

Saturday October 17, 2009

Meeting #22 for the NJ Flora Project

The following minutes are summary notes for 10/09 morning meeting:

The October meeting was a telephone conference call. The conference call began at 10AM sharp. Participants included: Wayne Ferren Jr., Bill Standaert, Stevens Heckscher, and Joe Arsenault. The meeting purpose: 2009 FNJ 4th quarter general meeting.

*Contrary to most meetings, this particular session began with committee reports and finished with the important issues associated with FNJ business.

Committee Reports:

- IT/WEB Committee: The FNJ chairperson indicated we have not found a new IT committee chairperson. Since Janet Novak's resignation, there have been no new postings on the web. Janet assured the members during the July meeting the work in the pipeline at that time would eventually be published, but that would be the end of her involvement with this committee. As of 10/17 the final *Panicum* atlas pages and some nomenclatural lists would complete her tenure. Anyone with web skills is sorely needed to assist this important part of the FNJ Project.
- Nomenclature Committee: Bill Olson- No report from the Nomenclature committee. Wayne requested Bill establish a standard format during the nomenclature review to assure the nomenclature submission will proceed with the correct type font, italics and synonym format.
- Atlas Committee: Matt Palmer-No report from the Atlas committee.
- Manual Committee: Wayne Ferren: Wayne indicated there was no news on the manual. Wayne's Amaranthaceae is ready for the listing. Wayne asked members to get on with the submission and review following the most recent edition of the Atlas and Manual Methods as published on the web page. **Participants with introductory chapter submission assignments will be due December 31st 2009.** This includes botanical history, physical and vegetation descriptions etc. as requested better than a year ago.
- Funding / Banking: Joe Arsenault: As of September 30, 2009 the new incorporation checking account has \$352.95.
- Membership / Dues: Joe Arsenault- We received two returning memberships since our last meeting.
- Outreach / Newsletter: Joe Arsenault –Newsletter to anticipate an end of year publishing date. Please send interesting items to the chairperson for publication.

Incorporation Business:

Agent Status: The FNJ Project Inc. seal and official file have been retrieved from our original attorney. We will change our agent status when we re-file our yearly incorporation report in March 2010.

Officers: At the July meeting our members present voted to name Joe Arsenault chairperson and Stevens Heckscher Vice Chairperson. The incorporation still needs nominations from members for the secretary and treasurer positions. These positions are required to be filled for the incorporation officer list. Before our federal non-profit status

can be filed, we will need these positions filled. An urgent request is made for members to step up and take these important positions.

Taxes: The FNJ Project, Inc. is a State of NJ non-profit corporation. As a NJ NP we are not subject normal tax filing requirements. To confirm our non-profit's exemption, a motion was made by the chairperson to file with the NJ Division of Taxation for an official letter of exemption from the Corporate Business Tax. The motion was seconded by Stevens Heckscher and a unanimous yes vote provided the chairperson with direction to proceed with the application for the official Letter of Exemption.

By-Laws: Bill Standaert's edition of the draft was e-mailed to all members and participants for final review. After a brief discussion, a motion was made by Wayne Ferren and seconded by Stevens Heckscher to accept the Bylaws as amended. The members on the call all provided an affirmative vote. This edition would be used for all of our tax filings as well as provide rules and a framework to operate as a non-profit corporation.

Federal Non-Profit Status: As everyone knows, our next legal task is to become a non-profit under the Federal 501 (c) 3 rules. Our filing would cost \$300 for the federal fee. Now that we have official bylaws our next step is to complete the paperwork and make the federal filing. A motion was made by the chairperson to start the filing process. According to the IRS web page, the accounting and form completion will take about two weeks of time, so this is a big commitment. After some discussion, a second motion was made Stevens. The vote was agreed upon by all other members. The direction provides Joe with official recognition to complete the application. Before the final paperwork can be sent to the IRS we will need the treasurer and secretary positions filled.

Old Business:

Our July meeting identified the need to inform the Project members with newly completed family or genera information. To accommodate this effort, the Mistletoes will be presented at the February meeting. This would be followed up with a publication in Bartonia. An effort would be made to contact Gerry Moore to discuss the format and procedures to file a continuing series in the PBC's official publication.

2010 Calendar Year Meetings:

- The 2010 meetings would be divided between in-herbarium meetings and telephone conference calls. The first and last meetings of the year will be face-to-face general meetings while the April and July meeting would be held via telephone conference calling:
- The meeting in the Chrysler Herbarium are scheduled for **February 6** and **October 2, 2010 @ 10 AM**
- The telephone conference calls are scheduled for **April 17 (10AM)** and **July 11 (7PM, Sunday evening)**
- Herbarium Work Dates: *November 14 and December 12, 2009; January 16, 2010 10AM unless notified otherwise.*

The meeting adjourned ~ 10:55 AM.

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