



Native Plant Society of New Mexico

Minutes of Winter Board Meeting

9:16 AM, January 26, 2019

Sevilleta National Wildlife Refuge Conference Center

(Preceded by pot luck dinner, 6pm, Jan 25)

I. Call to Order -Meeting was called to order at 9:16 by Tom Stewart, President. Introductions around the table. Quorum was determined to be present and proxies accepted.

BOARD MEMBERS:

Chapter Representatives:

Executive Officers:

Albuquerque:	Bettie Hines	President:	Tom Stewart
El Paso:	Marianela Milner	Vice President:	Sue Small
Gila:	Keller Suberkropp	Membership Secretary:	Barbara Fix
Las Cruces:	Vic Crane-proxy	Recording Secretary:	Jane Kruse
Otero:	Helgi Osterreich	Treasurer:	Anne Curley
Santa Fe:	Maggie Parrish		
Taos:	Jan Martenson		

Guests: Jen Gruger, President of Otero Chapter, Kathryn Mayer, Taos Chapter and Tom Prokopchuk, El Paso Chapter.

*****Please see complete reports in Dropbox for starred items.**

Tom: This is an unusual time because we have relied on our administrative coordinator, Deb Farson, for so many things and now she cannot return to help us. It is obvious how much we have relied on her for managing bookkeeping, the website, and as the first contact person in NPSNM. There have been 5-35 emails/day that Tom has had to handle in some way.

Barbara: deep admiration for Tom's skillful and diplomatic way of handling this transition, the sentiment was echoed by all.

II. Review and Certification of Board Votes by email, including acceptance of minutes of September 2018 meeting.

Motion to validate the email votes for certification in board minutes was made by, Barbara Fix, **seconded** by Anne Curley, **PASSED unanimously, 12 voting members.**

III.***Finance: Treasurer's Report for 2018-Tom Stewart and Anne Curley, Treasurer

A. The Budget vs Actual ---Paper copies of Treasurer's report were passed out.

Anne Curley: Looking at anticipated year end column which is almost finalized but a few things may be different. Note:

1. membership dues are lower than proposed, therefore expense of rebates is lower.
2. tattoo sales are half of proposed.
3. no workshop revenue, no workshop expenses.
4. contract services lower because of Deb's absence for last month.
5. chapter rebates less because membership revenue is lower

Bottom line: net over/under is a **minus \$3154.87**. Not much different than proposed.

B. Investments-status of unrestricted funds Tom reviewed page 2 of report regarding the Special Projects fund (part of our investments):

The non-profit mission is not to build up more funds and so it was decided to use money in a way to promote our mission. We split out Carter fund and Special Projects fund.

Sara Digby's pay as the Outreach Coordinator was most of expense under special projects. The production of brochures was double what we thought, web site costs were not as much. The newsletter printing in color these days is being done as part of the operations expenses budget (funds not moved from special projects), accounting for \$2000 of the deficit difference in operating budget.

Anne C. reviewed the Financial Picture for all accounts ending December 31, 2018:

Nusenda	Checking	\$ 7,140.15 currently	
	Savings (Carter Fund)	\$ 13,169.04	
Edward Jones	Unrestricted (available for special projects)	\$ 46,991.48	Cash: \$ 1,624.26 Bonds: \$ 25,242.70 Mutual Funds: \$ 20,124.52
	Restricted (Carter Fund)	\$ 124, 586.53	Cash: \$ 15,781.45 Bonds: \$ 10,089.20 Mutual Funds: \$ 98,715.88

Anne: We had a significant change in value, (-\$4981.96) for the Carter account, most of which was in December when markets were the third worst EVER. Anne feels the change in value is closer to flat by the date of this meeting due to market recovery.

Bottom line: Financial picture is OK but requires a little juggling because of the timing of payments for chapter rebates, grant awards, and insurance premiums all in first quarter. Carter Fund donation letters have been sent out for year-end donations.

Jan asked for clarification on newsletter printing costs which per Tom was designated as a special project. Explanation: It was designated as a special project as part of the 2-year plan in 2016, during which the color covers were found to be a benefit. By 2018 it wasn't considered a special project anymore but simply a standard way of operating and so the expense was borne by the operations checking account instead of us moving more money out of the investments, and this contributed to our deficit on paper.

C. Carter Fund Report for 2018 Tom: -The "Carter Fund" consists of the Edward Jones restricted account (shown in report under the financial picture) as well as the savings account in Nusenda.

