

CoNPS Chapter Presidents Handbook – Draft -

The first thing a Chapter President should do when they begin at CoNPS is to send a brief biography (a paragraph or two) and a photo (head shot, jpeg, 1 MB is a good size) to Jan Turner, editor of *Aquilegia*, at JLTurner@regis.edu.

1) What are the duties of Chapter Presidents?

- a) Chapter Presidents attend CoNPS Board meetings (usually 4 – 5 per year).
 - a.i) At CoNPS Board meetings, the chapter presidents, Board officers, Board members-at-large, and committee chairs discuss and vote on items of interest or concern to CoNPS. Three or four weeks before the meeting, an email is sent out asking for any agenda items. The agenda is usually sent out a week before the meeting though updates might be sent out later. The agenda and attached documents should be read before the meeting. We ask that you print them out or have them available on an electronic device (tablet, computer, etc.). The dates and locations of Board meetings are listed on the CoNPS website under “About Us” → “Board of Directors” <https://conps.org/about-us/board-of-directors/>
 - a.ii) The dates of Board meetings are determined by Doodle polls; the dates when the most members can meet are selected. We encourage members to attend in person but understand that members on the Western Slope will need to attend by phone. Even if you live in the Denver area, we understand that there are times that you may not be able to come in person and need to phone in. Actually, we phone out from the conference call so we will need your phone number.
 - a.iii) If you are unable to attend a Board meeting, please assign another voting member of the Board as your proxy so we can still pass motions.
 - a.iv) Time and Location: The meetings are normally held on Saturdays from 9:30 – noon in the Tracy Room (Room 202) on the main floor of Dayton Memorial Library, Regis University, 3333 Regis Blvd., Denver, CO. On weekends, parking is free in the parking lots and no permit is needed. There is a parking lot at the corner of Regis Blvd. and Lowell Blvd. that is next to the library (the library is the 3 story yellowish brick building to the east of the parking lot.
 - a.v) If the chapter president does not want to attend Board meetings in person or by phone, they may select someone from their chapter to serve as Board liaison to attend the meetings in their place. It is preferable for the president to attend the Board meetings in person or by phone.

- b) Chapter Field Trips
 - b.i) Chapters provide free field trips for chapter members and the public. They normally take place during the spring, summer, or fall but some chapters have had winter botany hikes.
 - b.ii) Chapters hold at least one field trip in the spring, summer, or fall.
 - b.iii) It is suggested that the chapter president recruits (or asks Jen Boussetot or the CoNPS presidents to help) at least one volunteer (or more) to arrange chapter field trips
 - b.iv) The Chapter President finds a volunteer or volunteers to arrange free field trips that are open to members and non-members.
 - b.v) CoNPS has a form (“Required Field Trip Information”) that each field trip leader fills out that lists the title and location of the field trip, where to meet, difficulty of the hike, contact information, and a description of the trip. We still need to work on a Field Trip Policies handout.

- b.vi) The Chapter President, Chapter Field Trip volunteer, Linda Smith, or Charlie Turner posts the chapter field trips on the CoNPS Events Calendar. Field trip leaders and/or the Chapter President can have access to the online list of people who have signed up and download it or Linda Smith can download it and send it to the field trip leader.
 - b.vii) Your chapter may thank field trip leaders by providing them with a coupon to use at the CoNPS bookstore or a gift card (Starbucks, etc.). They are usually worth \$25 (to \$50? I need to double check). This money comes from chapter funds.
- c) Chapter Programs (Optional but recommended)
- c.i) Chapters provide some free field trips for chapter members and the public. They normally take place during the spring, summer, or fall but some chapters have had winter botany hikes.
 - c.ii) If possible, chapters hold at least one chapter program in the fall and/or winter.
 - c.iii) It is suggested that the chapter president recruits (or asks Jen Boussetot or the CoNPS presidents to help) a volunteer one (or more) to arrange chapter field trips and one (or more) to arrange chapter programs
 - c.iv) The Chapter President finds a volunteer or volunteers to arrange free chapter programs that are open to members and non-members. Some chapters (especially the Western Slope chapters and Southeast Chapter) are so geographically spread out that it might be too challenging to put on chapter programs. The programs usually consist of having a speaker present a PowerPoint presentation about a topic of interest. Chapters in the Front Range usually have monthly programs; Chapters in less densely populated regions may have no programs, occasional programs, or monthly programs. Programs are rarely held in the summer because that is field trip season.
 - c.v) Venue- The Chapter President or Chapter Program volunteer arranges a venue for the chapter programs. Sometimes universities or other organizations will provide free rooms. Usually, the chapters need to find a library or other organization that will rent them a room at a small charge (\$45-\$75 for a couple of hours). There are chapter funds to cover the expense. Contact Linda Smith to receive these funds or have Linda directly pay the venue. Normally you will want a room with a screen and a projector for PowerPoint presentations
 - c.vi) Speakers - You can look at past issues of *Aquilegia* or the calendar for chapter program ideas. Often university faculty, federal agencies biologists, leaders from other conservation organizations such as Audubon Society or chapter members might be good speakers for chapter programs. A video could also be a program. The film "Hometown Habitat" was recently released. It only costs a \$35 rental fee for a chapter to rent it to show it to a small group. You could also hold a business or planning meeting rather than have a speaker. For information about showing "Hometown Habitat" or for speaker suggestions, please contact Jan Turner.
 - c.vii) Your chapter may thank speakers by providing them with a coupon to use at the CoNPS bookstore or a gift card (Starbucks, etc.). They are usually worth \$25 (to \$50? I need to double check). This money comes from chapter funds.
- d) Other Chapter Activities (Optional)
- d.i) Chapters may wish to take on conservation issues in their area, plant a native plant demonstration garden, have volunteers do presentations about pollinators and native plants or gardening with native plants, etc. If you can find volunteers to take on such projects, you will have a more interesting and vital chapter.

