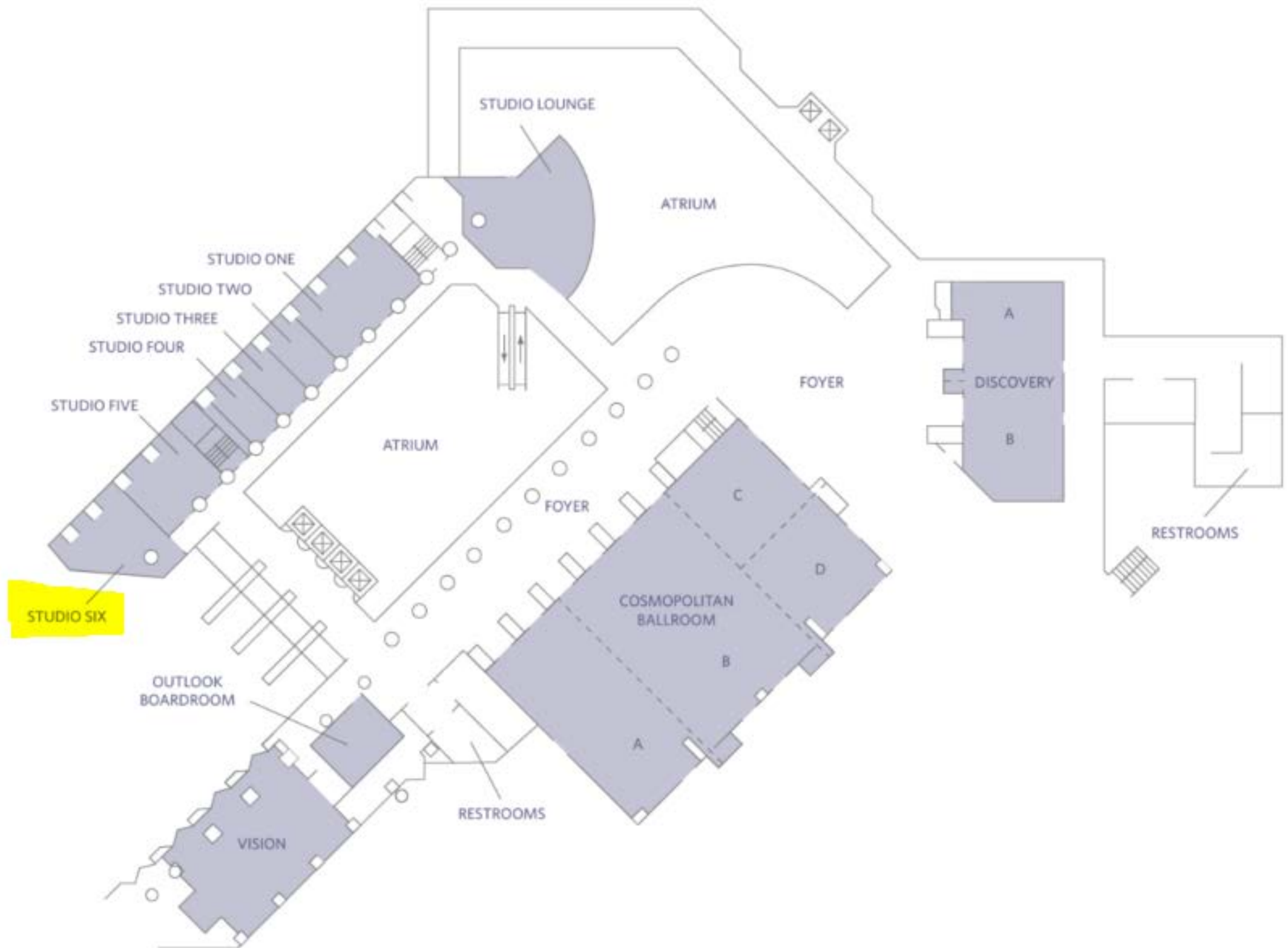


The Aquatic Plant Management Society



**Annual Board of Directors Meeting
Indianapolis, IN
July 24, 2023**

FLOOR PLAN
Third Level



APMS Board Book – July 2023

Table of Contents	Chair/Contact	Noticed?	Received?
Board Book Cover	Giannotti	--	yes
Contents	Giannotti	--	yes
Agenda	Hartis	--	yes
BOD Chairs & Contact Info	Giannotti	--	yes
Minutes			
	Draft	Giannotti	yes
Officer Reports			
	President	Hartis	yes
	Treasurer	Nawrocki	yes
	Secretary	Giannotti	yes
	Editor	Leon	yes
Committee Reports			
	Awards	Wersal	yes
	Bylaws	Leary	yes
Education/Outreach/Website	Hartis	yes	yes
	Exhibits	Jones	yes
	Finance	Fuhrman	yes
	Meeting Planning	Warmuth	yes
	Membership	Johnson	yes
	Nominating	Thum	yes
Past Presidents' Advisory	Thum	yes	yes
	Program	Ferrell	yes
	Proposal Review	Thum	yes
Regional Chapters	Turnage/Slade	yes	yes
Strategic Planning	Heilman	yes	yes
Student Affairs	Prince	yes	yes
Special Representatives			
	AERF	Layne	--
	BASS	Slade	yes

CAST	Gettys	yes	--
NALMS	McNabb	yes	--
RISE	Johnson	yes	yes
WOA	Kay	yes	--
WSSA	Sperry	yes	--
Science Policy	Van Wychen	yes	--

**AdHoc Committee for
Conduct**

Goldsby yes yes/Haug

-- = No report provided.

AGENDA

Annual Pre-Conference Board Meeting Indianapolis, Indiana July 24, 2023

CALL TO ORDER

MINUTES - Available online at <https://apms.org/member-login/>

REPORT OF THE PRESIDENT – Brett Hartis

REPORT OF THE TREASURER – Justin Nawrocki

REPORT OF THE SECRETARY – Amy Giannotti

REPORT OF THE EDITOR – Ramon Leon

COMMITTEE REPORTS

Awards – Ryan Wersal
Bylaws and Resolutions – James Leary
Education and Outreach/Website - Brett Hartis
Exhibits and Sponsorship - Dean Jones
Finance/Scholastic Endowment - Andy Fuhrman
Meeting Planning – Tom Warmuth
Membership – Matt Johnson
Nominating – Ryan Thum
Past President's Advisory – Ryan Thum
Program – Jay Ferrell
Proposal Review – Ryan Thum
Regional Chapters – Gray Turnage & Jeremy Slade
Strategic Planning - Mark Heilman
Student Affairs – Candice Prince

SPECIAL REPRESENTATIVE REPORTS

AERF - Carlton Layne
BASS – Jeremy Slade
CAST - Lyn Gettys
NALMS - Terry McNabb
RISE – Matt Johnson
Women of Aquatics - Amy Kay
WSSA – Ben Sperry
Science Policy Director - Lee VanWychen

OLD BUSINESS

- Ballot system for voting
- APMS Code of Conduct Update (Ad-Hoc Committee)
- Website Profile Updates
- NALMS - APMS Session
- International Symposium on Aquatic Plants

NEW BUSINESS

- Social Media Contract

ADJOURN

The Aquatic Plant Management Society, Inc.
PO Box 754
Holly Springs, NC 27540
www.apms.org

2022 - 2023 Board, Committee Chairs, and Special Representatives

Officers

President - Dr. Brett Hartis
Duke Energy

President Elect - Dr. Jason Ferrell
University of Florida

Vice President – Mr. Jeremy Slade
UPL NA, Inc.

Immediate Past President -Dr. Ryan Thum
Montana State University

Treasurer - Dr. Justin Nawrocki
UPL NA, Inc.

Secretary – Ms. Amy Giannotti
AquaSTEM Consulting LLC

Editor - Dr. Ramon Leon
North Carolina State University

Directors

Mr. Michael Greer
U.S. Army Corps of Engineers

Dr. Erika Haug
North Carolina Department of Environment &
Natural Resources

Dr. Toni Pennington
Environmental Science Associates

Mr. Matt Johnson
Aquatic Control

Mr. Troy Goldsby
Jones Fish

Dr. Gray Turnage
Mississippi State University

Student Director

Maxwell Gebhart
Minnesota State University, Mankato

2022 - 2023 Committee Chairs and Special Representatives

Committee

Chair

Awards	Ryan Wersal
Bylaws and Resolutions	James Leary
Education and Outreach	Brett Hartis
Exhibits	Dean Jones
Finance	Andy Fuhrman
Meeting Planning	Tom Warmuth
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Special Representative

BASS	Jeremy Slade
CAST	Lyn Gettys
NALMS	Terry McNabb
RISE	Matt Johnson
Women of Aquatics	Amy Kay
WSSA	Ben Sperry
Science Policy Director	Lee Van Wychen

THE AQUATIC PLANT MANAGEMENT SOCIETY, INCORPORATED

Minutes of the Board of Directors Meeting

April 20, 2023

Virtual Meeting

The Board of Directors of the Aquatic Plant Management Society, Inc., met on Thursday, April 20, 2023, over virtual platform. President Brett Hartis called the meeting to order at 1:03 p.m., Eastern.

Officers and Directors present at roll call were:

Brett Hartis, President
Jay Ferrell, President-Elect
Jeremy Slade, Vice-President
Justin Nawrocki, Treasurer
Amy Giannotti, Secretary
Ramon Leon, Editor
Michael Greer, Director
Erika Haug, Director
Toni Pennington, Director
Gray Turnage, Director
Troy Goldsby, Director
Maxwell Gebhart, Student Director

Absent: Matt Johnson, Director
Ryan Thum, Immediate Past President

There were no Proxies.

Meeting called to order at 1:03 pm and President Hartis asked Secretary Giannotti to call the Roll.

Others in attendance during all or portions of the meeting:
Candice Prince

MINUTES

President Hartis mentioned that Secretary Giannotti sent out the Midyear Board of Director Meeting Minutes and called for discussion. There was no discussion.

Toni Pennington motioned the Board to approve the Midyear Meeting Minutes. Jason Ferrell seconded the motion. The motion passed without dissent.

Hartis shared an update on the Annual Meeting Plans and Preparation, and he reminded the Board that this Meeting is to bring everyone up to speed on planning and discussion items. We will not have traditional Officer and Committee Reports here.

Meeting Planning and Updates:

He provided a screen draft for the website with itemized options for registration that registrants will see. Hartis and President-Elect Ferrell reminded the Board that the Call for Papers deadline is June 15, 2023, and one announcement has gone out thus far. Hartis reminded everyone that registration is not yet open but will be opening soon. Hartis will send the template to Ferrell.

Hartis encouraged the Board to review the link sent in a previous email as an overview of what the meeting registration/membership renewal will look like. Hartis will work with APEX to determine what to do when someone registers as a new member for this year AND wants to attend the annual meeting. Hartis reiterated that membership and registration are bundled this year. Director Gray Turnage inquired about federal employees and others whose membership will not be covered by their employer. Treasurer Nawrocki explained he will handle those on a case-by-case basis. For those who want to join APMS but can't attend the annual meeting, they should use the "Join" link on the website to secure their membership. Pennington asked if Bylaws need to be adjusted to account for membership/meeting registration bundling.

Hartis asked Giannotti what challenges we can expect this year at registration. Giannotti replied challenges likely to be from those still not comfortable with transition to digital registration and publications, but we will work through it.

Nawrocki reminded the Board that a "guest" has to be someone who does not have a business relationship or interest in APMS. He reported that about 20 people abused this last year and paid for their colleagues who work in aquatic plant management as a "guest" instead of as a "delegate". Nawrocki said Guest Registration includes the President Reception, Poster Reception, and Banquet. Hartis asked Giannotti to explore the options to help curtail this by modifying the badge for this year.

Director Erika Haug reminded the Board that last year we had difficulty with guests registering late and recommended we have a cutoff date for food and banquet orders, especially. This should be advertised on email and social media repeatedly, and perhaps we have a flyer prepared. Ferrell suggested the Planning Committee have a meeting with Bill Torres about this.

Haug also requested to add in sponsorship to the raffle and asked that that be included in registration. Hartis said we currently have a coupon code to register a sponsor. Haug added that we need to remove 'guest tour' and add in 'raffle tickets' on the itemized shopping cart for the website.

Vice-President Slade reminded Hartis to change prices on the regular membership pages 'HOW TO JOIN' and 'SUSTAINING MEMBERS.'

Hartis encouraged the Board to explore this draft website and try the options for registration to evaluate its effectiveness and troubleshoot any problems.

Hartis said the banquet options will have a 'kids menu' option this year for \$30 with tax and service charges included.

NALMS Special Session:

Hartis reported that Director Johnson reported there is potential for APMS to put together a special session for NALMS. Part of our APMS Strategic Plan is to interface more with other cooperative organizations. Hartis is not sure what that deadline is, but NALMS is meeting in Erie, PA, this year. Hartis is happy to help coordinate and asked the BOD to email him if you are interested in helping Johnson with this collaboration.

Ad hoc Committee on Code of Conduct:

Hartis reminded the Board that an Ad hoc Committee on the Code of Conduct was established this year and implementation of a Conduct Code would be good solid step for the Society to take. Hartis reiterated that it would be nice to have this in place before the annual meeting. Hartis thanked the Committee for the great deal of hard work, legal evaluations, and conversations with other organizations that have taken place in drafting this Code. He asked the Board to be open to conversation and to think objectively as APMS strives to have this document in place now and in perpetuity. Hartis commended the Committee for the amount of time and effort placed in this, and asked Director and Ad hoc Committee Chair Troy Goldsby for an update.

Goldsby stated that the Committee studied other organizations and developed language borrowed from other similar groups. Goldsby's attorney reviewed this document several times and said it was, "very comprehensive, provides people with respect, can be implemented regardless of what individual state and agency regulations are, and provides a framework for respecting others even if you disagree with them."

Pennington added that she assisted with WAPMS when they created and developed their Code. She stated that WAPMS consulted with NALMS, ESA, and another group before the WAPMS/APMS Joint Meeting in San Diego. WAPMS did not include repercussions and what would happen. APMS Ad hoc Committee did think about this and provided a pattern of recourse. Pennington stated that having a document in place will make people feel safer and should make people understand that respecting others is an important foundation in APMS – whatever their professional affiliation with APMS is. She noted that Tom Warmuth and Andrea Sealock were a large part of creating and implementing the WAPMS Code.

Giannotti was responsible for meeting with NALMS and provided the history behind the development and implementation of their Code of Conduct.

Hartis stated the main concerns seem to be implementation 'after-the-fact' and asked can we put the Code in place now and THEN set the implementation details. He asked how do we carry this forward in terms of responsibility and management of the email and reporting forms? Giannotti explained how NALMS applies and administers the Code within their organization. Giannotti said

NALMS has not reported any complaints of false accusations nor anyone who has challenged NALMS execution of the Code when an investigation and consequences are needed.

Slade agrees with implementing the Code but asked for caution on how to implement. He asked who is on the Committee, what are the channels for acting on a complaint, what cases should APMS seek legal guidance for, does APMS need insurance for infringing on someone else's rights?

Goldsby reiterated that validation has to occur, but his attorney reviewed the implementation and language and said the Code as proposed poses no liability or risk for APMS.

Turnage asked if forming this new committee to handle conduct issues requires a Bylaws change. Turnage also asked how APMS will address false claims, specifically, "Where is the line?"

Director Greer stated that APMS is not a law enforcement organization and cannot anticipate every scenario. He suggested keeping it simple. Less detail gives the Board more flexibility.

Slade brought up information under Bullet #2 'Unacceptable Behavior' – he wants something broader rather than listing individual groups. Nawrocki is concerned that there is liability in listing so many classes, and he believes the Committee should stick with a broad statement that leans on local, state, and federal laws. Nawrocki stated that APMS may be asked to "provide a litter box for those who identify as cats" and wondered where the Society's responsibilities stop. Greer responded that there is nothing APMS can write that will supersede any local, state, or federal laws.

Goldsby stated that many of the classes listed are not protected under these laws and that the message behind the clause has a lot to do with decency. Goldsby offered to run this by his lawyer again.

Jason Ferrell motioned the Board to table the proposed Code of Conduct for lawyer review on liability in light of the current discussion. Jeremy Slade seconded the motion. The motion passed without dissent.

Action Items/Code of Conduct Proposal:

- **Ad hoc Committee:** Create the form. Establish who will receive and review reports. Create the email account – who does it go to? – Establish rules for a timeline to reach out to the complainant and gather information regarding the complaint
- **Brett Hartis:** look up if any additional cost from APEX
- **Troy Goldsby:** Going to have the lawyers look at the documentation again.

Discussion on the Code of Conduct continued. Nawrocki asked if APMS should implement a 'decency clause.' Pennington offered support and thinks that would be a great addition.

Slade expressed concern that advertising and discussing a Code of Conduct will discourage people from attending APMS. Pennington does not feel that the Code will have that effect and hasn't with other organizations. Pennington pointed out that from her perspective, having a Code of Conduct feels better in that the Society is recognizing that there have been problems and is taking action to address those problems. Hartis offered that Codes of Conduct are commonplace, and he expressed that including a Code of Conduct as checkbox can ensure that everyone has read it and agreed to it.

NALMS Special Session:

APMS has an opportunity to participate in a NALMS Special Session. NALMS is being held in Erie, PA from October 22-26, 2023. Brett Hartis asked for volunteers to spearhead this. Hearing none, he suggested individuals reach out to him if they are interested.

New Business:

Hartis announced that APMS now has a Professional Organizational Page on LinkedIn (in addition to the private Group page). He encouraged the Board to follow it.

Michael D. Netherland Graduate Student Research Grant will receive \$2,000 in support from FAPMS, \$500 from TAPMS (per Slade), and Turnage believes MSAPMS voted to support it as well but needs to doublecheck.

The 16th International Symposium on Aquatic Plants is taking place November 13-17, 2023, in Antwerp, Belgium. Slade says registration opens June 6, and he plans to attend on behalf of UPL and APMS. Slade is asking for help with registration from APMS for him to go, but he is not making a formal motion at this time. Turnage also plans to attend.

Gray Turnage motioned to adjourn. Jeremy Slade seconded the motion. The motion passed without dissent.

President's Report

Brett Hartis

No Report.

6/26/2023

2023-Annual Board Meeting

Treasurers Report

No Report

Aquatic Plant Management Society
2023 Annual Board of Directors Meeting
Secretary Report
Amy L. Giannotti

The following tasks have been completed:

Minutes: APEX has archived ALL Meeting Minutes now (quarterly Minutes, too) and updated the formatting to maintain consistency.

Membership/Database Update: Still working with Members to login and update Membership Profile.

Recommend that next year, we make the Sustaining Membership dues and Abstract deadlines be in early to mid-May, not mid-June as this year.

