



Illinois Native Plant Society

Illinois Native Plant Society

PO Box 9245
Springfield, IL 62791

Minutes State Governing Board Meeting January 13, 2025

Call to order

Board President Emily Dangremond called the meeting to order at 5:35 PM.

Board Members and Guests Present

Board Members Present: Emily Dangremond, Susanne Masi, Nancy Smith, Becky Croteau, Eric Ulaszek, Brian Charles, Floyd Catchpole, Paul Marcum, Trish Quintenz (arrived 5:55 pm), Kelsay Shaw (arrived 6 pm)

Guests: Kate Ahrens, Webmaster

Quorum

The Board achieved a quorum of 69% attendance.

Minutes

Board Member Floyd Catchpole moved to approve the minutes of the IPNS Governing Board for December 9, 2024 as emended. Treasurer Becky Croteau seconded the motion. The motion passed unanimously.

December minutes are finalized and posted on the INPS website [here](#).

President's report

Board Retreat Board President Emily Dangremond discussed planning for a Board Retreat in February or March. The Board discussed venues and President Dangremond volunteered to send a poll to determine the best date.

Board Elections Board President Dangremond reported that the Nominating Committee selected the slate and sent an electronic ballot to the members. Voting will close at midnight on Monday, January 27. Each open position had one nominated candidate:

- **Susanne Masi**, Vice President
- **Nancy Smith**, Secretary
- **Kate Ahrens**, Webmaster and At-Large Board Member

- **Daniel Lara-Newman**, Asst. Webmaster and At-Large Board Member
- **Eric Ulaszek**, At-Large Board Member

Code of Conduct Board President Dangremond reported that the Code of Conduct Committee has yet to schedule a meeting. Board Member Catchpole reported that he had found an attorney willing to review the code of conduct *pro bono*.

Board Member Attendance Board President Dangremond reminded the Board members of their expected attendance at monthly meetings and the annual gathering.

Treasurer's report

Treasurer's Report Board Treasurer Becky Croteau provided a report prior to the meeting, available [here](#).

Treasurer Croteau reported that the organization has over \$69,000 as of year-end, with a significant portion in the Grant Fund Money Market account.

Only reports from three chapters are needed prior to completing the annual report.

Donation Recognition The Board discussed a need to provide donation acknowledgement letters for amounts over \$250 as [prescribed by the Internal Revenue Service](#).

The Board resolved a question about tracking a payment to Mr. Overbeck by spreading the payment between two principal investigators (2 co-PIs).

The Board asked the Webmaster to ensure that notifications of donations are provided to the Board Members who track and acknowledge donations.

1099s INPS needs to provide 1099 forms to grant recipients by January 31st, and Treasurer Croteau and Vice President Masi agreed to look into how to handle this. The conversation ended with an agreement to double-check the list of recipients for any address changes.

Chapter Payments The Board discussed the 2023 membership payments to the chapters. Membership Chair Kelsey Shaw confirmed that he would have the updated rolls ready by the end of the week.

2025 Budget Treasurer Croteau reported a 2025 budget is under development.

Website and Membership Report

Website Development Report Webmaster Ahrens provided a report prior to the meeting, available [here](#).

Website Request Response Update Webmaster Ahrens and Secretary Smith met in late December to streamline the process of accessing the membership list using Gravity Forms. They decided to stop using HubSpot at that meeting. Board Member Catchpole and Board Member Charles will receive native garden and plantID questions through forwarded email instead.

Website Updates and Content Webmaster Ahrens is working on website updates, a custom plugin for member profiles, and ensuring form compatibility after upcoming software changes.

Secretary Smith took an action item to post the Board's meeting calendar and minutes of the meetings to the INPS website.

Membership Renewal Tracking Membership Chair Shaw completed tasks related to adding HubSpot signees and receiving access to organizational emails/alerts. Emily is now receiving membership update emails as before.

Reporting Now that automatic renewals are set up, the Website team and Secretary are evaluating better reporting tools so that INPS can reduce reliance on spreadsheets to track members.

Leadership Page and Member Updates Webmaster Ahrens reported that she had nearly completed the re-structured INPS Leadership page on the website and is waiting for photographs and biographical text from several Board members.

Annual Meeting - No update

Organizational Practices

Streamlining Communication and Event Notifications Secretary Smith proposed that INPS develop a standard operating procedure (SOP) document to handle requests members make to share information about upcoming events of general interest to the membership at large.

Also, the policies and procedures around using social media platforms like Facebook and Substack could be clarified.

Calendar Secretary Smith presented the Annual Meeting Calendar for Board approval.

Board Member Floyd Catchpole moved to approve the INPS State Board Annual Meeting Calendar as emended. Membership Chair Kelsay Shaw seconded the motion. The motion passed unanimously.

Old Business

Bylaws Update Board Members Quintenz and Catchpole will review the existing bylaws, redraft the proposed changes based on Board input and send them to Secretary Smith for review.

Wild Things Board President Dangremond will coordinate volunteer table staff and materials for the upcoming INPS exhibitor booth at the Wild Things conference on March 1st in Rosemont.

New Business

Board President Dangremond proposed that chapters submit a tentative list of planned activities for 2025 so the INPS State Board can better promote and support them. After some discussion, it is agreed that chapters will share information about upcoming events as they are scheduled, rather than submitting a full annual plan, so the events can be publicized to all members statewide. The lists of known upcoming events would be provided in the Board Retreat packets.

Adjournment

Meeting adjourned 7:33 PM by Board President Emily Dangremond.

Next Meeting

The next meeting will be held by Zoom on Monday, February 10, 2025 at 5:30 PM.