Texas Chapter International Society of Arboriculture
Board of Directors Meeting Minutes

December 14, 2016

Board Members Present:

Vincent Debrock   Nevic Donnelley
Lara Schuman   Misti Perez
April Rose   Micah Pace
Rebecca Johnson   Gene Gehring
Chris Lane   Nina Alexander
Zaina Gates   Matt Weaver
Jason Alfaro

Board Members Absent:

Keith Brown   Michael Sultan
Jim Dossett   Emily King

Others Present

John Giedraitis, Executive Director   Paul Johnson, Texas A&M Forest Service
Markus Smith, TX Tree Climbing Chair

I. **Call to order**

President Lara Schuman called to order the regular meeting of the ISAT Board of Directors at 10:27 am on December 14, 2016 in Bastrop, Texas. A quorum was declared present.

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

The October minutes were approved.

III. **Welcome and Introductions: Schuman.** Jason Alfaro, a new Director, was introduced.

IV. **Executive Director Report**

Giedraitis reported on activities since the October Board meeting (attached).

V. **Committee Reports**

a) Governance: Schuman reported that the committee will be meeting in January. Rose spoke about the Board member self-evaluation and Board evaluation sheets as a tool to improve communications. (attached**). Donnelly made motion to adopt the Board evaluation surveys. The motion was seconded by Alfaro. Motion passed.**

b) Nominations and Election: Debrock noted that the process will start in May of 2017 and be completed in September.

c) Treasurer / Finance: Year to Date P&L and Balance Sheets were presented (attached).

d) Certification: Perez reported that there are two exams scheduled for next year. There are 1,097 Certified Arborists, 35 BCMA, 89 Utility Specialists, 47 Municipal Specialists and Certified Tree Workers: 7 ALS and 30 Climber.

e) Council of Representatives: Report attached

f) Past President Committee: Debrock reported that past presidents are available for guidance or recommendations when requested.

g) Legislation: No report. Johnson stated that there had been no new tree related bills filed for the upcoming legislative session.

h) Membership: Weaver reported that he is contacting new members. Smith, Donnelly and Alfaro also volunteered to assist. Giedraitis noted that he sends a welcome email to every new member.

i) Awards: Debrock. The ISAT Volunteer of the Year award was discussed and it was agreed that it was an award made by the President.

j) Newsletter: Johnson noted that articles are due on the 15th before the newsletter comes out.

k) Scholarships and Student Liaison: Gates reported that she is developing a written policy. Giedraitis will contact other Chapters to get their policies. (Report attached)

l) Publicity - Digital and Social Media: Debrock and Gates reported that the Chapter currently contracts with the Vivial Company to increase the promotion of ISA credentials to the public using digital media. They have also met with an SEO expert in Austin to revise the current program. Will change the News page on the website to a Blog and tie the Facebook postings and website postings to increase exposure.

m) Arbor Day: Johnson reported that the 2017 Arbor Day celebration will be Grand Prairie on the first Friday in November.

n) TNLA Outreach: Lane noted that the TNLA Expo will be held in San Antonio in 2017.

o) Arborist Select: Lane presented a report (attached). He noted that tree farms and not trees will be certified. He asked for feedback on the report to Gates and himself.

p) Research/TREE Fund: Gehring reported on TREE Fund and next year's Oak Wilt Qualification training. **Alfaro made a motion to approve the oak wilt research proposal from Dr. Appel and Sheila McBride for $5,000 for 2016. Johnson seconded the motion. Motion passed.** (attached)

q) 2017 Texas Tree Conference: Pace noted via phone that conference committees are being formed and that the theme will be around 'Growth'. Contracts have been signed for 2017 and 2018 with the Waco Convention Center and the dates for next year are September 27, 28 and 29, 2017. The Board agreed to increase the fee for the Academy, Conference and Tree School by $10 each. (attached).

r) Educational Events – 2017 Schedule: King reported on the proposed 2017 calendar (attached).

s) Texas Tree Climbing Championship: Smith reported that the 2017 competition will be in Govalle Park in Austin May 20-21, with the pre-competition workshop held on the 19th.

VI. Old Business

a) Publicity agreement with Vival/Website updates and blog. Discussed under committee reports above.

VII. New Business

a) ISA/ISAT Operating agreement: Schuman. **Johnson made a motion to accept the ISA/ISAT operating agreement with amendments. Debrock seconded and the motion passed.** Schuman will send it to ISA. (attached)

b) 2017 ISAT Budget Approval: **Lane made a motion to approve the 2017 ISAT budget with amendments. Debrock seconded the motion and it was passed. (attached)**

VIII. Next Board Meeting/Retreat –

Date**:** March 8, 2017, 10:30 am,
Location: TBA

IX. Adjournment

Schuman adjourned the meeting at 3:11 PM

Minutes submitted by Giedraitis

ISAT December 14, 2016 Board Meeting

Action Items (deleted as completed)	Board Member		Comments
Contact other ISA Chapters for scholarship policies	Giedraitis		
Set up monthly concall for the TTCC committee	Giedraitis		
Send in ISA/ISAT Operation Agreement to ISA with changes	Schuman		
Post final budget	Schuman/Brown		

ISAT June 24, 2016 Board Meeting

Action Items (deleted as completed)	Board Member		Comments
Survey of Members	Weaver/Rose		
Wildfire Mitigation Qualification Insurance and Legal Issues	Donnelly		

December 14, 2016 ISAT Executive Director Report (from October 11th to date)

1,125 Members total
1097 ISA, 948 ISAT
2015 Year-end balance: $10,630.57
2016 Current net income: ($38,358.43)
2015 Year-end total equity: $244,613.33
2016 Current total equity: $206,254.90

Sent out October and November TreEmail blasts. 3,778 active contacts on list. Also registration and email invitations for TRAQ in Austin and Houston, Ries Thinking Outside the Bark in Austin and Dallas. The 2017 Texas Tree Conference Speaker Registration published online.

Find an Arborist advertising registration for ISAT website. 28 registered.

Educational Services Committee: Regular conference calls with the committee.

Sept. 30, 2016: EAB Dallas workshop (~70 registered)

Dec. 5-7, 2016: TRAQ Houston (12 registered)

Dec. 8-10, 2016: TRAQ Austin (20 registered)

January 24, 2017: Thinking Outside the Bark, Dallas (3 registered)

January 26, 2017: Thinking Outside the Bark, Austin (32 registered)

2017 Texas Tree Conference: Worked with Micha to develop program outline and phone conferenced with the committee chairs.

Attended the 2017 Leadership Workshop at ISA HQ.

Oct. 11, 2016

ISAT Board of Directors Self Evaluation - DRAFT

Board evaluation is an approach to improving governance with the intent to maintain a high performing board. The board president mails this survey to individual board members. Info is self-reported and submitting to board president is optional.

Please fill in the following values into the chart accordingly:
1-not meeting commitment, 2 - meeting commitment, 3 - exceeding commitment

Categories	Response
Board Meeting Attendance (attend each meeting and retreat)	
Board Meeting Participation and Interaction (prepared for board meetings, contributes to discussion, works between meetings)	
Committee Involvement (actively serves and contributes to discussion/performance/goals of committee)	
Event Volunteerism (is present at two or more events in one year)	
Communication with BOD (emails or phone calls with other board members at least once a month)	
Time and/or Talent Contribution (identifies skill sets/resources that would be good fit to help ISAT)	
Recruitment of Members (Identifies new people to serve on committees and nominate for board service)	
Promoting ISAT Continuously (looks for opportunities that align with ISAT's mission/strategic plan)	
Chairperson of a Committee (chair at least once during term, serve on committees throughout)	
Social Media Friendly (shares relevant information in a timely manner for social media)	

Additional comments about your board experience?

Google Drive: ISAT/Governance Committees/ISAT Board of Directors Evaluation - DRAFT

Consider implementing a board evaluation tool be completed by each board member to gauge board performance and identify areas for improvement. How would it work? Board president or Governance chair sends via email survey mid-year. Information is reported back to the executive & governance committee and will help inform organizational & board development strategies. Ideas/feedback? Other aspects to measure or different language?

ISAT Board Evaluation - DRAFT

Board evaluation is an approach to improving governance with the intent to maintain a high performing board. Information will be reported back to Board President or Governance chair.