Meeting Information for APMS 2023 (as of June 26, 2023):

Sustaining Members: 21

Sponsors:

- Platinum - 2
- Gold – 1
- Silver - 0
- Bronze - 5
- Contributors - 2

Exhibitors:

Meeting Attendees (not all have paid): 106

Scholastic Endowment Contributors: 3

Newsletter: The Spring 2023 Newsletter was released and posted to the website.

2022-2023 Expenditures: As outlined in the APMS Operating Manual, I have included a breakdown of AMEX credit card expenditures so far for APMS year 2022-2023 for the Office of the Secretary. Items shaded in gray are expected charges that have not yet been incurred as of January 13, 2023.

	Date	Expense/Expected in Gray	Amount
NAISMA	October 27, 2022	NAISMA Booth for APMS	\$520.00
Southwest Airlines	December 2, 2022	Airfare to Indianapolis	\$449.97
Hootsuite	January/February 2023	Social Media Management	\$294/year
Hyatt Regency/Indianapolis	January/February 2023	Midyear BOD Meeting (\$149/night + 17% tax)	\$348.66
Amazon	June 26, 2023	Lanyards & badges for APMS 2022 Annual Meeting	\$160.65
Southwest Airlines	June 26, 2023 for July 23-27, 2023	Roundtrip airfare to Indianapolis	468.96 + cab/Uber
Hyatt Regency/Indianapolis	July 23-27, 2023	Lodging in Indianapolis (\$169/night + 17% tax)	\$790.92

Editor's Report – Dr. Ramon Leon, JAPM Editor

No Report

PLAQUES

Honorary Member of APMS

Presented to

Dr. John Madsen

For over three decades, you have served the Aquatic Plant Management Society, many of its regional chapters, and the broader Weed Science community. Your contributions in research, teaching, and service have been a model for others to follow. Know that you have had a lasting impact on this field and the lives of the people that have known you. Thank you for your service.

**Indianapolis, IN
July 2023**

Honorary Member of APMS

Presented to

John Gardner

For your “undercover” generosity to many educational and scientific organizations. As a business and industry leader, you always saw the value in science and supported the APMS vision to further develop our industry. Over the past four decades, you provided so many folks across the nation opportunities to grow their careers. Many professionals got their start in aquatic plant management due to your belief in them. Thank you for your service.

**Indianapolis, IN
July 2023**

Max McCowen Friendship Award

Presented to

Amy Kay

For the positive behaviour she role-models, assisting in building confidence amongst the next generation of aquatic scientists and practitioners, and as an ambassador for APMS.

**Indianapolis, IN
July 2023**

T. Wayne Miller Distinguished Service Award

Presented to

Dr. Ryan Thum

For your leadership on the board of the Aquatic Plant Management Society, diligent work on numerous committees, and efforts to broaden the message of our Society to reach.

**Indianapolis, IN
July 2023**

Outstanding Research/Technical Contributor Award

Presented to

Michael Greer

For your enthusiasm of aquatic plant management research and demonstrating the true meaning of peer collaboration, partnering and consensus building - at all levels required to contribute, grow, and maintain a credible and influential research organization. Thank you for always having a positive attitude and commitment to improving the well-being of others and the environment through sound science.

Indianapolis, IN

July 2023

Outstanding Research/Technical Contributor Award

Presented to

Dr. Ryan Wersal

For your contributions connecting fundamental plant development processes with management timing and technique. Your work has now spanned two decades, and you continue to support the discipline with well-planned experiments, timely publications, and education both inside and outside the classroom. We thank you for your commitment to APMS and the field of aquatic plant management.

Indianapolis, IN

July 2023

Outstanding Graduate Student Award

Presented to

Conrad Oberweger

For outstanding research and service through a Master of Science degree at University of Florida. You have excelled at both research and academics and APMS looks forward to working with you as a colleague for years to come.

Indianapolis, IN

July 2023

President's Award

Presented to

JJ Ferris

For your sincere dedication and contributions to the Aquatic Plant Management Society and its membership. Your exceptional enthusiasm, participation, and service have greatly enhanced the influence of our Society and many of its regional chapters, provided countless opportunities for students, and fostered lifetime friendships among his colleagues.

Indianapolis, IN

July 2023

Outstanding JAPM Paper

Awarded to

Kathryn A. Gannon, Raymond M. Newman, and Ryan A. Thum

For the 2022 paper entitled

Integrating DNA fingerprinting of invasive watermilfoil strains into aquatic vegetation monitoring and assessment

Indianapolis, IN

July 2023

Outstanding International Contributor Award

Presented to

Dr. Tobias Bickel

For his contribution to the management of invasive macrophytes, including the use of new aquatic herbicides and the design of herbicide delivery systems for lake application, and for his focus on international collaborations

Indianapolis, IN

July 2023

APMS BOARD of DIRECTORS

Dr. Brett Hartis

In appreciation for your service and leadership as President

APMS BOARD of DIRECTORS

2022-2023

Dr. Erica Haug

In appreciation for your service and leadership as a Board Member

APMS BOARD of DIRECTORS

2020-2023

Michael Greer

In appreciation for your service and leadership as a Board Member

APMS BOARD of DIRECTORS

2020-2023

Maxwell Gebhart

In appreciation for your service and leadership as a Student Board Member

APMS BOARD of DIRECTORS

2022-2023

Gavel Band

Dr. Jason Ferrell

President 2023-2024

The Aquatic Plant Management Society, Inc.

BYLAWS AND RESOLUTIONS COMMITTEE

July 24, 2023 APMS Board of Directors Meeting

James Leary

A meeting was held on May 3, 2023 between the Chairs of the BR and Finance committees and the Treasurer to discuss the potential transition of the APMS to become a 501(c)(3) organization and the likely need to amend and modify the bylaws to accommodate this transition. To date, a petition to amend and modify is anticipated.

Submitted By: James Leary (Chair) *06/23/2023*

Website Committee Report (Hartis)

The website committee has been working with Apex on several items over the past several months including membership updates and updating pages to reflect current information (officers, annual meeting, announcements, call for papers, etc).

Most importantly, the website was updated to include updated registration and membership information, including all available options for attendance at the annual meeting. Registration and membership have now all been rolled into a single cost at the request of the board. All cost increases have also been reflected and can be selected based on a dropdown format for options. Descriptions of items included in registration, additional events, guests, etc were also included to help communicate when additional tickets or fees are associated (seen below).

REGISTRATION FORM

	Price	Qty
Sustaining Registration (includes 1 Delegate Registration)	\$1,165	<input type="text"/>
Exhibitor Registration (includes 1 Delegate Registration)	\$1,115	<input type="text"/>
Exhibitor Non-Profit Registration (includes 1 free booth space)	\$680	<input type="text"/>
Delegate Registration	\$680	<input type="text"/>
Student Registration (competing)	Free	<input type="text"/>
Student Registration (non-competing)	\$100	<input type="text"/>
One-day Registration (doesn't include meals)	\$235	<input type="text"/>
Honorary APMS Member Registration	Free	<input type="text"/>
Separate Guest Registration (Spouse, etc)	\$155	<input type="text"/>

REGISTRANT:

Full name

Affiliation

Address


City, state/province, postal code

Phone

Email

Any dietary restrictions for the meals?

REGISTER!



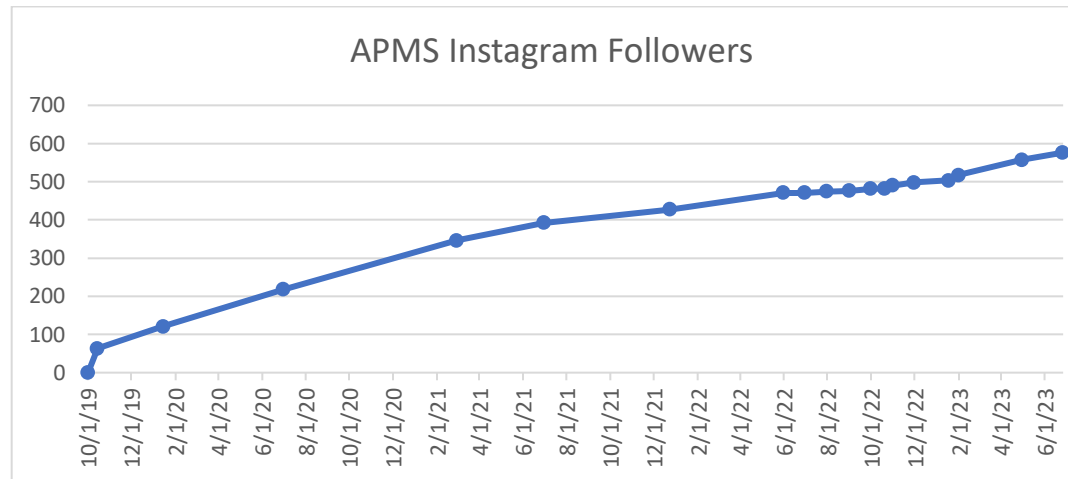
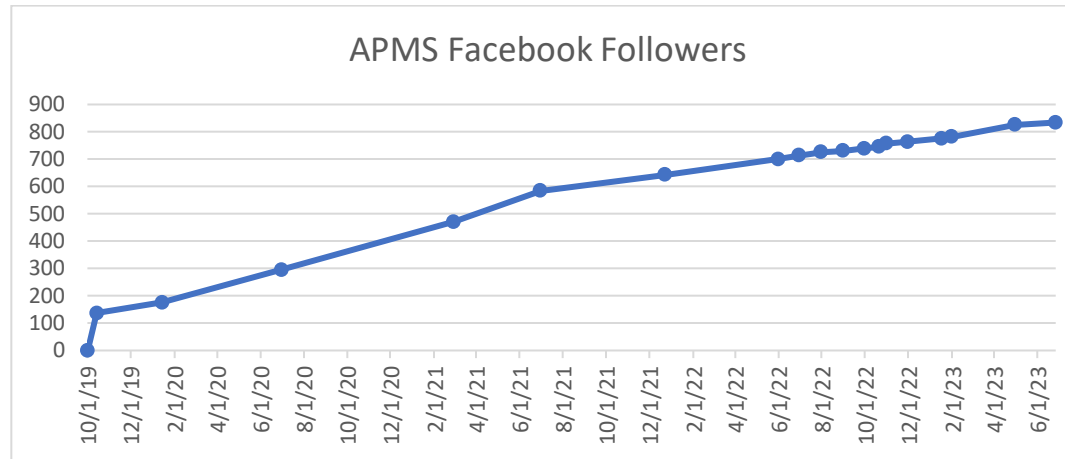
We have also updated all the awards through 2022 and updated information for honorary members for those who have responded to requests.

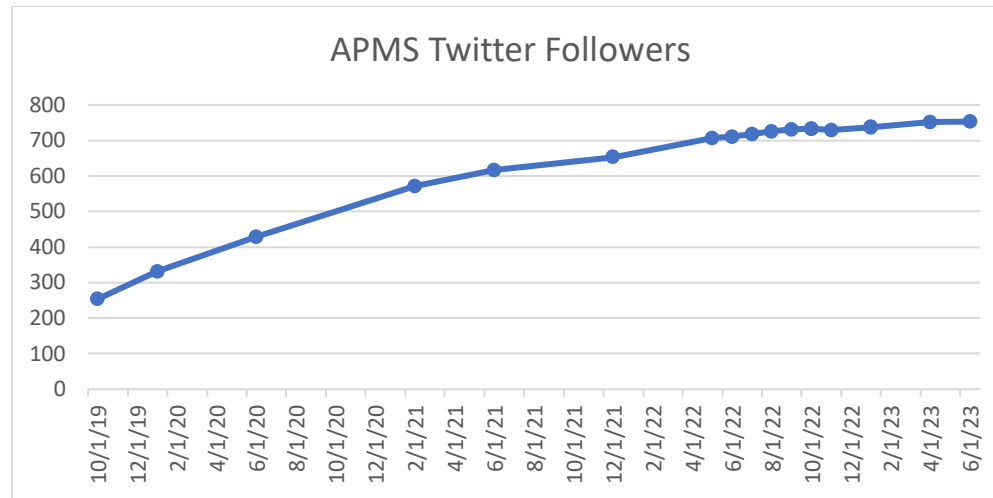
Updates of committee descriptions too cumbersome as an included pdf and the link to the Ops Manual will not work unless member is logged in. We are trying to develop a work around for this, perhaps a callout box with a brief description.

We have still not resolved the Journal Article Search which may require extra funding.

Social Media Outreach Updates - Amy Giannotti & John Madsen (LinkedIn Private Group)

These are the analytic data since I began managing social media content for APMS in the fall of 2019. All of the accounts are showing increased growth and activity.





The APMS Private Group on LinkedIn is managed by John Madsen and has 1579 members.



April 14, 2023

Brett Hartis, Ph.D.
President
Aquatic Plant Management Society

Dear Brett,

It has truly been a pleasure serving as the social media manager for APMS for the last four years. I really enjoy the outreach associated with promoting the Society, its mission, its membership, and its activities... and I love sharing the science behind invasive plant management. Please find a proposal here to renew the services for October 1, 2023 – September 30, 2024:

- Manage social media platforms (Facebook, LinkedIn, Twitter, and Instagram)
 - Serve as administrator and content generator (posts, photos, video)
 - Respond to posts, comments, and inquiries punctually, accurately, and appropriately
 - Engage with fans and followers to attract and retain interested audience
 - Share and cross-post relevant information on lake management issues
 - Target schools, universities, industry, and audiences to increase APMS membership
 - At least 3 posts per week on each platform
 - Weekly (or more frequent) posts featuring APMS agenda, presenters, vendors, and sponsors to promote APMS annual conference
 - Provide quarterly analytics for social media engagement and interaction to APMS Board of Directors
 - **Total investment:** **\$ 4,200 for 12 months**

Thank you for the opportunity to submit this proposal for social media management services I can provide. This agreement reflects a first-time increase in the costs since I began managing social media for APMS in 2019.

Please let me know if you have any questions or need clarification. Please make check payable to AquaSTEM Consulting, LLC, and remit to the address below.

Thank you for the opportunity to serve APMS in this way.

Sincerely,

Amy L. Giannotti, M.S., C.L.M.
Environmental Scientist & Certified Lake Manager

1572 Lawndale Circle, Winter Park, FL 32792
tel: 407.603.0700 email: amy@aquastemconsulting.com

June 26, 2023

To: Board of Directors of the Aquatic Plant Management Society (APMS)

From: Dean Jones

Subject: Exhibits Report

Committee Members: Dean Jones, Todd Olson, Carl Della Torre, and Matt Johnson

No Report At This Time.

FINANCE COMMITTEE REPORT JULY24,2023

ANDY FUHRMAN COMMITTEE CHAIR

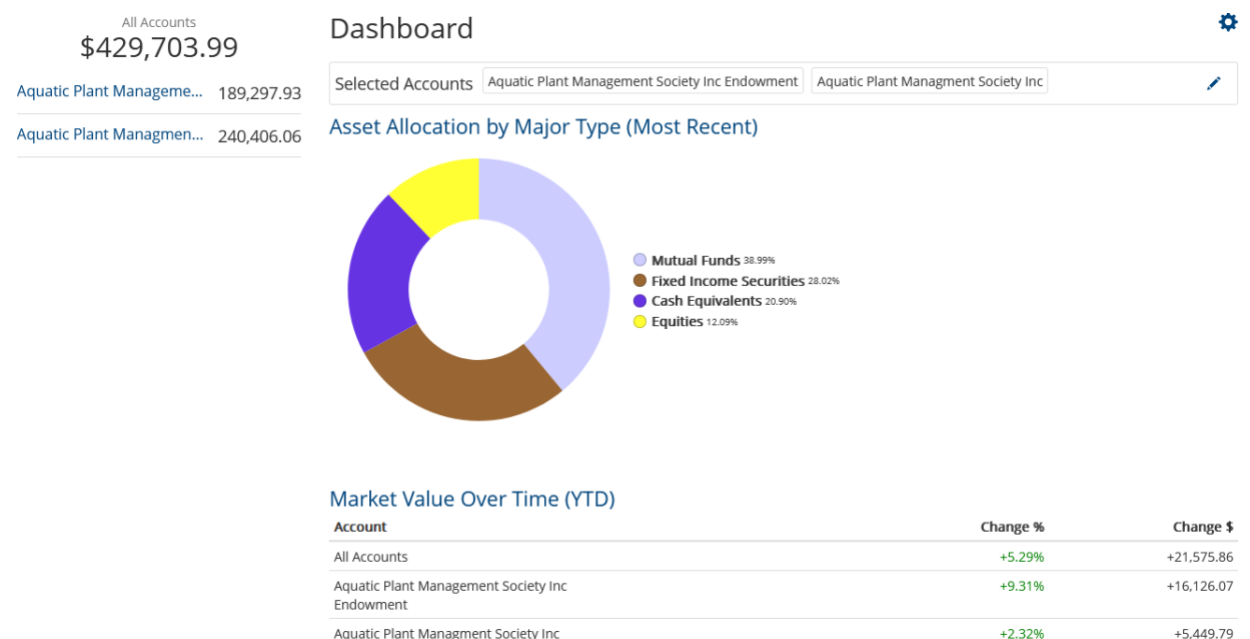
**Statements updated after Book was prepared. Will be discussed at the Meeting.

