



Illinois Native Plant Society

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P.O. Box 60694, Chicago, IL 60660

Minutes State Governing Board Meeting June 10, 2024

Call to Order: 6:04PM by Emily.

Board Members Present: Kelsay Shaw, Lailah Reich, Trish Quintenz, Floyd Catchpole, Susanne Masi, Emily Dangermond, Nick Seaton, Samantha Chavez, Carolyn Villa, Dan Pohl, Brian Charles, Becky Croteau, Joseph Armstrong, Daniel Pohl

Quorum present, yes/no? Yes

- Review draft minutes from May meeting
 - May meeting draft [minutes](#)
 - Susanne noted that under annual gathering, Susanne asked if Kevin should be noted as VP not President
 - Under annual gathering, should be auction and not action.
 - Emily followed up about auction and NE Chapter said they were at capacity for planning and Emily said the state board would handle the silent auction and the NE Chapter decided to not do the auction and do a book swap instead. Will discuss as a board.
 - Susanne noted in red section transition should be edited to be therefore and Emily will be added later on.
 - Social media toward the end of the minutes cassi saari spelling should be updated. Emily updated this already.
 - Susanne motioned to accept the minutes as amended. Becky seconded. All approved. Samantha, Nick, and Daniel abstained.
- Website-Kate Ahrens - Not Present
 - Update from Becky - On behalf of Kate she is currently having a family medical emergency and will be back to work on her position soon, likely by the end of this week.
 - Paypal and membership problem - Chris Benda has been contacted by Harvey to resolve PayPal access issue, but has not been resolved yet. Could be frozen as Chris Benda may be the only person to resolve the security issue. Should we get a Square account instead or open up a new PayPal account?
 - Trish moved for us to open a Square account, Kelsay seconded. All approved.
 - Kate is working on making website more user friendly.
 - Annual Gathering registration
 - **Need to set up Square account ASAP for registration.**
 - **Emily to contact Kevin to make sure we have information that needs to be posted for registration.**

- Becky will check with Harv about setting up Square account and will follow up with Emily.
 - Harv does not have programming experience, so cannot handle the registration setup alone entirely.
- Treasurer-Becky Croteau (Update)
 - On May 29, 2024 handover occurred as PNC bank, Becky and Susanne are the formal signatories, don't likely need more than two people, but can add a third.
 - Becky has a debit card and old debit card from Courtney will be destroyed, Becky to take care of this.
 - Becky moved ~13K from PNC bank, took out two CDs of ~11K, setup an 8 month CD and will yield \$800. Will continue to invest. Needs a better picture of expenses to know what she can invest moving forward.
 - Becky moved \$41,231.09, left 10K in PayPal and moved the remaining money to PNC.
 - PayPal account is locked for security reasons, Chris Benda needs to work with someone to figure it out.
 - \$10,898 remaining in PayPal that we cannot access.
 - Harv called Chris to resolve, awaiting on a response.
 - Personal email addresses should not be used. The illinoisplants@gmail.com account is setup for the executive board for this reason.
 - Becky reminded Chapter presidents to turn in their Chapter reports as soon as possible.
 - Becky will be traveling June 20th to July 3rd and again for two weeks right after the annual meeting. Let her know if you need anything mid-July.
 - Keep in mind the Membership Chair has a separate email address, as they are not part of the executive board. All financial receipts need to be sent to illinoisplants@gmail.com.
 - Lailah to make sure all executive board members have access and know how to access this account.
- Membership–Kelsay Shaw
 - 25% of membership fees goes to designated membership chapter
 - Floyd mentioned issues with the functionality of the membership spreadsheet
 - Kelsay is waiting to enter new members (8 total) into spreadsheet because the PayPal issue has not been resolved and members cannot pay their dues online currently.
 - Kelsay is receiving emails that new members have signed up and paid dues.
 - He has two spreadsheets he is working from currently.
 - Becky said she is not receiving the PayPal payment received emails, he will forward to Becky, has only been receiving for about two weeks.
 - Trish attempted to sign up for family membership, tried to take her to a PayPal page and none worked, so she wasn't able to pay, but later she got an email to pay, but clicked email and wasn't able to pay.
 - Have Chapters temporarily processes payments for new members and renewals.
 - Nick said his Chapter has not reported any issues, but he will let them know we've been having issues.
 - How do we work around this in the interim? Emily suggested have them pay the Chapter directly now, unless the website payment issue is resolved.
 - Need membership information, email, address, Chapter, names, types of members.
 - Samantha said who does she notify when a new member pays, Lailah said please email both the membership chair and illinoisplants@gmail.com.

- Kelsay working with Kate on the membership website update, he will send an email too. A number will be assigned to each member.
 - Kelsay would like to have a meeting to discuss outside of the typical board meeting.
 - Kelsey will email Brian and Becky to get the ball rolling.
- Code of Conduct
 - Have not met since last meeting
 - Carolyn is assisting.
 - How do we handle violations? Let's plan a meeting to discuss this before our annual gathering.
 - Chapters to handle their own issues, but need to discuss.
 - Could this be a third party?
 - What do other organizations do? Floyd, Susanne, Trish, Carolyn, Becky will ask Friends of Sangamon.
- Secretary vacancy (September 2024)
 - Process
 - Board can appoint someone per our bylaws.
 - Ask someone to fill someone through the end of the year, and then officially put them on the ballot for the official vote next year in 2025.
 - Can ask members who have volunteered to help, send email.
 - We could look at having two secretaries, recording and correspondence.
 - Could also vote at the annual gathering for a new Secretary.
 - Potential candidates
- August Wilhelm Symposium: INPS Display Materials (Susanne) - request budget approval to print 25 copies of The Harbinger.
 - Susanne will be attending as well as Paul, Samantha, and Daniel.
 - Table for displaying our materials.
 - Paul will bring copies of Erigenia.
 - Carolyn moved to approve the expense associated with printing The Harbinger (up to \$200), Becky seconded, all approved.
 - Pamphlets/trifold, Daniel will bring.
 - Stickers, Samantha has some, she may bring.
 - Mississippi Palisades print out.
 - Trish has a tablecloth and banner, Susanne could borrow if need be.
- Social media—updates? No updates as of today.
 - Could create new social media accounts using our illinoisplants@gmail.com account if we cannot resolve.
- Annual Gathering—as needed
 - Hopefully voting on new secretary.
 - No new bylaws proposed or changes.
 - Treasurers report.
 - Membership report.
 - Do not make this too lengthy.
 - Will not be holding a silent auction at the NE's Chapter's discretion.

Action Items Discussion from Last Month (Outstanding)

1. Save the Date for the annual gathering need to be put on website. Gretel may be able to assist.
2. Emily to reach out to Kevin for details for registration to ensure Kate has what she needs.
3. Setup Square account.
4. Discuss Kelsay's proposal after the annual gathering.
5. Circle back to PO Box issue. Treasurer should be able to access PO Box. Anna is still checking the PO Box occasionally.
6. State Facebook account, Paul Marcum likely knows who has access to this account. Emily will follow up on this to gain access.
7. Code of Conduct - research on how other organizations handle this.

New Business:

Nick's Chapter is considering discontinuing their newsletter. If you can access Google calendar, please use this, but know updates will be occurring to the website that may resolve some of this.

- Next board meeting is July 8th
- Next meeting is at the Annual Gathering July 13th