Indicate your understanding of and offer recommendations for these governance aspects.	Very Comfortable	Somewhat Comfortable	Somewhat Uncomfortable	Very Uncomfortable	Not Sure N/A
Mission and Strategic Direction					
1. Board efforts advance the mission, vision, values and goals.					
2. The strategic plan protrays an image of the organization in 3, 5 or 10 years.					
3. Meetings and agendas are organized to achieve the mission and goals (and avoid operating matters.)					
Comments:					
Governing Documents					
4. Board understands and upholds all governing documents.					
5. Policies are adopted and followed to guide current and future leaders.					
Comments:					
Leadership, Succession and Transparency					
6. Board selection process is transparent and ensures leadership succession.					
7. Board orientation and self-assessment is sufficient.					
8. New ideas and people are respected.					
Comments:					
Budgeting, Finances and Infrastructure					
9. Board adopts annual budget and is engaged in monitoring finances.					
10. Reserves/savings and investment strategies are appropriate.					
11. Financial reportas are clear, accurate and timely.					
12. Annual audit and auditor's recommendations are reviewed.					
Comments:					

Google Drive: ISAT/Governance Committees/ISAT Board of Directors Evaluation - DRAFT

ISAT
Balance Sheet
As of December 12, 2016

	Dec 12, 16
ASSETS	
Current Assets	
Checking/Savings	
Wells Fargo	71,638.75
Total Checking/Savings	71,638.75
Other Current Assets	
Wells Fargo CD #3	25,000.00
Wells Fargo CD #2	25,000.00
Wells Fargo CD #1	50,000.00
Federated Gov Income Securities	34,012.12
Total Other Current Assets	134,012.12
Total Current Assets	205,650.87
Fixed Assets	
Office Equipment	604.03
Total Fixed Assets	604.03
TOTAL ASSETS	**206,254.90**
LIABILITIES & EQUITY	
Equity	
Retained Earnings	244,613.33
Net Income	-38,358.43
Total Equity	206,254.90
TOTAL LIABILITIES & EQUITY	**206,254.90**

ISAT
Profit & Loss
January 1 through December 12, 2016

	Jan 1 - Dec 12, 16
Ordinary Income/Expense	
Income	
2016 ITCC	538.00
2016 ISA Conference	30,405.70
Online Learning Revenue Share	1,076.00
Advertising	
Advertising - website	2,823.25
Advertising Newsletter	9,240.19
Oak Wilt Vendors	1,367.70
Total Advertising	13,431.14
Certification	
Recertification	14,530.00
Certification Exams	10,850.00
Total Certification	25,380.00
Membership	30,500.00
Misc.	4,886.98
Publication Sales	270.00
TTCC & Workshop	
Misc Sales TTCC	1,185.75
Registrations (climbing)	2,260.77
Registrations (for workshop)	2,624.85
Sponsors	4,107.65
TTCC & Workshop - Other	125.00
Total TTCC & Workshop	10,304.02
Workshops	
2016 Muni Workshop with Ries	1,062.60
2016 Dec TRAQ	19,616.43
2016 EAB Dallas	1,295.03
2016 TRAQ March	12,363.41
2016 Rinn Tree Safety Worksh...	16,105.15
Bilingual Tree Worker Worksh...	9,297.00
Oak Wilt ID and Mgnt Workshop	6,576.64
Total Workshops	66,316.26
Total Income	183,108.10
Gross Profit	183,108.10
Expense	
Research	500.00
2016 ITCC Expense	2,181.00
2016 ISA Conference Expense	40,769.54
Accountant	2,545.00
Arbor Day	2,000.00
Awards	200.37
Board Expenses	9,342.56
Certification Expenses	618.13
Conference Expenses	
Speaker	564.66
Registration	140.00
Waco Convention Center	1,000.00
Total Conference Expenses	1,704.66
Executive Director	
Misc. Office	1,045.37
Executive Director Salary	41,874.03
Executive Director Travel	-1,942.48
Executive Director Utilities	2,220.00
Total Executive Director	43,196.92

ISAT
Profit & Loss
January 1 through December 12, 2016

	Jan 1 - Dec 12, 16
Fees	
Bank Fees	164.25
Credit Card Fees	467.43
Total Fees	631.68
Insurance	1,984.00
Member Services	900.68
Newsletter Expenses	22,135.26
Publication Purchases	612.85
Publicity	11,712.43
Scholarships	2,000.00
Special Projects	5,300.00
TTCC and Workshop	
National Tree Climbing Champ	375.00
TTCC and Workshop - Other	17,469.36
Total TTCC and Workshop	17,844.36
Web Site	1,101.76
Workshop Expenses	
2016 EAB DAllas	1,259.48
2017 Ries	450.00
2016 TRAQ December	17,020.77
2016 TRAQ March	11,261.63
2016 Rinn Workshop	13,016.97
2015 Martlage Workshop	-35.00
Bilingual Tree Worker Worksh...	8,881.24
Oak Wilt ID and Mgnt Workshop	2,330.24
Total Workshop Expenses	54,185.33
Total Expense	221,466.53
Net Ordinary Income	-38,358.43
Net Income	**-38,358.43**

ISAT Board of Directors Meeting
December 14, 2016

December 13, 2016 CoR Conference Call

✦ CoR Satisfaction Survey Results

✦ Intake Form Review

✦ Future Intake Forms

✦ Review of Comments from 2016 CoR Meeting

✦ CoR Elections for ISA Board of Directors

✦ Annual Meeting and ITCC Updates

CoR Satisfaction Survey Results

✦ Total responses for this survey: 48 of 59 Components

✦ Helps ISA and CoR EC understand where we can succeed and where we can improve

Percent Ranked as Valuable or Very Valuable	
CoR Calls	81%
ISA Today	90%
CoR Intake Forms	84%
CoR Email Blasts	94%

✦ Opportunities for Improvement:

- **SharePoint.** This is the site where CoR Members can access information about CoR (e.g. bylaws, policies and procedures, manuals, etc.) - The main issues are accessibility and organization - Plan to better organize information and also looking at other options for storing and sharing information

Intake Form Review

✦ **Bylaw Intake Forms**: Fulfill CoR's responsibility to provide a review of ISA Bylaw changes prior to their approval:

Response Rates	
Part 1	42/59 = 71%
Part 2	44/59 = 75%
Part 3	39/59 = 66%

Future Intake Forms

- ✦ Intake Forms originate with ISA Staff, CoR, or ISA Board of Directors request
  - The BOD will initiate an intake form for the purpose of reviewing a policy or program
  - ISA Staff uses intake forms to gather information from Components on their preferences or programs
  - CoR Members can also request Intake Forms be sent to assist their component with learning from their peers
- ✦ The CoR would like to learn more about how Components are supporting research at the local level
  - If you support the Tree Fund, how are you raising money or local awareness?
  - Does your component encourage arborists to apply for local grants that are available?
- ✦ **Intake Form 27:** Cor EC and ISA interested in learning how each component engages in research. The outcome from this form will be shared in future email blast, and it will help CoR EC plan the 2017 CoR meeting in Washington D.C.

Review of Comments from 2016 CoR Meeting

- ✦ 25 CoR Members replied to the post meeting survey:

Question	Satisfied or Very Satisfied	OK	Dissatisfied or Very Dissatisfied
Topics were relevant to me?	24	1	0
Discussion time was adequate?	18	5	2
Enough time to network?	20	4	1

- ✦ Next year's CoR meeting will focus on following two primary response requests:
  1. More time to discuss topics with other CoR Members
  2. Brainstorm and discuss solutions to problems faced by other components

CoR Elections for ISA Board of Directors

- ✦ Voting scheduled to take place January 16 - 31, 2017
- ✦ ISA Members at large will elect 8 (directors) of the 15 ISA BOD positions:
  - ISA CoR elects 5 directors
  - ISA BOD elects President/Chair and President/Chair Elect

Annual CoR Meeting, ISA Conference, and ITCC Update

- ✦ Annual CoR Meeting will be held Sunday, July 30

- ✦ ISA Annual Conference will be held July 29 - August 2, 2017
- ✦ ITCC will be held July 28 - 30, 2017
    - Preliminary events will take place July 28 - 29
    - Masters climb will take place Sunday, July 30

ISAT Scholarship & Student Liaison Committee Plans/Budget for 2017

Budget Amount - $5000	College/University	Reason
$3000	SFA	student tuition scholarship
$500	SFA	Student association scholarship
$500	SFA	Student tree conference scholarship
$1000	Tarrant County College or Texas A&M University	Student tuition scholarship

Tuition Scholarships:
- Make contact with college/university each spring to notify/remind of scholarship offer for the following fall
- Scholarships are pass through, check is given to college/university, students fill out general scholarship application, scholarship committee decides which student should receive scholarship
- Make contact in the fall to see if scholarship was awarded and how much ISAT needs to send to the college

Tree Conference Scholarships to Students:
- Attend student association meeting in the spring at SFA to announce scholarship opportunity to attend the tree conference the following fall
- Provide the $500 scholarship to student association at SFA, awarded in the late summer (to provide $ for travel costs to the tree conference)
- Award $500 scholarship for 10 students to attend tree conference, awarded in the fall at time of registration (pays registration fees), require student attendance at job info session, and require job for students at conference
- If an increase in the budget is desired and approved, attend other schools that we have not partnered with in the past, Panola College-Forestry Technician degree, Texas State-horticulture degree, to provide additional tree conference scholarships

Posters:
- Designate area at tree conference for undergraduate/graduate posters to be displayed
- Contact college/university each fall & spring to remind them to create posters
- In spring, go to student association meeting and discuss posters for tree conference (need to go in spring to be ready for the conference the following fall)

Tree Conference Amenities for Students:
- Designate an area for a job table for internships and permanent jobs (contact employers to provide job info)
- Set up a session/room during the break to get students together for a job info session, invite employers to speak about their company for a few minutes (provide snacks)

Alumni Breakfast:
- Designate a room, set up a buffet, & provide audio/visual equipment for an SFA alumni breakfast
- See if ISAT wants to pay, otherwise SFA will

Texas Tree Conference Poster Session Registration

The International Society of Arboriculture Texas Chapter is hosting a poster session in Waco, TX at the 37th Annual Texas Tree Conference on September 27- September 29, 2017. Register to display your poster today.

