

## **INPS Board Meeting Minutes, April 24, 2014**

The quarterly meeting of the Board of Directors of the Idaho Native Plant Society was held April 24th, 2014 via conference call/Skype with all board members listed below participating (except as noted). Prior to the meeting, President LaMar Orton distributed the Agenda and Reports via email to board members. The distributed items are shown below in italics and added discussion is shown as normal text. LaMar Orton called the meeting to order at 7:16 pm MDT and welcomed those in attendance.

### **Current Board Members**

*President, LaMar Orton, phone: 208-734-7959, 208-308-6840 (mobile), Skype id lamar.orton2*

*Vice-president, Stephen Love, phone: 208-681-8742, Skype id monaquita.love*

*Treasurer, Elaine Walker, phone: 208-336-3983, Skype id tulara.drive*

*Secretary, Alan Crockett, phone: 208-529-5188, Skype id alanbcrockett*

*Member-at-Large, Mel Nicholls, phone: 208-233-0714, Skype id mel.nicholls44 absent*

*Past-president, Janet Benoit, phone: 208-683-2407*

*Past Secretary, Nancy Miller, phone: 208-882-2877 Skype id nancy.j.h.miller*

*Calypso, Derek Antonelli, phone: 208-762-2575, Skype id derek.antonelli1 joined 7:34 pm*

*Loasa, Kelvin Jones, phone: 208-886-7051*

*Pahove, Karie Pappani, phone: 208-658-4529*

*Sawabi, Bob McCoy, phone: 208-241-5851, Skype id hiderstrat*

*Upper Snake, Rose Lehman, phone: 208-390-4744, Skype id Rosa.leh1 joined 8:15 pm*

*White Pine, Sonja Lewis, phone: 208 883-2638, Skype id sonjalewis-i-am*

*Wood River, Carol Blackburn, phone: 208-886-7051 call at Kelvin's joined late*

### **Reports on Agenda Items**

*Item #3 (1) Review of informal audit by ISU Accounting Depart. (Bob Picard).*

*Mr. (Dr.) Picard will review with us the status and findings of the audit report that his students are doing for INPS. To date we have received no additional information.*

Dr. Picard was on the conference call and he stated a written report will be prepared and submitted to INPS. There have been no negative findings but there are opportunities for improvement. If one person does all the financial work, there is more risk than if more people are involved in the process. There will be greater integrity if:

1. Duties are separated, income versus spending,
2. All dues are paid to the State using an online payment system and then

disbursed to the chapters,

3. Another person is required in the spending approval process.

*Item #10 c (2) ERIG Committee*

*Janet Bala has provided a report that was sent to the board on April 22<sup>nd</sup>. She will join us for the meeting and we will move her to the front of the agenda. The 2014 ERIG allocation is \$2000.*

Janet wanted help in determining how to fund four proposed projects for this year. Two thousand dollars are available and \$3200 has been requested. Current reviewers are mixed in their views. More reviewers of the proposed projects were requested and Karie, Derek and LaMar volunteered.

*Item #1 (3) Approval of minutes of Jan 30, 2014 Board Meeting.*

*The minutes are on the INPS website under State Board. Please review before the meeting at [http://idahonativeplants.org/inps/boardmeet\\_2014\\_01\\_30.pdf](http://idahonativeplants.org/inps/boardmeet_2014_01_30.pdf).*

Janet make a motion to approve the minutes as posted, Elaine seconded the motion and the motion was approved by acclimation with none opposed.

*Item #2 (4) Presentation of Treasurer's reports – review and accept.*

*Attached are the reports provided by Elaine.*

Elaine reviewed the budget and membership tables (see attached). She pointed out that the household column in the membership table shows the number of members, while the remainder of the table shows memberships. However, some sustaining memberships are for two people as well so there is some inconsistency. And apparently at least one chapter considers that a senior membership may be for one or two people although this was never the intention. It was suggested that separate tables, one showing membership and another showing members would be useful. Membership is down considerably from last year and there was discussion as to whether encouraging members to rejoin was a responsibility of the Chapters, State or both. Chapters will remind their unpaid members that INPS membership fees are due. After the chapter reminders are sent, a reminder will be sent by Elaine to people that were members last year but have not rejoined this year.

Alan moved to approve the treasurer's report, Derek seconded the motion and it was approved by acclimation.

