

**Texas Chapter International Society of Arboriculture
Board of Directors Meeting Minutes**

April 12, 2013

Board Members Present:

Susan Henson
Michael Sultan
Keith Brown
Markus Smith
Oscar Mestas
Emily King
John Warner

Margaret Hall Spencer
Greg David
Vincent Debrock
Xavier Leal
Michael Nentwich
Ed Dolphin
Lee Evans

Board Members Absent:

Misti Beirne
Orlando De La Garza

Others Present

Terry Kirkland, Midland College
Randall Miller, TREE Fund Board
Gary Woods, Texas Urban Forestry Council

Paul Johnson, ISA BOD, TFS
John Giedraitis, Executive Director

I. Call to order

Susan Henson called to order the regular meeting of the ISAT Board of Directors at 10:30 am on April 12, 2013 at the Waco Hilton, Texas. A quorum was declared present.

II. Approval of minutes from last meeting

A motion was made by Smith to approve the Minutes of the February 1, 2013 meeting, motion seconded by Evans. Motion passed.

III. Welcome and Introductions

Henson welcomed Terry Kirkland, Membership Committee volunteer, Randall Miller from the TREE Fund and Gary Woods from the Texas Urban Forestry Council.

IV. Reports

- a) Finance/Treasurer: David reported that Giedraitis is working on ISAT bookkeeping and will present our Income Statement and Balance Sheet. Other issues will be addressed under new business. Giedraitis reported that our income for the first quarter (ending March 31) was about \$11,938.09 and reviewed the Profit and Loss sheet. He then reviewed the Balance Sheet and reported a balance \$199,496.49. Old bank accounts under Walterscheidt's control were transferred at the beginning of April. The Chapter has most of its money in a demand checking account and the new Finance Committee may want to take a look at how to invest this. Some of the CD's were designated and he will ask Walterscheidt for they were for.
- b) Editor: Mestas reported that folks are sending in articles. Please submit articles before the 15th of the month before the newsletter is sent out.

- c) COR: Spencer reported that COR will be meeting on August 2nd. The ISAT Operating Agreement with ISA will be the next item she will be working on with the Governance Committee.
- d) Executive Director: Giedraitis reported that he has two basic functions: manage the day-to-day Chapter business and assist committees. On the day-to-day business of the Chapter: Accounting has been presented; Insurance has been paid – both general liability and directors; Equipment, Nevic has paid for the old trailer (\$1,000) and the new trailer has been registered for three years; Communications, we now have almost 2,500 subscribers on our Constant Contact email list. There have been nine event registrations since January 1 and we are now using Event Spot in Constant Contact to manage all our registrations. Membership numbers as of March 31 (have renewed this calendar year): 685 ISA members, 617 Texas/ISA, 68 just ISA, 11 just Texas. Expect to be at about 750 by year end. Assisting Committees: will be covered under Committee Reports.
- e) Committee Reports
- (1) Arbor Day: Debrock reported that the State Arbor Day is scheduled for the last Friday in April in Bastrop. ISAT will have a booth and anyone that would like to participate, just call. Evans volunteered to set up the booth. Legislation was proposed in the current legislative session to move the State Arbor Day to the first Friday in November. It is HB 419 sponsored by Rep. Joe Farias. Johnson reported that this year's ceremony in Bastrop will be April 29. The VIP reception is at 9 am and the ceremony will start inside the Convention Center. 300 kids will be there for the educational booths. **Smith made a resolution to spend \$500 from the Special Projects account to purchase coloring books. Sultan seconded. Motion passed. Brown made a resolution to move the \$500 from the Special Projects account to the Arbor Day account. Smith seconded. Motion passed.** Johnson also reported since the Arbor Day ceremony is now shorter, the Texas Forest Service would like to shift the Tree Line USA awards and the Texas Tree Planting Competition awards to the Texas Tree Conference. Johnson would like to set up a three person committee to review the awards. One TFS, one ISAT and one at-large from the TUFC on committee. Sultan volunteered to be the ISAT representative. Out in July back by early August. Giedraitis mentioned that the Tree Line and the Planting Competition are TFS and TUFC events and the awards ceremony is for ISA awards. Johnson mentioned that they wouldn't necessarily be given during the ISA awards luncheon. Henson stated that this proposal will be taken up in Executive Committee and reported back to the Board.
 - (2) Conference 2013: Sultan reported that there had been several conference calls so far and King, De La Garza, Leal and Dolphin are all moving ahead on the program. Miller reported that De La Garza has requested that he speak on electrical safety and vegetation management BMP and also host the UAA Utility Specialist prep course. Leal reported that he has three confirmations and Kim Coder will be his keynote speaker. Smith and Spencer have scheduled an EHAP training as part of the Wednesday Academy and the breakeven is 25 registrants. Logo is in process with Bob O'Brien/ISA. Evans noted that [99 designs website](#) may be useful.
 - (3) Texas Tree Climbing Championship: Bassett was not present and Brown reported that things are well organized. Volunteers are in place, space is rented, Mark Chisholm is scheduled for a workshop, Steve Houser is working on press releases, Stihl is coordinating a speed cut event and there will be a raffle for a wood turning. Giedraitis reported that registration for contestants and sponsors/exhibitors is now online. The date is May 17-18, 2013, Bob Woodruff Park in Plano, Texas. Mark Chisholm will be presenting an aerial rescue workshop on May 16th. Brown reported that Kevin Bassett is willing to be TTCC chair through the 2016 International Tree Climbing Championship.
 - (4) Certification: Beirne not present but sent in a report. 32 certified since January. Five exams scheduled. Her plan is to conduct seven tests in 2013.

