

CoNPS Board Meeting August 17, 2019 10:00AM - 1:00PM  
Boulder County Extension Office, 9595 Nelson Rd Longmont, CO 8050  
Clover Building  
Call-in option: Call in (605) 468-8895 Access code: 388120

Present: Irene, Kelly, Erica, David, Pam, Linda, Hugh, Denise, Amy, Jack, Deryn, Chrissy, Kathy, Mo, Anna Wilson, Tom, Hailey, Lenore

### Action items

### Motions

### For future agendas

#### 1 **Deryn (10 mins): Introductions and Call to Order at 10:05 am**

New attendees – welcome!

Hailey Stratton: Head of Restoration Committee

Anna Wilson: member of Denver chapter, invited by Tom

Irene Weber: new Member at Large

#### 2 **Deryn/Erica (5 mins): Board roster, who updates (Linda?), where does it live?**

Linda sent out updated board roster. Jessica kept it initially, and Linda has been updating it gradually and is ok with keeping it. A good place for it would be in the Board folder – a good thing about the roster is that it denotes who receives certain emails vs. emails that everyone receives. **Erica will work with Linda to fine-tune and upload the most recent version in the Google Drive.**

**At their next meeting, the OC will discuss how to ensure that new board members are included in sharing the Google drive and updated in the roster.**

#### 3 **Ann/Denise 10 minutes: Annual meeting & Silent Auction Update**

Susan Carter in the Western Slope has been invaluable and has stepped in to fill in for others that have stepped out. Denise has provided documents: *see Google drive*. We have 7 speakers, with some last minute changes. Aquilegia will be out by Monday, E-news was out on Friday. Registration will be up shortly. First stab at registrations will be provided to members – attendance and parking is limited. Carpooling is recommended. We have given away 3 registrations, honoring previous commitments. We hope to sell out all tickets and even end up with a waiting list. Linda has made tickets for early bird, member, late – should she make tickets for nonmembers? Denise recommended that she wait until members have a chance to sign up. Kelly needs updated dates – September 9<sup>th</sup> is end of early registration. Hotel information is available on registration page – we have a certain # of rooms blocked, but those will go fast. Contact Denise or Ann Grant if you have any questions.

*See budget:* We believe we will make money on this conference; we want to demonstrate that a Western Slope conference can be profitable. We have 50 items

worth \$2200 for the silent auction so far. Sponsorships, we've met \$1100 dollars already. We have silver, gold and platinum levels with increasing levels of recognition. Denise is coordinating the sponsors with Aquilegia (Kelly and Mary) and collecting logos.

We have the Rare Plant Symposium on Friday, and we also have a social and movie screening that same night. This will be offered to Rare Plant attendees – this adds another 20 people to looking at books and auction items, a potential revenue source.

5 field trips are offered on Sunday.

4 **Ann (10 mins): Lifetime Achievement Awards – Denise; VOTE REQUIRED**

a

**David moved to approve awarding the Lifetime Achievement Award to Jack and Martha Carter. Tom seconded. All approved.**

b

**Amy moved to approve the expenditure for the award made by Carolyn Crawford and the frame. Chrissy seconded. All approved.**

5 **David (5 mins): Book sales for fundraising**

We are making a special effort to sell 2 books to support CoNPS – new edition of Common Plants of the Southwest and Trees and Shrubs of Colorado. Jennifer Boussetot continues to sell these books for us through wholesale/retail. Of those 3000 books, she has sold over 1500; total revenue for first book is over \$20000, but expenses are low. Jennifer is averaging less than 20 hours per month, storage is about \$70/ month. She has sold 151 Trees of Colorado for an additional \$2000. Jennifer set up 4-state tour and sold books after each of her speaking engagements. She has an upcoming speaking event next month and expects to sell a box or two of books at each event. An incredible accomplishment and we are extremely grateful to Jennifer for her expert management of this!

