

**MINUTES**  
Southeast Exotic Pest Plant Council  
Board of Directors Meeting

Draft minutes submitted to Board of Directors, 4/5/11, for review pending approval.  
Minutes approved at April 6, 2011 board meeting.

Date: October 18, 2010  
Location: Conference Call

Attendees: Nancy Loewenstein, Colette DeGarady, Dan Brown (proxy for Andrea Shea Bishop), Karen Brown, Karan Rawlins, Joyce Bender, Alix Cleveland, Bill Kline, Chris Bryan, Lee Patrick, Rick Iverson, Bill Thomas (USFWS), FLEPPC proxy: Karen Brown, AL-IPC proxy: Nancy Loewenstein, GA-EPPC proxy: Karan Rawlins, Brian Bowen, Johnny Randall.

AGENDA ITEMS:

Approve minutes from last board meeting. Karan Rawlins motioned to approve; Brian seconded. Passed unanimously.

Officer's Reports:

President (Nancy Loewenstein) - no formal report  
Treasurer (Lee Patrick) - reports attached. The not-for-profit status has been settled with the IRS. Rules for reporting have been changed recently.  
Secretary (Karen Brown) - no formal report

Annual Meeting Update:

Joyce thanked Karen and Chuck for sending out the first call via listserves. Meeting to be held May 3-5, 2011, Lexington, KY, Hilton (conference), rooms at Sheraton (parking included). UKY helping. Will be including more taxa than plants alone. Simberloff and Randy Westbrooks are speakers. Field trips shaping up. Randy - ½ day EDRR (focus on NC-EDRR). Field trips on final day. Bill Kline asked for final dates and locations so he can send out calls to vendors. Joyce said she would appreciate that. Jimmie Cobb would probably be able to help, too. Travis Rodgers may also be able to help. He'll draft an e-mail letter and draft a list for potential sponsors. Karan R. asked if anyone could be invited as a vendor and Bill said yes but to go through him so it stays organized. Joyce asked to keep the registration as low as possible since so many people don't have travel funds. Brian mentioned that the most recent meeting he was involved in calculated expenses plus about 15% to establish the registration fee. Joyce could also use help for speakers. She would like to pull people in from adjoining states as well as other chapters. Karen reminded the group of National Park Service support in previous years. Rick Iverson said possible contacts for that might be Chris Furqueron or Nancy Fraley. Dan Brown helped with silent auction last year and would be happy to advise. Nursery vendors also should be invited. State Dept Ag should have a list. Karan asked if vendors could actually sell items; UKY will look into that.

Committee Reports:

**Bylaws** - John Brubaker, Bob Parrish, Chuck Bargeron, Joyce Bender, Karen Brown - no current activity; no report.  
**Budget** - Lee Patrick (report attached). Brian Bowen, Lee, Bob Parrish met. Lee would like people to actually read the budget. Committee would like more input. They have one grant from Division of Forestry. Lee thinks SE-EPPC should fund more activities.

He went through the budget spreadsheet by line items. Many budgeted items were not spent last year, including sponsorships and scholarships. Lee has the SE-EPPC banner; it can be shipped to others for their meetings. Karen B. could look into getting a cost and updated material for each chapter. Travel budget increased by \$500 (to \$3K) primarily to help Brian attend NA-EPPC (he is the liaison) and NISAW. None is earmarked for Brian specifically. Nancy suggested we pre-approve travel for anyone and not approve it each time. Lee thinks it should be more transparent. Board agreed and will insert Brian's travel into budget.

**Communications** - (Banner, brochures, website) Chuck/Karen - see note under Budget Report.

**Editor** - Karen Brown - magazine made approx. \$1,800 on Summer issue; Fall issue in progress. FLEPPC and AL-IPC have agreed to increase of membership contribution towards publication to \$10. TN-EPPC submitted comments. NC-EPPC accepts the \$10. increase. Ask Chuck to post magazine on all chapter sites that he hosts. MS wouldn't have a problem. TN wanted less of a contribution. KY (Joyce) agreed. SC will bring it up 11/4 at their board meeting (Colette). Jimmie said chapters could ask sponsors to contribute for each chapter. Or a corporate sponsor could be found. KR to send an email to board members. Brian pointed out that we could approve the budget without this particular item being resolved and amend the budget later. NC planned their meeting in assoc. with the Vegetation Management Association; annual meeting in December; funds based on budget of last December. Rick and Karan would like extra copies for their meeting. All agreed to discontinuing ads. Technical question: is it copyrighted? Not to the extent that articles can't be used in other places. Alix said it's a significant change from a self-supporting magazine (with ads) to a newsletter. Karen explained the situation more clearly.