*Item #4 (5) Update of joint annual meeting with the Eriogonum Society in 2014.*

*The March Sage Notes has the annual meeting schedule and agenda, plus registration form for the meeting. That issue of Sage Notes should be out very shortly. The issue has been distributed electronically.*

*There are currently 38 people registered for the joint annual meeting.*

*No action is needed from the board on this item.*

*Item #5 (6) Update on 2015 annual meeting*

*The 2015 annual meeting falls to Sawabi Chapter. Bob McCoy, past president of the Sawabi Chapter provided the following narrative for our last meeting:*

*“The Sawabi Chapter is responsible for organizing the 2015 annual INPS meeting. Due to the enthusiastic response for joint annual meetings the Sawabi Chapter contacted the Teton Chapter of the Wyoming Native Plant Society in early November 2013 to ascertain if the WYNPS would be interested in having a joint annual meeting with the INPS. The venue would be the Teton Mtns. with the meeting itself on the west side and field trips on both the east and west sides of the mountain. The boards for both the Sawabi Chapter and the WYNPS held meetings in November and December and approved the joint meeting. An email requesting input was sent by the Sawabi Chapter to the INPS board members and the response was positive. The Teton Chapter has agreed to co-organize the meeting along with the Sawabi Chapter. The meeting will most likely be held in late June or early to mid-July.”*

*The date of the annual meeting has yet to be set. The Sawabi Chapter and the Wyoming Native Plant Society are working to find a date that works for both organizations and that provides the best opportunity for viewing flowering plants.*

*No action needed from the board at this time.*

The suggested dates for the meeting are the weekends of July 11<sup>th</sup> or 18<sup>th</sup> (to be announced at the June annual meeting) so as to help ensure that high altitude wild flowers will be in bloom. Amy Taylor has plenty of local flora experts to lead trips. The plan is to have the meeting on the west side of the Tetons and field trips on perhaps both sides of the range. The Wyoming group prefers camping out and an informal atmosphere as opposed to the more formal arrangements of the 2013 and 2014 INPS annual meetings.

*Item #6 (7) Archiving valuable INPS information.*

*Karie has requested that this item and also item #7 & #8 be added to the agenda. She has provided the narratives for the three items:*

*“The goal is to collect and store valuable INPS information. Jody and I have 3 boxes of information from Michael Mancuso, Ann DeBolt, and others that we are preparing for submission to the Idaho Historical Archives. There is currently one box at the Archives that I believe was submitted by Mary McGown. Are there any other materials from across the state that we should consider submitting?”*

LaMar has two boxes of material, some of which perhaps should be added to the archive. It would be useful to know what is currently in storage so as not to duplicate items and such a list is being prepared. Nancy has old back issues of Sage Notes and boxes of other INPS material which might be appropriate for the archive.

*Item #7 (8) Maintaining History of INPS.*

*“The purpose is to record INPS state and chapter history to gain a better understanding of past events and members and to preserve our history into the future. This would be helpful for officers and could be incorporated into educational materials or brochures or it could be added to the website for individual chapters or the state INPS. The Pahove Chapter is currently recording information by year and activity. We also have some founding members who are writing up a history of the early years of INPS.”*

*Item #8 (9) 35th Anniversary Edition of Sage Notes.*

*“It is the 35th anniversary of the newsletter in 2014. The first newsletter was called Pahove and it was printed in 1979. In 1981, the publication was called Sage Notes. The purpose would be to recognize the newsletter with a black and white issue including the first Rare Plant Conference, species of concern, field trips, book reviews, inception dates of chapters, major events, and biographies of officers and such. It could be a compilation of articles from old Sage Notes issues.”*

The board liked the idea of an anniversary issue of Sage Notes and also discussed the idea of devoting some portion of every issue to historically published materials.

