



NCWSS Board of Directors Meeting
Hawthorn Suites
Champaign, Illinois
9:00 a.m., July 16, 2003

1. Call to order. President M. Horak presiding.
2. Roll call by Secretary-Treasurer J.Green. Quorum present.
Executive Board members present: M. Horak, J. Doll, T. Peters, J. Green, B. Hartzler, B. Johnson, B. Young, R. Becker, J. Martin, D. Peterson, R. Schmidt
Other members present: Glenn Nice, Joe Bruce, Dain Bruns
3. No Agenda additions or adjustments were presented.
4. Web Page Design/Review. Bill Johnson & Glenn Nice provided an overview of the current web page and discussed with the executive board suggestions and recommendations for improvement. The primary purpose of the NCWSS web page is to communicate society information to its membership and make announcements. To help identify the NCWSS for individuals who are not members, a recommendation was made to add a “purpose statement” on the front page such as stated in the NCWSS Manual of Operating Procedures and include an “About Us” section to list the states and provinces that are represented. Other suggestions were to add a section for “Contact Information” to indicate whom to contact for more information about the society or for acquiring materials available from the society such as the NCWSS Proceedings/Research report. The web page can serve as an electronic media for archiving society information such as the Newsletters and Proceedings. Information about the current annual meeting should be placed in a more prominent place on the web page. Sustaining members of the society are currently listed under “Links”, but this list needs to be updated. Adding a “membership directory” was discussed; however, concern was raised that easy access to the directory by the general public could compromise E-mail addresses of individual members. Therefore, a password system or other method was recommended if an electronic membership directory were available on the web site. It was suggested that items listed on the front page be separated into a) items directly related to the society such as the annual meeting, newsletter, and research report and b) other activities and announcements that may not be directly linked to the society. In the “Other Links” section to the universities the web page should directly link, if possible, to web addresses of an individual university’s weed science web page. The web editor should consider adding links to pertinent pest management newsletters published by universities and to other organizations such WSSA, SWSS, NEWSS, and CAST, but be cautious about creating too many links to other sites. Any updates to the MOP should be posted on the web page in a timely manner as it is revised. Adding the date of revision on the cover page of the Manual of Operating Procedures will make it more apparent when the document was last revised. The “Annual Meetings” link should include current meeting information; it is not necessary to archive information for past meetings since it should be already posted in an archived newsletter. On-line registration will probably not be available for the 2003 meeting, but could be added at a later date. A web page could be created for career placement but should only list “Jobs Available”; other job related information could be linked to the WSSA web page.

The web page used for title submissions and abstracts was also discussed. A few problems

occurred last year with electronically receiving and distribution of presentation titles. Titles should be distributed to the Program Chair, Proceedings Editor, Student Contest Chair, and Communications Editor. Also, discussed was the best format for submission of Abstracts to the Proceedings Editor. Student paper abstracts should be received in time so that student contest chairs can forward them on to the contest judges. Use of a drop box and the collection of CD-Rom diskettes for paper presentations worked relatively well at the 2002 annual meeting. Authors of papers need to be strongly encouraged not to exceed the file size limitations for presentations as outlined in the instructions.

5. Overview of Executive Secretary services. President M. Horak requested R. Schmidt to give a report to the executive board highlighting the functions of the local office so that the board could gain a better understanding of the services he provides for the society. He was also asked to discuss contingency plans relative to backup information, materials and other functions provided by the local office if unforeseen circumstances occur.

R. Schmidt gave a detailed report to the board on his month to month activities. M. Horak also mentioned other specific activities that R. Schmidt does for the NCWSS which include: 1) handles day-to-day requests for information and materials throughout the year, 2) maintains an archive of materials in a warehouse for the society; and 3) updates and maintains the membership file and database. He is currently in the process of transferring the membership database to Microsoft Access (a computer software program for database management). About 150 newsletters are still printed for mailing to individual members who do not provide E-mail addresses (approximately 40 are probably NCWSS Fellows). R. Schmidt has the financial records audited annually when the books are closed in November; the federal income tax for the society is filed with the Internal Revenue Service in December. Executive Secretary R. Schmidt has been serving the NCWSS society for 27 years.

A written copy of R. Schmidt's report was given to the Secretary/Treasurer that highlights his monthly activities and contains information and contacts for bank accounts, investments, printers, and the storage warehouse utilized by the local office for the society. Nick Schmidt was identified as the local backup person in Champaign, Illinois.

