

Minutes of the Board of Directors Meeting Native Plant Society of New Mexico

February 11, 2012
Sevilleta Wildlife Refuge

Present:

Officers: Tom Antonio, President; Renée West, Vice-President; Lolly Jones, Membership Secretary; Pamela McBride, Recording Secretary

Directors-at-Large (Chapter Representatives): Frances Robertson (outgoing), Bettie Hines (incoming), Albuquerque; Charles Holmes, Gila; John White, Las Cruces; Kathy Barton, El Paso; Barbara Fix for Carol Johnson, Santa Fe;

Committee Chairs: Jack Carter, Finance; Gary Runyan, Posters; Jim McGrath, Conservation

Other Participants and Guests: Cindy Roper, Administrative coordinator; Tom Stewart, Albuquerque; Bob Sivinski, Santa Fe

- A. **Call to order, Tom Antonio, President:** Tom called the meeting to order at 9:32 am, February 11, 2012 and determined that a quorum was present. John motioned to approve the agenda, Kathy seconded. The meeting agenda was approved unanimously.
- B. **Approval of August 4, 2011 minutes, Pamela McBride, Recording Secretary:** John motioned to approve, Frances seconded. Approved unanimously.
- C. **Chapter Reports:**
 - 1) Albuquerque, Las Cruces, Gila, Santa Fe, and El Paso chapter representatives gave their annual reports. San Juan, Taos, and Otero chapters were not present. All reports will be posted on the website.
- D. **Treasurer's Report, January 1 to December 31, 2011; Tom Antonio for Kym Anderson, Treasurer:** Tom went over the report.
 - 1) Total revenue received was \$26,840. Operating expenses were \$25,521. Revenue over expenditures for 2010 was \$1,319. The operating account balance on 12-31-2011 was \$10,481.
 - 2) Pam motioned to accept the treasurer's report as submitted, John seconded. The Treasurer's report was accepted unanimously.
- E. **Membership Report, Lolly Jones, Membership Secretary:**
 - 1) The total number of memberships (729) was up by 23, revenue was down which probably has something to do with a high number of life memberships we had in 2010. We had 145 new memberships last year. Half of the chapters were down and Albuquerque, Santa Fe, Gila, and San Juan had increases in the number of members, Albuquerque having the largest increase (22), probably due to the Landscape Design Course. Of the total number of current active entries in the membership database (824), 668 have e-mail and will receive the newsletter electronically. The total of all chapter rebates for 2011 was \$4,685.50.
 - 2) If we decide to pursue the idea of growing the membership, we could hire someone specifically to focus on membership retention and recruitment. There are suggestions for increasing membership that Lolly and chapter membership secretaries compiled that are posted on the website. Another idea is to see if NM Magazine would be open to a

monthly column on native plants written by someone from the society which could increase visibility of NPSNM.

Old Business

A. Committee Reports:

a) Finance Committee: Jack Carter, Finance Chair:

- 1) There is \$32,022 in the restricted accounts, while the value of all unrestricted funds is \$124, 442. The annual appeal letter was very successful; contributions to the Carter Fund in the last two or three months totaled \$8,655. Jack said he thought the January 27th meeting of the Finance Committee was the best one yet.
- 2) Investments: Jack explained that restricted funds are held in escrow and represent long-term investments. Unrestricted funds are short-term investments. Kym and Wynn Anderson suggested to Jack that the Board of Directors should comprise the investment committee, but anyone who is financially savvy is welcome to serve on the committee. Kevin Thompson, the NPSNM financial advisor with Edward Jones, will make recommendations to Jack and he will forward those to the Board for approval. Investments will focus on bonds and cd's. Unrestricted funds will be laddered so that about every month an investment will mature, valued at approximately \$10,000. If we need the \$10,000 for a project, then we can use that money, otherwise it can be reinvested. Restricted funds will also be laddered but each will mature over a longer period of time because we will only be using the interest to fund or partially fund grants. Pam reminded Jack that we want to be sure that whatever type of investment we make is environmentally conscious.
- 3) Conservation budget request, Jim McGrath, Conservation Chair: Jim presented his project proposals for 2012. He wants to focus on the Blue Hole Cienega and removal of invasives and on searching for *Phacelia cloudcroftensis*. The Board agreed to include a line item for \$1,000 in the budget for conservation project funding and that a separate account at New Mexico Educators Federal Credit Union should be set up for the Conservation committee. An annual report will be presented to the Board that will include an accounting of funds expended and documentation of the number of participants (paid and volunteer). It was suggested that a new section be added to the Conservation page on the website that would offer ways in which people can help with conservation in New Mexico, announcing upcoming projects, and carpool locations for project participants.
- 4) The proposed budget of the Finance Committee has a total operating revenue of \$27,525.00 and operating expenditures of \$33,720.00, with a net total of \$6,195.00 of revenue under expenditures. However, there is a possibility that some expenses could be recovered in profits from workshops (see item f) below). Frances made a motion to approve the budget as stated. Charles seconded. Approved unanimously.

