the professionals in the fields should advise.

Karl Holte had a question about the Watch list which is not part of the recommendation. Beth said current Watch list species would go on the Rare Plant list. Derek said RWGs will generate a list of those species needing monitoring. A motion to approve as recommended was made by Derek and seconded by Ardys with the understanding that the Watch List issue be discussed at the next Rare Plant Conference. The motion passed.

The letter and the report will be posted on the website for members to read (an email will be sent to chapter presidents to notify them when the documents are posted). There will be mention in the February issue as well.

**Website Committee** LaMar listed recent modifications to the website which include options to renew and join online using PayPal and to make donations to the ERIG program using PayPal. Working on the website or on the committee to redesign are Ann Debolt, Stephen Love, Nancy Miller, LaMar Orton, Karie Pappani, Paul Shaffer and Elaine Walker. Paul had sent LaMar a list of some changes that he recommended. The committee will continue to work on the redesign and will provide recommendations to the Board.

In response to Allen's question, Elaine Walker said PayPal was working well for renewals and ERIG donations. LaMar said both had worked for him. Elaine said that the PayPal percentage was about 3%. She gets an email for each transaction which she can forward to the chapter treasurer or the ERIG chairperson.

The meeting was adjourned at 10:51 MST by LaMar Orton.

Post Minutes from the secretary. At some point Ardys reported that she had not received the agenda or the documents. Nancy determined that her Google account id had changed from [Ardys' email](mailto:Ardys'email) to [ardysardys@gmail.com](mailto:ardysardys@gmail.com). Email would have gone to the second email address unless it was forwarded to the first on arrival. Nancy does not know how it changed as she does not have the capability to change it. Only the account holder can change it. Ardys' original account was re-added by Nancy after the meeting while we try to determine the reason for the change.

Agenda reports are being uploaded to Google Drive and shared with inps-state group members.