

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

June 7, 2017

Board Members Present:

Lara Schuman
Micah Pace
Rebecca Johnson
Chris Lane
Jason Alfaro
Michael Sultan

Misti Perez
Emily King
Gene Gehring
Nina Alexander
Jim Dossett
Steve White

Board Members Absent:

Keith Brown
Vincent Debrock
Nevic Donnelley

April Rose
Matt Weaver
Zaina Gates

Others Present

John Giedraitis, Executive Director

I. Call to order

President Lara Schuman called to order the regular meeting of the ISAT Board of Directors at 10:38 am on March 8, 2017 in Waco, Texas. A quorum was declared present.

II. Approval of minutes from last meeting

A motion was made by Gehring to accept the March 2017 minutes. Pace seconded and the motion passed.

III. Welcome and Introductions: Schuman

IV. Executive Director Report

Giedraitis reported on activities since the March Board meeting (attached page 4).

V. Committee Reports

- a) Governance: Schuman noted that Paul Johnson of the TFS and Giedraitis were added to the committee. There was discussion on strategic planning at the December Board retreat and the need to have new Directors briefed before then. Schuman reported that she would call Mark Bluhm at ISA to see about the availability of ISA staff to assist with the strategic planning meeting. Also presented were the 2017 draft annual work plan and a document outlining ISAT Director and Committee roles and responsibilities (attached 5-14).
- b) Treasurer / Finance: Year to Date P&L and Balance Sheets were presented along with a breakdown of income and expenses for workshops and events. (attached 15-21). **A motion**

was made by Johnson to approve the Treasures report. Seconded by Lane and the motion passed.

- c) Certification: Perez reported that there are six exams scheduled for this year. She noted that there is an increasing number of members using the computer based testing even with the \$125 extra fee for that service. There was some discussion about how the CA study guide and the test are different. (attached 22).
- d) Council of Representatives: Sultan report. (attached)
- e) Past President Committee: No report.
- f) Legislation: Alfaro reported that there were several bills filed in this legislative session that could affect urban trees. He noted that he had set up a Google Group for interested parties called 85trees. (attached 23-25)
- g) Membership: No report.
- h) Awards: Debrock. No report.
- i) Newsletter: Johnson noted that articles are due on the 12th of the month before the newsletter is published.
- j) Scholarships and Student Liaison: No report.
- k) Publicity - Digital and Social Media: No report. Giedraitis noted that the contract with Vivial had been cancelled.
- l) Arbor Day: Alfaro reported that it will be held in Grand Prairie in November. There was some discussion about how to have ISAT participate in other community Arbor Day celebrations state-wide.
- m) TNLA Outreach: Lane reported that he is in contact with TNLA about legislative and educational matters that would be of interest to ISAT. TNLA is also offering a free code to ISAT members to register to attend the TNLA Expo trade show.
- n) Arborist Select: Lane reported that three other tree farms are confirmed as participating. There was a discussion about how the program is a growing practice program and not a grading program. There are two parts: first the farm is certified that the growing practices are used and second that #1 grade is sold. There will be an evaluation of the farm and spot checks thereafter. ISAT will sell tree bands to the certified farm to obtain revenue for the program.
- o) Research/TREE Fund: Gehring reported on the status of the ISAT/TAMU funded oak wilt test kit project and the TREE Fund newsletter that thanked the Texas Chapter for its support. (attached 26-34).
- p) 2017 Texas Tree Conference September 27, 28 and 29, 2017: Pace noted that the full committee has met several times by phone and that the program tracks are complete and the registration brochure is at the printer and will be mailed soon. (attached 35-42).
- q) Educational Events – 2017 Schedule: King updated the Board on the 2017 calendar of events. She also reviewed the draft file structure for the ISAT Google Drive.(attached 43-50).
- r) Texas Tree Climbing Championship: Dossett reported that the 2017 competition was held in Govalle Park on Austin May 20-21, with the pre-competition workshop by Phillip Kelley (58 registered) held on the 19th. The TTCC had 39 competitors and the winners were Jimmy Pritchard and Candace Matthews. In spite of some rain and the high number of competitors, the event went well. Next year, the pre-climb gear check-in will again be held the night before and there will be a separate registration for out-of-state competitors. The TTCC Committee will also be expanded to include a member who will handle the Arbor Fair and publicity components. This year the workshop and competition were a financial success with more sponsors and donations including Husqvarna as a new Premier Sponsor.

VI. Old Business

- a) Scholarship Policy: Not discussed.

VII. New Business

- a) Elections – Nominations, slate and election – Schuman reported that the nominations would be out soon.
- b) Legislative Session: See Committee report.
- c) TCIA Tree Care Sector Partnership Initiative – Pace reported that he, Weaver and Giedraitis attended the Dallas and Houston meetings. There, Brigitte Orrick, TCIA Workforce Development Coordinator explained to groups of commercial arborists and educational professionals about the initiative to link regional groups to develop entry level workers for the tree care industry. Apprenticeships, internships, college certificates and degrees were discussed and plans for future meetings were made. (attached 51-54)

VIII. Next Board Meeting –

Date: September 29, 2017, 8:00 am, Membership meeting at the Texas Tree Conference
Location: Waco Convention Center

IX. Adjournment

Schuman adjourned the meeting at 2:35 PM

Minutes submitted by Giedraitis

ISAT June 7, 2017 Board Meeting

Action Items (deleted as completed)	Board Member		Comments
Board please review and comment on Governance Committee report and documents by the end of July.(attached)	All		
Contact Mark Bluhm about ISA support for strategic planning	Schuman/Pace		
Arbor Day – include in Outreach Committee?	Schuman		
What are Texas community Arbor Day dates?	Alfaro		
TNLA code for ISAT members for the Expo trade show?	Lane/Giedraitis		
Add proposed revenue and expenses to the chart of ISAT actual expenses and revenue.	Giedraitis		

ISAT March 8, 2017 Board Meeting

Action Items (deleted as completed)	Board Member		Comments
Please review draft Arborist Select Program and Scholarship Policy	All		
What is the timeline to let ISA know about an increase in Chapter dues	Giedraitis		Any time of year. Just inform ISA by email of changes

June 7, 2017 ISAT Executive Director Report (from March 1 to date)

1,107 Members total

1,072 ISA, 926 ISAT

2017 Current net income: \$30,182

2017 Current total equity: \$198,942

Sent out March, April and May TreEmail blasts. 4,048 active contacts on list.

Also created online registration and email invitations for:

March 3	Lone Star Appraisal Workshop in Buda	46
March 24	Lone Star Appraisal Workshop in Fort Worth	29
March 10	SAAA Bilingual Tree Worker Training – English	114
March 10	SAAA Bilingual Tree Worker Training – Spanish	139
March 29-30	Wildfire Risk Assessment Qualification	9 (just registration)
May 10-11	Oak Wilt Qualification Course – Austin	26
June 29-30	Oak Wilt Qualification Course – Fredericksburg	27
May 18	Pre-TTC Workshop with Phillip Kelley - Austin	58
May 19-20	Texas Tree Climbing Championship - Austin	39
	2017 Texas Tree Climbing Championship Sponsor and Exhibitor Registration	10
	2017 Texas Tree Conference Speaker Registration	35
	2017 Texas Tree Conference Sponsor and Exhibitor Registration	12
	2017 Oak Wilt Vendor Registration	19
	<i>Find an Arborist</i> Advertising Registration	39

Regular conference calls with the Executive, Educational Services, Texas Tree Climbing Championship and Texas Tree Conference Committees.

Created and at printer 2017 Texas Tree Conference registration brochure.

Attend TCIA Workforce Development Sector Partnership Launch in Houston

2016 Federal Taxes filed

With Jason, created 85trees Google Group to facilitate communication among municipal arborists around the 85th Legislative Session.

Working on proposal for the development of improved diagnostics for the early, accurate detection of *Ceratocystis fagacearum* with Gehring and McBride.

Upcoming events:

June: ISAT Board meeting	Aug. 10-12: TNLA Expo
June 19-21: TRAQ Fort Worth - cancelled	Sept. 27-29: ISAT Texas Tree Conference
June 22-24: TRAQ San Antonio - cancelled	Oct. 2-5: Leadership Workshop
June 29-30: OWQ Fredericksburg	Nov.: Nursery Tour
July 29-Aug. 2 - ISA Washington	Dec.: ISAT Board Retreat and Meeting



Governance Committee Report

Committee Chair: Lara Schuman

Committee Members: April Rose, Vincent Debrock

Date of last meeting: May 9, 2017

Summary:

The Governance Committee met, and reviewed several topics including directors' roles and responsibilities, the on-boarding process for new board members, committee structure and functions, and strategic planning. The Committee recommends on-boarding of new members by Executive Director prior to the retreat to allow more time at the retreat for committee work or strategic planning. The Committee has continued to work on documenting roles and responsibilities of board member positions and committees, and has started a document in the Governance folder of the Google Drive to define the expectations. The Committee reached out to Paul Johnson, with the Texas A&M Forest Service, for input on the strategic planning timeline and process. He made several recommendations including engaging a facilitator, gathering input from the membership via surveys, listening sessions, wall posters with areas for feedback at the fall conference, etc., and then possibly using the retreat to begin work. He offered to have Gretchen Riley facilitate.

