



INTERNATIONAL BOARD OF DIRECTORS MEETING

**Conference Call
June 12, 2018**

MINUTES

AGENDA ITEMS

Welcome and Call to Order...Alan Jones

In Attendance:		Officer/Director		Alternate Director
Officers:	X	Alan Jones, Chair, Eastern Region N.A.		
	X	Paul Cappiello, President, Eastern Region N.A.		
	X	Clive Larkman, Vice-President, Australian Region		
	X	Jim Johnson, Treasurer, Eastern Region N.A.		
	X	Charles Heuser, International Editor		
	X	Bob Geneve, International Editor		
	X	Terri Breon, International Secretary		
Australian:	X	Clive Larkman	X	John Messina
Eastern N.A.:	X	Paul Cappiello	X	Peggy Walsh-Craig
Europe:	X	Tim Lawrance-Owen		
Japan:		Peter Waugh		Dr. Takuya Tetsumura
New Zealand:	X	Lindsey Hatch	X	Jill Reader
Southern N.A.:	X	Bill Turk	X	Tom Saunders
Southern Africa:	X	Annemarie van der Westhuizen		Gaye Thorpe
Western N.A.:	X	Gene Blythe	X	Dharam Sharma
Regional Development:	X	Clive Larkman		

- Alan Jones called the meeting to order.
- A roll call was taken. Peter Waugh will not join the meeting as he is on his way to the Japan Region meeting. Alan received notice that Richard McKenna has had to resign from his Europe Region directorship due to other pressing responsibilities. Tim Lawrance-Owen has stepped up to assume Richard's role. The region is recruiting a new alternate director.

Approval of minutes from March 14, 2018, Conference Call....Alan Jones

- Alan asked for comments and corrections. Alan noted the International Office report (page 2, #3) talks about extra copies to the Board Office; should be 'International Office'.
- Alan requested a motion to approve the minutes [with the above revision]. Jill Reader moved to approve. Seconded by Bill Turk; approved by voice vote of Board.

Review of Action Steps:

The Action List items will be addressed during individual committee reports. Peggy Walsh-Craig clarified that the action item she agreed to research was not as extensive as the action item implied.

International Office Report...Terri Breon

- Membership list was provided as an attachment. This list is the one used to determine proceedings numbers. Several regions have not yet submitted any numbers. Bill Turk offered that the Southern N.A. number is 230. Tim Lawrance-Owen will have Graham send Europe's numbers. The number of members to receive books from the Australian Region was not provided. Clive Larkman will remind their secretary that those numbers need to be submitted. The numbers show our membership at 1231 as of June 1. An extra book is retained for the archives and additional books are requested by the various regions.

International Editors Report

- Charles sent out a report that was circulated. Everything for volume 67 has been sent to ISHS. The papers were also sent to Hans for inclusion on the website, although there is a delay with the posting owing to the developer's schedule. At this point, ISHS work is progressing faster than last year.
- Bob Geneve updated the Board on where the digital editing process stands.
 - The proposed format is included in Bob's report.
 - A system has been developed to take a PowerPoint presentation and put it into an animated format. This is a hybrid format of what was presented with excerpts from the edited manuscript.
 - Bob was hoping the Southern Africa presentations would be done by now to show how these will be, but they are still in progress. Annemarie reported that the desired format is very time-consuming and the region's editor cannot readily complete them. Bob is willing to format the presentations for Southern Africa.
 - Annemarie feels that placing the PowerPoint, as is, on the website, and, possibly a .pdf file of it should be adequate.
 - Clive said he would attempt to have the Australia Region people tackle their recently held conference presentations and forward any feedback to Southern Africa and the Board.
 - Annemarie brought up that the standard template provided by Bob does not format the presenter's slides without causing formatting issues. Bob did not send detailed instructions to follow but said it is rather easy if one knows PowerPoint. Annemarie will send what they've done to Bob so he can analyze the problem. Apparently, according to Annemarie, conversion of the entire presentation to the desired template doesn't work; however, individual cut-and-paste does. That's the time consuming process they don't have time for.
 - Gene Blythe mentioned his experiences with uploading both pre-publications copies of papers and PDF versions of PowerPoint

presentations to the Western N.A. website over the past two years. He has had little reaction from members on their interest in the PowerPoints. He expressed the importance of determining what members want before we make a permanent commitment to posting PowerPoints. As a possible alternative, he suggested that the paper could be used as the core document, with photos taken from the PowerPoint slides and included as figures to enhance the paper. This may require editors to provide more assistance to presenters in preparing papers, which requires extra time, but did result in 100% submission of papers for Western Region in 2017. Gene suggested we could survey members via Survey Monkey to assist in making decisions about new approaches to future Proceedings, and perhaps other membership benefits.

