Colorado Native Plant Society Board Meeting
February 8, 2020

Jefferson County Open Space Building
700 Jefferson County Parkway
Golden CO 80401

Present: Amy, Ann, Chrissy, David (remote), Denise, Haley (remote), Irene, Kathy, Kelly, Linda, Mo, Pam (remote), Steve, Tom

Action items
Motions
For future agendas

Irene called the meeting to order at 10:10 am

1. **VOTE Pass Aug and Nov board minutes (both are on the Google drive) (Amy 5 mins)**

Board minutes for both meetings are available on the CoNPS Google Drive in the Board Meetings folder. Amy made suggested changes from Lenore, Ann and Mo.

Denise motioned to pass Aug board minutes. Chrissy seconded. Motion passed.
Chrissy motioned to pass Nov board minutes. Tom seconded. Motion passed.

Mo asked whether draft minutes could be up on the website. Approved board minutes should be available on the website.

2. **VOTE Approve updated strategic plan (Chrissy 10 mins)**

Chrissy made suggested edits to the strategic plan. Stephen had suggested including stewardship and re-ordering the goals to reflect organizational priorities. The order of the goals as they stand reflects the CoNPS mission.Linda suggested adding “and stewardship” to Goal 3 to read: “Champion the conservation *and stewardship* of native plants and habitat.”

Kathy asked whether Chapter Presidents have lunch at the annual meeting as stated under Goal 4 Strategy 1e, or whether it is a priority to facilitate internal communication. This is a strategy that is still to be implemented – consider small amount of funding. The Saturday evening of the annual meeting might be the most convenient time. We agreed to keep this strategy flexible. **Chrissy will make a calendar to remind the CoNPS board to review strategic plan every 4 years.**

Amy motioned to pass updated strategic plan. Mo seconded. Motion passed. Thank you Chrissy, Ann and Erica!

Mo will post completed strategic plan on CoNPS website. Linda will post the notice in the E-News and a short blurb in next Aquilegia. Ann will follow up with a longer article about the strategic plan in a following issue of Aquilegia.

Mo suggested committee heads supply reports at end of year to address strategic goals. **Amy will add accomplishment and strategic plan review to agenda of last board meeting of each year.**

3. **Conference planning, including structure for planning 2-3 years out (Denise 20 mins)**

Denise reported great pre-planning by Lenore and John Vickery. They already have volunteers and venue contracts completed. The conference will be Sept 18-20, at the American Mountaineering Center in Golden (corner of 10th St and Washington). The social will be on Friday night. Setup will either by Thurs late afternoon, Thurs night or first thing Fri morning, depending on other bookings at the venue. We've decided that we do not have room for vendors. We have 2 working budgets, one based on 200 registrants, the other based on 300 – both show a healthy profit. The committee is still deciding to charge $45 or $50 per registrant. There will be a separate charge for the social. We will be showing the Douglas Tallamy documentary "Hometown Habitat" previous to the social. We do not have the auditorium on Friday night, but we do have the downstairs A,B,C,D sections. John Vickery is working on speakers – theme is: "Peaks to Prairies: Plants in a Land of Extremes". There will most likely be one track of presentations, allowing for networking and connecting with fellow members. Surveys indicate that "making friends" is important to our membership.

Steve Olson expressed interest in having 2021 in La Junta. Thanks to Ann we have the planning document. Denise proposed having person from previous conference involved in current conference planning. We will table the discussion for structure for future planning until next meeting.

4. **2020 board election during the conference (5 mins)**

5. **Landscaping conference funds/ grant program/ MOU (Amy 15 mins)**
    a. Demonstration Garden Grant funding from Landscaping with CO Native Plants conference (write up update) Amy reported that the MOU with the Landscaping with CO Native Plants planning committee is on hold until after the conference on February 29, 2020. At this time, the plan is to continue with CoNPS holding conference funds, and Linda will be reimbursed for her time. Some of the conference revenues will be used to start a demonstration garden grant program. The conference planning committee will administer the application and award process, and plans to announce the grant during the conference.

6. **Spring native plant sale (Denise 10 mins)**

We have 4 going!

- April 24-25 Denver Metro Chapter in conjunction with North American Rock Garden Society at Jeffco Fairgrounds. CoNPS members get 10% discount – currently working on how to id members. No pre-orders – reducing risk for CoNPS. Volunteers are filled.
- April 26 at High Plains Environmental Center – we still need volunteers to help with sales and answering questions.
- May 9 at Harlequin's in Boulder – we still need volunteers to help with sales and answering questions.
- June 25 at Jack Carter's retirement center in Denver

Linda also shared some additional vendors of native plants, and Denise will be visiting to check them out as potential sources.

7. **New Winter Park Chapter/New chapter protocols. (All 20 mins)**

Ann has been administering the certified native garden program, and she heard from an individual who wanted to know what was involved with setting up a new chapter in the Winter Park area. Ann shared the general requirements – 10 people, 1 meeting a year, field trips. There's been no further communication over the past month.

Haley mentioned questions from Grand Junction members about Plateau Chapter status. They ran a successful annual meeting in 2019. Plateau Chapter is led by a committee of three currently – members are encouraged to pitch in and help to organize activities. The board bylaws include provisions for disbanding inactive chapters.