Call for Poster Submissions!

The deadline for poster submission ideas is Friday, July 14, 2017. This is simply to gauge attendance. You do not need to submit a physical poster at this time.

Poster set-up time: Wednesday, September 27, 2017 from 5:00 pm – 6:00 pm

Poster session time: Thursday, September 28, 2017 – Friday, September 29, 2017

Posters will be displayed and while presenters are not expected to stand by their poster throughout the day, there will be dedicated viewing times.
Posters are exhibited for informal browsing with opportunities for individual discussion with poster authors. Graphic materials will be displayed on easels supplied by ISA.

Follow these <u>recommended</u> formatting instructions for a successful poster design:

- Make use of graphics and limit text to brief statements where appropriate
- Materials, both textual and visual, should be of professional quality and should be clearly legible from a recommended distance of 4 feet
- 36" x 48" is the recommended poster size
- Posters should not exceed 48" x 96" in size
- Posters should be landscape-oriented

This poster session is intended 1) to display the great work, innovative techniques, and practices performed by our state's arborists and tree professionals, and 2) to explore the latest research conducted by undergraduate and graduate students. As such, this is not a competitive poster session and submissions are not limited to any single topic. ISA Texas welcomes poster submissions from all walks of life including private industry, academia, local or state government, the GIS community, and many more!

Poster break-down time: Friday, September 29, 2017 from 12:00 pm to 1:00 pm

Please send poster submissions and inquiries to Zaina Gates at zgates@tfs.tamu.edu
Include your name, email, phone number, poster idea, and company, college, university, or other affiliation.

12/12/16 – Arborist Select Committee Minutes

Statement of Problem:
For many years, arborists have complained about the quality of nursery stock available in Texas. It's an open joke that Florida growers send trees that don't comply with Florida's standards (and therefore can't be sold in Florida) to Texas and call them "Texas grade". Trees grown in containers are subject to multiple problems, e.g. circling/girdling roots, buried root flares, and poor taper. These problems are not insurmountable, but prevention requires additional care and cost in the nursery.

Program summary:
The Texas Chapter of ISA (ISAT) is a professional organization dedicated to improving the practice of professional arboriculture through science, education, and public awareness. The Arborist Select™ Tree program is designed to educate, recognize, and promote nurseries and tree farms that are committed to growing high-quality shade trees for landscape professionals in Texas. The program is voluntary for nurseries.

Arborist Select Certification:
- All tree farms participating will be expected to be members of ISAT - $55, and will pay an annual certification fee of $125.
- One employee at each tree farm will be required to watch the certification webinar and pass a test to learn BMP's for growing and properly grading high-quality trees. This will also be required for re-certification every two years.
- The tree farm will be inspected at the initial certification, will be entered into a random re-inspection pool (can be re-inspected without notice at any time annually), and will be re-inspected at least once every 3 years if not re-inspected during the annual random re-inspections.
- Tree farms will be expected to sign an annual contract saying they understand the certification rules and that they will follow the certification practices.

The tree farm will be certified for the following 5 practices:
- Tree must have a central leader (species list will accompany, some not required)
- Codominant stems must be removed
- Root flare must be visible
- Root ball must be trimmed every time the tree is bumped up to next pot size
- Specs for tree trunk caliper/pot size/root ball size must be followed (see matrix)

The trees sold as Arborist Select will be based on the following specs:
- Tree must have a central leader
- Codominant stems must be removed
- Branch diameter should not be larger than 2/3 the diameter of the trunk measured directly above the branch union
- There should be no flush pruning cuts anywhere on the tree, and no open wounds on the trunk or major branches
- The crown should be full of foliage and show little, if any, evidence of chlorosis, necrosis, disease or insect infestation
- Root flare must be visible
- The root ball should be free of severe defects
- Root ball must be trimmed every time the tree is bumped up to next pot size

- Specs for tree trunk caliper/pot size/root ball size must be followed (see matrix)
- Trees must be 15 gallon or larger

Trunk Caliper/Pot Size/Root Ball Size Specs:
Have growers weigh in on current specs from Florida Fancy and ANSI standards to come up with Texas specs.

Arborist Select Specs:
- Need an open comments time period for arborists to add/make changes to currently listed specs.
- Multi-stemmed tree species list needs to be created.

Inspection & Re-inspection Guidelines:
- 15-20 random trees will be inspected at initial inspection & re-inspection
- Each tree will be inspected for all 5 certification practices, & must pass with 75% score in each practice
- Notification will not be given by inspectors, they can show up to conduct an inspection at any time during business hours.

Tags:
- Arborist select trees can be flagged with a special color flagging while being grown at the farm.
- Prior to being sold, they will be tagged with an official Arborist Select branded tag sold by ISAT.
- The tags will be a smaller, rigid, plastic band that is imprinted with the website name, www.arboristselect.com (which is a page of the ISAT website, but will have a direct link under that web address), and will have an imprinted tag number.
- ISAT will track the number of tags and the lot numbers sold to each nursery, so that complaints can be tracked back to the nursery.
- Tags will be available to be ordered on the website and will be sold in batches of 20.
- Each tree farm will receive 10 complimentary tags at the time of initial certification.
- Need a price on the tags to determine costs and profits.
- Tag Company - http://tydenbrooks.com/seals-by-type/indicative-seals/fixed-length-seals

Certification Course for Tree Farms:
- A webinar will be created (filmed at Top Notch Tree Farm) to show the practices that the farm must follow to become certified, and the specs that are required of trees sold as arborist select.
- A test will follow the webinar, and a passing score must be achieved.
- A pdf manual will accompany the webinar that can be utilized in the field to assist in following the practices.
- After selected personnel watch the webinar and pass the exam, they must have the farm inspected and upon passing inspection, they will pay the annual fee to be listed as certified.

Pioneer Phase:
- During the first year of the program, all farms that choose to participate will be considered a pioneer arborist select farm to work out any issues with the program.
- No fees will be paid for that year.

- If the tree farm is passing at the end of the first year, (and all issues with the program have been resolved), and they would like to continue the program, they will pay certification fees starting at year two.

Certification Course for Inspectors:
Courses will be held at arborist select tree farms (initially at Top Notch Tree Farm). They will be no more than 1 day. A pdf manual will accompany the course, as well as inspection forms for initial certification and recertification.

Expectations of Inspectors:
Certified Arborists
Members of ISAT
Must attend the inspector certification course and retake it once every two years.
Be able to inspect 15-20 random trees at one tree farm in 1 hour.

Incentives for being a Volunteer Inspector:
CUE's for hours spent inspecting farms (need to create a draft agenda and get approval from Misti & ISA)

Inspection forms:
2-sided
One side will be for the Arborist Select farm certification inspection, the other side will be for inspection of trees flagged to be sold as Arborist Select trees.

ISAT's Commitment to the Program:
- Create a webpage on the ISAT website for the Arborist Select certification. That webpage will provide the practices for becoming a certified farm, and the specs for selling a tree as Arborist Select. A list of certified farms will be available. The page will also have a complaint section where arborists/others can file a written complaint with an accompanying photo of trees that were sold to them tagged as Arborist Select but do not follow the specifications.
- Sell and track numbered tags to certified tree farms.
- Handle complaints by contacting an inspector to do a spot inspection.
- Provide scholarships to top three volunteer inspectors (see inspector point system).
- Provide awards to certified tree farms for high inspection scores - bronze, silver, & gold, and announce those awards at the meeting.
- Promote participating nurseries to landscape professionals and in ISAT publications and other materials distributed to tree consumers.
- Provide annual training program that references the latest science and best management practices for growing high-quality trees.

Complaints:
- ISAT will handle all complaints.
- A written description using the online form accompanied by a photo is required to make a complaint.
- After one complaint is received, the tree farm will receive a written notice/warning from ISAT about the complaint (form will specify what the issues were so tree farm can correct the problems)

- After the second complaint, ISAT will notify the area inspectors that they will need to complete an immediate spot inspection for re-certification.