- #### b) Book Sales: Tom Antonio for Rachel Jankowitz, Book Sales Chair:
- Book revenues were \$2,238.68 from 1/1/2011 through 6/30/2011. The checking account balance was 3,773.46 on 6/30/2011 and 4,717.12 on 12/31/2011. In addition there was a balance of \$1,925.22 in the savings account. The value of the current book inventory based on member prices of books is \$2,309.80. Rachel is compiling a list of books to keep on hand to sell based on conversations with chapter book sales chairs. The 5th edition of Ivey's *Flowering Plants of New Mexico* will no longer be in print, so Rachel purchased all remaining copies from the Ivey's. Prices are as follows: \$42 to chapter book sales chairs; \$48 to NPSNM members; \$60 to the public.

- c) **Posters: Gary Runyan, Poster Chair:** This year's sales were half that of previous years, totaling \$500. This is primarily because Gary has been out of touch with the National Park Service which has been a major customer for the posters. The NPS used to place orders by mail, but have now gone completely electronic. Gary retired recently from the Museum of Natural History and has not had an opportunity to set up a safe alternative e-mail. He will work on this in the coming weeks and will be in touch with the NPS. Several suggestions were made for marketing the posters, including the Bosque del Apache visitor center and the annual sale of the Cactus and Succulent Club in Albuquerque. There are 285 Spring posters, 500 Fall, and 900 Cacti posters in the inventory.
- d) **Website: Cindy Roper, administrative coordinator:**
- 1) Cindy proposed that we sever ties with UNM for hosting the NPSNM website. It is not possible to make substantial changes to the NPSNM website without possible repercussions for the entire Museum of Southwest Biology website. She suggested that we move the website to Southwest Cyberport. They would charge \$180.00 a year to host the stand alone website. They will also convert our current website from File Manager to WordPress formatting which is much easier to work with at a cost of \$300.00 to \$400.00. This was explained in the budget discussion and was approved as part of the budget.
 - 2) She also proposed that we change the current website address to www.npsnm.org. Everyone agreed.
 - 3) As discussed at the August 4, 2011 Board meeting, Cindy followed through and switched from our previous on-line payment service, Network for Good, to Pay Pal. Network for Good was charging 3% of each transaction plus \$50 a month. With PayPal there is no monthly fee and the transaction fee is 2.2%. Network for Good requires a 30 day notice, which has been sent to them. Our partnership with them will end as of March 1st.
 - 4) A discussion of putting an Amazon.com link on the NPSNM website was discussed. When members click on the link on our website to purchase anything on Amazon, Amazon will donate a percentage of the purchase to NPSNM. Jack said that the Colorado NPS had done this and had experienced some problem. Pam made a motion to place the Amazon link on our website, contingent on checking first with the Colorado NPS about the problems they had and determining if we should go ahead with this. Tom seconded. Six voted for the motion, three abstained. Motion passed.
 - 5) Since the discount card is only being promoted by the Albuquerque chapter, Cindy will remove the discount page on the website and post it to the Albuquerque chapter page.
 - 6) The NPSNM now has 101 friends on Facebook. Contrary to expectations, this did not attract younger people to the NPSNM; the majority are over 50 years of age.
 - 7) Cindy has taken over soliciting advertisers for the newsletter. She suggested we could develop a brochure for potential advertisers. The Board decided that we probably don't want too many more advertisers than the 11 we already have with a total yearly revenue of \$1000.
- e) **Newsletter: Sarah Johnson, editor:** When Sarah completes a newsletter, she will send two versions to Cindy to post on the website: one which will be high resolution if members wish to print out a copy for themselves and one that will be low resolution to read electronically. A quarterly announcement will be sent out using a vertical response service with a link to the website stating that the newsletter is available for viewing. Printed versions will still be sent to those without e-mail, advertisers, and packages of 50 to each chapter president. This allows us to continue to meet the requirements for the bulk mailing rate. The deadline for the newsletter this quarter is February 20. Sarah needs article

