



**NCWSS Board Meeting Agenda
December 3, 2018
Hyatt Regency, Milwaukee, WI
Vue North Room (21st Floor)
7:00 to 9:00 PM**

Conference call information:

1-989-633-1166 Access #: 714 896 422

1. Call to Order (President): Aaron Hager
2. Roll Call (Secretary-Treasurer): David Simpson
3. 2018 Meeting Report Aaron Hager/Richard Proost/Tim Trower/Kelly Mazur
4. Resolutions Cody Evans/Devin Hammer
5. Budget Approval: David Simpson/Kelly Mazur
6. Strategic Planning Committee Dawn Refsell
7. Old Business:
8. New Business:
9. Adjourn

ROLL CALL Dec 5, 2018 Board Meeting

Roll call [11 Quorum]

Officers	Names	Dec 5
President	Aaron Hager	yes
President Elect	Stott Howard	yes
Vice President	Harlene Hatterman-Valenti	yes
Secretary-Treasurer	David Simpson	yes
Editor-NCWSS Proceedings	Joe Wuerffel	no
Editor-Newsletter		
WSSA Representative	Greg Elmore	yes
CAST Representative	Reid Smeda	yes
Past President	Christy Sprague	yes
Executive Secretary	Kelley Mazur	yes
Director of Science Policy	Lee Van Wychen	

Directors at Large	Names	Dec 3
Strategic Planning	Dawn Refsell	yes
Extension	Travis Legleiter	
Industry	Lowell Sandell/.Andy Kendig	yes
Resident Education	Rodrigo Werle	yes
Graduate Student	Ethan Barns	yes
Central Region	Tim Trower	yes
Western Region	Brady Kappler	no
Eastern Region		no

Summary of Motions:

David Simpson moved to accept resolutions as written (see resolution committee report below). Harlene second. Motion passed.

Harlene moved and Christy second motion to approve budget for 2019 with total expenses of 1454,500 (see finance committee report below). Motion passed.

David moved and Christy second to proceed with Strategic Planning Committee recommends to create a Communication Editor position and move some of the responsibilities previously held by Newsletter editor to Executive Secretary. A draft of the changes to MOP will be provided for review at next board meeting.

Reid moved to adjourn. Tim second. Motion passed.

Meeting ended at 9:13 pm.

Minutes:

Called to order 7:09 pm.

Roll call of board members present resulted in a quorum of 12 board members present plus Executive Secretary, Kelly Mazur.

Summary of meeting issues:

- Final attendance for meeting was 397 registrations of which are 110 students and 12 fellows.
- A sustaining member had a computer stolen from the display area during lunch.
- How do we manage the receptions to be more respectful and quiet during the presentations of the student awards at the reception? Should there be bigger stage and/or more tables so audience can see winners?

Recommendations concerning improving the meeting:

- have second poster session on Wednesday
- have a nondenominational prayer at lunch
- consider combining and renaming sections, in particular to create a new section name that would encompass herbicide physiology and genomics.
- Resident education committee takes action to review opportunities to create mentorship opportunities for graduate students

Strategic Planning Committee introduced a proposed recommendation to rewrite the Newsletter Editor responsibilities and to rename role to Communication Editor. Additionally, some of the responsibilities previously held by Newsletter editor would move to the Executive Secretary. A draft of the changes to MOP will be provided for review (see below). Board agreed that Strategic Planning Committee should work with the Secretary/Treasurer to review the MOP and submit a draft of the required changes to the board for consideration and input. A board meeting will be held in January to review the proposed MOP changes and to decide on whether to proceed with a changes which requires a 60 days after period plus a two-thirds vote.

The Strategic Committee recommends that the MOP be reviewed to determine if the language and location associated with the chair of the Strategic Committee in the MOP is properly located under the special committee section or whether it should be moved to the ByLaws. Board recommended that Strategic Committee and Secretary/Treasurer review potential to the changes to the MOP. They will report back to the board with detailed recommendation and proposal.

Invasive Plant Committee would like to do some joint meeting with MPIN in Columbus, OH. Kelly will investigate the hotel and logistics and report back to the board. If Kelly confirms that accommodations and space allows for joint meeting, then board would look for program chair to explore with MPIN the potential for a joint meeting in Columbus, OH.

Suggestion was made to the board that it consider holding quarterly meetings. Secretary/Treasurer to work with President to determine potential dates.

Suggestion and general recommendation that the Wednesday evening board meeting be moved to Thursday morning, either before or after industry breakfast.

The issue of NCWSS members not receiving emails from the society's email account must be addressed. Recommendation that board works with the Executive Secretary to resolve the issue. The first order of business is try and understand why emails are not being received. Suggest working with a small number of known recipients that are not receiving emails to identify issue and come up with a resolution.

