

Texas Chapter International Society of Arboriculture
Board of Directors Meeting Minutes

December 7, 2012

Board Members Present:

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

Greg David
Vincent Debrock
Xavier Leal
Michael Nentwich
Ed Dolphin
Margaret Hall Spencer
Misti Beirne

Board Members Absent:

Lee Evans

Orlando De La Garza

Others Present

Kevin Bassett, TTCC Chair
John Giedraitis, Exec Director

Mark Bluhm, ISA
Samantha Koon, ISA

I. Call to order

Susan Henson called to order the regular meeting of the ISAT Board of Directors at 1:08pm on December 7, 2012 at Camp Allen, 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 July 31, 2012 meeting, motion seconded by Sultan. Motion approved.

III. Welcome and Introductions

Henson welcomed the Board Members and Mark Bluhm and Samantha Koon from ISA Headquarters in Champaign, Il. She thanked them for assisting with this year's strategic planning session held before the Board Meeting.

IV. Reports

- a) Finance/Treasurer: David presented the draft budget of \$226,000 Income and \$230,400 Expenses. David made the motion to approve the submitted budget, motioned seconded by Brown. Motion approved.
- b) Editor: Mestas reported that the advertising contract with Pancoast LTD. will continue until he hears back from ISA this spring on a new proposal to bundle Chapter advertising. Please submit articles before the 15th of the month before the newsletter is sent out.
- c) Liaison: Spencer requested that the Board keep her informed on concerns that need to be taken to the Council of Representatives or the ISA Board. She also reminded the Board to renew memberships before Dec. 31 to receive a discount and to vote in the ISA Board elections next year.
- d) Executive Director: Giedraitis reported that the transition from Walterscheidt is going smoothly. Giedraitis is currently on contract, is working alongside of Walterscheidt and has assumed all responsibilities as Executive Director. He also mentioned that the RediTalk conference call program is available for all the committees.
- e) Committee Reports
 - (1) Conference 2012: Henson reported that it was a success with 500 attended. There was good feedback from the attendees and the committee and it will be used to make the 2013 Conference better. She reported that the financials would be available at the next Board Meeting in February.
 - (2) Conference 2013: Sultan reported that it will be held in Waco on Oct. 2-4, 2013. The program committees are formed with King as chair of the Municipal Track, Leal as chair of the Commercial Track and De La Garza as chair of the Utility Track. There was discussion about the format of the Academy. There is consideration of keeping last year's format of field and class work.
 - (3) Texas Tree Climbing Championship: Bassett reported that the 2013 TTCC will be held in Plano on April 26-27. There was discussion about putting a workshop in front of the competition like last year. Bassett informed the Board that he is willing to be chair through the 2016 International Tree Climbing Championship in 2016.
 - (4) Arbor Day: Debrock reported that the State Arbor Day is scheduled for the last Friday in April in Bastrop.

- (5) Certification: Beirne reported that tests are being scheduled for Humble in January and San Antonio in March. Round Rock is also being scheduled. She is putting out a call in the email and paper newsletters for evaluators and proctors. Her plan is to conduct seven tests in 2013.
- (6) Membership: Leal reported that he will contact Henson about work done last year. Samantha Koon of ISA HQ reported that International is updating its member benefits brochure. There was some discussion on Chapter membership and it was agreed that Texas Chapter members should get discount rates on workshops.
- (7) Workshop Committees: Sultan reported that this year's workshop committees have been chaired and work will begin right away to determine speakers, locations and dates.
 - (a) Commercial Masters Series Workshop: Debrock
 - (b) Municipal Masters Series Workshop: Nentwich
 - (c) Utility Masters Series Workshop: De La Garza
 - (d) Certified Tree Worker Workshop: Brown
- (8) Awards: Henson reported that Paul Johnson of the Texas A&M Forest Service has agreed to chair the 2013 Awards Committee.
- (9) Historian: Dolphin reported that he will take old ISAT records from Walterscheidt and digitize them in a format similar to the previous historical records CD.
- (10) Publicity: Henson reported that Evans would get with Paul Johnson, past Publicity Chair, for an update on the committee.
- (11) Scholarships: There was discussion about the need to approach scholarships differently since students are not taking advantage of all of them. Career Days and Vocational Ed at High Schools were discussed.
- (12) Research: There was a discussion on the current policy on research and members were referred to the ISAT website for more details.
- (13) Vendors and Sponsors: Smith reported that he has attended the TCIA conference with support of ISAT with the intention of securing more vendors and sponsors for ISAT events. He mentioned that exhibitors at last year's conference like the space, venue and interaction with attendees. It was mentioned that sign-up sheets need