submissions from chapters. If someone reads a plant-related book, write a review. The ballot for election of new officers to the Board has to be in this issue. Pam will make a list of candidates and send it to Sarah.

f) **Workshop Coordinator: Bob Sivinski, proposed contractor.** Bob presented his proposal to coordinate three weekend workshops in 2012: one on the cactus family, one on trees and shrubs of NM, and one on the aster family. Charles made the motion to hire Bob as an independent contractor as workshop coordinator. Frances seconded. Bob talked about doing long weekend “Basecamp Botany” events. These would take place in undercollected areas of the state. There could also be a fairly expensive, upscale weekend basecamp held once a year at Tusas Mountain Lodge, Bear Mountain Lodge, the Valles Caldera National Preserve, or possibly Southern Methodist University’s Cultural Institute in Taos where meals would be served and accommodations are not rustic. Costs could range from \$350-\$400 for a weekend.

g) **Conservation: Jim McGrath, Conservation Chair:**

1) Jim and his committee compiled a plant wildlife species list specific to the Blue Hole Cienega.

2) Nine NPSNM volunteers and 9 state forestry personnel removed over 1,000 invasive trees, saplings, and seedlings at the Blue Hole Cienega in October of 2011.

3) A search for *Phacelia cloudcroftensis* resulted in the recording of two locations of the species.

4) Four NPSNM volunteers, along with State Forest personnel and their volunteers, helped plant 1,111 greenhouse grown transplants of Holy Ghost ipomopsis in Holy Ghost Canyon, north of the Pecos.

5) *Agalinas calycina* or Leoncita false foxglove is an extremely rare cienega plant that should be federally listed. The only known population in New Mexico is at Bitter Lake. Jim wants to petition Fish and Wildlife to list the species. Bob has written 90% of what needs to be submitted for the petition. Barbara Fix made the motion to petition Fish and Wildlife on this matter. Lolly seconded. Motion passed. Jim and Bob will complete the petition and submit it on behalf of the NPSNM.

New Business

a) **Vice President:** Barbara Fix has volunteered to run for vice-president, but is not willing to succeed Renee as president when her term expires or she resigns. So the Board needs to maintain a momentum to search for a vice-presidential candidate who will move on to the presidency.

b) **Treasurer Position Open, Tom Antonio:** After much discussion John White volunteered to run for treasurer as long as Kym Anderson would assist him. The Board was delighted.

c) **Proposal to Revise By-Laws, Renee West:** The Board discussed necessary changes to the by-laws and Renee revised them. The purpose of the society needs to be consistent. With this in mind, the mission statement that is currently on the website will replace the current purpose of the society. Pam will forward an electronic copy to Renee. Under Section V. Committees, paragraph a. pertaining to publications was deleted because the Board has agreed that no further publications will be published by the NPSNM. Other changes were made, one pertaining to the switch from providing hard copies of the by-laws and policies in effect to new directors and committee chairs to providing access to these documents on the website and changing the conservation committee mission from monitoring issues affecting the native plants of New Mexico to monitoring native plants in general (this is to ensure inclusiveness for our El Paso chapter and the Southwest Colorado section of the San Juan chapter). Barbara made a motion that a notice be posted in the newsletter stating that

changes have been made to the by-laws and that members have until two weeks before the August 9, 2012 Board meeting to make comments. Pam seconded. Passed unanimously.

