

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

March 8, 2017

Board Members Present:

Micah Pace
Vincent Debrock
April Rose
Rebecca Johnson
Chris Lane
Zaina Gates
Jason Alfaro

Nevic Donnelley
Misti Perez
Emily King
Gene Gehring
Nina Alexander
Jim Dossett

Board Members Absent:

Keith Brown
Lara Schuman

Michael Sultan
Matt Weaver

Others Present

John Giedraitis, Executive Director

Paul Johnson, Texas A&M Forest Service

I. Call to order

Vice-President Micah Pace called to order the regular meeting of the ISAT Board of Directors at 10:33 am on March 8, 2017 in Waco, Texas. A quorum was declared present.

II. Approval of minutes from last meeting

The December minutes were approved.

III. Welcome and Introductions: Pace

IV. Executive Director Report

Giedraitis reported on activities since the December Board meeting (attached 4-5).

V. Committee Reports

- a) Governance: Schuman report (attached 6). Nominations and Election: Debrock noted that the process will start in May of 2017 and be completed in September.
- b) Treasurer / Finance: Year to Date P&L and Balance Sheets were presented. (attached 7-15).
- c) Certification: Perez reported that there are five exams scheduled for this year. There are 1,091 Certified Arborists, 35 BCMA, 90 Utility Specialists, 48 Municipal Specialists and Certified Tree Workers: 7 ALS and 28 CS.
- d) Council of Representatives: Sultan report. (attached 16-18)
- e) Past President Committee: Debrock reported that past presidents are available for guidance or recommendations when requested.

- f) Legislation: Alfaro reported that there are several bills filed in this legislative session that could affect urban trees (attached 19-20). He noted that he has set up a Google Group for interested parties called 85trees.
- g) Membership: There was some discussion on the 2018 ISAT membership fees and how to structure the Find an Arborist feature on the ISAT website.
- h) Awards: Debrock. No report.
- i) Newsletter: Johnson noted that articles are due on the 15th before the newsletter comes out and asked for photos to be loaded to G:Drive. King sent out link to ISAT group Flickr: <https://www.flickr.com/groups/2815857@N21/>
- j) Scholarships and Student Liaison: Gates reported that she has developed a written policy for Board review. (Report attached 21-24)
- k) Publicity - Digital and Social Media: Debrock and Gates reported that the Chapter has terminated the contract with the Vivial Company since there was little indication that their activities were increasing the promotion of ISA credentials to the public using digital media. The News page on the website has been changed to a Blog and ties the Facebook postings and website postings to increase exposure. Gates noted that she is putting up short general articles twice a month to help create awareness to the public.
- l) Arbor Day: Paul Johnson reported that the 2017 Arbor Day celebration will be Grand Prairie on the first Friday in November. Arbor Day will now be a function of the Publicity Committee.
- m) TNLA Outreach: Lane noted that the TNLA Expo will be held in San Antonio in 2017.
- n) Arborist Select: Lane asked for feedback to himself or Gates on the December Board meeting Arborist Select report (attached 25-28). Lane noted that he is working with other tree farms for a soft launch.
- o) Research/TREE Fund: Gehring reported on TREE Fund and this year's Oak Wilt Qualification training. The check for the oak wilt research proposal from Dr. Appel and Sheila McBride for \$5,000 has been sent. There will be a heads and tails fundraiser for the TREE Fund at the conference and the Tour de Trees registration is now open. A funding proposal from John Warner for secondary grades forestry field investigations was referred to the Executive Committee for review (attached 29)
- 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 nearly full. (attached 30).
- q) Educational Events – 2017 Schedule: King reported on the 2017 calendar of events and a draft event checklist for ISAT workshops (attached 31-36).
- r) Texas Tree Climbing Championship: Dossett reported that the 2017 competition will be in Govalle Park in Austin May 20-21, with the pre-competition workshop by Phillip Kelley held on the 19th. Arbor Master will also host a three-day basic climbing workshop before the event. April 19th will be a workday.

VI. Old Business

- a) None

VII. New Business

- a) Filling Vacant Director Position: **Dossett made a motion to approve Steve White to fill the vacant position on the Board through 2018. Lane seconded and the motion passed.**
- b) Executive Director Contract: **Debrock made a motion to approve the amended contract for Executive Director services from Acorn Arbor Services, LP for 2017 and 2018. Lane seconded and the motion passed.**
- c) ASLA Liaison: Pace let the Board know what Matt Grubisich has volunteered to be the ISAT ASLA liaison.

- d) Appointment of Committee Chairs for two year terms: King noted that some committees may be better led with chairs that have two-year terms. It was noted that the President appoints chairs and they may consider this or there can be a change in the Bylaws.

VIII. Next Board Meeting/Retreat –

Date: June 7, 2017, 10:30 am,
Location: TBA

IX. Adjournment

Pace adjourned the meeting at 3:35 PM

Minutes submitted by 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		

March 8, 2017 ISAT Executive Director Report (from December 14th to date)

1,060 Members total

1,026 ISA, 881 ISAT

2016 Year-end balance: (\$45,415), 2017 Current net income: \$24,199

2016 Year-end total equity: \$199,198, 2017 Current total equity: \$223,397

Sent out January and February TreEmail blasts. 3,971 active contacts on list.

Also created online registration and email invitations for:

January 24	Ries Thinking Outside the Bark in Austin	63
January 26	Ries Thinking Outside the Bark in Dallas	24
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	108
March 29-30	Wildfire Risk Assessment Qualification	7 (just registration)
May 10-11	Oak Wilt Qualification Course – Austin	(in review)
June 29-30	Oak Wilt Qualification Course – Fredericksburg	(in review)
	2017 Texas Tree Conference Speaker Registration	5
	2017 Texas Tree Climbing Championship Sponsor and Exhibitor Registration	1
	2017 Texas Tree Conference Sponsor and Exhibitor Registration	6
	2017 Oak Wilt Vendor Registration	12
	<i>Find an Arborist</i> Advertising Registration	33

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

Created, printed and mailed 301, 2017 Sponsors and Exhibitors brochures.

