

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

December 13, 2013

**Board Members Present:**

Michael Sultan	Matt Churches
Susan Henson	Terry Kirkland
Markus Smith	Vincent Debrock
Oscar Mestas	Misti Perez
Margaret Hall Spencer	Orlando De La Garza
Lara Schuman	Ed Dolphin
Jim Dossett	Lee Evans
Nevic Donnelley	

**Board Members Absent:**

Xavier Leal (Resigned)	Greg David (Resigned)
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**Others Present**

Paul Johnson, ISA BOD, TFS	John Giedraitis, Executive Director
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**I. Call to order**

Michael Sultan called to order the regular meeting of the ISAT Board of Directors at 9:00 am on December 13, 2013 at the Tonkaway Ranch, College Station. 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 19, 2013 meeting. Motion seconded by Evans. Motion passed.**

**III. Welcome and Introductions**

**IV. Executive Director Report**

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: Membership: 893 ISA members, 795 Texas/ISA, 32 just ISA, 59 just Texas. Assisting Committees: will be covered under Committee Reports. Events since the July meeting include:

- ISA Conference Toronto – August
  - Henson, Spencer, Zies and Giedraitis
- 34<sup>th</sup> Texas Tree Conference – October
  - Michael Sultan – Chair
  - Revenue: \$136,599
  - Expenses: \$88,786

Final - including at door	2103	2012
Academy	197	198
Conference	451	298
Tree School	57	61
EHAP	19	0
Exhibitors (bodies not booths)	64	53
Speakers	20	20
	<b>808</b>	<b>630</b>

- Leadership Worship – October
  - Smith, Debrock and Giedraitis, 73 leaders, 13 countries represented
- Texas Arbor Day - November
  - San Antonio, First Friday in November, Display booth
- TRAQ – November
  - 2 sessions in Austin, 38 slots filled, Keith Brown and Lee Evans hosts ,Skip Kincaid Instructor, Co-hosted with ISA for 10% net
- ISAT Board Training and Retreat – December, Camp Tonkaway, College Station

## V. Committee Reports

- a) Finance/Treasurer: Greg David has resigned his position on the Board. Giedraitis presented the Profit and Loss Statement and Balance Sheet. He noted that current assets are \$194,245.26.
- b) Editor: Mestas reported that folks are sending in articles. This year a Spanish section was added. Please submit articles before the 15<sup>th</sup> of the month before the newsletter is sent out.
- c) COR: Spencer reported that that the Council of Representatives has reviewed moving membership dues from calendar to anniversary date. ISA staff supports and COR recommended. She noted that Jim Skiera proposed that if one Component (like a Chapter) holds an event in another's geographic region, it needs the permission of the Chapter. COR supported. She also reported that insurance companies in Florida were requiring homeowners to cut down trees for wind events. The Florida Chapter met with insurance underwriters groups. The solution was for insurance companies to require the homeowners to hire TRAQ qualified arborists to prepare reports for the trees. She also noted that in 2015 and 2016, the International Tree Climbing Championship would be decoupled from the Conference.
- d) Certification: Perez reported that there are 940 Certified Arborists in Texas with 100 CA, 7 US, 3 TWCS, 1 BCMA and 4 MS new this year. There will be eight tests this year. Looking for more proctors.
- e) Arbor Day: Matt Churches is the new Chair. Last year's Chair Debrock suggested that Churches get with the Texas Forest Service and coordinate next year's event(s) on the first Friday in November (Nov. 7, 2014). He also noted that we support Arbor Day with \$2,500 to TFS.
- f) Membership: Henson reported that her committee is exploring personal phone calls, a survey of members and a membership package for new and potential members. She noted that the Chapter membership fee was raised to \$45 this year.
- g) Educational Events Committee: Debrock reported that his committee will be thinking about topics and speakers early this year and the first committee call with be next month. Johnson suggested that for the Municipal Workshop that the committee consider using the Municipal Specialist training developed by Paul Ries.
- h) Publicity: Evans reported that flags and a tent were acquired last year.
- i) Scholarships: Dolphin is the new Chair. Sultan noted that John Warner, the past scholarship chair may be invited to assist this year.
- j) Research: Jim Dossett is the Chair. Dossett said that he will call Janet Bornancin, Executive Director of the Tree Fund about closer ties between the Texas Chapter and the Tree Fund.
- k) Sponsors and Exhibitors: Smith reported that the number are increasing every year. ISAT Board members have been to the TCIA and ISA conferences and recruited for the Tree Climbing Competition and the Texas Tree Conference. He asked that members call him if they have contacts.