8. **Jen Bousselot Accomplishments (David 5 mins)**

David updated the board about sales of the Native Plants of the Southwest field guide. Jen Bousselot and Jack Carter proposed that CoNPS retain the sales. Terra Foundation covered printing of 3000 books. The only expense to CoNPS has been Jen's time, shipping and a storage locker that costs $600. Now, 18 months later, only 700 books remain to be sold. The book has generated a total $24,000 for **CoNPS**. It is proposed to put the money in endowment fund. Jen and Jack may be interested in updating Trees and Shrubs of Colorado in the future.

9. **Mission Grant proposals (Chrissy 15 min)**

Chrissy only received one proposal, one from last year's recipient. There is no wording right now to prevent previous recipients from applying again within the year. She requested feedback from the board. Feedback from the Board was to allow the same person/research group to apply for consecutive rounds of funding to support long-term or multi-year projects. Kelly suggested getting grant information to Aquilegia earlier. Haley mentioned not seeing much information about the grant and recommended increasing marketing for the grant. We will also extend this round's deadline to March 1st – **Denise will include in social media.** Linda suggested listing previous grant recipients. We have 2 rounds of the mission grant per year. Mo likes having the flexibility of offering multi-year grants.

Haley will contact Mo about funding Restoration Committee budget for 2 projects this year.

Chrissy suggested syncing deadlines for all CoNPS grants. Marr and Steinkamp grants only has one round per year. **Chrissy will supply blurb for E-News going out on Feb 15**

10. **Workshop & Field Seminar Refund Policy (Kathy, 5 min)**

Kathy proposed that policy be changed to allow full refunds only if canceled a week in advance or if CoNPS cancelled workshops. The OC approved this proposal.

11. **Fiscal Update (Mo 30 mins)**
    a. Review 2019 and **VOTE to approve 2020 budget.** (Mo)
    - *Please see CoNPS Operating Funds 2019 and 2020 budget document*
    - Total net income for 2019 was $13350, but $9000 of that was due to book sales. The remaining $4000 was about half of normal years, due to reduced plant sale and garden tour income. We ended 2019 in good shape due to Denise's work.
    - Projected income for the Plant Sales is $5,000 less than 2019 because of a change in its organization and a proposed 10% discount for members.
    - A 2.8% cost of living increase is proposed for employees
    - All of the chapters underspend their budgets, which are based on 25% of their membership fees.
    - The Media committee's budget is increased over 2019 expenses because only three issues fell into 2019. It was a timing issue. There will be 4 issues in 2020.
    - Proposed reduction in hours for both admin coordinator and workshop coordinator in 2020 budget. Denise noted that her current salary is closer to $9300 instead of $11040, but she would use some extra time, total of 44 hours a month, to post on social media for events and workshops. Denise is looking for help to generate and post social media content. **Mo moved to add 1 hour a week to Denise's time, Irene seconded. All in favor. Motion passed.**
    - **David and Mo will work with Kathy on budget numbers for Workshop Coordinator salary.**
    - Mo and David agreed on raising fees for seminars and workshops by $5 each going forward. **Mo moved to raise workshop fees $40 members for members, $50 for nonmembers going forward. Ann seconded. All in favor. Motion passed. Mo moved to raise field seminar $65 to $70 for members. Chrissy seconded. All in favor. Motion passed.**
    - Haley suggested standard procedure documents for new committee heads, so they are aware of budget process. Linda mentioned that bylaws and committee descriptions may need to be updated. **Mo will see if he can find chapter president handbook.**
    - **Mo moved to accept 2020 CoNPS operating budget pending Workshop Coordinator salary discussion. Denise seconded. All in favor. Motion passed.**

    b. Executive Director Position Discussion (Mo)
    - *See Financial Discussion Regarding Potential Executive Director document*
    - Leading up to the following General Endowment and cash reserve proposals, I would like to discuss how close we are to being able to hire a 1/2 time Executive

Director by combining the Marketing and Events Coordinator salary ($11,800), our average surplus for the last three years ($8.000) and income from General Endowment ($1,561). I am hoping that will give support to putting money into General Endowment.

c. **VOTE on formally setting up the rules for the General Endowment.**

- *See Board Resolution for Establishment of Gen Endowment Final document*
- This resolution can be changed at any time by the CoNPS board of directors.
- The purpose of the General Endowment is to generate funds through investment, eventually the interest can be used to fund specific programs, i.e. an Executive Director position. General Endowment positions the organization to grow and change in the future.
- Proposed amendment: Kelly suggested adding language that the board would re-evaluate spending cap each year.
    - **Denise moved to accept resolution for the establishment of General Endowment as written by Mo. Ann seconded. All in favor. Motion passed.**
- **VOTE on reducing the Cash Reserve to 50% of annual operating expenses.**
    - *See Financial Discussion Regarding Potential Executive Director document*
    - **Mo moved to reduce cash reserves to 50% of annual operating expenses. Tom seconded. All in favor. Motion passed.**

d. **VOTE on transferring the operating funds surplus to endowment.**

- **Mo moved to transfer $ operating funds to the General Endowment. Ann seconded. All in favor. Motion passed**
- 2019 surplus = $4,425.65. And if the cash reserve vote is approved, transferring the prior accumulated funds to General Endowment: $34,959.31. This would leave a cash reserve of $34,959.31 in operating funds.

e. **If time, merging Steinkamp and Marr grants**

Irene closed the meeting at 1:11 pm.

Next meeting is Saturday, April 25 from 10 am – 1 pm at the Ponderosa Room at Jeffco Open Space Building.