ISAT sponsored and exhibited and I spoke at North Central Texas Urban Forestry Conference.

With Lara, emailed an invitation to 103 ISAT utility members' requests to fill the vacancy on the Board.

2016 Federal Taxes filed with CPA.

With Zaina, met with Drifting Creatives to discuss changes to ISAT website.

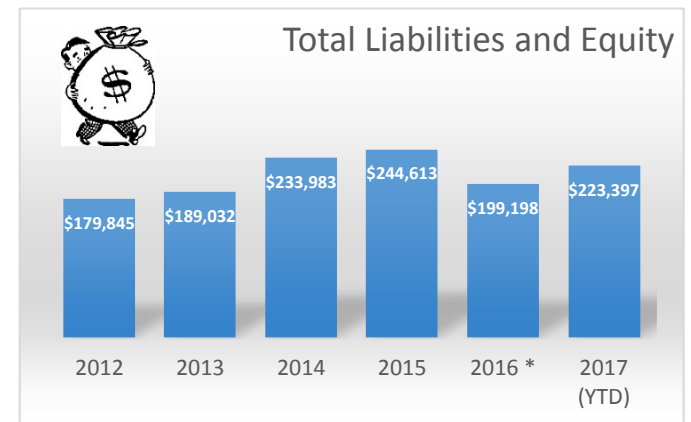
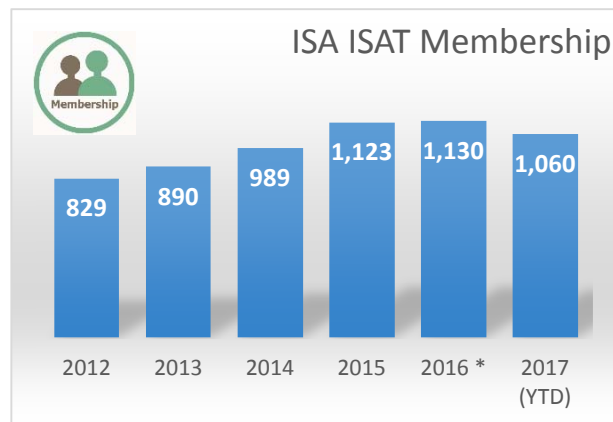
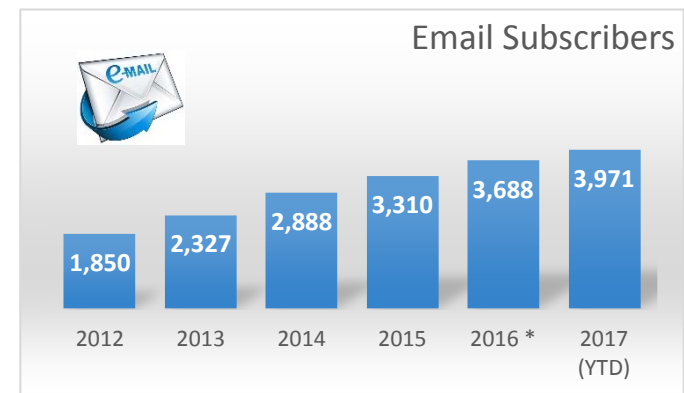
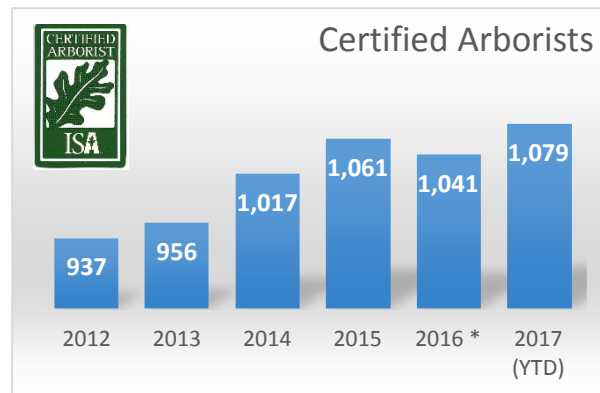
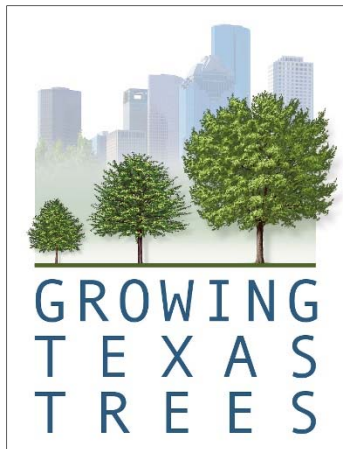
With Jason, created 85trees Google Group to facilitate communication among municipal arborists around the 85th Legislative Session.

Upcoming events:

June: ISAT Board meeting	Aug. 10-12: TNLA Expo
June 19-21: TRAQ Fort Worth	Sept. 27-29: ISAT Texas Tree Conference
June 22-24: TRAQ San Antonio	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

ISAT Quick Statistics:	2017 (YTD)	2016 *	2015	2014	2013	2012	12 to 16 % change
Certified Arborists	1,079	1,041	1,061	1,017	956	937	9.99%
ISA ISAT membership	1,060	1,130	1,123	989	890	829	26.64%
ISA Members	1,026	1,101	1,024	898	831	816	25.89%
ISAT Members	881	951	1,025	893	791	715	24.82%
Email Subscribers (Active)	3,971	3,688	3,310	2,888	2,327	1,850	49.84%
Total Income	\$50,989	\$193,009	\$350,873	\$342,975	\$286,803	\$246,631	
Net Income	\$24,199	-\$45,415	\$10,631	\$44,950	\$26	\$16,302	
Total Liabilities and Equity	\$223,397	\$199,198	\$244,613	\$233,983	\$189,032	\$179,845	
Texas Tree Conference Registrations		NA	936	1050	808	630	
* ISA adopted renewal date membership period							

ISAT 2017 Quick Stats



3/28/2017



Governance Committee Report

Committee Chair: Lara Schuman

Committee Members: April Rose, Vincent Debrock

Date of last meeting: February 10, 2017

Summary:

The Governance Committee met, and identified priorities for the committee in the new year. These priorities include revision the Executive Director's contract to update responsibilities and deliverables, drafting a strategic plan for the BoD and the organization, developing a work plan for the year, examining revenue requirements for future growth and identify potential sources, and reviewing and making recommendations for bylaws updates. The committee also discussed requests by members for easier access to workshops and the need for broader representation state wide.