Decertification Process:
- Upon failing a recertification for the first time, the tree farm will be put on probation and temporarily removed from the online list of certified tree farms for one year. They will also not be allowed to sell Arborist Select trees during this probation period, but tags will not be revoked.
- The tree farm will be re-inspected after one year, if they pass, they will be re-listed online and removed from probation.
- If the tree farm fails a second inspection, they will be decertified.
- Upon decertification, tags will be cut from trees and extras will be confiscated. Tree farm will be reimbursed by ISAT for unused tags (those tags can be resold to another tree farm).
- Contract signed by tree farm upon certification will explain this process.

Estimated program costs:
Year One:
- Legal Fees (attorney & trademark) - $800
- Tags - $? (to be determined)

Year Two:
- Tags- $? (to be determined)
- Promotion - $500

Estimated program revenue:
Year One:
- Tags - $? (to be determined)

Year Two:
- Tags - $? (to be determined)
- Certification Program – (10 farms@$125 each) $1250

TDA:
Once the program is up and running for at least 1 year (maybe longer), ISAT and TFS may approach TDA about approving the standards as a state wide recommended or mandated practice.

Future Add-Ons:
Create standards for liner farms to determine proper growing practices and local seed source.

December 2016 Tree Fund Liaison Meeting Minutes

Dates for 2017 conference calls with Liaisons (all for 2:00 pm central time):
2/7/17
4/5/17
6/6/17
8/16/17
10/10/17

Donation changes for chapters to TREE Fund:
- Chapter Challenge has been abolished
- TREE Fund would like for chapters to put a donation amount in their budget as a line item, and send the money at the beginning of the year. The donation can be allotted to a specific grant, scholarship, or rider for the bike tour, and just needs to be designated at the time the donation is made.
- Chapters will receive a partnership designation, similar to the corporate partnership designation of diamond, platinum, gold, silver, and bronze for their donation amount.
- Consider using silent auction proceeds as an additional donation to TREE Fund

Ideas for booth engagement & resources provided by TREE Fund at Tree Conference:
- Stream the "About the TREE Fund" video https://www.youtube.com/watch?v=sd9CBQqW4RU&noredirect=1 on a TV at the back of the booth or the TREE Fund powerpoint (available on their website under liaison resources)
- Create a TREE Fund research info "question and answer" game on the TV to create interactive content for visitors that attend the booth
- Make sure TREE Fund has a stamp spot on the Bingo card for visiting vendors booths
- Chapters will receive their own booth materials with updated TREE Fund info annually, they no longer have to mail materials around to other chapters.
- TREE Fund can send bandanas for "Heads or Tails" fundraiser. They need to know how many bandanas and what color by January 1st of each year. Chapter will need to secure a prize for the winner and assist in selling the bandanas at the conference.
- TREE Fund can have a representative at the tree conference to speak or assist in operating the booth upon request.
- TREE Fund has climbing helmets, worth $130, available upon request that can be sold in the silent auction to raise funds for the TREE Fund.

Ideas to promote TREE Fund at the Tree Conference:
- Have a session(s) labeled the TREE Fund session, and have all of the speakers that received TREE Fund grants or scholarships speak about their research during that session(s)
- Announce the selling of the bandanas for the "Heads or Tails" game during the morning general session while the entire audience is listening
- Stream the "About the TREE Fund" video https://www.youtube.com/watch?v=sd9CBQqW4RU&noredirect=1 in between sessions

New resources soon to be available on the TREE Fund website:
- Speakers Bureau – Recipients of grants that have completed their research will be listed as possible speakers for workshops. They will be listed by subject, such as soils, pruning, etc. These

A Proposal: The development of improved diagnostics for the early, accurate detection of *Ceratocysts fagacearum* and oak wilt

Sheila McBride, Texas A&M AgriLife Program Extension Specialist at the Texas Plant Disease Diagnostic Lab, College Station, TX 77845
David N. Appel, Professor, Texas A&M University, Department of Plant Pathology and Microbiology, College Station, TX 77843

Oak wilt is caused by the vascular pathogen *Ceratocystis fagacearum.* This fungus causes tree losses of epidemic proportions in both rural and urban areas in Texas. A majority of losses are incurred in the live oak savannahs and urban forests of the Edward's Plateau region in Central Texas. The economic impact in terms of losses of property values, impaired ecosystem function, and devastated landscapes is considerable. Therefore a system for accurate, reliable, and timely diagnosis of *C. fagacearum* is needed. Proper diagnosis is the first step of any successful tree disease management program. Oak wilt is currently diagnosed with symptoms, signs, and laboratory isolation of *C. fagacearum*. Although some very distinct foliar symptoms in live oak can be very useful, they are sometimes vague, unreliable or nonexistent. The isolation method of *C. fagacearum* from wood tissue to diagnose oak wilt has serious limitations. These include the length of incubation for the pathogen to grow and the potential for producing false negatives due to sample quality and the time of year of sampling.

Recent advances have been made in the use of molecular tools for detection of the DNA of *C. fagacearum* in sample tissues. These methods are known as conventional and real time PCR (polymerase chain reaction). Variations on PCR are commonly used in a wide variety of plant diseases because they are highly sensitive and more rapid than the conventional methods for plant diagnostics. Previous research in the Forest Pathology lab at TAMU resulted in developing the basic tools needed for the PCR technique. This research was further advanced by a US Forest Service lab in St. Paul, MN. However more research is needed for detecting *C. fagacearum* to streamline the technique in a clinical setting. Collection methods also need to be refined in order for ease of the submitter to submit samples to a diagnostic lab.

This research proposal is being submitted to the Texas Chapter of the International Society of Arboriculture to address the gaps in collection methods, education, and laboratory detection of the oak wilt fungus, There needs to be in place a system for accurate, reliable, and timely diagnosis for the detection of *C. fagacearum*. We are also suggesting using some of the resources to develop a fact sheet describing sample submission, how the technique works and interpretation of results. We are requesting $5,000 a year for two years in order to complete the objectives of the research.

**37ᵗʰ Annual Texas Tree Conference, Academy and Trade Show
Program Committee Conference Call Agenda**
Time Date
"Conference Name?"

Micah Pace (Chair), Paul Johnson, Brad Hamel, John Giedraitis, Jim Carse, Lara Schuman, Vincent Debrock, Michael Sultan, Mark Duff, Nina Alexander, Gene Gehring, Margaret Spencer, Kelly Eby, Guy LeBlanc, Zaina Gates, John Warner, Terry Kirkland, Misti Perez, Rebecca Johnson, Emily King, Jim Dossett, April Rose, Nevic Donnelley, Chris Lane, Jason Alfaro, Matt Weaver

Notes:

1. **Conference name, logo and theme** – Suggested theme: Growth
2. **Call for Presentations:** John will create survey in Constant Contact. Micah will circulate the announcement to other organizations. **Send in January and due back beginning of March**. The online speaker registration for the 2017 Texas Tree Conference is here.
3. **Blank conference schedule**/outline of speakers attached.
4. **Track Chairs:** Each track chair is responsible for filling all the speaker slots in the program (8). Thursday morning General Session is where the Keynotes speak. Keynotes are typically the heavy hitters who have a big name in the field. They can be used for Academy also or other slots so long as they don't repeat what they went over in the Academy. **Chairs need to coordinate with academy chair about using Academy speakers in the program.**
5. **Speaker:** We will include two nights at the conference hotel, transportation costs (coach airfare or mileage reimbursement at IRS rate), and conference registration. The form notes 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.
6. **Review Committee assignments.**
7. **Academy** – Gene Gehring and Mark Kroeze
   a. What's Up Doc – Tree Diagnosis Workshop
   b. Nowak: Tree Assessment Around the World
8. **EHAP** - Margaret Spencer
9. **Thursday and Friday Educational Sessions**
   a. **Municipal Track** –-Talk ideas: Measuring Growth with Assessments – international and national (Nowak and ITree), State and local (TFS Houston/Austin FIA), City of Denton State of the Urban Forest Study, Dallas Urban Heat Island Study, Dallas Medical District Redevelopment Project, APA. Panel discussions.
   b. **Commercial Track** – Growth (Tree, Business, Personal)
   c. **Utility Track** — J.P. Donnly; Cy Terrell – Drones, LiDAR, and Vegetative Management Strategies; Blue Bonnet Electric – Post Fire Challenges and Growth
10. **Friday Tree Schools:** 9:30 to 3:00
    a. **English:** Guy LeBlanc, Brad Hamel
       i. This year less chain saw and more climbing and work efficiency
    b. **Spanish**: Mark Duff and Bill Green

i. More organized to get the agenda out earlier so more attendance.

