

**Minutes of the Board of Directors Meeting
Native Plant Society of New Mexico
July 31, 2014**

Boardroom, Holiday Inn Express, 7935 Artcraft Rd., El Paso, Texas

Present:

Officers: Renée West, President; Barbara Fix, Vice-President; John White, Treasurer; Pamela McBride, Recording Secretary

Directors-at-Large (Chapter Representatives): Bettie Hines, Albuquerque; Joan Woodward, Las Cruces; Kathy Barton, El Paso; Keller Suberkropp for Charles Holmes, Gila; Tom Antonio for Carol Johnson, Santa Fe; Linda Barker, Otero; Jan Martenson, Taos

Committee Chairs: Jack Carter, Finance; Gary Runyan, Posters

- A. **Call to order, Renée West, President:** Renée called the meeting to order at 1:15 p.m., July 31, 2014 and determined that a quorum was present. The meeting agenda was approved unanimously.
- B. **Approval of February 8-9, 2014 minutes, Pamela McBride, Recording Secretary:** Approved unanimously with a correction from Linda, adding B. to new business.
- C. **Treasurer's Report, January 1 to June 30, 2013 John White, Treasurer:** John went over the report. The herbarium at San Juan College has closed and the collections are being moved to the UNM herbarium, so budgeting for herbaria grants will be \$500 less in 2015. Pam made a motion to approve the treasurer's report. Barbara seconded. Approved unanimously.
1. The report is attached as Appendix A.
- D. **Membership Report, Lindsay Kirchhevel, Membership Coordinator (via email):**
- a. There is a slight decrease in membership numbers (down 11 from a year ago). The majority of new memberships came from non-electronic applications (of the 77 new memberships, 39 were from web-based applications). Current active members total 800, of which 8 are advertisers, 57 are complimentary, and 29 are exchanges. The highest our membership has been was 805 in July 2009 and the lowest was 706 in December 2010 and July 2014. Membership numbers for chapters and for the Society in general have remained consistent over the past few years.
 - b. Tom made the motion to amend the membership application form in the newsletter and on the website to: 1) add the line "additional contribution" at the bottom of the membership category listings 2) put check boxes next to each membership category 3) add Teachers to the Limited Income, Students, and Seniors membership category and 4) Add a statement at the bottom of the form saying *Remember 25% of contributions to annual dues are returned annually to the individual chapters.* Jan seconded. Passed unanimously.
- E. **NPSNM Election Results, Deb Farson (via email):** Barbara Fix, Pam McBride, and John White were re-elected.
- F. Committee Reports
1. **Finance Committee, Jack Carter:**
 - a. The goal of the investments for unrestricted funds held at Edward Jones is balanced toward income. The total portfolio is \$84,793 as of July 28, 2014

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and the rate of return for 2014 was 3.73%, while the overall rate of return since inception was 9.05%. The Fidelity Spartan 500 Index Fund which is part of the unrestricted investments not held at Edward Jones is doing very well- the value was 33,990 at the end of 2013 and is currently 47,515. The portfolio total for the Carter Conservation Fund is \$61,239, with a rate of return of 4.84% for 2014 and 21.21% since its inception in 2011.