Action Items Completed:

- Appointed Jason Alfaro to Chair of the Legislative Committee

Action Items In-progress/Pending:

- Work with John and Executive Committee to draft new Executive Director contract for 2017 – 2018
- Develop an annual work plan for the ED and Board of Directors
- Work with ED and Board to develop a strategic plan – Committee will work on a rough draft as a starting place and share it with the ED and Board
- Continue to work on defining board position and committee responsibilities
- Work with Membership Committee to explore an increase in membership dues
- Review bylaws and make recommendations for revisions by June Board meeting
- Appoint someone to fill empty board member position

ISAT
Profit & Loss
January through February 2017

	<u>Jan - Feb 17</u>
Ordinary Income/Expense	
Income	
Online Learning Revenue Share	242.00
Scholarship Donation	15.13
Advertising	
Advertising - website	97.40
Advertising Newsletter	1,054.12
Oak Wilt Vendors	781.25
Total Advertising	<u>1,932.77</u>
Certification	
Recertification	2,587.00
Certification Exams	1,498.00
Total Certification	<u>4,085.00</u>
Conference	
Exhibitors	6,380.47
Total Conference	<u>6,380.47</u>
Membership	15,970.00
Publication Sales	135.00
Workshops	
2017 Appraisal Workshops	14,535.60
2016 Muni Workshop with Ries	5,011.87
2016 Dec TRAQ	20.00
Bilingual Tree Worker Works...	2,661.43
Total Workshops	<u>22,228.90</u>
Total Income	<u>50,989.27</u>
Gross Profit	50,989.27
Expense	
Research	5,000.00
Accountant	190.00
Board Expenses	152.92
Conference Expenses	
Logo	350.00
Total Conference Expenses	<u>350.00</u>
Executive Director	
Misc. Office	62.00
Executive Director Salary	7,083.34
Executive Director Utilities	370.00
Total Executive Director	<u>7,515.34</u>
Fees	
Bank Fees	14.00
Credit Card Fees	121.83
Total Fees	<u>135.83</u>
Member Services	100.00
Newsletter Expenses	3,135.15
Oak Wilt Vendor	70.00
Publicity	1,811.60
TTCC and Workshop	126.01
Web Site	487.13

ISAT
Profit & Loss
January through February 2017

	Jan - Feb 17
Workshop Expenses	
2017 TRAQ June	650.00
2017 Ries	7,066.24
Total Workshop Expenses	7,716.24
Total Expense	26,790.22
Net Ordinary Income	24,199.05
Net Income	<u>24,199.05</u>

ISAT
Balance Sheet
As of February 28, 2017

	<u>Feb 28, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
Wells Fargo	88,780.95
Total Checking/Savings	88,780.95
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	222,793.07
Fixed Assets	
Office Equipment	604.03
Total Fixed Assets	604.03
TOTAL ASSETS	<u>223,397.10</u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	199,198.05
Net Income	24,199.05
Total Equity	223,397.10
TOTAL LIABILITIES & EQUITY	<u>223,397.10</u>

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02/27/17

Cash Basis

ISAT
Profit & Loss
January through December 2016

	<u>Jan - Dec 16</u>
Ordinary Income/Expense	
Income	
2016 ITCC	538.00
2016 ISA Conference	30,405.70
Online Learning Revenue Share	1,184.00
Advertising	
Advertising - website	2,823.25
Advertising Newsletter	9,240.19
Oak Wilt Vendors	1,367.70
Total Advertising	13,431.14
Certification	
Recertification	15,443.00
Certification Exams	11,720.00
Total Certification	27,163.00
Membership	38,465.00
Misc.	4,886.98
Publication Sales	315.00
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 Works...	16,105.15
Bilingual Tree Worker Works...	9,297.00
Oak Wilt ID and Mgnt Worksh...	6,576.64
Total Workshops	66,316.26
Total Income	193,009.10
Gross Profit	193,009.10
Expense	
Research	500.00
2016 ITCC Expense	2,181.00
2016 ISA Conference Expense	40,769.54
Accountant	2,545.00

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02/27/17

Cash Basis

ISAT
Profit & Loss
 January through December 2016

	Jan - Dec 16
Arbor Day	2,000.00
Awards	200.37
Board Expenses	9,811.50
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	1,410.80
Executive Director Salary	52,054.03
Executive Director Travel	663.70
Executive Director Utilities	2,220.00
Total Executive Director	56,348.53
Fees	
Bank Fees	178.25
Credit Card Fees	470.21
Total Fees	648.46
Insurance	1,984.00
Member Services	900.68
Newsletter Expenses	22,135.26
Publication Purchases	612.85
Publicity	13,255.43
Scholarships	2,000.00
Special Projects	5,300.00
TTCC and Workshop	
National Tree Climbing Champ	375.00
TTCC and Workshop - Other	18,538.44
Total TTCC and Workshop	18,913.44
Web Site	1,101.76
Workshop Expenses	
2016 EAB DALLAS	1,259.48
2017 Ries	450.00
2016 TRAQ December	17,729.21
2016 TRAQ March	11,261.63
2016 Rinn Workshop	13,016.97
2015 Martlage Workshop	-35.00
Bilingual Tree Worker Works...	8,881.24
Oak Wilt ID and Mgnt Worksh...	2,330.24

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02/27/17
Cash Basis

ISAT
Profit & Loss
January through December 2016

	Jan - Dec 16
Total Workshop Expenses	54,893.77
Total Expense	238,424.38
Net Ordinary Income	-45,415.28
Net Income	-45,415.28