- (5) Membership: Leal reported that he be working with Kirkland on a member survey. Kirkland has drafted an ISAT member survey out of the ISA survey that was done last summer. That was a partial survey whereas we want to survey all our members.
- (6) Workshop Committees: Sultan not present.
- (a) Commercial Masters Series Workshop: Debrock reported that Chris Luley workshop was a huge success and was sold out quickly. Noted that with hands on, need only 20 or so per trainer and double the price. Survey came back from 39 folks with good comments. Were 99 registrants, net before HAUFC cut was \$5,777. The Houston Area Urban Forestry Council split will be 30% of the Houston profit. (\$866). Debrock noted that we need an outdoor PA system with backup battery. **Evans made a motion to purchase a PA system, Smith seconded and motion was passed.**
 - (b) Municipal Masters Series Workshop: Sultan noted that Nentwich has taken a new job as City Forester in Norfolk, VA. He also reported that TRAQ will be the municipal workshop since there would be a lot of crossover but will have to work off the ISA schedule. See new business. Johnson will coordinate with Certification Committee.
 - (c) Utility Masters Series Workshop: De La Garza not present. Sultan noted that Randy Miller said that he could help with a utility specialist prep course at the conference/academy. It would be the first time a utility track is offered at the Academy.
 - (d) Certified Tree Worker Workshop: Brown reported that there is a workshop being planned for San Antonio in June with Jacob West as the point man. June 8-9, 2013 a Saturday and Sunday so the registrants don't need to lose work time. Target \$200 as the entry fee for 10 or so climbers. Need 18 months climbing experience, take written test, a skills demonstration test, you have to pass a knot tying test, have aerial rescue training documentation and CPR First Aid certified. Brown reported that they have condensed this all into the two day course. There are few tree evaluators since it is a very intense class and all the evaluators are commercial people and it is hard to find the time to coordinate.
- (7) Governance: David noted that his report is under new business and Henson asked to report out at this time. He reported that at the last Board meeting, amendments to the Bylaws were reviewed. **Smith made a motion to adopt the revised Bylaws as disseminated and Evans seconded. Motion passed.** David noted that we have modeled our Financial Policies and Procedures on Florida's. This will include the role of Treasurer. **Smith made a motion to adopt the ISAT Financial Policies and Procedures as presented. Debrock seconded and the motion passed.** David also reported that he would be going through past minutes to see if he can find other Policies and Procedures that past Boards have adopted and put it in to a P&P Manual. Giedraitis noted that he would put the P&P on the Directors webpage.
- (8) Historian: Dolphin - no updates. King mentioned that she will have an intern this summer and if there is digitizing, they may be able to assist.
- (9) Publicity: Evans will look at outdoor banners and booth. He also reported he now has the indoor booth and will work to repair it. Smith noted that the key to keeping the indoor booth panels nice it to wrap them in plastic after each use. Henson recommended Fick and Frack as a vendor. Henson also noted that we need to post our events on the ISA calendar and we may be able to put one free flyer in the Arborist News per year.
- (10) Scholarships: Warner presented a written report. He has contacted Stephen F Austin and ISAT did not pay last year so Giedraitis has sent \$2,000 (two years at \$1,000 per year). Warner will attend the awards banquet at SFA this April. He will forward the information on the winner to post on the website. In May 2009, the Board looked into scholarships for two-year colleges. Warner also noted the Bartlett scholarship information in the handout. He reported that Giedraitis has surveyed other Chapters in ISA for scholarship information/policies that these are included in the handout. He noted that Ohio has a well-

developed scholarship program. Warner is currently working on a policy and procedure for scholarships and he will bring recommendations to the next meeting. Mark Duff, Hans Williams and Emily King may assist.