The following is the summary through June 2023

Total in our investment accounts is \$429,703.95 up \$21,575.86 in 2023

AQUATIC PLANT ACCOUNT- \$240,406.06 UP \$5,449.79 2.32%

AQUATIC ENDOWMENT ACCOUNT- \$189,297.93 UP \$16,126.01 9.31%



Aquatic Plant Managment Society Inc-

[Summary](#) [Holdings](#) [Performance](#) [Transactions](#) [Pending Transactions](#)

Account Balance Available Cash
\$240,406.06 \$33,617.55

My Portfolio Actual Allocation



Asset Class	Percentage	Market Value
Equities	18.11%	43,529
Fixed Income Securities	21.99%	52,863
Cash Equivalents	24.38%	58,618
Mutual Funds	35.52%	85,396
Portfolio Total	100.00%	240,406

Portfolio Performance (YTD)

Total Account Composite Index
1.64% 0.00%

Contact Us

Admin Officer
Beverly J Hudson
beverly.hudson@thestatebank.com
810-714-3977
PO Box 725
Fenton, Michigan 48430-0725

Aquatic Plant Management Society Inc Endowment-

[Summary](#) [Holdings](#) [Performance](#) [Transactions](#) [Pending Transactions](#)

Account Balance Available Cash
\$189,297.93 \$21,169.17

My Portfolio Actual Allocation



Asset Class	Percentage	Market Value
Equities	4.45%	8,426
Cash Equivalents	16.47%	31,169
Fixed Income Securities	35.69%	67,554
Mutual Funds	43.40%	82,149
Portfolio Total	100.00%	189,298

Portfolio Performance (YTD)

Total Account Composite Index
2.65% 0.00%

Contact Us

Admin Officer
Beverly J Hudson
beverly.hudson@thestatebank.com
810-714-3977
PO Box 725
Fenton, Michigan 48430-0725

Aquatic Plant Managment Society Inc-

Summary Holdings **Performance** Transactions Pending Transactions

Performance Report

Asset Class: Account

Date Range: **YTD** 1M 3M 6M 1Y 3Y 5Y

Print

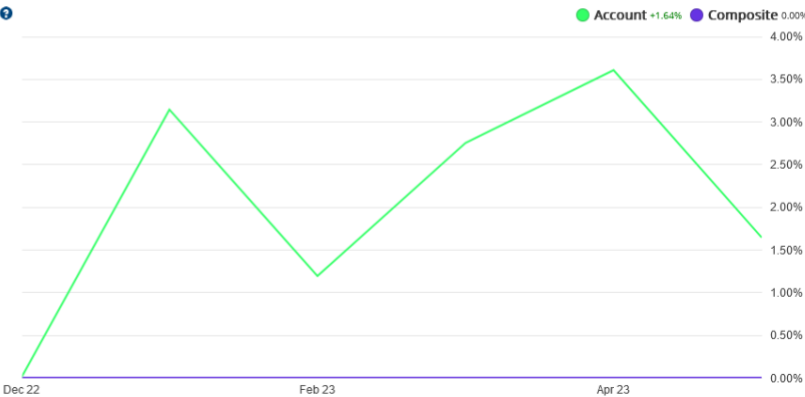
Returns

Total Account
1.64%

Composite Index
0.00%

Account Performance

Beginning MV (1/1/2023)	\$235,295.26
Net Change	0.00
Additions	0.00
Subtractions	0.00
Ending MV (5/31/2023)	\$239,161.73
Net Change in MV	\$3,866.47



Aquatic Plant Management Society Inc Endowment-

Summary Holdings **Performance** Transactions Pending Transactions

Performance Report

Asset Class: Account

Date Range: **YTD** 1M 3M 6M 1Y 3Y 5Y

Print

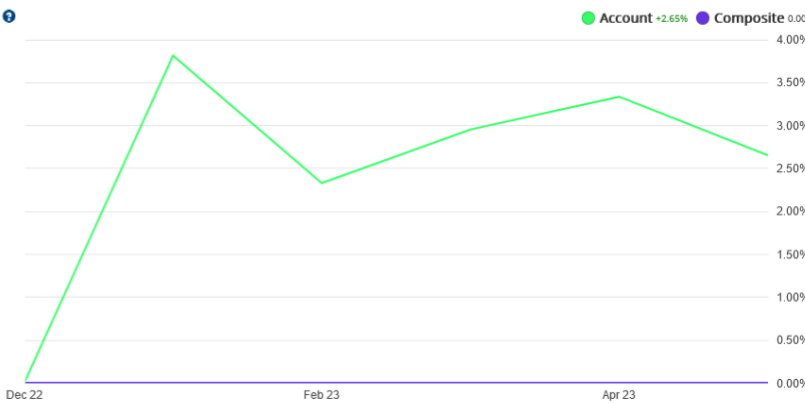
Returns

Total Account
2.65%

Composite Index
0.00%

Account Performance

Beginning MV (1/1/2023)	\$173,378.29
Net Change	10,000.00
Additions	10,000.00
Subtractions	0.00
Ending MV (5/31/2023)	\$187,932.91
Net Change in MV	\$4,554.62



MEETING PLANNING – TOM WARMUTH

No Report.



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2023 Preconference Board of Director Meeting Update

Membership Committee Report – June 26, 2023

As mentioned in prior reports, one initiative that the committee has been working on is to develop a more extensive list of professional applicators. The current status of that effort is below:

Gray Turnage – **LA, MS, AL, GA, TN, KY, AR** – We have received the list for Arkansas, Mississippi, and Kentucky.

Mirella Ortiz – **AZ, CA, CO, ID, OR, NV, NM, MT, UT, WA, and WY**– We have received the list for Colorado, Utah, and Washington. Arizona doesn't keep a category specific request and is unable to provide the Aquatic Applicators. New Mexico is not able to provide the list for commercial use and they view our use as commercial.

Candice Prince, Amy Giannotti, and Jeremy Slade – **FL, SC, NC, VA, WV, MD, DE, NJ, CT, RI, MA, NY, VT, NH, and ME**. We have received the list for Florida.

Amy Kay, Brian Isaacs, and Matthew Johnson – **ND, SD, NE, KS, OK, TX, MN, IA, MO, WI, IL, MI, IN, OH, and PA**. We have received the list for Indiana, Michigan, and Minnesota (complete list, not specific to aquatics). Kansas is not able to provide the list for commercial use and because we charge for membership it is considered commercial use. We received an update from IL that the person in charge of that request no longer works there and that it would be a long delay before they could fulfill the request.

This initial list does not include Hawaii or Alaska, but we can work on those as well if desired. The committee may push forward with one final request, but this is likely about as much as we will get for this project. At this time, only Florida (1300), Arkansas (425), Michigan (150), Pennsylvania (697), and Utah (100) had e-mail addresses with the lists provided. E-mail invitations to the conference have been sent. Indiana and Minnesota can be obtained with a little additional work, but they had not been completed as of the time of this report. There is a select number of Indiana contacts that were already known that received an e-mail invitation.

Next priority is to review government contacts and develop invitation lists for at least Indiana, Florida, and Rhode Island since that is where the next conferences will be held. If time permits, we will work on surrounding states as well. We do have a skeleton list of Midwest from previous efforts from Matt from his efforts on building MAPMS contacts. Those 65 contacts have been utilized in sending direct invitations to the 2023 annual conference.

To reach out to the international community, the meeting information was also sent to the members of International Aquatic Plants Group's membership. This was a list of 53 individuals that are listed as members of that organization.

Respectfully Submitted: Matthew Johnson (Chair), Jeremy Slade, Amy Giannotti, Gray Turnage, Amy Kay, Mirella Ortiz, Brian Isaacs, and Candice Prince.



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Finally, the committee has had some discussion on some sort of “affiliate membership”. We have only discussed minimally. This might not even be the correct term, but thinking of a way to encourage APMS members to join chapters and chapter members to join/engage at the national APMS level.

Joe Bondra passed away March 13, 2023, and David Isaacs, June 16, 2023. Both were long-time members and supporters of APMS. Matt hand delivered condolence letters on behalf of APMS to their families. Obituary available:

<https://www.swartzfuneralhomeinc.com/obituary/joseph-bondra>

<https://vossfuneralservice.com/obituary/david-allen-isaacs/>

Respectfully Submitted: Matthew Johnson (Chair), Jeremy Slade, Amy Giannotti, Gray Turnage, Amy Kay, Mirella Ortiz, Brian Isaacs, and Candice Prince.

Nominating Committee
July 2023 Annual APMS Board Meeting
Ryan Thum

No Report

Dear APMS Board of Directors,

I have just a few things to touch on that are relevant to the Past Presidents' Committee.

First, and most importantly, please pass on at the Board meeting any suggestions for the Past Presidents' luncheon agenda/discussion.

Second, I have included a copy of the Ops Manual. Please review any sections that are relevant to you, and provide me with a list of comments and changes if you have any.

Respectfully,

Ryan Thum

THE AQUATIC PLANT MANAGEMENT SOCIETY, INC. OPERATING MANUAL

June 2019

Operating Task Calendar for Officers, Directors, Committees, and Special Representatives

Preface

This manual serves as a guide for officers, board members, committee chairpersons, special committees, and representatives of the Aquatic Plant Management Society in the discharge of their duties of office. These guidelines are intended to comply with the Bylaws yet be flexible enough to meet administrative and functional needs of this Society. This should not in any way stifle the creativity of officers or committee chairs in pursuing and accomplishing the goals and purpose of the Aquatic Plant Management Society, Inc.

Gratitude is extended to the Weed Science Society of America, Western Weed Science Society, and numerous members of the Aquatic Plant Management Society for their contributions to the formation and subsequent revisions of these guidelines.

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CHAPTER I - DUTIES OF OFFICERS AND DIRECTORS

President

1. Maintain and exercise general supervision over the affairs of the Society.
2. Preside over all business meetings of the Society, annual and special.
3. Preside over all Board of Directors meetings.
4. Approve all payments made by the Treasurer. If the President is unable to approve payments, the Past President may be appointed by the board to do so.
5. May sign checks in payment of obligations of the Society during the absence of the Treasurer.
6. Discharge such other duties as usually pertain to the Office of the President.
7. Uphold the spirit of the Constitution and Bylaws of the Society and cause the decisions of the Board of Directors to be carried out.
8. Upon assuming office, or soon thereafter, appoint Chairs to all Standing Committees listed in Chapter II, ad hoc special committees, and Special Representatives listed in Chapter III.
9. Maintain close liaison with all committees of the Society throughout the year to encourage and assist them in fulfilling their duties and responsibilities to the Society.
10. In conjunction with the Secretary, prepare an agenda for Board of Directors meetings.
11. Maintain liaison throughout the year with the Program Chair, Meeting Planning Chair, the Secretary and the Treasurer in planning the program for the Annual Meeting.
12. Keep the Board of Directors and Society members advised on matters of importance to them and their Society and solicit their suggestions and advice.
13. Maintain liaison with other societies and organizations with related interests and objectives of the Aquatic Plant Management Society.
14. Confer the President's Award upon any member, or non-member of the Society for distinguished service to the Society and meeting other criteria as may be set forth in Chapter IV, Section A of this Operating Manual. Such action requires a majority approval of the Board.
15. Provide names for the President's Award and/or any other special recognition designations to the Awards Committee in sufficient time for inscriptions of plaques or other honorary tokens.
16. Prepare cover letters and sign as Society President, resolutions passed at business meetings for distribution as designated by the resolutions.
17. Preside over the Annual Meeting General Session and the Annual Business Meeting.
18. Ensure that proposed Bylaws changes and biographies of Officers and Board of Directors nominees are published in the Newsletter at least thirty (30) days prior to the Annual Meeting.

19. Publish the list of Committee Chairs and committee members in the first newsletter following the Annual Meeting.
20. Delegate and empower the Secretary to solicit written reports from Committee Chairs and Special Representatives about five (5) weeks prior to the mid-year and summer Board meetings in time to compile Board Books.
21. Request the Secretary send Board Books to Board members prior to Board meetings whenever possible.
22. Write articles for the newsletters to report information of interest to Society members.
23. The President may use all, or part, of the budgeted discretionary expenses set by the Board of Directors for costs incurred in preparation for, or at, the Annual Meeting and for approved support of travel associated with the business of APMS.
24. MC the Annual Meeting Awards function covering the following items:
 - a. Acknowledge the efforts of the Meeting Planning Committee.
 - b. Acknowledge all Past Presidents in attendance.
 - c. Present plaques/certificates of appreciation to outgoing Board members (Officers and Directors).
 - d. Introduce newly elected Board members and Officers.
 - e. Recognize all Honorary Members in attendance
 - f. Introduce Exhibits Committee Chair for presentation of exhibitor's award.
 - g. Introduce Student Affairs Committee Chair for student paper contest awards.
 - h. Present the President's Award, T. Wayne Miller Distinguished Service Award, Max McCowen Friendship Award, and all other awards (where applicable).
25. Ensure that a representative of the Aquatic Plant Management Society attends the Weed Science Society of America (WSSA) breakfast meeting of Presidents from WSSA affiliates.
26. As designated by the WSSA, serve as an ex officio member of the WSSA Science Policy Committee.
27. Forward President's files to the newly elected President within one (1) month of leaving office.
28. Work with the Treasurer to approve travel reimbursement requests from Officers and Directors, or invited Committee Chairs or Special Representatives, to attend board meetings.

President-Elect

1. Perform the duties and exercise the powers of the President in the absence or disability of the President; or in case of a vacancy in the office of President.
2. Perform duties assigned by the President, or the Board of Directors.
3. Serve as Chair of the Program Committee with the following responsibilities:
 - a. Develop the focus, objectives and/or theme for the Annual Meeting program.

- b. Arrange for keynote speaker and other guest speakers.
 - c. Keep the expenditures for stipends needed for key speakers' expenses within the \$4,000 allowance for this purpose (2011 allotment).
 - d. Coordinate with the Secretary, Treasurer, and the Meeting Planning Committee, to ensure all program needs are met; i.e. speaker rooms, visual aids equipment, audio equipment, poster session space and easels, etc.
 - e. Provide the Secretary with a "First Call for Papers" form to be published in the second newsletter following the Annual Meeting.
 - f. Coordinate with the Student Affairs Committee Chair to ensure sufficient speaker slots are available early in the meeting for student papers to allow time for judging decisions. Also ensure student presentations are designated as such within the program.
 - g. Provide the Secretary and Website Committee Chair with a preliminary draft program in ample time for printing in the spring newsletter and a final version in time for printing prior the Annual Meeting.
 - h. Provide the Secretary with a compilation of electronic copies of paper and poster abstracts coinciding with the meeting format in time for printing prior to the Annual Meeting.
 - i. Select session moderators and provide them with appropriate instructions regarding time limits, speaker introduction materials, etc.
 - j. Propose joint meetings and/or symposia whenever appropriate.
4. Forward the President-Elect files to the new President-Elect within one (1) month of leaving office.

Vice President

- 1. Exercise the powers and perform the duties of the President-Elect in the absence or disability of the President-Elect.
- 2. Perform duties assigned by the President or the Board of Directors.
- 3. Assist the President-Elect with program development and implementation.
- 4. Serve as a member of the Membership Committee and the Strategic Planning Committee.
- 5. Strive to determine Society member interests and concerns.
- 6. Take the lead for APMS in conjunction with the APMS Chapters (when applicable) to handle responsibilities associated with the APMS Graduate Student Research Grant to include but not be limited to:
 - a. Solicit APMS Chapters (and other potential sources) for funding.
 - b. Administer all aspects of this currently every other year award (depending upon the year and status) including an announcement of its anticipated availability and qualifications (via newsletters, websites, etc.), set proposal deadlines (follow suggested timeline in Chapter IV, Section E), collect and review submissions in conjunction with an ad hoc review committee mutually agreed upon between APMS, APMS Chapter representatives, and other entities that have contributed funds to the Grant.

- c. Secure the assistance of the Finance Committee to help with solicitation of donations within and outside of the Society.
 - d. Update Chapter IV, Section E of the Operating Manual as necessary to reflect current information.
7. Support Regional APMS Chapters by:
- a. Serving as Chair of the Regional Chapters Committee (see duties).
 - b. Initiate collaborative efforts in advancing Society goals through Regional APMS Chapters.

Secretary

1. Prepare and keep full and correct minutes of all meetings of the Society and Board of Directors.
2. Maintain complete Society membership records. Board of Directors approval is required for release of Society records to persons or organizations outside the APMS.
3. Prepare and distribute meeting notifications.
4. At the direction of the Board of Directors, serve as an alternate for access to Society bank accounts and co-signing of checks.
5. Ensure that the Society newsletter is assembled, published, and distributed at least three (3) times a year at times appropriate for the effective promotion of Society activities and objectives.
6. Conduct such correspondence for the Society as is appropriate for Secretaries of this type organization.
7. Maintain a calendar of events for the Society.
8. Assist the President by keeping the Board of Directors advised on significant activities of the Society.
9. Receive and fill orders for publications.
10. Provide mailing lists / labels as needed for Society business.
11. Conduct timely Society communications to promote membership participation in all events promoted by the Society.
12. Arrange for the final publishing of the Annual Meeting Program and Abstracts as provided by the Program Committee Chair.
13. Make provision for registration at the annual meetings.
14. Serve as Archivist of the Society and carry out the following:
 - a. Accumulate new documents as they appear, catalog them, and periodically forward them to archives location at the storage location designated by the Board of Directors.
 - b. Establish guidelines and procedures for the deposition of Society records into the archives as appropriate.
 - c. Oversee the use of the archives by APMS members and by the general public.

16. Serve as an ex officio member of the Membership Committee and maintain a current (paid) membership mailing list in conjunction with dues payment verification by the Treasurer.
17. Submit a proposed annual budget request to the Finance Committee for incorporation into the Society budget for approval by the Board of Directors.

Treasurer

1. Secure or maintain for the Society's Officers and Directors a good and sufficient surety bond in an amount not less than the total assets of the Society.
2. Collect and receipt all dues, assessments, and other income.
3. Deposit promptly all funds of the Society in such depository as shall be approved and designated by the Board of Directors. (Banking accounts currently held at The State Bank (175 N. Leroy Street), Fenton, Michigan)
4. Issue checks for payment of Society obligations as are necessary and approved incidental to the operation of the Society. All payments require approval by the APMS President or Past President if so appointed.
5. Prepare financial statements which accurately and clearly reflect the financial status of the Society for study by the Finance Committee prior to Board meetings, and for reporting to the membership at the Annual Meeting.
6. Provide for an annual audit of Society financial records by a Certified Public Accountant (Currently, Winston, Williams, Creech, Evans and Company, LLP, Oxford, NC).
7. File annual income tax returns with assistance by a Certified Public Accountant.
8. Provide documents to the Finance Committee Chair for annual internal audit.
9. Maintain Society "incorporation" status.
10. Perform such duties as are usually incident to the Office of Treasurer and as may be assigned by the Board of Directors.
11. In conjunction with duties and participation on the Finance Committee, prepare an annual budget for approval by the Board of Directors at the mid-year Board meeting.
12. Arrange for the President and the Secretary, if required, to be designated as legal alternates for access to Society bank accounts in the event of incapacitation of the Treasurer.
13. Immediately notify the Secretary of any changes in membership status, and in conjunction with the Secretary prepare and deliver Society dues notices by January 31st of each year.
14. Maintain complete, accurate financial records at all times.
15. Manage savings certificates and other financial resources of the Society to the best advantage of the Society with advisement from the Finance Committee.
16. Maintain records of property owned by the Society; e.g., back issues of publications, equipment, etc.
17. Serve as a member of the Strategic Planning Committee.

18. Maintain Officer, Director, and general liability insurance (Currently with Brown and Brown Insurance, Rep. Sue Kimmerling, 1190 Torrey Road, Fenton, MI 48430; 810-714-4603).
19. Work with the President to approve travel reimbursement requests from Officers and Directors, or invited Committee Chairs or Special Representatives, to attend board meetings.
20. Track travel expenses for Board members to attend meetings as part of the Treasurer's report at the annual and mid-year meetings.