*Item #9 (10) Discussion on the INPS treasurer's workload*

*With some 300 members and 7 chapters, the workload for the INPS treasurer has become daunting. Membership fees are paid both through the State treasurer and through the chapter treasurers. Coordinating those memberships to assure that all members are accounted for both in the chapters and on the mailing list for Sage Notes plus assuring that the State and Chapter fees are correctly distributed has become monumental task for our volunteer treasurer. A small committee composed of Elaine Walker, Jody Hull, Bob McCoy and LaMar Orton is working to find solutions to lessen the work load. The discussion includes:*

- 1. Moving the membership responsibilities to a membership coordinator or to the membership committee.*
- 2. Finding technical solutions through available computer programs or through our website that will allow much easier tracking of memberships.*
- 3. Multiple year membership sign up rather than having all memberships coming due in January of each year.*
- 4. Funding a part time position to handle membership and other treasurer duties.*

*Any ideas from the board would be most helpful and appreciated. Others that wish to work with the committee would be most welcome.*

Elaine is currently trying to handle three jobs, treasurer, membership and mail manager; too much. Bob McCoy suggested using packaged club software for non-profits to automate some of the activities. Some such software is available for a fee from Microsoft.

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At this point, the bad phone connection among board members got so bad the meeting was suspended at 9:04 pm MDT. None of the following was discussed.

*Item #10 Presentation of Committee Reports*

*a. Bylaws Committee*

*No action from this committee to report.*

*b. Conservation Committee*

*Conservation Committee chairman, Derek Antonelli has provided the following report:*

*“1. Roger Rosentreter, Karie, and Derek reviewed the USFWS proposal to reinstate threatened status of slickspot peppergrass. Karie and Derek prepared a letter with comments for Lamar’s signature. A copy of the letter is attached.*

*2. The INPS Rare Plant Conference (RPC) held on February 26 and 27 in Boise was very successful. Thanks to Sawabi Chapter for hosting the event and Beth Colburn and her team for leading the conference. A total of 63 rare plant species were reviewed during the conference. Many people from throughout the state gave presentations related to Idaho rare plants.*

*3. The Clark Fork River Delta Restoration Project that was highlighted at the 2012 INPS Annual Meeting is moving ahead. The Environmental Assessment for the project has completed the comment process. The project is slated to begin this summer pending final approval from the Bonneville Power Administration. The major construction efforts will begin as soon as the water levels of Lake Pend Oreille are drawn down this fall (about November). The project has established a website (ClarkForkDelta.org). Your members may be interested in following the progress of this project on the website. Volunteer opportunities abound on the project if anyone will be in the area.*

*d. Membership Committee*

*There is currently no membership committee. (Elaine is the one person membership committee.) Please see item #9 above.*

*e. Nominating Committee/Ballot Counting Committee*

*A Nominating Committee is needed for this year’s election of vice-president and for treasurer. Please provide suggested names for that committee.*

*f. Photo Contest Committee*

*Photo contest winners have been notified and the winners and their photos are in the March issue of Sage Notes.*

*Do we want to continue with the photo contest? If so, what chapter would like to sponsor it for 2014-15?*

*g. Rare Plant Conference Committee*

*The Rare Plant Conference took place on February 26 & 27, 2014 in Boise. There is a report on the conference in the March issue of Sage Notes and a full report on the conference will be in May issue of Sage Notes.*

*Beth Corbin has provided the following information:*

*“I'm working on an article for Sage Notes. I'll send you a copy when I get it a little more polished (this week). Yes, it went well, I thought. We had good attendance (about 59 folks) and participation. We ratified the change to the INPS Rare Plant List Format, and finalized ranking on 63 plants. Then we heard presentations on 11 different conservation subjects. We had two dinners with good opportunity for networking and socializing. The next RPC will be in about 2 years, but in the meantime we're encouraging people to keep active in the Rare Plant Working Groups (RPWGs) using the electronic Forum to keep momentum going and continue researching and ranking plants.”*

*No board action is required.*

*h. Sage Notes Committee*

*Due to illness the March issue of Sage Notes was delayed. It has now been reviewed and should be to the printer very shortly. It was placed on the INPS website on April 22, 2014.*

*j. Website Committee*

*Changes to the website could take place to help with the membership issues addressed in item #9 above.*

*Item #7 Additional items*

*Board meetings for the year are:*

*June 20<sup>th</sup> at annual meeting in Twin Falls 10:00 am – noon. We could meet earlier for a more in-depth meeting, if the board wishes.*