Barbara was asked to provide some historical background for the Carter fund: It started when the funds in Silver City built up to around \$28,000 in checking. They wanted to invest and set up accounts in Silver City with Edward Jones. The "Restricted Fund" is required to maintain at least \$100,000 as set up in the name of the Carters. Growth over this and contributions to this account are then used to fund the grants. Most donations do come at end of year, and then go right into savings account at Nusenda. Tom thanked the Gila chapter for their generous contribution to Carter fund and mention was also noted for an individual from Albuquerque who made a very generous donation. Board decision is required to release restricted funds for approved grants and awards.

Tom: Dues are pass through, into operations, and one quarter goes to chapters as rebates for their operations.

Tom: we need to have a formal policy on the Carter Fund defined in Policies in Effect. **Barbara** to research and propose wording for the policy. We will review by email and make a formal vote on policy.

D. Sales: posters, tattoos, etc.—Barbara Fix: Tom has 2000 photographic note cards by Bob Sivinski. There are 4 different endangered species cards potentially for sale. Barb will handle at same time as the tattoos which are \$2/each or \$1.50 to chapters. Card sale retail price discussed \$2/each without envelopes (@ \$1 to chapters). Some tattoos handed out for discretionary, for example to the Pecos Sunflower project. Barb has supply here to sell. El Paso chapter is interested in a tattoo specific for their chapter to sell.

IV. *Membership Report-- Barbara Fix, Membership Secretary, for Lindsey Kirchhevel, Membership Coordinator**

778 paid memberships is the second highest number we have (784 was high in 2008). Membership is up but not reflected in increased revenue. After research by Lindsey and as explained by Tom this may be anecdotal this year with some early payment of membership and fewer lifetime membership purchases. This year we will see better the impact of the membership rate change on income from membership.

El Paso membership is up and Marianela explained that El Paso has used the technique of giving master gardeners & master naturalists their CEUs for attending native plant monthly meetings. El Paso chapter “banks” money for their attendance, and at 3 lectures they can become member. Also, more younger people in chapter because of improvement with Facebook presence and volunteer hours not required.

Barbara: Dues now at \$30, and the bylaws state a lifetime can be purchased by chapter as a gift to someone at 10 times the annual so instead of \$200 it is now \$300. Tom: For individuals the lifetime rate is \$1000.

V. Archiving Records, Barbara Fix: Hard copy records caught up to 2016 in archival storage at NMSU. Santa Fe Community Foundation-an organization which has a good program of teaching non-profits about proper governance. A retired lawyer in their program recommends at least minutes and other documents be kept as hard copies. It is also a great place to keep knowledge of history.

Barb is asking for hard copies of all chapter reports and finances.

Some questions from Vic and Jane regarding the use of paper vs digital records (can use thumb drives) and the history of the archival arrangement in Las Cruces:

Discussion and explanation of importance from Barbara: An individual registered a complaint with attorney general in Las Cruces area accusing Society (Carter, Sivinski) of keeping information from the public. Bob's response to complaint was then to set up this Las Cruces archival storage area. Complaint dismissed. Tom explained that although a document is stored as a PDF, it can be altered and therefore paper is still a good plan, with both digital and paper.

VI. *Conservation Report, Sue Small for Rachel Jankowitz:**

A. Report of the Conservation Chair for the NPSNM Board meeting January 26, 2019

by Rachel Jankowitz (available in Dropbox) presented by Sue Small:

Activities completed since September 2018 Board meeting at Silver City:

1. Wrote and sent letter dated October 19 to the Lincoln National Forest commenting on our review of their Draft Assessment of Sustainability Conditions and Trends. Thanks to Jim McGrath, Albuquerque chapter, for his input.
2. Wrote and sent letter dated November 5 to the Bureau of Land Management Carlsbad Field Office commenting on our review of their Draft Resource Management Plan/ Environmental Impact Statement.
3. Wrote Conservation Corner articles for October and January issues of NPSNM newsletter.

Rachel Jankowitz also called the first state wide Conservation Committee for NPSNM which was held in Silver City on September 8, 2018: Patrice Mutchnick for Gila, Barbara Fix for Santa Fe, Jim McGraff, Sue Small and Tom Stewart for Albuquerque. Taos chapter did not have representative but could designate an individual.

Tom: Request everyone reports to Rachel any conservation issues that may come up in their area to avoid duplication of effort.