ISAT
Balance Sheet
As of December 31, 2016

	<u>Dec 31, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
Wells Fargo	64,581.90
Total Checking/Savings	64,581.90
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	198,594.02
Fixed Assets	
Office Equipment	604.03
Total Fixed Assets	604.03
TOTAL ASSETS	<u>199,198.05</u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	244,613.33
Net Income	-45,415.28
Total Equity	199,198.05
TOTAL LIABILITIES & EQUITY	<u>199,198.05</u>

Approved 2017 Budget
ISA Texas Chapter

Income

Online Learning**	\$ 1,150.00
Certification**	\$ 24,000.00
Conference**	\$ 177,210.00
MembershipJ	\$ 45,000.00
MiscJ	\$ 1,500.00
Newsletter AdsJ	\$ 9,500.00
Website Ads*	\$ 2,240.00
Oakwilt Vendor Ads*	\$ 1,370.00
Publication Sales*	\$ 180.00
TTCC & Workshop*	\$ 10,300.00
Workshops	\$ 98,510.00
Net Other Income	
Total Income	\$ 370,960.00

Expense

Accountant**	\$ 2,170.00
Arbor Day***	\$ 2,500.00
Awards*	\$ 120.00
Bank/Card Fees**	\$ 1,020.00
Board Expenses*J	\$ 10,000.00
Certification Expense*	\$ 520.00
Conference Expense**	\$ 139,730.00
Executive Director Contract	\$ 48,000.00
Executive Director Travel	\$ 4,000.00
Executive Director Utilities	\$ 2,220.00
Misc Office	\$ 1,000.00
Insurance*	\$ 2,000.00
Member Services*	\$ 900.00
Newsletter**	\$ 22,500.00
Publication Purchases**	\$ 1,600.00

Workshop Detail	Revenue	Expenses	Net Surplus
Commerical Masters Series - Spring Location 1*	\$ 8,050.00	\$ 6,510.00	\$ 1,540.00
Commerical Masters Series - Spring Location 2*	\$ 8,050.00	\$ 6,510.00	\$ 1,540.00
Women's Tree Climbing Workshop	\$ 11,500.00	\$ 11,500.00	\$ -
Municipal Masters Series - Location 1	\$ 5,125.00	\$ 3,900.00	\$ 1,225.00
Municipal Masters Series - Location 2	\$ 5,125.00	\$ 3,900.00	\$ 1,225.00
TRAQ - Location 1**	\$ 12,500.00	\$ 11,500.00	\$ 1,000.00
TRAQ - Location 2**	\$ 12,500.00	\$ 11,500.00	\$ 1,000.00
Bilingual Tree Worker**	\$ 9,500.00	\$ 8,000.00	\$ 1,500.00
Utility	\$ 7,000.00	\$ 5,000.00	\$ 2,000.00
Fire Workshop	\$ 6,000.00	\$ 2,500.00	\$ 3,500.00
Oak Wilt - Location 1*J	\$ 6,580.00	\$ 3,080.00	\$ 3,500.00
Oak Wilt - Location 2*J	\$ 6,580.00	\$ 3,080.00	\$ 3,500.00
Workshop Totals	\$ 98,510.00	\$ 76,980.00	\$ 21,530.00

Key

* Numbers based on actual 2016 income and expenses
 ** Numbers based on actual 2015 income and expenses
 ***Line item not clear in Profit & Loss report
 JNumbers based on John's estimates
 Item is also a line item in P&L Sheet

Expense Breakdown

Publicity Total	\$ 35,000.00
Vival	\$ 18,516.00
Other	\$ 16,484.00

Research Total	\$ 7,500.00
Tree Fund	\$ 2,500.00
Dr. Appel	\$ 5,000.00

Executive Director Contract Total	\$ 54,220.00
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Approved 2017 Budget
ISA Texas Chapter

Publicity	\$ 25,000.00
Research	\$ 7,500.00
Scholarships	\$ 5,000.00
Special Projects* (Arbor Day)	\$ 2,500.00
Web Site*	\$ 1,000.00
TTCC & Workshop*	\$ 16,800.00
Workshop Expenses	\$ 76,980.00
Total Expense	\$ 373,060.00
Net Surplus (Deficit)	\$ (2,100.00)

Executive Director Compensation	\$ 48,000.00
12 month contract*	\$ 42,500.00
Event Management for additional workshopsJ	\$ 5,500.00
Executive Director TravelJ: mileage, meals, lodging for TX meetings, Leadership & ISA Tree Cons	\$ 4,000.00
Executive Director Utilities*: @\$185/month	\$ 2,220.00

Travel, Retreat, Meetings, Copies, conference call line	\$ 10,000.00
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Conference Total Income**	\$ 177,210.00
Deposit Reimbursement	\$ 250.00
Auction	\$ 4,550.00
Bookstore	\$ 90.00
Sponsors	\$ 8,300.00
Exhibitors	\$ 31,020.00
Registrations - <i>raised \$8,170 = ~\$8.73/person</i>	\$ 133,000.00
Conference Total Expenses	\$ 139,730.00
Conference Center <i>w/coffee - \$3000 **</i>	\$ 19,500.00
Catering	\$ 60,000.00
Swag/t-shirts**	\$ 25,000.00
Speaker Fees**	\$ 20,000.00
Logo**	\$ 760.00
Wednesday Social**	\$ 3,000.00
Exhibitors**	\$ 4,800.00
Registration**	\$ 6,220.00
Bookstore**	\$ 100.00
Conference - Other **	\$ 350.00
Total Conference Profit (Loss)	\$ 37,480.00

ISAT Board of Directors Meeting

March 8, 2017

January 2017 CoR EC Meeting

- ✦ Reviewed some of Intake Form 27 results
- ✦ Discussed April 11 CoR conference call
- ✦ Annual conference
- ✦ Recognized new CoR Members

Intake Form 27

- ✦ Total responses for this survey: 44 of 59 Components
- ✦ Purpose was soliciting feedback on experiences with funding research. The Executive Committee will review the responses and use the information to assist in planning the 2017 annual CoR meeting program. A summary of a portion of the data is provided below.