*October 23<sup>rd</sup> – Thursday*

Respectfully submitted, May 2, 2014, revised May 9, 2014

Alan B. Crockett  
Secretary, INPS

**INPS Member Report  
As of 3/31/14**

**Membership by Chapter/Category**

Chapter	Household*	Individual	Life	Patron	Senior**	Student	Sustaining**	Totals	% by Chapter	\$\$ by Chapter***
Calypso	2	1	0	0	3	1	2	9	3%	\$149.00
Loasa	10	5	0	0	4	0	1	20	7%	\$270.00
Pahove	26	32	10	1	16	1	3	89	30%	\$1,205.00
Sawabi	18	3	2	0	35	1	5	64	22%	\$784.00
Upper Snake	12	9	0	0	5	0	1	27	9%	\$370.00
White Pine	30	11	0	1	11	3	18	74	25%	\$1,387.00
Wood River	0	2	0	0	0	0	0	2	1%	\$34.00
At Large	0	3	1	0	2	0	2	8	3%	\$141.00
<b>Total</b>	98	66	13	2	76	6	32	<b>293</b>	100%	\$4,340.00
<b>% by Category</b>	33%	23%	4%	1%	26%	2%	11%	100%		
<b>\$\$ by Category*</b>	\$1,078.00	\$1,122.00	\$0.00	\$200.00	\$760.00	\$60.00	\$1,120.00	\$4,340.00	100%	2014 State
								\$1,085.00	25%	Actual:
								\$3,255.00	75%	\$1,798.44

**Membership by Expiration Date**

Expiration Date	#	%
12/2014	264	90%
12/2015	13	4%
Beyond 2015	3	1%
Life	13	4%
<b>Total</b>	<b>293</b>	<b>100%</b>

\***Note on Household:** This number represents the total number of household members, not the total household memberships. Divide the number in half to get the total memberships.

\*\***Note on Senior and Sustaining:** These numbers represent the total number of seniors and sustaining members. Some of these members represent a household and some represent individuals.

\*\*\***Note on Dues Income:** Because dues for any given year are received in two separate years, and Sustaining and Patron level memberships may be remitted at more than \$35 and \$100 respectively, it is time prohibitive to determine exact income figures for any given year. This is a best estimate.



**Idaho Native Plant Society  
State Treasury Income Statement  
1st Quarter 2014**

<b>Income:</b>			<b>YTD</b>		<b>Budget</b>	<b>Actual to Budget</b>
Membership Dues	1,798.44		1,798.44			
Sage Notes Ads	72.00		72.00			
Annual Meeting	-		-			
Rare Plant Conference	1,994.00		1,994.00			
Calendar Sales	-		-			
Donations - ERIG	511.00		511.00			
Donations - General	-		-			
Interest Income	3.70		3.70			
<b>Total Income</b>		<b>4,379.14</b>		<b>4,379.14</b>	<b>-</b>	<b>(4,379.14)</b>
<b>Expenses:</b>						
Dues to Chapters	-		-			
Sage Notes Editing	-		-			
Sage Notes Printing	-		-			
Misc Supplies	-		-			
ERIG Expenditures	1,131.36		1,131.36			
Annual Meeting Expenses	-		-			
Rare Plant Conference	1,975.58		1,975.58			
PO Box Rental/Postage Due	88.00		88.00			
Website Hosting	-		-			
Bank/PayPal Fees	17.02		17.02			
Sales Tax	-		-			
<b>Total Expenses</b>		<b>3,211.96</b>		<b>3,211.96</b>	<b>-</b>	<b>3,211.96</b>
<b>Net Income</b>		<b>1,167.18</b>		<b>1,167.18</b>	<b>-</b>	<b>1,167.18</b>
<b>Balance Sheet</b>						
<b>Assets:</b>						
ICCU Checking	2,071.19					
ICCU Savings	13,493.65					
Dues due from Chapters	429.00					
Due from PayPal	911.00					
<b>Total:</b>		<b>16,904.84</b>				
<b>Liabilities:</b>						
Sage Notes Editing/Printing	825.00					
Dues due to chapters	336.52					
Unclaimed ERIG funds (2007-2013)	1,853.64					
ERIG Funds not awarded	3,324.93					
<b>Total:</b>		<b>6,340.09</b>				
<b>Net Balance:</b>		<b>10,564.75</b>				
<b>Funds:</b>						
ERIG Funds	5,178.57					
Annual Meeting Funds	1,100.36					
General Fund	10,625.91					
<b>Total:</b>		<b>16,904.84</b>				