

**WNPSSSC Chapter Board Meeting –agenda**  
**Sunday, March 11, 1-4**  
**John Neorr's House, 28308 185th Ave SE, Kent, WA 98042**

Garden tour of John's garden 12:30 pm

Convene for business: 1:00 pm.

Approve of the minutes

Chair's report (Bill)

    Activities

    Upcoming events

    State Board meeting

Treasurer's report (Jane E)

Grant report (John)

    Grant requests - approval?

Education Committee (Jane O.)

Plant Sale (Bill and Bonnie)

Volunteers / Hikes (Gail, Cyndy)

Newsletter and Updates (Bill and Lee)

Speakers (Sue)

    September kick off

Board Planning:

Key questions for discussion by the Board

- Recruiting new officers (Chair, Treasurer, ?)
- How do we need to restructure the plant sales?
- How should we best spend our money?

Other business?

Adjourn

## **Chair's report – March 2018**

As chair of the South Sound Chapter, I have continued to be busy since the last Board meeting in November.

Three items have taken up especially significant amounts of time.

- 1) Preparation for the Native Plant Study Weekend, May 4-6, 2018, in the Columbia Gorge. The weekend is co-sponsored by the South Sound and Suksdorfia Chapters of WNPS. The preparation has entailed a number of trips to White Salmon to coordinate with Don Hardin and the Suksdorfia Board. The next trip is scheduled for March 13 when we are meeting with staff at the Best Western in Hood River where the weekend is headquartered.

Given the time of year and the popularity of the Gorge and the lack of suitable facilities, this Native Plant Study Weekend is one of the most expensive the society has sponsored. In spite of that fact, we have had to close the enrollment at about 150 plus hike leaders. We have two interesting speakers and excellent hikes and hike leaders.

- 2) Completion of the statewide stewardship pilot projects and coordination with the Central Puget Sound Master Native Plant Stewardship program has also taken a significant amount of time. As chair of the Ad Hoc Committee on Stewardship, I have had the responsibility only to oversee the activity of Jim Evans in Wenatchee and Bellingham but also to review and approve a large number of activities by the Central Puget Sound Chapter. That culminated in a Stewardship Summit on March 3 in Seattle. David Zink and Anna Thurston participated with me representing the South Sound. The results will be taken forward to the State Board meeting on April 14-15 in Ellensburg.
- 3) Preparations for the Spring Plant Sale on April 21 has also taken a very significant amount of time. We are seeing a lack of availability of a number of plants and increased prices at the wholesale level. Orders have been finalized with Eatonville Nursery and Firetrail Native Plant Nursery. We will be picking up plants from Eatonville March 20. Some plants on order are still questionable given the strange winter growing season and storm damage. We are looking at possible additional purchases from Watershed Gardens in Longview, Storm Lake Growers in Duvall, Tadpole Haven in Woodenville, Derby Canyon in Pashastin and Humble Roots in Mosier, Oregon.

## **Public Outreach and Presentations.**

- 1) Presentation to Master Gardeners in Puyallup on Gardening with Native Plants, January 26. This is the third year we have given this talk to the new Master Gardeners. It is a very fun group to address. The group was roughly 90.
- 2) Lead native plant hikes with Bonnie Blessing on February 8 at Tolmie State Park. Bonnie Blessing-Earle was co-lead. We lead six different groups on hikes of ½ to 1 hour to introduce them to Native Plants. In all, we had about 55 students. This is the second year for this activity.
- 3) Meeting at Colegate Park in University Place to help and Eagle Scout plant labeling project on January 11.

- 4) Presentation on Native Plants of the Northwest Lowlands to Envirothon high school students for the Pierce Conservation District in Puyallup on March 8. On March 15, I am scheduled to lead a plant ID walk with the same students at the Tacoma Nature Center. Ted Thomas will assist.