Immediate Past President

1. Serve as an advisor to the President.
2. Serve as Chair of the Nominating Committee.
3. Serve as Chair of the Past Presidents' Advisory Committee.
4. Serve as Chair of the Proposal Review Committee (per Board approved motion at the July 16, 2017 BOD meeting)
5. Serve as a member of the Strategic Planning Committee.
6. Review and make revision recommendations as deemed necessary for the APMS Operating Manual in compliance with the current Bylaws and policy decisions of the Board.
7. Make recommendations to the Bylaws and Resolutions Committee of proposed changes in operations of the Society requiring Bylaws changes.
8. Examine the aims, purposes, and goals of the Society to ascertain their relevance. If deemed important, make recommendations to the Strategic Planning Committee regarding implementation, increased concentration, or changes in aims, purposes, and/or goals of the Society.
9. Assist the Secretary with maintaining up-to-date addresses for all Past Presidents.
10. Arrange the Past Presidents' luncheon at the APMS Annual Meeting. Prepare a luncheon agenda and/or discussion items to encourage continued Past President involvement in the Society and to promote fellowship.
11. As designated by WSSA, serve as a member of the WSSA Nominating Committee.
12. Perform other duties delegated by the President or the Board of Directors.

Editor

1. Serve as Editor for the *Journal of Aquatic Plant Management* (JAPM) and carry out the following:
 - a. Publish the Journal twice a year; January and July.
 - b. Receive manuscripts (solicited and unsolicited) from contributors.
 - c. Notify contributing authors of receipt of manuscript(s) and send to at least two (2) independent peer reviewers who are recognized authorities in their respective fields, or send to Associate Editor(s) for handling through the review stage.

- d. Consider recommendation of reviewers, resolve different opinions, notify authors of requirements for continued publication considerations, and work with authors until the manuscript is ready for publication.
 - e. Provide the printer with an original, corrected manuscript for production of galley proofs.
 - f. Send galley proofs to author(s) for final checking along with reprint ordering information.
 - g. Send corrected proofs to the printer along with reprint order.
 - h. Review page proofs prior to printing of each Journal issue.
 - i. Secure envelopes and mailing labels from the Secretary for use by the printer for mailing the Journal and reprint orders.
 - j. Send invoices to authors for reimbursement for reprints and page charges covering approximately one-half the cost of the printing charges unless otherwise recommended by the Editor and approved by the Board.
2. (May) request a personal stipend requiring approval from the Board of Directors. As a guideline, the 2010-2011 approved stipend was \$4,000.
 - a. As incentive to retain the Editor after the first term, the Board may increase the stipend to \$6,000 per year to award exemplary performance and on-time journal production.
 3. Recommend any changes in charges for library subscriptions to the Board for approval as may be deemed necessary to cover costs.
 4. Ensure the printer provides an electronic copy of the Journal.
 5. Publish and distribute other scientific publications of the Society.
 6. Appoint, as deemed necessary, Associate Editor(s), who will serve on the Publications Committee to assist the Editor with the publication of the Journal by performing the following type of activities:
 - a. Solicit manuscripts for the Journal.
 - b. Conduct reviews as assigned by the Editor.
 - c. Furnish the Editor lists of reviewers used by the Associate Editor(s) in the review of manuscripts.
 - d. Become familiar with the procedures for publishing the Journal in order to continue the timely publication in case the Editor cannot discharge those duties.

As the Editor approaches the completion of the term(s) of service, he/she should consider and recommend to the Nominating Committee an Associate Editor as successor to the position. The Editor should work with that individual to make sure they can step in and serve as Editor upon election.
 8. The Editor, along with the Associate Editor(s) shall confer the Outstanding JAPM Article Award in accordance with procedures and criteria defined in Chapter IV, Section A of this Operating Manual. Such action requires a majority approval of the Board.

Directors

1. Shall serve a three-year term on the Board of Directors (with the exception of the Student Director which shall be a one (1) year renewable term).
2. Shall assist in administering the affairs of the Society.
3. Shall attend all Board of Directors meetings during their term.

Board of Directors

APMS Board Member Guidelines

1. The APMS Board of Directors shall be made up of academic, government, industry, and private business personnel. Regional considerations should be evaluated to include a diverse group of individuals to adequately cover an individual's regional location and employment. APMS Board members should be limited to no more than two (2) members at any time from the same business entity, university, or government agency. Manage the affairs of the Society and develop the policies and general programs.
2. Have full power of the Society in all matters demanding action between meetings.
3. Provide rules and regulations for the conduct of the affairs of this Society which are consistent with the provisions set forth in the Bylaws.
4. Submit for approval by the membership of the Society a report of all actions taken by the Board under the authority of the Bylaws.
5. Fill any vacancies among the Officers of the Society including membership of the Board of Directors in accordance with Bylaws provisions.
6. Prescribe the duties of the Officers not prescribed in the Bylaws or this Operating Manual.
7. Ensure the existence of a current surety bond in an amount not less than the total assets of the Society covering all Officers and Directors.
8. Secure and present reports from Standing Committees and Officers as necessary.
9. Complement the work of the officers of the Society as needed and requested.

CHAPTER II - DUTIES OF COMMITTEES

Chairs of all Standing Committees are responsible for: 1) submitting written reports for the Board of Directors meetings in accordance with the Secretary's requested schedule, and; 2) providing an oral report on Committee activities during the Annual Business Meeting.

Awards Committee

1. Be comprised of not less than three (3) voting members of the Society.
2. Prior to the Annual Meeting, the Chair shall solicit through the Newsletter and Website or shall make recommendations to the Board, nominations for membership awards qualifying in accordance with Chapter IV, Section A of this Operating Manual.
3. Prior to the Annual Meeting, arrange for the purchase and inscription of plaques, certificates, and other items to be presented at the Annual Meeting.
 - a. Honorary Member Award – check with the Bylaws and Resolutions Committee for candidates.
 - b. President's, T. Wayne Miller Distinguished Service, and Max McCowen Friendship Award – check with current President as to recipients, if any.
 - d. Outstanding Graduate Student Award – check with current President as to recipients, if any.
 - e. Outstanding Research and/or Technical Contributor Award – check with current President as to recipients, if any.
 - f. Outstanding International Contribution Award – check with current President as to recipients, if any.
 - g. Outstanding JAPM Article Award – check with current President or Editor as to recipients, if any.
 - h. Student Presentation Awards – coordinate with Student Affairs Committee.
 - i. Exhibitor's Excellence Award – coordinate with Exhibits Committee.
 - j. Outgoing Officers and Directors – coordinate with the Nominating Committee.
4. At the Annual Meeting, coordinate participation, qualifications, criteria and student panel judge selection for the (non-student) Best Poster Award.
5. Utilize and update, as necessary, the APMS Award/Honors Procedures and Criteria found in Chapter IV, Section A of this Operating Manual, and assist in determining copy on plaques, certificates, etc.
6. Provide the Membership Committee annual lists of Awards and Honor recipients for entry into the Society's permanent record and posting on the website. Complete biographies for newly recognized Honorary Members and ensure they are posted to the website.

Bylaws and Resolutions Committee

1. Be comprised of not less than five (5) voting members of the Society.
2. Consider all resolutions and Bylaws changes and present worthy suggestions to the Society in a form appropriate for adoption consideration.
3. Provide the Secretary with a written notice of Board approved proposed Bylaws amendments in time for publication in the Newsletter to be published at least thirty (30) days prior to the Annual Business Meeting.

4. Present for consideration by the Board and Society membership, all petitions with ten (10) or more signatures of voting members
5. Present proposed Bylaws amendments, as previously published, to the membership at the Annual Business Meeting as a part of the Committee report for the President to call for a vote.
6. Ensure approved Bylaws Amendments become an official part of the current Bylaws by submitting the revised document including the Amendment month and year to both the Secretary and the Website Committee Chair.
7. Notify the Chair of any Committee affected by Bylaws amendments to ensure they provide updated tasks, duties, procedures for the Operating Manual in order to comply with these changes.
8. Receive petitions for or submit on behalf of the Bylaws and Resolutions Committee recommendations for nominees for Honorary Membership as specified in Article XII of the Bylaws.
9. Provide the Awards Committee with names of approved, new Honorary Members for preparation of plaques.
10. Prepare for adoption consideration such resolutions as may be appropriate; e.g. hotel services, outstanding service by members or non-members, local arrangements, etc.
11. The Chair of this Committee shall serve as a member of the Strategic Planning Committee.

Education and Outreach Committee

1. Be comprised of no less than five (5) members, one of whom shall be the Chair of the Student Affairs Committee.
2. The Chair of this Committee shall serve as a member of the Strategic Planning Committee.
3. Identify specific educational needs appropriate for APMS sponsorship.
4. Solicit assistance and form sub-committees to deal with the identified educational needs and issues.
5. Assist the APMS in the coordination, development, and production of society-sponsored educational materials and programs.
6. Develop a social media strategy that includes an analysis of social media channels that are most appropriate to APMS.
7. Prepare and address funding strategies and budgetary needs at the Board of Directors Meeting.
8. Maintain the APMS Website and coordinate all structural modifications therein.
9. Approve all postings on the website.
10. Maintain a current copy of the Bylaws and the Operating Manual as provided by the respective responsible Committee(s).
11. Post all Annual Meeting announcements as soon as available prior to the meeting date and update appropriately as it approaches.

12. Post JAPM information and appropriate technical information with regular updates.
13. Update membership listings at least annually coordinating with the Secretary and the Treasurer to ensure accuracy.
14. Maintain a listing of Honorary Members and other Award Recipients (current and historical) within a designated roster. Biographies are to be completed and provided by the Awards Committee upon recognition.
15. Ensure all links to regional chapter websites are accurate and consistent.
16. Maintain highly visible social media buttons on the APMS landing page.
17. Update Board-approved links at least annually.
18. Provide the Board with detailed website analytics when requested.
19. Forward correspondence received on the site from the Webmaster to the Secretary in a timely manner for response.
20. Secure the services of a Webmaster, if needed, and provide budgetary information for such services to the Treasurer for Board approval.

Exhibits Committee

1. Provide an exhibit fee schedule recommendation to the Board of Directors specifying what is included and excluded from the fees (e.g., delegate registration, discounts for members, space allotments, electricity, etc.).
 - a. Prepare sign-up forms with Hold Harmless Disclaimer to accompany payment.
 - b. Obtain from the Meeting Planning Committee and/or the Meeting Planner, a floor plan indicating area, layout, accessibility, electrical service, etc., at the facility to determine maximum exhibit spaces.
2. Solicit potential exhibitors in sufficient time to secure their commitment to display exhibits for the Annual Meeting of the Society. Exhibit space will be allotted on a first come first served basis based upon receipt of signed forms and payment.
3. Coordinate all activities and requirements through the Meeting Planner; the Meeting Planner is the primary point of contact with hotel management and staff.
4. Coordinate with exhibitors over their booth requirements prior approval from the Exhibits Committee Chair.
5. Provide an option on the Exhibitors' form for Board approved non-profit organizations to exhibit at no charge providing suitable space is available after accommodating all paid commercial exhibitors.
6. Ensure that Exhibitor support is recognized at the Annual Meeting and sufficient time allotted on the Program to allow delegates to visit exhibits.

Finance Committee

1. Be comprised of not less than four (4) voting members of the Society, one of whom shall be the APMS Treasurer, and one of whom shall be the Chair of the Student Affairs Committee.

2. Review the Society records at the close of each fiscal year prior to the mid-year Board meeting and the official annual audit.
3. The Finance Committee Chair will conduct an internal audit of the Society's financial records near the time of the Annual Meeting and report the results of this audit to the Board of Directors at the post-conference Board meeting (IRS requirement).
4. The Finance Committee Chair will consult with the Treasurer on all investment strategies, including any necessary changes to current investments to keep the Society in good financial standing and aligned with Society objectives. The return on investments and any significant changes in the investments should be reported at each Board of Directors meetings. (APMS investments and banking currently held at The State Bank, 175 N. Leroy Street, Fenton, Michigan, with assistance of Mr. Dennis E. Leyder, President of Wealth Management)
5. Prepare a report detailing the financial condition of the Society for the mid-year meeting of the Board of Directors.
6. Prepare an annual budget for consideration and approval by the Board of Directors at their mid-year meeting.
7. Assist the Treasurer with establishing, implementing, and maintaining accurate Society financial records.
8. Assist the Treasurer in producing timely, accurate, easy-to-understand financial reports for the Board of Directors and membership.
9. Prepare a Financial Planning Policy to be included in Chapter IV, Section F of this Operating Manual, and update as economic conditions warrant.
10. Serve the Treasurer and Society in an advisory role with all matters pertaining to finances.
11. Review APMS contracts on an annual basis and report to the Board of Directors as to status.
12. In conjunction with the Student Affairs Committee, coordinate fund raising activities for the Society's Scholastic Endowment Fund.
13. Assist the Vice President, as requested and when applicable, in the solicitation of funding and the administration of the Michael D. Netherland Graduate Student Research Grant.

Meeting Planning Committee

1. Shall be comprised of at least three (3) voting members and shall include someone familiar and close to the region where the next meeting site is to be selected.
2. Solicit suggestions for meeting sites.
3. Direct the Meeting Planner to contact visitor and convention bureaus at candidate locations to obtain information useful for the site selection process.
4. Suggest three (3) candidate meeting sites utilizing the services of a Meeting Planner to secure associated costs for consideration by the Board of Directors including locations, facilities, approximate room and function costs.
5. Coordinate with the Meeting Planner in preparing the logistical aspects of the Annual Meeting.

6. Provide the Board of Directors with timely information useful in planning for the Annual Meeting.
7. Coordinate with the Meeting Planner all activities "outside" the hotel complex; e.g., the Tuesday night award function, tours, guest program, etc.
8. Solicit and secure donations/sponsorships for meeting functions from vendors, and other potential donors.
9. Assist in securing transportation for activities requiring this service.
10. Inform the Program Committee Chair of individuals who are potential meeting participants.
11. Provide the Secretary and the Website Committee with literature and contact information about local areas of potential interest to members attending the Annual Meeting (i.e., information about restaurants, scenic attractions, city maps, camping areas, etc.) for inclusion in the newsletter and on the website.
12. Suggest appropriate "local" speakers.
13. Coordinate its efforts with the Program Committee Chair.

Membership Committee

1. Be comprised of not less than five (5) voting members of APMS. Committee membership includes the Chair of the Student Affairs Committee and should include participation from the Regional Chapter members. The Secretary and Vice President will serve in an ex officio capacity.
2. Promote membership in APMS through the Regional APMS Chapters.
3. Investigate ways of increasing membership in APMS through other means and groups; e.g., WSSA, NALMS, international groups, etc.
4. Provide member information to the Awards Committee, as may be needed for inscriptions of plaques and certificates.
5. Inform the Society and assemble information on deceased members of the Society or others who have contributed significantly to the science of aquatic plant management.
6. Prepare letters of condolence for the President's signature to be sent to bereaved families of deceased members.
7. This Committee shall be responsible for retaining an official running list of Awards/Honors Recipients as provided annually by the Awards Committee. They will in turn provide the updated listing to the Website Committee Chair for posting on the website.

Nominating Committee

1. Be composed of not less than five (5) voting members to be chaired by the Immediate Past President.
2. Be composed of members that have not served on this committee for more than two successive years or have had a break in membership on the committee of at least two years.
3. The Nominating Committee should intentionally consider regional chapter representation when developing a candidate slate.

4. Determine that potential nominees meet the criteria, as described in the bylaws: “No member shall be eligible for office who is not a current member in good standing, including Student Directors. Preference for Officers will be given to those members who have been voting members of the Society and/or members who have served the Society for the immediate past three (3) consecutive years..
5. Determine that the prospective nominee is willing to serve if elected.
6. Present a slate of nominees to the Board of Directors for approval at the mid-year Board Meeting.
7. Following Board approval, recommend to the Society (typically a newsletter article) at least thirty (30) days prior to the Annual Business Meeting, a slate of candidates for election to the several offices as follows:
 - a. Two (2) members for 3-year terms on the Board of Directors.
 - b. A Vice President for a 4-year term; one year as Vice President, and succeeding years as President-Elect, President, and Immediate Past President.
 - c. An Editor every three (3) years to serve a 3-year term.
 - d. A Treasurer every three (3) years to serve a 3-year term.
 - e. A Secretary every three (3) years to serve a 3-year term.
6. Prior to the Annual Meeting, secure the name of a qualifying student member nominee for Student Director to serve a one-year renewable term chosen by the Student Affairs Committee.
7. Prepare ballots and establish election procedures. For offices which have a floor nomination, provide ballot sheets at the registration desk immediately after the Annual Business Meeting. Members are checked for eligibility before receiving a ballot and return completed ballots to the registration desk. Members are allowed until the end of the last session of that day to vote. The Nominating Committee Chair is responsible for the collection and counting of ballots.
8. Prior to the Annual Meeting, provide a list of outgoing Officers and Directors to the Awards Committee for preparation of plaques/certificates of appreciation.

Past Presidents Advisory Committee

1. Be comprised of all Past Presidents of the Society who are members in good standing.
2. Be chaired by the Immediate Past President.
3. Examine the goals and aims of the Society from time to time; and make recommendations to the Board as deemed expedient.
4. Annually review and suggest changes to the Operating Manual and the Strategic Plan as may be appropriate to maintain consistency with the Bylaws or procedural decisions of the Board.
5. Develop policy statements related to pertinent issues concerning aquatic plant management.
6. Provide wise counsel to the Board and Society.

Program Committee

1. Consist of the members of the Board of Directors.
2. Be chaired by the President-Elect.
3. Develop the Program for the Annual Meeting of the Society.
4. Invite keynote speakers with expertise in the theme area wherein feasible.
5. Work within the established expense guideline (\$4,000) for paying stipends and expenses for outside invited speakers.
6. Work closely with the Meeting Planning Committee to arrange supplemental field trips relating to aquatic plant management wherein feasible.
7. Arrange for the Program to conform to the time schedule and schedule papers to fit subject area.
8. Coordinate arrangements for audio and visual aid equipment with the Meeting Planning Committee and the Meeting Planner.

Proposal Review Committee

1. Be comprised of five members, consisting of the Immediate Past President, President-Elect, Treasurer, one Director, and one member-at-large. The committee will be chaired by the Immediate Past President, who will appoint the Director and the member-at-large.
2. This Committee shall be responsible for reviewing and making recommendations to the Board for all externally (i.e., no parent committee) submitted funding requests/proposals to the Society, regardless of the funding amount, excluding proposals for the Society's Graduate Student Research Grant.
 - a) Proposals for less than \$5,000 from standing and ad hoc committees can be considered directly by the Board of Directors.
 - b) Funding recommendations and requests from Special Representatives must also be directed to the Proposal Review Committee for consideration.
3. Proposals must be submitted to APMS on the Proposal Submittal Form in Section G of the Operating Manual. These requests should be referred to the Proposal Review Committee at least four weeks before the next Board of Directors meeting.
4. Upon review of the proposals, the committee will provide a written recommendation with justification to the board for final decision before the next meeting of the Board of Directors.
5. The Proposal Review Committee may confer in person, by conference call, or by email communication as deemed appropriate by the Chair. Notwithstanding the mode of communication, the discussion of proposals should endeavor to follow Roberts Rules of Order and operations standards of the Society.