11. **Moderators**: Kelly Eby

12. **Exhibitors and Sponsors**: Jim Carse, Oscar Mestas
    a. Brochure sent in January (John)
    b. New pipe and drape contractor
    c. Include Student Poster Display?

13. **Students/Poster Session:** Zaina Gates
    a. Scholarships
    b. Poster Session – Either in Exhibitor Hall or in main foyer outside of exhibitor hall
    c. Job Table
    d. Meet with employers

14. **Wednesday Evening Social:** Past President – Vincent Debrock

15. **Thursday Awards Lunch:** Paul Johnson TFS, ISAT Chair?

16. **Thursday Evening Reception with Exhibitors**: Emily King

17. **Friday Morning Business Meeting:** Lara and Micah

18. **Bookstore**: John Warner, Lisa Butler

19. **Silent Auction:** Chair?

20. **Audio/Visual/IT:** Paul/Brad

21. **SWAG**: Nevic Donnelly and Rebecca Johnson

22. **CEU's and Test**: Misti

23. **Evaluation**: John

    End of April is target for having all speakers set for program

    Program printed and sent in June

Next Conference Call is time/date.

Attached:
    Committee List
    Call for presentations draft
    Conference speaker slots outline
    Track Chair outline of duties

2017 Texas Tree Conference
Wed. Sept. 27 – Fri. Sept. 29, 2017, Waco Convention Center

Committee	Chair
Conference Chair	Micah Pace
Determine Conference Theme and Logo	
Recruit and Coordinate Committee Chairs	
Program	
Commercial Track	Jim Dossett and Michael Sultan
Municipal Track	Matt Weaver and Matt Grubisich
Utility Track	Nina Alexander and Matt Churches
Academy	Gene Gehring and Mark Kroeze
EHAP Training	Margaret Spencer
Moderators	
Spanish Tree School	Mark Duff and Bill Green
English Tree School	Guy LeBlanc and Brad Hamel
Trade Show	Jim Carse and Oscar Mestas
Awards/Luncheon	Paul Johnson
Student Program	Zaina Gates
Wed. Social	Vincent Debrock (Past President)
Thurs. Reception	Emily King
Bookstore	John Warner
Poster Session	Zania Gates
Silent Auction	????
Fri Annual Meeting	Lara Schuman and Micah Pace (Pres and Pres-elect)
Audio Visual	Paul Johnson
SWAG and T-Shirts	Nevic Donnelly and Rebecca Johnson
CEU's and Testing	Misti Perez
Evaluations	
TFS Scholarships	Paul Johnson
Administrative	John Giedraitis
Assist Vincent 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	
Final Numbers	
Finances	
BOD Awards/Engraving	
Convention Center	Rhonda Bailey 254-640-2741 (m)

Call for Presentations for 2017 Texas Tree Conference

The Texas Chapter of the International Society of Arboriculture (ISAT) hosts one of the largest gatherings of tree related professionals in the United States with over 1,000 people attending in 2015. ISA Texas is seeking proposals for presentations for the 37th Annual Texas Tree Conference, to be held in Waco, Texas September 27 to 29, 2017. **This year, the focus of the conference educational sessions will be on "Growth".** The conference title is - "Blank". Attendees will be from Arboriculture and Urban Forestry to professions in related industries, such as Urban and Regional Planning, Landscape Architecture, Publics Works, and the Nursery Industry.

Proposals for the conference will be accepted for 45-minute oral presentations during general and split sessions.

Proposals will be evaluated based on overall quality, appropriateness and timeliness of topic, well-defined, focus, practical application of material, and the subject's interest to a diverse audience. Only proposals submitted online will be accepted.

The deadline for online submissions is **Friday, March 10th, 2017**. If you are interested, please fill out the online application here or on the ISAT website: www.isatexas.com

To learn more about the Texas Tree Conference and the ISA Texas Chapter, visit us at www.ISATexas.com

2017 Texas Tree Conference
Program Schedule Worksheet - Track: ___Commercial   ___Municipal   ___Utility

Wednesday Tree Academy Municipal		
Title:		
Speaker:		
Wednesday Tree Academy Commercial		
Title:		
Speaker:		
Thursday Morning General Session		
8:15 – Title:		
Speaker:	*Commercial Track Keynote*	
9:15 – Title:		
Speaker:	*Municipal Track Keynote*	
10:15 – 10:45:	Break	
10:45 – Title:		
Speaker:	*Utility Track Keynote*	
Thursday Afternoon - Commercial		
1:30 – 2:15 Title:		
Speaker:		
2:15 – 3:00 Title:		
Speaker:		
3:00 – 3:30	Break	
3:30 – 4:15 Title:		
Speaker:		
4:15 – 5:00 Title:		
Speaker:		
Thursday Afternoon - Municipal		
1:30 – 2:15 Title:		
Speaker:		
2:15 – 3:00 Title:		
Speaker:		
3:00 – 3:30	Break	
3:30 – 4:15 Title:		
Speaker:		
4:15 – 5:00 Title:		
Speaker:		
Thursday Afternoon - Utility		
1:30 – 2:15 Title:		
Speaker:		
2:15 – 3:00 Title:		
Speaker:		
3:00 – 3:30	Break	
3:30 – 4:15 Title:		
Speaker:		
4:15 – 5:00 Title:		
Speaker:		

Friday Morning		

8:00 – 9:00:	ISAT Business Meeting (everyone)	
Friday Morning - Commercial		6
9:00 – 10:00 Title:		26
Speaker:		
10:00 – 10:30:	Break	
10:30 – 11:15 Title:		
Speaker:		
11:15 – 12:00 Title:		
Speaker:		
Friday Morning - Municipal		
9:00 – 10:00 Title:		
Speaker:		
10:00 – 10:30:	Break	
10:30 – 11:15 Title:		
Speaker:		
11:15 – 12:00 Title:		
Speaker:		
Friday Morning - Utility		
9:00 – 10:00 Title:		
Speaker:		
10:00 – 10:30:	Break	
10:30 – 11:15 Title:		
Speaker:		
11:15 – 12:00 Title:		
Speaker:		

Educational Events Committee Mission: Facilitate statewide professional development opportunities to meet the educational needs of Certified Arborists.

Committee Goals:
- Host workshops to help Certified Arborists achieve professional development goals including maintaining Specialist credentials, and the Board Certified Master Arborist qualification
  - ○ **Objectives:** Host one event per month (ISAT/ISAT co-sponsored)
    Host 3 events per year at Master's Level for Comm/Util/Muni
- Align workshops to meet needs of ISAT membership
  - ○ **Objectives:** Workshops are offered to all feasible member regions
- Evaluate and improve workshops and committee work

Committee Report:
1. **Pending events:** the following events are scheduled / tentative for the next three months

Date confirmation	Start date	End date	ISAT Event	Committee	Chair
Placeholder	1/1/17		Certified Tree Worker	CTW	Nevic
	TBD		*Tree Talk Winter Walk*	Outreach	Nevic
Firm	1/24/2017	1/24/17	Muni Masters: Paul Ries	Muni	Rose
Firm	1/26/17	1/27/17	*Arboriculture 101 Part 1*		n/a
Firm	1/26/2017	1/26/17	Muni Masters: Paul Ries	Muni	Rose
Placeholder	2/1/17		*Houston Area Urban Forestry Council annual workshop*		
Placeholder	2/1/17		*UAA event*	Utility	Alexander
Firm	2/9/17	2/10/17	*Arboriculture 101 Part 2*		n/a
Firm	2/11/17	2/11/17	*Houston Area Urban Forestry Council Tree Planting Event*		
Placeholder	2/24/17		*NCTUFC*		

2. **2017 Workshop chair list (if your name is on here in error, please let Emily know)**
   a. Masters Series/Commercial – vacant
   b. Municipal – April Rose
   c. Utility – Nina Alexander
   d. Certified Tree Worker - Nevic Donnelly
   e. Oak Wilt Certification/Qualification – Gene Gehring
   f. Texas Tree Climbing Comp – Jim Dossett + Markus Smith
   g. TRAQ – vacant
   h. Women's Tree Climbing Workshop – Rebecca Johnson
   i. Wildfire – Paul Johnson
   j. Appraisal - Greg David

3. 2017 event calendar

Due to the current nature of educational workshop planning being based on new leadership each year and volunteer time to coordinate individual workshops, it was decided that this year it would be too ambitious to post for public consumption a full year calendar of events. This would be a great goal for the future and would require that the Educational Events Committee essentially double up planning one year in order to get ahead.

4. Update on 2017 goals for organizational development

a. Draft calendar for 2017 is on Google Drive and may be viewed by any of the board members.

b. Budgets for 2017 workshops show more detail this year than prior years in hopes of providing more guidance for workshop chairs.

5. Possible discussion item related to mission/goal alignment:

The Educational Events Committee is focused on providing continuing education to members. Events that target the general public for the purposes of community education and information are recommended to be considered under the umbrella of the Publicity Committee.