Board discussed who should be included in communications. Currently, there is a \$30 membership fee that is paid when registering for the meeting. Following the meeting, the society sends an email for previous members who did not attend to pay for membership. Given that we no longer send out hard copies of the programs or newsletter, discussion on whether we should exclude past members from receiving electronic communications such as newsletters. Board recommended that Kelly evaluate the number of members that do not attend but pay for memberships and to report back to the board. Based on information, the board will then define membership and whether to maintain the \$30 membership dues.

Extension Committee requested a review of the rules and awards for the video contest. How to handle low number of entries and number of awards. In 2018, 4

out of 6 videos won awards. Board recommendation was for the Extension committee to develop a proposal to address the issue, gain agreement with resident education committee and bring forward for approval by the board.

Graduate student committee is recommending that they develop a symposium on data analysis tools. Recommendation for graduate student committee to work with Program chair to develop.

Meeting ended at 9:13 pm.

Committee Reports:

Resolution Committee – Cody Evans

Date of Preparation: Dec 3rd, 2018

RESOLUTION ON: The Hotel Meeting Facility for the 73rd Annual Meeting of the North Central Weed Science Society.

WHEREAS the North Central Weed Science Society requires adequate facilities and lodging in order to conduct the business and program of the Society at the Annual Meeting; and

WHEREAS the meeting rooms and facilities of the Hyatt Regency in Milwaukee, WI provided an excellent meeting environment; and

WHEREAS the staff and management of the Hyatt Regency in Milwaukee, WI were helpful and cooperative in fulfilling the needs of the Society for a successful Annual meeting; and

WHEREAS the facilities provided sufficient space to accommodate a joint meeting schedule;

THEREFORE BE IT RESOLVED that the North Central Weed Science Society in session at Milwaukee, WI, December 3-6th, 2018 for the 73rd Annual Meeting commends the Hyatt Regency at Milwaukee, WI management and staff for their outstanding efforts in providing the Society with excellent meeting facilities and arrangements.

RESOLUTION ON: Site Selection and Local Arrangements for the 73rd Annual Meeting of the North Central Weed Science Society.

WHEREAS the North Central Weed Science Society relies upon the effort and diligence of the Future Site Selection Committee for identifying and selecting suitable facilities for the Annual Meeting; and

WHEREAS the North Central Weed Science Society relies upon the effort and diligence of the Local Arrangements Committee for arranging suitable facilities for the Annual Meeting; and

WHEREAS diligent and well organized Site Selection and Local Arrangements Committees are important for the facilitation of a successful Annual Meeting; and

WHEREAS Chairs Mark Loux, Richard Proost, Tim Trower and other members of the Future Site Selection and Local Arrangements Committees have fulfilled all their responsibilities in an exemplary manner;

THEREFORE BE IT RESOLVED that the North Central Weed Science Society in session at Milwaukee, WI December 3-6, 2018 for the 73rd Annual Meeting commends Richard Proost,

Mark Loux, Tim Trower and the Local Arrangements Committee for their outstanding efforts in providing the Society with the excellent meeting facilities and arrangements.

RESOLUTION ON: Graduate Student Paper, Poster and Video Contest and Undergraduate Student Poster Judges for the 73rd Annual Meeting of the North Central Weed Science Society.

WHEREAS the North Central Weed Science Society relies on voluntary contribution of time, effort, and expertise of its members selected to judge the Graduate Student Paper and Poster Contests, and Undergraduate Poster Contest; and

WHEREAS the judges selected for the Graduate Student Paper and Poster Contests, and Undergraduate Poster Contest for the 73rd Annual Meeting fulfilled their obligations and responsibilities with dedication and commitment;

THEREFORE BE IT RESOLVED that the North Central Weed Science Society in session at Milwaukee, WI December 3-6, 2018 for the 73rd Annual Meeting commends Chairs Daniela Ribeiro, Rodrigo Werle, Neha Rana, and the judges of the Graduate Student Paper and Poster Contests and Undergraduate Poster Contest for their inputs of time, labor, and cooperation in providing the Society with well run, successful contests at this Annual Meeting.

Finance Committee Report:

Item	Dec 2017 to Nov 2018	Dec 2016 to Nov 2017.	Proposed 2019 Budget
Total Expenses	146,695	126,296	145,000
Total Income	151933	182238	144,500
Net Profit	5237	55941	-500

Committee recognizes Kelly for her efforts to get income and expenses categorized in quick books and enabling year to year comparisons.

Significant changes from 2017 to 2018 are noted:

Expenses significant changes from 2017 to 2018 are noted:

- Meeting cost for 2017 St. Louis was ~40K more than 2016 Des Moines
- Missing RBC fund charge
- Weeds contest cost was ~7K vs 15K in previous year.

2019 Budget Proposal

Finance committee has reviewed the 2018 expenses and does not expect any routine expected increases in expenses in 2019. Thus, no recommended adjustments in expenses for 2019 compared to 2018 actuals. Variables that will impact expenses in 2019 are 1) the final meeting cost for the 2018 meeting and 2) the cost for summer weed contest. It is recommended that we budget for \$70,000 for meeting costs. All other cost are held flat with a total expected expenses in 2019 of 145,000.