Regional Chapters Committee

1. Be composed of at least one representative from each of the recognized regional chapters and will include the Vice-President of the Society.
2. Evaluate interest in new regional chapter formation in various geographic areas and report the findings to the Board.
3. Provide guidance and service to groups interested in forming new regional chapters.
4. Evaluate requests by regional chapters for recognized affiliation with the APMS according to the following criteria and make recommendations to the Board concerning such requests.
 - a. No other APMS-recognized regional chapter is currently in a position to serve the APMS mission in the geographic area covered by the proposed new chapter.
 - b. The mission statement, ideals, and goals of the proposed new chapter must be compatible with those of the APMS.
 - c. The proposed new chapter must establish governing bylaws.
 - d. The proposed new chapter must request official recognition via the APMS Regional Chapters Committee; and upon the committee's recommendation, the subject of the request must be approved by the APMS Board of Directors.
 - e. In cases where conflict of interest between a proposed new chapter and an existing chapter(s) arises, the APMS Board of Directors will adjudicate based upon petitions of the opposing chapters.
5. Encourage regional chapter participation in the affairs of the Society including coordinating chapter representatives to present status reports as part of the Program at the Annual Meeting.
6. Encourage communication and the exchange of information among regional chapters and the APMS via Newsletters, etc.
7. Provide updated directories of regional chapter Board of Directors to the President, Secretary, and the Editor of the JAPM; and to each regional chapter.
8. Arrange for a regional chapters meeting, and prepare an agenda and discussion items at each APMS Annual Meeting for the purpose of encouraging regional chapter contact and fellowship.
9. Encourage cooperation in activities which mutually benefit the APMS and the regional chapters such as: membership, education, outreach, scholarships, publicity, and legislative affairs.
10. Assist the Vice President in matters of regional chapter liaison and advancement of Society goals.
11. Consider Regional Chapter request for holding joint annual meetings. For joint meetings with Regional Chapters, APMS provides a payment to the host chapter of \$2,500. In addition, APMS will reimburse the host Chapter \$60 per full registration and \$30 for single day registrations for those that are members in good standing with the host Chapter. The host chapter should provide assistance at the registration desk for the duration of the conference and assist the Program Chair.

Strategic Planning Committee

1. Shall consist of no fewer than nine (9) members including the Immediate Past President, the Vice President, Treasurer; the following Committee Chairs: Bylaws and Resolutions, Education and Outreach and Student Affairs; a member of the Publications Committee; plus at least two (2) members-at-large selected for their long-standing support and/or historical perspective of the Society.
2. Purpose is to clarify the future focus of the Society by providing a framework for decision-making and recommending realignment of resources and establishment of priorities, as needed, in a practical, productive and responsive manner to meet current and future membership needs.
3. Should meet at least annually, preferably in conjunction with the mid-year Board meeting but also at the Annual Meeting, if deemed necessary.
4. Develop and update a SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis of the Society.
5. Evaluate performance of APMS as it relates to the mission statement and operations within the context of its Bylaws.
6. Poll or survey the membership on a periodic basis to assess overall performance of APMS in its key areas including but not limited to member satisfaction.
7. Annually update a list of priority goals and their status with proposed timetables for completion for presentation at the July Board of Directors Meeting and submit approved changes in the document for inclusion in Chapter IV, Section B of this Operating Manual.

Student Affairs Committee

1. Be composed of no less than four (4) voting members of the Society. The Chair shall also serve as a member of the Finance Committee, Membership Committee, and the Strategic Planning Committee.
2. Make recommendations to the Board as to means of enhancing and encouraging student participation in Society functions and activities.
3. Assist the Board in setting policy concerning criteria for determining student status as related to participation in Society activities.
4. Solicit student papers and posters from various educational institutions for presentation at the APMS Annual Meeting.
5. Conduct the student paper and posters contest at annual meetings of the Society to include the arrangements for judging, prizes, etc. and update the Student Awards section of the APMS Award/Honors Procedures and Criteria found in Chapter IV, Section A of this Operating Manual as may be necessary to reflect current information.
6. Assign Exhibit Award judges (student paper and poster presenters are typically chosen as judges to encourage their involvement with the Society), assist with criteria, and present the Exhibit Award at the annual awards function.

7. Prior to the Annual Meeting, provide information to the Awards Committee as to number of student participants giving poster and paper presentations such that appropriate certificates and other awards will be procured.
8. Coordinate student contestant housing provisions with the Meeting Planning Committee and the Meeting Planner.
9. Arrange with the Meeting Planning Committee and with the students attending the Annual Meeting a time and place to hold a discussion session for the purposes of:
 - a. Obtaining and documenting candid input from students on their opinion of APMS
 - b. Securing suggestions for improvements or changes to better accommodate and involve student participation.
 - c. Selecting a nominee for APMS Student Director to serve as a voting member at the APMS Board Meetings for the up-coming year (post-conference, mid-year and Annual Meeting). The name of the nominee shall be provided to the Nominating Committee as far in advance of the Annual Business Meeting as possible. Verification of current student status and APMS Membership is required for this position. Note – the APMS will cover travel and lodging expenses for the mid-year Board Meeting and any additional required lodging day(s) at the Annual Meeting.

CHAPTER III - DUTIES OF SPECIAL REPRESENTATIVES

Special Representatives are responsible for: 1) submitting written reports for the Board of Directors meetings in accordance with the Secretary's requested schedule, and; 2) providing an oral report on Special Representative's activities at the Annual Business Meeting.

Aquatic Ecosystem Restoration Foundation (AERF) Representative

1. Be appointed by the President to serve renewable terms. The appointee must be a member of APMS and be a current member of the AERF Board of Directors.

2. Communicate with the APMS Vice President as a primary point of contact on matters of common benefit and concern.
3. Provide updated communication between the two organizations relating to shared areas of interest, funding, projects, and/or activities to avoid duplication of efforts or conflicts by ensuring clear understanding of their respective responsibilities on matters of mutual involvement.
4. Recommend members from the APMS for participation in AERF activities (e.g., scholarships, technical document reviews, etc.).
5. Promote good will between the APMS and AERF.

Council for Agricultural Science and Technology (CAST) Representative

1. Be appointed by the President to serve renewable 3-year terms.
2. Attend CAST meetings to participate in the governance and guidance of CAST.
3. Represent APMS by informing CAST of problems or issues of concern to the membership of APMS.
4. Recommend members from the APMS for participation in CAST activities (e.g., task force reports, congressional testimony, etc.).
5. Keep the APMS informed of CAST activities of interest to the membership of APMS.

Weed Science Society of America (WSSA) Representative

1. Be appointed by the President to serve renewable 3-year terms.
2. Serve on the WSSA Board of Directors and represent the interest of APMS at WSSA meetings and functions.
3. Keep the APMS informed of WSSA activities of interest to the membership of APMS.
4. Recommend members from the APMS for participation in WSSA activities as deemed appropriate.
5. Promote good will between the APMS and WSSA.
6. Encourage WSSA members to join the APMS as opportunity and appropriate occasions arise.
7. As designated by WSSA, serve as the Board Liaison on the WSSA Terminology Committee and the Standardized Plant Names Subcommittee.

North American Lake Management Society (NALMS) Representative

1. Be appointed by the President to serve renewable terms.
2. Represent the interest of APMS at NALMS meetings and functions.
3. Keep the APMS informed of NALMS activities of interest to the membership of APMS.

4. Recommend members from the APMS for participation in NALMS activities as deemed appropriate.
5. Promote good will between the APMS and NALMS.
6. Encourage NALMS members to join the APMS as opportunity and appropriate occasions arise.

Bass Anglers Sportsman Society (BASS) Representative

1. Be appointed by the President to serve renewable terms.
2. Represent the interest of APMS at BASS meetings and functions.
3. Keep the APMS informed of BASS activities of interest to the membership of APMS.
4. Recommend members from the APMS for participation in BASS activities as deemed appropriate.
5. Promote good will between the APMS and BASS.
6. Encourage BASS members to join the APMS as opportunity and appropriate occasions arise.

Responsible Industry for a Sound Environment (RISE) Representative

1. Be appointed by the President to serve renewable 3-year terms.
2. Attend RISE meetings as deemed appropriate to gather information pertinent to aquatic plant management.
3. Represent APMS by informing RISE of problems or issues of concern to the membership of APMS.
4. Recommend members from the APMS for participation in RISE activities (e.g., task force reports, congressional testimony, etc.).
5. Keep the APMS informed of RISE activities of interest to the membership of APMS.

CHAPTER IV - GUIDELINES, POLICIES AND FORMS

Note: This Chapter is reserved for insertion of documents and information pertaining to the duties and operation of the Society as may be generated by specific committees or Board actions and subject to periodic changes. Therefore, it is the responsibility of Committee Chairs and Officers to ensure these are properly updated as changes occur in policy or procedure. Sections are created in the order in which they are received, and an attempt has been made to cross-reference their existence in the appropriate procedures, duties and responsibilities above (Chapters I –III).

APMS Board Member Guidelines

The APMS Board of Directors shall be made up of academic, government, industry, and private business personnel. Regional considerations should be evaluated to include a diverse group of individuals to adequately cover an individual's regional location and employment. APMS Board members should be limited to no more than two (2) members at any time from the same business entity, university, or government agency.

APMS Obligations and Liability with Joint Corporate Events

The Society will not be found liable or obligated to assist entities with holding business meetings/events in conjunction before, during, or after any Society function. The entities will be solely responsible for all expenditures required to hold the event. The Society welcomes such events to be held before or after Society activities.

Annual Membership

Annual APMS Membership corresponds with the conference year. Invoice notices are sent each January 1 to existing Members. Dues must be paid prior to the Annual Meeting in order to participate in the APMS Annual Business Meeting held in July. You may join at any time during the year. Members who join after August will receive Membership privileges for the remainder of that year and for the entire next year to get onto the annual Membership cycle.

Section A - APMS Awards/Honors Procedures and Criteria

Section B - APMS 2017-2021 Strategic Plan

Section C - Annual Meeting Planning Timetable

Section D - Committee Chair/Member Requirements

Section E - APMS Graduate Student Research Grant

Section F - Travel Reimbursement

Section G - Proposal Submittal Form

Section H - Exhibitor and Sponsor Forms

Section I - Student Presentation Competition Evaluation Forms

Section A - APMS Awards/Honors Procedures and Criteria

Procedures and Criteria	Honorary Member	Max McCowen Friendship Award	President's Award
Nomination	Covered in Bylaws	Any Member	President
Approval Process	Covered in Bylaws	Unanimous Board of Directors vote	Majority Board of Directors vote
Award Frequency	Discretionary	Discretionary	Discretionary
Recipient Qualifications			
Membership	Current membership not required, but 10-year minimum prior membership required. Can be awarded posthumously. Annual meeting registration fees are waived for Honorary Members and spouses, in addition to membership dues. Travel reimbursement to attend the annual meeting may be considered if integral to the Program	Yes; must be a current and active member	Member or Non-member
General Criteria	Covered in Bylaws	A special recognition given to a member whose demeanor and actions display sincerity and friendship in the spirit of being an ambassador for the APMS at the Annual Meeting and all related functions, professional activities, etc.	An individual, designated by the current President, who has displayed "Many Years of Dedication and Contributions to the Society and the Field of Aquatic Plant Management"
Specific Criteria	Covered in Bylaws	Warmth and outgoing friendship, sincerity and genuine concern, gracious hospitality, positive attitude/smile. Maximum of one nominee per Annual Meeting (not mandatory). Cannot repeat.	1. Involvement and service to the profession and society over a minimum of 10 years. 2. Significant personal contribution in time and/or resources made to the science of APM and/or the operation of the APMS. 3. Expected on-going involvement and commitment.
Award/Honor Inscription and Format	Plaque and privileges provided under the Bylaws. Citation to be determined by Awards Committee	Originally an inscribed vase with fresh flowers but since has changed to a plaque with Citation to be determined by Awards Committee; include date and place with citation.	Plaque entitled "Presidents Award in Appreciation to: (Name) for Many Years of Dedication and Contributions to the Society and the Field of Aquatic Plant Management", Date and Place

Procedures and Criteria	T. Wayne Miller Distinguished Service Award	Student Presentation Awards	Best Poster Award (non-student)
Nomination	Any Member	Oral presentation and poster accepted by Program Committee	Submission accepted by Program Chair
Approval Process	Majority Board of Directors vote	Judging criteria set by Student Affairs Committee	Judging by assigned students
Award Frequency	Discretionary	Once per year at Annual Meeting	Once per year at Annual Meeting
Recipient Qualifications			
Membership	Member or Non-member	Not required but encouraged	Not required but encouraged
General Criteria	An individual recognized for "Service to the Society and the Profession"	Student must be enrolled in an accredited college or university and actively engaged in undergraduate or graduate studies related to some aspect of aquatic plant management	Poster may be hard copy or an e-poster; contest open to non-student conference delegates only. Poster must be relevant to aquatic plant management
Specific Criteria	1. Successful completion of a relatively short-term project(s) taking considerable time, strategy and effort resulting in advancement of the science, educational outreach, and/or the APMS; 2. Performance above and beyond the call of duty as an officer, chair, or special representative of the APMS; or 3. Non-member achievement in the science of aquatic plant management and/or participation in the APMS leading to the advancement of its members, goals and objectives. Award under these criteria need not be limited to an individual, but may be used for agencies, corporations, institutions, or other organizations in recognition	Judges are selected by the Student Affairs Committee at the Annual Meeting (no less than 3) and provided with forms to judge content and delivery/presentation. Awards will be presented separately for both Oral and Poster Categories for 1st, 2nd and 3rd Places. An individual student can win a 1st Place award only once during their course of study (e.g., Masters or Doctoral program).	Student judges are selected by the Student Affairs Committee and provided with rating criteria to determine a single "Best Poster" winner.
Award/Honor Inscription and Format	Plaque entitled: "T. Wayne Miller Distinguished Service Award in Recognition of (Name) for . . . Customized language . . . to be determined by President and provided to Awards Committee; Date and Place	Award Amounts (approved 2006) 1st Place = \$300 2nd Place = \$200 3rd Place = \$100	Award Amount (approved 2005) Best Poster = \$100 (check)

Procedures and Criteria	Exhibitors Excellence Award	Outstanding JAPM Article Award	Outstanding Graduate Student Award
Nomination	Current Exhibitor at Annual Meeting	Any Member	Any Member
Approval Process	Judges selected by Exhibits Committee	Majority Board of Director vote	Majority Board of Directors vote
Award Frequency	Once per year at Annual Meeting	Discretionary	Discretionary
Recipient Qualifications			
Membership	Not required but encouraged	Member or Non-member	Not required but encouraged
General Criteria	Current paid exhibitor fees; meet space allocation limitations	An author and co-author(s) recognized for research published in the JAPM that is unique and will further science	A graduate student recognized for outstanding achievement during graduate studies in the field of aquatic plant management.
Specific Criteria	Judges (typically students) are selected by the Exhibits Committee (no less than 3) and provided with forms to judge criteria including exhibit staffing, graphics, information presentation, key message delivery on products or services, etc.	1. The award will be determined by the Editor and Associate Editors 2. The individual(s) will be chosen from journal articles from the previous year. 3. Any member may recommend an article to any Editor for nomination.	1. Student must be enrolled in an accredited college or university and actively engaged in graduate studies related to some aspect of aquatic plant management. 2. An individual student can win award more than once, but only if being recognized for significantly different projects or contributions.
Award/Honor Inscription and Format	Plaque entitled "Exhibitors Excellence Award" with APMS logo; Date and Place	Plaque entitled: Outstanding Journal of Aquatic Plant Management Award in Recognition of (<u>Name</u>) for... Customized language... (Citation to be determined by Awards Committee); Date and Place	Plaque entitled: Outstanding Graduate Student Award in Recognition of (<u>Name</u>) for... Customized language... (Citation to be determined by Awards Committee); Date and Place

Procedures and Criteria	Outstanding Research and/or Technical Contributor Award	Outstanding International Contribution Award
Nomination	Any Member	Any Member
Approval Process	Majority Board of Directors vote	Majority Board of Directors vote
Award Frequency	Discretionary	Discretionary
Recipient Qualifications		
Membership	Member or Non-member	Member or Non-member
General Criteria	An individual recognized for a research project or technical contribution related to aquatic plant management that constitutes a significant advancement to the field.	An individual recognized for research and/or outreach activities that are international in nature.
Specific Criteria	1. Successful completion of research project or technical contribution with a substantial impact on the field of aquatic plant management. 2. Award need not be limited to an individual, but may be used for agencies, corporations, institutions or other organizations.	1. Completion of a research project or outreach mission involving multiple countries, international cooperation, or taking place in an underserved location. 2. Award need not be limited to an individual, but may be used for agencies, corporations, institutions or other organizations.
Award/Honor Inscription and Format	Plaque entitled: Outstanding (<u>Research</u> OR <u>Technical</u>) Contributor Award in Recognition of (<u>Name</u>) for...Customized language... (Citation to be determined by Awards Committee); Date and Place	Plaque entitled: Outstanding International Contributor Award in recognition of (<u>Name</u>) for... Customized language... (Citation to be determined by Awards Committee); Date and Place

Section B – Aquatic Plant Management Society (APMS) 2017-2021 Strategic Plan¹

Vision

The vision of APMS is to be the leading international organization for scientific information on aquatic plant and algae management.

Mission

The mission of APMS is to provide a forum for the discovery and dissemination of scientific information that advances aquatic plant and algae management policy and practice.

Strategic Goals

Goal 1: Develop and adhere to a comprehensive financial management plan that aligns with the APMS mission.

Key Outcome: APMS will have the financial resources to support and sustain ongoing programs and new initiatives for advancing the society.

Action Steps:

1. Create a two-year reserve account of dedicated funds to be used only for emergency support if the annual meeting is cancelled or must be relocated.
2. Decide the dollar amount to be held in the reserve account.
3. Cycle through the currently authorized Graduate Student Research Grant (GSRG) and reevaluate the APMS budget before approving an additional grant award.
4. Create a stand-alone GSRG foundation/trust to fund a sustainable GSRG program.

