

## **Agenda**

CoNPS Board Meeting April 27, 2019 10:00 - 1:00

Boulder County Extension Office, 9595 Nelson Rd Longmont, CO 80501

Natural Resources Building, lower level (with the atrium).

Present: Pam, David, Erica, Ginger, Erica, Kathy, Steve, Hugh, Amy, Ann, Mo, Kelly, Chrissy

### **Action items**

#### **Motions**

#### **For future agendas**

##### **A. Deryn 5 minutes Introductions and Call to Order at 10:10 am**

##### **B. David 10 minutes Compensation for employees attending Board Meeting VOTE REQUIRED**

Until late last year, CoNPS employees were paid to attend board meeting, but not for travel. They weren't paid for any travel for events. We changed that policy to pay for travel time but not mileage. With that change in policy, we reassessed cost of attendance at board meeting – 5 hrs per employee, about \$300/ meeting. We felt that was too high expenditure so that we wouldn't require employees to attend board meeting. We've gotten feedback about that decision and have re-opened that discussion.

Kathy suggested that employees should attend board meeting and paid for attendance time, but not for travel for board meetings. For workshops, paid for set up and clean up time, then gas reimbursement (per number of miles for event per cost of gas at that time).

David added that we would like to avoid situation where we would need to cut employee hours. Employees are paid approximately \$20/ hour = \$60/ meeting, plus 2 hours travel = \$100 per meeting per employee. If we don't pay for travel time, that would come to \$800 for all the employees to attend the meetings per year. If we pay for travel time, that would come to \$1200 per year. It might be a little confusing to pay for travel sometimes but not all the time. Another approach would be to have liaison on board to represent employees and they aren't required to attend.

Ann said that we should look at impact of having employees present – they can answer questions and feel that they are a part of the organization – contributes to a sense of belonging, which is hard to put a price on. Mo disagreed – if there's an issue that requires a staffperson to attend, we can ask them attend and pay for it. Ann felt that they are welcome to attend. Erica felt there was great value to seeing staff face to face.

David is fine with saying attendance is voluntary, unless expressly required

because of the agenda – preference is to pay only unless invited and then include travel and time spent during the meeting.

**Mo moved that we pay time of travel and attendance at the board meeting for CoNPS employees whether expressly required by the board or attending voluntarily. They are invited to all board meeting David seconded. All voting members approved.**

Deryn asked if we should always require CoNPS employees to attend – either by phone or in person. Chrissy added that we could adjust hours 4x/ year for them to attend.

**In order to simplify the discussion, Amy moved that CoNPS employees are required to attend board meetings in person or by phone. David seconded. Only three votes – NOT PASSED.**

Liaisons can represent staff and expressly invite staff as needed and strongly encourage to attend, especially when their expertise is required for an agenda topic. **David moved, Mo seconded that we stay consistent with first motion without requiring board meeting attendance from CoNPS employees.**

### **C. David 15 minutes: CONPS Social Media Strategy**

Jen set CoNPS up on social media platforms where we have seen great participation, including plant id – originally without pay. When we hired Ean, we wanted to understand the time required for CoNPS marketing. Ean's proposal is that he can do this work in 45 minutes/ week (3 hrs/ month).

- 3800 participants in Facebook group
- 2000 participants in Instagram
- Will maintain themed days, recycle some of the content that Jen set up, adding Workshop Wednesdays to promote workshops

Erica has noticed decline in helpful comments to respond to posts that present further involvement opportunities – to manage social media just once a week may discourage that spontaneous leveraging of participation. Can we recruit volunteers to assist with plant id or replying to comments? We can add administrators. This might be part of the Media Committee's role.

**David will give board feedback to Ean. David moved that we accept Ean's social media policy. Deryn seconded. Motion passed unanimously.**

### **D. Grants**

#### **1. Chrissy 10 minutes: Mission Grants committee requested additional funds**

Previously the unused Mission Grant funds went into an endowment fund and

voted to fund that fund with profits from Jack Carter's book sales. We said that in the first couple of years when there was not much money in there that we might use the grant capital to fund grants. The fund has about \$8,000 in it now which meant we had about \$300 to give away this year. I bumped that up to \$750 using the fund's capital.

Should we have a second funding cycle for this year? Where would that money come from? Mo expects a surplus at the end of this year in the general fund and that can be added to the grant fund. Jack asked Chrissy to relay that he wants board to make decision about what to do with the profits that comes from the book sales.

Amy suggested that we could reduce Mission Grant to 1x/ year in order to have larger gift from any surplus funds, book profits and endowment – this could result in more significant funding from the Mission grant. David said that book sales have been phenomenal, 1200 have been sold already (\$17,000 gross income). We don't have to wait – our financial situation is strong, so he suggested that we not defer the fall funding cycle.