A further discussion was held on the membership database. The Executive Secretary is now capable of sending out state E-mail lists to the state directors; however, there is still some difficulty in sending out E-mails to the entire membership. There is a need to work towards moving forward with this process, particularly with E-mail notification of the newsletter on the website or notification of annual meeting deadlines. R. Schmidt and B. Johnson will work together on setting up a workable E-mail list serve for the membership.

6. Summer Contest. Don Pullins reported that 81 students [35 graduate, 46 undergraduate] are expected to participate in the summer contest. This represents a high level of participation by undergraduates. Because of the mix in student participation, he anticipates there will be some aspects of the contest less challenging for graduate students; whereas, other elements will be more challenging for the undergraduates. The weed identification portion will be very basic; there are five calibration problems; unknown herbicides will only consist of trade names; and each team member will have a different farmer problem. Forty-five individuals have volunteered to help conduct the contest. A few concerns have been expressed in the past with coaches volunteering to assist with the contest; however, they would be used in parts of contest that should not be a conflict of interest. A paid entry fee for individual participants has not been a problem, except for

those who pre-registered and later request a refund. Refunds will not be awarded to no shows for the contest because of the difficulty in managing these funds for reimbursements. The undergraduate student contest winner will again receive a complimentary room to attend the NCWSS annual meeting although the 2003 meeting will not be held at a Hyatt Regency Hotel who sponsors this award.

7. 2004 Summer Contest and Rule Changes. Dain Bruns reported that the two possible hosts being considered for the contest next year were either Bayer Crop Protection or the University of Minnesota. He has made contact with Bev Durgan at the University of Minnesota regarding the 2004 summer contest. Funding for the contest by universities needs to be considered and may be an issue. Modification or changes to the contest rules as stated in the MOP (Section III, Chapter 5) may be required so that a university can host the contest. President M. Horak requested that before the next board meeting the Resident Education Committee, Industry Committee, and B. Durgan should all agree to any rule changes that are necessary and come to the NCWSS board meeting with a set of recommendations for modification of the summer contest rules. Whether or not the University of Minnesota will be able to host the contest needs to be determined by September 1. The Resident Education Committee should also consider other possible changes to the contest rules such as including weed ecology/biology, modeling, and weed-crop competition. The time of year the contest is held was briefly discussed, but no changes recommended.
8. Manual of Operating Procedures. The Executive Board was divided into subgroups and given time to review the MOP. President M. Horak requested that each executive board member also review the specific duties, activities, and responsibilities for their office as stated in the MOP and recommend any suggested changes that would better define their duties. Minor changes and grammatical edits in the MOP were noted and approved by the Executive Board. The following recommended changes to the MOP were discussed and require a 30-day advance notice ballot to the Board of Directors for final approval:
 - a) B. Young moved that the sale price of the society Proceedings and Research Report shall be determined by the board of directors instead of being set at approximately ten percent above production costs as stated in “Bylaw 9 General Policies, Item 3. Publications.” B. Johnson seconded the motion and motion passed.
 - b) J. Martin moved to modify “Bylaw 9. General and Fiscal Policies, Item 4. Annual Conference” to indicate that the registration fee for the annual conference shall be determined by the Executive Committee. T. Peters seconded the motion. J. Doll amended and D. Peterson seconded the amendment to include similar edits throughout the MOP where the registration fee is mentioned. Amendment and motion as amended passed.
 - c) J. Green moved that in “Bylaw 9, Meeting Sites” all references to site selection by the Past President and geographical location of cities be removed and that the future meeting sites for the annual meeting be determined by the Board of Directors based on the recommendations from the Future Site Selection committee. R. Becker seconded motion. Motion passed. Charles Slack will be asked to review the additional items listed under “Requirements for Headquarters Hotel”.
 - d) J. Doll moved to more clearly define the specific duties of State and Provincial Directors relative to the duties of all Board of Directors as outlined in “Section II, Operating Procedures” by moving items 4, 6, 7, and 8 currently listed under the duties of Board of Directors to a new subsection titled State and Provincial Directors. Motion seconded by D. Peterson. R. Becker amended and B. Hartzler seconded the amendment to merge items 9

and 10 and include this merged item in both subsections. Amendment passed. Motion as amended passed.

e) B. Johnson moved to add to the duties of each Officer and Local Arrangement Chair as outlined in “Section II, Operating Procedures” a requirement to prepare a notebook containing a list of responsibilities, the specific details of activities, and related correspondence to be passed on to the successor filling the position. B. Young seconded the motion. Motion passed.