- l) Nominations: Henson reported that we are now holding electronic voting with the assistance of ISA. If current Board members want to run when their terms are up, they must submit a nomination. The slate will be drawn up and sent in the summer.
- m) Legislation: Kirkland reported that there is no session until 2015 and suggested that the Board hold a meeting in Austin during the legislative session to meet with legislators. He noted that faces are what count during the session.
- n) Outreach: Debrock reported that ISAT needs to reach out to other professions such as landscape architects and planners to remind them to use Certified Arborists. Donnelley volunteered to assist the Committee. He noted that Todd Watson gave a talk to the TNLA about the ISAT proposed "Arborist Select" program. Margaret Spencer reported that she gave a talk to the Houston area chapter of TNLA on tree growing and it was well received. Sultan noted that ISAT is looking for someone to lead the Arborist Select effort.
- o) Website Revision: Giedraitis noted that the previous Board had discussed the need to update the 'look and feet' (appearance) and to move the files to a web host that can provide a web based content management system such as WordPress, Drupal and Joomla. This will be discussed under the 2014 Budget Approval.
- p) Digital and Social Media: Spencer reported that ISAT needs more on its Facebook site for the general public. Spencer, Johnson, Mestas and Debrock have administrative access. She also noted that the committee will be looking at a social media policy.
- q) Texas Tree Conference: Smith is Chair for 2014. This year's theme will be "Surviving ExTREEmes". Smith noted that he would like to expand the Tree Schools and offer EHAP again. Monthly conference calls for the conference committees will be held and start in January. Sultan suggested that the program committee use the Conference Chair Track Documentation outline developed last year by Emily King.
- r) Texas Tree Climbing Championship: Kevin Bassett will chair again this year. Guy LeBlanc will once again serve as Head Judge. Arborological Services will be providing administrative support. The theme is "Let's Gather at the River". The event will be held in New Braunfels May 15-17, 2014. The Thursday workshop and Friday preliminaries will be held in Cypress Bend Park and the Saturday Master's event will be Landa Park. Bassett will be working to expand the "Tree Fair" for the public on Saturday. Kelly Eby will be assisting. There is currently no commitment for a Thursday workshop speaker.

## VI. Old Business

- a) Whistle Blower and Conflict of Interest Forms: Were presented and new Board members signed the COI form.

## VII. New Business

- a) Travel Reimbursement Policy: Sultan presented. **Smith moved to approve the proposed ISAT Travel Reimbursement Policy as presented by the Finance Committee. Seconded by Evans. Motion passed.**
- b) Political Action Policy: Sultan reported that the Executive Committee will be working on this policy.
- c) 2014 Update to the Texas Tree Appraisal Supplement: Sultan presented the revised 2014 version. Cost was updated to reflect the increase in the Consumer Price Index. It will be posted to the ISAT online store and can be downloaded by non-members for \$40. Members request a free copy.
- d) TD Ameritrade Cash-Management Account: Sultan reported that the Finance Committee has proposed moving funds from the current ISAT bond mutual fund to an online account at TD Ameritrade. **Smith made a motion to allow opening an online account at TD Ameritrade**

**using the current mutual fund account. Churches seconded. Motion passed.** Evans reported that he will contact Greg David and discuss ideas on alternative investments.

