



## INTERNATIONAL BOARD OF DIRECTORS MEETING

**Conference Call  
December 5, 2017**

### MINUTES

#### AGENDA ITEMS

##### 1. Welcome and Call to Order...Alan Jones

In Attendance:		Officer/Director		Alternate Director
Officers:	X	Alan Jones, Chair, Eastern Region N.A.		
	X	Peter MacDonald, President, Europe Region		
	X	Paul Cappiello, Vice-President, Eastern Region N.A.		
	X	Jim Johnson, Treasurer, Eastern Region N.A.		
	X	Charles Heuser, International Editor		
	X	Terri Breon, International Secretary		
Australian:	X	Clive Larkman		John Messina
Eastern N.A.:	X	Paul Cappiello	X	Peggy Walsh-Craig
Europe:	X	Richard McKenna		Tim Lawrence-Owen
Japan:	X	Peter Waugh		Dr. Takuya Tetsumura
New Zealand:	X	Lindsey Hatch	X	Jill Reader
Southern N.A.:	X	Donna Fare	X	Bill Turk
South African:		Hans Sittig		Erika Oberholzer
Western N.A.:	X	Gene Blythe		Dharam Sharma
Regional Development:	X	Clive Larkman		

- Alan Jones called the meeting to order.
- A roll call was taken. Word was received from Hans Sittig that he could not join the meeting.

##### 2. Approval of minutes from October 3, 2017, Conference Call....Alan Jones

- Alan asked for comments and corrections. Jill Reader noted she joined the meeting about 10 minutes late.
- Alan requested a motion to approve the minutes as corrected. Paul Cappiello moved to approve. Seconded by Lindsey Hatch; approved by voice vote of Board.

##### Review of Action Steps:

- Since there is a rather long list of items, Alan suggested holding off on a review of the outstanding Action Items until later in the meeting, if time is available. Alan noted he sent a letter to ISHS a couple of days ago letting them know IPPS would be

terminating the publications agreement at the end of next year. Volume 67 will be the last printed volume.

*[Richard McKenna joined the meeting at this point, 8 minutes into the meeting.]*

### **3. International Office Report...Terri Breon**

- The mailing list was sent to ISHS for the proceedings. This list includes those names and addresses provided to the International Office in June.
- Charles Heuser will report on when the printed volumes will be received.
- Donna Fare requested discussion on the number being used for the book counts. Only the Eastern Region of N.A. reports numbers from the previous year so that members who attended the conference receive the proceeding from their attendance. Terri agreed this is the case, and has been since her involvement with IPPS. Charles recalled that most regions did not have the funds available to pay for the current year's proceedings, except for Eastern. Other region directors believe the membership has paid for a proceedings book, whichever is available.
- Each region must make sure they have forwarded their membership application correctly so that it notes there will be no CD for this next year, so no CD should be listed on the form. Hans Sittig has recently sent out a flowchart outlining what the new procedure will be. We need to make sure the wording is correct on that. Alan Jones will see to it that the flowchart is forwarded to all board members. Terri reported that it is in the dropbox. Terri will forward the email to everyone.

### **4. International Editors Report...Charles Heuser**

- Overview of 2017: All corrections for Volume 66 were submitted November 17 and they were going to press right away. He has not heard whether that has occurred but they should be mailed within a reasonable timeframe.
- 2018 (volume 67): The last book that will be published is the proceedings from 2017, which will be sent at the end of 2018. The regions still have to pay for the book next year. As of now Charles has received papers from the southern African region, the European, and the Japan region, three in total. Clive reported that Australia's papers should be done around Christmas time. New Zealand is hoping to receive two more papers for their submittal. The number of papers submitted should be similar to last year.
- Due to the editing process, it isn't likely that papers from 2018 will be available prior to 2019; however, in the future, the turnaround process should be quicker. Bob Geneve will still follow a similar process as Charles has in the past where he will send any revisions he makes back to the region for the author's approval.
  - Part of the discussion moving ahead with Hans Sittig and Bob Geneve will be establishing schedule timelines, most likely following the same pattern that Charles had established.
  - What was discussed back in July is that the digital version will look the same as the current printed version, so that the regions and individual members can have them printed and made into a book.
  - Richard McKenna suggested that individual region papers could be uploaded to the website as they are completed, rather than waiting until the end of the year. Alan said that is being planned. There will still be a time lag of several months as the papers are edited and approved by each region.

- There does tend to be an issue regarding the formatting of the papers for publication by authors who are not members of the IPPS society.

