



INTERNATIONAL BOARD OF DIRECTORS MEETING

**Conference Call
August 27, 2019**

MINUTES

AGENDA ITEMS

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

Region:	Name:	Title:	Attendance
Officers:	Alan Jones, Eastern N.A.	Chair	x
	Clive Larkman, Australian	President	x
	Douglas Justice, Western N.A.	Vice-President	x
	Jim Johnson, Eastern N.A.	Treasurer	x
Australian:	John Messina	Director	x
	Tony VanderStaay	Alternate Director	x
Eastern, N. A.:	Bill Barnes	Director	x
	Steve Castorani	Alternate Director	x
European:	Tim Lawrance-Owen	Director	x
	vacant	Alternate Director	
Japan:	Peter Waugh	Director	
	vacant	Alternate Director	
New Zealand:	Jill Reader	Director	x
	Richard Beaumont	Alternate Director	
Southern Africa:	Annemarie van der Westhuizen	Director	
	Gaye Thorpe	Alternate Director	
Southern, N. A.:	Bill Turk	Director	x
	Tom Saunders	Alternate Director	x
Western, N. A.:	Dharam Sharma	Director	x
	Jim McConnell	Alternate Director	x
Regional Development:	Clive Larkman	Director	x
Staff:	Bob Geneve	Intl. Editor	x
	Katie McDavid	Int'l Executive Sec/Director	x
	Terri Breon	Intl. Secretary	x

- ☐ A roll call was taken. Peter Waugh is on his way to Japan and will not be on the call.
- ☐ Alan Jones called the meeting to order.
- ☐ Alan requested a change in the agenda list to move up the appointment of Katie McDavid as International Executive Secretary/Director.

2. Approval of minutes from Australia May 21 & 24, 2019....Alan Jones

- ☐ Alan asked for comments and corrections or additions. No corrections were noted.
- ☐ Alan requested a motion to approve the minutes. Dharam Sharma moved to approve. Seconded by Tim Lawrance-Owen. One change had been forwarded to Terri from Tim regarding the length of time their regional secretary has been with them. Approved by unanimous voice vote of Board.

3. International Office Report...Terri Breon

- ☐ Membership stands at 1,159 paying members. Including students, the total is 1,808. Paying memberships have dropped another 144 over last year.
- ☐ Executive Secretary position: Clive, Bill Turk, Tim, Jill and Alan conducted Skype interviews with three candidates. Katie McDavid was offered the position.

Clive moved to approve the appointment of Katie McDavid as Executive Secretary. Jill seconded. Approved by unanimous voice vote of Board.

(Katie joined the meeting.)

4. International Editors Report...Bob Geneve

- ☐ Bob had a number of items he wanted approved/discussed by the Board prior to his sending:
 - He has reviewed copyright issues with the North American editors. He referred the Board to his report for the outcome. The footer on each manuscript will include "copyright", "name of author", "the use, distribution or reproduction of materials contained in this manuscript is permitted provided the original authors are credited, the citation in the Proceedings of the International Plant Propagators' Society is included and the activity conforms with accepted academic free-use policy." This is fairly standard world-wide.
 - The process includes Bob's review, which he then returns to the regional editor, who then reviews with the author for approval.
 - For those authors who decline the statement, the footer can have just the "copyright and "name of author".
 - Katie noted her husband is a patent/copyright attorney and could provide some corroboration of the language of the statement is suitable.

Dharam Sharma moved to approve the inclusion of the footer information as provided by Bob Geneve on manuscripts, subject to refinement as recommended by a copyright attorney. Douglas Justice seconded. Approved by unanimous voice vote of Board.

- Clive asked about approvals required for further revisions to the wording. Alan noted any modifications would be approved at the Executive Committee level.
- The front part of the printed Proceedings is to be migrated to some location on the website. Bob worked on a version of that to be amended each year. He requested direction regarding several items which have previously been in the front pages. These include: Obituaries, Financial Report, Summary by Chair, Volume Dedication (dedicatee has been the individual who received the Honor Award for that year). Website Honor Award data is current up to 2014.

- Int'l. Secretary does a write-up and provides to the Int'l Editor for his/her use. Bob will work with Katie on the write-ups. Bill Barnes will work with Hans Sittig on where to best locate the information on the web.
- Bob and Bill will report their recommendations back to the Executive Committee for their determination.
- Bob is planning to hold another regional editors' meeting. Skype is proposed to be used for this meeting.
- Bob has contacted Currans Publishing but has not heard back. Alan noted Currans has agreed to print copies for interested libraries. A royalty will be paid to IPPS for this service.
 - Tony noted Australia is interested in having as many as 100 copies printed. If only one region is interested in hard copies, Bob suggested the region check locally to have them printed.
- Bob has received PowerPoints from New Zealand. He is requesting regions send in their presentations, both manuscripts and PowerPoint presentations.

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

- ☐ Membership number comparisons from last to this year are a concern. The drop amounts to ~\$5800.
- ☐ Expenses are in line with last year's.
- ☐ With regards to membership income, we did receive renewal money this year that was due in 2018. We also have two regions that have not paid this year. There will be a shortage of about \$4700 than anticipated.
- ☐ One sponsor. Jim encouraged regions to become more proactive in recruiting corporate sponsors. Dues will have to be increased if other income sources do not materialize. Tom will address some of this in the Sponsorship Committee report.
- ☐ The Balance Sheet shows we are ahead of last year at this time.
- ☐ Investments have done well this year. Since starting the Vanguard account, we have seen an annual return of 10½% increase.
- ☐ The money that was hacked has been returned by the Bank.
- ☐ Alan noted that Jim will be stepping down at the end of the year and a new treasurer needs to be found.