- (11) Research: Warner has contact Don Grossman about the Oak Wilt Injection Grant ISAT funded. Grossman is still in Lufkin and will be happy to present at the Tree Conference. There is \$3,600 remaining in the Oak Wilt grant at TFS. This Oak Wilt grant is the only research grant that ISAT has made. He reported that Giedraitis has surveyed other Chapters in ISA for research information/policies that are included in the handout. He also noted that Mr. Miller was here today to discuss the TREE Trust.
- (12) Vendors and Sponsors: Smith reported we are ahead of last year on our sponsors and exhibitors. Giedraitis noted that we have sent the paper brochure out in February and another mailing may go out in June. There are about 295 firms on the list and they will all be emailed with a link to an online sponsor and exhibitor registration. Smith also noted that many vendors make a decision in the fall to attend the following year. With Waco already selected for 13-14-15, it will be easier to sell slots. Henson noted that we need to keep several years of meetings scheduled for after the 2016 international ISA conference.
- (13) Nominations: Brown reported that the target is to have the nominations list complete by June 15, 2013 and back to him by the end of July so the new Board Members can be announced before the Conference. He will work with the Executive Committee on vetting candidates that represent various disciplines and areas of the state. He requested that if anyone knows someone suitable for the Board, please call him with the name and contact information. Exiting members are Keith Brown, Emily King, John Warner, Orlando De La Garza and Greg David. Brown noted that with Michael Nentwich leaving the Board, there is a vacancy and he proposed Terry Kirkland. Kirkland reported that he had his own tree business for years and now works as the Grounds Superintendent for Midland College. The College is supportive of his involvement and he has helped out at the Tree Conference and on the Membership Committee. **Brown made a motion to accept Terry Kirkland to fill the remainder of Michael Nentwich's term on the Board. Smith seconded. Motion passed.** Kirkland will also assume Chairmanship of the Legislative Committee. Brown also noted that we are looking at electronic and paper voting this year and there will be a notice in the ISAT newsletter. Henson noted that when we passed the Bylaws, we created the position of Treasurer. David agreed to serve as interim Treasurer. **Warner made a motion for the Board to appoint Greg David as interim Treasurer. Brown seconded and the motion passed.**
- (14) Legislation: Henson reported that ISAT submitted testimony and a letter of support for HB 419 to change the Texas State Arbor Day to the first Friday in November. Brown reported that there are two bills that are concern. HB 1377 would limit municipalities from enforcing tree protection in their extraterritorial jurisdictions (ETJ). It also limits to \$100 per inch of girth for mitigation. Smith and Brown attended the hearing and it boiled down to developers and cities in opposition. The committee members seemed to view trees as part of the property and not a large urban forest. Brown is working with City of Austin folks to keep an eye on the Bill. HB 1558 is a bill by Rep. Paul Workman known as the 'Fear of Fire' Bill. Brown reported that if any homeowner feels that the tree is a fire hazard they can remove it. The Bill has been revised to only include cedar, mesquite and tamarisk. The Committee will monitor these bills for movement and report to the Executive Committee.
- (15) Digital Media: Spencer reported that she, Paul Johnson and Debrock are administrators. Mestas mentioned that the tree id question is very popular. Dolphin also noted that ISAT should have something that folks can share. Debrock noted that we will have to pay if we want to share. Henson asked Spencer to report back on the cost for sharing pages.
- (16) Outreach Liaison: Debrock noted that we will be discussing under new business.

V. Unfinished business

- a) February Board Meeting Action Item List – Review and update. Henson asked that Board members keep an eye on the February meeting action list and update Henson as they are completed.

