

**Minutes of the Idaho Native Plant Society Board of Directors' meeting September 27, 2012 submitted by Nancy Miller, Secretary.**

*Information from the agenda which is pertinent to the discussion is included below in italics.*

The meeting was called to order about 7:15 p.m. MDT (6:15 p.m. PDT) by INPS President LaMar Orton after most of the directors were connected to the Skype teleconference managed by Jody Hull. It took a short while to get the rest added mostly due to new Skype accounts, etc. A quorum of directors was present. LaMar thanked Jody for agreeing to conduct the Skype conference call.

Roll call of current Board members and other parties, including the chapter they represent.

Calypso, Derek Antonelli phone: 208-762-2575, Skype ID: **derek.antonelli1; present**

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

Pahove, Karie Pappani, 208-658-4529 Call at Ameritel 208-665-9000 Room #208; **present**

Sawabi, Bob McCoy, 208-241-5851, Skype ID: **hidesertrat; present**

Sawabi, Ardys Holte, Skype ID: **ardys.holte; present**

Upper Snake, Allen Perkins, [adp1942@gmail.com](mailto:adp1942@gmail.com), 208 529-0820; **not present**

White Pine, Pat Fuerst [epfuerst@frontier.com](mailto:epfuerst@frontier.com), 509-339-5213, **not present.**

Wood River, Carol Blackburn, 208-886-7051 will be at Kelvin's; **present**

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

Vice-president, Stephen Love 208-681-8742, Skype ID: **Monaquita.love; present**

Secretary, Nancy Miller, 208-882-2877, Skype ID: **nancy.j.h.miller; present**

Treasurer, Elaine Walker, 208-336-3983, Skype ID: **tulara.drive; present**

Past-president, Janet Benoit, 208-683-2407; **present**

Member-at-Large, Mel Nicholls, 208-233-0714, Skype ID: **mel.nicholls44 ; not present**

Sage Notes Editor, Jane Rohling office: 208-938-3529 cell: 208-949-6545 Skype id:

**Jane.Rohling; present**

**Minutes:** LaMar asked if there were corrections to the minutes of the June 24, 2012 Board meeting. Minutes of that meeting had been posted on the State website after the meeting [http://idahonativeplants.org/inps/boardmeet\\_2012\\_06\\_24.pdf](http://idahonativeplants.org/inps/boardmeet_2012_06_24.pdf). Minor corrections were added and the revised version was uploaded again several days before this meeting. Derek moved and Bob seconded that the minutes be approved as posted. The motion passed.

**Treasurer's report:** The Treasurer's report from INPS ~~secretary~~ Treasurer Elaine Walker was sent out prior to this meeting. Income for this quarter was primarily from membership dues, calendar sales, donations. Expenses for this quarter were primarily for Sage Notes printing. Assets (checking account and CD) were reported 13,757.32. Liabilities (Unpaid dues percentage to chapters, unclaimed ERIG funds) were reported \$6693.67. Net balance is \$7,063.65.

Discussion: \$350 for Jane Rohling (editor) and approximately \$400 for printing of Sage Notes will be listed by Elaine as additional liabilities. Bob asked for an asset line item on what chapters still owe the state for membership dues. Nancy asked for detail to be at the chapter level so presidents had a clear picture of their chapter standing. Janet Benoit stated that a committee usually reviewed the treasurer's report at the end of the year. Carol moved and Elaine seconded that the treasurer's report be accepted for review. It passed.

**Membership report:** The Membership report from INPS treasurer Elaine Walker was sent out prior to this meeting. Elaine will change chapter name to Sawabi. Elaine explained details of the report such as the percentages. Bob asked if there were a way to correlate the chart with the dues reported.

### **Review of 2012 Annual Meeting finances**

*The following information has been provided by Derek Antonelli. "Our total expenses were \$815.71. We paid \$460.00 for 46 meals, \$87.50 for senior center rental, \$125.99 for toilet rental, and \$142.22 for supplies and speaker gifts. We collected a total of \$940.00 with \$490.00 from the fee and \$450.00 for the meals. The net proceeds were \$124.29. My thought is that the differential ought to go to state treasury. But that depends on who takes the risk if the event comes up short. In my opinion the state (rather than the chapter) should cover the shortfall. Our biggest risk factor was not having enough people showed up (paid)—if 15 less people came we would have been in the hole. The chapters should plan the event, the state board should approve the plan, and the chapter should execute the event.*