The inclusion of the Director of Science Policy in the MOP was briefly discussed. This WSSA position is not mentioned anywhere in the MOP including the duties and responsibilities; whereas, the NCWSS supports this WSSA position financially as a line item in the budget. It is not clear whether or not it should be defined in the MOP. No specific action was taken. R. Becker was asked to review our responsibilities and interaction with this WSSA position and potentially develop a proposal for consideration at the next board meeting.

After a lunch recess the executive board resumed meeting at 1:00 pm

9. Minutes of the December Board Meetings. J. Green presented the December board minutes. D. Peterson moved and T. Peters seconded the motion to accept the minutes of both meetings as written. Motion passed. J. Green reported that the four motions in the 30-day ballot mailed to the Board of Directors in March were approved.
10. Treasurers Report. J. Green gave a final report on the income/expenses for the 2002 budget year. He reported a slight increase in investment income above what was anticipated in the December treasurer’s report that resulted in final net increase of \$8,772 for the year. For the 2003 budget year individual and sustaining membership dues that have been received are down compared to the budget; however, sales for the Research/Proceedings Report and the annual meeting registrations were above budget projections. As a result, the Society may realize a net gain of approximately \$2,100 instead of the net loss that was approved for the 2003 budget. Other current expenditures are inline with the 2003 budget.
11. Executive Secretary Report. R. Schmidt reported 640 members for 2003, which is down 56 members from the previous year and has continued to decline during the past four years. The 2002 Proceedings/Research Report had an income of \$14,027 with expenses of \$7,698. At the 2002 annual meeting in St. Louis 452 individuals’ registered (360 members and 92 students) plus 10 one day registrations. Total expenses for the annual meeting were \$54,812 for a net gain of \$7,854. He reported that one of the Society’s financial CD investments will mature at the end of July, which he plans to renew. A brief discussion was held on long-term verses short-term investments. R. Schmidt stated that the current policy advocated by the finance committee is to have approximately one-third of the society’s investments mature each year. A few sustaining members have not renewed their membership and some sustaining members have dropped the amount of their support. Archiving of NCWSS materials was discussed since the Research Report/Proceedings are now being published only on CD-Rom diskettes. R. Schmidt indicated he currently sends the CD-Rom diskette to Iowa State and B. Hartzler sends a printed copy of the Proceedings to be archived. The importance of archiving the Newsletter is that it is one of the best records highlighting NCWSS activities and contains biographical data for Fellows and other award winners. The importance of making a hard copy of important documents was emphasized since electronic media changes over time.

