

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

July 11, 2014

**Board Members Present:**

Michael Sultan  
Susan Henson  
Markus Smith  
Lara Schuman  
Nevic Donnelley

Vincent Debrock  
Misti Perez  
John Warner  
Ed Dolphin

**Board Members Absent:**

Orlando De La Garza  
Margaret Hall Spencer  
Oscar Mestas

Lee Evans  
Jim Dossett  
Matt Churches  
Terry Kirkland

**Others Present**

Paul Johnson, ISA BOD, TFS  
Kevin Bassett, ISAT Tree Climbing  
Championship Chair

John Giedraitis, Executive Director

**I. Call to order**

Michael Sultan called to order the regular meeting of the ISAT Board of Directors at 10:30 am on July 11, 2014 at the Waco Hilton, Waco. A quorum was declared present.

**II. Approval of minutes from last meeting**

**A motion was made by Smith to approve the Minutes of the March 7, 2014 meeting. Motion seconded by Henson. 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. His report is attached.

**V. Committee Reports**

- a) Finance/Treasurer: Giedraitis reported that the ISAT balance sheet shows \$208,556.06 as of July 7, 2014. The Profit Loss for fiscal year 2014 to date was presented and discussed. Net income for 2014 to date is \$19,523.65.
- b) Editor: Mestas was absent.
- c) COR: Spencer was absent but sent in the attached report.

- d) Certification: Perez reported that there are currently 995 Certified Arborists in Texas. There will be seven tests this year and they are posted online. A Certified Tree Worker Exam is scheduled for September 10, 2014 at UT Austin. Since January 1 there has been 55 computer test and 38 paper test takers – of these 53 passed.
- e) Texas Tree Conference: Smith is Chair for 2014. This year's theme will be "Surviving ExTREEmes". Registration is now open and the registration brochure has been mailed. See attached report. Johnson also announced that TFS will be offering 20 scholarships to the Academy/Conference and ten to the Tree School.
- f) Texas Tree Climbing Championship: Kevin Bassett Chair reporting. Guy LeBlanc was once again the Head Judge. Arborological Services provided administrative support. The theme was "Let's Gather at the River". The event was held in New Braunfels on May 15-17, 2014. The Thursday workshop and Friday preliminaries were held in Cypress Bend Park and the Saturday Master's event was in Landa Park. Gary and Jared Abrojena presented the pre-climbing workshop on climbing techniques. Bassett also reviewed the issues with the upcoming ITCC next March 15th in Tampa. ISAT will not have enough time to put together a full championship before then. Bassett proposed that the championship to select the Texas entry for the March 2015 ITCC be done the Saturday (October 4, 2014) after the Texas Tree Conference in Waco. It would be a Masters Invitational Competition only. The top five finishers in the 2014 TTCC preliminary competition who scored over 100 out of the possible 200 points would be invited. The 2016 ISAT TTC will be held in May or June of 2015 for the 2016 ITCC in Texas. **Smith moved to have the Board approve that the ISAT hold a Master's Invitation Tree Climbing Championship on October 4, 2014 in Waco to select the ISAT champion to send to the 2014 ITCC in Tampa in March with only the top five finishers from the 2014 TTCC preliminaries competing. Debrock seconded. Motion passed.** The 2016 ITCC in Texas will also be in the March timeframe and ISA would like it to be help further south to avoid bad weather. Locations suggested include New Braunfels and San Antonio. Johnson noted that the ISA Board would like enhanced educational opportunities somewhat like a mini-conference.
- g) Educational Events Committee: Debrock reported that his committee had a busy spring with several events:  
 Dr. AD Ali Bug Workshop: March 25 in Houston – 23 and March 27 in Austin – 46.  
 ArborJet was a workshop sponsor for the Austin location  
 TRAQ: Conroe April 24-26, Skip Kincaid, 15 registered, San Antonio, April 21-23, 20 registered (max).  
 Bilingual Workshop: San Antonio, April 17, 131 Spanish track and 27 English. Contract for 30% of net.  
 Oak Wilt Management and ID Workshop: June 18 in Austin. 30 registered  
 TNLA Expo: August 14-16.  
**Henson moved and Smith seconded that the Board directs the Educational Events Committee to review the Oak Wilt Management and ID workshop to collaborate with TFS to discuss moving from a certification to a qualification. Motion passed.**
- h) Membership: Henson reported that her committee has a final list of survey questions that it will be sending out in November as a member survey. Calling new members was a success and Susan will organize another round of calls to new members.
- i) Arbor Day: Johnson reported that Arbor Day will be Nov. 7<sup>th</sup> in 2014 (first Friday in November) and will be held at the Texas State Capitol. It will be the 100<sup>th</sup> anniversary of the Texas Forestry Association. In 2015 it will be at the Bush Library and celebrate the 100<sup>th</sup> anniversary of the Texas A&M Forest Service. **A motion was made by Debrock and seconded by Dolphin that the Texas Chapter of the ISA recognizes**