d.ii) CoNPS Committees (Board level) are good resources for these other activities. Contact the committee chairs for more ideas and information or you can do your own “home grown” projects.

e) Emails to chapter members

e.i) Chapter Presidents send out emails to chapter members to let them know about chapter events (field trips, chapter programs, etc., CoNPS events (annual conference, workshops, field seminars, plant sales), events of other local conservation/education organizations, and other items of interest. The larger chapters send out emails to chapter members monthly but you can decide what is appropriate for your chapter.

e.ii) Through our website/online membership app, we have an easy way for you to send group emails to your chapter. Charlie Turner (conpscturner@gmail.com) can set things up so you are authorized to use it and give you instructions on how it works.

e.iii) There is a database of your chapter members online and you can also download a list of your members with contact information or we (Linda, Jan, or Jen) can do it for you.

f) Annual Reports

f.i) We ask that the Chapter Presidents submit a written annual report at the end of the year summarizing what their chapter did during the year. It doesn't have to be long. Even a summary a paragraph long is fine.

f.ii) Chapter presidents are also encouraged to turn in written reports about chapter activities before Board meetings.

2) Supplies and Handouts

a) CoNPS has membership brochures, pollinator and native plant handouts, and may have other items that you may want to hand out at fairs and presentations to other groups. Membership and Marketing Coordinator, Jen Boussetot can supply you with the handouts. We are also ordering vertical CoNPS banners for indoor use. Let us know if your chapter wants one.

b) The Education & Outreach Committee has a canopy for outdoor fairs and plant sales. If your chapter would like one of their own, they can purchase it from chapter funds.

c) A number of the chapters have their own projectors for programs. If your chapter doesn't have a projector and needs one, they can purchase it from chapter funds.

3) How are Chapters arranged? Are there officers or just the president?

a) Chapters are arranged any way you want. They can be formal or totally informal.

b) We suggest that you have other volunteers to help you

4) Use of CoNPS Logo

a) Do not use the CoNPS logo on letterhead, etc., without first checking with the presidents of the Board.

b) If you are representing yourself as speaking for CoNPS on an issue (such as conservation), please let the presidents of the Board know first.

5) Resources for Chapter Presidents

a) Chapter Council— Starting in October 2016, we are forming a Chapter Council for Chapter Presidents to communicate by email (or phone conference calls) to exchange ideas and ask questions. We will ask for a volunteer (one of the chapter presidents) to coordinate this group.

You can meet as frequently or infrequently as you want. For questions, please contact Jan Turner Jlturner@regis.edu.