South Sound Chapter Financial Transactions for 2017

Date	Type	Activity	Deposit	Withdrawal	CB	Balance	Account Amt	Account	Description
01/01/18						\$26,270.63			
01/03/18	E	Ck 3465 Steve Hootman		350.00	Y	\$25,920.63	350.00	Chapter Programs	Honorarium
01/03/18	E	Ck 3466 Lauren Danner		150.00	Y	\$25,770.63	150.00	Chapter Programs	Honorarium
01/03/18	E	Ck 3467 Pierce Conservtion Dist		38.75	Y	\$25,731.88	38.75	Plant Sales	replacement ck for 3462
01/11/18	E	Merchant Services		60.00	Y	\$25,671.88	60.00	Plant Sales	Bank set up fee for Vantiv
01/18/18	I	Deposit	50.00		Y	\$25,721.88	50.00	Calendars	Calendar receipts
01/23/18	E	Ck 3468 Mast Gardner Found		250.00	Y	\$25,471.88	250.00	Grants	Schmel Plant Trail
01/24/18	E	Ck 3469A WA State History Mus		475.00	Y	\$24,996.88	250.00	Plant Sales	Plant Sale rent
01/24/18	E	Ck 3469B WA State Hist Mus			Y	\$24,996.88	225.00	Chapter Programs	Spring programs rent
02/05/18	E	Ck 3470 Friends Nisqually NWRC		500.00	Y	\$24,496.88	500.00	Grants	NWRC Eye on Nature
02/15/18	E	Ck 3471 Valhalla Elem Sch PTA		250.00	N	\$24,246.88	250.00	Grants	Pollinator garden
02/28/18	E	Ck 3472 Susan Waters		200.00	N	\$24,046.88	200.00	Chapter Programs	Honorarium
02/28/18	E	Ck 3473 Susan Waters		200.00	N	\$23,846.88	200.00	Chapter Programs	Honorarium
Year to Date Income and Expense Totals:			\$50.00	\$2,473.75					
		Year Beginning Bank Balance:	\$26,270.63						
		Bank Statement Balance:	\$24,755.29						
		Current Outstanding Checks:	\$908.41						
		Current Outstanding Deposits:							
		Actual Balance:	\$23,846.88				\$23,846.88		



# South Sound Chapter Grants

Report Date: 3/11/2018

## Grants in 2017

### 1) Pollinator Garden - Lakota Middle School, Federal Way - COMPLETE

- Funds for plants, soil, fertilizer for garden created as part of Integrated Environmental Sustainability Academy
- Project is complete - \$500 granted, \$250 expended
  - Garden planted and thriving
  - Teacher transferred
  - Final report will not be forthcoming

### 2) Schneider Prairie Restoration (Olympia) – IN WORK

- Coalition among Thurston Conservation District (TCD), Griffin Middle School, and Neighborhood Association
- Project is in work - \$500 granted, \$250 expended to-date
  - Several work parties taken place, funds to be used for signage.
  - No signage yet – need to discuss grant period extension with TCD

### 3) Purchase tablet computer for Chehalis River Basin Land Trust (CBRLT) - COMPLETE

- Project is complete - \$500 granted, \$520.63 expended
  - Computer purchased and being employed successfully to record onsite trust surveys. Presentation made to our chapter about the CRBLT

### 4) South Lake Hewitt (Olympia) Neighborhood park NP restoration – IN WORK

- Project is in work - \$400 granted, \$200 expended to-date
  - Majority of the area cleared, planted out and sheet mulched. majority of plants purchased
  - Looking for some broad leaf sedum/stonecrop.
  - Kim will be at the Native Plant Society meeting on 11<sup>th</sup> and bring a list and number of plants added to the area.

# South Sound Chapter Grants

Report Date: 3/11/2018

## Grants in 2018

### 1) Signage for upgraded Sehmel Homestead Nature Trail in Gig Harbor – IN WORK

- Project is in work - \$500 granted, \$250 awarded to-date
  - Funds awarded, project underway
  - Committee is working on sign design and installation.
  - First committee meeting held March 7?

### 2) Bus transportation for Nisqually River NWR “Eye on Nature” project – IN WORK

- Project is in work, \$1000 granted, \$500 awarded to-date
  - Funds awarded, project underway with volunteer training starting in March. School trips for up to 750 students will take place April-June. Students are from Grays Harbor, Lewis, Mason, Pacific, and Thurston county schools.
  - \$1000 grant required and received Board and State Approval  
“Normal” grants cannot exceed \$500. **Hence would like to get Board approval to increase 2018 grant budget from \$2500 to \$3000.**
  - Gail T. and John N. signed up for volunteer training on March 15
  - Jim and Cherry Pedrick are already volunteers

### 3) Pollinator garden for Valhalla Elementary School in Federal Way – IN WORK

- Project is in work, \$500 granted, \$250 expended to date
  - Garden will be an integrated part of 2<sup>nd</sup> and 3<sup>rd</sup> grade science programs.
  - Grant will be used for tools, soil, seed, plants, fertilizer, fencing, and signage.
  - Garden planning underway with gardening to take place in March and April.