Measures of Success:

- Balanced budget for annual expenses
- \$400-500K in a GRSR endowment
- \$120,000 held in an emergency reserve account
- Adequate remaining balance available for discretionary programs

Leadership Team:

Team Co-Leaders – Jeff Schardt and Jeremy Slade

Feedback Loop:

The leadership team will provide a written implementation progress report at the 2018 mid-year board meeting and the annual conference. Implementation concerns, needs, and challenges will be included in these reports. The financial management plan should be completed and in action by no later than the July 2018 annual meeting.

Budget Needed:

To be determined and voted upon by the Board of Directors

¹Approved by the APMS Board of Directors on May 17, 2017

Goal 2: Design and implement a broad marketing and outreach plan.

Key Outcome: APMS and its programs and impacts will be valued and well known by scientists, agency leaders, policymakers, applicators, and the general public.

Action Steps:

1. Form a five-member ad hoc committee charged with developing and overseeing implementation of the marketing plan.
2. Develop a Request for Proposals for developing the marketing plan.
3. Consider the feasibility of hiring a professional firm that offers a cost-effective approach for outreach.
4. Define the target audiences for the marketing and outreach plan, including regional chapter members, state resource agencies, students, reservoir operators, lake associations, government agencies, and universities.
5. Define and promote the APMS brand and its features and benefits. Consider developing a video to post on YouTube.
6. Develop two annual issue case studies or review papers that highlight the APMS brand. Provide an honorarium for the selected authors.
7. Design and implement a social media campaign. Consider appointing a paid social media leader under the Education and Outreach Committee.
8. Post highlights of every journal article on social media.

Measures of Success:

- A minimum of 1 and a goal of 2 white papers published each year
- At least 1,000 social media impressions each month
- A minimum of 2 *Journal of APM* press releases each year
- Marketing and outreach plan developed and implemented
- Target audiences defined and priority ranked

Leadership Team:

To be determined

Feedback Loop:

The leadership team will provide a written implementation progress report at the 2018 mid-year board meeting and the annual conference. Implementation concerns, needs, and challenges will be included in these reports. The marketing and outreach plan should be completed and in action by no later than the July 2018 annual conference.

Budget Needed:

To be determined and voted upon by the Board of Directors

Goal 3: Increase APMS membership and annual meeting participation.

APMS will be a vibrant organization for the exchange of information on aquatic plant and algae management with a membership that includes a high percentage of students, researchers, policymakers, and practitioners in the field.

Action Steps:

1. Connect with regional chapters to compare membership lists and identify potential new members at both the regional and national levels.
2. Update the membership brochure to highlight APMS membership benefits for regional chapter members and members of related professional societies.
3. Offer regional members a dues discount for membership in APMS.
4. Develop a plan for offering CEUs for workshops delivered at the conference or online.
5. Continue presentations at regional meetings by the APMS president or his/her designee.
6. Encourage members of related societies (e.g., NALMS) to become active member of APMS.
7. Establish one or more positions on standing committees or the board for representatives from the Women of Aquatics organization.

Measures of Success by 2021:

- 20 new members who have not been regional chapter members (Alternate Language: A net increase of 10 new members annually who have not been regional chapter members)
- 50 new members who have previously been only regional chapter members (Alternate Language aligned with point above: A net increase of 10 new members annually who have previously been only regional chapter members.
- 15% growth in female membership
- 15% increase in conference attendance

Leadership Team:

Mark Heilman, John Madsen, Chris Mudge

Feedback Loop:

The leadership team will provide a written implementation progress report at the 2018 mid-year board meeting and the annual conference. Implementation concerns, needs, and challenges will be included in these reports.

Budget Needed:

To be determined and voted upon by the Board of Directors

Goal 4: Enhance the society's sustainability by sponsoring student initiatives and stimulating increased job opportunities in the field.

Key Outcome: The flow of young scientists into the field of aquatic plant and algae management will be increased as evidenced by more student members and enhanced placement in relevant employment in the discipline.

Action Steps:

1. Identify post-graduate opportunities.
2. Identify internships and incentives for undergraduate students.
3. Develop links between students and employers.
4. Utilize social media and the membership directory.
5. Contact faculty members who may have students interested in becoming APMS members.
6. Increase awareness of APMS in universities.
7. Contact fisheries and natural resource departments to identify potential student members.
8. Provide travel grants for undergraduate students to attend the annual meeting.

Measures of Success:

- 30% of student members continue as members after graduation
- 10 undergraduate student members
- 15% of student members become employed in the field

Leadership Team:

Brett Hartis, Ryan Thum, Sam Sardes

Feedback Loop:

The leadership team will provide a written implementation progress report at the 2018 mid-year board meeting and the annual conference. Implementation concerns, needs, and challenges will be included in these reports.

Budget Needed:

To be determined and voted upon by the Board of Directors

Section C – Annual Meeting Planning Timetable

Annual Meeting Management Timetable

24 Months Ahead (Board of Directors Meeting)

Select region and dates	Board of Directors
Establish meeting objectives	Program

18-24 Months Ahead

Estimate total attendance	Meeting Planning
Estimate sleeping room needs	Meeting Planning
Develop preliminary program (daily function schedule)	Program
Prepare preliminary budget	Meeting Planning
Site inspection and selection	Meeting Planning

18 Months Ahead (Board of Directors Meeting)

Present meeting sites and make recommendation to Board of Directors	Meeting Planning
Present budget to Board of Directors	Meeting Planning

12-18 Months Ahead

Negotiate terms of meeting, review and sign hotel contract, ensure it meets needs	Meeting Planning
Identify and contact potential facilities for social functions	Meeting Planning
Contact transportation services	Meeting Planning
Refine budget	Meeting Planning

12 Months Ahead (Board of Directors Meeting)

Provide signed hotel contract to Board of Directors	Meeting Planning
Provide social function plans to Board of Directors	Meeting Planning
Provide refined budget to Board of Directors	Meeting Planning
Establish registration fee	Board of Directors

9-12 Months Ahead

Begin search for keynote speaker and other guest speakers	Program
Book social functions	Meeting Planning
Book transportation	Meeting Planning
Solicit meeting sponsors	Meeting Planning
	Scholastic
Solicit prizes for fund raising activities	Endowment
Solicit exhibitors	Exhibits
Solicit student papers	Student Affairs
Provide Secretary with information of local area	Meeting Planning
Provide Secretary with a "call for papers" form	Program
Mail meeting announcement, call for papers, and pre-registration in newsletter	Secretary

6-9 Months Ahead

Review program with key people involved in meeting planning	Meeting Planning
Review program with hotel	Meeting Planning
Revise specifications with hotel as necessary	Meeting Planning

Annual Meeting Management Timetable

Revise specifications for social functions as necessary	Meeting Planning
Mail final call for papers, meeting information, and pre-registration in newsletter	Secretary
6 Months Ahead (Board of Directors Meeting)	
Provide status of meeting arrangement	Meeting Planning
3-6 Months Ahead	
Have signs prepared	Meeting Planning
Mail sponsor confirmation letter and invoice	Meeting Planning
Confirm social functions	Meeting Planning
Confirm transportation	Meeting Planning
Prepare preliminary agenda	Program
Select session chairpersons, projector and lighting operators	Program
2-3 Months Ahead	
Mail meeting information and program/agenda in newsletter	Secretary
6 Weeks Ahead	
Select final food and beverage requirements	Meeting Planning
Provide hotel with meeting specifications	Meeting Planning
Final agenda	Program
Provide Meeting Planning Committee Chair with student rooming list	Student Affairs
Name tags printed	Secretary
4 Weeks Ahead	
Provide hotel with VIP and student (comp rooms) rooming lists	Meeting Planning
Review program with key people involved in meeting planning	Meeting Planning
Review hotel meeting/banquet event order and advise of any changes	Meeting Planning
Have registration packets prepared	Meeting Planning
Obtain all material for shipping to hotel	Meeting Planning
2 Weeks Ahead	
Ship material to hotel	Meeting Planning
Review program with hotel	Meeting Planning
Day Prior to Meeting	
Walk through the program at hotel	Meeting Planning
Review all setups, including registration area	Meeting Planning
Review VIP rooming list with front desk	Meeting Planning
Have pre-conference meeting with appropriate hotel personnel	Meeting Planning
Each Day of the Meeting	
Check accuracy of hotel monitor/directory	Meeting Planning
Check room setups	Meeting Planning
Check A/V equipment	Meeting Planning
Check lighting	Meeting Planning

Annual Meeting Management Timetable

Check cooling/heating system	Meeting Planning
Check food and beverage setups	Meeting Planning
Review and sign event tickets	Meeting Planning
Review next day's program with hotel and make necessary changes	Meeting Planning

After the Meeting

Review final bill with hotel and advise of any needed changes	Meeting Planning
Clear rooms of materials	Meeting Planning
Package and ship materials home	Meeting Planning
Send thank you letters to sponsors	Meeting Planning
Provide Meeting Planning Committee Chair with actual revenue figures	Treasurer
Revise budget with actual expenses and revenue	Meeting Planning
Get final sleeping room pickup from hotel, provide to Meeting Planning Committee Chair	Meeting Planning
Provide Meeting Planning Committee Chair with final attendance numbers	Secretary

Section D – Committee Chair/Member Requirements

Committee	Number of Members	Designated Chair	Designated Committee Members	Comments
Awards	Comprised of at least 3 APMS members	President appointee		
Bylaws and Resolutions	Comprised of at least 5 APMS members	President appointee		
Education and Outreach	Comprised of at least 5 members	President appointee	Chair, Student Affairs	
Exhibits	Not specified	President appointee		
Finance	Comprised of at least 4 APMS members	President appointee	Treasurer	
Legislative	Comprised of at least 5 APMS members	President appointee		
Meeting Planning	Comprised of at least 3 APMS members	President appointee	Should include one member familiar with region of selected meeting site	Coordinates activities with Meeting Planner and Program Committee Chair
Membership	Comprised of at least 5 APMS members	President appointee	Chair, Student Affairs; should include members of Regional APMS Chapters	Secretary and Vice President serve as ex officio members
Nominating	Comprised of at least 5 APMS members	Immediate Past President		Committee members should not have served for more than 2 consecutive years or have had a break in membership on the committee of at least 2 years
Past Presidents Advisory	Comprised of all Past Presidents	Immediate Past President		
Program	Comprised of the members of the Board of Directors	President-Elect		Coordinates activities with the Meeting Planning Committee and the Meeting Planner
Proposal Review	Comprised of at least 5 members	Immediate Past President	President Elect, Treasurer, one Director, one member-at-large	Reviewing and recommend decision to the Board for all externally (i.e., no parent committee) submitted funding requests/proposals, regardless of the funding amount, excluding proposals for the Society's Graduate Student Research Grant. Proposals for less than \$5,000 from standing and ad hoc committees can be considered directly by the Board of Directors. Funding recommendations and requests from Special Representatives must also be directed to the Proposal Review Committee for consideration.
Publications	Comprised of at least 6 members	Editor	Associate Editor(s), Vice President	Secretary serves as ex-officio

Regional Chapters	Comprised of at least one representative from each recognized APMS Chapter	Vice President		
Scholastic Endowment	Comprised of at least 4 members	President appointee	Chair, Student Affairs	
Strategic Planning	Comprised of at least 9 members + 2 members-at-large	President appointee	Immediate Past President, President, Vice President, Treasurer, a member of the Publications Committee, and the following Committee Chairs: Bylaws and Resolutions; Education and Outreach; and, Student Affairs	Members-at-large should be selected for their long-standing support and/or historical perspective of the Society
Student Affairs	Comprised of at least 4 APMS members	President appointee		Coordinates activities with the Meeting Planning Committee, Meeting Planner, Program and Awards Committees
Website	Comprised of at least 3 members	President appointee		

Section E – APMS Graduate Student Research Grant

E-1 – Proposal Criteria and Timeline

The Aquatic Plant Management Society (APMS) developed the Graduate Student Research Grant for the purpose of providing funding for a full-time faculty member and/or graduate student to conduct research in an area involving aquatic plant management techniques (used alone or integrated with other management approaches) or in aquatic ecology related to the biology or management of regionally or nationally recognized nuisance aquatic vegetation. Solicitation for this award occurs every 2 years. The Vice President administers the award process in accordance with duties outlined in the Operating Manual (Item 6 under duties for Vice President). Specific procedures, criteria, and a suggested timeline for initiating this Grant are as follows:

Amount of Grant: \$40,000; to be distributed over two (2) consecutive years (\$20,000 per year). It is the policy of the APMS not to pay overhead or indirect costs. Grant amount approved by the Board of Directors in 2009.

Applicants: Solicitation for proposals is open to any full-time faculty member and/or graduate student of an accredited U.S. academic institution. A faculty sponsor must be identified if the application is submitted by a graduate student.

Proposal Criteria and Timeline

1. In the years in which the APMS Graduate Student Research Grant (GSRG) is offered, the request for proposals, receiving, and evaluation process are handled by the APMS Vice President. If the Vice President wishes to submit a GSRG proposal to the program, the process will be handled by another APMS Officer selected by the President. Hereafter, the term Chair refers to either the APMS Vice President or the person designated to handle the program.

2. After the APMS Annual Meeting (held each year in July), the new Chair will revise and disseminate the Request for Proposals (RFP) if the GSRG will be offered and awarded at the next Annual Meeting. This RFP should be released and disseminated no later than October 1 before the award year. The deadline should be no later than the end of April to allow time for judges to evaluate the applications, and the Chair to communicate the results no less than six weeks before the Annual Meeting.

3. The RFP should be disseminated via the websites and newsletters of the national and regional APMS chapters, the national WSSA, and any other relevant society or group. In addition, the Chair should e-mail the RFP directly to the advisors of students attending the last two APMS national meetings (if known), and any other faculty members at graduate degree-granting institutions known to the Chair.

4. Proposal guidelines:

- a. Proposals should contain a concise statement of the project, including its purpose and justification, as well as sections that discuss study objectives, methodology, schedule, budget, and planned publication of results.
- b. The résumé of the faculty applicant and graduate student (if known) should not exceed two (2) pages each.

- c. Proposals should not exceed ten (10) pages (excluding citations), and must be signed by the applicant (principal investigator) and an appropriate university official.
 - d. Include copies of your five (5) most recent peer reviewed publications.
 - e. The faculty member supervising the student must submit the proposal through the College or University's sponsored programs office.
 - f. It is not necessary to designate a student beforehand, but the GSRG should specifically support at least one graduate student.
 - g. Applications should be in both printed and PDF format.
 - h. APMS does not pay any indirect costs.
5. The GSRG proposals will be reviewed on:
- a. Relevance to aquatic plant management (e.g., the biology, ecology, and management of aquatic plants),
 - b. Scientific rigor and adequacy,
 - c. Investigator qualifications, and
 - d. Potential contribution to aquatic plant management.
6. The proposal will be evaluated by a committee of at least six (6) and up to eight (8) reviewers, representing the national APMS and regional APMS chapters. While the Chair may choose to solicit the chapters for judges, it is also permissible for the Chair to select appropriate reviewers known to the Chair. The Chair should endeavor to select individuals knowledgeable about aquatic plant research, but they need not all be researchers.
7. Reviewers should indicate to the Chair by private ballot whether each candidate proposal is qualified for the program, if the proposal is scientifically adequate, and the ranking of proposals. The Chair need not ask for quantitative scores, but these scores may assist in the event of a close decision.
8. Once the results are tabulated by the Chair, the Chair should send the results to the committee to confirm their selections. If the decision is close, the Chair may convene a teleconference to discuss the proposals.
9. The Chair should then communicate the result to the Secretary and the President before the conference to prepare for the awards ceremony and ensure that the Principal Investigator (PI) of the proposal is present at the APMS Annual Meeting.
10. The agreement with the College or University will be signed by the President of APMS, with the correspondence to go directly to the APMS Treasurer. The University should invoice APMS after the first year and after the second year. Each increment should be one-half of the GSRG amount agreed to by the APMS Board of Directors, and included in the announcement.
11. Funding levels and GSRG frequency will be decided by the APMS Board of Directors prior to the end of the Post-Conference Board Meeting in the year before the GSRG RFP is released.
12. Report requirements.

- a. The GSRG recipient is expected to provide an update on the research in either a student or regular presentation, with the acknowledgement that the research is supported by APMS, at the APMS Annual Meetings after the first and second year of the GSRG award.
- b. The successful applicant is also expected to provide a short update to the APMS newsletter and webpage after the first and second year of the GSRG award.

13. If no proposals are deemed acceptable, then no GSRG will be awarded for that year.

14. A PI can only have one active APMS GSRG at any one time.

Suggested Timeline for Initiating Award Process:

Month	Task
August-April	Solicit funding support from Regional Chapters and other sources
October-March	Advertise the Grant in Newsletters, website, and other outlets
April	Grant applications/proposals due to Vice President
May	Applications reviewed by ad-hoc committee selected by Vice President
June	Award recipient announced to the APMS Board of Directors
	Vice President motions Board to accept the ad-hoc review committee recommendation
	Award recipient notified upon Board acceptance of review committee recommendation
July	Award presented at Annual Meeting
January	Treasurer submits 1 st year payment (by January 31) to recipient institution

E-2 – Instructions

1) Reviewer Ranking Sheet

Select a judge from each Regional Chapter and one for the National APMS.

It helps to have an odd number of judges. No ties.

You may want to have judges initially rank proposals, that should be adequate.

Judges simply fill in this table below and return to the GSRG Coordinator by e-mail no later than May 31 to have results computed and inform the winners at least four weeks before the Annual Meeting.

The review may be as simple as evaluating two parameters:

- a) First, does the proposal qualify for the APMS GSRG program? In general, that means does it relate somehow to the mission of APMS.
- b) Secondly, rank the proposals in your order of preference – first through last. No ties!

If you do respond with more detail, including comments, I will try to send these to the applicants, but I will be sure to remove the identity of the reviewers.

2) Reviewer Score Sheet

Usually a ranking is all that is needed, but in 2017 there was a tie and all judges needed to re-evaluate and assign points.

3) Email requesting proposal reviewers.

It is best to select a reviewer from each region rather than ask for a reviewer to be appointed.

Example request is provided below.

A sample spread sheet is also provided to record contact information for each reviewer candidate and dates of correspondence.

4) Proposal Submission Log

Keep a submission log for GSRG proposals. Submissions must arrive on or before the deadline.

The proposals are accepted as a PDF by email. There is no need for paper copies.

The Committee Chair requires a letter from the Principal Investigator's grants office as well as the proposal, and no more than 5 published papers.

5) Evaluation Summary

Record when each proposal review is received, summarize the evaluation results for each reviewer on Evaluation Summary Spreadsheet, then share with the reviewers.

Ask reviewers to verify their results, then have them vote as a Committee to concur with the conclusion. Usually, even those voting for a proposal that was not selected will agree with the decision.