- d) **New Membership Brochure, Tom Antonio:** A new membership brochure needs to be designed and printed. The new brochure will be the size of a rack card so it can fit easily into an envelope and a display rack. Tom will work with IAIA students to design and produce a new brochure.
- e) **Final Revisions, Policies in Effect, Renee West:**
- 1) The Otero chapter representative, Hildy Reiser had a question about their chapter's by-laws that say that if their chapter dissolves, the assets go to the NMSU herbarium. The Board decided that their by-laws are in conflict with our policies in effect and that the Board will retain the policies governing termination of chapter status whereby the balance of funds in the terminating chapter treasury must be remitted to the state treasurer following the payment or collection of any outstanding obligations owed by or to the chapter. The Otero chapter will need to change their by-laws to be in compliance with the state policies in effect.
 - 2) Questions addressed to the Board by Wynn Anderson were resolved by the Board. Lifetime membership can be conveyed to anyone contributing \$1000 or more. The gift can be a donation either to the Carter Fund or other restricted purpose or to the Society. Dues of members who do not choose a chapter or do not have a nearby chapter to affiliate with will be deposited in the general fund.
 - 3) Barbara Fix was concerned about the wording under the transportation heading of the Policies Governing Field Trip Experiences and Outings regarding car pool drivers. An addition was made to the sentence "The Society cannot be responsible for determining whether car pool drivers are properly trained, and currently licensed nor whether vehicles are currently State-inspected, *adequately insured*, and/or ..."
 - 4) The last three sentences of paragraph 5 regarding distributions of membership mailing lists under the Policies Governing Record Management and Access were removed.
 - 5) Under Archives, a sentence that was incomplete, now reads "The Recording Secretary shall serve as custodian of the archives for the state organization and shall transmit *them to the society's depository*."
 - 6) Under Policies Governing the Society Website, the last paragraph regarding the annual honorarium was deleted because the website editor is now our salaried administrative coordinator.
 - 7) Paragraph 3 of the Membership Secretary job description was deleted. The sentence under Oversight of Archives in the Recording Secretary job description stating "Such records shall include copies of the all publications, newsletters, ballots, and other mailings to members, and copies of official correspondence reflecting positions or actions of the Board of Directors." was deleted.
 - 8) Other minor changes were made. The Board decided to remove the job descriptions from the Policies in Effect and put them in a separate document. Kathy moved to accept the Policies in Effect as amended. Bettie seconded. Approved unanimously.
- f) **Evaluation of Grant Proposals:**
1. Asombro Institute for Science Education. **Desertification and Restoration: Teaching Students with a Real Conservation Project.** The majority voted to fund the project for the requested \$600.
 2. Clarissa A. Duran for ¡El Tiempo! Nuevo Mexico. **¡El Tiempo! Nuevo Mexico.** While many of the Board members thought this was a worthy project, the grant proposal did not have a detailed budget, one of the proposed activities (the 1st Annual New Mexico Traditional Chile

Summit) has already taken place, and while the preservation of traditional landraces of chile is extremely important, chile is a domesticated plant brought to New Mexico from Mexico and is not, technically, a native New Mexico plant and thus the grant proposal does not meet the mission of the NPSNM. The majority voted against funding.

3. Aaron Kauffman, adjunct faculty member, Santa Fe Community College.

Phytoremediation of Urban Runoff with Native Plants. The majority voted in favor of funding the purchase of native plants for the project for a total of \$500.

4. Dr. William R. Norris, professor of ecology and evolutionary biology, Western NM University. **Curation and Data Basing of Bryophyte Specimens in the Dale A. Zimmerman Herbarium (SNM) at Western NM University.** The majority voted in favor of funding the grant for the requested \$938.52.

5. David J. Griffin, Mesilla Valley Audubon Society. **Native Riparian Plant Restoration at Broad Canyon Ranch State Park.** The majority of the Board voted to fund the requested \$500.

6. Lis Block, volunteer garden project manager (GPM) for New Mexico Rails-to-Trails Association. **Trestle Recreation Area (TRA) Native Plant Garden Project.** A large part of the grant proposal was for production of a brochure and an outdoor holder and installation for these brochures. The Board felt that without supervision of the holder and the brochures in this fairly out-of-the-way location, funds for this part of the project would not be well spent. The majority of the Board voted to fund \$300 for the purchase of native plants only.

g) Pam will write letters to all those who submitted grant proposals with assistance from Tom. The Board decided that chapter reports would be posted on the website for the last 5 years only, while minutes for the last two years would be posted.

h) **Meeting adjourned:** 5:25 pm, February 11, 2012.