- Alan reminded the Board that this has been discussed in the past with a realization that fewer and fewer papers are being submitted, rather, PowerPoints are provided instead.
- New Zealand will put their presentations in the proposed format, as well.
- Regions should keep track of the hours spent on preparing the presentations in the proposed format, to be used to evaluate the required effort.
- They will have samples available for the annual conference.
- Manuscripts need to be collected from presenters, as well.
- Peggy will send Bob information on how the copyright should be used.
- The appropriate size of the pages of the papers were discussed: size of currently printed book pages or letter size? Discuss this in September.
- Dharam suggested the template be changed from 'Company' to something more generic that would include government and educational institutions.
- A conference call with editors will be held later in the year.

International Treasurer's Report...Jim Johnson

- Jim reviewed the 2018 IPPS Financial Reports
 - Profit & Loss: no significant dues income yet.
 - Comparison to previous year's expenditures: the Balance Sheet shows an increase in Total Liabilities and Equity over last year at the end of April. The monthly comparisons are not very informative because they can fluxuate erratically.
- 2019 Proposed Budget:
 - Membership dues will increase in 2019, going from \$39 to \$51, a \$15 increase.
 - There have been discussions about spreading the increase over a three-year period to soften the blow to our membership. The downside of that approach will be deficit budgets until the full increase is implemented. Jim recommended total implementation of the increase in 2019 so a balanced budget can be obtained.
- Investments were reviewed
 - We have done ok with investments
 - The stock market was not favorable in January and February; March, April and May resulted in a good comeback, though not a break even gain. Our total portfolio stands at \$239,517 as of June 1. This includes funds in excess of \$26,700 in easily accessible accounts.

- The dues increase has to be decided on shortly. Europe has factored it in, same with Australia and New Zealand. Alan suggested the full \$15 increase appears to be acceptable to the southern hemisphere regions. Alan reiterated the reason for this increase is due to how editorial costs must be borne by all members, since the books will no longer be printed. The cost for editing was paid by those members who paid for printed books. Alan will remind the northern hemisphere regions that they need to discuss this. He would like to vote on this in September.
- Sponsorships have not gone well. There's interest but no actual commitments to date. This can be discussed later during committee reports.

Regional Reports

Australian...Clive Larkman

- Besides what's in their report, Clive noted they added 8 new members during their recently held conference.
- He said there were a number of these new members that didn't know IPPS existed, which surprised him.

Eastern N.A....Paul Cappiello

- The Tour registration form is on the website. A number of tour options are available. The tours will cover wineries, orchid production, unusual ornamentals, a behind-the-scene tour of Longwood Gardens, and a tour of Chanticleer Gardens.

Europe...Tim Lawrance-Owen

- Things are more upbeat. The region has a larger segment of younger aged members than in the past.

Japan Region submitted a report. Peter Waugh is in Japan right now. He will be discussing membership. Theirs has dipped to 48 this year.

Southern Region N.A....Bill Turk

- Membership is steady. They will be discussing adding student memberships.
- Their regional conference is in October in Chattanooga, Tennessee. Everyone is invited to join them.
- This year's Exchange program is set up with Europe. The Southern Region has an endowment that continues to grow to support this.

Southern Africa...Annemarie van der Westhuizen

- Their recent Conference went well.
- Their Exchange program also went well. There was very positive feedback from the exchange participants.
- Membership has fallen by 14 due to the government's new requirements for IPPS members to be registered with the Revenue Office before joining. Those members will rejoin once they have their government clearance.
- The drought in the cape has eased a bit but it's still very dry.
- The Region is still recovering from the murders of Rod and Rachel Saunders, owners of Silverhill Seeds in Cape Town.

Western N.A....Gene Blythe

- Membership is holding in the 160's

- Their conference is scheduled for July in Hawaii. Speakers from around the Pacific Rim will be presenting. Thus far, attendees from every region (except Southern Africa) have registered for the conference.

New Zealand...Lindsey Hatch

- The only update to the submitted report is that another five members have signed up, along with several students.