- b) CoNPS Presidents of the Board - Jan (JlTurner@regis.edu; 720-284-8135) and Charlie Turner (conpscturner@gmail.com; 720-284-8137) – The CoNPS presidents will try to answer your questions. They are the point of contact for the Board, run the Board meetings, and do much of CoNPS’ planning and work and fill in the blank when volunteers can’ t be found. Charlie can help you with your chapter’s accounts on the website. He makes bee block houses and can answer many native plant gardening questions. Jan is happy to try to answer your questions and, if she can’t, she will send the questions on to the appropriate person. She is editor of *Aquilegia* so if you have news items or articles for *Aquilegia*, please send them to Jan. *Aquilegia* is sent out 4 times a year (plus there is an Annual Conference issue). Jan is co-chair of the Annual Conference Planning Committee and is in charge of the Media Committee. She has been coordinating the Summer Field Seminars so if you have an idea for one in your area, please contact Jan. Jan has been on the Board since 2004 and Charlie since 2007.
- c) CoNPS Administrative Coordinator – Linda Smith (CoNPSOffice@aol.com) Linda can answer many of your questions. She is in charge of registration for events, the bookstore, sales, and more. She has been with CoNPS since 2008. Linda works 45 hours/month.
- d) CoNPS Membership and Marketing Coordinator – Jen Boussetot (conpspromote@gmail.com). As Enews editor, Jen sends out emails to CoNPS members around every 10 days. If you need to get out some news or notices of current events, contact Jen to put it your information in CoNPS Enews. Jen is in charge of social media so she can help you with Facebook, Twitter, MeetUp, etc. She helps with a number of events and coordinates the annual Landscaping with Colorado Native Plants Conference with CoNPS’ partners in the winter (in Loveland) and helps Jim Tolstrup with the CoNPS Online Native Plant Sales. She has a list of contacts/partners. She will also help you find volunteers. Jen works 20 hours/week and started in July 2015.
- e) CoNPS Workshop Coordinator - Ronda Koski (ronda.koski@colostate.edu). Ronda is responsible for scheduling workshops throughout the state. If you have a need for a workshop on a specific subject to be held in your geographic area, contact Ronda. Perhaps you can help her find a venue for the workshop (that is the hardest part).
- f) MeetUp. MeetUp is a good way to attract new members to your chapter. It is an online service that allows people in an area to find local events. We have a MeetUp wildflower hikes in the Denver area geared for beginners. Often these members join CoNPS. You can also post your field trips and chapter programs on MeetUp. To see our current MeetUp account (Denver area) go to <https://www.meetup.com/Colorado-Wildflower-Hikes-Meetup/> . If you are interested in a MeetUp account for your geographic area, contact Jen Boussetot conpspromote@gmail.com
- g) Summer Field Seminars – Summer Field Seminars are similar to workshops but they take place in the summer in the field. We find experts (professors or field biologists) to teach these field seminars. Usually there is a charge for field seminars because we pay the instructors, pay for permits in the parks, and CoNPS usually make a profit from the seminars. We do offer some free field seminars each summer if the instructor does not charge. If you are interested in having a field seminar on a certain topic in your area, please contact Jan Turner Jlturner@regis.edu.

- h) Committee Chairs – CoNPS has a number of committees that are focused on specific subjects. The Committee Chairs have information they can share with you and can help you with projects in your area.

CoNPS Committees and their Chairs (email addresses available in most recent *Aquilegia*, inside front cover):

- (h.i.1) Annual Conference Planning Committee – Jan Turner & Lenore Mitchell
- (h.i.2) Conservation – Mo Ewing
- (h.i.3) Education & Outreach – David Julie
- (h.i.4) Field Studies – Steve Popovich
- (h.i.5) Horticulture – Jim Tolstrup
- (h.i.6) Media – Jan Turner
- (h.i.7) Membership – Charlie Turner
- (h.i.8) Research Grants – Stephen Stern
- (h.i.9) Restoration – Sara Copp Franz
- (h.i.10) Scholarships – Cecily Mui
- (h.i.11) Sales – Mo Ewing

6) **Other:**

- a) Webmaster – Mo Ewing (bayardewing@gmail.com) . Linda Smith (conpsoffice@aol.com) can add chapter events to the webpage. Charlie Turner (conpscturner@gmail.com) can help with troubleshooting problems and to add events to the webpage. He can also help you set up your accounts as chapter presidents or committee chairs. Jen Boussetot (conpspromote@gmail.com) can add chapter events to the webpage.
- b) Enews – Enews is an email newsletter that comes out 3 times a month. Contact Jen Boussetot to add your events or news to Enews. Jen Boussetot (conpspromote@gmail.com)
- c) Social Media (Facebook, Twitter, MeetUp, etc.) Jen Boussetot (conpspromote@gmail.com)
- d) Aquilegia – *Aquilegia: Newsletter of the Colorado Native Plant Society*. It contains articles, book reviews, a gardening column, a cartoon, chapter news, other news. It is sent to members as a PDF file and is also sent out in print form. The PDF is full color. The print copy has color covers but the rest of the magazine is in black and white (because of cost) and is mailed to members who request it (about 25% of members). The issues are Winter, Spring, Summer, Fall, and the Annual Conference issue. Deadlines vary. Jan Turner (JLTurner@regis.edu) is editor and does the layout and design using Adobe InDesign
- e) Artists/Graphic Designers – We are working on a list of CoNPS members who are artists and retired graphic designers who may be available to volunteer.
- f) Native Plant Gardening Guides – These are in progress for different areas of the state. We have completed a guide for gardening with native plants in the Front Range and Foothills. The guide for the Mountains (7,600' and Higher) is almost completed. Soon the remaining guides will be finished: Southeast (Colorado Springs, Pueblo, etc.), Plains, Lower Elevation Western Slope (Grand Junction, etc.). If you feel your area has not been covered, please let me know (JLTurner@regis.edu).

- 7) **Directory**- You will receive a directory (Excel spreadsheet) of all of the Board members with their contact information from Linda Smith or Denise Wilson (deniseclairewilson@gmail.com) .

Please send corrections and suggestions for this guide to Jan Turner (JLTurner@regis.edu).