

**Board Meeting – Atlanta, GA
January 29, 2008**

Participants

Tony Pernas, Presiding
Kristen Allen, Recording
Karen Brown, WW Editor & FL EPPC
Brian Bowen, Past President
Johnny Randall, NC EPPC
Chuck Bargeron, Webpage & GA EPPC Proxy
Keith Douce
Nancy Loewenstein, AL EPPC
Lee Patrick, Treasurer
John Brubaker, SC EPPC
Steve Brewer, MS EPPC
David Cornett, KY EPPC Proxy

Welcome by Sherri Fields, NPS Southeast Regional Office

November minutes were unanimously approved (John motioned; Chuck seconded).

Correspondence

The only correspondence received were emails from Arkansas Division of Natural Heritage concerning becoming an institutional member of SE EPPC. There has been past interest in forming a state chapter, but in the meantime will give \$500 for membership once they file paperwork with IRS.

Treasurer Report – Lee Patrick

Checking Balance Sheet as of 31Dec07

Starting Balance	09/30/07	\$15,222.04	
Deposits	11/02/07	\$135.00	Memberships
Total Deposits		\$135.00	
Expenses	11/06/07	\$2080.00	Wildland Weeds (Average 416
Mailed)	11/09/07	\$1125.00	Newsletter Coordinator (7/1-9/30/07)
Total Expenses		\$3205.00	

Ending Balance	\$ 12,152.04
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Savings Balance Sheet as of 31Dec07

Starting Balance 081/31 \$10,061.10

No Deposits, but one correction and some interest

Ending Balance	\$10,094.69
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- There was discussion on how to handle membership:
 - Chuck has set up the webpage so that state treasurers will update the list online;
 - Kristen will work with Chuck and the state treasurers to be the point of contact for this process; A teleconference will be conducted to train treasurers on the process;
 - Set-up can be changed in any way to make it easier to use;
 - Lee will send the list of treasurers to Kristen.
 - Will put a date of last payment column so they know if membership is current
 - Lee will automatically enter those members he receives.
 - Membership list will be backed up by Chuck;

- \$2,080 spent for Wildland Weeds (\$5.00 per member, per year), but they hope to recoup from chapters.
- Lee was waiting for one person, but will be able to file taxes on time.
- Recommends purchasing \$300 software for Quickbook for ease of filing reports; Chuck motioned Nancy Seconded; Purchase was unanimously approved

- John moved that we accept treasurers report; chuck seconded; Report was unanimously approved.

Editor's Report – Karen Brown

- We're about breaking even on the magazine since larger supporters are no longer advertising; Of 17 advertisers, 5 are national companies, 11 are Florida based and 1 is a regional company recruited by Karen. Karen needs help finding SE regional supporters;
- Karen will email the advertising rate sheet and information on the magazine to Kristen to be forwarded to the state treasurers and presidents;
- The cost is \$ 11.16 per member per year for production and bulk mailing of all four quarterly magazines. So, without additional advertising, \$5 per member year does not cover the magazine (not including Karen's time, which she is volunteering);
- It seems like there is a disconnect between SE and the state EPPC's on the WW agenda and information that we need to work on;
- We could tell EPPC's that that they need to either recruit additional advertisers, pay the additional funds per member for their magazines or we will need to raise the rates;

- WW Money goes back through FL treasurer, but profits go back into the magazine or for some sort of educational program; This may be a problem in pushing WW agenda with state chapters

2008 Symposium Discussion- Steve Brewer

- Information sheet was sent out to board;
- Fillable registration form has been developed and will be posted on the webpage; But there is one error: hotel room rate has been reduced from \$94 to \$86; Will change on the form and send it out again.
- Abstract submissions due Feb. 1st. There are only a few in currently, so we could extend the deadline and do a blitz to drum up more abstracts (send out to distribution list); Would like to talk to John Madsen and get back to Chuck on sending out a new announcement to entire membership.
- Would like to do a 30 minute plenary session for states to do updates for membership; Then some sort of strategic planning session for the whole membership; Chuck can get with John since he did last year's agenda; Should also speak on WW at this section;
- When people reserve rooms, should use the code that is provided or tell them that they are with SE EPPC to get the reduced rate; Directions will be provided on the website and in the registration package.
- Field trips have been worked out.

Coordinator's Report – Brian Bowen Executive Director Committee

- Put together scenarios for how to address the position after last face to face meeting (i.e. how to fund and level of funding);
- Has put together the components of a job description, but is not sure how to use it to raise funding;
- We should get started to explore potential avenues for funding; Should work to drum up more membership, etc., but would not like to have this drive the business of SE EPPC, should be part of the duties of the director;
- Until you have a position description, you can't look for funding; Should also have information on how they will be supervised; Brian will have this ready for distribution by Feb 15th; Should also include what the states are getting out of it (since they may be paying for it through membership); Board will look it over, then we can start discussing logistics and supervisory structure;
- Janet Clark has agreements with organizations (like an MOU) where she provides some sort of service in exchange for additional funding;
- Should do three tiered job description for various pay structures.
- Connie Gray is currently between positions and is interested in being considered for the Exec Dir position. She thinks she can start with \$10,000 and can try to raise funds for the rest.