Committee Reports

New Region Development Committee...Clive Larkman

- Indian Region: Dharam sent an email a few weeks ago that a representative for this region has been identified to set it up. There will be representatives attending the Hawaii conference to discuss the same concern China has in getting money out of the country.
 - Dharam added that they will be holding a conference in 2019 and encouraged IPPS participation.
- China: their progress has been interesting. They have been heavily promoting IPPS membership.
 - Their conference was quite spectacular, well-prepared and dazzling. It was accomplished in six months. IPPS was well represented.
 - Clive will be spending time with Julienne and Paul to review their organization issues regarding government rules and regulations and bureaucracy, and nomination of officers.
 - They will likely reach regional status next year.

Strategic Planning Committee...Peggy Walsh-Craig

- The report was sent this morning
- Executive Secretary position: the committee will present to the Board at the next meeting a recommendation to combine the regional secretaries duties into this position. Alan added some background: several secretaries will retire in the next few years; consolidation of roles could help resolve several regional secretary problems they've experienced; and the consolidation could simplify the International Secretary situations. This would be a much larger position than present. This just an idea at this point. The Board should be prepared to discuss the positives and negatives of implementing this change.
- Policy Manual: Donna Fare has been working on this and Hans Sittig has been reviewing her draft. Bill Turk will also be reviewing the draft. Hans has recommended the constitution should be updated prior to the SOP's and Policy Manual are updated. Hans will discuss at the September meeting the changes that need to be made and how the membership votes on them.
- Regional Expansion: this topic has been discussed adequately previously in this meeting. Clive requested the International rules and regulations be completed so he can use them for the emerging regions. Alan suggested the Committee look at the existing ones and determine if they could be easily updated. Alan and Peggy will review these so Clive has them available in August to share with the China region.
- Support of the new regions has been discussed, particularly, the website. Alan will discuss this with Clive outside this meeting.

- As Hans is no longer on the Board but is still the Communications Committee Chair, the Committee recommends Hans be named Ex-officio Communications Committee Chair and other members be appointed to that committee.

MOTION was made by Clive Larkman to name Hans Sittig Ex-officio Communications Committee Chair. Lindsey Hatch seconded. The motion was approved.

- The committee also discussed the Chairmanship succession. Alan is going to contact several potential individuals prior to the September meeting.
- Committee restructuring: Donna Fare will draft the recommendations and Hans and Bill will review that prior to the September meeting.
- Orientation for new Directors and Committee Chairs: Hans Sittig will develop an executive summary because new directors and committee chairs are swamped with the many files they need to be familiar with. The summary will point them to the more important ones first.
- Peggy wished to recognize Donna Fare, Hans Sittig and Bill Turk for their time and effort in doing the preparation and review of these documents.

Communications and Marketing Committee...Hans Sittig

- Alan received a report from Hans and will send it to the Board this evening.
 - The status of the update requests is noted in the report.

Education Committee...Gene Blythe

- No applications for funding for the exchange program have been received.

Membership Committee

- Alan reported the committee has not had to do much in the past several months.
- As Richard has stepped down, either a new chair needs to be appointed or this committee be placed under another committee.
- Alan requested the Board review the Action List and see if anything is still relevant. Please make comments to the entire Board through email.

Sponsorship Committee...Paul Cappiello

- This committee may become part of the Finance Committee
- Alan asked the Board to send him the names of international corporations in their regions that he could contact on behalf of International.
- The restructured proposal for International sponsors to be able to participate in regional conferences. Clive suggested inviting some of these corporations to participate in the Eastern Tour next year.

2018 International Tour Committee...Paul Cappiello

- Paul discussed this earlier in the meeting.

New Business Item

- Alan received a proposal from Cohen Associates. They have been purchasing the proceedings from us and then selling them to libraries they have dealings with. Their proposal is to print copies of the proceedings to supply their libraries. This will be on the September agenda.

- Lindsey said the new member registration is not providing their region with important information when the individual signs up. He wonders whether any other region is experiencing such problems. We will check with the regional secretaries to see what's occurring on their end. Terri will plan for a secretaries' conference call, to include Alan. Terri will work through Margo.

Meeting Adjournment

- The meeting adjourned at 5:32 PM [1.38.00]

Next meeting will be held during the International Tour on September 16 and 22.

tgb 6/20/2018