Action Items Completed:

- Worked with John and Executive Committee to draft new Executive Director contract for 2017 – 2018

Action Items In-progress/Pending:

- Work with ED and Board to develop a strategic plan
- Continue to work on defining board position and committee responsibilities
- Work with Membership Committee to explore an increase in membership dues
- Developed a draft annual work plan for the ED and Board of Directors
- Review by-laws and make recommendations for revisions



Texas Chapter International Society of Arboriculture

Recommendations:

- Executive Director on-boards new board members prior to retreat
- Work with the Texas A&M Forest Service to begin to develop a strategic plan for the chapter. Accept Paul Johnson's offer to have Gretchen Riley facilitate.
- Board members review document on Google Drive defining board position and committee responsibilities and comment or edit as appropriate
- Board members review draft annual work plan on Google Drive and comment or edit as appropriate

DRAFT ISAT Director Roles and Responsibilities

Board President:

- Directing head of the chapter
- Call and preside over BoD and/or Ex Committee meetings, set the agenda
- Build/maintain relationships with partner organizations (TFS, TNLA, etc)
- Lead ED Review, ensure ED contract is current
- Appoint all standing committee chairpersons - provide guidance/input on annual committee goals
- Appoint temporary committees as needed
- Serve on the ISAT past presidents committee
- Communicate with board members
- Address issues/emails from membership
- Write articles for newsletter
- Represent ISAT at public events
- something about the budget?
- participate in “ISAT Board of Directors Self-Evaluation” annually

President Elect:

- Chair annual Texas Tree Conference
- Fill in if president not in attendance
- Sit on ED review panel
- participate in “ISAT Board of Directors Self-Evaluation” annually

Vice President:

- Chair education committee
- Master Arborist working group: organize workshops to help BCMA’s maintain CEU’s (expensive and high level)

- participate in “ISAT Board of Directors Self-Evaluation” annually

Editor:

- compile and edit Chapter newsletter on instruction of BOD
- forward papers presented at annual meeting and other required info for publication to ISA editor
- Aid in budget analysis
- Present cost estimates for preparing and distributing Chapter newsletter
- participate in “ISAT Board of Directors Self-Evaluation” annually

Treasurer:

- Review financial statements, assist with developing annual budget
- participate in “ISAT Board of Directors Self-Evaluation” annually

Immediate Past President:

- nominations committee chair
- awards
- sit on ED Review panel
- participate in “ISAT Board of Directors Self-Evaluation” annually

Directors:

- Identify how your skills and network can further the mission of ISAT
- Assist with educational events, Texas Tree Conference and promote ISAT locally in your professional network
- Attend board meetings, read minutes and meeting support documents
- Serve on one or more committees
- participate in “ISAT Board of Directors Self-Evaluation” annually

Committees:

- Shall consist of a minimum of 3 members and a maximum of 7 members
- Shall keep minutes of all meetings
- Assure committee work aligns to ISAT annual work plan
- Attempt to recruit members from at least 3 geographic regions
- Adopt a philosophy of working with not instead of local partners

Committee Chair:

- Establish goals for committee that align to annual work plan/strategic plan
- Determine committee members
- Organize regular meetings (in person or con call - John can set up call in info)
- Submit committee reports at least one week prior to board meeting
- Make recommendations to the board
- nominate volunteer of the year to the executive committee

Executive Committee:

- Bylaws state: “Responsible for day-to-day operations of the Chapter, operating in accord with policy established by the Board of Directors.”
- Bylaws state: “consists of the six officers, with the chief staff executive serving in an ex-officio, non-voting capacity.” (president, VP, pres elect, past pres, treasurer, and editor)
- Review, renew Executive Director contract. Ensure compliance with terms.
- **** Maybe this should actually be the ED Review group since they are the ones doing the review??
- Establish annual work plan
- Select ISAT member for volunteer of the year (insert date, send to TFS?)

Governance Committees:

- Awards
- Certification
- CoR
- Finance
- Governance -
- Legislation
- Membership
 - Determine needs of membership and if ISAT is meeting needs
 - Call new board members

Education Committees:

- Research
- Texas Tree Climbing Championship
- Workshops

Outreach Committees:

- Newsletter
- Outreach events
 - Decide which events to attend statewide (including Arbor Day)
 - Get booth(s) around state
 - Schedule volunteers to cover booth in shifts from event regional area (ED to send out blast)
- Partnerships
- Publicity
- Scholarship and Student Liaison
- Special Projects

ED Roles

-Review Contract terms

Committee List:

Committee Name	Board Representative	Responsibilities
Finance	Keith Brown	The Treasurer is responsible for review of financial records and reports.
Newsletter	Rebecca Johnson	Editor of the bi-monthly ISAT In the Shade Newsletter
Certification	Misti Perez, Liaison	Act as Chapter representative to Certification Board. Set dates and locations of exams. Secure CEU's for events.
Educational Events	<p>Emily King</p> <p>Working Groups:</p> <p>Certified/Master Arborist Jim Dossett</p> <p>Municipal Specialist Lara Schuman, April Rose</p> <p>Utility Specialist Nina Alexander</p> <p>Certified Tree Worker Jim Dossett (C), Nevic Donnelly</p> <p>Oak Wilt Certification/Qualification Gene Gehring (C)</p>	<p>Coordinates working groups to develop annual calendar and implement events.</p> <p>Working Groups choose topics, dates, locations, arrange speakers and host educational events.</p>
Council of Representatives	Michael Sultan, Liaison	Represent ISAT on the ISA COR

Governance Committee, 5/2/17

Membership	Matt Weaver	Increase and maintain memberships
Publicity	Vincent Debrock	Promote Chapter events
Awards	Vincent Debrock, Lara Schumann	Coordinate annual awards at Texas Tree Conference
Texas Tree Climbing Championship	Markus Smith, Jim Dossett	Delivery of ISAT tree climbing competition
Nominations	Vincent Debrock	Past President secures slate of nominees and coordinates election
Arbor Day	Chris Lane	Coordinate with TFS on statewide Arbor Day celebrations
Research	Gene Gehring	Coordinate research per ISAT policy. Coordinate with Tree Fund including Tour de Trees.
Texas Tree Conference	<p>Micah Pace, Chair</p> <p>Committees:</p> <p>Commercial Track Speakers</p> <p>Utility Track Speakers</p> <p>Municipal Track Speakers</p> <p>Tree Academy Speakers</p> <p>Tree School</p> <p>Sponsors and Exhibitors</p> <p>Moderators</p> <p>Wednesday Evening Social</p> <p>Auction</p> <p>Bookstore</p>	Secure 2017-2020 Convention Center and Hotel Contract. Coordinate committees to deliver the annual Tree Conference 2017 in Waco. Also select theme and pick logo.
Scholarships and Student Liaison	Zaina Gates	Coordinate annual scholarships at TAMU, SFA and other institutions. Attend awards banquets and assist students to attend events.
Digital and Social Media	Vincent Debrock	Coordinate ISAT Facebook and other digital and social media

Governance Committee, 5/2/17

Legislation	Jason Alfaro	Monitor legislation and report to the Board on any activity affecting tree care in Texas
ISAT Bylaws	Full Board	Develop and maintain by-laws
ISAT Policies and Procedures	Executive Committee	Develop and maintain policy and procedures

Texas Chapter ISA

2017 Annual Work Plan

Appendix D

The Annual Work Plan identifies priority goals of the organization. The organization's Executive Director will take the lead on coordinating completion of tasks that will lead to meeting each goal. The ED will work with appropriate committees to develop project scopes, work flow, and appropriate task assignments.

I. Develop strategic plan

- A. Target completion date: November 2017
- B. Relevant committee(s):
 - 1. Executive committee
 - 2. Governance committee

II. Finalize Oak Wilt Qualification program update

- A. Target completion date: November 2017
- B. Relevant committee(s):
 - 1. Educational events

III. Organizational development: Develop job descriptions for committees and committee chairs, targeting at least eight committees for 2017.

- A. Target completion date: November 2017
- B. Relevant committee(s):
 - 1. Governance committee

IV. Organizational development: Identify a parliamentarian for organization.

- A. Target completion date: November 2017
- B. Relevant committee(s):
 - 1. Governance committee

9:20 AM

06/06/17

Cash Basis

ISAT
Balance Sheet
As of June 6, 2017

	<u>Jun 6, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
Wells Fargo	94,763.87
Total Checking/Savings	94,763.87
Other Current Assets	
Wells Fargo CD #3	25,091.80
Wells Fargo CD #2	25,068.82
Wells Fargo CD #1	50,045.88
Federated Gov Income Securities	34,101.83
Total Other Current Assets	134,308.33
Total Current Assets	229,072.20
Fixed Assets	
Accumulated Depreciaton	-552.00
Office Equipment	604.03
Total Fixed Assets	52.03
TOTAL ASSETS	<u>229,124.23</u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	198,942.26
Net Income	30,181.97
Total Equity	229,124.23
TOTAL LIABILITIES & EQUITY	<u>229,124.23</u>

9:21 AM

06/06/17

Cash Basis

ISAT
Profit & Loss
January 1 through June 6, 2017

	Jan 1 - Jun 6, 17
Ordinary Income/Expense	
Income	
Online Learning Revenue Share	390.00
Scholarship Donation	15.13
Advertising	
Advertising - website	487.25
Advertising Newsletter	6,063.67
Oak Wilt Vendors	1,857.30
Total Advertising	8,408.22
Certification	
Recertification	4,717.00
Certification Exams	7,627.00
Total Certification	12,344.00
Conference	
Exhibitors	
Sponsors	5,184.88
Exhibitors - Other	7,467.29
Total Exhibitors	12,652.17
Total Conference	12,652.17
Membership	22,903.66
Misc.	65.00
Publication Sales	949.22
TTCC & Workshop	
Exhibitors	500.00
Registrations (climbing)	3,508.81
Registrations (for workshop)	6,784.53
Sponsors	3,505.60
Total TTCC & Workshop	14,298.94
Workshops	
2017 TRAQ June	-183.07
2017 Appraisal Workshops	23,659.89
2016 Muni Workshop with Ries	9,031.02
2016 Dec TRAQ	117.40

9:21 AM

06/06/17

Cash Basis

ISAT
Profit & Loss
 January 1 through June 6, 2017

	Jan 1 - Jun 6, 17
Bilingual Tree Worker Workshop	9,807.09
Oak Wilt ID and Mgnt Workshop	11,406.33
Total Workshops	53,838.66
Total Income	125,865.00
Gross Profit	125,865.00
Expense	
Research	5,000.00
Accountant	835.00
Board Expenses	1,298.48
Conference Expenses	
Logo	350.00
Sponsors	710.56
Conference Expenses - Other	3.00
Total Conference Expenses	1,063.56
Executive Director	
Misc. Office	62.00
Executive Director Salary	18,541.68
Executive Director Travel	607.86
Executive Director Utilities	935.00
Total Executive Director	20,146.54
Fees	
Bank Fees	63.48
Credit Card Fees	233.13
Total Fees	296.61
Insurance	2,086.00
Member Services	1,308.88
Newsletter Expenses	7,236.99
Oak Wilt Vendor	70.00
Publication Purchases	1,307.19
Publicity	5,125.17
Special Projects	2,500.00
TTCC and Workshop	
Inter. Climbing Competition	400.00
TTCC and Workshop - Other	7,583.74
Total TTCC and Workshop	7,983.74
Web Site	494.59