**long history and great service of the Texas A&M Forest Service to the people and trees of Texas and pledges to assist the TFS with its 100<sup>th</sup> Anniversary Celebration with a donation of up to \$5,000 and further encourages ISAT members to donate to this celebration. Motion passed.**

- j) Publicity: Evans was absent. Giedraitis noted that Evans had secured a new tablecloth and two new banner flags. Smith read a letter sent in from Jacob West in San Antonio concerning adding a fee to the 2015 conference to support advertising to the general public to approve brand awareness. Johnson noted that NUCFAC has grants for this purpose.
- k) Scholarships: Warner presented the committee report on research and scholarships. He will put it in an ISAT policy format and present at the December ISAT retreat.
- l) Research: see (l) above.
- m) Sponsors and Exhibitors: Giedraitis reported that the 2014 Texas Tree Conference sponsors and exhibitors registration is live online and all 246 S/E on the email list have been invited. 7 have signed up so far.
- n) Elections: Henson reported that we are now holding electronic voting with the assistance of ISA. Nominations are now [online](#) and are due to Susan by August 1, 2014. There was some discussion about changing Director terms to 3 years from 2. This will be discussed at the December retreat.
- o) Legislation: Kirkland was absent but submitted the attached report. This will be discussed at the December retreat.
- p) Outreach: Sultan reported that Evans, Debrock, Duff, Kroeze and Johnson will be assisting with the TNLA Landscape Expo on August 14-16.
- q) Digital and Social Media: Spencer absent but sent in the attached policy. **Smith moved and Schuman seconded a motion to approve the committee report on social media policy with changes. Motion passed.**
- r) Awards: Johnson reported that Nominations are now due for awards. This year there will be four award categories: Arborist of the Year, Arboricultural Project of the Year, Arbor Day and Gold Leaf Award for Landscape Improvement. Michael Sultan of TUFC, Markus Smith with ISAT and Gretchen Riley with TFS are on the committee.
- s) 2016 ISA Conference in Fort Worth: Henson reported that there is a committee coming in to scout ITCC locations. The first check from ISA to ISAT for the conference will come in next year. ISAT will be providing volunteers.

## VI. Old Business

- a) Scholarships to TAMU and SFA: Warner. The report was presented and will be discussed at the retreat.

## VII. New Business

- a) Leadership Workshop: Terry Kirkland and Lara Schuman will attend.
- b) ISAT/ISA Operating Agreement: **Susan moved to accept the Operating Agreement with ISA. Smith seconded. Motion passed.**
- c) Society of America Foresters: Jonson reported that they are developing a Certified Urban Forester certification. Jim Skiera of ISA is meeting with the new SAF executive director concerning this.
- d) Firewise Arborist: Johnson reported that TFS is developing a curriculum and will beta test in the spring of 2015 and launch in the fall of 2015.

- e) TUFM microgrants: Johnson reported that TUFM is awarding \$500 microgrants each month. See the website for details.

### VIII. Next Meeting

The next Board Meeting will be in Waco on October 3, 2014 at the Texas Tree Conference.

### IX. Adjournment

Michael Sultan adjourned the meeting at 2:15pm.