**Finance** - no report.

### Liaisons:

**NA-EPPC** - Brian Bowen - Oct 25-29 NA-EPPC will have two sessions; two workshops; social and EPPC meeting; 400 registered. MOA being developed and discussed with NAA board re: long-term collaboration (5 years) for co-conferencing (NAA / NA-EPPC). Next year will be in Tallahassee. NA-EPPC received \$8K from the Union of Concerned Scientists via Phyllis Windle and they looked at hiring a coordinator. This person submitted a scope of work as a policy liaison. EPPC Presidents voted and Janet Clarke was hired for an 8-month term. Doug Johnson is going to work with her. Term: Oct thru May 2011. Deliverables are assessment of national policy, monthly policy updates, monthly conference call, draft letters, Facebook page, submitting policy articles to WWs, NISC, NGOs, two proposals for potential funding policy and advocacy.

**National Park Service** - Chris Furqueron - no report

**Southeast Exotic Plant Management Team** - Nancy Fraley - no report

**Industry** - Bill Kline - talked to one person in particular re: attending the annual meeting and presenting on NPDES. Dow person - John Jachetta - for SE-EPPC meeting might be available if wanted as a speaker; Joyce said yes. He also suggested a vendor session for industry updates that is not separated from other sessions (i.e. not during concurrent sessions). Joyce expressed interest but wasn't sure she could guarantee it wouldn't be a concurrent session. Bill and Steve Manning were going to cooperate to come up with more ideas and they haven't met yet but will.

**TNC** - Colette Degarady - no report.

**USACE** - Jon Lane - no report.

**USDA Forest Service** - Alix Cleveland - submitted cost-share agreement for Division of Forestry grant for SE-EPPC and it was accepted. Dollars have been assigned. USFS to reimburse SE-EPPC up to \$7K. Details are in the agreement; might be easiest to get reimbursed quarterly. Can be used for salaries or travel but mostly salary and supplies. Alix will send out the final version. Salary figured at \$27.50

per hour (approx GS-11 Federal level; not an intern). Need a job description. Nancy made a motion that officers write a job description and Rick Iverson seconded. Alix will review. Expires 9/30/2012. Brian will send the last iteration for the SE-EPPC Executive Director job description. In-kind (non-cash) contribution is 20% (\$1,775.) \$8,815 total project value. Alix said that at the Strategic Planning Meeting, SE-EPPC was in crisis but it was decided that there was a role for the regional group. Grant is to support those decisions, a regional effort, some of the jobs that were outlined. Alix saw a need to work on cohesion. USFS treated 15,000 acres last year with the help of ARRA dollars.

**USFWS** - Bill Thomas - established a cooperative agreement with UGA and Chuck Bargerion to work with FL-CISMA sites and EDDMapS. Gave Chuck \$40K; expired 9/30/2010. Gave them an additional \$10K for CISMA enhancements. Palm Beach Post article was published on I-Phone app for large invasive constrictors and lizards developed by Chuck. Has a built-in GPS so it can immediately be submitted to EDDMapS. South Florida Water Management District (SFWMD) and NPS contributed support. Chuck might be developing an app for the new invasive plant ID guide as well.

**Member Achievement Award Committee** - Chuck (Chair), Tony, Nancy L. - no report.

**Scholarship/Research Grants** - Johnny Randall reported. Gary Ervin, Terri Killefer, Nancy Loewenstein - will model after NC and AL scholarships. Would like to make it for \$1,000. Doesn't ask for a research proposal. If not designated, the funds would just go to the recipient but they are required to do something for us (present on use of funding at annual meeting). Brian asked if conference expenses would be included and Johnny said no. Geared to graduate students and research. Purpose is to inspire and benefit graduate students doing research and to publicize SE-EPPC. Karen asked if it wasn't risky to give them cash up front without going through a faculty member or university. Brian expressed concern that we don't have many student members. Criteria have been determined. There will be a review committee (not yet determined). A report is close that could be reviewed so Nancy asked Johnny to send it. Maybe it should be more money? Nancy said it might be tricky to ask them to travel without going thru faculty. Chris Bryan asked if we should pay for recipient's room and travel and other expenses. It would make it more special. Others agreed. Nancy clarified \$1K for award, plus \$500 to university to pay for travel. Others thought Treasurer could pay after being given receipts. Joyce said we could just pay for room and board. Regarding conference split - leave it at current rate (60% SE - 40% state chapter). Karan said this has been discussed a lot in the past and should be left alone.