## Grant Funds Still Available - \$300

Grant funds are still available.

Current 2018 budget: \$2500 – **Note: I am requesting \$500 addition to this budget**

Current expenditures: \$1000

Current committed: \$1200

Budget remaining: \$ 300

Hike report – Cyndy

All, I probably won't be able to attend the meeting at John's as my Mom needs more care now, but I may be able to join by speaker phone if you can have another participant other than Lee. Cyndy Dillon

## WNPS SSC FIELD TRIP REPORT, Nov 19-Mar 11

### Accomplished

1. Nov 26, Deschutes Falls, 15 participants
2. Dec 17, Alderbrook, 4 participants
3. Jan 21, Gateway Park, Key Peninsula, no participants
4. Feb 10, Millersylvania State Park, Jeanne Ponzetti, 27 participants

### Planned

1. Mar 18, Woodard Bay, Olympia
2. Apr 10, Sylvia Lake, Montesano, Helen Hepp
3. May 20, Snoquara Falls
4. Jun, Olympic Prairies, Dave Peters and Stan (we will delay Lake Kapowsin walk for a while)

### Future considerations

1. Tolmie State Park
2. Big Creek Loop, Olympics
3. Illahee Park, Bremerton
4. Morse Preserve

## **Volunteer**

1. Completed (Nov 19, 2017- Mar 11, 2018).
  - a. 7 TNC work parties, 4-12 (as of Mar 11) volunteers
  - b. 2 Olympia Native Plant Garden work parties
  - c. 2 presentations 2 volunteers
  - d. Thurston County Conservation Plant Sale, March 3 - 3 volunteers
  
2. Planned (Mar 12, 2018-Aug 12)
  - a. TNC work parties
  - b. Olympia Native Plant Garden 3rd Thursday
  - c. 1 presentation
  - d. Native Plant Study Weekend
  - e. SSC Plant sale, Friday/Saturday, April 20-21
  - f. Sustainability Expo Tacoma April 14
  - g. Northwest Trek April 7,8
  - h. SS green TOUR May 19 -Oly, May 20 -Tacoma
  - i. Lake Kapowsin July 7



## **Bylaws**

### **South Sound Chapter of the Washington Native Plant Society**

Approved and ratified by membership 1977, amendments approved and ratified by membership in 2000 and 2009. Updates to bylaws made in March, 2015.

ARTICLE I	PURPOSE
ARTICLE II	TERRITORY
ARTICLE III	CHAPTER MEETINGS AND MEMBERSHIP
ARTICLE IV	DUES AND MEMBERS IN GOOD STANDING
ARTICLE V	OFFICERS AND GOVERNANCE
ARTICLE VI	CHAIRS OF STANDING COMMITTEES AND OTHER DESIGNATED MEMBERS OF THE BOARD
ARTICLE VII	RECORDS
ARTICLE VIII	RULES OF ORDER
ARTICLE IX	AMENDMENTS
ARTICLE X	SAVINGS CLAUSE

#### **Article I. Purpose**

The purpose of the South Sound Chapter of the Washington Native Plant Society (WNPS) is to promote the appreciation, conservation and study of the native plants of Washington State and to educate the public on the value of our native flora and its habitat.

#### **Article II. Territory**

Chapter membership is available to anyone who selects affiliation with the chapter and pays for the affiliation, and whose dues to WNPS are current.

#### **Article III. Chapter Meetings and Membership**

##### **Section 1. Eligibility**

Any person, family, or group who is a member of WNPS is eligible for chapter membership.

##### **Section 2. Right to Vote**

Each membership entitles the person, family, or group to one (1) vote on any question requiring a vote of the membership of the chapter. The right to vote of a family or group shall be exercised by the individual who is designated by the family or group as its official delegate.