Board discussion then turned to the topic of fund-raising with regards to funding the executive director position:

- Keith suggested that if you want fund-raising and PR as well as the biology, will have to pay at least \$50,000 plus \$15,000 benefits and \$6,000 for travel (so around \$90,000 for position if we need to supply office); Could fund fully for first year, partially for second year, and third year they fund raise for position; Or could cost share with some other entity; Seems like we would have to start with some type of part time position;
- Only around 850 members, so raising membership dues alone is not going to provide this support; The interest is out there, but people aren't attending conferences or becoming members; We are competing with NWSS and NA; Even when we get the word out to 6000, we only get 150 attendees;
- Continuing Education credits are important; We offer them, but we don't get the word out in advance since you need agenda plus 30 days to register for credits; should have a loose agenda one year out and can fill in specifics later, so could get approved and advertise credits; should say that we will have a workshop on managing the top five species?
- FL EPPC meetings aren't as well attended anymore either;
- We need to think about restructuring conference to include some training (still didn't work at NC meeting);
- Symposium committee should consist of state people as well as past hosts and should begin discussing the summer before so that word can be gotten out way ahead of time; SE EPPC needs to provide direction including a timeline of when what needs to be done; SC meeting will be next week when official committee will be appointed; Brian, Tony and Chuck offered to be a part of that committee; FL has a timeline that they can share;
- Neither Symposium nor membership will cover the cost of an Exec Director position, need to do some sort of part time position either at a university or out of their home.
- MS state is covering the cost of the Symposium, so this is a great opportunity to fund raise;
- Brian suggested that SE EPPC board should try to work for Symposium sponsorship, but this year outside of the usual sponsors (NPS, USFS, BASF) who would we find to sponsor; We will try that for next year;
- SC got a grant for 15,000 for a Cogon Grass coordinator;
- Forestry money is going to state Forestry Commissions, so might be hard to get a regional grant; but should be pushed to state ag and forestry people so they know that we are attempting to raise funds for this position;

Newsletter

- Newsletter will be out in February; John will send an article about SC meeting; State update from AL;
- Michigan should be gone; Off webpage, etc.
- Developed a letter asking all EPPC's for sponsorship for National EPPC Conference in Nashville, 08; Good program including all EPPC's and other countries, so travel is expensive; There will be a media display and poster for SE EPPC; and a social; Would like to raise 4-5 grand (\$500 per chapter on average);

SE has \$1000 to support conference; Will get full sponsor recognition; This will hopefully get states to take some ownership and get involved;

- John has a concern that we are spread too thin; We're focusing on too much, we need to decide what our priorities are; This initiative may sap what energy we have; But Brian said that the brunt of it is on other EPPC's; It's just a bit of financial support;
- States are not interested in national agenda; so it's difficult to find support on this; But NA is not supposed to take a lot of time; Just a way for EPPC's to communicate with each other;

Website– Chuck Bargeron

- Would like to take current layout and use it for individual state with an appropriate exotic plant pictured. Each state should send Chuck a photo or photos of the plant that you would like to be on your page
- Will be adding a “bulletin board” to the webpage; So each state should choose a blog person to post things on their own; It will just create a headline on the page; Whoever wants to add something needs an account (can get from Chuck)
- Also started adding a calendar with any invasive species related meeting; Chuck's employee will keep up with it; Send anything you hear about to Chuck

Communications– Chuck Bargeron

- Brochure was compiled from other brochures and sent out; Text will also be used for the stand-up display; Hope to have both ready for meeting;
- AL and SC comments were given to Chuck and he will revise; Make a limited amount to last one year;
- Will revisit increasing membership fee to \$30 to be the same as FL, until then, there will be a separate line for FL individual membership; Any other changes should be sent to Chuck and he will send out again; Will get it done by April;
- We only budgeted \$300 for publications; But will need to be amended since the display is \$500.

EDDMaps– Chuck Bargeron

- Presenting EDDMaps to USFWS refuge managers in Tucson, Arizona, and to the Rocky Mountain region which is trying to form an EPPC,
- MidAtlantic EPPC is on board and is getting together money for a workshop,
- Chuck is also going to Anchorage to incorporate data;
- Could use some additional money in order to devote some more time to SE EPPC portion of program;

New Agenda Items

- Johnnie: Getting help from SE to develop a list of “weeds” in an attempt to develop a weed-free hay program for NC; Will send an email about the program to board; Would recommend to state ag program; Would like it supported by SE;
- **Bylaw Change** from no more than one member from each state *to* BOD shall consist of four officers (i.e. president, vice-president, secretary and treasurer), past

president, Wildland Weeds editor and *at least one* representative from each state; This might help with participation problems;

- Each chapter should choose a liaison (that can travel to meetings and put some time into working on committees, etc.) and the president and the liaison should plan to come to all meetings in addition to officers, past president, coordinator, and WW editor (that way there is a built in proxy, and it brings in some fresh blood)
 - Could set a firm date and central location (for quarterly board meetings) to help give people time to plan and get here; Airport hotel might be good then everyone is staying in the same place and can get together;
 - WW editor will also be changed to a voting board member;
 - John will write-up these changes and send for comment; A second rep from each state will be invited to the Biloxi meeting;
- Randy Westbrooks is also working to develop the EDRR program in North Carolina;

New President

- Tony would like to resign after Biloxi meeting;
- Karen nominates Chuck; Lee seconded; Chuck was unanimously nominated;
- To be voted on at next meeting if no one else has any interest; Chuck would accept a two year term and pointed out that his background is not biology

CWMA

One person from each state needs to attend the National CWMA conference in Reno, NV April 15-17th ; board should help Brian with travel expenses; There is some money (not enough to cover everyone); Need to know by March 15th.

Next Meeting: May 19th, Biloxi, MS 1-5pm

Adjourn