**New Business:**

Nancy has received a request for a letter of support of a grant proposal - a new faculty member at Virginia Tech. Karen thought it should go through the board. Rick thinks the proposal request supports our mission and should be supported. Karen expressed concern that no one is familiar with the researcher. Joyce thought we might say we support the research idea. Karen feels strongly that SE-EPPC should see a proposal before supporting it. Motion put forth by Nancy to send letter of support. Motion was discussed and subsequently postponed for e-mail vote after Nancy re-sends the request via email.

**Old Business:** none addressed.

**Adjourn meeting:** Nancy motioned to adjourn. Karen Brown seconded. Meeting adjourned at 4 :30 PM.

**Jacob Barney Correspondence:**

>>> "Barney, Jacob" <[jnbarney@vt.edu](mailto:jnbarney@vt.edu)> 10/12/2010 2:58 PM >>>

Dear Dr. Loewenstein,

I would like to introduce myself as I was recently hired at Virginia Tech as an Assistant Professor of Invasive Plant Ecology. I am aware that you serve on the Southeast EPPC. I am writing a proposal to develop a risk assessment protocol to evaluate the potential invasiveness of bioenergy crops (eg, switchgrass, miscanthus, Arundo).

Many of these crops are currently invasive somewhere in the US and are being selected to have traits that are shared by many of our worst invasive species (eg, highly competitive, tolerant of poor growing conditions, etc). Therefore, I am proposing a system to evaluate the invasive potential of these crops by developing a web-based decision support tool that allows users (growers, biorefinery operators, etc) to evaluate the invasion risk of each crop based on crop selection, management choice, and surrounding land use. This system will be designed for the Southeastern US, and has the potential to grow the bioeconomy by enhancing sustainable crop selection while minimizing the risk to our natural ecosystem by reducing the probability of widely introducing invasive species. I am submitting this proposal to the USDA's Southern Regional Integrated Pest Management Program and would like to solicit a letter of support from the SE-EPPC. I have attached a draft letter of support that you are free to modify as you see fit. I would be greatly appreciative of receiving a letter of support on your letterhead emailed to me in pdf format as I feel this project falls within the goals of SE-EPPC of preventing new invasions in the Southeast.

I am happy to send more information regarding the project if you desire as well.

Many thanks,  
Jacob Barney

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Jacob Barney, PhD  
Assistant Professor of Invasive Plant Ecology Department of Plant Pathology,  
Physiology, & Weed Science  
435 Old Glade Road (0330)  
Virginia Tech  
Blacksburg, VA 24061  
Office: 540-231-6323  
Fax: 540-231-5755  
Email: [jnbarney@vt.edu](mailto:jnbarney@vt.edu)