**Erica moved to have a fall funding cycle for \$750 the Mission Grant. David seconded. All passed except Mo.**

**a Erica 10 minutes: Should we combine grant committees?**

Mission Grant committee recently formalized processes, and wondered if it is more efficient to have one grant committee to administer Mission, Marr and Steinkamp grants. One website, one due date and one rubric may make it more streamlined. Stephen Stern is the chair of the Marr-Steinkamp grants. Mo suggested that Mission Grant committee should reach out to other grant committee to discuss. Chrissy wasn't sure if it's necessary to combine committees, but making webpage more consistent and streamlined would be beneficial.

**Mission grant committee will have conversation with Jenny Ramp Neale about how grant committees can combine or support functions for the grant program as a whole.**

**D. Chrissy 30 minutes: Google Drive Update/Training**

Having a central location for important documents assists with making information accessible for the board, employees and committee members and saving institutional knowledge as board members change.

Mo said that there is a place on the website where all of these documents are kept – is the Google Drive a more efficient way, allowing for editing and interaction?

Bethanne set up a CoNPS account – [conpsboard@gmail.com](mailto:conpsboard@gmail.com) (this will be accessible to board, committees and employees – password will be shared). April 2019 has its own folder for all documents associated with this meeting, for example. Other folders include general documentation and Mission Grants. Mo asked if each committee should have its own folder – Chrissy and Ann agrees.

Members don't have to have their own Gmail account, but one does have to be able to sign in to Google. Everyone on the board can either use their own Google sign in or the CoNPS login. **Chrissy and Erica will work on setting up folders in new CoNPS drive. For August board meeting, Chrissy will need 20 minutes with more detailed plan and feedback. The subcommittee can give people assignments in the meantime to try things out – Erica, Chrissy and Bethanne will brief email instructions.**

#### **E. Ann 15 minutes: Annual Conference 2019**

Update: *(Please see notes from annual conference committee)* Weekend of Sept 28/29, with theme of The Everchanging Landscape: Speakers include Dr. Mitch McLaughlin, Dr. David Inouye, Dr. Stephen Stern, Sally Crum and more.

Walkthru of facility set for Aug 1. Capacity of room is 90 with chairs. There is a separate room for Bookstore and Silent Auction. Mixer Friday night to capture Rare Plant folks and those from out of town. Screening of a film on Lewisia.

The venue is free, but we are planning a nice lunch and would like to make the mixer free – light snacks and beverages. Attendance will be lower, but costs will also be lower.

The question of whether we should offset the cost of some speaker's travel from the Front Range has been raised. Once we have a budget set, we can decide. Is there any precedent?

Reimbursements for speakers for travel to Western slope available only upon request. They get free admission to the conference – no speaker stipend.

Mo asked about potential sponsorships – this would be Ean's job. We will receive abstracts bios and photos from all the speakers for Aquilegia – letters of commitment, can they come from volunteers or from Ean? **The Annual Conf Comm decided that Mary will handle getting info on speakers-bios, abstracts, head shots for the Aquilegia. Annual conference committee will pull together a budget for 2019.**

Board spokesperson should give state of the society – should this be Bethanne?

Lifetime achievement award at the meeting – decide within OC or in board

meeting email? \* The Plateau Chapter has not come up with a nomination thus far. The award is a nice certificate with original artwork – Linda has offered her artwork if necessary. **Ann will get back to Board with award recommendations in next week or two.**

#### **F. Kelly 15 minutes: Aquilegia**

1. Should we combine the Annual Conference issue with the Summer issue? Combined issue would be about 40 pages. Over our history we've had them both combined and separate, depending on amount of content. They would be produced pretty much simultaneously. Kelly doesn't know at this point whether content for summer issue fits in thematically with conference issue. Conference info would need to be in by June 15<sup>th</sup>.

**Mo moved that we go to one issue of Aquilegia for summer/ conference. Amy seconded. Motion passed unanimously.**

Kelly recommended that for next year, summer articles will be solicited to fit in with conference theme.

2. For the 311 members who get printed copies, should we print Black & White copies (\$3.87@) or full-color (\$5.92@) – including postage. The price per page goes down for more pages and the price per copy goes down for more copies. \$15 for B&W and \$24 for color per year – 4 issues/ year.

Hugh suggested that we shouldn't spend any of our funds to print copies for a few people. People who wanted the printed copies could pay for them.

**Mo moved that we print in color. Hugh seconded. Motion passed unanimously.**

3. Should we charge these members the printing costs: \$24 per year? Kelly doesn't want to isolate those 30 members that don't have Internet/ email – if they communicate via mail, then they don't pay for printed copies after contacting Linda. We can provide a honor system process or run them through our Scholarship committee for those who need it, with \$24 subscription for those of us who want a printed copy as a luxury.

Lifetime members will also pay for an Aquilegia subscription if they want a printed copy.