The Albuquerque chapter group has attended many meetings, including meetings at the Wetlands Conference in Santa Fe, Bob Sivinski is involved. We will attend the Santa Fe and Las Cruces events in spring. Albuquerque chapter to fund refreshments for Las Cruces event, to stay involved. (Refreshments sponsors split \$100.)

Albuquerque also working with the Forest revision plans, all 5 forests in process. Cibola, & Jemez project issues affecting health of forest. Restoration projects.

Also, in Albuquerque we have had input on minimizing of glyphosate use by the county.

B. Additional conservation activities: Barbara Fix—Holy Ghost Ipomopsis update

The Holy Ghost Ipomopsis in Holy Ghost Canyon in Pecos district lives mostly beside a one lane road, with a popular campground at the end. A pot hole paving project had claimed “no effect” on Ipomopsis, that there would not be any impact with the paving, but project probably ran over plants. Forest Supervisor allowed intervention by forest biologist Dan Burton and Daniela Roth. Dan also got a u-shaped area fenced to keep elk and cattle out of another population area.

This is the only endangered species in Santa Fe NF. Fish & Wildlife in charge of endangered species. NPSNM is involved with working group, attending meetings.

VII. Administrative Coordinator’s Report—Tom reports on loss of Deb Farson and filling the resulting gaps. Tom has been trying to distribute duties without compensation. Lindsey takes on Carter Funds: including deposits and those records. She sends out thank you letters for donations. For this extra work which peaks in December Tom has paid her \$100 above usual.

One area of need is a person who can triage the emails since this has taken a bit of Tom’s time especially over last month. A person has been recommended to do this triage: Betty Spence from the Gila chapter.

Break started at 10:22 am, reconvened at 10:43 am

VIII. Chapter activities and financial reports

- A. **Chapter financial reports status-** chapter financial reports delivered to Anne, rebate checks returned. Nice that the same format is being used.
- B. **Plant sales, other activities (Gila, Otero)-** annual plant sales planned by Keller & Helgi. Both Gila and Otero get plants from Mountain States. Gila is order ahead, Otero does not do a presale but orders what looks good and has those plants for sale. Helgi has had \$150 shipping charge. Discussion about pot size: 1-gallon vs 5-gallon size.
Vic: encourage use of these sales to those seeking plants for their grant (ie., Organ Mtn. Desert Peaks Nat. Mon.)
- C. **Herbal Workshops** —Sara Digby put on 3 herbal workshops: Las Cruces, Taos and Otero, like the one held at Silver City conference.

Helgi: for Otero we got 3 new members from workshop. Jen proposed the membership fee for the price of the workshop price. Jen: we had a better response using Alamogordo Daily news, but new members came just because of Facebook. It was excellent, the dialogue was excellent, 9 people attended.

Jan: workshop was limited to 20 people but because of snow that day we had 14, 2 new members, was enjoyed and made \$150.

Vic: Las Cruces also had about 10-20 people attend and made some money. Discussions of doing something like that again.

Tom: Sara is now working full time with an Herbal company, but she did make this coloring book before she left and sold many of them. Dave Gardner had trouble arranging for online payment, and the postage adds about \$3 to purchase price. Plants of SW wants some and Lee at the Albuquerque bookstore. Money is to go to scholarship fund for students to go to conference. IAE paid for the first printing. As part of payment they got a bunch of new coloring books (sent to Oregon) but we still owe them about \$98. 30 books still on hand

D. Individual Chapters: ***Chapter representatives summarized their annual reports, and the full reports are to be posted on the website and Dropbox.

1. **Santa Fe-Update on 2019 conference**—Maggie Parrish-passed out conference flyer for “Capitalize on Native Plants” August 1-4, 2019 at Institute of American Indian Arts. There are limited on-site accommodations available in the dorm rooms. E-mail Tom Antonio if you want. Make reservations early for busy time in Santa Fe. Banquet is at the Scottish Rite Masonic temple or “pink building,” a historic 100year old building. Speaker is Gary Nabhan.

Barbara: Half day hikes in mornings and speakers in afternoon, potentially longer for the Sunday trips leaving out of town for trip home. Barbara working on field trips, including a just arranged downtown pine tree and historic building tour.

Discussion about registration process for online and mail in registrations. PayPal does get 3% for online registration. Student scholarship fee donations can be collected with online registrations but was not listed on mail-in form last year.