Components Responding Yes / No	
Does your component actively support Research?	30 YES . 14 NO
Does your component donate to the TREE Fund?	23 YES . 21 NO
Does your component donate to other research organizations besides the TREE Fund?	14 YES . 30 NO
Does your component administer its own research grant program?	08 YES . 36 NO

April 11 CoR Conference Call

- ✦ CoR election update
- ✦ Annual conference
- ✦ Board update

Annual Conference

- ✦ Involvement and Experience Supporting Research - Eric Smith from the Tree Fund?
- ✦ Fundraising and Sponsorship - Chris Walsh from NZ?
- ✦ What can CoR Members contribute?
- ✦ Ideas for networking topics?

New CoR Members

- ✦ Todd Reese - Iowa
- ✦ Karen Russo - Australia

March 2017 CoR EC Meeting

- ✦ Draft review of CoR Intake Form 28
- ✦ Request for PR and Communication Strategies for annual CoR meeting
- ✦ Intake Draft asking for topics CoR Members would like to present at the annual conference
- ✦ Continue discussion about April 11 CoR conference call
- ✦ Continue planning the annual conference agenda
- ✦ ISA Board of Directors update
- ✦ New CoR Members

CoR Intake Form 28

- ✦ Will solicit input from CoR Members confirming their attendance at the annual meeting and topics they would like to learn more about from CoR EC Members during networking events engineered to allow more time to discuss these topics.

Requests for PR and Communication Strategies for Annual Meeting

- ✦ Getting quote from firm in D.C. to provide these services at our conference - ISA staff will not have time during the conference to provide this.
- ✦ 30-60 minutes on the following topics:
 - How to respond to the media
 - Protect organization from liability
 - Responding to delicate issues
 - Get a unified “good” message across
 - Proactively identify public relations opportunities

Annual Conference Agenda

- ✦ CoR EC Election (currently, Chair and one EC Member are up for reelection)
- ✦ Credentialing update
- ✦ PR and Communication presentation
- ✦ Research roundtables
- ✦ Fundraising roundtables
- ✦ Presentation on fundraising strategies - Chris Walsh, NZ

- ✦ TREE Fund presentation - J. Eric Smith, CEO of the TREE Fund
 - Who they are, how they raise funds, and thoughts on how to be a successful fundraiser
- ✦ ISA BOD will join meeting after lunch
- ✦ Annual business meeting will take place after the CoR meeting

ISA Board of Directors Update

- ✦ Executive session with BOD Members and ED candidates - 4 of 16 selected for interviews and consideration for ED position - interviews taking place mid March.
- ✦ CoR is a potential source for future ISA BOD Members - can we insert into agenda at D.C. meeting time to discuss governance model? It would benefit potential future BOD Members to understand governance model in advance - just 10 or 15 minute presentation about how the governance model guides the BOD, but NOT details about the governance model.

New CoR Members

- ✦ Andris Spaile - Latvia (New ISA Component)
- ✦ Flora Leung - Hong Kong

2017 Texas Legislative Session – Tree-Related Bills

[SB 782](#)

Relating to the ownership and local regulation of trees and timber. Regulating the removal, mitigation and replacement of trees on private property and in ETJ's

[SB 1082](#)

Relating to the ownership and local regulation of trees and timber.

[SB 898](#)

Relating to the ownership and local regulation of trees and timber.

[SB 1393](#)

Relating to the services that require a structural pest control license; changing the applicability of an occupational license.

[HB 1586](#)

Relating to the services that require a structural pest control license; changing the applicability of an occupational license.

[HB 1572](#)

Relating to a property owner's right to remove a tree or vegetation that the owner believes poses a fire risk.

[SB 744](#)

Relating to a tree planting credit to offset tree mitigation fees imposed by a municipality.

[HB 2052](#)

Relating to a tree planting credit to offset tree mitigation fees imposed by a municipality.

[HB 2567](#)

Relating to forest pest control.

Search for messages

Groups

NEW TOPIC

Mark all as read

Action

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Favorites

Click on a group's star icon to add it to your favorites

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Recently posted to

85trees

Privacy - Terms of Service

85trees

Shared privately

9 of 9 topics (5 unread)

Tags · Manage · Members · About

Welcome to 85trees Google Group.

This is a moderated group of Texas municipal tree managers created by the Texas Chapter ISA to discuss issues around bills from the 85th Texas Legislature. The moderator is Jason Alfaro, Chair of the ISA Texas Chapter Legislative Committee.

Edit welcome message

Clear welcome message

☐

Questions for Dallas folks (3)

By alamosierraclub - 3 posts - 1 view

Mar 23

☐

SB 744 substitute bill to be voted out on Monday (1)

By alamosierraclub - 1 post - 1 view

Mar 22

☐

Statement of Proponents on H.B. 2052/S.B. 744 (1)

By Jason Alfaro - 2 posts - 10 views

Mar 22

☐

Clearcutting Bills Threaten Texas Trees - http://www.si...

By me - 1 post - 3 views

Mar 21

☐

Heritage tree destruction bill hearing on March 20th! (1)

By me - 1 post - 2 views

Mar 21

☐

SB 744 tree planting credit/tree mitigation bill public he...

By me - 1 post - 4 views

Mar 21

☐

Sustainable Urban Forestry Coalition - Federal Budget...

By me - 1 post - 1 view

Mar 21

bill scheduled from hearing this coming Monday m

https://groups.google.com/forum/#!forum/85trees

20

1/1

Student Tuition Scholarship Notification

Stephen F. Austin State University, College of Forestry & Agriculture,

The Texas Chapter of the International Society of Arboriculture awards tuition scholarships annually to university and college students. ISAT makes these awards on behalf of its membership to foster academic awareness on the importance of the profession in the study of arboriculture.

As the chair of the scholarship and student liaison committee on behalf of the Texas Chapter of the Society of Arboriculture, I would like to offer Stephen F. Austin State University, College of Forestry & Agriculture, student tuition scholarship funds in the amount of \$3000 to be awarded as 1, 2, or 3 scholarship(s). The scholarship is pass through, and Stephen F. Austin State University, College of Forestry & Agriculture, will be responsible for handling the application submission process through the general scholarship application. The student(s) must be currently enrolled in a 4-year forestry, horticulture, or related degree program that includes one semester in arboriculture, and be seeking a bachelor's degree.