Date confirmation	Start date	End date	ISAT Event	Non-ISAT Event	Location	Committee	Chair	On-site Host	Notes
Placeholder	1/1/17		Certified Tree Worker		Austin	CTW	Nevic		No firm details set
	TBD			Tree Talk Winter Walk	Austin - LBJ Wildflower Center	Outreach	Nevic	Rose & DeBrock	ISAT has booth as supporter of Arboretum - man booth & education materials. Kids climb component. ISAT contribution needs to be firmed up.
Firm	1/24/2017	1/24/17	Muni Masters: Paul Ries		Dallas - Tx A&M Research Center, Coit Rd.	Muni	Rose	Pace	Details firm.
Firm	1/26/17	1/27/17		Arboriculture 101 Part 1	College Station				ISAT not directly involved. Details firm.
Firm	1/26/2017	1/26/17	Muni Masters: Paul Ries		Austin - McKinney Roughs	Muni	Rose	Schuman	Details firm.
Placeholder	2/1/17			Houston Area Urban Forestry Council annual workshop	Houston				ISAT has provided marketing and registration 70/30 split for this annual event. ISAT contribution needs to be firmed up.
Placeholder	2/1/17			UAA event	Horseshoe Bay	Utility	Alexander		
Firm	2/9/17	2/10/17		Arboriculture 101 Part 2	College Station				ISAT not directly involved. Details firm.
Firm	2/11/17	2/11/17		Houston Area Urban Forestry Council Tree Planting Event	Houston				ISAT contribution needs to be firmed up.
Placeholder	2/24/17			NCTUFC	Grand Prairie				ISAT cosponsor
Placeholder	3/1/17		ISAT Board of Directors Meeting		Waco				Quarterly Board Meeting
Placeholder	4/1/17		Commercial Master's Series: Appraisal & Report Writing			Commercial	Brewer?		Greg David interested in teaching this per email with April in 2016/Brewer? Focus should be on the principles/concepts of appraisal/valuation. Look at FL model.
Placeholder	March		TRAQ		San Antonio	Ed Events	Rebecca Johnson		
Placeholder	March		TRAQ		Dallas	Ed Events	Rebecca Johnson		
Placeholder	4/1/17		Partner with UAA for a regional meeting		Houston?		Alexander		
Placeholder	4/1/17		Wildfire Mitigation Qualification				Donnelly & Johnson		
Placeholder	5/1/17		Bilingual tree worker workshop	San Antonio Arborist Association					
Placeholder	5/1/17		Oak Wilt Qualification		Austin - St. Edwards University		Gehring		Second week of May? Details still need to be firmed up.
Placeholder	5/18/17	5/18/17	Pre-climb Workshop		Austin - Govalle Park				
Placeholder	5/19/17	5/20/17	Texas Tree Climbing Championship		Austin - Govalle Park	TTCC Committee	Dossett, Smith		
Placeholder	6/1/17		Oak Wilt Qualification		Johnson City - LBJ Ranch		Gehring		Details still need to be firmed up.
Placeholder	6/1/17		ISAT Board of Directors Meeting		College Station	Board			Quarterly Board Meeting
Firm	7/29/17	8/2/17		ISA Intenational	Washington DC				
Firm	8/10/17	8/12/17		TNLA Expo	Dallas	Ed Events			Coordinate ISAT Board & Members at booth
Placeholder	10/1/17			Leadership Workshop	Champaign, IL				
Placeholder	10/1/17		Texas Tree Conference		Waco				
	November		Nursery Tour						Help promote/education re: Arbor Select program
Placeholder	11/1/17			West Texas Urban Forestry Conference	El Paso	Ed Events			
Firm	11/3/17	11/3/17		State Arbor Day	TBD	Outreach	Paul Johnson, Alexander		
Placeholder	11/17/17	#######	Women's climbing retreat		TBD		Rebecca Johnson		
Placeholder	12/1/17		Retreat						

International Society of Arboriculture (ISA)
Operating Agreement between ISA and the Texas Chapter

This document will act as the Operating Agreement (OA) between the International Society of Arboriculture and the Texas Chapter. Texas is a chapter of the ISA. This Operating Agreement is valid from the date of signature below forward unless changes are agreed to by both parties on the Component Operating Agreement Sheet. The signatures below represent the agreement of both parties to abide by this agreement. This document is an extension of the Memorandum of Understanding dated December 10, 2012.

I.   **Contacts**

a. Component will assign one primary contact to interface with ISA Headquarters and create resolution for operational issues. This point of contact will be John Giedraitis (Executive Director). If the contact person changes, the Component will need to update ISA within two weeks. The notice of the change should be emailed to membership@isa-arbor.com.

The Component President's name and contact information is Lara Schuman, Lara.Schuman@austintexas.gov .

b. ISA will assign one primary contact to interface with the Component and create resolution for operational issues. This point of contact will be the Director of Member Services and Component Relations. If the Director of Member Services and Component Relations is not the appropriate person to address the issue, he/she will redirect the issue to the correct person on the ISA staff. All Component correspondence related to this operating agreement should be sent to membership@isa-arbor.com, which will be reviewed and distributed by the Director of Member Services and Component Relations, as needed.

c. The primary purpose of the ISA Council of Representatives (CoR) is to maintain a forum for collaboration and cooperation between ISA Component organizations and the ISA Board of Directors and staff. The Component will elect or appoint one representative to sit on the ISA Council of Representatives. Length of term is determined by the Component, though ISA recommends three years. The representative must be a professional member of ISA and be aware that the official communication language of ISA is English. It is expected that the representative be able to speak and understand English. The name and contact information of the CoR should be provided to the ISA office within two weeks of being appointed/elected. The notice of the change should be emailed to membership@isa-arbor.com. CoR Members who represent Chapters and Professional Affiliates have the responsibility to vote in five members of the ISA Board of Directors.

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d. ISA will provide one (1) complimentary professional membership to the Component Executive/Administrator or designated individual with full member benefits, including *Arborist News* and all ISA electronic newsletters, but excluding voting rights.

e. The Component will provide the ISA Director of Member Services and Component Relations one (1) complimentary nonvoting membership, with full member benefits including any printed newsletters and all Component electronic communication.

II.   ISA Certification

a. ISA will provide the Component with the opportunity to participate in the administration of the ISA Certification programs. Details of this relationship are established and approved by the ISA Certification Board in the form of ISA credentialing policies and procedures (including certification policies and procedures) and in accordance with ISA Board policies and procedures. The Certification Policy and Procedure Manual, ISA Proctor Manual and Application, ISA Tree Worker Climber Specialist Evaluator Manual and Application, and ISA Tree Worker Aerial Lift Specialist Evaluator Manual and Application can all be found on the ISA Executive SharePoint site. Opportunity to change elections can be reviewed on an annual basis.   As per my signature below, I acknowledge that I have read and understand these documents.

b. Certification Program Participation

Component elects to participate in the administration of the ISA Certification programs. Any translations of materials require prior written approval from the ISA and must comply with all U.S. Copyright provisions. Addendum A contains the Certification and Qualification Program reimbursement schedule.

Administration Options – Check all that apply
☒ English Paper and Pencil Administration
☒ English Computer-Based Administration
☐ Translated Paper and Pencil Administration
☐ Translated Computer-Based Administration

i. The Component will collaborate with ISA staff to promote and market ISA certification programs within its territory. ISA will advertise exam dates and locations in English on the ISA website via the ISA Events calendar. If a translated program is involved, Component is responsible for advertising the exam date and location information on the Components website and supply ISA with the website address to incorporate into applicable application handbooks.

ii. The Component will assign a Certification Liaison to assist locally with administering certification exams and continuing education units. The liaison

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must be fluent in English to enable communication with Certification Department staff.

iii. The Component will email the name, telephone number, postal address, and email address of the liaison to ISA at membership@isa-arbor.com. If the Component changes the liaison assignment, the component is required to provide the name, telephone number, postal address, and email address of the new certification liaison to ISA within two weeks of the change. Notice of the change should be emailed to membership@isa-arbor.com. If the liaison delegates tasks to other individuals from the Component, the Component is required to email their names, telephone numbers, postal addresses, and email addresses to ISA at membership@isa-arbor.com. The Component is required to notify ISA of any changes to designee information within two weeks of the change.

iv. ISA will provide an online toolbox to assist liaisons with exam and continuing education administration.

v. Certification liaisons or designees pre-approve continuing education, create course information, and assign continuing education unit (CEU) allocations via the ISA Liaison Toolbox.

vi. ISA collects, assigns CEU allocations, and apply CEUs to credential holders account for post approval. In some instances Headquarters may contact liaison or designee for assistance.

