

Minutes of SE-EPPC BOD meeting
Birmingham Botanical Gardens,
July 19, 2002
8:30-3:30

prepared by Dan Brown
and Brian Bowen

The meeting was hosted by David Teem, Agronomy Professor at Auburn University. The meeting was held in Birmingham because of Alabama's interest in forming an EPPC state chapter. Alabama attendees participated in the morning session of the SE-EPPC BOD meeting and then held a private meeting during the afternoon to determine whether to move forward to establish a SE-EPPC state chapter. They agreed to do and will hold an organization meeting in mid October.

Attendees included:

From Alabama:

David Teem
Ben Moore, NRCS agronomist
Howard Peavey, DOT agronomist
Keith Tassin, Nature Conservancy
Tom Johnson, Alabama Dept of Agriculture
Jim Miller, USDA-FS research

BOD members:

Brian Bowen, President
Susie Morton, Treasurer
Tony Pernas, Treasurer-elect
Joyce Bender, Vice-president
Jim Allison, Georgia rep
Dick Bir, North Carolina rep
Dan Brown, past president.

The meeting opened with introductions, and appreciation to David for hosting the event. Brian gave a short history of EPPC.

Treasurers Report: Susie gave the treasury report She needs additional info from FL, MS, MI and GA to file IRS Form 990. MI fits under the SE umbrella; just requires a letter to IRS. Financially, FL and TN had a good year. The fiscal year is Oct 1-Sept 30.

The BOD agreed to explore the possibility of reimbursing officers for out-of-pocket expenses for travel incurred to attend BOD meetings. This would help officers lacking institutional support for travel to BOD meetings. As a part of this discussion, the BOD would also recommend that state chapters reimburse their representatives for the same if institutional support for travel is lacking. It was noted that SE-EPPC had sufficient

monies to consider this (with perhaps a expense cap per meeting), that most BOD members receive institutional support, and most importantly, that the SE-EPPC BOD needed to attract the very best officers possible and that we should provide incentives for that. It was noted that officers are expected to do more and will have greater responsibilities as officer duties and tasks on the Executive Committee are defined. The topic was tabled for further discussion during our next BOD conference call.

Tony moved that the Treasurers report be accepted; Joyce seconded and all votes were yes.

There was discussion concerning one person having two votes at a BOD meeting. This refers to two permanent votes; not assigned proxy. The question related specifically to the past president also being the delegated as state chapter rep. The question could also relate to an officer being a state rep. The question was not resolved.

Further budget discussion included Brian's 2002 Symposium Report: Total income before expenses was \$16,830, plus \$2500 to be received from the USDA-FS. Expenses were about \$5000.

Brian also brought up the membership renewal discussion: Currently \$20/year; \$15 to state and \$5 to SE (the \$5 is for printing and mailing of Wildland Weeds and excludes Florida members). Tony will pursue a once-a-year collection of \$5/person from each state that will coincide with a yearly payment to WW. Discussion about what constitutes a membership year ensued. After much discussion about this matter, the renewal calendar issue was deferred to the membership committee

Budget Committee Requests: It was stated that all proposals for budget improvements be submitted to the budget committee ASAP. The budget committee is expected to meet in late summer and will develop a budget proposal for BOD consideration for fiscal year 2002-2003. Any requests for budget expenditures need to be submitted to the Budget Committee. Brian explained that the budget largely supports recurrent expenses and proposals.

State Chapter and SE Affiliation: Discussion about state chapter participation in SE-EPPC resulted in amendments to the SE-EPPC bylaws under state chapter section – (paraphrased here) requiring that 1) newly forming state chapters submit written bylaws to SE-EPPC BOD for approval as a first action for participation as state chapter; 2) all state chapters have a minimum of at least two face-to-face meetings per year although four meetings are recommended; 3) and all state chapter BOD meeting minutes be sent to the SE-EPPC BOD to be posted on the SE-EPPC webpage under their respective state chapter section. Newly forming state chapters will be considered provisional for one year and will meet the above stated requirements. It was discussed that the SE-EPPC BOD has the authority to revoke state chapter participation in SE-EPPC including exemption status under SE-EPPC if they do not comply with these rules and other IRS requirements (e.g. year-end financial reporting). Motion to approve above was made by Susie, Brian seconded, all voted yes.

Dick noted in the by-laws that “Council” is sometimes referred to synonymously as “corporation”. He suggested that all “corporation” be changed to “council” to make language consistent. Tony so moved, Susie seconded. All voted yes.

Publication Committee update: Brian reported on behalf of Kris Johnson that SE-EPPC has a total of \$7000 (\$5000 from USFWS, \$2000 from NC Arboretum) for the SE-EPPC vegetation management manual. Kris submitted a final written proposal, supported by the BOD, allowing her to write scope of service contracts for text, layout and design, and spend \$5640 for 10 species to be added to the exiting TN-EPPC manual. The SE-EPPC manual will initially be available only electronically. The remainder of the \$7000 will go to web-page development of the manual and maintenance and web-page improvement. This scope of service will be written by Johnny Randall, with input from Brian. The manual will consist of web-based photos and hot links for photos on the web

Webpage scope of service: Chuck Bargeron will continue as webmaster. A scope of service contract will detail responsibilities and a maintenance schedule. SE-EPPC will pay Chuck \$250/quarter on a trial basis. Tony Pernas has offered to service as webmaster at no charge although SE-EPPC would still incur expenses associated with server. The pro and cons were discussed and decision was made to fund Chuck on a trial basis.