##### **Section 3. Quorum**

The presence of five percent (5%) of the members at a chapter meeting constitutes a quorum for the transaction of business. Each decision made by a simple majority of the members at a meeting where a quorum is present is a binding act of the members. When monthly meetings are held in both Pierce and Thurston counties, the total attendance at the two meetings shall be used to determine if a quorum was present and whether an action taken is binding.

##### **Section 4. Meetings**

Meetings of the general membership normally are held monthly except June through September. Special meetings may be called by the chair upon resolution of the executive board.

##### **Section 5. Notification of Meetings**

Notification of meetings shall be given to each member at least seven (7) days before any membership meeting. Publication of the meeting schedule in the chapter newsletter, provided that such newsletter is sent at least seven (7) days prior to a scheduled meeting, shall be considered adequate notification.

## **Section 6. Termination of Membership and Distribution of Assets**

Termination of membership and distribution of assets shall be as specified by the policies and procedures of WNPS.

## **Article IV. Dues and Members in Good Standing**

Dues shall be determined and paid as specified by the WNPS state organization. Members in good standing are those whose dues are current. **Article V. Officers of the Chapter and Governance**

### **Section 1. Names and Qualifications of Officers**

Officers of the chapter are: chair, vice chair(s), secretary and treasurer. An officer must be a member in good standing of WNPS and of the chapter.

### **Section 2. Chapter Executive Board**

The officers, chairs of standing committees, and such others persons as may be specifically designated in these bylaws shall constitute the executive board of the chapter and shall be the governing body of the chapter. The responsibilities of the executive board shall include, but not limited to

1. Approval of the chapter budget and expenditures
2. Approval of all agreements entered into by or on behalf of the chapter
3. Preparation and approval of reports to the membership
4. Development of policies and procedures for activities

### **Section 3. Election of Officers**

Nominations for Chapter officers shall be presented to the membership in September and at the October chapter meeting(s) of each calendar year. Officers are elected by the membership in October and November of each calendar year provided that elections are completed prior to November chapter meetings. Officers shall serve for one (1) calendar year and may succeed themselves. Voting may be carried out written and/or electronic ballots. Officers shall assume their duties on November 15 of each calendar year.

### **Section 4. Absences and Vacancies**

In the case of resignation, or other inability or unwillingness to serve, or failure to carry out the duties as determined by a majority of the executive board, the executive board may appoint a replacement for an officer of the chapter who shall serve the balance of that officer's term, except that the vice chair shall assume the office of chair and a new vice chair shall be appointed to fill the vice chair vacancy.

### **Section 5. Expenditures of Chapter Funds**

Decisions requiring expenditures in excess of \$200 must be approved by a majority of the executive board. Such approval may be in the form of a motion at a meeting of the executive board or by telephone or e-mail communications. The treasurer shall maintain a record of all such approvals.

### **Section 6. Duties of the Chair**

The duties of the chair shall include, but not be limited to

1. Presiding over South Sound Chapter and executive board meetings
2. Appointing chairs and such members of standing and ad hoc committees as s/he deems necessary
3. Representing the chapter on the WNPS Board of Directors
4. Signing documents and agreements, as by the executive board, on behalf of the chapter
5. Preparing an annual report to the executive board, the chapter members, and the WNPS Board of Directors
6. Representing the chapter with other organizations and the public
7. Maintaining a copy of the current rules of order being used by the executive board



8. Such other duties and responsibilities as may be determined by the executive board

#### **Section 7. Duties of the Vice Chair(s)**

The chapter may elect to have two vice chairs. In the case when two vice-chairs are elected, one shall represent members attending Pierce County meetings and one shall represent members attending Thurston County meetings.

In the event there are two vice chairs, one shall be designated first vice chair for purposes of succession in case of a vacancy in the chair position. The position of first vice chair shall alternate between the two counties beginning with Thurston County being designated first vice chair.

The vice chairs(s) shall

1. Carry out the duties of the chair in the absence of the chair
2. Serve as an ex officio member of standing committees
3. Assume such other duties as may be determined by the executive committee

#### **Section 8. Duties of the Secretary**

The secretary shall keep the minutes of all business meetings of the chapter and executive board and distribute them to the executive board for general distribution to members and interested parties.

