

## SE-EPPC BOARD MEETING MINUTES

MAY 11, 2011 – LEXINGTON, KY

### Attendees:

Beverly James, Vice president, KY-EPPC

Jimmie Cobb, President, AL-IPC

Lee Patrick, Treasurer, SE-EPPC

Marie Kerr, proxy, TN-EPPC

Karan Rawlins, President elect, GA-EPPC

Joyce Bender, President, KY-EPPC

Nancy Loewenstein, President, SE-EPPC

Kevin Willis, Invasive Species Specialist, SE-EPPC

David Moorhead, UGA

Karen Brown, Secretary and FLEPPC rep

Meeting called to order at approximately 8 PM.

President's report – Nancy Loewenstein: Kevin Willis has been hired as the new Invasive Species Specialist, funded by the USFS grant. Kevin introduced himself.

Treasurer's report – Lee Patrick: the IRS now has EINs for each chapter, although SE-EPPC handles IRS reporting needs for the chapters. An IRS extension was filed and all state chapter reports for IRS filing purposes are due for FY 09/10; send reports to Lee Patrick, Treasurer, SE-EPPC. A written SE-EPPC balance sheet was distributed by Lee showing a total of \$15,756. in checking, and \$10,176. in savings, with a total of \$25,932.

Editor's report – Karen Brown: submitted an Editor's Report (attached). Report was reviewed. Regarding hike in chapters' contributions from \$5 per member to \$10 per member, both TN and KY had reservations about the cost and suggested that \$8 might be more reasonable. After discussion, Karan Rawlins made a motion that the contribution be changed effective with the October 1, 2011 fiscal year to \$10 per member, per year. Jimmie Cobb seconded the motion, and it was unanimously approved. A bylaws change is needed to clarify membership rates and contributions from chapters to SE-EPPC for future issues of Wildland Weeds. Board members all felt that state chapters should set their own membership rates. This should also be clarified in the SE-EPPC bylaws.

Vendor Committee report – Bill Kline: Vendor response was low for this meeting, as it was last year. Only five or six vendors signed up to attend. SE-EPPC differs from other groups in that it asks for "sponsorships" rather than vendors with tables and displays. It doesn't work as well. At future meetings, Bill would like to separate calls for vendors from calls for sponsors, and emphasize the opportunity to set up displays and present new research and products. This was agreed to by all.

Annual Meeting report – Joyce Bender: all registered attendees will automatically become KY-EPPC members. Posters will be judged and winners will be announced at the end of the conference. Joyce

has the SE-EPPC banner and it will be displayed. UK student posters will be judged and awards presented at the end of the meeting.

Annual SE-EPPC Award – the award(s) will be presented at the Wednesday luncheon.

Annual business meeting – chapter updates will be given by a representative of each chapter, as will officer reports.

SE-EPPC Student Grant discussion:

- One grant to hosting state of annual meeting
- Support presentation of research
- Advertise on list-serv, blog, Wildland Weeds
- Present at annual meeting
- Funds to be dispersed to individual, not via their university
- Amount = \$1,500.
- Lee Patrick noted that we may need to file a 1099 IRS form

Karen Brown motioned to accept the above parameters; Karan Rawlins seconded. The motion was approved unanimously. An RFP will need to be developed.

Meeting was adjourned at 9PM.

Action items:

- 1) A bylaws change is needed to clarify membership rates and contributions from chapters to SE-EPPC for future issues of Wildland Weeds.
- 2) Board members all felt that state chapters should set their own membership rates. This should also be clarified in the SE-EPPC bylaws.
- 3) State chapters' reports to the SE-EPPC Treasurer, Lee Patrick, are due for IRS filing purposes.
- 4) An RFP will need to be developed for the new SE-EPPC Student Grant Award.