Jane: it was helpful for filled fieldtrip/workshops to be removed from the selection available for on-line registrants. The confirmation was for payment and then Gila notified by an email to let people know which workshops they had been assigned.

Marianela: question about mail vs email timing and Jane recommends taking applications in chronological order.

2. **Keller Suberkropp discussed the state conference in Silver City-** Elroy, past president in charge but lots of contributors, with 200 total individuals involved. September conference income was \$15,568, expenses \$11,930. Therefore, \$1500 was contributed to Jack and Martha Carter and \$1000 to WNMU (for use of facilities). The rest will go to scholarships for students. Meals were the biggest expense. Gila did not charge separate for the banquet so it was difficult to predict how many would attend the banquet.

IX. Outreach Coordinator wrap-up. Forest Bound, Coloring Books, FB, Photo Contest—see newsletter for details on Forest Bound and her final wrap-up article.

Helgi: was she going to come to southern part of state?

Maggie Parrish: Sara did visit the southern part of state to spread the word about the curriculum and complete the seed collection workshop activity.

Jen: What is status of Facebook? Tom has been putting in some items. Tom: I learned some things about updating website such as changing the officers for Gila. If more time, Tom would work on more updates on the website.

X. Old Business

A. Grant Reports summary—Tom Stewart placed the reports in Dropbox for last year's grants, we gave 9 grants last year. We can get articles from some.

Jane: what should the board be doing to follow up on these grants since Deb is no longer involved?

B. Newsletter: back to paper decision was overall well received. Lone Mountain Natives had stopped using as advertiser with online as usual form of delivery. Now they are planning to advertise again.

XI. New Business Policies in effect and bylaws, possible revisions—Barbara Fix,

Anne brought up concerns about use of Dropbox which shows it has been edited when the task was only printing. She was researching responsibilities for treasurer on Dropbox.

Tom: Discussion about changing bylaws is like changing the constitution. Modifying 'policies in effect' is easier for the non-profit organization as long as they are consistent with bylaws.

Barbara given directive to work on the policy for Jack and Martha Carter fund. Bylaw changes are voted on by entire membership and has IRS requirements and must be filed with state.

Vic: typically, in bylaws there will be a note (or asterisk) that says see current policies, keeping the flexibility.

Lunch Break 11:46 Meeting reconvened at 1:26

XII. Budget

A. Proposed Budget---Tom: Looking at proposed 2019 budget: as stated by the administrative coordinator Deb Farson "I am your greatest expense". She made things more efficient for about \$40 per hour (@15 hours a month). She was bookkeeper, webmaster and the first contact person. Tom suggests: since our operating funds are not robust and we relied on one person to do so much, now we should not rely so heavily on one person.

Tom suggests alternative: Lindsey Kirchhevel, Membership Coordinator, is now also responsible for the Carter fund (mail pick up, deposits, thank you letters) and for that work Tom gave her an extra \$100 in December.

Proposal to pay her \$100/month extra to keep database on renewals, updates of membership lists and transactions for Carter fund. That increases Lindsey on proposed budget from \$3000 to \$4200/year. Jan clarified that would remove the PayPal activities from the Administrative Coordinator position.

Jane: will a spreadsheet for those attending conference as sent by Deb be available for the Santa Fe chapter? Tom: Since fall and winter are heavier for Carter fund activity and conference, Lindsey's additional workload can be evened in spring-summer by taking on registration and conference money flow and charting.

Motion by Anne C. to give Lindsay a \$100/month for expanded duties, which was

Seconded by Jan and all voted in favor.

B. The CPA: Tomasi Associates were paid to file taxes for last 2 years. Totals examined on 990 by Tom were questioned and 2016 return had wrong officers, the returns were sent off by Tomasi without asking questions.

Debbie Conger (Albuquerque treasurer and CPA) reviewed the QuickBooks entries and was confused about some of her findings with entries. Debbie recommends we hire someone skilled with QuickBooks to review the last several years.

Tom: Proposed budget has \$1200 to pay a CPA to set up QuickBooks and to review the current status. Barbara has a person in mind. Tom wants to understand the scope of work with Debbie Conger.

Vic has experience using Tech Soup which he recommends brings down to about \$100 for QuickBooks for nonprofits (standard price is \$375/yr). We will explore that.