#### **Section 9. Duties of the Treasurer**

The treasurer shall

1. Keep the financial records of the chapter
2. Maintain the chapter bank account
3. Disburse funds as authorized by the executive board or membership
4. Prepare at the end of each fiscal year an annual status report of the chapter's financial activities and financial status for the WNPS Board of Directors and for the chapter membership

#### **Section 10. The Immediate Past Chair**

The immediate past chair of the Chapter shall

1. Provide continuity and support for the incoming officers
2. Serve on the Executive Board and may serve through more than one term until a different member is immediate past chair.

### **Article VI. Chairs of Standing Committees and Other Designated Members of the Executive Board**

#### **Section 1. Committees: Standing and Ad hoc**

The chair, with the approval of the executive board, may establish standing or ad hoc committees to carry out specific functions or activities on behalf of the membership. All chairs of standing committees are voting members of the executive board and serve until replaced. Committee chairs may add such additional members to their respective committees as are needed to carry out the committee's functions. An individual may assume more than one role.

#### **Section 2. Chapter Botanist**

The chapter botanist

1. Acts as a resource on botanical knowledge to the chapter members
2. Conducts workshops and/or field trips on plant identification, emphasizing native plants and their habitats
3. Contributes articles to the chapter newsletter
4. Proposes projects related to native plants to the Executive Board and/or the membership

### **Section 3. Conservation Committee Chair**

The chair of the conservation committee

1. Researches and informs members about conservation issues related to native plants and native plant habitats
2. Contributes articles to the chapter newsletter
3. Works with other conservation organizations and government agencies to promote and protect native plants and habitats
4. Coordinates with the WNPS State Conservation Committee
5. Represents the chapter on conservation issues in public forums

### **Section 4. Field Trip Committee Chair**

The chair of the field trip committee

1. Coordinates native plant appreciation hikes and field trips for a wide range of interests and abilities
2. Assists field trip leaders to maintain the standards of the WNPS's "Guidelines for Field Trip Leaders"
3. Contributes articles to the chapter newsletter
4. Publicizes upcoming field trips through the newsletter, through the website, at chapter meetings and other appropriate venues

### **Section 5. The Immediate Past Chair**

The immediate past chair of the chapter

1. Provides continuity and support for the incoming officers
2. Serves on the executive board

### **Section 6. Editorial Committee Chair**

The chair of editorial committee is the newsletter editor, who

1. Solicits and edits articles and announcements for the chapter newsletter
2. Coordinates website posting, printing and mailing of the newsletter, as appropriate, to all members
3. With the advice and assistance of the editorial committee, recommends policies on Chapter publications to the Executive Board

### **Section 7. Publicity Committee Chair**

The chair of the publicity committee

1. Notifies members and the editor of *Douglasia* of upcoming chapter meetings
2. Prepares information on chapter activities for the news media
3. Coordinates information on special activities such as WNPS Study Weekends or WNPS Native Plant Appreciation Week
4. Prepares other outreach information at the request of the executive board

### **Section 8. Volunteer Committee Chair**

The volunteer committee chair

1. Works with the executive board to increase member participation in activities that promote the mission of the society
2. Prepares articles for the chapter newsletter
3. Promotes recognition of chapter volunteers and their activities

### **Section 9. Chapter Web Manager**

The web manager

1. Maintains the chapter's internet site
2. Posts announcements and newsletters to the chapter internet site
3. Maintains the electronic records with the direction of the executive board
4. Provides advice to the executive committee on effective use of the internet and electronic media



**Article VII. Records**

Each chapter officer or chair of a committee maintains and shall deliver all records of the office or chair position to the succeeding office holder upon leaving their position.

**Article VIII Rules of Order**

The chapter shall govern all meetings by the most recent edition of Robert's Rules of Order or any special rules of order and bylaws that the executive board may adopt.

**Article IX Amendments**

Changes to these bylaws may be recommended by members of the chapter or by the executive board. An amendment shall be approved by a simple majority of the voting membership of the chapter.

**Article X. Savings Clause**

Should any provision of these bylaws be found contrary to the rules, bylaws or procedures of the Board of Directors of the Washington Native Plant Society, the state's bylaws and procedures shall prevail.