Then write a report informing the Board of the decision of the Committee.

The GSRG Committee is only informing the Board of the decision, not seeking their approval of the winner. The Board approved expending the funds; filling out the forms documents that the GSRG criteria were followed.

GSRG Award is presented at the Annual Meeting banquet.

6) Example Notifications

Notification examples or templates are provided for winning proposals as well as proposal submissions that were not selected.

7) Example Award Acknowledgement to University – Proposal Submittal Package

This is an example of the winning submission from Chris Mudge.

Note that the grant is awarded to the University and must have a qualified university Principle Investigator.

E-3 – Graduate Student Research Grant Ranking Sheet

Reviewer: _____

Principal Investigator	Institution	Title	Qualified? (yes / no)	Rank 1 to 5 1 = highest 5 = lowest

E-4 – Graduate Student Research Grant Score Sheet

Principal Investigator:

Proposal Title:

____ 1. Does Proposal meet the objective (20 points)

____ 2. Scientific and technical feasibility (50 points)

____ a. Logical objectives (10)

____ b. Valid approach (10)

____ c. Level of effort (10)

____ d. Can work be completed (10)

____ e. Statistically sound and valid analyses (10)

____ 3. Investigator and resource qualifications (20 points)

____ a. Faculty advisor qualifications (10)

____ b. Adequate facilities and equipment (10)

____ 4. Will results be relevant to aquatic plant management or the restoration of aquatic ecosystems (10 points)

Scoring Sheet

Principal Investigator:

Category	Score	Maximum Points
1		20
2a		10
2b		10
2c		10
2d		10
2e		10
3a		10
3b		10
4		10
Total		100
Rank this Entry		
Does this proposal qualify for the program? ___ Yes ___ No		

Printed Name of Reviewer

Signature of Reviewer

Date

E-5 – Graduate Student Research Grant Review – Example Email Request

May 1, Year

I am requesting your assistance as a reviewer for the (Year) APMS Graduate Student Research Grant Proposals. I have (X) proposals for review.

I request reviews by May 20. While scoring and some comments are appreciated, a simple ranking of proposals is the primary need.

If you agree, I will send you the five proposals and review guidelines by e-mail.

Please let me know if you are able to assist APMS in this program.

Name - (Current APMS Vice President)
APMS GSRG Committee Chair

Reviewers for APMS Graduate Student Research Grant Proposals

Society	Candidate	Candidate Email	Date Requested	Response	Date
APMS					
Florida APMS					
MidSouth APMS					
Midwest APMS					
Northeast APMS					
South Carolina APMS					
Texas APMS					
Western APMS					

E-6 – Proposal Submissions

APMS Graduate Student Research Grant - Proposal Submissions

Principal Investigator	Institution	Title	Received
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E-7 – Evaluation Summary

APMS Graduate Student Research Grant Evaluation Summary

Reviewer	Date Returned	Concur	Proposal #1			Proposal #2			Proposal #3		
			Points	Rank	Qualified	Points	Rank	Qualified	Points	Rank	Qualified
			1=yes/0=no			1=yes/0=no			1=yes/0=no		

E-8 – Notification – GSRG Awarded



**Aquatic Plant Management Society
7922 NW 71st Street
Gainesville, FL 32653**

Date

Principal Investigator

Affiliation

Address

Email

Dear Principal Investigator:

Thank you for submitting a proposal to the (YEAR) Graduate Student Research Grant co-sponsored by Aquatic Plant Management Society and APMS Regional Chapters.

We had (X) very competitive proposals submitted for the RFP, and after extended deliberation, your proposal was selected for funding. I congratulate you on your successful submission.

Please be sure to attend the banquet on Tuesday night of the APMS Annual Meeting to accept the award of this grant.

Thank you again for submitting your proposal.

Sincerely,

Chair, (YEAR) APMS Graduate Student Research Grant

E-9 – Notification and Instructions - Example



THE AQUATIC PLANT MANAGEMENT SOCIETY, Inc.
7922 NW 71st Street
Gainesville, Florida 32653
www.apms.org

September 23, 2016

Christopher R. Mudge, PhD
Research Biologist
U.S. Army ERDC
LSU School of Plant, Environmental & Soil Sciences
Baton Rouge, LA 70803

Dear Dr. Mudge:

As announced at the July 2016 Aquatic Plant Management Society (APMS) Meeting in Grand Rapids, Michigan, your research proposal entitled *Exploring Alternative Giant Salvinia (Salvinia molesta D.S. Mitchell) Management Strategies* was selected for funding from the APMS. A total of \$40,000.00 has been committed to this project and we ask that you send your first invoice for \$20,000 to the APMS Treasurer as soon as possible after January 1, 2017 to initiate the project. The invoice for the remaining \$20,000 can be submitted beginning in January 2018.

Semi-annual progress reports must be submitted to APMS before June 30th and December 31st of each year of the grant. The faculty member and student must participate in at least one annual APMS Board of Directors meeting and attend one APMS Annual Meeting. The student must present results of the funded research at least one time at the APMS Annual Meeting over the duration of the grant. Upon completion, a final report must be submitted to APMS.

The APMS Treasurer is Jeremy Slade. You can submit a hard copy of the invoice to him at the address above, or send an electronic copy of the invoice to him at: apms14@hotmail.com.

Good luck on the project and we look forward to seeing your results. If you have any questions, please call me at 850-591-1242 or send an e-mail to jeff.schardt@gmail.com.

Sincerely,

Jeffrey D. Schardt
APMS Secretary
810 Remington Avenue
Thomasville, GA 31792
Phone: 850-591-1242
jeff.schardt@gmail.com

E-10 – Notification – GSRG Not Awarded – Email Template

APMS Graduate Student Research Grant Notification

Dear Applicant:

Thank you for submitting a proposal for the Aquatic Plant Management Society Graduate Student Research Grant. I am sorry to tell you that your proposal was not selected for this year's award. We had (X) excellent proposals, all of which were judged as qualifying for an award, and which received good marks from the judges. In the end, there can be only one winner.

I encourage you to submit another proposal in the next round scheduled two years from now.

Thank you again for submitting to the APMS GSRG.

Sincerely,

Committee Chair

E-11 – Notification – GSRG Not Awarded – Letter Template



**Aquatic Plant Management Society
7922 NW 71st Street
Gainesville, FL 32653**

Date

Principal Investigator

Address

City, State Zip

Email

Dear Principal Investigator:

Thank you for submitting a proposal for the (YEAR) Graduate Student Research Grant. co-sponsored by Aquatic Plant Management Society and APMS Regional Chapters.

We had to decide among (X) very good and competitive proposals. Unfortunately, we could only make one award, and your proposal was not selected for funding in this instance. However, your proposal was considered very strong and I encourage you to resubmit a proposal, even this proposal with some revision, the next time APMS offers the GSRG. We are scheduled to have an open GSRG RFP in (YEAR).

Thank you again for submitting a proposal, and I hope that you will submit in the future.

Sincerely,

.

Chair, (YEAR) APMS Graduate Student Research Grant

Section F – Travel Reimbursement

All Officers and Directors are eligible for travel support to both the annual meeting and mid-year board meeting if they do not have access to other funds to support travel. However, all Board members are encouraged to utilize any resources they have to pay for travel first.

Officers and Directors need only apply to the current President and Treasurer for their eligible travel, and with their approval can incur travel costs for reimbursements.

Included in this application is a statement of need with an indication of a lack of other travel resources. Reimbursement will follow standard procedures; including invoicing the Treasurer and including appropriate receipts. The President and Treasurer will both approve these expenses for reimbursement.

Travel support is not automatically available for committee chairs and special representatives to the Board for board meetings, except for the Science Policy Director. The President, however, may request the attendance of specific individuals to the board meetings, and authorize their travel expenses as needed through normal channels.

Section G – Proposal Submittal Form



Proposal for Funding from the Aquatic Plant Management Society

Title of Proposal: _____

Date Submitted to APMS: _____

Entity Requesting Funds: _____

Name: _____

Address: _____

Phone: _____

Email: _____

Amount of Funds Requested: _____

Will Other Entities Share Costs for this Project? _____ (if yes, list each entity and amount) _____

Duration of Proposal: (i.e. one-time, annual event, ongoing program) _____

Attach a Detailed Description of Benefits to APMS Membership:

Section H – Exhibitor and Sponsor Forms

H-1 – Annual Meeting Sponsor Levels and Benefits *(approved by the Board January 25, 2017)*

Sponsor Levels and Benefits	Platinum	Gold	Silver	Bronze	Contributor	Silent Auction Contributor
Contribution	\$10,000	\$7,500	\$5,000	\$2,500	\$500	
Complimentary meeting registration(s)	4	3	2	1		
Complimentary booth space(s)	2	1				
Meeting Presentation	10 min	5 min				
Acknowledgement on APMS Website with direct link to your company's home page	✓	✓	✓	✓	✓	✓
Acknowledgement on APMS Meeting Sponsors Program Page	✓	✓	✓	✓	✓	
Acknowledgement on APMS Meeting Sponsors Signs	✓	✓	✓	✓	✓	
Acknowledgement on APMS Sponsor Sign for Refreshment Breaks	✓	✓	✓	✓		
Acknowledgement on APMS Sponsor Sign for Continental Breakfast	✓	✓	✓	✓		
Acknowledgement on APMS Sponsor Sign for Poster Session Reception	✓	✓	✓			
Acknowledgement on APMS Sponsor Sign for President's Reception	✓	✓	(✓)			
Acknowledgement on APMS Sponsor Sign for Awards Reception and Banquet	✓	(✓)	(✓)			
Acknowledgement in APMS newsletter following the annual meeting	✓	✓	✓	✓	✓	✓

(✓) – Acknowledgement applied to Gold or Silver level sponsors if there is no Platinum sponsor

Judges Initials _____

Section I - APMS Student Oral Presentation Evaluation Form

Student Author: _____

Title: _____

1) INTRODUCTION: Does it develop justification for the study, clearly indicate the questions posed by the study, and did it leave you convinced of the value of pursuing the questions posed? <i>COMMENTS:</i>	/15
2) MATERIALS AND METHODS: Were they described in detail and with clarity, appropriate for the questions being addressed? <i>COMMENTS:</i>	/15
3) RESULTS: Are figures and graphs easy to read/understand, was unnecessary data eliminated, were results conveyed through data presentation, were findings outlined, were conclusions supported by data? <i>COMMENTS:</i>	/15
4) ANALYTICAL MERIT: Are statistics appropriately used and expressed, were unfamiliar tests appropriately referenced, any major errors in analyses? <i>COMMENTS:</i>	/15
5) DISCUSSION: Are conclusions clearly stated, did conclusions address all hypotheses, were opportunities for future research evident and mentioned, does study make a scientific contribution? <i>COMMENTS:</i>	/15
6) PRESENTATION: Was it organized and logically developed, could a non-specialist understand material presented, was speaker prepared, practiced, and composed, did speaker speak clearly, stay within time and answer questions succinctly? <i>COMMENTS:</i>	/15
7) VISUAL AIDS: Was print size readable and color scheme appropriate, was too much information presented, did presenter read text from slides instead of using as a reference, was presentation cluttered, was there any information shown but not discussed? <i>COMMENTS:</i>	/10
TOTAL SCORE:	100
PAPER RANK:	/

OVERALL COMMENTS FOR PRESENTER: (use back if necessary)

Judges Initials _____

Section I - APMS Student Poster Presentation Evaluation Form

Student Author: _____

Title: _____

1) INTRODUCTION: Appropriate introduction. Need for study, objectives clearly stated. Terminology defined for viewers. <i>COMMENTS:</i>	/10
2) SCIENTIFIT MERIT: Originality of purpose and or/methodology. Appropriate experimental approach and design. Sufficient replication and use of controls. Contribution to APM. <i>COMMENTS:</i>	/40
3) FIGURES / VISUALS: Neat and uncluttered. Informative captions. Visible from appropriate distance. <i>COMMENTS:</i>	/25
4) CONCLUSIONS: Clearly stated. Logical interpretation supported by results. <i>COMMENTS:</i>	/10
5) OVERALL STYLE AND ORGANIZATION INCLUDING STUDENT INTERACTION: Poster's ability to catch eye of casual observer. Proper flow to provide information to the reader. Student comfort with the subject matter (logical presentation of methods, findings, data, and statistics). Composure. <i>COMMENTS:</i>	/15
TOTAL SCORE:	/100
POSTER RANK:	/

OVERALL COMMENTS FOR PRESENTER: (use back if necessary):

PROGRAM COMMITTEE
APMS Board of Directors Annual Meeting
Jay Ferrell

The 63rd Annual Meeting will have at or near 43 oral presentations, 12 of which are student presenters, and 12 posters presentations. There will be a special session on perspectives of communicating aquatic plant management to different stakeholder groups. The program will be digital again this year with maps included in the links, and a QR code was sent to all BOD members by Giannotti via text and will be available at the registration desk.

Proposal Review Committee
July 2023 Annual APMS Board Meeting
Ryan Thum

No Report

Regional Chapters Committee
July 2023 Annual APMS Board Meeting
Gray Turnage and Jeremy Slade

No Report

6/26/2023

APMS Strategic Planning Committee Report

Provided by Mark Heilman, Committee Chair

In its late January 2023 meeting in Indianapolis, the Board of Directors finalized the 2023-2027 Strategic Plan. The Goals established in the plan were as follows:

- Build partnerships with external organizations in the aquatic sciences
- Strengthen collaboration with regional chapters
- Foster growth of scientific expertise in aquatic plant and algae management
- Increase APMS membership and enhance member engagement in society functions

For each goal, a leadership team composed of relevant APMS Committee(s) was recommended. For the first goal, the plan document identified the Strategic Planning Committee with appropriate special representatives and Science Policy Director as a leadership focus for building stronger partnerships with other aquatic science groups. In 2023 so far, several activities have been implemented:

- 1) Interaction with the NALMS Clean Water Act Section 314 Working Group leading to presentation of a summary poster at various lake management and APM regional conferences including NEAPMS and Midwest APMS this past winter (pdf included with this report). Through a dedicated science policy internship and various volunteer efforts by the working group, a related website is close to release and a formal advocacy campaign is now scheduled to kickoff in association with the NALMS conference in Erie, PA in late October. There are also efforts to hold a special session on aquatic plant management as part of the Erie NALMS conference (thanks Matt J for leading the charge). Efforts will also be made to formally discuss other collaborative opportunities with NALMS leading up to and during their fall conference.
- 2) Multiple APMS members contributed presentations to a late February National Invasive Species Awareness Week (NISAW) webinar led by the North American Invasive Species Management Association (NAISMA) focused on the biannual Water Resources Development Act that authorizes various federal invasive species management and research including efforts by the US Army Corps of Engineers and its Aquatic Plant Control Program.
- 3) Several APMS scientists and managers contributed to a January workshop by the Research Coordination Committee of the Great Lakes Panel on Aquatic Nuisance Species to discuss 'effective and non-effective control methods for priority plants, including gaps in method availability and barriers to implementation' and proceedings of that workshop have recently been made available (<https://www.gllpanel.org/committees/research/>). Two staff of the Great Lakes Commission involved with the Panel and its Research committee will attend and present at the annual meeting.

Relative to international collaborations, the Board and APMS members should consider representation and a possible special session at the International Conference on Aquatic Invasive Species (ICAIS) being held in Nova Scotia, Canada in May 2024 ([Home - ICAIS](#)). There is mid-September deadline for ICAIS abstract submission.

If there are other collaborative opportunities to consider as part of this strategic initiative on partnerships, please circulate or discuss in-person at the July meeting.

STUDENT AFFAIRS COMMITTEE REPORT

Date: June 26, 2023

Committee: Candice Prince (chair), Chris Mudge, Leif Willey, Erika Haug, Sam Sardes

Participants: We have 16 student presenters (giving 11 oral presentations and 7 poster presentations). Students are currently enrolled or graduated from 6 universities, including Montana State University, University of Florida, North Carolina State University, Minnesota State University, Minnesota State University Mankato, and Mississippi State University.

Accommodations: Student rooms have been reserved by Bill Torres for all students who requested one.

Networking Mentorship Program: We have 9 students who are interested in participating in the networking mentorship program, where they will be paired with a working professional from the aquatic plant management field. At the time of this report being written, we have 8 volunteer mentors and are attempting to solicit one more.

Meet and Greet: On Monday evening prior to the President's Reception, the students will gather for 1 hour to meet new attendees and connect with their Conference Mentor.

Luncheon: During the student luncheon on July 25th, Candice Prince will give a presentation on building a CV/resume, writing a cover letter, and preparing for job interviews. There are currently 15 students signed up for the luncheon.

Judges: The committee is still seeking judges at the time of this report being written. We currently have two APMS members signed up to judge student presentations.

Field Trip: We have scheduled a student tour of the TW Moses Filtration Plant at Eagle Creek for 1 pm on July 27th. Currently, 6 have signed up for the field trip, which should last until approximately 4 pm. We are coordinating with Bill Torres on meals and transportation.

AERF
Carlton Layne

No Report

July 24, 2023

To: Board of Directors of the Aquatic Plant Management Society (APMS)

From: Jeremy G. Slade

Subject: Report of the B.A.S.S. Special Representative

Correspondence with B.A.S.S. conservation director, Gene Gilliland, on items within B.A.S.S. community that might necessitate APMS involvement. Nothing that needs addressing at the moment. B.A.S.S. social media on Facebook (<https://www.facebook.com/groups/bassconservation>) frequently posts items related to habitat management including stakeholder groups views and activities.

2023 is the year to fund the co-sponsored grant for "Best Aquatic Plant Management Project" between APMS/AERF for B.A.S.S. conservation group. Unfortunately, AERF was not able to sponsor, and APMS was in a unique position to be able to fund the entire amount (\$3,000). The final announcement is attached here (<https://www.bassmaster.com/conservation-news/news/new-mexico-b-a-s-s-nation-lands-conservation-grant/>).

There were four mini-grant applications submitted. Applications from Alabama B.A.S.S. Nation, Illinois B.A.S.S. Nation, New Mexico B.A.S.S. Nation, and Leavenworth (Kansas) B.A.S.S. Club. Applications were reviewed by APMS (Brett Hartis, Jason Ferrell, Justin Nawrocki, Jeremy Slade) and B.A.S.S. (Gene Gilliland). The New Mexico B.A.S.S. Nation was selected as the winner of the 2023 APMS/B.A.S.S. Nation Aquatic Plant Management Grant. Payment will be worked out between the winner and APMS treasurer.