The finance committee reviewed the income from 2018 expects that registrations collected in the October to November period of 2019 will be the primary source of income for the fiscal year ending in November. Income will vary by the number of NCWSS members attending the 2019 meeting. The sustaining membership is a key income for the society with proceeds targeted to expenses such as the summer weed contests. In 2017, there was a significant increase in sustaining memberships and a decline in 2018. It is the recommendation of the finance committee that the industry committee should target a cost structure and the number of sustaining members to achieve a minimum of \$35,000 in income. The cost for covering the graduate students participation in the Industry breakfast would be covered by the sustaining membership fees. Investments are long term return and should not be considered as income for the normal operating budget. Excluding potential gains/loss in investment, the income forecast for 2019 is \$144,500.

North Central Weed Science Society

PROFIT AND LOSS COMPARISON

December 2017 - November 2018

	TOTAL	
	DEC 2017 - NOV 2018	DEC 2016 - NOV 2017 (PY)
Income		
30000 Annual Meeting Income	95,440.27	113,514.29
30010 Capital Gains	1,083.35	2,592.11
30020 Div. Income	675.43	3,020.30
30030 Interest Inc.	19.88	2,635.97
30040 Dues Renewals	971.28	1,879.39
30050 Royalty On Proceedings	120.00	220.00
30060 Security Value Change	-1,076.84	371.02
30080 Contributions Sustaining Member	19,700.00	49,000.00
30085 Contributions-Ind. Breakfast		8,955.00
30090 Weed DVD		49.95
Uncategorized Income	35,000.00	
Total Income	\$151,933.37	\$182,238.03
GROSS PROFIT	\$151,933.37	\$182,238.03
Expenses		
40000 Annual Meeting Expense	-126.02	46,531.50
41000 Mobile Meeting App	2,750.00	2,750.00
42000 Speaker Expense	1,631.75	600.00
43000 Annual Meeting-F&B	70,549.95	
44000 Annual Meeting-AV	13,827.50	
Total 40000 Annual Meeting Expense	88,633.18	49,881.50
40010 CAST Dues	1,500.00	1,500.00
40020 CAST Rep Travel	355.29	893.04
40030 Corporation Tax Fee		15.00
40040 Director of Science Policy	8,090.16	7,982.97
40050 Insurance	667.00	915.52
40060 Management Fee	26,377.22	25,978.34
40070 Merchant Account	2,593.97	3,393.86
40072 Mobile Deposit Fee		15.77
40075 Postage, Mailing Service	482.11	136.98
40080 Presidential Fund		1,108.00
40090 RBC Fee		1,061.38
40100 Student Awards	4,800.00	4,220.00
40110 Student Travel Award	100.00	5,500.00
40120 Supplies	589.34	752.23
40130 Tax Preparation	750.00	758.19
40140 Telephone, Telecommunications	61.57	116.64
40160 Travel to Annual Meeting	735.86	1,682.42
40170 Travel to IMI		409.60
40180 Travel to Summer Meeting	251.20	574.63
40200 Web Master	4,100.00	4,000.00
40205 Website/Abstract Site		400.00

Accrual Basis Friday, November 30, 2018 10:50 AM GMT-8

1/2

	TOTAL	
	DEC 2017 - NOV 2018	DEC 2016 - NOV 2017 (PY)
Total 40200 Web Master	4,100.00	4,400.00
40210 Weed Contest	6,574.88	15,000.00
Unapplied Cash Bill Payment Expense	17.00	
Uncategorized Expense	17.00	
Total Expenses	\$146,695.78	\$126,296.07
NET OPERATING INCOME	\$5,237.59	\$55,941.96
NET INCOME	\$5,237.59	\$55,941.96

Recommended 2019 Budget for NCWSS

Income	2019 Budget
30000 Annual Meeting Income	110,000
30080 Contributions Sustaining Member	35,000
30085 Contributions to Ind. Breakfast	
<hr/>	
Total Income	144,500
<hr/>	
Expenses	
<hr/>	
40000 Annual Meeting Expense	65,000
40010 CAST Dues	1500
40040 Director of Science Policy	8100
40050 Insurance	700
40060 Management Fee	27,000
40070 Merchant Account	2600
40072 Mobile Deposit Fee	20
40075 Postage Mailing Service	500
40080 Presidential Fund	1500
40090 RBC Fee	1200
40100 Student Awards	5000
40110 Student Travel Award	5000
40120 Supplies	
40130 Tax Preparation	750
40140 Telephone	100
40160 Travel to Annual Meeting	1000
40170 Travel to IMI	
40170 Travel to Summer Meeting	750
40200 Web Master	4000
40210 Weed contest	15,000
<hr/>	
total Expenses	139,720