VI. New Business

- a) Tree Trust update. Randy Miller, [Tree Research and Education Endowment Fund Fund](#). Giedraitis noted that the TREE Fund has gone through some changes the past several years and it may be time for ISAT to reconsider its participation. Miller is Chair-elect of the Board of Trustees of the Tree Fund. He is here to begin a discussion on how ISAT and TREE Fund may be able to work together. Decisions about the level of involvement of ISAT are up to the Chapter leadership. In 2002 the Research Trust of ISA and the National Arborist Foundation of TCIA merged into a new organization – the TREE Fund. The TREE Fund’s mission is to identify and fund programs that support the discovery and dissemination of new knowledge in arboriculture and urban forestry. In addition to funding scientific research related to tree care and urban forestry, the TREE Fund also promotes the study of arboriculture through college scholarships and support of educational programs for children ages 5 -18. To date, the TREE Fund has awarded more than 400 research grants and 30 scholarships, totaling more than \$7.5 million. There are four professional staff at the TF and a very qualified Board of Trustees. They have a committee structure and invite any ISAT member to participate. Miller also left a copy of the latest audit and last year GuideStar recognized TF as a high functioning non-profit. Overhead is high at TF and this is because of the Tour de Trees cycling event. Paying for 100 people in hotels, food, vans and ride layout is expensive. This is the signature event for TF. It costs about \$200,000/year all these cost are raised through sponsors so all the funds raised by riders goes to research. The funds are used for operations, scholarships, grants and endowment. They are looking to build the endowment to \$3 million so that it is sustainable in the future. Grants for new research, scholarships for young professionals and education for kids k-12. To have a named fund requires \$100,000 so if ISAT wanted a named fund, they would have to raise \$100,000 and nothing could be spent from that until it is reached. Research priorities are based on the research committee, Chapter liaison and membership. Now soil management, establishment, plant health care, tree risk, worker safety and urban forester are main priorities. This year they funded a biomechanics study with NASA cameras at the Morton Arboretum - [here is the video](#). Current finding model is mostly small grants under \$25,000. Public funding for research is drying up so we need to step forward and do this. We have power in numbers and we are the arborist professionals who use these results. Long-term goal is to get into the \$100,000 grant range. Work is also being done in Texas. Over \$100,000 spent in Texas in the past several years (Dr. Mike Arnold TAMU). We get knowledge and professionalism from the TREE Fund. It is up to us to fund research and it is the only credible source of knowledge that separates us from the pretenders, toppers and those who don’t know what they are doing and injuring the trees. Have begun the discussion with ISAT. Questions: TREE Fund is an independent 501c3. Would like ISAT to have a Chapter liaison inside the TREE Fund. Miller noted that if ISAT starts a named fund, ISAT can put provisions in place that say what it is used for. Tree Fund charges 7% of the scholarship funds they disperse. Henson referred the issue to the Research Committee for recommendations.
- b) Texas Tree Trails. Gary Woods. Past president of the Texas Urban Forestry Council. Woods stated that TUFCC has been around about 25 years and used to evaluate grants for the Texas A&M Forest Service. TUFCC has found its new niche and its biggest program now is the Texas Tree Trails. These trails can be found at <http://greattexastreetrail.org>. TFS has received a USFS grant to build the online mapping software and develop a ten-module curriculum to bring this tree mapping and identification online software into Texas grade

school classrooms. It will bring high tech computer mapping together with outdoor environmental education centered on trees located on the school campus. The TFS and TUFC are developing the curriculum modules that will be used in Houston in Spark Park schools and this will be done this month. The TFS has already surveyed and mapped over 10,000 trees at 162 Spark Park schools in Houston. TUFC has already put about \$15,000 into this project. The children will identify the trees and other characteristics about the trees and then map them using the free online tree mapping/education software. TUFC is asking ISAT for \$5,000 to pay the teachers in Houston a stipend to evaluate the pilot program so that it can be accepted as part of the Texas teaching standards. The funds will be for ten teachers to evaluate the ten modules at \$50 each. It is difficult for the TFS to fund this because it goes to private individuals. ISAT will fund this specific, discrete part of the project and it will make ISAT part of this worthwhile project. Woods noted that the school pilot will be this fall or winter. Henson told Woods that ISAT will take the funding request under consideration. Warner said that he would talk to Leslie Kessner, the TFS Conservation Education Coordinator about the program. Henson asked Warner to review the proposal with his Committee and give a recommendation to the Board. Markus agreed to assist.