Once the student(s) have been selected, please notify me of the award recipient(s) at zgates@tfs.tamu.edu or (936)239-9034, and I will contact the ISAT executive director to disburse the funds. The award recipient(s) must agree to:

- Thank ISAT membership c/o ISAT President, Lara Schuman, via email at Lara.Schuman@austintexas.gov; and
- Acknowledge appreciation to ISAT membership by writing an article of approximately 100 words (with a photograph of the recipient) to be submitted to the ISAT magazine/newsletter at cercis11@gmail.com; and
- Attend the Texas Tree Conference to be acknowledged and provide gratitude at the luncheon awards banquet.

The award recipient(s) will receive a tuition check disbursed to Stephen F. Austin State University, College of Forestry & Agriculture, student membership in Texas Chapter ISA for 2 years, and registration to attend the Texas Tree Conference the academic year the scholarship is awarded. Thank you for providing an academic program that promotes arboriculture.

Zaina Gates
zgates@tfs.tamu.edu
(936)239-9034

Student Texas Tree Conference Attendance Scholarship Notification

Stephen F. Austin State University, College of Forestry and Agriculture,

The Texas Chapter of the International Society of Arboriculture awards Texas Tree Conference attendance scholarships annually to university and college students. ISAT makes these awards on behalf of its membership to foster academic awareness on the importance of the profession in the study of arboriculture.

As the chair of the scholarship and student liaison committee on behalf of the Texas Chapter of the Society of Arboriculture, I would like to offer Stephen F. Austin State University, College of Forestry and Agriculture, a Texas Tree Conference attendance scholarship in the amount of \$1,000 to be awarded as 10 - \$50 student registration scholarships, and 1 - \$500 student Society of Arboriculture association scholarship for travel costs.

As the student association liaison for Stephen F. Austin State University, College of Forestry and Agriculture, you will be responsible for ensuring the funds are used for travel, lodging, & registration only to the Texas Tree Conference. The student recipients must agree to provide volunteer services, designated by the scholarship & student liaison committee chair, at the Texas Tree Conference, and to visit the job info table for students at the Texas Tree Conference.

I will contact you on September 1, 2017 to confirm that students will be attending the conference and that the funds are still needed. I will then contact the ISAT executive director to disburse the funds. Thank you for providing an academic program and student association that promotes arboriculture.

Zaina Gates
zgates@tfs.tamu.edu
(936)239-9034

Draft Policy - Student Scholarships

The Texas Chapter of the International Society of Arboriculture awards tuition scholarships and Texas Tree Conference attendance scholarships annually to university and college students. ISAT makes these awards on behalf of its membership to foster academic awareness on the importance of the profession in the study of arboriculture.

Annual line item budget is \$5,000

Student Tuition Scholarships - \$3,000

Funds can be disbursed in one of the following ways or as the committee chair decides:

- 1 - \$3000 scholarship
- 1 - \$2000 scholarship & 1 \$1000 scholarship
- 2 - \$1,500 scholarships
- 3 - \$1000 scholarships

Recipients Receive:

1. Check disbursed to the academic institution where enrolled.
2. Student membership in Texas Chapter ISA for 2 years.
3. Registration to attend the Texas Tree Conference the academic year the scholarship is awarded

Requirements from student scholarship recipients and the academic institution:

- The student(s) must be currently enrolled in a 2 or 4-year forestry, horticulture, or related degree program that includes one semester in arboriculture, and be seeking a bachelor's or associate's degree.
- The scholarship is pass through, and the academic institution will handle the application submission process through their general scholarship application.
- The academic institution will notify the ISAT scholarship & student liaison committee chair of the award recipient(s).
- The award recipient(s) agrees to (1) thank ISAT membership c/o ISAT President (2) acknowledge appreciation to ISAT membership by writing an article of approximately 100 words (with a photograph of the recipient) to be submitted to the ISAT magazine/newsletter, or attend the Texas Tree Conference to be acknowledged and provide gratitude at the luncheon awards banquet.

Scholarship & Student Liaison Committee Chair Responsibilities:

- Notify academic institution(s) of preference (determined by current committee chair) of the scholarship availability via email by February 1 (spring semester) for award to be applied to the following academic year (fall semester).
- Follow up by contacting the academic institution(s) at the start of the fall semester to determine if scholarship(s) were awarded and if funds need to be disbursed.
- Contact the ISAT executive director to notify them of the award(s), and request for a check(s) to be disbursed to the academic institution(s).

Student Texas Tree Conference Attendance Scholarships - \$2,000

Funds can be disbursed in one of the following ways or as the committee chair decides:

ISAT Scholarship & Student Liaison Committee Responsibilities

- 40 - \$50 registration scholarships
- 1 - \$500 student association scholarship (for travel costs) & 20 - \$50 registration scholarships
- 4 - \$500 student association scholarships (for travel costs)

Recipients Receive:

- Check(s) disbursed to the academic institution(s) to be awarded to the student association(s) for travel, lodging, or registration to the TTC only

Requirements from student scholarship recipients and the academic institution(s):

- Student association liaison at the awarded academic institution(s) will ensure funds are used for travel & lodging only to the TTC
- Student recipients will agree to provide volunteer services, designated by the scholarship & student liaison committee chair, at the TTC
- Student recipients will agree to visit the job info table at the TTC

Scholarship & Student Liaison Committee Chair Responsibilities:

- Attend a student association meeting(s) at the academic institution(s) of preference (determined by the current committee chair) in the spring semester to announce student Texas Tree Conference attendance scholarship opportunities for the following fall semester, or provide scholarship notification via email to the academic institution(s) liaison(s) by March 1 (spring semester)
- Follow up by making contact the following fall semester by September 1 to remind them of the award, determine if it will be used, and contact the ISAT executive director to disburse funds to the awarded academic institution(s)
- Participate in the TTC planning to set up the job info table that student recipients are required to visit, and to designate and host volunteer services that student recipients are expected to conduct

Academic Institutions with applicable programs that can receive scholarships:

College University	Major	Degree Earned	Required Classes	Contact	Email	Phone
Texas Tech	Horticulture	Bachelors	Arboriculture	Christi Chadwell	christi.chadwell@ttu.edu	(806)834-8124
Tarrant County College - NW Campus	Horticulture	Associates	Arboriculture	David Bulpitt	David.Bulpitt@tccd.edu	
Stephen F. Austin State University	Forestry - Urban	Bachelors	Arboriculture Urban Forestry	Dr. Hans Williams	hwilliams@sfasu.edu	(936)468-2313
Texas A&M University	Forestry	Bachelors	Arboriculture Urban Forestry	Judith Turlington	ja.turlington@tamu.edu	(979)862-3745

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.