#### 5. International Treasurer's Report...Jim Johnson

- Jim sent the budget out earlier in the day. It is in an Excel spreadsheet format. It follows the same setup as last year's budget. There are three tabs: 2017, 2018, and 2019.
- 2017 Annual budget analysis:
  - The 2017 has the actual income included through October, as well as the budget.
  - Final membership numbers were 1342 members, with three International members, and 145 students. The income from memberships looks high but the cost of the books was not taken out.
  - ISHS has been paid \$23,057.42 for the publishing of the Proceeding Book and CD's for this year. It was not clear whether any funds have been paid to ISHS for hosting papers on their website.
  - Investments are shown at the bottom of the page. They are broken down into the federal money market account and then the three categories of invested income. The investment portfolio stands at \$225,295. The stock market has been very good this year. We have had to pull out \$25,000 to cover operating expenses.
  - The actual expenses paid were unclear. There were questions on whether all expenses have been categorized under the correct expense account.
  - We will be in the red for 2017. Richard McKenna pointed out that the figures shown under Board Expenses do not seem to add up to the total shown. Alan noted that on the P&L, it lists \$11,460.49 in travel expenses for the Board. Terri needs to check with the accountant on the numbers. Terri will need to send a revised report to the Board.
- 2018 Proposed Budget: 2018 will be a very challenging year. Jim estimated a loss of 42 members, based on the current yearly trends. Alan noted that the Society has lost 771 members over the past ten years, which amounts to about \$25,000 in lost income. Over the past fifteen years the Society has lost nearly 1,300 members with the result being a loss of \$42,000 in income. The budget will need restructured to account for two editors' fees, although the reserve funds will be able to cover these expenses for the short term. Jim has assumed there will be some sponsorship funds. The income from CDs will disappear. The Money Market account growth is unclear. The analyses from the investment profession are mixed whether it will be another good year or a complete bust. Operating expenses will be on a par with this year's. ISHS hosting expense should be over this year (unless the invoice for this year isn't received until next year); the upshot being there will be no need to include an additional \$3,000 in the budget for that cost. The 2018 budget will be in the red, as things stand right now. Membership dues are calculated at \$36/member.
- 2019 Proposed Budget: In 2018, the regions will have to vote for a 2019 dues increase of \$15, which is reflected in the proposed 2019 budget. A reduction of 50 paid memberships is also considered in the budget. Sponsorship support is boosted to \$3,000. Libraries income is included, although a decision will have to be made regarding the format that will be provided to libraries, as no printed versions will be made by International. Jim hopes the stock market will continue to perform well in 2019. On the expense side, the honorarium for Hans Sittig is included. Other expenses are similar to the 2018 proposed budget. There would be a very slight

positive balance. Alan suggested a January conference call will be needed to further review the proposed budget numbers. It would likely be near the end of the month.

## 6. Regional Reports

- A couple of regions have not yet submitted their reports.
- Australian:** Clive Larkman had no revisions to his submitted report.
- European:** Richard McKenna is still trying to reconcile membership numbers.
- Eastern Region of N.A.:** Paul Cappiello will submit an updated report to Terri. Peggy Walsh-Craig noted the membership numbers reported to their Board are significantly different than presented here.
- Japan:** Peter Waugh reported Japan held their conference but had a relatively poor attendance of maybe 28. He went over the talking points Alan had sent. He did not receive any feedback from that. He will review that at their January Board meeting. Peter will stay on as their intermediary with International but nothing more. Their 2018 conference will be north of Osaka on October 20 and 21.
- Southern Region of N.A.:** Donna reported the region had a great meeting. They kicked off their foundation in partnership with HRI to support their educational budget.
- Western Region of N.A.:** Gene noted their conference was very pleased with the attendance numbers for their annual meeting. Their basic membership numbers have increased since he submitted his report, going from 171 to 183 with some student members, as well.
- New Zealand:** Lindsay reported all is good in the region. Membership numbers are stable. They had 25-27 new members sign on at their recent field trip to the Cambridge area.

## 7. Committee Reports

### Finance & Investment Committee...Jim Johnson

- Jim noted that he is sending \$25,000 to Terri shortly. Another \$10,000 will be taken from the investments and moved to the Money Market fund, as had been agreed in October.

### Sponsorship Committee...Paul Cappiello

- Paul reported nothing has been done since the July meeting. He noted that a new approach should be taken to obtaining sponsorship funds from the International Tours. There are a few potentials out there, like, John Deere, Ball Horticultural, and some Australian companies that may want to have an international presence.

### Membership Committee...Richard McKenna

- Richard has been working on his own region's membership, at present.

### Communications and Marketing Committee...Hans Sittig

- Hans relayed to Alan that the Australian region is still using their old website. Clive Larkman was not aware of the status as he has been traveling a lot. He will talk to Jonna and Pam as they have been working to complete the switchover.
- Hans is working on a few open items with the developer.
- Hans is starting Phase 2 items.

- He will be sending the renewal flow chart to directors and regional secretaries so all know the process.

**Education Committee...Gene Blythe**

- The web site material has been updated.

