

Saturday, October 18, 2008

Meeting #18 for the NJ Flora Project

The following minutes are summary notes for 10/08 meeting:

The meeting commenced as a conference call at 10 AM sharp. Participants called into a call center (FreeConference.com) and logged onto the assigned conference #. This included: Wayne Ferren Jr., Bill Standaert, Russell Juelg, Bill Olson and Joe Arsenault.

The meeting purpose: 4th Quarter progress reports and new business.

Joe assumed the position as moderator to provide smooth discussion between phone conference participants.

Old and New Business/Group News

1. Dr. Lena Struwe passed on news about access into the herbarium. As of October 2008, the access codes have been changed for security reasons. Anyone trying to access the herbarium should call Dr. Struwe before arriving to obtain the new alarm code numbers.
2. Robin Jess was holding an artist herbarium day in December, introducing her members to the Rutgers collection. The Botanical Artists will be working with FNJ to produce original art that would be available for the Atlas or Manual use. Robin will be in close contact with FNJ to coordinate this effort.
3. Russell Juelg announces the Partnership for Plant Conservation is still active, meeting with State representatives to address the inadequacies of the current State's plant protection efforts. An upcoming meeting will shed new light on this on-going project.

Committee Reports:

- Executive: Joe Arsenault – I designated an executive committee (Wayne, Stevens, Bill Olson and JRA) to comply with the minimum incorporation legal requirements. At our next meeting we must select and designate members to fill the posts normally associated with this type of corporation. As of now, Joe Arsenault is chairperson, Stevens is vice chair and we have no officially designated secretary or treasurer. Now that FNJ is a NJ corporation, the next step is to become a federally designated 501 (c) 3-non-profit organization. Anyone wishing to act as a trustee should contact the chair and it will be address in the next general meeting. As the chairperson, I am requesting assistance from anyone of our members to with experience with this type of Inc. Without this designation, it will be difficult to obtain donations from philanthropic groups to fund the website, and future publications. I am soliciting help from those with experience to help complete the application and develop a checklist to keep us “legal” with quarterly and yearly notices and filings. One step toward this non-profit status is to develop a set of by-laws. I have distributed a generic set to the executive committee, but we should develop a unique set for our purposes. This topic will be a substantial part of the next face-to-face general meeting.

- Funding: Joe Arsenault –Our bank account as of 10/17/08 is \$387.56. Right now the account is in the chairperson’s name; we have to change this account over to the corporation. I will obtain the necessary paperwork to complete this action. Sometime between the July and October meeting, Commerce Bank was purchased by a Canadian bank, TD. Nothing changed but the name, but we should keep an eye on this transition in the event TD decides to close branch offices that could alter the way we bank. Those members who have not paid the 2008 dues should pay as soon as possible to replenish the account for future expenses. 2009 dues would be due after the first of the year.
- Outreach: Joe Arsenault –We have one renewing member. We also have a new interested botanist, Jay Kelly-Raritan Valley Community College. Jay offered access to the college’s herbarium for those requiring additional NJ specimens from Hunterdon and Somerset Counties. Russell Juelg suggested inserting the FNJ information into the PPA newsletters. Joe will send PPA a copy of this meeting record for their use. A second edition of the Newsletter, NJ Botanist. Is in the works. Anyone with news or notes that wishes to share new and interesting NJ botany information should send a paragraph or two. This includes the our technical committees too! Get the info in ASAP and I will be sure to fit it in.
- Nomenclature Committee: Bill Olson-The nomenclature committee has reviewed few new submissions and Bill requests those members working on a group to send the proposed nomenclature to Bill for review before any work effort is expended to detail a plant. Ongoing reviews are in progress for: the Ericaceae, “Aster” groups, *Viola*, *Rhynchospora*, *Aristida*, and *Xyris*. Bill Standaert will send the Bill Olson work he completed for *Acer*; others would complete the Atlas and Manual efforts.
- Atlas Committee: Matt Palmer, chair was in the field and unable to attend. The Atlas and IT committees should work closely with the Nomenclature chair to be sure any new family/genus/species assignments can be posted on the web to show our ongoing work in progress.
- Manual Committee: Wayne Ferren, chairperson; Wayne urgently reminds everyone involved in the Manual Introduction effort: ***the December 31st deadline for the geographic, physiographic and historical paragraphs is fast approaching.*** At this point, only one participant has submitted a topic for review! It’s clear we will not meet this deadline. Wayne will develop another deadline, but we cannot keep pushing this into the future. For those responsible for the various topics: please complete the brief summaries, outlines if necessary, ASAP that will support the floristic keys and descriptions. On the Manual text, one family description has been completed and submitted with keys for review. This would be ready for web posting once final editing is complete.
- IT/WEB Committee: Janet Novak-The chair was not able to attend the meeting. Our last conversation indicated Janet was working on the *Panicum* atlas pages for eventual posting. The last Web update was the addition of *Panicum* nomenclature March 2008. The IT and Atlas committees work with the nomenclature committee to add newly approved group names to the web.

The 2009 calendar year meetings have been set:

- General (executive and committee) to be held in the Chrysler Herbarium: February 21, 2009
- General meetings to be held via telephone conference calling: April 18th, 2009; July 19, 2009 (**7PM start time**), October 17th, 2009.
- All meetings start at 10AM unless otherwise published

- Herbarium Work Dates: *November 15; December 13, 20, 2008, January 10, 2009*
- New Spring Work Dates would be provided after the February meeting.

The meeting adjourned ~ 11:22 AM.

Anyone interested in an audio recording can receive an electronic copy upon request. Joe Arsenault – transcribed January 31, 2009.

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