*I don't think a fixed \$10 fee is the right solution because every situation is different. If we would have had to pay for a group camp site our expense sheet would have been a lot different and a \$10 fee may not have covered all the expense. The chapter that is organizing the event should propose a fee to the board that will cover the expenses with a little to spare. Since the annual meeting is a member meeting it should not be looked at as fund raising event."*

*If the Board agrees with Derek that the net proceeds of \$124.29 should be sent to the state for future annual meeting expenses, a motion to that effect should be made. If approved, the money should be in a line item specifically set aside for annual meetings and added to the \$73.08 from the 2011 annual meeting. It could then be used to cover any short fall which may occur in the event that the registration fees don't cover all of the expenses.*

*At the June 24<sup>th</sup> meeting it was moved and passed that there should be a minimum \$10.00 registration fee for the annual meeting and that the hosting chapter should decide the final amount based on the expected costs and the amount should be approved by the Board. That action is in line with Derek's suggestion.*

Janet Benoit moved and Karie seconded that the overage from this year's meeting go into a line item fund for future meetings. The motion passed.

## **Review of 2013 Annual Meeting planning – joint meeting to be held with the Penstemon Society.**

*The September 2012 issue of Sage Notes has an outline of the proposed activities for the joint meeting. (contributed by Stephen Love) .... LaMar and Stephen will work with the Wood River and Pahove Chapters to resolve various issues.*

Steve added that the planning process is continuing. We're using formatting and traditions of Penstemon Society so there will be differences compared to prior annual meetings. Friday is when there will be time to schedule a board meeting. He went over the basic schedule and field trips. Don Mansfield will speak Saturday night. Monday there is a special field trip into Hells Canyon – Seven Devils area. The committee expects to have developed budget and scheduling details in about 6 weeks. There was a committee of 6 originally. Carol Blackburn should be involved. Elaine and Karie will be the Pahove representatives. Karie hasn't been receiving emails. As yet the plan does not include details for the annual membership meeting. Sage Notes (deadline about January 8) needs the registration form and scheduling details for INPS members.

## **Discussion on membership renewal notification procedures.**

*Renewal of membership continues to be a problem and there needs to be a decision about renewal notification strategies. Some years a written notification has come from the state. The notification has also come from chapters often in the form of reminders at chapter meetings, emails, etc.*

There was discussion about an option on the website to allow members to join/renew using PayPal. Other organizations use this successfully. Steve indicated that even if we don't use electronic payment now we will shortly as paperless is the future for organizations such as ours. Paul Shaffer had told Elaine he didn't have the password information for PayPal. Jody can get that to him. Several asked about the fee PayPal would charge. Jody said the fee is less than 3% because we are a non-profit organization. Ardys asked if it would create a problem for the treasurer in returning money to the chapters. Elaine said it would be no different really than returning money when payment was by check. Nancy moved and Elaine seconded that we attempt to have this in place for this year's dues in December. As regards notification it was felt that notification of non-renewal should be both a chapter and a state responsibility. The state should send a renewal notification in April (possibly late March) when it is clear which members have not renewed with either the chapter or the state. The Bylaws state that the membership lapses April 1 if dues have not been paid.

## **Consideration of Guidelines for INPS Treasurers.**

*The following are guidelines (now requirements) for INPS treasurers with changes discussed at the June 24<sup>th</sup> meeting included. If these requirements now look acceptable to the Board, they should be officially adopted and then sent to all INPS treasurers.*

LaMar explained the modifications made 6/24. Elaine said that once these guidelines are in operation then we might have to tweak slightly. Steve moved and Derek seconded to accept these revised guidelines. LaMar said he would send in an email to the INPS treasurers via the

treasurers google group. Bob asked about receipts for cash payments. Janet said she writes up a receipt. Sawabi gives a membership card receipt. LaMar can add an accounting for cash guideline to this document. Janet stated that this needs to be a motion to amend these guidelines. Nancy moved and Bob seconded a motion to add a guideline to account for cash payment. In most cases payment is by check which should not require a receipt.