Minutes submitted by: Giedraitis

### ISAT Dec. 13, 2013 Board Meeting

Action Item	Board Member		Comments
Scholarships: Need written policy. Are we ready to send checks?	Warner	<input type="checkbox"/>	
Research/Tree Fund: Contact Janet Bornancin to establish ISAT Chapter Liaison	Dossett	<input type="checkbox"/>	
Executive Committee: Political Action Policy	Sultan	<input type="checkbox"/>	
Finance: Open TDA Ameritrade account. Explore alternative investments	Evans	<input type="checkbox"/>	
Membership: Online survey and membership brochure	Henson	<input type="checkbox"/>	

### ISAT March 7, 2014 Board Meeting

Action Item	Board Member		Comments
All action items completed			

### ISAT July 11, 2014 Board Meeting

Action Item	Board Member		Comments
\$5,000 to TFS for the 2015 100 <sup>th</sup> anniversary celebration	(Giedraitis)	<input type="checkbox"/>	
Call new members and welcome them	Henson	<input type="checkbox"/>	Giedraitis send list
Terry Kirkland and Lara Schuman to the ISA Leadership Workshop in Champaign in Oct.	Kirkland and Schuman	<input type="checkbox"/>	
Send Arbor Day funds to TFS	(Giedraitis)	<input type="checkbox"/>	

List of arborists in the Waco area to Bassett	(Giedraitis)	X	
Discuss change to 3 year terms at Retreat	Smith	<input type="checkbox"/>	
Change fax number on 2014 nomination form	(Giedraitis)	X	
Insert slide promoting the 2016 conference in the show between speakers at the conference	(Giedraitis)	<input type="checkbox"/>	
2016 Conference banner for 2014 conference	Evans	<input type="checkbox"/>	
Post new social media policy	(Giedraitis)	X	

## July 11, 2014 Executive Director Report

888 Members total

56 Just ISAT, 93 Just ISA, 739 ISA and ISAT

March meeting minutes posted

Sent out March, April, May, June TreEmail blasts. 2,710 active contacts on list. Also Dr. Ali, TRAQ and Oak Wilt Workshop online surveys and several updates for the Texas Tree Climbing Competition/Workshop.

Revised Sponsor and Exhibitor brochure completed. Emailed to 271 on our mailing list.

Created online registration for sponsors and exhibitors for the Tree Climbing Competition and the Texas Tree Conference

Taxes prepared and filed.

Updated the website and began to look at a new structure for the site. We may work with ISA corporate to develop a template for Chapter sites. Keely Roy is new Director of Marketing and will be looking at this. By this December ISA should be ready to work on this with us.

Educational Services Committee:

Dr. AD Ali Bug Workshop: March 25 in Houston – 23 and March 27 in Austin – 46. ArborJet was a workshop sponsor for the Austin location.

TRAQ: Conroe April 24-26, Skip Kincaid, 15 registered, San Antonio, April 21-23, 20 registered (max).

Bilingual Workshop: San Antonio, April 17, 131 Spanish track and 27 English. Contract for 30% of net.

Oak Wilt Management and ID Workshop: June 18 in Austin. 30 registered.

TNLA Expo: August 14-16.

Texas Tree Climbing Championship: New Braunfels May 15-17. Online registration for TTCC and Abrojena Climbing Workshop. 40 for workshop. Highlights in July ISAT In the Shade newsletter.

Vincente Pena-Molina was the champion. Sponsors and Exhibitors were Vermeer, Stihl, Bandit and Arborlogical Services, JL Mathews, Texas Crusher, Brush Eaters, KB Woodturnings, They Might Be Monkeys and Amarillo Arborlogical.

Tree Conference: regular conference calls with program committee. Speakers are all registered online and regular registration is online. The conference registration brochure is being mailed out this week.

Elections: Nomination forms are online and are due July 25.

## 2014 Texas Tree Conference Committees

<b>Conference Chair</b>	<b>Markus Smith (Recruit and Coordinate Committee Chairs)</b>	
Program		
Commercial Track	Jim Dossett - Michael Sultan, Vincent Debrock, Ed Dolphin	
Municipal Track	Lara Schuman - Susan Henson, Paul Johnson, Emily King, Brad Hammel, Kelly Eby	
Utility Track	Orlando De La Garza - Rich Hendler, Ray Henning	
Academy	Michael Sultan	
EHAP Training	Margaret Spencer	
Moderators	Kelly Eby	
Tree Schools	Mark Duff, Salvador Alemany	
Trade Show	Jim Carse	
Awards/Luncheon	Paul Johnson	
Student Program	Matt Churches	
Wed. Social	Susan Henson	
Thurs. Reception	Markus Smith ?	
Bookstore	John Warner	
Silent Auction	Terry Kirkland	
Fri Annual Meeting	Michael Sultan and Markus Smith	
Audio Visual	Paul Johnson	
SWAG and T-Shirts	Susan Henson	
CEU's and Testing	Misti Perez	
Evaluations	Gretchen Riley	
TFS Scholarships	Paul Johnson	
Logo	Markus Smith	
Administrative	John Giedraitis	
	Assist Markus and Committees	
	Contract with Convention Center and Hilton Hotel	
	Bid and Contract for Food	
	Marketing, event brochure & on-site program	
	Sponsors & Exhibitors Solicitation	
	Signs, Registration, Evaluations, Finances	