Pam wants to encourage members to buy this book – the best way for individuals is through online bookstore. If they have an event to buy a box of books, they should contact Jennifer

[Jennifer.Boussetot@colostate.edu](mailto:Jennifer.Boussetot@colostate.edu)

Hugh asked about recent printing of Jennifer Ackerfield's flora with substantial changes. CoNPS has been selling the new version, with more images and sub-keys. It is also easier to fit into a backpack! Some venues have been still selling the old one which leads to confusion. Jennifer is working on a 2<sup>nd</sup> edition.

There are a couple of books out about defending public lands, they get quite political. Linda wants to know if we should offer these in the bookstore? Chrissy felt that unless it's extremely pertinent to CoNPS mission, we should keep politically divisive books out of bookstore. We will keep these two titles out of the bookstore – but Linda recommends we all read them!

6 **Mo (5 mins): Sales Tax Reports for Online Book Sales**  
Sales tax changes in Colorado have been burdensome on small businesses, since you have to figure out taxes by zip code. It takes Linda a lot longer to file sales tax reports each quarter – 7 hours/ quarter, 5 hours more than it used to be. She’s getting a better handle on it and wants another quarter to try to make it more efficient, and at that point we can decide whether to continue with online sales. There’s a day’s worth of more information that she has to put in about zip codes. **Recommendation that we will have a report after the next quarter and then decide by December.** Linda will be looking at what zip codes we sold to and what licenses we have to apply for. She will also look at the money spent and the online book sale revenue. Denise noted that we shouldn’t stop altogether since it’s a big part of what our membership expects from us. **Next board meeting is November 16<sup>th</sup> - we will decide at that time.** We could make the decision on a yearly basis.

7 **Denise (10 mins): Landscaping with Colorado Native Plants Conference, Feb 2020 -**  
What is the future of funds that CoNPS is holding?  
We currently have a liability on our balance sheet of \$30000 for the LWCNP conference – what are the parameters around that. Today, we can bring everyone up to date on the issues involved. Deryn shared that LWCNP conference, a team effort among different regional partners, is in its 5<sup>th</sup> year. CoNPS was already set up to hold the money while the other partners were not. The committee runs the event but leans on Linda to pay expenses and accept \$\$ for registrations. EventBrite will be accepting registrations this year, so it won’t be a CoNPS responsibility.

Denise’s concern is that there needs to be a written plan or resolution – documentation of the agreement in case there is a parting of ways. This agreement needs to say who owns the money, and what happens to it in case parties part ways. The parties involved must agree to the language and sign the document. From CoNPS could be Denise, Linda, Mo, Jennifer. **The planning committee has a conference call coming up and will discuss this agreement.**

8 **Kathy/Denise (5 mins): Workshops Update**  
5 workshops planned through the rest of the year. September 14<sup>th</sup>: Noxious Weeds at Horsetooth Reservoir; September 21<sup>st</sup> Southeast Chapter tour of Fountain Creek Watershed; October 5<sup>th</sup> Seed Collection; October TBD Jennifer Ackerfield Grass Workshop; November TBD West Slope with Mary Menz

20 workshops this year, double the amount from last work. Great work!

Kathy will send message to waiting list folks from grass workshop, so they get first crack at it.

9 **Lenore (5 mins): Earth Day 50<sup>th</sup> anniversary**  
April 22<sup>nd</sup> is a Wednesday next year. Other conservation groups have events planned. It

is important for us to be involved. The annual conference may be in Denver next year – is there a way to combine?

Deryn wondered if there could be a concerted efforts to have an event among all the chapters. Hailey wondered if every committee could offer something, so members could have a choice of how to participate, something accessible for everyone. Chapter presidents/ board could help coordinate. Kelly asked about coordinating with other organizations already planning events. Amy mentioned the iNaturalist City Nature Challenge which is usually offered at the same time, a citizen scientist blitz.