vii. Certification liaison terms are three years. Certification policy stipulates that the liaison attend one face-to-face Liaison Committee meeting per year. If the liaison is not able to attend the meeting in person, electronic participation is permitted. Otherwise the Component will designate an alternate to attend on behalf of the liaison. The Component is responsible for the liaison's travel and lodging expenses to attend the meeting.

viii. The Certification Liaison will provide Proctor and Evaluator Applications to eligible candidates, approve those candidates, submit to ISA for addition to Proctor and Evaluator listings, and Proctor training maintenance. ISA will contact Proctor via email when training is due. ISA will retain listing of Proctors and Evaluators. Proctors and Evaluators must be aware that the official communication language of ISA is English. It is expected that the Proctor and Evaluator be able to understand English.

ix. ISA will include information about privacy and information sharing in credentialing handbooks and applications, allowing ISA to share contact information, exam results, credential expiration dates, and other relevant details

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with the Component so that the Component may monitor credential status and administer related programs and services.

x. The Component must report to the ISA Certification Board annually the activities related to the participation requirements for the Certification Programs including administration, exam administration, CEU administration, and program marketing. If the Component fails to submit a report, ISA may withhold certification revenue until the report is received.

xi. The Component agrees to the following as it pertains to Compliance with Application Requirements and Fees – (ISA retains all CBT Administrative fees)

For certification exams:

ISA receives and confirms eligibility requirements for applications/recertifications in English by exam deadline date (U.S. and Canada: 12 U.S. business days, Other: 14 U.S. business days) or recertification date. ISA collects exam and recertification fees. ISA reimburses Component for related fees.

xii. The Component agrees to the following as it pertains under the terms of this agreement:

Candidate Confirmation Letter Distribution

ISA emails or mails confirmation letter directly to candidate. ISA bears all associated distribution costs.

xiii. The Component agrees to the following as it pertains under the terms of this agreement:

Candidate Exam Result and Recertification Packet Distribution

ISA will distribute exam results and recertification packets directly to candidates and bears all associated distribution costs.

xiv. The Component agrees to the following as it pertains under the terms of this agreement:

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Credential Holder Recertification Invoice Distribution

ISA will distribute 3-4 recertification billing notices/invoices to each of the Component's credential holders via a mix of electronic and paper-based billings prior to the recertification date. ISA will distribute decertification notices to individuals when they become decertified. ISA bears all associated distribution costs.

III. **ISA Membership and Dues Collection**

a. The Component must notify the ISA headquarters within 2 weeks of approving a change in Component membership dues. The notice must include the new amount of the Component membership dues and the effective date of the change. Should the component change their membership dues after the ISA has printed invoices or applications the change will be made on the next print edition of the invoices and applications. ISA will update their website immediately following the notice of effective date of membership dues change.

b. ISA will list Component Professional membership opportunities on all ISA printed and electronic membership applications. To enhance membership growth in both organizations, ISA and the component will list membership opportunities for both organizations on each other's printed and electronic membership applications.

c. ISA will include information about privacy sharing on their membership applications that allows ISA to share all contact information with the member's local Component. This language will be in compliance with national and local privacy laws. ISA requests that the Component use similar language to allow them to legally share Component membership information with ISA. Components must incorporate the language "By joining the Texas Chapter, you authorize ISA to make your contact information available to the ISA so they can share information with you about educational seminars and other relevant events".

d. The Component agrees to the following as it pertains under the terms of this agreement:

Membership Year Model

All ISA and Component memberships processed by either the Component or the ISA will be valid for one full year from the date of membership processing.

e. The Component is required to share a list of their Component members with ISA on a regular basis so that ISA can use this information to verify Component status

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necessary to apply or deny discounts on certification. The Component can use the online "Manage Memberships" tool to send this information to ISA or they may send a list in a Word or Excel document.   The ISA will reciprocate by providing the Component with ISA only member information on a daily basis by making use of the on-line Component tool on the ISA website.

f. The Component agrees to the following as it pertains under the terms of this agreement:

Billing Notice Options:

The Component agrees to the following as it pertains under the terms of this agreement. ISA will send up to four (4) billing notices to all Component members who are also ISA members, and collect and process dues for Component members. For these billings, ISA will cover postage, printing costs, staff time, and collection fees.

Billing Options-Component Members Only

Please select all options that apply:

☐ Option 1: ISA will not provide billing services for Component Members who are not ISA members.

☐ Option 2: ISA will send email billing notices to Component members who are not ISA members one month prior to their expiration date and the month of their of their expiration date.

☒ Option 3: ISA will send up to 3 email billing notices to component only members where the ISA expiration date differs from the component expiration date.

g. ISA headquarters staff will input and track information for all Component members processed through ISA headquarters.

h. The Component is required to submit membership updates using the online tool or by sending a spreadsheet or word document to membership@isa-arbor.com. The Component is encouraged to submit memberships electronically to ISA utilizing the online "Manage Memberships" tool. ISA would prefer memberships be submitted daily or weekly so that service can begin immediately. Late Component submission of membership lists directly affects membership benefits. Components that use the import tool will receive a 5% rebate for each ISA membership sent to ISA through the Component Data Import Tool.

i. Components have access to view current and lapsed members through the Component Resource Portal 24x7.

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j. To ensure appropriate benefit information, privacy statements and marketing information is accurately reflected on the Component's web site and applications, the Component is required to submit the English language version of the web site and application to the ISA annually by September 1st of the calendar year.

k. The Component will collect both ISA and Component dues and forward ISA dues to the headquarters office as agreed to in conjunction with Director of Finance & Operations.

   i. For Components that utilize a currency other than the United States Dollar (USD), ISA will convert ISA membership dues rates into the Component's currency of choice. This rate will be calculated based on a two year rolling average.

   ii. The valuation date will be June 30 of each year. The dues rate will be reviewed annually. ISA will use OANDA® Corporation (www.oanda.com) conversion data to establish values.

   iii. ISA and the Component will transfer funds based upon the agreed currency to ISA, as referenced in the Section X. Finance and Data Processing, of this agreement.

IV. **Marketing Services**
   a. The Component and ISA will have reciprocal links to each other's websites on their primary websites.

   b. Component must use the ISA corporate logo on their website and abide by ISA's official guidelines as outlined in the ISA Branding and Style Guide.

   c. Components may use other logos and trademarks including TreesareGood, True Professionals and Certification logos for educational, marketing and promotional purposes with coordination from the ISA so long as the use of such logos is in compliance with the ISA Branding and Style Guide which is available on the ISA website. Please contact pr@isa-arbor.com if you have any questions of would like more information. Certain logos may be available to Components for use on sellable merchandise with permission from ISA and will require a separate licensing agreement.

   d. ISA can provide additional marketing assistance for Components related to member recruitment and retention, certification, qualifications, education, products and other services. However, this requires prior consultation and approval from the Component. Fees, if applicable, for these types of services are to be agreed prior to service commencement.

   e. ISA will provide an events calendar on its main website where a Component can promote events to members from other Components.

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f. Upon request from the Component, ISA will provide sample press releases written for local/regional interests. If the Component wishes to receive these, the Component must provide the name of a contact person to receive press releases to assist with public relation efforts. Components are encouraged to modify the templates as needed and to distribute to local media outlets. Components may request assistance from ISA to help tailor the releases.   Contact pr@isa-arbor.com for assistance. Translation of press releases and review of technical content is the responsibility of the Component.

g. ISA will offer to host and distribute one survey annually for the Component at no cost so long as our survey tool has the ability to create surveys in the Component native language. It may be possible to host and distribute additional Component member surveys for a fee. The Component must provide the content in their language of choice and English.

h. ISA will send out up to two (2) mass emails per year, at the request of the Component. These emails will be distributed in the name of the Component and can only be sent to members of the local Component. With their approval, other Components may be included in the circulation. There will be a fee for any subsequent mass email requests. The content of the email must be provided by the Component to the ISA in the Component's language of choice.

V. **Leadership Management and Training**
a. ISA will provide the Component with access to the Component Resource section of Sharepoint to assist with policy and procedure development and other administrative needs.

b. ISA will host an annual Leadership Workshop for Component leaders that provides training, networking and ongoing management of strategic and operational issues that affect multiple Components. Reimbursement for travel expenses varies according to the distance traveled to attend the workshop. The Component Executive, Component Administrators, or designated primary contact in Components without executives, shall attend ISA's Leadership Workshop at least once every three years, but are highly encouraged to attend more frequently.

VI. **Communication between ISA and the Component**
a. ISA will host regularly scheduled calls for Component Executives to discuss current issues and topics with other Component Executives and ISA headquarters staff. The Component shall have representation on at least 75% of these calls. The Component will advise ISA if they have scheduling conflicts and cannot be present on the call. If the Component does not have an Executive Director the call shall be attended by a designated officer or alternative representative who is able to communicate in English.

b. ISA will provide regular opportunities for the exchange of relevant information such as conference calls, an annual meeting, surveys etc. for the Council of Representatives.