3/6/2014

**Report: 2014 Texas Tree Conference  
Waco Convention Center, October 1-3, 2104  
Responsibilities and To Do List**

**June 17, 2014 Concall: Markus Smith, Michael Sultan, Susan Henson, Orlando De La Garza, Brad Hamel, Lara Schuman, Guy LeBlanc, Terry Kirkland, Jim Dossett, Jim Carse, Kelly Eby**

- Conference Chair Markus Smith
  - Determine Conference Theme and Logo: *Surviving ExTREEmes*
  - Recruit and Coordinate Committee Chairs
- Program
  - Commercial Track Jim Dossett - Michael Sultan, Vincent Debrock
  - Municipal Track Lara Schuman - Susan Henson, Paul Johnson, Emily King, Brad Hamel, Kelly Eby
  - Utility Track Orlando De La Garza
  - Academy Ed Dolphin, Michael Sultan
  - EHAP Training Margaret Spencer
  - Moderators Kelly Eby
- Spanish Tree School Mark Duff, Salvador Alemany
- English Tree School Guy LeBlanc, Brad Hamel
- Trade Show Jim Carse
- Awards/Luncheon Paul Johnson
- Student Program Matt Churches
- Wed. Social Susan Henson (Past President)
- Thurs. Reception Vincent Debrock
- Bookstore John Warner
- Silent Auction Terry Kirkland
- Fri Annual Meeting Michael Sultan and Markus Smith (Pres and Pres-elect)
- Audio Visual Paul Johnson
- SWAG and T-Shirts Susan Henson
- CEU's and Testing Misti Perez
- Evaluations Gretchen Riley
- TFS Scholarships Paul Johnson
- Texas Tree Climbing Competition Kevin Bassett and Guy LeBlanc

Administrative: John Giedraitis

- Assist Markus and Committees
- Contract with Convention Center and Hilton Hotel
- Bid and Contract for Food
- Marketing, event brochure & on-site program
- Sponsors & Exhibitors Solicitation
- Signs
- Registration
- Evaluation
- Finances



## Committees - Update

Wednesday Tree Academy – Ed - expect 200 registrants

- What's Up Doc with Dr. 's Appel and Watson and Bill Ree, Entomologist and Sheila McBride, Extension Pathogist
- 4 sessions rotating and final hands-in quiz in exhibit hall.

Wednesday English EHAP - Margaret

- EHAP in McLennan #209

Thursday Keynote Speakers

- Municipal – Dr. Francesco Ferrini
- Commercial – Dr. Tom Smiley
- Utility – Dr. John Ball
- **Introduction and Welcome – Markus contact Waco for representative. Markus will also moderate the morning session.**
- **Speaker: We will include two nights at the conference hotel, transportation costs (coach airfare or mileage reimbursement at IRS rate), and conference registration. Will also include on the form that speaker is responsible for making their own hotel and travel arrangements, and reimbursement information. If speaker asks for honorarium or speaking fee, we will discuss. This year signup for speakers is online.**

Thursday and Friday Educational Session

- Municipal Track – Lara - Done
- Commercial Track – Jim and Michael - Almost Done
- Utility Track – Orlando - Almost Done

English Tree School – Brad Hamel

- Guy LeBlanc confirmed to teach his introductory tree worker course (English)
- Brad Hamel will assist
- Brad will also promote to local communities within 2 hour drive of Waco.

Spanish Tree School - Mark

- Mark Duff will chair and Salvador Alemany will be instructors this year

Moderators – Kelly Eby

- Slides for CEU's
- Also for Academy
- Utility will have its own moderators.