- e) Climber Training Initiative: Smith reported that he has been working with Guy LeBlanc to develop Climber Training Workshops. It will be a series of three workshops starting with basic modern climbing systems. Designed for climbers that have 3-months to 10-years' experience. It will be a one-day training that ISA may be interested in if it works in Texas. After discussion, it was noted that the initiative would start with two events and review them then report back on time and cost. **Dossett made a motion to support the Climber Training at a price point of \$200 for members and \$250 for non-members. Kirkland seconded. Motion passed.** Donnelley, Dossett and Schuman volunteered to assist.
- f) Tree Fund Liaison: Dossett, the new Research Committee Chair, reported that he will contact the Tree Fund and look at the responsibilities of the ISAT Chapter Liaison.
- g) San Antonio Arborists Association MOU: Sultan presented the proposed memorandum of understanding for the Bilingual Workers Training workshop. Under the agreement, ISAT will provide advertising and promotion, online registration, credit card processing and event insurance for 30% of the net. **Smith made a motion to accept the proposed MOU with the San Antonio Arborists Association for the Bilingual Tree Worker Training workshop. Spencer seconded. Motion passed.**
- h) 2014 Budget: Sultan presented the 2014 proposed budget as presented by the Finance Committee. **Smith made a motion to approve the proposed 2014 ISAT operating budget. Kirkland seconded. Motion passed.** Sultan requested that the Treasurer and Finance Committee look at changing the ISAT fiscal year to March 31<sup>st</sup> so that new members can have more time to come up to speed before voting on a budget.
- i) Executive Director Contract: The Board approved a \$4,000 bonus for the 2013 contract year and approved a contract extension to March 31, 2014.
- j) Appointment of an Interim Treasurer: Sultan reported that Greg David has resigned his position as Treasurer. **Smith made a motion to appoint Lee Evans as Treasurer for the remainder of the term (October 2014). Henson seconded. Motion passed.** Sultan noted that he has prepared a letter thanking Greg David for his long-time service to the Board that will be signed by everyone on the Board and sent to express the appreciation of the Board. Sultan also noted that Xavier Leal has resigned and there is an opening on the Board. **Smith made a motion to have John Warner fill the remainder of the term (2014). Evans seconded. Motion passed.**

## VIII. Next Meeting

The next Board Meeting will be in Waco on February 7, 2014.

## IX. Adjournment

Michael Sultan adjourned the meeting at 3:00pm.

Minutes submitted by: Giedraitis

## ISAT Dec. 13, 2013 Board Meeting

Action Item	Board Member		Comments
Educational Events Committee: Monthly concall. New Municipal Specialist workshop created by Paul Ries. Is this something ISAT wants to host?	Debrock	<input type="checkbox"/>	
TTCC New Braunfels in 2014. Two separate locations.	Bassett	<input type="checkbox"/>	
Scholarships: Need written policy. Are we ready to send checks?	Warner or Dolphin?	<input type="checkbox"/>	
Research/Tree Fund: Contact Janet Bornancin to establish ISAT Chapter Liaison	Dossett	<input type="checkbox"/>	
Website Revision: \$10,000 approved. Next step?	?	<input type="checkbox"/>	
Personnel: Review of Executive Director contract in March	Sultan	<input type="checkbox"/>	
Executive Committee: Political Action Policy	Sultan	<input type="checkbox"/>	
Post updated Tree Appraisal Supplement	JPG	<input type="checkbox"/>	
Finance: Open TDA Ameritrade account. Explore alternative investments	Evans	<input type="checkbox"/>	
Climber Training Workshops: Committee action?	Smith	<input type="checkbox"/>	
Finance: Move fiscal year to March 31 <sup>st</sup> ?	Evans	<input type="checkbox"/>	
Social Media: Develop social media policy	Spencer	<input type="checkbox"/>	
Membership: Online survey and membership brochure	Henson	<input type="checkbox"/>	
Travel Policy: Post online	JPG	<input type="checkbox"/>	