To put it on the APMS's radar for 2024 and will have an update/request at the mid-winter Board meeting, in even years B.A.S.S. hosts a summit for state fisheries managers and B.A.S.S. state conservation directors at the Classic. APMS sponsors the monetarily and by participating in the educational sessions around fish habitat. As a recurring initiative, I would like to request APMS continued B.A.S.S. support for this event at the \$1,500 level. I will have an update at the in-person meeting with more details on Classic timing, location, sponsorship opportunities.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jeremy Slade".

Jeremy Slade



Written by
B.A.S.S.

BIRMINGHAM, Ala. — The New Mexico B.A.S.S. Nation (NMBN) has been awarded the 2023 Aquatic Plant Management Society (APMS) grant for a project designed to improve bass habitat in Cochiti Reservoir.

The New Mexico B.A.S.S. Nation and the Canadian River Bass Club are currently helping with a large-scale fish habitat restoration project funded by a Reservoir Fish Habitat Partnership in cooperation with the United States Army Corps of Engineers (USACE) and the Cochiti Pueblo.

Erosion caused by loss of terrestrial vegetation following devastating wildfires is bringing fine sediments into the reservoir that have smothered native vegetation and caused an explosion of invasive Eurasian Watermilfoil. The desired outcome of the project is to re-establish approximately 15 native aquatic and shoreline plant species, while reducing the abundance of milfoil in the reservoir, thus creating a more favorable fish habitat.

CAST representative (Lyn Gettys) report

No Report

NALMS Report – Terry McNabb

No Report



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RISE Update

Board of Directors June Update

Field Activities: Engaging in State Legislatures on behalf of the Aquatic Industry

1. New York Local Wetlands Regulation

We expect the local wetlands legislation, which passed the House already and would give local control over products used in wetlands, will pass the Senate soon, and go to the Governor for signature. As a reminder, this language is IDENTICAL to what was vetoed by Governor Hochul in 2022 and her staff have had productive conversations with RISE's in-state lobbyists and other groups who are seeking a veto.

2. Vermont Aquatic Nuisance Control Bill

Governor Scott signed H.31 into law on June 12, 2023. No additional amendments were included since the April Board meeting, where we updated the Board of RISE removing opposition to the legislation, following the amendment to a study bill.

3. Wisconsin Permit Reform Legislation

Legislators in Wisconsin introduced legislation aimed at exempting certain ponds from the DNR permitting process. This is similar to legislation introduced back in 2022 and is being supported by a coalition of in-state partners which assisted in opposition to the DNR's proposed aquatic plant management rule last year as well. If APMS members are operating in the state and are interested in becoming engaged, we encourage them to reach out to their legislators.

Where does WOTUS Stand?

1. Sackett v EPA: Supreme Courts Rules in Favor of Sacketts

The United States Supreme Court released its opinion on May 25 in *Sackett v. EPA* and ruled in favor of the Sacketts. **All nine justices agreed in overturning the long-held significant nexus test, ruling that the test was not an appropriate measure to determine a Water of the United States (WOTUS).** Although there was a 5-4 split over what the test should be, not one justice attempted to defend "significant nexus" as an appropriate test. The Court held that for a wetland to qualify as a WOTUS and therefore be subject to federal regulation, there must be a continuous surface connection to a waterbody. (*See end of report for more!*)



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- EPA is expected to release post-Sackett guidance soon, but in the meantime, affected stakeholders should be in communication with their regional and state regulators.
- “Waters of the United States” are therefore:
 - Traditional interstate navigable waters
 - Relatively permanent bodies of water connected to traditional interstate navigable waters
 - Wetlands that have a continuous surface connection with either (1) or (2)

2. EPA Appealing Court’s Block of WOTUS Rule Implementation

Earlier this year, through a couple of different lawsuits, District Courts granted a preliminary injunction to block the implementation of the new WOTUS rule. In all, 26 states were granted temporary relief, which preserved the status quo (pre-2015 definition of WOTUS), until the Courts can decide. As of June 12, 2023, EPA filed an appeal in the District Court of North Dakota to repeal the injunction on 24 states. This move signals that while the Agency has dropped their efforts to publish a “step 2” of their new WOTUS rule, they are attempting to salvage the rule.

The 24 states are Alabama, Alaska, Arkansas, Florida, Georgia, Indiana, Iowa, Kansas, Louisiana, Mississippi, Missouri, Montana, Nebraska, New Hampshire, North Dakota, Ohio, Oklahoma, South Carolina, South Dakota, Tennessee, Utah, Virginia, West Virginia, and Wyoming.

Proposed Settlement on Pesticide General Permits (PGPs) under the National Pollutant Discharge Elimination System (NPDES) Program

1. Agreement to settle the 2021 Center for Biological Diversity (CBD) for failure to complete Endangered Species Act (ESA) consultations prior to approving the PGP.

RISE’s review of the deadlines and additional monitoring requirements for the 2026 Pesticide General Permits, found no significant concerns with the proposal. The Agencies, which include U.S. Fish and Wildlife Service and EPA, have agreed to timelines to complete ESA consultations prior to publishing the 2026 PGPs for public comment in December 2024.

EPA’s Pesticide General Permits under the NPDES Program is the permitting authority for pesticide discharges in: Massachusetts, New Hampshire, New Mexico, and Washington D.C., All U.S. territories except the Virgin Islands, Federal facilities in Delaware, Vermont, Colorado, and Washington, and All Indian Country except in Maine.



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Further Analysis on Sackett Ruling

- The Majority found the Clean Water Act (CWA) “extends to only those wetlands that are ‘as a practical matter indistinguishable from waters of the United States.’” If wetlands are to be jurisdictional, they must qualify as WOTUS in their own right.
 - For wetlands to be jurisdictional, they must: (i) be adjacent to a “relatively permanent body of water connected to traditional interstate navigable waters” and (ii) have a “continuous surface connection with that water, making it difficult to determine where the ‘water’ ends, and the ‘wetland’ begins.”
 - Ruling does not allow for jurisdiction over ordinarily dry (ephemeral) features.
- Legal Counsel does not believe that the Sackett holding is limited to wetlands.
 - Like the judges’ decision in Rapanos, Sackett does not merely clarify the test for jurisdiction for adjacent wetlands. In both cases, the waters at issue were wetlands, yet the majority’s holding covers more than just wetlands.
 - The majority adopts the Rapanos plurality’s test for jurisdiction, which addresses both wetlands and non-wetlands.
- The Majority held that the “significant nexus” theory is “particularly implausible.” Further, the Clean Water Act never mentions the ‘significant nexus’ test, so the EPA has no statutory basis to impose it.” They also saw no clear statement in the Clean Water Act that would be required to significantly alter the balance of federal and state power under the Government’s broad interpretation.
- The Majority was not persuaded by various policy arguments about the ecological consequences of a narrow definition of adjacent, as the Clean Water Act does not define the EPA’s jurisdiction based on ecological importance.
- The Majority opinion does leave many questions unanswered—e.g., how “temporary” interruptions in surface connection must be for wetlands to remain jurisdictional; whether continuous surface connections can be established by ditches, swales, pipes, or culverts; how difficult it must be to discern the boundary between a water and a wetland.
- Because they didn’t define “relatively permanent”, it is unclear how long water must be flowing or standing within a stream, river, or lake to constitute “relatively permanent flow.”
 - The agencies will address some or all these questions in future rulemaking or guidance documents and may exploit this ambiguity moving forward to try to characterize as many features as having “relatively permanent” flow as possible.

Respectfully Submitted: Matthew Johnson, Chair-Aquatics Committee; Megan Striegel, Manager, Government Affairs & Grassroots Engagement

**Women of Aquatics
APMS Board Book Report
July 2023**

No Report

WSSA Report

Ben Sperry

No Report

SCIENCE POLICY REPORT
Lee Van Wychen

No Report

Ethics Committee Report

Chair: Troy Goldsby

Members: Amy Giannotti, Mike Greer, Erika Haug, Amy Kay, Toni Pennington, and Tom Warmuth

Report submitted by: Director Erika Haug at the request of President Brett Hartis

The ad-hoc Ethics Committee was established during the 2022 post-meeting board meeting on August 3, 2022. This committee was charged with reviewing the code of conduct of several other similar societies and developing a code of conduct to be adopted by APMS. A committee meeting was held on December 20th, 2023, in addition to email communication before and after the meeting. The committee submitted the draft of the code of conduct to a lawyer for review with particular concern for liability. Following approval from the lawyer, the committee submitted this code of conduct to the APMS board of directors on April 13th, 2023. After lengthy discussion both via email and during the quarterly check in meeting on April 20th, 2023, the board determined that it was not ready to approve the code of conduct and requested a few additional tasks be completed by the committee prior to reconsideration. These tasks included:

- Creation of a code of conduct report form/fields to be placed on the APMS website.
- Creation of an email address and appointment of two committee members in charge of maintaining the email address and addressing any complaints submitted to the address.
- Editing the text under unacceptable behavior to be broader and not list specific marginalized groups
- Creation of a separate “decency clause” to include the marginalized groups formerly listed under unacceptable behavior.

After several weeks of research and email communications the ad-hoc Ethics Committee met on June 9th, 2023, to complete these tasks. The Ethics Committee’s response to the APMS board requests are below:

1. Code of Conduct Reporting Form

The code of conduct reporting form (based upon the American Fisheries Society [AFS] reporting form) will be placed on the APMS website and contain the following fields:

Description of the incident (Please be as detailed as possible - including the names and roles of the parties involved and any witnesses) (required): Text field - long

Date, time, and place of incident (required): Text field - short

Your Name (required): Text Field - short

Your Email (required): Text Field - short

Relevant photos, screenshots, or documents (if any): Upload button

Do you have any recommendations of how APMS should address this incident? Text field - long

Concerns or comments related to this incident moving forward? Text field - long

2. **Email:** Submission of Code of Conduct Reporting form will generate an email to the APMS Ethics Committee at apmsethics@gmail.com
3. **Email account managers:** The current account managers are Troy Goldsby and Amy Kay.

4. **Bullet 2 under unacceptable behavior**

Edited from:

Discrimination based on sex, pregnancy, gender, gender identity, gender expression, sexual orientation, age, disability, physical appearance, body size, race, religion, national origin, culture, or any other protected characteristic under federal, state, or local laws.

Edited to:

Discrimination based on any protected characteristic under federal, state, or local laws.

5. **DRAFT decency clause:**

“There are times when common sense and respect for colleagues is not covered by federal, state, local laws and basic decency should prevail. Lack of respect and decency towards others based on sex, pregnancy, gender, gender identity, gender expression, sexual orientation, age, disability, physical appearance, body size, race, religion, national origin, culture, or any other protected characteristic under federal, state, or local laws will not be tolerated.”

The decency clause has been under review since April 2023. The ethics committee recommends that the APMS board seek their own legal counsel for review to expedite this process.

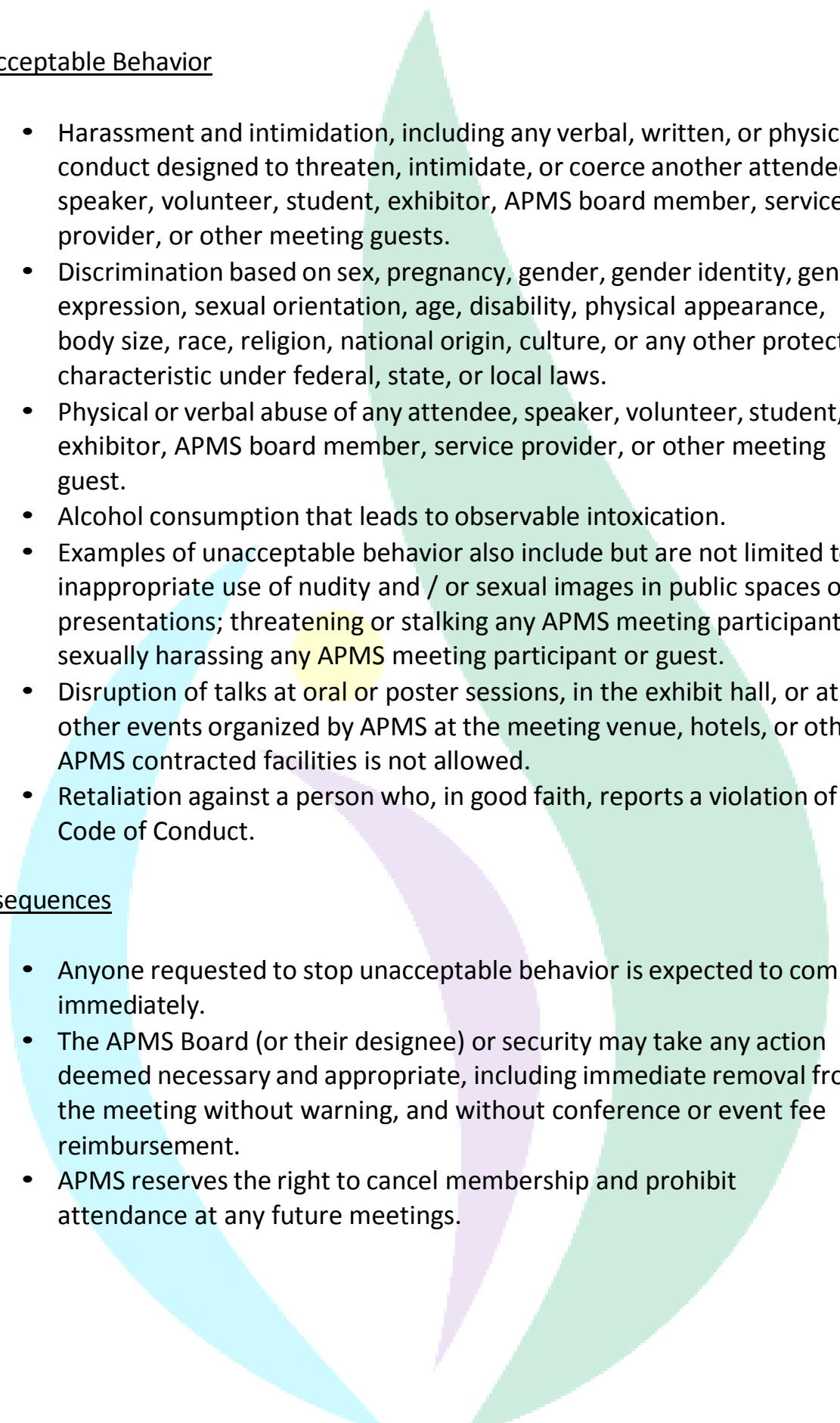
Aquatic Plant Management Society Code of Conduct - Proposed to the Board of Directors - Tabled & Sent Back to Committee

The Aquatic Plant Management Society (APMS) is committed to promoting a welcoming environment while fulfilling our mission of providing a forum for members to share interdisciplinary information related to the identification, management, and control of aquatic plants and algae. All APMS operations, interactions, and gatherings will provide fostering environments that are safe, collaborative, supportive, and productive for all members and attendees, including sponsors, exhibitors, guests of members, invited speakers, students, guests, and members of the media. We intend to conduct business in a fair, honest, and ethical manner that values the diversity of views, expertise, opinions, backgrounds, and experiences reflected among our membership and all conference and event attendees.

All attendees, speakers, sponsors, guests, and volunteers at our conference are required to abide by the following Code of Conduct. APMS leadership is always available for those that need to report an incident or concern. We expect cooperation from all participants to help ensure a safe, welcoming, and inclusive environment for everyone. This Code of Conduct is not intended to be a comprehensive rulebook and cannot address every situation. Always use good judgment and treat others with dignity and respect.

Expected Behavior

- Treat everyone with respect.
- Communicate openly and thoughtfully and be considerate of varying views, opinions, levels of experience, and backgrounds.
- Be respectful in your critique of ideas and avoid personal attacks directed toward other attendees, participants, APMS staff, sponsors, and vendors.
- Respect the rules and policies of the symposium venue, hotels, APMS contracted facilities, or any other venue.
- Be mindful of your surroundings and fellow participants. Alert an APMS board member or designated contact person if you notice unacceptable or offensive behavior, a dangerous situation, or someone in distress.



Unacceptable Behavior

- Harassment and intimidation, including any verbal, written, or physical conduct designed to threaten, intimidate, or coerce another attendee, speaker, volunteer, student, exhibitor, APMS board member, service provider, or other meeting guests.
- Discrimination based on sex, pregnancy, gender, gender identity, gender expression, sexual orientation, age, disability, physical appearance, body size, race, religion, national origin, culture, or any other protected characteristic under federal, state, or local laws.
- Physical or verbal abuse of any attendee, speaker, volunteer, student, exhibitor, APMS board member, service provider, or other meeting guest.
- Alcohol consumption that leads to observable intoxication.
- Examples of unacceptable behavior also include but are not limited to: inappropriate use of nudity and / or sexual images in public spaces or in presentations; threatening or stalking any APMS meeting participant; or sexually harassing any APMS meeting participant or guest.
- Disruption of talks at oral or poster sessions, in the exhibit hall, or at other events organized by APMS at the meeting venue, hotels, or other APMS contracted facilities is not allowed.
- Retaliation against a person who, in good faith, reports a violation of the Code of Conduct.

Consequences

- Anyone requested to stop unacceptable behavior is expected to comply immediately.
- The APMS Board (or their designee) or security may take any action deemed necessary and appropriate, including immediate removal from the meeting without warning, and without conference or event fee reimbursement.
- APMS reserves the right to cancel membership and prohibit attendance at any future meetings.

Reporting Unacceptable Behavior

- If you are the subject of unacceptable behavior or have witnessed any such behavior, please immediately notify an APMS board member, organizer, or other designated contact person.
- Notification should be done by contacting an APMS board member, organizer, or other designated contact person on-site, by e-mailing your concern to the designated email, or by completing the complaint form available online.
- Anyone experiencing or witnessing behavior that constitutes an immediate or serious threat to public safety at any APMS-sponsored event is advised to either tell a security guard or locate a house phone and ask for security.
- Reporting should never be done via social media.

Administration

- Any reports of unacceptable behavior will be handled on a case-by-case basis by two or more of the designated contact persons.
- The Code of Conduct, including contact information for the designated contact persons, will be made available to all members and conference attendees as follows: inserted into the conference program, posted to the APMS website, shared at meeting registration desks, announced in the opening meeting session, and included in the APMS Strategic Plan.
- APMS Board Members and designated contact persons will be introduced at the beginning of the conference and will make every effort to be visible and available to attendees at the meetings.
- The list of designated contact persons will be updated annually prior to publication in the conference program.

This Code of Conduct is not a contract. APMS reserves the right to amend or supplement this Code of Conduct without prior notice, at any time.

Code of Conduct adapted from the [Western Aquatic Plant Management Society \(WAPMS\)](#), [North American Lake Management Society \(NALMS\)](#), [Society for Conservation Biology \(SCB\)](#), and [Ecological Society of America \(ESA\)](#).