to go out right away and consensus was to keep the rates the same as last year. Smith said he would email Giedraitis the brochure and mailing list. He requested that if anyone knows of vendors, get him the decisions makers information. Giedraitis will be final contact. There was discussion on the need for the vendors to name ISAT as additional insured. Smith will check with Mark Bluhm on language for additional insured.

- (14) 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. He requested that if anyone knows someone suitable for the Board, please call him with the name and contact information.
- (15) Digital Media: Spencer reported that she will work with Paul Johnson to continue to update the ISAT Facebook page. She will also look at the cost of a Facebook ad and bring it to the February meeting. She also noted that she will research the use of LinkedIn.
- (16) Legislation: Nentwich reported that he will sign up for keyword alerts at the Capitol website. When he gets significant alerts, he will send them to the Executive Committee and get into the newsletter and on Facebook if it is timely. Henson requested that a process to disseminate important legislative issues to members be developed by the committee.
- (17) PR Liaison: Debrock reported that he would work with ISA to write press releases for our events.

V. Unfinished business

- a) 10th Edition Guide for Plant Appraisal: David reported that the CTLA has put forward a draft of the 10th Edition but it needs major work and may not be ready until 2014. He stated that as a Chapter we need to keep up with the approximation and the impact of inflation. In 2012, it was \$78 per inch and with inflation, it is now \$80 per inch statewide. David made a motion to update the Texas Approximation with the \$80 figure starting January 1, 2013. Smith seconded the motion and it was approved.
- b) Keith O'Herrin Texas State Scholarship: King reported that O'Herrin is attending Texas State for a Masters in Public Administration and would like the Board to consider assisting him. Brown suggested that a process be set up by the Scholarship Committee. Warner stated that he would develop a policy on how to deal with scholarships in 2013. Motion was

made by King to grant Keith O'Herrin a \$1,500 scholarship using 2012 finds. David seconded and the motion was approved. King will ask him to present the results of his research at the 2013 Conference.

VI. New business

- a) Governance Committee: David volunteered to review the Bylaws and Policy and Procedures and to make sure that ISAT is operating within the Sarbane-Oxley Act including conflict of interest and whistle blower provisions. He also stated that his committee would look at other issues like a policy and procedure manual. Henson asked each committee chair to assist by submitting a short description of their committee to her. Smith and Spencer volunteered to work with David on the Governance Committee.
- b) 2016 International Conference and Tree Climbing Championship: ISA and the Conference and Events Committee have requested that ISAT give input on the idea of splitting the Conference and the Climbing Championship. There was also discussion on how splitting this would lower revenues for the Chapter. Additionally, there was discussion about the procedure ISA used to select ISAT as the 2016 host Chapter and how the Board apparently never voted on the issue. Brown made the motion that the Board is not opposed to the split but would want both events in Texas in 2016. Nentwich seconded the motion and it was approved.
- c) Sale of the old TTCC trailer: Brown reported that Nevic Donnelly has been storing the trailer for five years for free and would like to buy it now that we have purchased and outfitted the new trailer. David made the motion to offer it to Nevic for \$1,000 on the condition that the logos be stripped off. Spencer seconded and the motion was approved.

VII. Next Meeting

The next Board Meeting will be in Waco on February 1st, 2013

VIII. Adjournment

Susan Henson adjourned the meeting at 2:18pm.

Minutes submitted by: Giedraitis