Project Title: Forestry Field Investigations (FFI) for Secondary Grades

Project Beginning/Ending Date: 04/07/2017 with future programs during summer and fall 2017 with an estimated audience of 1,000 youth.

Amount Requested: \$2,000

Project Description (What do you intend to do):

Phase I - this placed-based learning program is for 300+, 8th grade students and their teachers. The participants will split into groups and practice collecting tree measurements (DBH, height, crown spread, and soils) using Tree Trails/i-Tree to calculate both ecological and societal benefits from trees. This is talking the idea and lesson planning and putting it into action in the field where foresters and arborists will train, talk to, and guide students along their pathway.

They will also complete a “Geo-tasking” course with activities based around: endangered species, forest management, and forestry and natural resource careers. The program will take place on the W. Goodrich Jones State Forest near Conroe, Texas.

Students will have pre and post course work designed into their experience to be followed up in the classroom with the educator.

Phase II – this FFI event is for 8th grade students, but will also serve as a model for future Forestry Field Investigations for grades 8-12 in other parts of Texas.

Expected Benefit for ISAT and ISA Tree and Forest Education:

FFI event will expose students to practical arboricultural and forestry techniques and tools (GPS, DBH tape, clinometer, etc) and teach them about the ecosystem services provided by urban and rural forested lands using iTREE and other technological tools and APPS. The careers portion will inspire students to pursue a natural resource, arboriculture or forest-related career pathway in the future.

Prospective Collaborative Partnerships: Texas A&M Forest Service, Texas SAF, ISA Texas, Keep America Beautiful, USDA Forest Service

Contacts: John R. Warner, 936/546-3169 cell or Samantha Dean, 936/273-2261 office

Program Committee Conference Committee Update - Commercial Track
updated March 8, 2017

Presentations Confirmed to date

- ✦ Keynote - Dr. John Ball, University of South Dakota. *EAB, wood strength, and climber safety.*
- ✦ Faith Warren, Quicklight Media. *Internet Marketing 101.*
- ✦ Speaker TBD, Texas A&M Forest Service. *The Business of Wildfire: a new Qualification is coming.*

Other Topics for Consideration

- ✦ *Lessons for Small Business Owners.* Greg Daniels?
- ✦ *The CODIT Principle.* Dirk Dujesiefken?
- ✦ *The Science of Bark Beetle Management.* Rich Hoffsteter?
- ✦ *Starting and Growing a Successful Business.* Nathan Morrison?
- ✦ Biomechanics Research?
- ✦ Technology for the Commercial Arborist?

Program Committee Conference Committee Update - Commercial Track
January 20, 2017

Initial Ideas for Topics

- ✦ Municipal codes + awareness for commercial arborists
- ✦ Firewise/WUI + TFS Qualification - TFS and/or outside experts on this topic?
- ✦ Update on biomechanics research - will check with Ward Peterson
- ✦ *The CODIT Principle* - Dirk Dujesiefken's work expanding on Shigo's Model
- ✦ New climbing techniques/equipment
- ✦ Tree management + technology for commercial arborists
- ✦ 'The Cost of Not Maintaining Trees' - talk given by Rich Hauer

Educational Events Committee Report
March 6, 2017 Board Meeting

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. **Past events:** Executive Director report to include "actuals" for events, including expenses, revenues, and number of participants

Start date	Event	Location	Chair
1/24/2017	Muni Masters: Paul Ries	Dallas	Rose
1/26/2017	Muni Masters: Paul Ries	Austin	Rose
1/26/17	Arboriculture 101 Part 1	College Station	
2/9/17	Arboriculture 101 Part 2	College Station	
2/17/17	Southwest Arborist Guild Arborist Prep Class	Midland	
2/24/17	NCTUFC	Grand Prairie	
2/24/17	Southwest Arborist Guild Arborist Prep Class	Midland	
3/3/17	Lone Star Appraisal Workshop	Buda	Greg David

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

Date confirmation	Start date	Event	Location	Chair
Firm	3/10/17	Bilingual tree worker workshop (San Antonio Arborist Association)	Shertz	Mark Duff
Firm	3/10/17	Southwest Arborist Guild Arborist Prep Class	Midland	
Firm	3/24/17	Commercial Master's Series: Lone Star Appraisal Workshop	Fort Worth	Greg David
Firm	3/29/17	Wildfire Mitigation Qualification beta 1	Elgin	Donnelly & Johnson

Placeholder	3/31/17	Certified Tree Worker	Austin	Nevic
Firm	4/21/17	Certified Arborist Prep Class (1 of 6)	Dallas	
Firm	5/10/17	Oak Wilt Qualification	Austin	Gehring
Placeholder	5/15/17	Pre-climb Workshop: Arbor Master Level 1	Austin	Smith
Firm	5/18/17	Pre-climb Workshop: Pro	Austin	Smith
Firm	5/19/17	Texas Tree Climbing Championship	Austin	Dossett, Smith
Firm	5/19/17	Certified Arborist Prep Class (2 of 6)	Dallas	

3. 2017 Workshop chairs

- a. Masters Series/Commercial – Greg David
- b. Municipal – April Rose
- c. Utility – vacant
- d. Certified Tree Worker - Nevic Donnelly
- e. Oak Wilt Certification/Qualification – Gene Gehring
- f. Texas Tree Climbing Comp – Jim Dossett + Markus Smith
- g. TRAQ – Rebecca Johnson
- h. Women’s Tree Climbing Workshop – Rebecca Johnson
- i. Wildfire Mitigation Qualification – Paul Johnson

4. Update on 2017 goals for organizational development

- a. Template for monthly meetings created (attached)
- b. Workshop checklist for planning and coordinating events has been updated (attached)
- c. Working documents, including agendas, meeting minutes, and calendar are all stored on Google Drive

5. FYI & Discussion

- a. Wildfire Mitigation Qualification - “beta 2”(FYI)

The Texas A&M Forest Service has identified a partner opportunity between ISAT and the southern state foresters to aid in the development of the WMQ. ISAT plans to enter into a partnership to facilitate a “beta 2” workshop wherein southern state foresters will attend the workshop. Results expected include: increased awareness of the program, critical feedback to enhance the program, and revenue.