### **Reporting Requirements for INPS Treasurers**

*The following requirements are designed to help both chapter treasurers and the society treasurer to understand their reporting responsibilities. It is important that these requirements be followed in order for the INPS organization as a whole to function properly. With proper and timely reporting chapters are quickly made aware of new members, new members feel that their membership is recognized and valued by INPS, and the society treasurer is able to ensure accurate and timely delivery of Sage Notes and other information concerning the state organization. These requirements are based on the INPS bylaws.*

*New memberships and renewing memberships with the corresponding fees can be received either by the chapter treasurers or the society treasurer.*

**Chapter Treasurers:** *When chapter treasurers receive membership forms and fees, the following procedures shall be followed:*

1. *The membership forms and fees shall be immediately sent to the society treasurer*  
**or**
2. *Fees shall be deposited in a timely manner in the local chapter's bank account.*
3. *Membership information shall be documented, including at a minimum for renewing members, the member's name(s), membership level, amount paid and date paid. For new memberships or renewing members with changes, also document the address, phone number, email address, Sage Notes option and expiration date.*
4. *By the 10th of each month a report that includes all the membership information listed in #3 above shall be sent to the society treasurer. The information can either be mailed by postal service or attached to an email to the address noted below. Changes and corrections to member information shall be highlighted.*
5. *By the 10 of January, April, July and October an amount equal to 75% of the membership fees received at the chapter level in the previous quarter shall be forwarded to the society treasurer.*

**Society Treasurer:** *When the society treasurer receives membership forms and/or fees, the following procedures shall be followed:*

1. *Fees shall be deposited in a timely manner in the society's bank account.*
2. *Membership information shall be documented, including member name(s), address, phone number, email address, membership level, Sage Notes option, expiration date, fees paid and date paid.*
3. *By the 10<sup>th</sup> of each month a report that includes all the membership information listed in #2 above shall be sent to the chapter treasurers. A separate report may be sent to each chapter treasurer containing only that chapter's new members or one report with chapter members*

*listed separately but containing information of all chapters may be sent. That information can either be mailed by postal service or attached to an email.*

- 4. By the 10th of January, April, July and October an amount equal 25% of the membership fees received at the state level in the previous quarter for a given chapter shall be sent to the respective the chapter treasurers with a copy to the chapter presidents.*

*Society treasurer's address:*

*INPS Treasurer  
PO Box 9451  
Boise, ID 83707  
Email: [inps.treasurer@gmail.com](mailto:inps.treasurer@gmail.com)*

Nancy reminded everyone that **new** memberships after June 1 are considered to be complimentary through the end of the year and apply to the following year.

### **Input on INPS website**

LaMar will set up a committee to review website content, format, etc. and to recommend changes to the website including who would have access to make changes. Please email him your comments on the website and your suggestions of members to be on the committee.

### **Set scheduling for future INPS annual meetings**

The schedule of hosting chapters for the annual meeting as shows up in past Board minutes is as follows:

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

LaMar has suggested the following additions to that schedule:

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

Karie indicated that the Pahove board agreed to be in the rotation as the Rare Plant Conference no longer meets each year.

Upper Snake needs to be notified that they are the host chapter for 2014 and as such should present their proposal to the board in spring and announce the plans at the 2013 Annual Meeting. Derek moved and Steve seconded that the schedule be adopted. It passed.

**Discussion of how we can encourage / seek out Sage Notes articles – especially those with a strong botany basis - from our professional members and contacts.**

Steve said this is common problem; he has worked as editor of a similar journal. We need to extend an invitation to contribute not ask for volunteers. It helps to develop a pool of possible contributors. It is great exposure for authors and researchers. Agencies, educational institutions include many who are potential authors. Jane said Nancy has been getting many of the articles. Jane suggested a mailing list of possible contributors to draw from. And also that members in the various chapters might be included on the committee if they are familiar with the professional work of people in the area. It would be desirable to work 3 – 4 months out to allow time to write, collect photos, etc. Derek suggested knowledgeable rare plant and habitat people be added to the list. Steve said recruiters need to be on the committee and be responsible to contact potential authors. Jane indicated that she put a note in this issue recruiting volunteers as it is taking her about 100 hours to assemble an issue. Printing and mailing takes 1-2 weeks. Jane suggested more time between the deadline and the review date. We should consider putting upcoming chapter and state events on the website and on Facebook as they are more time sensitive. We should still request write-ups of past chapter events which might be of interest to many members throughout the state. LaMar suggested we get a committee together to look at timing, recruitment of authors, etc.

Derek suggested expanding the committee to include Derek, Steve, Jody, Nancy, Jane. Jonalea will continue to serve as a scientific reviewer. For the next issue the main article submitted is about this summer's foray written by Janet Bala. Derek is in the process of assembling a report about his survey work at Hager Lake.