9:21 AM

06/06/17

Cash Basis

ISAT
Profit & Loss
January 1 through June 6, 2017

	Jan 1 - Jun 6, 17
Workshop Expenses	
2017 TRAQ June	650.00
2017 Appraisal Workshops	19,411.06
2017 Ries	7,066.21
2016 TRAQ March	-920.01
Bilingual Tree Worker Workshop	9,069.03
Oak Wilt ID and Mgmt Workshop	3,653.99
Total Workshop Expenses	38,930.28
Total Expense	95,683.03
Net Ordinary Income	30,181.97
Net Income	30,181.97

ISAT
Profit & Loss Budget vs. Actual
 January 1 through June 6, 2017

	Jan 1 - Jun 6, 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Online Learning Revenue Share	390.00	1,150.00	-760.00	33.9%
Scholarship Donation	15.13	0.00	15.13	100.0%
Advertising				
Advertising - website	487.25	2,240.00	-1,752.75	21.8%
Advertising Newsletter	6,063.67	9,500.00	-3,436.33	63.8%
Oak Wilt Vendors	1,857.30	1,370.00	487.30	135.6%
Total Advertising	8,408.22	13,110.00	-4,701.78	64.1%
Certification				
Recertification	4,717.00	0.00	4,717.00	100.0%
Certification Exams	7,627.00	0.00	7,627.00	100.0%
Certification - Other	0.00	24,000.00	-24,000.00	0.0%
Total Certification	12,344.00	24,000.00	-11,656.00	51.4%
Conference				
Exhibitors				
Sponsors	5,184.88	0.00	5,184.88	100.0%
Exhibitors - Other	7,467.29	0.00	7,467.29	100.0%
Total Exhibitors	12,652.17	0.00	12,652.17	100.0%
Conference - Other	0.00	177,210.00	-177,210.00	0.0%
Total Conference	12,652.17	177,210.00	-164,557.83	7.1%
Membership	22,903.66	45,000.00	-22,096.34	50.9%
Misc.	65.00	1,500.00	-1,435.00	4.3%
Publication Sales	949.22	180.00	769.22	527.3%
TTCC & Workshop				
Exhibitors	500.00	0.00	500.00	100.0%
Registrations (climbing)	3,508.81	0.00	3,508.81	100.0%
Registrations (for workshop)	6,784.53	0.00	6,784.53	100.0%
Sponsors	3,505.60	0.00	3,505.60	100.0%
TTCC & Workshop - Other	0.00	10,300.00	-10,300.00	0.0%
Total TTCC & Workshop	14,298.94	10,300.00	3,998.94	138.8%
Workshops				
2017 Traq June	-183.07	0.00	-183.07	100.0%
2017 Appraisal Workshops	23,659.89	0.00	23,659.89	100.0%
2016 Muni Workshop with Ries	9,031.02	0.00	9,031.02	100.0%
2016 Dec Traq	117.40	0.00	117.40	100.0%
Bilingual Tree Worker Workshop	9,807.09	0.00	9,807.09	100.0%
Oak Wilt ID and Mgmt Workshop	11,406.33	0.00	11,406.33	100.0%
Workshops - Other	0.00	98,510.00	-98,510.00	0.0%
Total Workshops	53,838.66	98,510.00	-44,671.34	54.7%
Total Income	125,865.00	370,960.00	-245,095.00	33.9%
Gross Profit	125,865.00	370,960.00	-245,095.00	33.9%
Expense				
Research	5,000.00	7,500.00	-2,500.00	66.7%
Accountant	835.00	2,170.00	-1,335.00	38.5%
Awards	0.00	120.00	-120.00	0.0%
Board Expenses	1,298.48	10,000.00	-8,701.52	13.0%
Certification Expenses	0.00	520.00	-520.00	0.0%
Conference Expenses				
Logo	350.00	0.00	350.00	100.0%
Sponsors	710.56	0.00	710.56	100.0%
Conference Expenses - Other	3.00	139,730.00	-139,727.00	0.0%
Total Conference Expenses	1,063.56	139,730.00	-138,666.44	0.8%
Executive Director				
Misc. Office	62.00	1,000.00	-938.00	6.2%
Executive Director Salary	18,541.68	48,000.00	-29,458.32	38.6%
Executive Director Travel	607.86	4,000.00	-3,392.14	15.2%
Executive Director Utilities	935.00	2,220.00	-1,285.00	42.1%
Total Executive Director	20,146.54	55,220.00	-35,073.46	36.5%
Fees				
Bank Fees	63.48	0.00	63.48	100.0%
Credit Card Fees	233.13	0.00	233.13	100.0%
Fees - Other	0.00	1,020.00	-1,020.00	0.0%
Total Fees	296.61	1,020.00	-723.39	29.1%
Insurance	2,086.00	2,000.00	86.00	104.3%
Member Services	1,308.88	900.00	408.88	145.4%
Newsletter Expenses	7,236.99	22,500.00	-15,263.01	32.2%
Oak Wilt Vendor	70.00	0.00	70.00	100.0%
Publication Purchases	1,307.19	1,600.00	-292.81	81.7%
Publicity	5,125.17	25,000.00	-19,874.83	20.5%
Scholarships	0.00	5,000.00	-5,000.00	0.0%
Special Projects	2,500.00	5,000.00	-2,500.00	50.0%

ISAT

Profit & Loss Budget vs. Actual

January 1 through June 6, 2017

	Jan 1 - Jun 6, 17	Budget	\$ Over Budget	% of Budget
TTCC and Workshop				
Inter. Climbing Competition	400.00	0.00	400.00	100.0%
TTCC and Workshop - Other	7,583.74	16,800.00	-9,216.26	45.1%
Total TTCC and Workshop	7,983.74	16,800.00	-8,816.26	47.5%
Web Site	494.59	1,000.00	-505.41	49.5%
Workshop Expenses				
2017 TRAQ June	650.00	0.00	650.00	100.0%
2017 Appraisal Workshops	19,411.06	0.00	19,411.06	100.0%
2017 Ries	7,066.21	0.00	7,066.21	100.0%
2016 TRAQ March	-920.01	0.00	-920.01	100.0%
Bilingual Tree Worker Workshop	9,069.03	0.00	9,069.03	100.0%
Oak Wilt ID and Mgnt Workshop	3,653.99	0.00	3,653.99	100.0%
Workshop Expenses - Other	0.00	76,980.00	-76,980.00	0.0%
Total Workshop Expenses	38,930.28	76,980.00	-38,049.72	50.6%
Total Expense	95,683.03	373,060.00	-277,376.97	25.6%
Net Ordinary Income	30,181.97	-2,100.00	32,281.97	-1,437.2%
Net Income	30,181.97	-2,100.00	32,281.97	-1,437.2%

ISAT Workshop Expenses and Revenue Sheet

2017 ISAT Events:	REVENUE	EXPENSES	NET
Jan 24 & 26: ISAT Municipal Masters Series - Ries in Dallas and Cedar Creek	9,031.02	7,066.21	1,964.81
March 3: Lone Star Appraisal Workshop in Buda and Fort Worth	23,659.89	19,411.06	4,248.83
March 10: SAAA Bilingual Workshop in Shertz	9,807.09	9,069.03	738.06
March 29-30: Wildfire Risk Assessment Qualification	0.00	0.00	0.00
May 10/11 & June 29/30: Oak Wilt Qualification in Austin & Fredricksburg	11,406.33	3,653.99	7,752.34
May 18-21: TTTC and Workshop - Austin	14,298.94	7,983.74	6,315.20
June 19-21 & 22-24: TRAQ Fort Worth & San Antonio - cancelled	-183.07	650.00	-833.07
June 27-29: Wildfire Risk Assessment Qualification - cancelled	0.00	0.00	0.00
Sept. 27-29: ISAT Texas Tree Conference, Trade Show, Academy and Tree School - Waco	12,652.17	1,063.56	11,588.61
Nov.: Nursery Tour	0.00	0.00	0.00
Nov.: TRAQ	0.00	0.00	0.00
Total	80,672.37	48,897.59	31,774.78

June 7, 2017 Certification Report

Certified in Texas 1166

BCMA 38

Arborist 1122

Utility 89

Municipal 53

Tree Worker 28

Aerial Lift Worker 8

Two Exams left this year:

August in Dallas at TNLA Expo

September in Waco

For a total of 6 exams this year, will gauge interest for Austin and San Antonio to see if later this year we should hold another.