**Note:** Final letter of support on file as a PDF document and included with the minutes.

10:32 AM

10/18/10

Accrual Basis

## Southeast Exotic Pest Plant Council Balance Sheet Detail As of September 30, 2010

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
<b>ASSETS</b>								27,939.07
<b>Current Assets</b>								27,939.07
<b>Checking/Savings</b>								27,939.07
<b>Checking - Bank of America</b>								17,775.94
Check	8/16/2010	1077	USPS	Postage for IRS	X	Postage, Mailing Service	-6.32	17,769.62
Check	8/19/2010	1078	TN Dept of State	Annual Report	X	Business Registration Fees	-90.00	17,679.62
Check	9/3/2010	1110	David Ellis		X	Accounting Fees	-400.00	17,279.62
Total Checking - Bank of America							-496.32	17,279.62
<b>Savings - Bank of America</b>								10,163.13
Deposit	7/30/2010			Deposit	X	Interest-Savings, Short-term CD	0.86	10,163.99
Check	8/31/2010			VOID: Deposit	X	Interest-Savings, Short-term CD	0.00	10,163.99
Deposit	8/31/2010			Deposit	X	Interest-Savings, Short-term CD	0.86	10,164.85
Deposit	9/30/2010			Deposit	X	Interest-Savings, Short-term CD	0.84	10,165.69
Total Savings - Bank of America							2.56	10,165.69
Total Checking/Savings							-493.76	27,445.31
<b>Accounts Receivable</b>								0.00
<b>Accounts Receivable</b>								0.00
Total Accounts Receivable							0.00	0.00
Total Accounts Receivable							0.00	0.00
<b>Other Current Assets</b>								0.00
<b>Undeposited Funds</b>								0.00
Total Undeposited Funds							0.00	0.00
Total Other Current Assets							0.00	0.00
Total Current Assets							-493.76	27,445.31
<b>Fixed Assets</b>								0.00
<b>Furniture and Equipment</b>								0.00
Total Furniture and Equipment							0.00	0.00
Total Fixed Assets							0.00	0.00
<b>Other Assets</b>								0.00
<b>Marketable Securities</b>								0.00
Total Marketable Securities							0.00	0.00
<b>Other Assets</b>								0.00
Total Other Assets							0.00	0.00

10:32 AM

10/18/10

Accrual Basis

**Southeast Exotic Pest Plant Council**  
**Balance Sheet Detail**  
 As of September 30, 2010

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
<b>Security Deposits Asset</b>								0.00
Total Security Deposits Asset								0.00
Total Other Assets								0.00
<b>TOTAL ASSETS</b>							<b>-493.76</b>	<b>27,445.31</b>
<b>LIABILITIES &amp; EQUITY</b>								27,939.07
<b>Liabilities</b>								0.00
<b>Current Liabilities</b>								0.00
<b>Accounts Payable</b>								0.00
<b>Accounts Payable</b>								0.00
Total Accounts Payable								0.00
Total Accounts Payable								0.00
<b>Credit Cards</b>								0.00
Total Credit Cards								0.00
<b>Other Current Liabilities</b>								0.00
Total Other Current Liabilities								0.00
Total Current Liabilities								0.00
<b>Long Term Liabilities</b>								0.00
<b>Other Liabilities</b>								0.00
Total Other Liabilities								0.00
Total Long Term Liabilities								0.00
Total Liabilities								0.00
<b>Equity</b>								27,939.07
<b>Opening Bal Equity</b>								25,271.37
Total Opening Bal Equity								25,271.37
<b>Perm. Restricted Net Assets</b>								0.00
Total Perm. Restricted Net Assets								0.00
<b>Temp. Restricted Net Assets</b>								0.00
Total Temp. Restricted Net Assets								0.00
<b>Unrestricted Net Assets</b>								3,020.73
Total Unrestricted Net Assets								3,020.73

10:32 AM

10/18/10

Accrual Basis

**Southeast Exotic Pest Plant Council**  
**Balance Sheet Detail**  
As of September 30, 2010

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Clr</u>	<u>Split</u>	<u>Amount</u>	<u>Balance</u>
<b>Net Income</b>								-353.03
Total Net Income							-493.76	-846.79
Total Equity							-493.76	27,445.31
<b>TOTAL LIABILITIES &amp; EQUITY</b>							<b>-493.76</b>	<b>27,445.31</b>

**SOUTHEAST EXOTIC PEST PLANT COUNCIL  
BUDGET COMMITTEE REPORT  
AUGUST 25, 2010**

**Presented by Lee Patrick at October 2010 Board of Directors Meeting.**

**BUDGET COMMITTEE MISSION:**

To provide recommendations to the SEEPPC Board of Directors concerning the operating budget and budgetary procedures for the organization.

**BUDGET COMMITTEE GOALS:**

- 1.) Receive budget requests from committees and state chapters and make recommendations to the SEEPPC BOD for approval of annual budgets on an agreed upon timetable / schedule.
- 2.) Coordinate with the state Treasurers and the regional Treasurer on the financial status of each state chapter and the regional organization.
- 3.) Disclose and make available SEEPPC financial information to members and others as needed.
- 4.) Recommend standards for the financial structure & procedures for the annual symposium and other revenue producing projects.
- 5.) Make financial recommendations on other specific issues as assigned by the BOD or the President.