## SE-EPPC Editor's Report

May 2011

### Lexington, KY – submitted by Karen Brown

- 1) Winter/Spring issue of Wildland Weeds in progress. Issues to be combined due to tardiness in publishing Winter 2010 issue. Will be Vol. 14, Issue 1-2.
- 2) Chuck Bargeron added a link and cover image for Wildland Weeds to each chapter's website to increase visibility and availability; TN added their own. All issues are available as PDF files online, and an archive is searchable by issue, author, or plant species with individual articles available as PDF files. This has not been updated since the Winter 2008 issue; volunteer help is requested.
- 3) Extra copies of WWs were provided to the following chapters in the last six months:
  - Kentucky EPPC for a table at a big workshop in February. Mary Carol Cooper
  - TN-EPPC for a booth in Nashville at the Lawn and Garden Show in March. The magazines would be great to help encourage membership. Andrea Shea Bishop
  - SC-EPPC for 3 different education booths in January and February. Colette DeGarady
- 4) Regarding increase in annual chapter contribution towards WWs magazine from \$5 to \$10, with future advertising being discontinued effective with the beginning of the next fiscal year (Oct 1):

#### Chapters agreeing to \$10 annual fee:

NC – agreed\*

AL – agreed

FL – agreed (FLEPPC board meeting)

KY – agreed\* (Joyce Bender)

SC – agreed (e-mail of 11/4/10)

GA – agreed (e-mail of 10/27/10)

TN – wants less of a contribution, per Brian Bowen\*

MS – agreed\* (Chris Bryan)

\* per SE-EPPC board meeting minutes of 10/18/10.

from Lee Patrick's Oct 2010 SE-EPPC Budget Committee Report, Standard Operating Procedures:

- 8.) \$5.00 from each membership fee will "pass through" the SEEPPC budget to cover the costs of the "Wildland Weeds" publication. The SEEPPC Treasurer will invoice each state chapter following the September 30th end of the fiscal year. Payment should be received by October 20th of the new fiscal year.

This would need to be amended to \$10., based on decisions reached by all chapters except Tennessee, who wanted less of an increase. Abridged Wildland Weeds Strategic Planning Meeting notes follow. This action requires a motion to be discussed and voted upon.

## Wildland Weeds Strategic Planning Meeting

August 26, 2010 – Conference Call Notes (Updated 10/13/10)

Abridged 4/19/11

### Participants:

Nancy Loewenstein (Pres., SE-EPPC)

Chuck Bargeron (GA-EPPC; past pres., SE-EPPC)

Dave Moorhead (GA-EPPC)

Steve Manning – IPC (Supporter)

Ellen Donlan (FLEPPC Finance Committee)

Rosalind Rowe (FLEPPC; TNC)

Ken Langeland (past Chair, FLEPPC)

Minutes taken by Karen Brown, Editor

**The basic problem** is that 1) ad revenue is falling off, and 2) the extra work required to run ads (from a volunteer perspective) is excessive. We used to make a profit on every issue but we no longer do.

Karen stated that she has no plans to stop being the Editor but feels that the SE-EPPC and FLEPPC board and others should know how the work is done and help make some decisions. We don't need to make any decisions right away as everything is running smoothly, but the workload is becoming onerous.

**Abridged notes** (full notes are available from Karen Brown):

SE-EPPC should continue publication – it is a major tangible benefit for members. Finding content has not been a problem.

Based on the last four issues, the average cost to publish is \$3.00 per issue (\$12. per year), not counting editor's efforts, which are provided at no cost.

Suggest raising the price per member/ per year from \$5 to \$10 for all SE-EPPC chapters.

Suggested new policy: no ads – period. This would eliminate the bookkeeping tasks and ad negotiations and would require fewer pages to design and print so less work and cost to publish overall, plus less postage to mail.

Question: With regard to how chapter contribution is derived, earliest record found was Brian Bowen's Fall 2002 article in Wildland Weeds ("Southeast EPPC Update"), which stated:

... \$5/member to SE-EPPC ... from other SE-EPPC state chapters and individuals ... will be maintained and directed to offset expenses associated with the printing and mailing of Wildland Weeds ...

<http://www.se-eppc.org/wildlandweeds/pdf/Fall2002-Bowen-pp16-17.pdf>

Nancy Loewenstein checked ALIPC's bylaws and there is no mention of the \$5/member annual fee for Wildland Weeds. Ditto for SE-EPPC bylaws, however this section may be relevant to Chapters: *Section 4. The Board of Directors shall establish a membership fee schedule for each of the membership categories in accordance with the provisions of Article III. The Board may, at its discretion, amend or revise the membership fee schedule from time to time. Membership fees are due annually on a calendar year basis.*

(Note: SE-EPPC bylaws may be found at: [http://www.se-eppc.org/SE-EPPC\\_BYLAWS\\_051110.pdf](http://www.se-eppc.org/SE-EPPC_BYLAWS_051110.pdf))