40 events credited with CEUs so far this year (From January to June)

Computer Based Testing vs Proctored Exams Texas Chapter vs ISA

	Texas CBT Exams Administered	Texas PnP Exams Administered	Texas % CBT	Overall ISA CBT%
7/1/2012 to 6/30 2013 (FY13)	87	72	55%	44%
7/1/2013 to 6/30 2014 (FY14)	100	63	63%	49%
7/1/2014 to 6/30 2015 (FY15)	122	70	64%	55%
7/1/2015 to 6/30 2016 (FY16)	140	55	72%	57%
7/1/2016 to 6/30/2017 (FY17)	170	66	72%	59%
	619	326	65%	53%

ISAT Board of Directors Meeting

June 7, 2017

April 2017 CoR Meeting

- Recognized new CoR Members since last meeting
 - ▶ Catherine Russo, Arb. Australia
 - ▶ Andris Spaile, Latvia
 - ▶ Flora Leung, Hong Kong
 - ▶ Scott Tapp, New Jersey
 - ▶ Kevin Harrel, Mid-Western
 - ▶ Herbert White, Penn-Del
- ISA Board of Directors election results: 38 of 40 CoR Members voted
 - ▶ Anne Beard, New Mexico. re-elected to 2nd three year term
 - ▶ Cecil Konijnendijk, British Columbia. elected to 1st three year term
- Annual ISA Conference Update
 - ▶ CoR Meeting. Sunday, July 29 from 8:00a - 4:00p
 - ▶ CoR Networking Social. Sunday July 29 on the tradeshow floor, following the opening ceremony
 - ▶ CoR EC Nominations and Election. 2 positions with 2-year terms up for election: David James (Chair) and Meg Hanna (Vice Chair)
- Open Discussion Action Item(s)
 - ▶ NY Chapter board shared opinion that *The Guide to Plant Appraisal* should be just that, a guide and not a standard - CoR EC Chair will send letter to ISA ED stating the position on behalf of NY Chapter board
- Total attendance on this call: 39 of 61 Components
 - ▶ Attendance Summary: Chapter CoR . **28** AO CoR . **9** PA . **5**

Intake Form 28 Results

- Total responses for this survey: 43 of 61 Components
- Purpose was to project attendance for the annual CoR meeting in August, and to gauge if there were specific topics CoR members would like to discuss during several roundtable sessions that will take place at the meeting. A summary of the responses is provided below.
 - ▶ Do you plan on attending the annual CoR meeting? Yes . **28** No . **9** Maybe . **5** Sub . **1**
 - ▶ Would you like to include any specific topics at the annual meeting?
 - *Membership Retention and Recruitment Strategies*
 - *Student Engagement*
 - *Marketing to Different Constituents*
 - *Updates on ISA Products and Services*
 - *Media Relations*
 - *Language and Non-U.S. Issues*
 - *Volunteer Engagement*

May + June 2017 CoR EC Meetings

- Finalized agenda for annual CoR meeting

Topic	Presenter	Start Time	End Time	Duration Minutes
Breakfast		8:00 AM	8:30 AM	30
Welcome	David James, CoR EC-New Zealand	8:30 AM	8:35 AM	5
Roster	Sheila Beaumier, ISA Staff Liaison	8:35 AM	8:40 AM	5
Presentation of CoR EC nominees and introductions	Steve Genua and Luiz de Lima Pedreira	8:40 AM	8:50 AM	10
CoR EC Vote		8:50 AM	9:00 AM	10
PR and Communication Training	Fifth Estate Communications	9:00 AM	10:30 AM	90
Break 1		10:30 AM	10:45 AM	15
Round Table 1 - PR and Communications	Facilitated by CoR EC & Staff	10:45 AM	11:05 AM	20
Round Table 2 -Suggested Topics	Facilitated by CoR EC & Staff	11:05 AM	11:50 AM	45
CoR Participation Awards and photos		11:50 AM	12:00 PM	10
Lunch		12:00 PM	12:45 PM	45
TREE Fund Fundraising for Research	J. Eric Smith, TREE Fund CEO	12:45 PM	1:05 PM	20
Research Funding Needs	Rich Hauer, AREA CoR	1:05 PM	1:25 PM	20
Round Table 3 - Fundraising & Research	Facilitated by CoR EC & Staff	1:25 PM	2:00 PM	35
Introduction of ISA Board of Directors and ISA Executive Director	Michelle Mitchell, ISA Board President Caitlyn Pollihan, ISA Executive Director	2:00 PM	2:15 PM	15
NZArb Fundraising Strategies	Chris Walsh, ISA Board Member	2:15 PM	2:35 PM	20
CoR Report to ISA Board	David James, CoR EC-New Zealand	2:35 PM	2:50 PM	15
ISA Board Report to CoR	Michelle Mitchell, ISA Board President	2:50 PM	3:05 PM	15
Break 2		3:05 PM	3:20 PM	15
Membership Needs Survey	Mark Bluhm, Director of Finance and Operations	3:20 PM	3:50 PM	30
Closing Remarks	David James, CoR EC-New Zealand Sheila Beaumier, Director of Member Service & Component Relations	3:50 PM	4:00 PM	10
Annual Business Meeting	ISA Board of Directors	4:00 PM	4:30 PM	30



- *Roundtable 2* topics at CoR meeting
 - ▶ List of suggested topics will be available at each table printed on index card size prompts
 - ▶ We will ask each table to select a topic to discuss for 10-15 minutes
 - ▶ Each group will present key thoughts and takeaways from the topic they discussed
- Recognized new CoR Members since last meeting
 - ▶ Todd Fagen, Iowa Arb. Association

Memorandum of Agreement

The Texas Chapter of the International Society of Arboriculture ("Sponsor"), and Texas A&M AgriLife Extension Service ("AgriLife") a member of the Texas A&M University System ("TAMUS"), an agency of the State of Texas, collectively referred to as "Parties" and individually as "Party." agree as follows:

1. For purposes of this Agreement, "Service Project" means the service project described in Exhibit A, attached to and made part of this Agreement. AgriLife will use reasonable efforts to perform the Service Project substantially according to the terms of this Agreement promptly after the effective date of this Agreement. Sheila McBride ("PI"), or successor(s) named by AgriLife will direct the Service Project on behalf of AgriLife. The Sponsor acknowledges that AgriLife's primary mission is to improve the lives of people, businesses, and communities across Texas and beyond through high-quality, relevant education, and AgriLife will design the Service Project to carry out that mission. Except as may be provided in the "Other Provisions" section below, AgriLife will solely determine the content and manner of performance of the Service Project. AgriLife does not guarantee specific results. A plan of work in Exhibit A is attached and form a part of this Agreement.
2. The Sponsor will provide a Fixed Price amount not to exceed \$5,000.00 to be used by AgriLife to support the Service Project. This amount will be due and payable upon execution of this Agreement. Checks should be made to Texas A&M AgriLife Extension Service and forwarded to the address designated in Article 4. Checks made payable to Texas A&M University or other members of The Texas A&M University System are non-negotiable for AgriLife and may need to be returned to the Sponsor for reissue.
3. Formal notices provided under this Agreement must be in writing and delivered by (i) certified mail, return receipt requested; (ii) hand delivery; (iii) facsimile with receipt of a successful transmission confirmation; (iv) email; or (v) delivery by a reputable overnight courier service (in the case of delivery by facsimile or email the notice must be followed immediately by a copy of the notice being delivered by a means provided in (i), (ii), or (v)). The notice will be deemed given on the day the notice is received. In the case of notice by facsimile or email, the notice is deemed received at the local time of the receiving machine, and if not received, then the date the follow-up copy is received. Notices must be delivered to the following addresses or at such other addresses as may be later designated in writing.

Sponsor: Texas Chapter of the International Society of Arboriculture:

John Giedraitis, Executive Director

3013 Oakwood Trail

College Station, TX 77843

Email: ISATexas.com

Phone (979) 324-1929

Texas A&M AgriLife Extension Service:

Julie Bishop, Associate Executive Director

Sponsored Research Services

400 Harvey Mitchell Pkwy South, Suite 300

College Station, TX 77845-3578

E-mail: awards@tamu.edu

Phone: (979) 862-7777

Fax: (979) 862-3250

4. AgriLife will retain the funds in a restricted, specific account and expend them as needed to accomplish the Service Project objectives. It is specifically understood that funds provided for the Service Project by the Sponsor are restricted in the interest of carrying out the Service Project and are not necessarily limited to the restrictions placed on general income as to expenditures for materials, supplies, equipment or other operating expense. Any unexpended balance, unused supplies, or equipment remaining at the completion of the Service Project shall remain in the name of and become the sole property of AgriLife unless otherwise provided in the "Other Provisions" section below.

5. The funds will be administered through the AgriLife protocol applicable for the Service Project PI. Performance of the plan of work will be conducted under the direct supervision of the Service Project PI or successor(s).

6. Deliverables will include educational materials, such as fact sheets, pertaining to new techniques, sample submission and interpretation of lab results. Work together with ISAT to set up training workshops. One end of the year report on June 1, 2018.

AgriLife agrees to submit the following reports/deliverables to Sponsor:

Report/Deliverable	Due Date
Educational materials	TBA
Workshops	TBA
End of the year report	June 1, 2018

7. AgriLife shall have the right to make public or publish Service Project results as it may consider desirable. AgriLife shall furnish to Sponsor a complete copy of materials to be published and give Sponsor sixty (60) days to review such materials for patentable subject matter. Sponsor agrees to review such publication materials within the sixty (60) day period and notify AgriLife of any objections to any portions of such materials which may prejudice or jeopardize potential patent rights of Sponsor. AgriLife agrees to defer publishing any portions of said materials to the extent necessary for Sponsor to protect its patent rights elected for pursuit under Section A, but in no event shall AgriLife be obligated to defer publication for more than six (6) months after receipt from Sponsor of its objections to the Publications. Acknowledgement of support received from the Sponsor will be made in any published results as desired by the Sponsor.

8. Excepting AgriLife involvement in this Service Project, Sponsor may not indicate, directly or indirectly, any endorsement by AgriLife, TAMUS, or any other member of TAMUS, of any products or services of Sponsor for any reason, without obtaining the express, prior written consent of AgriLife. Sponsor may not use the name of AgriLife, TAMUS, or any other member of TAMUS, nor the names of any of their employees nor any adaptation in any advertising, promotional or sales literature without prior written consent obtained from AgriLife in each case

9. AgriLife retains all intellectual property rights created by AgriLife employees during the course of the performance of the Service Project, including but not limited to all copyrights in and to materials produced for or as a result of the Service Project. AgriLife grants Sponsor an irrevocable, royalty-free, non-transferable, nonexclusive right and license to use, reproduce, display and perform any copyrightable materials produced for or as a result of the Service Project.

10. This Agreement shall be effective as of June 1, 2017 and shall terminate June 1, 2018 but may be renewed annually or otherwise modified or revised upon the written consent of both parties. Sponsor may terminate this Agreement upon 60 days written notice to AgriLife. AgriLife may terminate this Agreement if circumstances beyond its reasonable control preclude continuation of the Service Project. Upon early termination of this Agreement, AgriLife must provide a final financial report of expenditures to Sponsor and return any unexpended or uncommitted funds, excluding amounts necessary to discharge uncancellable obligations, including but not limited to salaries of student workers.