- c) Team Texas Tour des Trees Team. Mark Kroeze not present. Giedraitis reported that there are several ISAT members who are riders in the Tour de Trees every year. They have to raise \$3,500 each for the Tree Fund then they ride in a 500 mile or so week tour that ends at the International conference. They have transportation and other incidental expenses that are not covered by the Tour. Kroeze had requested that the ISAT support a Team Texas with a \$500 donation. It would benefit the riders by offsetting some expenses and ISAT by supporting its members and the TREE Fund by raising research funds. Other Chapters support their riders in this way. **Smith made a motion to support Team Texas with a \$500 donation to be split between the riders for ride expenses or research to be taken out of the publicity account in the budget and put out an email blast to ask the membership to support the Team. King seconded. Motion passed.**
- d) Agreement with Todd Watson on Arboriculture 101 workshop. Spencer noted that Arboriculture 101 is a 4-day short course taught by Dr. Todd Watson to prep for the Certified Arborist Exam and for CEU's. Agreement is that Watson teaches, Spencer does the planning and operations, ISAT does the registrations and promotions. In exchange, ISAT gets 10% of the net profit, free advertising in the classes, new members and attendees to the conference. ISAT also gets 100% of the bookstore profits. Henson noted it is a win-win for everyone. Henson asked David and Spencer to work together to come up with a Memorandum of Understanding between ISAT and Arboriculture 101 and bring it back to the Board for review.
- e) Bylaws changes. David - Covered in Committee Reports
- f) Financial and other Policies and Procedures. David – Covered in Committee Reports
- g) TRAQ training with ISA. Sultan reported that this is a new ISA program and currently there are eight TRAQ instructors. It is a three day qualification not a certification and you have to requalify every five years. A well designed program. TFS is interested in having several foresters become trainers but you need to pass with a 90%, a week long train-the-trainer, assist with two trainings and carry professional liability insurance as a trainer. Is a large investment to become a TRAQ instructor. TFS may have a problem with the insurance requirements. Classes are three days and there can only be 20 per instructor. Chapter has the right of first refusal for a class. Henson asked who from ISAT would like to be trainer. Brown said it may be better to leave it up to the individual to decide to become a trainer since no risk to Chapter. Two funding models for the Chapter. Henson asked for a coordinator from ISAT and Johnson said that he would volunteer as the liaison with the proviso that TFS wants a good number of the slots in the first trainings if at all possible (8-10). David and Sultan both noted that this will fall under the Certification Committee. Henson noted that we need a TRAQ policy from the Certification Committee. Brown, Smith and David all volunteered to serve on the committee. Johnson said that if anyone is interested in being a trainer, call him soon.

- h) Tree Climbing Championship judges workshop. Brown reported that ISA has said that at some point in the future, they will require that our ISAT Tree Climbing Championship be sanctioned so that our Chapter winner will be qualified to participate in the International competition. To do this we will need to train our judges. With current volunteer staff it is difficult to add another two-day training to the event. It will probably be at another time of the year.
- i) Payment of TTCC champions to attend the NATCC. Smith reported that the Executive Committee voted to donate \$1,000 for the top two Texas Tree Climbing winners to attend this year's North American Tree Climbing Championships. Smith asked if the Board could formalize the \$1,500 reimbursement and add it to the budget for next year. Brown also noted that the overall Chapter winner is automatically accepted at the NATCC and other ISAT winners are based on available room on the NATCC roster. This started with the European TCC a few years ago and the NATCC started when the ITCC was in Australia a couple of years ago. **Smith moved to provide reimbursement up to \$750 per person to cover travel and lodging for up to two contestants to travel to the NATCC from the Texas Chapter with funding from the TTCC account in the 2014 budget. Debrock seconded. Motion passed.**
- j) ISA Draft Operating Agreement. Spencer is waiting for the final draft from ISA.
- k) Door knockers and educating the community. Evans asked how can we educate and inform homeowners on good practices. Vincent noted that ISA has materials available for homeowners.
- l) Publicity campaign for builders and homeowners. Debrock noted that there are many new homeowners that find that after a few years their trees are dead or dying. He talked with ISA and asked how ISA or other Chapters educate builders and homeowners. There is currently not a national campaign to reach builders, homeowners and realtors. Sonia told Debrock that the ISA Publicity Committee is interested in this and wanted to know how much money ISAT could put into the campaign. ISA can help financially but wants to know what ISAT would like to do. Warner suggested that short videos on UTube are a good way to reach the public. Henson noted that she has a program that is posted to UTube and can assist. Henson asked the Committee to continue working on the issue.
- m) Water issues. Debrock reported ISA is working on water issues.
- n) Conflict of Interest Forms. Henson. Please sign and send to Giedraitis.
- o) Latinos in Agriculture. Warner reported that he is involved with this group and they have a conference coming up. Henson asked for more information from Warner.
- p) COR travel to ISA Conference. Spencer asked for travel/hotel reimbursement before attending the conference.

VII. Next Meeting

The next Board Meeting will be in Waco on July 19, 2013 at 10am in Waco.

VIII. Adjournment

Susan Henson adjourned the meeting at 3:30pm.

Minutes submitted by: Giedraitis