- b. There is \$1,783 in cash in the Carter Fund investment account. It was affirmed by the Board that if the finance committee wants to invest the money, approval by the Board is not needed.
 2. **Book Sales, Tom Antonio:** Tom closed the book sales account and sent John a check for \$6015.00 to be deposited in the general operating account at New Mexico Educators Federal Credit Union.
 3. **Posters, Gary Runyan, Chair:** Poster sales have totaled \$83.00 so far this year. About half of the sales were to Plants of the SW and the Rio Grande Nature Center. Only 1 Cacti and 6 Fall posters were sold. Gary hopes to have larger orders from Plants of the SW in the near future. Barbara suggested that the Board consider using the drawings from the posters which NPSNM has the rights to use by the artist on bandanas to sell as a fundraiser. Barbara will investigate the cost of bandanas and report to the Board.
 4. **Website, Deb Farson (via email):** The number of likes on our Facebook page reached 755. Deb has stayed current with postings on the website given to her by chapters.
- G. **New and Old Business**
1. **State Native Plant Day Proclamation, Carol Johnson:** Native plant day has always been the third Saturday in August and this year is no exception; the declaration was signed by the governor for August 16.
 2. **Possible committee to review and report on IRS, Barbara Fix:** John, Kym, and Barbara will get together and review reporting and record keeping for tax return purposes.
 3. **STEM November 14th conference in Albuquerque, Barbara Fix:** Jack and Martha Carter will be coming up from Silver City to participate in the ed outreach table that NPSNM has reserved at the conference. The Albuquerque chapter and other state members will co-ordinate on ideas for what and how to present information about NPSNM.
 4. **Possible brochure for the STEM conference and other tabling events, Tom Antonio and Pam McBride:** Pam met several times with Margaret Lauderbaugh who has offered to design a brochure that will consist of a folder with pertinent general information about NPSNM on the cover and the inside pages and will have in bold lettering JOIN US WWW.NPSNM.ORG on the back. A sample of the possible folder design and inserts that can be geared toward a certain event or to individual chapters was provided for the Board to look at and was received positively. The Santa Fe chapter has offered to pay Margaret an honorarium for her design services and Tom made a motion to allocate \$1,000 toward printing costs for the flexible brochure. Bettie seconded. Passed unanimously. Pam will continue to meet with Margaret to finalize the design which will be reviewed by Tom and Barbara.
 7. **Conervation Committee:** Rachel Jankowitz has volunteered to be the conservation committee chair.
 8. **Distribution of books from discontinued book sales program, Barbara Fix:** There were about 43 books and 150 *Central New Mexico Gardens* booklets left in the book sales storage room. Barbara made the motion to donate the books and 20 of the CNMG booklets

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to the El Paso chapter for this year's silent auction and the remaining 130 CNMG booklets to the Albuquerque chapter. Joan seconded. Passed unanimously.

9. **Grants- Increase in amounts, change of guidelines, other changes?, Barbara Fix:** Instead of grant applications going to the president, they could be sent to Deb and then she could post them on dropbox. A few changes were proposed for the grant application form: Item 4- add *Before checks are issued, sufficient identification information must be provided to meet IRS regulations.* Add Item 5 and make existing Item 5 #6 to read *A set of voucher specimens collected as a result of research funded by a NPSNM grant must be deposited in a New Mexico herbarium.* Item 14- Program Costs: change to- *Please provide an itemized budget for the project, including other sources of income.* Deb will notify grant recipients one month before reports are due and post a list of recipients with a link to the report on the website.
10. **Search for a vice-president and membership secretary, Barbara Fix:** The search is on-going.
11. **Finances, Deb Farson (vis email):** There needs to be clarification on keeping the Carter Fund contributions separated from general fund money. Deb is already making deposits directly into the Carter Fund and no longer going through the NPSNM account. John will meet with Kym on clarifying this.
12. **Star Party for the 2015 Sevilleta Board meeting, Barbara Fix:** Barbara is coordinating with the Sevilleta manager and will set up a star party for Friday evening of the weekend Board meeting that will be open to all NPSNM members.
13. **Celebration of NPSNM's 40th anniversary in 2016, Barbara Fix:** The NPSNM was founded in 1976. Dates for the 2016 annual meeting in Las Cruces are tentative, but the theme is going to focus on Organ Mountains, Desert Peaks. The chapter will discuss how they might honor the 40th anniversary of the society.
14. **Jazzing up the website, Jan Martenson:** Jan will continue to research how the website can be more user friendly and compelling. Jack talked about the NPS of Colorado's newsletter and that they have front and back covers that are in color. Jack wondered how much more it would cost to print our newsletter with color front and back pages. Linda has agreed to be on the committee.
15. **Policy on use of the Society's tax free number, John White:** John has had several requests to use our tax free number for projects. He emphasized that the money acquired using the tax free number (such as grants) must be tracked closely.
16. **Insurance issues for events, John White:** Some chapters holding events have been asked by cities to provide proof of insurance. Our insurance company charges \$52 to put the county or city on our insurance policy for a day and issue a certificate of proof of insurance. John has put a policy into place regarding this. If an event is undertaken that is purely informational or educational then the chapter will not have to reimburse the State, but if the event is a fundraiser for the chapter (such as a plant sale), then the chapter will be required to reimburse the State for the cost.
17. **Proxy letter, Linda Barker:** Linda would like to see an outline for proxy letters to be posted on the website. This has always been quite informal in the past, but because sometimes a Board representative cannot attend a meeting at the last minute, Linda would like to have a standardized form letter available on-line.
18. **Meeting adjourned:** 4:45 p.m.