11. In additions to the termination right above, either party may terminate this Agreement effective upon written notice to the other if the other breaches any of the terms and conditions of this Agreement and fails to cure that breach within 30 days after receiving written notice of the breach. In the event of an incurable breach, the non-breaching party may terminate this Agreement effective immediately upon written notice to the breaching party.

12. Each party must excuse any breach of this Agreement by the other which is proximately caused by government regulation, war, strike, act of God, or other similar circumstance normally deemed outside the control of well-managed businesses.

13. AgriLife makes no warranties, express or implied, as to any matter, including, without limitation, warranties as to the conduct, completion, success, or particular results of the Service Project, or the condition, ownership, merchantability, or fitness for a particular purpose of the Service Project or any materials produced for or as a result of the Service Project.

14. At all times during and after termination of this Agreement, Sponsor must indemnify, defend, and hold harmless AgriLife, its regents, officers, and employees against any claim, proceeding, demand, liability, or expense (including legal expenses and reasonable attorneys' fees) which relates to injury to persons or property or against any other claim, proceeding, demand, expenses, and liability of any kind resulting arising from the negligence or willful misconduct of Sponsor, its officers, employees, contractors, or agents and related to the Service Project or materials produced for or as a result of Service Project.

15. The parties must make every reasonable attempt to resolve in an amicable manner all disputes concerning the interpretation of this Agreement. Sponsor must use the dispute resolution process provided in Chapter 2260, Texas Government Code, and the related rules adopted by the Texas Attorney General to attempt to resolve any claim for breach of contract made by Sponsor that cannot otherwise be resolved. Sponsor must submit written notice of a claim of breach of contract under this Chapter to the Director, who will examine Sponsor's claim and any counterclaim and negotiate with Sponsor in an effort to resolve the claim.

16. The laws of the State of Texas govern and determine the validity of this Agreement and all matters related to this Agreement, including but not limited to matters of performance, non-performance, breach, remedies, procedures, rights, duties, and interpretation or construction.

17. This Agreement does not create a partnership or joint venture between the Sponsor and AgriLife. Neither party has any right to obligate or bind the other in any manner.

18. If any provision or provisions of this Agreement is held to be invalid, illegal, or unenforceable, the validity, legality and enforceability of the remaining provisions will not be affected or impaired.

19. AgriLife is an agency of the State of Texas and nothing in this Agreement waives or relinquishes AgriLife's right to claim any exemptions, privileges, and immunities as may be provided by law.

20. This Agreement contains the entire understanding of the parties with respect to the matters contained in this Agreement, and supersedes all other written and oral agreements between the parties as to those matters. The parties may execute other contracts, but those will not change or alter this Agreement unless expressly stated in writing.

21. This Agreement may be executed in any number of counterparts, including facsimile or scanned PDF documents. Each such counterpart, facsimile, or scanned PDF document shall be deemed an original instrument, and all of which, together, shall constitute one and the same executed Agreement.

22. Other Provisions

IN WITNESS WHEREOF this Agreement has been executed by the Parties and on the dates hereto:

**For The Texas Chapter of the International
Society of Arboriculture ("Sponsor")**

**For Texas A&M AgriLife Extension Service
("AgriLife ")**

By:

By:

Name: John Giadriatis

Julie Bishop

Title: Executive Director ISAT

Associate Executive Director

Date:_____

Date:_____

Exhibit A

Scope of Work

A Proposal: The development of improved diagnostics for the early, accurate detection of *Ceratocystis 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.

May 2017



Your donations are making a difference!



To increase awareness and interest in the field of arboriculture (and get elementary and secondary school students outside), McCrory Gardens at South Dakota State University developed a summer camp with the support of a TREE Fund [Arboriculture Education Grant](#). Students loved the camp (especially the climbing), and McCrory Gardens intends to offer it again next summer. Best of all, the modular curriculum is available on iGrow.org so other summer schools can use it as a template for their own programs. Read more about this fun [Junior Arborist Camp](#) on TREE Fund's website.

Need funding for school? That's our job. Apply today for scholarships at [treefund.org](#):



- [John Wright Memorial Scholarship](#) (\$2,000) – due May 15
- [Fran Ward Women in Arboriculture Scholarship](#) (\$2,000) – due June 1
- [Horace M. Thayer Scholarship](#) (\$2,000) – due June 1

Free TREE Fund webinar with CEUs on June 21

“Soil Profile Rebuilding: Rehabilitating Compacted Soils”

featuring Dr. Susan Day (Virginia Tech)

If you've ever faced the problem of how to grow trees in compacted, rock-hard soils left behind after urban development and construction, then this is the webinar for you. Dr. Day will teach you the secrets of Soil Profile Rebuilding (SPR), the soil rehabilitation method that allows you to remediate soils on site, has a lasting effect, and can result in as much as 84% greater canopy relative to trees in untreated soil.



- **June 21, 2017 at 12:00 pm MDT** (translate to your time zone [here](#))
- [Pre-registration](#) is recommended. Log in [HERE](#) on June 21.
- 1 CEU available from ISA or SAF

Thank you to Utah State University Forestry Extension and Utah Division of Forestry, Fire and State Lands for hosting this program. Visit [treefund.org/webinars](#) to see upcoming webinars and to watch past broadcasts.

Thank you to our April 2017 [lead donors](#):

(for contributions of \$2,500 or more to TREE Fund this month)

- ISA Texas Chapter
- Wright Tree Service, Inc.

Thank You!

Last chance to register for the Silver Anniversary Tour des Trees!

Join us July 30-August 5 to celebrate our past as we move forward with something new: looped routes primarily staged from the ISA Annual International Conference at National Harbor, MD. No need to pack/unpack each day, and the opportunity to be with our tree community each night - what could be better?



National Arboretum * Annapolis * Journey Through Hallowed Ground * National Mall
Leesburg * Wetland Studies & Solutions, Inc. * National Sporting Library & Museum
American Horticultural Society's River Farm * Old Town Alexandria * Liberty Trees
Silver Anniversary Celebration & Original Tour Rider Reunion * *and much more!*

Registration closes **May 31** or when we reach 100 riders. Get more information and sign up TODAY at stihltourdestrees.org! **#STIHLTdT**



How did you celebrate National Arbor Day?

TREE Fund had tree-mendously fun Arbor Day celebrations with 180 third and fourth graders from Indian Prairie School District 204 on April 28. Thank you to Charles Shonts and the crew at The Care of Trees Naperville office for great presentations on the benefits of trees and what arborists do, and for generously providing the lovely Kentucky Coffee and Hackberry trees for the school campuses.



You're Invited: TREE Fund After Hours Silver Anniversary Tour Celebration & MAC-ISA Party *Hosted by Mid-Atlantic Chapter ISA*



Who: All 2017 ISA Conference registrants and Tour participants
When: Tuesday, August 1, 2017
7:00 – 8:00 pm TREE Fund After Hours
8:00 – 11:00 pm MAC-ISA Party
Where: Gaylord National Resort

*Original Tour Rider Reunion & Celebration • Silver Ticket Raffle • Mini-Auction
Raise Your Hand for Research • Dancing • Light Appetizers & Cash Bar*

FREE admission, but please sign up at isa.registration so we have a head count. Get more details at treefund.org/tfafterhours.

Like what you've read? Help us do more!

DONATE NOW



Texas Chapter
International Society
of Arboriculture



PRESENTS THE

37TH ANNUAL TEXAS TREE CONFERENCE



SEPTEMBER 27-29, 2017

WACO CONVENTION CENTER
100 WASHINGTON AVE. - WACO, TEXAS 76701

ARBORISTS • URBAN FORESTERS • TREE ADVOCATES • MUNICIPALITIES • UTILITIES
LANDSCAPE ARCHITECTS • LANDSCAPE CONTRACTORS • CONSULTANTS • GROWERS
PARKS AND RECREATION AND PUBLIC WORKS EMPLOYEES • LANDSCAPE INSPECTORS



2017 TEXAS TREE CONFERENCE

Join us in Waco September 27-29, 2017, for what has become a premier event in the tree care industry. This year's theme is 'Growing Texas Trees'. We anticipate over 1,000 attendees as we help you to grow your knowledge, skills and network. At this conference we will also continue our history of providing outstanding education programs featuring nationally and internationally known speakers, the latest in tree research and arboriculture, an awards luncheon, a reception with exhibitors and numerous networking opportunities.



Featured Speakers

Dr. John Ball, Professor, South Dakota State University

John Ball is a Professor of Forestry at South Dakota State University where he instructs courses in arboriculture and forestry. He also serves as the campus arborist. Dr. Ball has conducted research in a wide range of arboricultural subjects including tree worker performance and safety. Prior to SDSU he managed tree care companies in the East and Midwest.

Dr. Jason Vargo, Professor, University of Wisconsin, Madison

Jason Vargo is an assistant scientist with the Nelson Institute Center for Sustainability and the Global Environment and the Global Health Institute at UW-Madison, studies the future of urbanization and the idea that, with the right planning, moving into cities could be a strategy toward a more sustainable future.

Dr. Jason Miesbauer, Arboriculture Scientist, The Morton Arboretum, Lisle, Illinois

Jason Miesbauer's role at The Morton Arboretum is to establish a research program in biomechanics, the architecture of trees, and applied arboriculture, which focuses on the growth, maintenance, and function of urban landscape trees. He is working with Gary Watson, Head of Research at The Morton Arboretum, to establish this new program.

Dr. Jason Gordon, Associate Extension Professor Community Forestry, Mississippi State University

Jason Gordon works with undergraduate and graduate students, homeowners, foresters, tree workers, municipalities, utility workers, and others to implement appropriate urban natural resources management. He is a Certified Arborist and Tree Risk Assessment Qualified by the International Society of Arboriculture.

Dr. William F. Elmendorf, Associate Professor Community and Urban Forestry, Penn State University

Bill Elmendorf's teaching and research focus on community forest management, land-use planning, open space conservation, volunteerism, and arboriculture. Elmendorf's research is widely disseminated in peer reviewed journals that address these topics.

Dr. David Appel, Professor, Dept. of Plant Pathology and Microbiology, TAMU, College Station

Since coming to Texas A&M in 1981, Dr. Appel's research program has focused on the epidemiology, diagnosis, and control of forest and shade trees, with an emphasis on the devastating oak wilt epidemic in central Texas.