Hugh feels that board should be involved, have one person to hold the chapters and committees accountable. Chrissy is happy to be involved with iNaturalist trainings, but may not be able to lead project. Deryn will help. Denise asked if we should post in e-news to look for project manager, so that it doesn't fall to Marketing/Events Coordinator. Training is important in order to protect those rare species. **Chrissy, Hailey, Lenore, Tom and Deryn will meet to discuss how to move forwards and contact committee/chapter heads.**

#### 10 **Denise (10 mins): Marketing and Events Coordinator Update**

*See Marketing and Events Coordinator report.* Plant sales in spring didn't go well, and we parted ways with Ean Tafoya. The OC discussed what to do, and decided to postpone the advertisement for new Marketing and Events Coordinator and regroup in the fall. Denise has adopted the duties for the time being. She would like to apply for the position after the annual conference, when we open the position up again. **The OC will discuss at their next meeting.**

Denise ran the garden tours in June, and we pulled them off! *See garden tours report in Google Drive.* Past garden tours benefited from a lot of advance planning, and the ad in the Colorado Gardener – this takes a lot of coordination with hosts to get the ad in time (February). CO Gardener is going down to 3 issues/ year. This years activity were 35 attendees for Boulder and 37 for Denver. Next year we will run these on separate days.

Annual meeting is well under control, thanks to Ann Grant, Susan Carter and Mary Menz. Challenges remaining – we need volunteers. Linda is setting up registration and will include the option to volunteer. Denise has listed out volunteer needs. **Linda is working on how to put volunteer discount on registration page and will reach out to Mo if she needs help.** Jennifer set up registration page last year.

Social media has been impactful in raising awareness about CoNPS. Denise met with Jennifer Bousset on August 8<sup>th</sup>; she is posting to 4 different sites: Facebook page, Facebook group, Instagram and Twitter. She posts 30 days out, 3 weeks out, 2 weeks out, 10 days out, 1 week out, 3,2, 1 days out. Denise could use some help with posting, especially with weekly interest posts – she will train! It takes about 1-2 hours/week to do it. Hailey is interested in helping, but wonders about getting enough photos. There is so much posting on the Facebook page and group that can be shared. We may have to

include in the guidelines that posts may be re-shared but credited. Creative commons through SEINet and iNaturalist may be additional sources. **Deryn offered to take #Pollinator Saturday, and Hailey said she might take #Wildflower Wednesday. Denise will have another training with Jennifer and include those interested in helping with posting to CoNPS social media. Anna Wilson is also interested in helping and participating with training.** Bob Legier is another source of fruiting plant photos.

Denise has been able to participate in LWCNP conference planning. Thanks to Deryn we got the ad in Colorado Gardener in on time. This year we didn't receive funding for the ad, but this could be an option for 2020. Denise will have a conversation with our benefactor to see what the opportunity is for next year. She may also be interested in the Earth Day events.

Correction: Jim Pisarowicz will be running the photo contest.

#### 11 **Google Drive (20 mins):** Chrissy/Erica

Erica volunteered to help create a skeleton system to store CoNPS documents on Google Drive. See *How To Document on Google Drive "CoNPS Official Files"*.

Tips: Be careful about editing other people's files. Erica recommends that each folder have a position in charge for the sake of continuity – for example, when Erica left her role as restoration chair, she shared documents with Hailey. Do not upload photos for now to save storage space. Be careful who you share documents with – share individual files and folders on a need-to-know basis, to prevent sharing sensitive info.

Kelly asked if adding these folders to her drive would count toward her data limit. She also asked if there is an Aquilegia folder for guidelines. That could be added under the Media Committee.

Erica is willing to work with folks who are experiencing challenges uploading or accessing files.

#### **Other items**

**12. Field Trip Leader – (Pam)** Patricia Butler created a document to formalize information for Boulder chapter field trip leaders and Linda (who has helped with the draft) and chapter president Pam thought the document might be of interest to other local CoNPS chapters. She also created a document for presenters. See *Google drive for August meeting*.

Hugh asked if it was possible for field trip attendees to have access to website so they can cancel their registration if necessary? Field trip leaders in Denver chapter. have to gather contact info for registrants.

**13. 2020 Annual Conference** – Kelly asked about possible theme for next year's annual

meeting - 200<sup>th</sup> Anniversary of James' expedition, botany of CO. **Discuss theme venue and location at November meeting.** Ann will not lead planning committee for next year. It is Denver's turn.

**Adjourn at 12:26. Next meeting November 16<sup>th</sup> at same building (Clover) at Boulder County Fairgrounds 10 am – 1 pm.**