12. **Presidents Report.** In the spring President M. Horak, President-Elect J. Doll, and Vice President T. Peters met with R. Schmidt at his office in Champaign, IL to review the services and function of the local office. They discussed the NCWSS database and offered to pay for a database software training course. It was recommended that R. Schmidt assemble a notebook to contain the functions that his office performs and to outline the details for these activities, as well as, naming a backup person who could be contacted if needed. During their meeting R. Schmidt was asked to develop a proposal each year for the contract fees he charges the society. Through the Secretary/Treasurer this proposal would be presented to the Executive Board for consideration. M. Horak stated that as the Executive Officers rotate it was important that they meet with R. Schmidt sometime during their term to become familiar with the operation of the local office. The President and Vice Presidents also held a phone conference call with R. Schmidt during the first quarter of the year to discuss the current and future activities of the society and planned to continue this practice on a quarterly basis. M. Horak reported that Steve Miller was actively seeking names of individuals within the society who should be nominated for NCWSS Fellows and would follow-up on any potential nominees from the executive board.
13. **President-Elect Report.** J. Doll reported on plans for the 2003 annual meeting in Louisville, KY. Call for papers and titles for symposia have been announced in the newsletter and on the web site. An Industry breakfast is being planned again for this year. The workshop for graduate students on how to present an effective paper or poster will not be offered as originally planned. The hotel facilities appear to be more than adequate for our meeting. C. Slack was able to get a drop in the number of room blocks reserved for the Columbus meeting in 2004 and a contract has been signed with the hotel in Kansas City. The local arrangement chair has not yet been selected for Kansas City. For the General Session in Louisville an individual from the Kentucky horse industry has been contacted to provide a welcome. A brief discussion has held on how to handle sections at the annual meeting such as Soil & Environmental Factors and Regulatory & Crop Consultants that have only a few papers presented and how to increase participation in those sections. J. Doll also inquired about whether or not a meeting of the Program Committee during the WSSA was necessary to begin planning for the NCWSS annual meeting.
14. **Vice President Report.** T. Peters reported that the goals of Legislation, Regulatory, & Public Policy are to review and consider legislation and regulatory issues and he is investigating ideas on how to get this committee adequately functioning. Asking R. Hedberg to continue his participation in the annual meeting provides a good opportunity for interaction and dialogue with the NCWSS membership.
15. **Past President Report.** D. Peterson reported that no nominations have been received at this time for Distinguished Achievement Awards. He will be contacting state and provincial directors in the next few weeks to solicit potential nominees. He also indicated that a change in the MOP might be warranted to have the Past President submit to the archives appropriate correspondence and documents related to their term as President.
16. **WSSA Representative Report.** R. Becker reported the Plants in Natural and Managed Systems Conference would be held November 3-7, 2003 in Fort Lauderdale, Florida, which is co-sponsored by the WSSA and ESA. The WSSA has an agreement with XID Services (Richard Old) to develop a weed identification system and is in need of weed photos. At the 2004 WSSA meeting four symposiums are planned 1) Remote Sensing and Site-Specific Weed Management, 2) Sustainability of Glyphosate and Glyphosate Resistant Crops, 3) Second Generation Biotechnology and Predicted Effects on Weed and Pest Management, and 4) Fate of

Agrochemicals in the Environment and Implications on Water Quality, as well as, a mini-symposium on weed seedling recruitment. In addition, an invasive species workshop is being organized to target regional land use managers.

Future meetings of the WSSA will be held in Kansas City 2004, Honolulu 2005, and New York City 2006. Dr. Robert Blackshaw has been appointed the new editor for *Weed Science*. The number of journal articles received for review continues to be relative to the number received in past years and the new online submission and review format is reported to be working relatively well. The IRS audited the Western Society of Weed Science for the 1999-2000 tax year which could have implications for the WSSA and the other regional societies. Since the NCWSS is a non-profit organization, it is important that it is clearly stated in our MOP that the Executive Secretary, WSSA Science Director, and other individuals who provide services to the society are on a contractual basis. The WSSA is also experiencing budget problems due to a drop in membership and attendance at the annual WSSA meetings. Having joint meetings with other societies and organizations or using other mechanisms for increasing membership was briefly discussed.

R. Becker asked for clarification on the travel cost to attend the summer WSSA board meeting. Since this meeting is in addition to the annual WSSA meeting, the President can approve a request for travel reimbursement by the WSSA Representative. On another note, T. Peters indicated that R. Hedberg's affiliation with the WSSA is in the process of changing to an employee status. The understanding at this time is that this change would not impact the financial support provided by the NCWSS for this position.

17. CAST Representative Report. J. Martin reported that the spring board meeting of CAST was held March 20-21, 2003 in Washington, D.C. He was unable to attend the spring meeting because of travel restrictions imposed at the beginning of the war with Iraq. The fall meeting is scheduled for September 18-20, 2003 in Portland, OR. Recent CAST activities include 1) the release of an IPM Task Force Report on "Integrated Pest Management: Current and Future Strategies", 2) sponsored a resistance symposium in April on "Strategies on Using Crop Management, Technology, and Pesticides held in conjunction with the national IPM meeting, 3) co-sponsored with USDA Aphis a Biotechnology-Derived Perennial Turf meeting, and 4) initiated a national essay contest for sixth, seventh, and eighth grade students. Future CAST projects that may be of interest to members of the NCWSS is the Plant Protection Sciences Workgroup, which will explore the issue of transgenic crops and trees. CAST has updated their web site (<http://www.cast-science.org>) to allow "members only" access to items such as on-line publications, reports, issue papers, newsletters, and membership renewal. The Association for the Advancement of Industrial Crops (AAIC) has become a new member of CAST, which brings the total membership to 38 member societies. CAST has been dealing with budget issues the past few years. Because of budget constraints CAST is looking for ways to cut costs such as reducing the number of board meetings to once per year and considering abolishing the policy for reimbursing travel expenses for board members who attend the annual meetings. The Membership Partnership Program is still being offered by CAST, which allows a portion of the dues for a new individual membership to be sent back to member societies. J. Martin's 3 year term as CAST Representative will expire at the next NCWSS annual meeting; therefore, the nomination committee will need to present nominees for this position at the next NCWSS board meeting.
18. Proceedings Editor Report. B. Hartzler reported that during the past three years several major