**Strategic Planning Committee...Donna Fare**

- Donna felt the committee has accomplished a lot this year. She noted the interview committee used Skype and found it extremely useful. She suggested the International Board consider using it for the conference call meetings.
- The Digital Editor was selected (Bob Geneve).
- The Executive Director description was sent out, but has since been tabled owing to the uncertainty of the budget situation. A duty for this person may be to help with the developing regions, China and India. They, and other new regions, need to have someone at the International level that can assist them with cohesion by providing leadership from the central office.
- Up until now, IPPS has only paid for an editor and a secretary. In the future, we may be looking at salaries for an editor, executive secretary, a web manager and a treasurer.
- We have 13 committees with another proposed for web oversight. It seems that some of these can be joined as their responsibilities overlap.
- Policy Manual development is underway.
- They discussed the renewal form for next year and making sure it does not include book requests.
- Alan added that there are some loose ends regarding Bob Geneve's contract that he is working on, although Bob was not overly concerned about them.
- Peggy Walsh-Craig has agreed to chair this committee next year. Donna Fare will stay on to assist with review of policies.

**New Region Development Committee...Clive Larkman**

- The Western Region of N.A. has agreed to sponsor the India Region. Dharma sent out an email regarding this. Dr. Rakhi Chaturvedi in India is interested in starting a region there. Things should go more quickly here than in China as the Indians speak English already.
- China has been more difficult. Peter Lewis has been busy with his business and Julienne prefers to meet via WeChat, which is hard for Clive to do on his cell phone. A November conference was canceled. A major horticultural show is happening in the last week in April 27 – May 3, 2018, in Shanghai. Ten thousand people attend this event over the five days. Julienne has a corporate sponsor who will cover most of the running costs. Clive hopes that fifteen IPPS members can come and present papers. Alan surveyed the Board to see if there were any directors who could attend the conference. There was no response from those in attendance.

**8. 2018 Committee Appointments...Alan Jones**

- Alan suggested skipping this report, as the Steering Committee works to consolidate the number of committees.

#### **9. Election of Officers for 2018...Alan Jones**

- The slate of officers are:
  - Chairman: Alan Jones
  - Treasurer: Jim Johnson
  - President: Paul Cappiello
  - Vice-President: Clive Larkman

Motion to approve the slate of officers was made by Donna Fare. Seconded by Peter Waugh. Motion passed.

#### **10.2018 and 2019 International Tours...Paul Cappiello and Clive Larkman**

- 2018 Tour: Paul Cappiello reported that all hotels are lined up and contracts signed. Margo and Mike Kline are working on bus service. They are lining up regional members and hort specialists to be daily leaders during the tour. There will be a tour of Longwood Gardens, which just reopened their fountains display after extensive renovations.
- 2019 Tour: Clive Larkman said they received quotes for bus service of \$85,000. They will need to revisit that.

#### **11.Thank you to Retiring Directors...Alan Jones**

- Alan thanked Donna Fare for being on the Board for the past four years.
- Peter MacDonald year as president is ending, and Alan thanked him for his service.

#### **12.New Business Item**

- International Dues: Alan felt there has been adequate discussion on the dues at this point.
- Dates for Conference Calls and Meetings: meetings have been established as they have in the past, with four planned. However, Alan mentioned that a January meeting is needed. Meeting dates are:
  - Tuesday, March 6, 2018 at 4:00 pm. All reports and agenda items are due no later than 5pm, Friday, February 16<sup>th</sup>.
  - Tuesday, June 12, 2018 at 5:00 pm. Reports and agenda items are due no later than 5pm, Friday, May 25<sup>th</sup>.
  - September – International Tour Full Board Meeting. Reports are due August 24 so books can be shipped in time for meeting.
  - December 4, 2018 at 4:00 pm. Reports and agenda items are due no later than 5pm, Friday, November 24<sup>th</sup>.
  - The January meeting will be determined and scheduled to miss other events going on.
  - The use of Skype should be considered for future meetings. Alan noted that the clarity is so much better than phone. Clive Larkman has concern he will not have the upload speed needed to engage through Skype. Alan will test a connection with Clive to see whether issues will exist. Alan will test Skype with several directors.
- Donna Fare noted the July 17 meeting minutes were incomplete. She moved to have the approved minutes amended to include *that during the discussion regarding Alan Jones retaining the Chair for another year, she had made the motion to approve that extension and Paul Cappiello seconded it.* This had been omitted from the minutes.

Paul Capiello seconded the motion to amend the approved minutes. Motion was approved.

- Alan Jones mentioned the Chairman's Newsletter was sent out over the weekend. Its content covered the July meeting and the going-on in the intervening months. If any director believes there are items that should be added, please let Alan know. Hans is shooting for four newsletters per year.
- Merry Christmas and happy new year greetings were exchanged.

**Meeting Adjournment**

- The meeting adjourned at 5:28 PM

Next conference call will be in January. The time will be announced by Alan Jones when determined. The agenda will focus on the budget.

tgb 12/10/2017