Eric Kuehler, Science Delivery/Technology Specialist, USDA Forest Service, Athens, Georgia

Eric Kuehler's responsibilities include providing technical assistance regarding urban forestry issues and technologies to the 13 Southeastern states. Eric holds a Master of Science degree in Plant Physiology from Texas A&M University and has been an ISA Certified Arborist since 2002.

Dr. Gretchen V. Pettis, Entomologist, Bartlett Tree Research Lab, Charlotte, North Carolina

Dr. Pettis specializes in entomology research and extension with emphasis on arthropod and vertebrate pests of shade trees and landscapes incorporating arboriculture, pesticides, biological control, and integrated pest management.

Nathan Morrison, Co-owner, Arborscapes, Pineville, North Carolina

Nathan Morrison has a Bachelors degree in Urban Forestry and is a Certified Arborist. Since 2000, he and his partner have grown their business from a truck and a trailer to owning 22 vehicles as well as employing 45 full-time employees.

Guy Meilleur, Better Tree Care Associates, New Hill, North Carolina

Guy Meilleur is an ISA Board-Certified Master Arborist, and a Municipal, Tree Climbing, and Utility Specialist. He is a former staff arborist at University of North Carolina, Instructor at Duke University, and sometimes writes as Detective Dendro. Historic Tree Care provides diagnosis, soil improvement, pruning, support and lightning systems, report writing and community education services.

Jim Cruser, Region Supervisor, American Electric Power Transmission, Corpus Christi

Jim Cruser supervises the transmission vegetation management program in the AEP West region which has +20,000 miles of transmission lines (69 kv - 345 kv) in a four state territory including Oklahoma, Arkansas, Louisiana, and Texas. Jim has a team of 7 AEP Transmission Foresters working across the region. Jim has been with AEP for over 24 years and with the Forestry team for over 17 years.

WEDNESDAY, SEPTEMBER 27 - TREE ACADEMY

(The Tree Academy requires a separate registration from the Conference - includes lunch)

Texas Tree Academy

10:00 am - 5:00 pm



Session A: What's Up Doc? Tree Diagnosis Workshop

Dr. David Appel, Professor & Associate Department Head, Department of Plant Pathology & Microbiology, Texas A&M University

Dr. Todd Watson, Plant Health Care Consultant and Adjunct Professor, Texas A&M University

Sheila McBride, Extension Program Specialist, Department of Plant Pathology & Microbiology, Texas A&M University

Bill Ree, Extension Program Specialist II-IPM, Statewide Pecan IPM Programming, Texas A&M University

How many times are you asked, what's wrong with this tree? This can be both your favorite question and your hardest question. We have designed a full day of discussions to comprehensively address the topic of tree and landscape diagnosis from four different perspectives. These are clinical approaches to plant disease diagnosis, the science behind tree response to pathogens and symptom development, diagnosis in the field for the commercial arborist, and an entomologist's view of identifying insect issues. The four areas will be covered in concurrent sessions so that there will be the opportunity for interactions with the experts.

Texas Tree Academy

10:00 am - 5:00 pm

Session B: Improving Connections & Resilience in Texas Cities

ARBORIST AVE

Dr. A.E. Luloff, Professor Emeritus of Rural Sociology, Penn State University

Dr. Jason S. Gordon, Associate Extension Professor Community Forestry, Mississippi State University

Dr. William F. Elmendorf, Associate Professor Community and Urban Forestry, Penn State University

The sustainability of an urban forest's biological, economic, and social systems is in the purview of many professions like urban planning, landscape architecture, urban forestry, and arboriculture. How familiar are you with these topics? This academy will provide information and resources for the professional to increase their sphere of influence. The 'Urban Forestry Learning Pyramid' will be explained and examples provided. As well, the academy will address approaches for working with community groups and creating resilience-focused urban forest management plans.



Wednesday
Dinner and Evening Social
6:00 PM to 7:30 PM
BBQ, Beer & Networking

(Included with full-conference registration)

THURSDAY, SEPTEMBER 28 - TREE CONFERENCE

Day At-a-Glance	
Thursday, September 28	
7:00 am - 5:00 pm	Registration Desk and Bookstore open
7:00 am - 5:00 pm	Trade Show open
7:00 am - 7:50 am	Breakfast with Exhibitors
8:00 am - 11:45 am	General Session
12:00 pm - 1:15 pm	Awards Luncheon
1:30 pm - 5:00 pm	Breakout Sessions
5:00 pm - 7:00 pm	Reception with Exhibitors

General Session 8:00 am - 11:45 am

8:00 - 8:15

Welcome by City of Waco Representative

8:15 - 9:15

Emerald Ash Borer - Tree Strength and Climber Safety
Dr. John Ball, Professor South Dakota State University

9:15 - 10:15

A 9-week Review of Global Tree Care

Guy Meilleur, Aerial Specialist and Consulting Arborist, Better Tree Care Associates

10:15 - 10:45

Break with Exhibitors

10:45 - 11:45

Safety and the Corporate, Regulatory and Customer Commitment

Jim Cruser, Region Supervisor, AEP Transmission, Texas

Track A - Municipal	Track B - Commercial	Track C - Utility
<p>1:30 - 2:15 pm Utilizing Trees as an Urban Heat Island Mitigation Strategy for the City of Dallas <i>Matt Grubisich, Operations Director, Texas Tree Foundation, Dallas</i></p> <p>2:15 - 3:00 pm Trees, Health, and the Impact of Urbanization <i>Dr. Jason Vargo, Professor, University of Wisconsin</i></p> <p>3:00 - 3:30 p.m. Break with Exhibitors</p> <p>3:30 - 4:15 pm Panel: What is Your Urban Forest Management Philosophy? <i>Dr. Jason S. Gordon, Associate Extension Professor Community Forestry, Mississippi State University, Dr. A.E. Luloff, Professor Emeritus of Rural Sociology, Penn State University, Dr. William F. Elmendorf, Associate Professor Community and Urban Forestry, Penn State University</i></p> <p>4:15 - 5:00 pm Trees and Storm Water – Tools for Assessment and Management <i>Eric Kuehler, US Forest Service – Urban Forestry South, Athens, Georgia</i></p>	<p>1:30 - 2:15 pm Starting and Growing a Successful Business <i>Nathan Morrison, Co-owner, Arborscapes Tree and Landscape Specialists, Pineville, North Carolina</i></p> <p>2:15 - 3:00 pm EAB – Assessment, Management, Removal <i>Dr. Gretchen Pettis, Entomologist, Bartlett Tree Research Lab, Charlotte, North Carolina</i></p> <p>3:00 - 3:30 pm Break with Exhibitors</p> <p>3:30 - 4:15 pm Internet Marketing 101 <i>Faith Warren, Director of Interactive & Digital Media, Quicklight Media, Austin</i></p> <p>4:15 - 5:00 pm Restoration Pruning and Sprout Management of Storm Damaged Trees <i>Jake Miesbauer, Arboriculture Scientist at The Morton Arboretum - Lisle, IL</i></p>	<p>1:30 - 2:15 pm Three Solid Ways to Improve Your Utility Tree Management Program <i>Steven Hoover, Distribution Vegetation Management Supervisor, Entergy Services Inc., Laplace, Louisiana</i></p> <p>2:15 - 3:00 pm FEMA Lessons Learned from Major Emergencies <i>Casey Acker, Vegetation Management Manager, Bluebonnet Electric Cooperative, Brenham</i></p> <p>3:00 - 3:30 pm Break with Exhibitors</p> <p>3:30—4:15 pm What's Important About a Danger Tree Program <i>Bill Townley, Construction Manager, Sam Houston Electric Cooperative, Inc., Livingston</i></p> <p>4:15 - 5:00 pm How Have NERC Rules Changed the Growth of the Industry? What's Next? <i>Keith Chucci, Senior Forester, Oncor Electric Delivery, Mansfield</i></p>

FRIDAY, SEPTEMBER 29 - TREE CONFERENCE

Day At-a-Glance

Friday, September 29

7:00 am - 10:30 am	Registration desk and Bookstore open
7:00 am - 10:30 am	Trade Show open
7:00 am - 7:50 am	Breakfast with Exhibitors
8:00 am - 9:00 am	ISAT Annual Meeting
9:00 am - 12:00 pm	Breakout Sessions
9:30 am - 3:30 pm	Texas Tree Schools
12:30 pm - 4:30 pm	ISA Certified Arborist Exam



Texas Chapter
International Society
of Arboriculture

The Texas Tree Schools

9:30 am to 3:30 pm

5.0 CEUs

Track 1 - An Introduction to Arboriculture (New!)

A great review or introduction to basic tree care for tree workers. This newly redesigned, stand-alone one day workshop that will be a combination of classroom and field demonstrations. Topics covered will include basic tree biology, tree pruning, climbing techniques including advanced ascent techniques (SRT), tree hazard assessment and job site safety. Master instructors are Guy LeBlanc, Arbor Vitae Tree Care and Brad Hamel, Texas A&M Forest Service.

Pista 2 - Jornadas para Trabajadores de Arboles

A Spanish language workshop covering tree biology, soil science, tree selection, installation & establishment, pruning, and diagnosis & plant disorders. The class will be led by Mark Duff, Consulting Arborist, Adolfo Sanchez, FOS Tree Care, Guadalajara, Mexico and Bill Green, Texas A&M Forest Service.