Establishing List Serve and Email Database for Email News Updates: The BOD agreed to combine these two items and send out a snail mail notice to all members that news updates and a list serve will be available on a new SE-EPPC list serve. The snail mail notice will also be for the purpose of informing SE-EPPC members that the newsletter has been discontinued. Carrie Miller, membership committee chair, will help Brian send this out. Susie moved that SE funds be used to pay for postcards and postage; Joyce seconded; all voted yes.

Wildland Weeds Submission: Currently one page is reserved per issue for SE news. States need to be more active in submitting articles and news. Additional pages are available for articles. Brian stressed the importance of getting SE-EPPC articles submitted and that SE-EPPC become very active particularly through the BOD in making sure that SE-EPPC based articles and information get submitted. Brian announced that the deadline for the winter issue of the magazine was Sept 1. Jim agreed to prepare an article about GA pulling privet along waterways; Joyce will send info on the 2003 Symposium. Brian will write up summary of the BOD meeting.

Membership Committee Update: Brian reported on discussion with Carrie and discussed memberships data flow to keep up with membership.

- 1). all membership data flows to Carrie
 - a. from SE-EPPC treasurer: either at –large members (states without state chapters) or state chapter memberships. Carries passes state chapter membership information received from SE-EPPC treasurer to state chapter

membership coordinators. Data received from SE-EPPC treasurer is posted on the web.

b. from state chapter membership coordinators; receives data and posts data on the web

2). Carrie maintains webpage membership database and makes all corrections, additions, and deletions. Webpage membership database function is to provide transparency and creates a process to enhance accuracy.

3) Carrie will request that membership coordinators check their webpage and provide updated information on quarterly basis.

Webpage Membership Database: Webpage membership operation will be the responsibility of the webmaster who will provide Carrie and state chapter coordinator passwords. State chapters coordinators will only receive passwords for their state section.

Database will be separated out by state chapters and then by a section for at large memberships.

Carrie will maintain the at-large membership data section solely.

St. Louis Declaration: There was discussion about the importance of the St Louis meeting and code of ethics, etc. Tony motioned and Susie seconded that Brian prepare a letter to support this. All voted yes.

The Janet Meakin Poor Research Symposium: Invasive Plants – Global Issues, Local Challenges Chicago Botanic Garden, Oct 27-30, 2002 is the next formal meeting relating to the St. Louis Declaration. Brian will also be chairing a session at this meeting on EPPC. Brian will also be chairing a similar session at the Natural Areas Association Conference on October 4th in Asheville.

National Association of EPPCs: A Memo of Understanding for Participation in NAEPPC has been sent to all EPPC for endorsement. The goal is for NAEPPC to obtain endorsement from all EPPC BODs for their participation by October when NAEPPC meets at the Natural Areas Conference. Brian briefly explained the history of NAEPPC and MOU and also talked about the possibility of NAEPPC becoming a nonprofit. Discussion ensued about SE-EPPC providing its group exemption status for this purpose if NAEPPC was to become such. The record keeping nightmare problems of submitting IRS yearend report for a national organization was discussed. Susie strongly recommended that this not be done through SE-EPPC until we had a few years of experience and proven track record in filing our own yearend report.

Adjourned for lunch at 11:30; from 12:30 to 1:30 the BOD was given an enlightening tour of the Botanical Gardens and Facilities by Sallie Lee, with the Alabama Extension Service.

SE Goals vs. Action Items: Minor but important amendments to the bylaws were made to make our purpose clearer under Article I. Joyce moved that the above changes be approved; Susie seconded; all voted yes. We agreed that state chapters should develop action items and look to SE to assist, and encourage other states to participate.

Roles of Officers: Drafts will be prepared as follows: Susie on treasury, Joyce on VP, Dan on president, Kristen on secretary. All will be sent to Brian by July 26. Brian will distribute to the Board for review.

Executive Committee: We discussed changing the Exe Comm. from three Board members to the active officers. Susie moved that we do so; Dick seconded; all voted yes.

Jim stated that he plans to revive and re-establish the Georgia Chapter into a balanced and financially stable chapter. The BOD decided to treat GA-EPPC as a provisional organization for one year.

BOD meeting adjourned at 3:30 pm, with no further issues to discuss, a motion was made and seconded to adjourn; all voted yes.

Amendments to Bylaws approved by the BOD (All caps indicate additions; [] indicate deletions):

Article II a): To provide a focus for issues and concerns regarding exotic pest plants in NATIVE PLANT COMMUNITIES OF the Southeast.

Article 11 b): To facilitate communication and the exchange of information WITH ALL INTERESTED PARTIES regarding ANY AND all aspects of exotic pest plant control and management.

Article 11 f): To facilitate action campaigns to monitor and control exotic pest plants THAT IMPACT NATIVE PLANT COMMUNITIES in the Southeast.

Article V111, Section 1: The Board of Directors may, by a majority vote of its members, designate an Executive Committee consisting of [three (3)] THE OFFICERS OF THE Board [members] and may delegate to such committee