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Components should have representation in a minimum of 75% of these communications efforts. The CoR representative or Component representative will advise ISA should they have scheduling conflicts where they are unable to make scheduled calls or meetings. It is the responsibility of the Component to make every effort to find an alternate to participate the conference call, survey or meeting should the CoR Representative be unable to do so.

   c. ISA will create and distribute a monthly newsletter, the *Component Connections that* gives an update on ISA headquarters operational issues and other relevant news. The newsletter will be sent to the Component Executive or Administrator, CoR representative, and Component President.

   d. While ISA may have an agreement in place with an individual Component to assist with handling membership renewals, such an agreement does not prevent either ISA or the Component from communicating directly and freely with their respective members as they deem necessary or appropriate. Whenever possible, ISA will notify the Component in advance of any mass communications that will be sent out to members from their region.

   e. ISA strives to schedule visits with each Component at least once every three years, to be conducted by either a Board Officer or staff member. If a Component is interested in having a Board Officer or staff member attend any of their events more regularly, they can refer to ISA Corporate Policy BCP 404 for more details.

   f. If requested, by ISA, the Component is required to provide evidence of registration/incorporation with local government authorities.

VII.   Translation Services

   a. The accurate reflection and understanding of information is important to both the ISA and the Component.

   b. When the ISA Headquarters identifies material for translation, responsibility for translation, review, management, and expense coverage will be borne by ISA, unless otherwise agreed upon with the Component.

   c. When the Component identifies material pertain to technical arboricultural information and products and desires a translation, Component may request up to 50% reimbursement from ISA for related and reasonable expenses, up to a predetermined limit. Component shall be responsible for procuring any necessary releases from authors and/or publishers. The actual translation and subsequent review of the

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material shall be the responsibility of the Component. The guidelines per ISA Corporate Policy 0806 for funding levels are as follows:

<50 ISA members	$500 USD/yr
50-100 ISA members	$1,000 USD/yr
>100 ISA members	$1,500 USD/yr

Please contact membership@isa-arbor.com for specifics.

d. ISA requests that a Component seeking material for translation contact membership@isa-arbor.com. The component must provide the appropriate details such as format (website, printed material, PowerPoint, etc.) and the intended target audience. ISA requires the source be cited as follows:"© International Society of Arboriculture. Used with permission". ISA will provide documentation that serves as permission allowing material to be used for educational purposes and not for resale. For material and publications being translated for resale, ISA requires a Translation and Publishing Contract to be signed, outlining the specific terms and conditions of the agreement.

VIII. **International Tree Climbing Championship (ITCC)**

a. ISA will provide the Component and its members with the opportunity to participate in the ISA International Tree Climbing Championship. Details for participation are provided in the official rulebook of the International Tree Climbing Championship. Participants are required to follow all rules.

b. The Component will have the ability to apply for exclusive rights to offer a qualifying International Tree Climbing Championship within the geographic boundaries of the Component. The Component must protect itself from potential liability risks in hosting events. Specifically, the Component must evaluate if it has appropriate liability insurance and purchase such insurance if the Component is not adequately covered by existing insurance plan coverage or by insurance provided by country law. If it is determined that the Component's liability insurance or medical insurance coverage is not adequate, the Component must take action to protect itself by purchasing adequate insurance to protect itself from any liability. The insurance must comply with the local country law requirements and where possible be at least the equivalent of the ISA's minimum coverage limits for ITCC events. Unless local country law prohibits, the ISA must be listed as co-insured. Evidence of liability insurance must be submitted to the ISA prior to the Component holding the event. This evidence must either be in the form of a copy of the insurance certificate or a statement from the Component President verifying that country law insurance provides appropriate liability coverage to protect both the Component and the ISA. The Component shall ensure participants and

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volunteers have proper medical insurance coverage (based on cultural, medical and legal standards for the particular geographic area). It is not ISA's responsibility to determine the adequacy of the Component's insurance.

IX.   **Awards**

ISA administers three annual award programs, in which all Components are encouraged to participate. These awards programs are intended to recognize and promote the best practices in professional arboriculture.

    a. Awards of Distinction

        The Component will be invited to submit nominees for the Awards of Distinction during the announced nomination period each year. The nominees will be evaluated by the Awards Committee and winners will be invited to attend the ISA Annual Conference and Trade Show to be recognized by their peers.

    b. True Professionals of Arboriculture

        The Component will be invited to submit nominees for the True Professionals of Arboriculture during the announced nomination period each year. The nominees will be evaluated by the Awards Committee and winners will be invited to attend the ISA Annual Conference and Trade Show to be recognized by their peers.

Following the ISA Annual Conference, the Component may request publicity materials from ISA to provide local recognition of an award recipient that is a member of the Component. To request materials, contact pr@isa-arbor.com.

    c. Gold Leaf Awards

        i. The Component has the option of recognizing local or regional Arbor Day activities or landscape beautification projects. ISA provides the framework of this program and invites each Component to select winners at the local level.

        ii. ISA will provide Component with one (1) Gold Leaf Award plaque per calendar year. ISA will pay for postage for this award, providing the Component gives ISA at least six (6) weeks of notice.

        iii. Additional plaques will be available for purchase.

X.   **Financial and Data Processing**

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a. Component is authorized to act as an agent for ISA in respect to the collection of monies due to ISA from individuals and certificants that request ISA products or services through Component.

b. ISA is authorized to act as an agent for the Component in respect to the collection of monies due to Component from individuals that request membership in the ISA Component through ISA.

c. ISA will provide monthly financial reports to the Component via electronic mail by the 15th of each month. The reports will detail the previous month's financial transactions, including new and renewed members, certification exam fees and recertification fees, and other relevant transactions.

d. The Component must have no outstanding charges over 120 days, unless other financing arrangements have been agreed upon by the Component and ISA. Any invoices not paid after 120 days will incur finance charges.

e. ISA will process credit card payments for all transactions, including component membership dues that come through ISA headquarters (average cost to ISA is 2.20 % per transaction in 2013)

f. ISA and the Component will transfer funds between the two organizations as follows:

    i. The component will receive payments for monies owed to them by the ISA on a monthly basis. Such payments will be made within thirty days following month end.

    ii. Component agrees to pay ISA for any amount collected every 30 days.

XI. **Educational Products and Services**

a. ISA will offer discounted Component pricing on all educational items in its store including books, CD-ROMs, and other merchandise.

b. ISA will offer all Components an incentive to assist in the promotion and sales of courses in the Online Learning Center. In exchange for their promotion of this program, ISA will pay the Component a commission for each course sold to someone from within the Component's geographic boundaries. These profit sharing commissions will be calculated on a quarterly basis and paid to the Component as per the On-Line Learning Center Revenue Share Memo.

c. In order to provide support for Component meetings, ISA will offer to work with Components to coordinate an on-site bookstore during their annual meetings. There are multiple bookstore models available and include a virtual model for Component regions where it would be cost prohibitive for ISA to send a representative. Contact

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sales@isa-arbor.com for more details. A separate agreement detailing the agreed upon terms or such support will be required.

d. The Component will have the opportunity to partner with ISA to offer ISA co-branded workshops, educational programs, conferences, and services as agreed to in advance when possible and desired by both parties.

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Per the Memorandum of Understanding between the International Society of Arboriculture and Texas Chapter, this Operating Agreement shall renew automatically annually on the date signed below, unless either ISA or the Texas Chapter requests items to be addressed.

Authorized Signatures:

_____   _____
ISA Representative Signature   *Component Representative Signature*

Jim Skiera, CAE_____   _____
ISA Representative Printed Name   *Component Representative Printed Name*

Executive Director_____   _____
ISA Representative Title   *Component Representative Title*

International Society of Arboriculture_____   _____
ISA Organization   *Component Name*

_____   _____
Date   *Date*

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Certification - Component Reimbursement Schedule

Exam and Recertification Revenue Sharing Schedule

	Exam			Recertification	
	Chapter or AO	PA		Chapter or AO	PA
Certified Arborist	40.0%	N/A	Certified Arborist	40.0%	N/A
Utility Specialist	20.0%	20.0%	Utility Specialist	20.0%	20.0%
Municipal Specialist	20.0%	20.0%	Municipal Specialist	20.0%	20.0%
CTW - Climber	60.0%	N/A	CTW - Climber	60.0%	N/A
CTW – Aerial Lift	60.0%	N/A	CTW – Aerial Lift	60.0%	N/A
BCMA	0.0%	N/A	BCMA	40.0%	N/A

Computer Based Testing fees are not included in the reimbursement schedule

Qualifications - Component Reimbursement Schedule

ISA Tree Risk Assessment Qualification (Non Component Internal Offering model) $14 USD per person
ISA Tree Risk Assessment Retakes $20 USD per person