- b. Committee chairs (Discussion)

Propose for consideration: committee chairs are minimally two year commitments. Reasoning: I (Emily) will have a handle on the role of Educational Events Committee Chair by the end of this year, if I sit in this role for another year, I will have a stronger foundation to build from. If I were in this role another year, instead of transitioning to be the Conference Chair next year, I would have the ability to develop a full job description for the role, possibly plan out workshops a year in advance, as well as other program building tasks. The same is likely true of other Chairs. We spend a lot of time learning new roles every year and it just doesn’t seem like the most effective way to spend our time.

ISAT Educational Events

Monthly Conference Call Agenda

The International Society of Arboriculture is a professional organization dedicated to continuing education for arborists, to tree care research, and to serving tree care consumers around the world. The Texas Chapter of the ISA shares this same dedication, with a further commitment to serving the needs particular to Texas' professional arborists and tree care consumers.

Date:

Members present:

1. Upcoming events:
 - a.
2. Workshop Chair reports:
 - a.
3. Texas Tree Climbing Championship - Markus, Jim

Next conference call scheduled for:



Event Checklist for ISAT Workshops

This checklist is meant to facilitate the planning and implementation of successful workshop events for the Chapter. It is suggested that the workshop lead ensures that each item has a corresponding point person to carry out the work.

This list is not exhaustive, so add to it as needed for your event. Items on the list are not necessarily listed in the chronologic order that they should occur, so be sure to review the entire list often and assign deadline dates for tasks as appropriate.

I. Planning

a. Main workshop details

- i. Topic:
- ii. Presenter:
 - 1. Contact information
- iii. Location:
 - 1. Determine if workshop will be offered in multiple locations
 - 2. Confirm venue reservation
- iv. Date:
 - 1. Review event calendar for conflicting dates

b. Budget

Create a budget spreadsheet to determine costs and revenue potential. See sample budget on Google Drive.

c. Publicity

- i. Create Facebook event
- ii. Create ISAT website event
- iii. Newsletter promotion
- iv. Email blast
- v. Email reminder to registrants

d. Other logistics

- i. Schedule/Agenda - work with presenter to create one. Speaker bio will be needed.
- ii. CEUs
 - 1. Request ISA CEUs from ISAT liaison
 - 2. Request TNLA CEUs from TNLA liaison (james@tnlaonline.org)
- iii. Equipment - Determine equipment needs, where they will be obtained from, and who will be responsible for them. Reference list below in "Day

- of Event”.
- iv. Materials - Determine materials needed, where they will be obtained from, and who will be responsible for them. Reference list below in “Day of Event”.
- v. Speaker accommodations
 - 1. Hotel for instructor(s) and staff
- vi. Venue
 - 1. Determine room set up
 - 2. Name and cell number of facility staff (make sure open on time)
- vii. Event “host” – Determine who will be on site for the day of the event. Ensure that the host has all relevant information for the event, including contact information for all people/organizations involved.
 - 1. Host contact information:

II. Day of Event

a. Equipment

- i. Computer
- ii. Projector
- iii. Screen
- iv. Mic
- v. Headset mic
- vi. Speakers

b. Materials

- i. Writing papers and pens
- ii. Handouts, promotional materials, catalogs
- iii. Sales materials, cash, receipt book, credit card forms
- iv. Signs for directions
- v. Printed bio for instructor
- vi. Roster including any payments due
- vii. Name tags
- viii. Attendance Certificates
- ix. Plastic 8 1/2 x 11 holders (registration, exhibitors, sales items)
- x. CEU sheets
- xi. Forms for registration at the door
- xii. Catering – including dietary restrictions
- xiii. Coffee
- xiv. Water

c. Other

- i. Room set up + open early
- ii. Vendor set up early
- iii. Insurance forms (climbing)

ISAT Events:
Jan 24: ISAT Municipal Masters Series - Ries in Dallas
Jan 26: ISAT Municipal Masters Series - Ries in Cedar Creek
Feb. 24: NCT Urban Forestry Conference - Grand Prairie
March 3: Lone Star Appraisal Workshop in Buda
March 8: ISAT Board Meeting in Waco
March 10: SAAA Bilingual Workshop in Shertz
March 24: Lone Star Appraisal Workshop - Fort Worth
March 29-30: Wildfire Risk Assessment Qualification
March 31: Certified Tree Workder training Austin (?)
May 10 - 11: Oak Wilt Qualification Course and Assessment in Austin
May 16-18: ArborMaster Level 1 Tree Climbing Methods - Austin
May 18: Pre-TTTC workshop with Phillip Kelley - Austin
May 19-20: Texas Tree Climbing Championship - Austin
June: ISAT Board meeting TBA
June 19-21: TRAQ Fort Worth
June 22-24: TRAQ San Antonio
June 29-30: Oak Wilt Qualification Course and Assessment - Fredricksburg
July 29-Aug. 2 - ISA Washington
Aug. 10-12: TNLA Expo
Sept. 27-29: ISAT Texas Tree Conference, Trade Show, Academy and Tree School - Waco
Oct. 2-5: Leadership Workshop in Champaign, Il
Nov.: Nursery Tour
Nov.: TRAQ
Dec.: ISAT Board Retreat and Meeting

3/8/2017