Exhibitors and Sponsors – Markus and Jim

- [Online registration](#) done.
- Heavy equipment form will need to be filled.
- As of June 17, 4 exhibitors have registered.
- **More email blasts will go out in June, July and August.**

- Early registration is by September 5<sup>th</sup>.
- Keith will bring ISAT trailer.
- Exhibitor set-up Wednesday 1-5pm in Chisholm Hall, breakdown after break on Friday
- Markus and Jim will set up layout and coordinate move in
- Alcohol Security, **WPD Stacey Blair (254-749-9346) or Bob Fuller - John**
- Masseuse – **The House of Healing Therapeutic Massage, Theresa Surley 254-753-7777 - John**
- Pipe and Drape: **Same as last year**

#### Wednesday Evening Social – Susan

- Need to decide if Cameron Park Clubhouse or at Bridge.
- If Cameron, we need buses
- Beer and Cups - Susan
- Security for alcohol on Wed. and Thursday. Stacey Blair or Bob Fuller WPD. John

#### Thursday Award Lunch - Paul

- Forms updated and committee has reviewed
- On [web](#) and will be in newsletter
- Four awards this year
- Due Aug. 11, 2014
- Table decorations from Waco PARD?
- TFS is Sponsor
- Fallen Leaves will be done here – Susan can help out

#### Thursday Evening Reception with Exhibitors – Markus, Vincent

- Reception from 5-7
- 3 kegs and bar
- Davey Resource Group is sponsor? of the Reception with Exhibitors

#### Friday Morning ISAT Business Meeting

- **Michael and Markus will work out the agenda with John**
- ISA International representative for update will be Dr. Ferrini.

#### Bookstore – John Warner

- Lisa Butler will come down from International. We pay room if ISA covers travel.
- Need ISAT flags and tent

#### Silent Auction – Terry

- 4 tables in horseshoe
- Chainsaw auction or raffle tickets?

#### Signs

- John will coordinate

#### Audio/Visual/IT – Paul

- TFS will assist as last year

#### SWAG

- Susan will work with Markus
- Water bottles were popular
- Where sent SWAG for delivery to Convention Center? Need someone with a truck or van.

#### CEU's - Misti

- Arrange from ISA, TNLA, SAF, TDA, TCIA- Misti
- Like last year, we will put CEU signup sheet forms in each package and have the moderator announce CEU's at the end of each session. Attendees turn in sheets at end of conference; keep a copy for their records.. Misti will order the extra sheets from ISA (700).

#### Certification Exam – Misti

- McLennan 209 12:30 to 4:30

#### Evaluation – John

- John will prepare the onsite program evaluation
- John will do the online post conference evaluation

#### Texas Tree Climbing Competition – Guy LeBlanc, Kevin Bassett

- Next year's international competition will be separated from the conference and held in the spring in Florida.
- ISAT is considering running a TTCC on the Saturday after the conference (Oct. 4, 2014).
- Kevin has suggested that the top 5 finishers from 2014 compete in a Master's Competition in Waco.
- Board will review at the July 11 meeting.

#### Friday TUFC Meeting

John coordinate room with Gretchen

Legislative Committee Report  
July 8, 2014

ISAT Board:

Sorry, I am unable to attend the Board meeting on the eleventh. We as everyone else in West Texas are short staffed and I have people on vacation including my foreman. Please except this apology and know I will take care of the silent auction at this year's exTREEme conference to the best of my ability.

As you all know I have been given the task of writing a policy for ISAT in regards to how we approach legislative issues as an entity. This may seem like a straight forward thing but it has become much more than meets the eye. I have contacted several ISA chapters asking if they had a policy and what it entailed if they had one. Most Chapters hire a lobbyist for a small fee (>\$1000.00) to do what we are able to do with our online tools for free. They also have no written policy. After searching unsuccessfully for several weeks I asked Mark Bluhm of ISA for his assistance, he was eager to help and informed me that helping with these matters was part of his job. After several additional weeks and several phone conversations Mark got back to me. He could find no chapter with a policy and expanded his search to other 501 type organizations. Here again no one had a written policy. His advice to me was as we are a 501 (c) (5) organization we have much more discretion in lobbying and can do most anything we want to under IRS rules. That being said his advice was to always give the "why" we are either for or against an issue and that makes it an educational piece not a political statement. I am attaching a copy of Mark's latest e-mail on this.

In my opinion, I don't think we need to be the entity to "invent the wheel". If we choose to write this policy I would recommend that we obtain legal counsel from a legislative attorney. The next question becomes would this be a wise use of the funds we have the fiduciary responsibility of to our membership.

Regards,  
Terry Kirkland