



Board of Directors Meeting Minutes
Texas Aquatic Plant Management Society
June 7, 2021
Zoom Meeting

Past President – Kristy Kollaus present
President – Jason Chapman present
President Elect – Brittany Chesser present
Secretary – Casey Williams present
Treasurer – Thomas Decker not present
Editor – Melani Howard present
Executive Director – Bill Torres present

Director – Monica McGarrity present
Director – Andrew Labay present
Director – Jeff Hutchinson not present
Director – Haley Kokel present
Director – Kristina Tolman present

1. Treasurer's Report – Thomas Decker

- a. Current financial status
-Has the account been transferred from John Findeisen to Thomas?
Thomas not present

2. Committee Reports

- a. **Auditing** - To audit the accounts of the Society annually and certify the results of the audit to the annual business meeting.
 - i. Committee Chair: Thomas Decker
 - ii. Chairpersons: Casey Williams
Nothing to report
- b. **Membership and Publicity** - To promote the Society and to recruit new members. The President-Elect shall chair the committee.
 - i. Committee Chair: Brittany Chesser
 - ii. Chairpersons: Casey Williams, Andy Labay
-Did we find the toes that have the banner, table signs, and promotional supplies?
-Discuss Flyer from Casey's email
Some things have been transferred from John Findeisen to Thomas Decker
Jason will check with Chris Smith for other items
Brittany mentioned about using Canva to create up to date flyers and documents
Monica suggested reducing the verbage and targeted to professionals
Casey and Jason mentioned multiple target audiences
All in agreement to revamp the flyer but recycle some information
Membership to run from Conference to Conference not Jan. to Dec.
Jason mentioned we have 2018 and 2020 CEU applicants with emails
666 individuals with aquatic endorsement with contact info to send postcard mailers
with Conference information.
Provide a draft for post card mailers and rack information cards
Brittany mentioned using QR cards on mailers which link to more information on to the website. About 50% response to QR codes in her experience
- c. **Nominating** - To nominate qualified candidates for the offices of the Society in accordance with the provisions of Article VI, Sections 7, 8, and 9.
 - i. Committee Chair: Jason Chapman
 - ii. Chairpersons: Monica McGarrity



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Monica mentioned sending out a poll or questioner for nominations earlier than conference. Kristy mentioned that she did not get any response for new nominations. Bill mentioned adding option to conference registration for people to check whether they are interested in becoming a board member or not to create a list of possible nominees.

d. **Program** - Will develop and implement the annual meeting program.

- i. Committee Chair: Brittany Chesser
- ii. Chairpersons: Monica McGarrity

Abstract due date-Late September for due date for Abstracts. Monica mentioned late September does not provide lead time for due date extensions and is a quick turnaround to get program published. Monica suggested early August posting with early to mid Sept due date. Jason asked how due dates get posted. Brittany commented newsletter and website. Monica directly emailed specific people conference information.

2 newsletters before conference last one needs to be done well before conference to get conference information out to members.

e. **Governmental Affairs** - (a) Acquaint themselves with all pending legislation of administrative rules directly or materially affecting aquatic plant management and convey such information to the Editor for dissemination to the members. (b) Collaborated with other organizations, to provide Legislators or Congressmen with information and assistance on matters directly or materially affecting aquatic plant management. (c) Perform special assignments as directed by the President or Board of Directors.

- i. Committee Chair: Jason Chapman
- ii. Chairpersons: Monica McGarrity

Nothing to report

f. **Awards, Scholarship and Scholastic Endowment** - Will handle matters relating to the selection and presentation of awards by the Society.

- i. Committee Chair: Monica McGarrity
- ii. Chairpersons: Melanie Howard , Kristy Kollaus

Melani sent out scholarship flyer

Reach out to few professors and researchers/ students

g. **Site and Local Arrangements** - To arrange for the site and associated physical requirements of the Society's annual meeting

- i. Committee Chair: Bill Torres
- ii. Chairpersons: Jason Chapman, Melanie Howard, and Kristy Kollaus

All contracts are moving forward

Bill Torres – membership list 2018 117 names

Sponsorship levels

Will go ahead and make reservations at Stella for directors



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President's reception – Jason recommended keeping costs down for this event
Who will be involved with organizing exhibitors ? Sponsorship Committee. Need to contact past exhibitors.

APMS will be recording talks and hosting a virtual meeting. Does program committee want to consider recording talks ?

Program will be same duration in length.

Contact AERF to see about sponsoring student travel costs

Reservation link is on website Bill will send update on how registration is progressing.

Jason asked about deadline for final number for food and beverage. Bill will put together menu and get back to board for costs.

- h. **Editorial** - To assist in the preparation of the Society's official publications. The Editor will chair this committee.
 - i. Committee Chair: Melani Howard
 - ii. Chairpersons: Brittany Chesser, Jeff Hutchinson (ask), Monica McGarrity

Next newsletter out soon

- i. **Website** - To assist in the preparation of the Society's official website.
 - i. Committee Chair: Brittany
 - ii. Chairpersons: Monica McGarrity, Haley Kokel

Nothing to report

- j. **Sponsorship** - To promote the society through securing sponsor involvement and contributions.
 - i. Committee Chair: Jason Chapman
 - ii. Chairpersons: Kristy Kollaus, Andy Labay

-We need to start reaching out to past sponsors to see if they want to sponsor again this year. Jason will reach out to Tom to see about reaching out to past sponsors.
Melani needs a list of sponsors from virtual meeting 2020. Brittany mentioned they are on the website. Jason mentioned concern for sponsorship availability for 2021. Kristy mentioned small donors from last meeting. Kristy also mentioned decreasing sponsorship amounts to below \$500

- k. **Social Media** – To regularly update and monitor the TAPMS social media accounts (Facebook and Twitter)
 - i. Committee Chair: Casey Williams
 - ii. Chairpersons: Brittany Chesser, Haley Kokel

Casey requested field pictures from BoD

3. Schedule next board member meeting/conference call?

- a. Would like to meet again in August

Unknown for a person to person meeting



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4. Any other items to discuss

- a. Last time there was a question on CEU accreditation timeline. The PA 409 along with agenda and speaker bios must be submitted at least 30 days prior to the first day of the meeting. Conference is Nov 15-17 putting this deadline at Friday Oct, 15th. Jason has the forms and templates used for the past several years. Who would like to be in charge of managing this this year?

Nail down our abstract due date, what lead time have we had in the past? Seems like mid to late September is appropriate.

Jason would like someone to take over CUE registration and submittal to TEA around conference time. Brittany mentioned lag time with TEA. Need to develop CEU program and speakers as soon as possible. Drift, IPM, Laws & Regs, State of State

- b. Any ideas to grow membership?
- i. We have the membership list from 2018 with emails, we have the list from last years virtual conf. with emails so we can do an email blast reminder for the conference along with facebook posts. I think this is a given.
 - ii. Mailer- what is everyone's thoughts on doing a mailer to the addresses with aquatic endorsements through TDA? The last list I received was 660 individuals and it looks like we could get a mailer with post cards highlighting the conference for cheap.
- c. Open Floor- any other topics?