**SEEPPC BUDGET - STANDARD OPERATING PROCEDURES:**

- 1.) The SEEPPC fiscal year will be October 1 through September 30.
- 2.) The SEEPPC Budget Committee will be made up of the President, the Treasurer, and two Presidential appointees.
- 3.) The Treasurer will present budget reports at each quarterly meeting of the Board of Directors. The Treasurer will convene a meeting of the Budget Committee and submit a proposed budget for the upcoming fiscal year to the Board of Directors. The Treasurer will make the presentation of this proposed budget at the final quarterly meeting of the Board of Directors of the fiscal year.
- 4.) The annual symposium, which is the primary source of revenue for the organization, will be held during the period of March through June. This will allow the BOD to know how much revenue was generated prior to the approval of the upcoming annual budget.

- 5.) SEEPPC will maintain a 501©3 status in Tennessee with all state chapters having separate identification numbers under group exemption. New state chapters will be responsible to submit an SS-4 form to the IRS, following approval by the SEEPPC Board of Directors. Each state chapter will provide their current EIN information to the SEEPPC Treasurer for documentation purposes.
- 6.) SEEPPC will maintain a central bank account, and will allow and encourage the establishment of state chapter bank accounts. Each state chapter will be required to submit a complete financial accounting from their chapter to the SEEPPC BOD annually for the fiscal year ending September 30th.
- 7.) The ratio of sharing of the net revenue from the annual symposium will be 40% to the hosting state chapter and 60% to SEEPPC.
- 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 30<sup>th</sup> end of the fiscal year. Payment should be received by October 20<sup>th</sup> of the new fiscal year.
- 9.) SEEPPC encourages the development of new state chapters within the Southeast region, including the option that states may submit requests for “start up” financial assistance from SEEPPC.
- 10.) The SEEPPC and the state chapters will make the effort to avoid duplications of expenditures and services, as sometimes may occur in organizations with a regional structure.
- 11.) Grants exceeding \$10,000 that are applied for by state chapters will be reported to the Board of Directors for the purpose of financial transparency.

## **RECOMMENDED BUDGET FOR FY '10 – '11**

(See spreadsheet.)

## **GENERAL RECOMMENDATIONS**

**Rather than continue to increase bank account balances, the BOD should initiate a plan to identify and fund projects and programs that will promote the mission and goals of the organization. SEEPPC will retain a financial reserve equal to at least one year’s operating budget, to ensure continuation of core operations in the event of unanticipated shortfalls in projected revenue.**

**The BOD should initiate the development of a long-term plan to identify additional sources of revenue, and to achieve the goal of annual balanced budgets where revenues are equal to expenses. Reserves are adequate at this time to approve a budget where expenses exceed revenue, however this practice is not sustainable.**

October 25, 2010

Dr. Jacob Barney  
Assistant Professor of Invasive Plant Ecology  
Department of Plant Pathology, Physiology, & Weed Science  
Virginia Polytechnic Institute and State University  
Blacksburg, VA 24061



Dear Dr. Barney,

On behalf of the Southeast Exotic Pest Plant Council (SE EPPC), I am writing to support your project, "*BioFAIR* (Bioenergy Feedstock Assessment for Invasion Risk): A Novel Framework for Improving Sustainability in the Bioeconomy". The stated mission of the SE EPPC is to support the management of invasive exotic plants in natural areas of the Southeast U.S. by providing a forum for the exchange of scientific, educational and technical information. Your project addresses an important need in invasive plant management and could provide evaluation tools needed to further the sustainable development of the bioenergy industry in the Southeastern US. Your project concept is also well suited to the National IPM Program goals of enhancing production agriculture and protecting natural resources by improving pest management efficiency and effectiveness.

The first step in a robust pest management plan is to prevent pests in the first place. Federal policy mandates that selected crops for bioenergy production do not have invasive potential. A risk-based screening tool would be an invaluable asset to the industry in determining the appropriate strategies for selecting regionally viable but non-invasive crops. While not endorsing any particular protocol or methodology, the SE EPPC does support the project goals and the implementation of a project framework that evaluates risk at the appropriate scale and with pertinent parameters. SE EPPC encourages input from regional invasive plant ecologists in development of the project plan.

The Southeastern US is estimated to provide nearly 50% of the biomass needed to meet US renewable energy goals. This project, if soundly executed, could play a pivotal role in ensuring that biomass energy is provided with minimal risk to natural systems in the Southeastern U.S.

Sincerely,

Nancy J. Loewenstein, PhD  
President, SE EPPC