**Evaluate using Google Drive as a means of centralizing INPS membership and financial data.**

*Based on Bob McCoy suggestion Nancy has provided us with an example of how documents can be accessed and modified through a central location.*

Bob, Nancy, Elaine and LaMar will work to get shared documents implemented – in particular the membership files by chapter. Rules should be proposed for who would update which information and who would view only. Membership file information must be secure in order to avoid disseminating personal information. Nancy expressed concern that if both chapter treasurer and state treasurer update the financial / membership information then the membership file integrity will be lost.

**Consideration of moving INPS bank account from Key Bank to Idaho Central Credit Union.**

*Elaine has provided the following information about this issue. “Key Bank has made numerous errors and snafus over the past year, causing volunteer treasurer's time, effort and gas money. Both the new state treasurer, the Pahove treasurer and others on the board have had good experiences with Idaho Central Credit Union. The new state treasurer is also treasurer of two*

*other organizations that bank at ICCU (one organization moved there after a bad experience with another big bank)."*

She reported that there is no difference in cost in being with ICCU. We have to keep at least \$25 in savings, but that shouldn't be a problem. The only extra cost is that Jody just ordered checks for the Key bank account and we'd have to order more checks for ICCU. Jody reported that it was not a significant expense.

We discussed briefly moving the Certificate of Deposit from Key to ICCU. She reported that ICCU has multiple branches in multiple cities. Derek moved and Karie seconded that Elaine do the research and move the account to ICCU if her research justifies the move. The motion passed.

### **Presentation of Committee Reports**

- a. Bylaws Committee** – A new committee chaired by Nancy Miller will provide suggested changes to the bylaws for the Dec 2012 Board meeting. Janet Benoit has agreed to be on the committee. No other volunteers as yet.
- b. Calendar Committee** – No action/no calendar for 2013.
- c. Conservation Committee** – No report provided at first, however at the end of the meeting Karie said that Justin Fulkerson chair of the conservation committee worked with Boise Foothills Planning group recently. LaMar will discuss his role with him. Justin is willing to work with chapters in other areas on conservation issues.
- d. ERIG Committee** – *At the last meeting we set the 2012 allocation Based on the committee's recommendation we agreed the committee should allocate \$1000 among the three projects chosen. – Please see chairperson Janet Bala's report in the September 2012 issue of Sage Notes.*

Janet also provided additional reports which LaMar distributed to board members. She requested that we reappoint the ERIG committee – Janet Bala, Jody Hull, Michael Mancuso, and Rose Lehman. Elaine as treasurer will be a non-voting, ex-officio member as described in the bylaws.. Janet Benoit moved and Derek seconded that we reappoint this committee.

Ways to increase ERIG donations were discussed. Janet Bala had suggested a checkoff box on the membership form for ERIG donations. Jane has included appeals in Sage Notes. Derek suggested a process which allowed donations to be sent by check to the school directly in order to take advantage of Idaho Tax Laws. We should consider a 'donate to ERIG' button using PayPal. Derek moved we do a checkoff box and provide for an ERIG donation via PayPal. Elaine seconded the motion. It passed. Janet and Ardys suggested that extra donations be carried forth for the upcoming year. Derek moved and Elaine seconded to allocate \$1000 for 2013 ERIG projects and for any overage to go into a future year fund. The motion passed.

- e. Membership Committee** – Nothing to report at this time. LaMar will be working with Ardys Holte, the current member, to fill the two vacancies. The committee will be looking at our current membership fees and making suggestions on any needed changes. Elaine agreed to be on committee.
- f. Nominating Committee** – There is no nominating committee at this time. Please provide your suggestions for this committee to LaMar.
- g. Photo Contest Committee** – No report at this time. Karie requested direction regarding the Photo Contest. LaMar and Jane will work with the committee. Nancy stated that there needs to be more input – what will photos be used for, entry rules (she has documents developed for previous contests.), proposed deadlines, judging recommendations, etc.
- h. Rare Plant Conference Committee** – There will be no Rare Plant Conference in 2012. According to Beth Corbin there are plans to have one in 2013.
- i. Sage Notes Committee** – No report at this time.
- j. Steering Committee's work on the ranking systems** – The members of this committee (mostly professional botanists) became very busy during the summer. As a result there is nothing to report at this time.

There being no other business the meeting concluded at 9:30 p.m. MDT, 8:30 p.m. PDT.