changes were initiated on how the proceedings are received and posted on the CD-Rom diskette. No major changes are being proposed this year for handling the Proceedings at the annual meeting. A paper copy of the annual NCWSS Proceedings are still being archived at Iowa State University. The current policy for archiving of the board minutes and committee reports within the proceedings was discussed. J. Green was asked to develop a proposal for inclusion in the MOP a procedure for archiving the minutes and committee reports.

19. Research Report Editor Report. B. Young reported no major changes in format for handling the Research Report. He needs to coordinate with the Proceedings Editor a reasonable time line for receiving and formatting research papers for inclusion on the CD-Rom diskette in order to meet the January 15 deadline for sending the CD out to the membership. A proposal was received from Omni Press to develop and produce the CD diskette for the Research Report and Proceedings, but their proposal is more expensive than the current service being used.
20. Communications Editor Report. B. Johnson reported that molding together of the Newsletter editing with the Web site activities is working well. It also allows things to be posted in a timely manner. Glenn Nice is doing a good job learning how to do desktop publishing for the web site. Two challenges with the newsletter are 1) getting articles from membership and 2) the quality of the newsletter since it is now being published from a camera-ready layout compared to earlier issues, particularly with pictures and font changes. Question was raised about whether a stipend should be initiated to compensate G. Nice for his contributions to the web site. Currently, he does receive payment for his desktop publishing on the newsletter, but does not receive payment for editing the web site. B. Johnson will discuss this issue with G. Nice and report back to the board.
21. Old Business. B. Young inquired about the status of the Research Publications Committees since no one was aware of any current activities. One project that has been recommended by the Long-Range Planning Committee is the development of a computer software program to aid in weed seed identification. It was not clear whether or not the Research Publication committee was aware of this potential project.
22. New Business. B. Hartzler moved to set the 2003 registration fee at \$210 (\$45 banquet, \$30 membership dues, \$30 for Proceedings/Research Report, \$105 annual meeting registration). B. Young seconded motion and motion passed. One day registrations would remain at \$40 per day. The benefits obtained from the paid membership dues were briefly discussed. Membership fees help pay for the various activities of the society including exchange of science based information at the annual meeting, quarterly newsletter, and interaction with policy decision makers through CAST and the WSSA Director of Science Policy. R. Schmidt indicated that a 3% service charge is being assessed the society for registration fees paid with VISA and MasterCard. M. Horak reported that no further information is available at this time on sustaining membership dues for companies exceeding 1 billion dollars in sales.

The Secretary/Treasurer presented to the Executive Board a proposal from R. Schmidt for the 2004 management fee. J. Martin moved to accept the proposal, which would increase the 2004 management fee for the Executive Secretary by 4% to a total amount of \$18,200. D. Peterson seconded motion. Motion was discussed and passed.

23. Other Reports. President M. Horak gave a report from D. Rathmann, Long Range Planning Committee Chair. The following recommendations presented by the committee include: 1) pursue

an income generating project for the society (eg. computerized manual for weed seed identification), 2) pursue an endowment fund, 3) create a more attractive venue at the meeting (possibly remain at one meeting site), 4) offer CCA credits for the annual meeting, and 5) improve communications within the NCWSS. The President proposed that the Long Range Planning Committee be encouraged to further investigate the development of an endowment fund and the weed seed identification project. Other ideas continue to be discussed relative to ways to sustain the annual meeting such as joint meetings with other organizations or meetings every other year. State directors for Indiana, Kentucky, Missouri, Oklahoma, South Dakota, and Colorado will be contacted by J. Green to elect new state directors for a three year term.

24. R. Becker moved to adjourn; T. Peters seconded. Motion passed. Adjourned at 4:27 pm.