

Saturday, April 18, 2009

Meeting #20 for the NJ Flora Project

The following minutes are summary notes for 4/09 meeting:

The April meeting was held as a telephone conference call that began at 10 AM sharp. Participants included: Wayne Ferren Jr., Bill Standaert, Matt Palmer, Stevens Heckscher, Ted Gordon, Bill Olson, Jim Montgomery and Joe Arsenault.

The meeting purpose: FNJ 2nd quarter general meeting.

Incorporation Business:

Agent Status: The attorney retained for the incorporation was also assigned agent status. As part of standard reporting, the agent provides the Department of State with yearly notices and other documents. To accomplish this task, the firm Hoffman and DiMuzio completed the yearly filing and sent the FNJ, Inc. minutes to reflect the required yearly incorporation meeting. The firm included an invoice for \$225 for this service. A discussion followed where it was determined the agent status would be assigned to one of the FNJ members to eliminate the recurring cost of an outside agent. A motion was made and carried to pay the invoice.

Taxes: Without the incorporating representation, FNJ will need to find someone to act as our legal advisor. We also need assistance to file or incorporation tax forms. A plea will be made to solicit referral attorneys and or accountants who can work at a low fee or pro bono. As everyone knows, our next legal task is to become a non-profit under the Federal 501 (c) 3 status. The application uses multiple forms and requires a minimum filing fee to achieve this status.

By-Laws: A draft by-law was sent to all participants to make suggestions. Bill Standaert had many good ideas that would shorten the document and make it more concise. Joe Arsenault would incorporate Bill's ideas and send out a second edition for final comment for July meeting.

Committee Reports:

- Funding / Banking: Joe Arsenault: The bank account was changed from the name of the chairperson to the name of the corporation. The form changed from a savings account to a checking account. As of April 17, 2009 the new incorporation checking account has \$537.95.
- Membership / Dues: Joe Arsenault- The 2009 dues were due in January and recurring members are sporadic. Matt Palmer suggested he send out an e-mail notice to all members and collaborating participants.
- Outreach / Newsletter: Joe Arsenault –I have received a few items from our participants, but there's no limit to our publication size. So if anyone has a newsworthy item to tell please send to my attention and I'll publish. Committee chairpersons please send me a paragraph or two of the committee progress.
- Nomenclature Committee: Bill Olson-There has been no new lists submitted for review since the last meeting. Bill continues to requests those members working on a plant group to send the proposed nomenclature for review before any work

effort is expended to detail a plant. Ongoing reviews continue for: “*Aster*” groups, *Viola*, *Rhynchospora*, *Aristida*, *Scleria*, and *Xyris*.

- Atlas Committee: Matt Palmer anticipates the *Panicum* pages would be our next addition to the web page. He and Janet Novak are working to publish as soon as possible. Matt has been in e-mail contact with Robin Jess, Botanical Artists about posting artwork on the website. Robin is working with Janet / IT committee to develop a watermark and file sizes. Matt also requested the nomenclature committee to send completed nomenclatures so they can be edited for the atlas. Matt, seconded by Stevens Heckscher, suggests we schedule joint field trips with Torrey and PBC for atlas and distribution surveys.
- Manual Committee: Wayne Ferren, chairperson; Wayne indicated there was no news on the manual. As everyone should know, participants with introductory chapter submission assignments will be due **December 31st 2009**.
- IT/WEB Committee: Janet Novak-The chair was not able to attend the meeting. Janet is editing the *Panicum* atlas pages for posting. The Web membership page has been updated for 2009.

New Business:

Russell Juelg and Ted Gordon spearheaded an effort with the Pineland Commission to alleviate impacts from indiscriminate roadside mowing. Their effort helped the Pineland Commission re-evaluate the memorandum of agreement with State, County and municipal road departments. There's more to come on this topic.

Remaining 2009 calendar year meetings have been set:

- The general meetings to be held via telephone conference calling: Sunday July 19th @ **7PM**; Saturday October 17th, 2009 @ **10 AM**
- All meetings start at 10AM unless published otherwise.
- Herbarium Work Dates: ***April 25; May 16, 2009.***

The meeting adjourned ~ 10:55 AM.

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