These workshops are not part of the main conference and require separate registration (lunch is included)

General Session - 8:00 am - 9:00 am

ISAT Business Meeting and Election Results - Update from ISA International

Track A - Municipal	Track B - Commercial	Track C - Utility
<p>9:00 - 10:00 am Where are they now? – Restoration of the Galveston Urban Forest Twelve Years After Hurricane Rita <i>Priscilla Files, Senior Arborist and Executive Director of the Galveston Island Tree Conservancy</i></p> <p>10:00 - 10:30 am Break with Exhibitors</p> <p>10:30 - 12:00 pm Panel: Tree Inventory Lessons Learned – Using Data To Enhance Management <i>Jim Carse, Campus Arborist, University of Texas at Austin</i> <i>Kelly Eby, Urban Forester, San Marcos</i> <i>Matthew Simmons, Parks Contract Compliance Supervisor, City of Plano</i></p>	<p>9:00 - 10:00 am Introducing the Texas Wildfire Risk Reduction Qualification- Expanding Your Market <i>Paul Johnson, Urban Forestry Program Coordinator, Texas A&M Forest Service, Austin</i></p> <p>10:00 - 10:30 am Break with Exhibitors</p> <p>10:30 - 11:15 am Client Communication and Effective Professional Report Writing Strategies <i>Guy Meilleur, Arborist, Better Tree Care Associates, New Hill, North Carolina</i></p> <p>11:15 am - 12:00 pm TDA Licensing for Chemical Applicators <i>Dr. Michael McLellan, County Extension Agent, Texas A&M AgriLife Extension, Waco (TDL 1 L&R)</i></p>	<p>9:00 - 10:00 am Dealing With the Public about Power Line Vegetation Management <i>Jeff Quinters, Program Manager - Forester, Oncor/ Vegetation Management</i></p> <p>10:00 - 10:30 am Break with Exhibitors</p> <p>10:30 - 11:15 am Planning for Emerald Ash Borer Invasion <i>Richard Bewely, Vegetation Operations Manager, Oklahoma Gas and Electric</i></p> <p>11:15 am - 12:00 pm Utility Vegetation Management Research Projects <i>Eric Smith, President and Chief Executive Officer, TREE Fund, Naperville, Illinois</i></p>

Conference At-a-Glance

Wednesday, September 27

- 8:00 am - 5:00 pm Registration open
- 10:00 am - 5:00 pm Tree Academy—Sessions A & B
- 1:00 pm - 5:00 pm Exhibitor set up
- 6:00 pm - 7:30 pm ISAT Dinner and Social

Thursday, September 28

- 7:00 am - 5:00 pm Registration Desk and Bookstore open
- 7:00 am - 5:00 pm Trade Show open
- 7:00 am - 7:50 am Breakfast with Exhibitors
- 8:00 am - 11:45 am General Session
- 12:00 pm - 1:15 pm Awards Luncheon
- 1:30 pm - 5:00 pm Breakout Sessions
- 5:00 pm - 7:00 pm Reception with Exhibitors & Silent Auction

Friday, September 29

- 7:00 am - 10:30 am Registration Desk and Bookstore open
- 7:00 am - 10:30 am Trade Show Open
- 7:00 am - 7:50 am Breakfast with Exhibitors
- 8:00 am - 9:00 am ISAT Annual Meeting
- 9:00 am - 12:00 pm Breakout Sessions
- 9:30 am - 3:30 pm Texas Tree Schools
- 10:30 am Silent Auction Closes
- 12:30 pm - 4:30 pm ISA Certified Arborist Exam



Texas Chapter
International Society
of Arboriculture

Silent Auction

All Day Thursday
Friday until 10:30 am



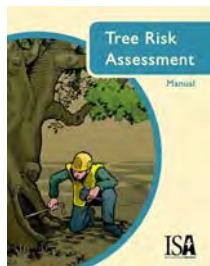
Contact April Rose at
april@rosewoodarbor.com to donate items



ISA CERTIFICATION EXAM

Friday, September 29
Check in 12:30 pm—Test 1:00 to 4:30 pm

Separate Registration Required
Visit www.isa-arbor.com to register



ISAT Bookstore

Open All Day Thursday
Friday until 10:30 am

ISA & ISAT Apparel and Merchandise
Books, CEU Materials & Study Guides,
Conference Speakers' Books
Discounted Member Rates!



**Want to volunteer
to help out at the conference?**
Contact Micah Pace, 2017 Texas Tree
Conference Chair at (866) 649-TREE



Growing Texas Trees

2017 Texas Tree Conference, Academy, Tree Schools and Trade Show Registration

Name _____

Organization Name _____

Address _____ City/State/Zip _____

Phone _____ Fax _____ Email _____

<i>Early Bird registration postmarked by September 1, 2017</i>	ISAT Member	Non-Member**	Total
<input type="checkbox"/> Wednesday Tree Academy: Session A—What's Up Doc? Tree Diagnosis Workshop (after September 1 add \$50) includes lunch and breaks	\$145	\$195	
<input type="checkbox"/> Wednesday Tree Academy: Session B—Improving Connections & Resilience in Texas Cities (after September 1 add \$50) includes lunch and breaks	\$145	\$195	
<input type="checkbox"/> Texas Tree Conference (includes Wednesday evening BBQ social, Thursday awards lunch, Thursday exhibitor reception, Thursday and Friday educational sessions (after September 1 add \$50)	\$195	\$240	
<input type="checkbox"/> Friday Texas Tree Schools (after September 1 add \$25) includes lunch Select one: Introduction to Arboriculture <input type="checkbox"/> or Spanish language <input type="checkbox"/>	\$95	\$140	
<input type="checkbox"/> Awards Luncheon (for guests - one ticket included with each Texas Tree Conference Registration)	\$30	\$30	
<input type="checkbox"/> Student Registration (all venues included) Name of School: _____ (Scholarships are available for students—contact Zaina Gates at (936) 239-9034—zgates@tfs.tamu.edu)	\$50	\$50	
Register online at www.ISATexas.com (** ISAT membership included in the non-member registration)	Scholarship Fund - \$10 (Optional)		
	Total Amount		\$

Method of Payment Check # _____ Credit Card: Card Number _____ CVV code _____

Exp. Date (MM/YY) _____ Name (as it appears on card) _____

Card billing address _____ City/State/Zip _____

Please make your check payable to **ISAT** and send this completed form with payment to:

ISAT Tree Conference
2013 Oakwood Trail
College Station, Texas 77845

Cancellation and refund policy:

Refund will be made if requested **at least two weeks prior** to the conference. No requests for refunds will be honored less than two weeks prior to the conference. Substitutions are permitted.

Conference Hotels—Space is limited so make your reservations early

Waco Hilton 113 South University Parks Dr. Waco, TX 76701 For Reservations, call (254) 754-8484 Room Rates are \$129 King & \$135 Double	Courtyard by Marriott 101 Washington Ave. Waco, TX 76701 For Reservations, call (254) 752-8686 Room Rates are \$119 King & \$119 Double
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Conference rates expire when room blocks are full or September 5, 2017
Mention the Group Code "Texas Tree Conference" to receive your room discount

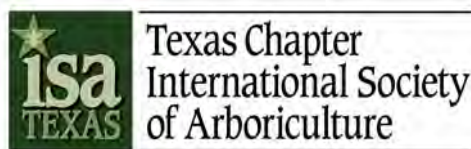
For more information, contact John Giedraitis

Phone: (979) 324-1929 Fax: (979) 680-9420 - email JPG@ISATexas.com

Register online @ www.ISATexas.com

Texas Tree Conference 2017
Texas Chapter ISA
2013 Oakwood Trail
College Station, TX 77845

**37th Annual Texas Tree Conference, Academy,
Tree Schools and Trade Show
September 27-29, 2017 Waco Convention Center**



ISAT Educational Events Committee Report

June 7, 2017

Report submitted by: Emily King

Committee includes: Rebecca Johnson, Gene Gehring, Nevic Donnelly, Markus Smith, Jim Dossett, April Rose, Paul Johnson, Emily King, and others on a rotating basis.

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
- Align workshops to meet needs of ISAT membership
- Evaluate and improve workshops and committee work

Committee Report:

1. **Past events:** Executive Director report to include “actuals” for events, including expenses, revenues, and number of participants. Italics denotes events lead by partner organization.

Start date	Event	Location	Chair
3/3/17	<i>Southwest Arborist Guild Arborist Prep Class</i>	Midland	
3/10/17	<i>Bilingual tree worker workshop San Antonio Arborist Association</i>	Shertz	Mark Duff
3/10/17	<i>Southwest Arborist Guild Arborist Prep Class</i>	Midland	
3/24/17	Commercial Master's Series: Lone Star Appraisal Workshop	Fort Worth - Cabella's	Greg David
3/29/17	Wildfire Risk Reduction Qualification beta	Elgin	Donnelly & Johnson
4/21/17	<i>Certified Arborist Prep Class (1 of 6)</i>	Dallas	
5/10/17	Oak Wilt Qualification	Austin - St. Edwards University	Gehring
5/12/17	<i>Central and West Texas Wood Use Workshop</i>	Austin	
5/18/17	Pre-climb Workshop: Advanced rigging	Austin - Govalle Park	Smith
5/19/17	Texas Tree Climbing Championship	Austin - Govalle Park	Dossett, Smith
5/19/17	<i>Certified Arborist Prep Class (2 of 6)</i>	Dallas	

2. **Pending events:** the following events are scheduled / tentative for the next three months.

Note: 2 TRAQ events previously scheduled for June were canceled due to low registration.
Wildfire Risk Reduction Qualification “beta 2” canceled.

Date confirmation	Start date	Event	Location	Chair
Firm	6/5/17 - 6/26/17	<i>Certified Arborist Prep Class (4)</i>	Austin	
Firm	6/29/17	Oak Wilt Qualification	Fredericksburg, Stonewall	Gehring
Firm	7/21/17	Certified Arborist Prep Class (4 of 6)	Dallas	
Firm	8/18/17	Certified Arborist Prep Class (5 of 6)	Dallas	

3. Update on 2017 goals for organizational development

- a. Draft document of roles for Educational Event Committee members - including Committee Chair, Workshop Chair, and Executive Director (attached). Input from board on this is welcome.
- b. Created folder on G:Drive to store workshop evaluations, projected budgets, and actual budgets
- c. Created file management structure and “ReadMe” (attached) for G:Drive. Input from board on this is welcome.



ISAT Workshop Roles & Responsibilities

Author: Emily King

Created: 3/6/2017

Updated:

Overview

ISAT offers workshops throughout the state throughout the year. This work is done by a committee of people that include the Executive Director, the Educational Events Committee Chair, and the individual Workshop Chairs. Workshops are targeted to meet the range of needs of our members: from entry level to advanced. Topics are geared to provide instruction for all ISA credential holders.