6. Committee Reports

Finance & Investments Committee...Jim Johnson

- A meeting will be held in the near future.

Sponsorship Committee...Tom Saunders

- Tom has sent out letters to ten companies regarding International sponsorship. He will be sending five more. One company, Spring Meadow, is interested in pursuing.
 - Spring Meadow noticed that the website doesn't have sponsorship logos or any information regarding international sponsorships. Tom believes this needs addressed ASAP so potential sponsors are not turned off by these issues.
- Tom explained how the funding will be handled in North America. International sponsorships will cost \$8500, of which, \$2500 will be given to each North American region (\$7500 total). The remaining \$1000 will remain with IPPS.

- International memberships need to show on both the International webpage and the regional webpage of their choice. Bill Barnes will work with Hans on addressing this.
- There are specific perks that come with each sponsorship level, although, the region can decide whether they will provide additional perks to the sponsor. Some discussion needs to occur at the committee level so that there are not large discrepancies between those perks.

Membership & Education Committee...Tim Lawrance-Owen

- Most regions do not know the breakdown of their membership, for instance, nursery, education, supplier. They have identified eight categories they would like to add to the membership form to address this. Initially, keep this information internal, but could become available to the membership.
 - Clive suggested the Board revisit how members actually join: website vs paper; nominated vs fully open.
 - Specific categories should be discussed further as there was some concern regarding whether the categories will capture what IPPS wants.

Clive moved that any new renewal membership process include a small questionnaire requesting the member to identify their industry category, as defined by the Membership/Education Committee. Dharam seconded. Approved by voice vote.

- Bill Barnes will discuss with Hans Sittig how to modify the web application to include the above.
- Tim mentioned this data may help with membership recruitment and sponsorship.

Communications and Marketing Committee...Bill Barnes

- Website discussion: Bill sent a proposal received from Shockwave via Hans regarding updating the website to address the European security regulations. Two proposals: Proposal 1 for \$15,800 vs Proposal 2 for \$13,300. Proposal 1 allows each region to change the protocol to suit their region, whereas, Proposal 2 does not allow that. Enhanced search capability function can be included for \$1900. New web template: \$2000 to update. These do not provide all the enhancements IPPS desires, like mobile device compatibility.
 - Current annual website maintenance cost is \$12,500. This would drop to \$8,184. This is an ongoing savings of \$4,000+ per year.
- Bill is also taking to a company called Clarity who is putting a proposal together to redo the entire website over to address the security issues and allow for enhanced features that will not be possible with the current website software.
- Bill requested the Board decide which of the Shockwave proposal would be their desire to pursue moving forward, knowing that Bill will come back with the proposal from Clarity for a completely new website construction.
- Concerns were aired about making sure that Clarity understands what is involved and the intended outcome so there aren't financial surprises later on.
 - The current website coding is transferrable (IPPS owns it).
 - Each region wanted to be semi-independent, which significantly added to the development costs.

- Alan asked how the Board feels at this point. No decision will be made tonight. Additional research should continue for other alternatives.
- Bill will be discussing with Hans on how to provide a two-tier log-in system.

Strategic Planning Committee...Jill Reader

- Jill reported that the Operations Manual will not be ready for review for a while. She has been inundated with a heavier teaching load and hasn't had time to tackle the entire manual.
- She has focused on Section 2: Duties and Responsibilities of Officers and Directors. The various position write-ups will be collected and sent out for review.
- The logo look and language has to be reviewed. Comments have been to add "Globally" back into the new logo. Some have suggested that "Propagator's" be removed.
- Mission statement will be looked at and tweaked to try to reduce the wordiness.
- She would also like to have the new 5-year strategic plan developed and approved prior to Alan leaving the Board.

New Region Development Committee...Clive Larkman

- China: there are now eight full-paid members. Add an English by-line to help browsing users understand that the website is in Chinese.
- Indian Region: need to develop a website for India. English will be the language.
 - A symposium for 2020 is being planned for the northwest area of India, in Chandigarh. Dharam will distribute details when available.

7. 2020 International Tour Committee...Douglas Justice

- ☐ [The tour will be held from June 13 to 27 in Bellingham, Washington.]
- ☐ They are working on the details.
- ☐ The committee will need to nominate someone for the International Honor Award before the end of the year. (Japan should be forwarding their nominee NOW. Alan will send a letter to them to consider someone soon.)

8. New Business Item

- ☐ Alan wants to use Skype for the December meeting.
- ☐ IPPS pins: a new manufacturer has been found. Alan has heard from two regions: Australia and Japan. Japan wants the old style pin. Old style vs new style? Further discussion is needed. Are they given out for free or should members pay for them? Should the regions get their own made?
- ☐ Name change: Bill Turk addressed the concerns raised by the Southern Region. Their Executive Board passed a resolution that the name needs to be changed to reflect the membership and this should be a priority. They are also having the membership vote on this resolution so it becomes a membership-driven priority. The Southern Region has urged the other two North American regions to do the same thing.
 - What are the legal ramifications of name changes?
 - A quick survey of the directors in attendance was done regarding their thoughts on a name change.
 - Australia: not in favor.
 - Eastern taking it up this fall.
 - European doesn't mention it. He will check with their board.

- New Zealand: doesn't think the region would support a change.
- Western: a name change would reduce the uniqueness of the society.
- If the Southern Region wants to pursue this further, they will have to have strong arguments for the other regions to consider. Tom will forward to the Board members the letter sent to the Eastern and Western regions.
- ☐ Have Katie check the time zones and the impacts of their time changes before setting the next meeting date.

9. Meeting Adjournment

- The meeting adjourned at 6:07 PM.

Next conference (Skype) call will be December 3, 2019. Time will be determined at a later date.

tgb 9/3/2019