C. Other items in budget -web hosting and other items, sometimes there are increases.

(SW Cyberport)

D. Web and Facebook maintenance----Sara Digby had started Facebook/Instagram and her money came out of special projects. Problems with website have been handled as the best Tom could do. \$325 was paid last year to Dave Garner to do first aid on website and create form for registration for conference.

Proposal: Tom's daughter, Mirinisa Stewart-Tengco has experience creating conference registration forms and for \$100/month can keep social media up to date. (Compare with Sara budgeted at \$21K in 2018, but that was all her activities.) As a contracted person she will get a 1099 like Lindsey Kerchheval. Tom recommends she reports to Maggie Parrish or VP, Sue Small.

Motion by Jan for extra \$100/month for website/ social media maintenance. Sue **seconded** and passed unanimously.

Motion by Barbara to offer the website/social media position at \$100/month to Mirinisa Stewart to take position **seconded** by Helgi, passed unanimously.

(Gross Receipts tax will need to be based on the current rate for an area.)

Motion by Anne to approve 2019 budget as discussed above with surplus \$346. **Seconded** by Jan, passed unanimously

XIII. Grants and Awards

A. Discussion of merits of proposals

Tom suggested each board member group their personal ratings before ranking: A. First Rate Grants that you want funded, B. The OK grants, and then the C. Losers

If a board member is associated with a grant, they should vote a 10 score (neutral) to not give extra weight or value on the score.

Finally, rank the 21 applications 1 (favorite) to 21 (least favorite).

Break at 2:15 for private reflection

Reconvened 2:32pm.

The board members read, reviewed, summarized, discussed and deliberated the 21 grant proposals for the year 2019. The 2019 budget will limit grant funding total to \$15,000.

After personal and group reflection the group voted by ranking the proposals. it was determined that thirteen grants would be awarded. Some of the funding requests were reduced. See the table on the next page.

Tom noted: If a project cannot be carried out because it is not fully funded, they shouldn't get to keep our money. (No motion was raised on this.)

Final ranking of grant proposals:

No	Grant Title	Total Score	Rank	Grant \$ Requested	Grant \$ Funded
17	Native Plant Science Scavenger Hunt for Children	50	1	\$500	\$500
15	Sandia High Native Plant Nursery & Out planting Project	53	2	\$1500	\$1500
4	Tamarisk Eradication on the Gila River	62	3	\$1500	\$1500
16	Book "Invasive Plants of the Southwest Deserts"	81	4	\$1500	\$1250
1	Carex Measurement, Species Description & Key Review Project	89	5	\$1448	\$1448
8	Building Nursery Capacity with the NM Nature in Prisons Project	101	61	\$1500	\$1500
10	Native Plant Signage in Organ Mts-Desert Peaks National Monument& Upgrade of welcome center garden	106	7	\$1500	\$1000
7	Capacity Building for NM Native Seed Farmers	115	8	\$1500	\$1500
2	Herbarium & Fieldwork for the Flora of the Gila Cliff Dwellings	119	9	\$1500	\$1250
11	Pecos Sunflower Storytelling, Exhibit & Film Project	123	10	\$1500	\$1250
14	Rio Fernando Park Pollinator Gardens & Native Plant Restoration	129	11	\$1500	\$750
6	Educational Sign for Leonora Curtin Wetland Preserve	135	12	\$1500	\$750
9	NM Rare Plant Website Enhancement	137	13	\$1473	\$750
		Total			\$14948

Herbaria: Six-hundred-dollar donations (\$600) will to be given to each of the following herbaria: University of New Mexico, New Mexico State University, University of Texas at El Paso, San Juan College, Farmington and Western New Mexico University.

Teacher Award. Nathan Moore, Santa Fe School for the Arts & Sciences, will receive the \$500 award. He takes his students to the Santa Fe River to do community service work by planting native trees, removing invasive trees, picking up trash and monitoring ecosystem health. His students love learning about plants and spending time outdoors.

XIV. Adjourned at 4:45 PM

Committee reports and board meeting minutes are uploaded to:

Dropbox>Board Meetings>Winter Board Meetings>2019 Winter Board Meeting. Board Members and Chapter Presidents have been given access. Tom Stewart can help if you have trouble with Dropbox. You may contact him at nativeplantsnm@gmail.com.

Respectfully submitted,

Jane Kruse



Date: 3/19/2019

Recording Secretary

Native Plant Society New Mexico

These minutes were accepted on 2/27/2019 by a vote of the board of directors, with 10 eligible members voting in unanimous approval after a complete review and all corrections were made.