This document is a guide to the roles and responsibilities for workshops and includes goals and next steps to improve operational efficiency, consistency, transparency, and ease of recruitment.

Roles

The **Educational Events Committee Chair** is responsible for organizational development, building the annual calendar of events, recruiting committee members, and coordinating with all Workshop Chairs.

The **Workshop Chair** is responsible for planning the main workshop details, creating a budget, assisting with finding speakers and venues, coordinating with regional partners and volunteers, and communicating with Educational Events Committee Chair.

The **Executive Director** is responsible for contracts, financial tasks, publicity, and registration.

Responsibilities

Educational Events Committee Chair

Keep all relevant files up to date and with consistent naming conventions on the G:Drive. This includes:

- Meeting agendas + notes
- Workshop spreadsheet

- Budget information
- Course evaluations
- Committee reports

Know how many workshops are in the approved budget: work with ED to track actual revenue and costs associated with workshops. Assist with the development of the next year's budget.

Know what is in the ED contract - how many workshops ED will directly facilitate. Work with ED to designate workshop category and level of participation needed (ISAT Lead Events, ISAT Partner Events).

Set dates and create agendas for monthly conference calls. Lead the conference call. Reach out to members to remind them of call. Take meeting notes and post them to G:Drive.

Keep the annual workshop spreadsheet up to date. Build tentative/placeholder items into the following year's tab in the workshop spreadsheet to facilitate planning for the next year.

Recruit Workshop Chairs and facilitate their planning efforts.

Encourage recruitment of regional volunteers to facilitate recruitment to committees and board.

Develop the workshop toolkit by:

- Adding information about potential venues and volunteers to the workshop spreadsheet
- Problem solve as you go, or at least document areas that need improvement that may be addressed at a future point in time

Workshop Chair

Determine the topic (with approval from Educational Events Committee), speaker, location, helps set the date, and workshop budget [link to example]. Coordinate early with local urban forestry council or other organizations to ensure the topic and date is a good fit for the region and to leverage their network. While executing your workshop be on the lookout for future committee members and directors.

Participate in committee monthly conference call.

Estimated time commitment:

- One hour a month for the conference call
- 4-6 hours total coordination per workshop you are involved with

Executive Director

The responsibilities of the ED will be determined by the category of the workshop in question: ISAT Lead Events or ISAT Partner Events. The ED will work with the Educational Events Committee Chair to determine the appropriate category for each workshop considered and will facilitate the work of the committee. The lists below are not exhaustive and are meant to cover the high points; additional activities should be added to the list as appropriate.

ISAT Lead Events- An event where ISAT is primarily responsible for all aspects of the event.

1) Publicity

- a) Create Facebook event
- b) Create ISAT website event
- c) Email blast
- d) Email reminder to registrants
- e) Newsletter spot to promote
- f) Newsletter write up with pictures to share highlights from event

2) Logistics

- a) Facilitate event chair through event checklist [link to doc]
- b) Work with Educational Events Chair to determine if ED will attend event (determine budget impact). If ED will attend, ED to serve as onsite host
- c) Ship materials to event chair/onsite host, including (where appropriate)
 - i) Handouts, promotional materials, catalogs
 - ii) Signs for directions
 - iii) Bio for instructor
 - iv) Roster including any payments due
 - v) Name tags
 - vi) Attendance Certificates
- d) Secure venue
- e) Secure catering
- f) Determine technology needs (lapel microphone, audience microphone, speakers, projector, screen, etc)
- g) Email course evaluation to participants

3) Financial

- a) Online registration
- b) Ensure all related payments processed
- c) Provide actual revenue and expense information to Educational Event Chair within XX weeks of event

ISAT Partner Events - An event where ISAT is partnering with a regional organization and sharing both expenses (cash or in-kind) and revenue.

1) Publicity

- a) Create Facebook event
- b) Create ISAT website event
- c) Email blast
- d) Email reminder to registrants
- e) Newsletter spot to promote
- f) Newsletter with pictures to share highlights from event

2) Financial

- a) Online registration
- b) Ensure all related payments processed

ISAT G:Drive Guide

Developed by: Emily King

Date created: 3/16/17

Date updated:

Purpose

The intent of the ISAT Google Drive (G:Drive) is for members of ISAT to be able to effectively and efficiently access and share information. All documents related to coordinating ISAT related affairs are to be stored on the G:Drive or if appropriate on the ISAT website.

Rule of thumb for document storage:

G:Drive - works in progress, committee agendas, draft documents, etc.

ISAT website - all official Chapter documents including bylaws, board of director meeting minutes, required IRS information, etc.

Directory

- 1. Annual Conference**
- 2. Board Meeting Support Documents**
- 3. Education Committees**
 - 3.1. Research
 - 3.2. Texas Tree Climbing Championship
 - 3.3. Workshops
- 4. Governance Committees**
 - 4.1. Awards
 - 4.2. Certification
 - 4.3. Council of Representatives
 - 4.4. Finance
 - 4.5. Governance
 - 4.6. Legislation
 - 4.7. Membership
- 5. Outreach Committees**
 - 5.1. Newsletter
 - 5.2. Outreach Events [includes Arbor Day]
 - 5.3. Partnerships [includes TNLA Outreach]

- 5.4. Publicity
- 5.5. Scholarships [includes Student Liaison]
- 5.6. Special Projects
 - 5.6.1. Arborist Select Program

6. Photos

File management

Sub-folders

Naming conventions

Sharing

Versioning



TREE CARE INDUSTRY
Association established 1938

Houston Tree Care Sector Partnership Meeting

Launch Meeting Agenda

Monday, June 5, 2017

9:30 – 11:30 AM

Houston Community College

3100 Main Street

Houston, TX 77002

Seminar Room B

Opening

- Goals for today's discussion and Introductions
- Review local workforce data

Opportunities

- *What opportunities exist grow businesses in the greater Houston region?*

Areas for Action

- *What action is needed to capitalize on the opportunities?*

Commitments

- *Call for champions to flush out the priorities and create clear actions items and outcomes*

Wrap-up, Next Steps and Thank You

- *Who is missing from the conversation?*

Greater Houston Workforce Data (Source: EMSI, Q1 2016)

Metropolitan Statistical Area (MSA): Houston, The Woodlands, Sugar Land, TX

Job Titles of First Line Supervisors of Landscaping, Lawn Service, and Groundskeeping Workers:

Field Manager, Golf Course Superintendent, *Grounds Crew Supervisor, Grounds Foreman, Grounds Maintenance Supervisor, Grounds Manager, Grounds Supervisor, Groundskeeper Supervisor, Landscape Manager, Landscape Supervisor*

Job Titles of Pesticide Handlers, Sprayers, and Applicators of Vegetation:

Chemical Applicator, *Integrated Pest Management Technician (IPM Technician), Lawn Specialist, Lawn Technician, Licensed Pesticide Applicator, Pest Control Technician, Pesticide Applicator, Spray Applicator, Spray Technician, Tree and Shrub Technician*

Job Titles of Tree Trimmers and Pruners:

Arborist, Ground Worker, Groundsman, Line Clearance Foreman, Plant Health Care Technician, Tree Care Foreman, Tree Climber, Tree Trimmer

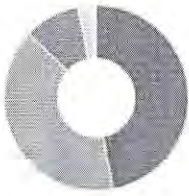
Number of Jobs: Houston, The Woodlands, Sugar Land, TX				
Occupation	2016 Jobs	2021 Jobs	Change	% Change
First-Line Supervisors of Landscaping, Lawn Service, and Groundskeeping Workers (37-1012)	2107	2313	208	10%
Pesticide Handlers, Sprayers, and Applicators, Vegetation (37-3012)	209	239	30	14%
Tree Trimmers and Pruners (37-3013)	1076	1213	137	13%

Wage Data: Houston, The Woodlands, Sugar Land, TX			
Occupation	25 th % Earnings	Median Earnings	75 th % Earnings
First-Line Supervisors of Landscaping, Lawn Service, and Groundskeeping Workers (37-1012)	\$13.46	\$18.28	\$23.99
Pesticide Handlers, Sprayers, and Applicators, Vegetation (37-3012)	\$10.49	\$13.23	\$15.97
Tree Trimmers and Pruners (37-3013)	\$11.89	\$13.93	\$16.60

Federal wage considered a family sustaining wage = \$12.70 per hour

Demographics in MSA Houston, The Woodlands, Sugar Land, TX (combined occupations)

- 80.5% male workforce
- Age distribution: 54.6% under the age of 45, 45.4% over the age of 45



Race/Ethnicity	2015 Jobs	2015 Percent	
● White	1,545	47.0%	████████████████████
● Hispanic or Latino	1,311	39.9%	██████████████████
● Black or African American	327	9.9%	██████████
■ Asian	72	2.2%	██
● Two or More Races	17	0.5%	█
● Native Hawaiian or Other Pacific Islander	9	0.3%	█
● American Indian or Alaska Native	8	0.2%	█

ARBORIST CAREER PATHWAY

Wages are highly dependent upon the region and employer. Highest paying regions are in northeastern U.S. metropolitans, eastern cities, and Midwest metropolitans. Arborists have full-time non-seasonal employment, and may have opportunities for overtime hours during the early spring. A high percentage of employers offer benefits including healthcare, life insurance, retirement, and profit sharing.

Southwest Region

Average Actual Wages (2014)

\$16—\$20.92/hr.

\$15.00—\$18.88/hr.

\$15.00—\$21.33/hr.

\$14.50—\$20.00/hr.

\$13.57—\$16.43/hr.

\$10.77—\$14.00/hr.

Manager, Executive,
or Business Owner

Forestry Manager
(Utilities)

Safety Coordinator

Tree Care
Salesperson

Urban Forester or
City Arborist

Experience

Tree Care Foreman

Plant Health Care
Foreman

Experience

Aerial Lift Operator

Tree Climber

Plant Health Care
Technician

Ground Operations
Worker

Experience

Entry Level Position

Accelerated Entry

Experience

Experience

Experience

Experience

Experience

Experience

Experience

Experience

Experience

Experience