**Mo moved that we charge \$20/year for printed Aquilegia subscription, but if this is a special situation (i.e. financial hardship or lack of internet access) they can contact Linda to see if scholarships will cover it. David seconded. Motion passed unanimously.** Will this be a burden on Linda? This will be included with membership renewals starting now and in Aquilegia. **Mary and**

**Kelly will write letter to membership.** Note that our membership fees have remained low and Aquilegia is available in digital form without additional cost. We might want to find out who the 30 people are within the society. Linda can ask someone else to support if fielding these questions is too onerous.

4. Should we print extra issues for distribution to the public? 100 copies (\$2,960 per year)?

These printed issues would be for CoNPS marketing – what is the need? This would come out of Marketing budget. Mo asked who would distribute them? Ean as Marketing and Events Coordinator, David as part of E&O. This would have to be a targeted approach to be impactful. We don't currently participate in enough events to give out 100 per quarter. 20 extra copies is probably enough at this point. David recommend that we proceed as we have been doing. Ean may have some additional insight about how useful Aquilegia is as a marketing tool. Ann said that Aquilegia as outreach could also be a mission-related cost to get copies in the library. **The E&O committee and Aquilegia team will work together to discuss Aquilegia as an outreach tool.**

#### **G. Mo 15 minutes: Speakers Bureau**

1. Who is this for? Internal audiences (i.e. chapter meetings)
2. What does it accomplish? Great help to provide programs related to our mission for chapters
3. How should it be structured? Info about speakers and programs could be available on CoNPS website - this will need some promotion.
4. Needing a volunteer to step forward to manage bureau and website

Mo suggested that we should start on a limited basis and concentrate on internal audiences for now, making info available on website or on Google drive. We have an abundance of expertise! Pam has a member of the Boulder chapter who may be willing to manage for Boulder chapter only – geography does play into this. **Mo and Pam will work on speakers bureau structure and how to put it on website.** Does board approve of finding a volunteer to manage this? To start, we can ask chapter presidents for potential willing speakers (i.e. graduate students, grant recipients). The volunteer will set up and manage the website and database and keep it current (availability, geographic range, subject matter).

Travel costs (ex. Denver offers \$30, Boulder chapter offers \$50 for bookstore or a check to cover travel, Northern chapter may adopt this practice). Payment for speakers is a separate issue and can be decided between chapter and speaker.

**H. David 10 min Plant Sales and Garden Tours** - \$20,000 so far in orders for the Spring Plant Sale. Volunteers will be at all 4 locations to organize orders on May 3rd. On May 4<sup>th</sup>, we don't have enough volunteers for the actual pickup.

Ean has been working with Bethanne Bane for Boulder garden tours and others

for Denver tours – may be on the same day. Colorado Springs is not firmed up yet.

Jen is continuing to work on marketing for the Southwest Native Plants book, sales have been 80% wholesale, 20% retail. \$10600 in revenue for wholesale, \$5000 in retail. She has also sold \$1800 on Trees and Shrubs of Colorado that Jack donated.

**I. Kathy 2019 CoNPS Workshops Update** (*please see PowerPoint presentation and calendar on website*)

- \* Increase numbers, locations and topics of workshops/ field seminars
- \* Topics are chosen by alignment with CoNPS mission, serving new members as well as long-time participants, meet member interests and needs (i.e. plant-animal interactions)

**J. Kathy 5 minutes: Bill Weber**

1. Free presentation in June about bryophytes, intimate Q&A – June 23<sup>rd</sup>, 1:30-3 pm at Reynolds Library, 35 people max, CoNPS members only. Ron Wittman will introduce and field questions. Mo will present award to Bill. Should we recognize Ron? It was suggested to find another opportunity to recognize Ron to keep focus on Bill.
2. Passing around a certificate of appreciation for O.C. to sign

**K. Lenore 5 minutes: Earth Day 50th year celebration – future discussion**

- \* Next year is 200<sup>th</sup> anniversary of 1<sup>st</sup> botanic trip to CO, perhaps dedicate Aquilegia issue?

**L. Mo Sales Tax Reports – Linda is questioning on whether we should continue website sales of books – too early to tell**

**M. Steve Olsen 5 minutes: Flora Updates**

Idea: CoNPS as a destination for county distribution records between publications – unpublished but documented credible records, tracking changes to populations over time and the spread of invasive species. Chrissy mentioned that all herbaria in CO are digitizing, there may be a year lag time, but this would be a parallel system.

**N. Ann 15 minutes: Project Budburst Colorado** (*please see Project BudBurst document*) This year we will look at participation and determine whether this would be something we continue to pursue.

**O. Deryn 5 minutes: Irene Weber** - New Board Member nomination and next steps

**Erica motioned that Irene Weber join the board as Member at Large. Hugh**

**seconded. Amy will tell Tom to invite Irene to board.**

**Next meeting on August 17th will be in other building!**