

**Texas Chapter International Society of Arboriculture
Board of Directors Meeting Minutes
Dr. Pepper Museum, Waco, Texas
November 30, 2018**

Present:

Emily King, President	Kirsten Schneider, Director	Star Quintero, Director
Jason Alfaro, President-Elect	Priscilla Files, Director	Oscar Mestas, COR Liaison
A.J. Thibodeaux, Vice President	Chris Lane, Director	Misti Perez, Cert. Liaison
Gene Gehring, Treasurer	Gary O'Neil, Director	John Giedraitis, ISAT Exec Dir
Neil Manich, Director	Evan Anderson, Director	

Absent:

Matthew Simmons, Director	Curtis Hopper, Director
Micah Pace, Past President	Rebecca Johnson, Editor

I. Call to order

- a. President King called to order the Special Meeting of the ISAT Board of Directors at 10:53 AM on November 30, 2018. A quorum was declared present.

II. Approval of minutes

- a. **A motion was made by Alfaro to accept the June 2018 and September 2018 minutes. Lane seconded, and the motion passed.**

III. Executive Director Report

- a. Giedraitis reported on activities since the September Board meeting and presented a Quick Stats report summarizing membership, certification and financial status and an outline of the Chapter events in 2018. (report p. 3-4)

IV. Committee Reports

a. Educational Events

- i. Thibodeaux presented a draft event schedule for 2019. There was a discussion about developing a Spanish tree worker training program and moving it around the state. He also noted that the ANSI A300 (Part 1) and Z133.1 were recently updated and there may be a need for training on them. He then reported that the 10th edition of the Guide for Plant Appraisal has been adopted and there is consideration of a training session this year. Perez reported that the Certified Tree Worker evaluator training is being planned for the Dallas area this winter. She also noted that ISA is revamping the CTW program but that there is no schedule for completion. (report p. 5-7)

b. Texas Tree Conference

- i. Alfaro introduced several conference themes for Board consideration and said that Conference Committee conference calls would start in January. (report p. 8)

c. Texas Tree Climbing Championship

- i. Schneider reported that San Gabriel Park in Georgetown is under consideration for this year's event. She also noted that there is a need for a volunteer to oversee the ArborFair. (report p. 9-10)

d. Publicity + Outreach

- i. **Newsletter.** No report
- ii. **Digital and Social Media.** No report

- iii. **TNLA Liaison.** Lane reported that he will be meeting with TNLA leadership soon about how to coordinate common activities in 2019.
 - iv. **Outreach.** Files reported that in 2018, ISAT had volunteer staffed booths at APA, ASLA and TNLA events. She noted that using Signup.org online software made it easier to schedule volunteers at these events. (report p. 11-12)
- e. **Research + Scholarships**
 - i. **TREE Fund Liaison/Research.** Gehring reported that we are now regular sponsors of TREE Fund activities through our annual donation. He also noted that the oak wilt diagnosis kit work sponsored by ISAT continues at the TAMU Plant Diagnostic Lab. He also reported that summaries of the work funded by TREE Fund grants are now all available online at the TREE Fund website.
 - ii. **Scholarships and Students.** No report
- f. **Advocacy**
 - i. No report
- g. **Executive**
 - i. **Governance.** King noted that the Executive Committee made up of ISAT officers meet monthly on a conference call to discuss Chapter business.
 - ii. **Nominations and Elections.** No report
 - iii. **Treasurer.** Gehring provided the year to date Income and Balance Sheet statements and presented the draft budget. (report p. 13-16)
 - iv. **Certification Liaison.** Perez reported that 75% of exams are taken at computer testing centers and that seven on-site tests were proctored in Texas this year. There are currently eight Certified Tree Worker evaluators in Austin and there is an effort to train more in the DFW area in 2019. She also asked that if anyone is interested in being a test proctor to contact her. (report p. 17)
 - v. **Council of Representatives.** Mestas reported that he is the new liaison. One of his functions is to take Chapter issues to the COR for solutions. Perez asked if he could look at obtaining CEU's for the Wildfire Risk Reduction Qualification course.
- h. **Working Groups**
 - i. **Arborist Select.** Lane reported he is working with David Marks to contact other tree farmers to enlist them in the program. The idea is to encourage better container growing techniques so there is greater survival after planting and less maintenance as they grow.
 - ii. **Texas Regional Plant Appraisal.** Pace submitted a report. (report p. 18)

V. Old Business

- a. None

VI. New Business

- a. **Adoption of the 2019 Work Plan. A motion was made by Thibodeaux and seconded by Files to adopt the 2019 Work Plan, and the motion passed.**
- b. **Adoption of the 2019 ISAT Budget.** After discussion that included increasing the funds in the account for the Association Services Contract to help increase capacity to implement the 2019 Work Plan and raising the full-page ad price in the newsletter by \$50 to cover an increase in the associate editor costs, **a motion was made by Thibodeaux and seconded by Lane to accept the 2019 budget as presented with amendments, and the motion passed.**

VII. Adjourn - King adjourned the meeting at 1:23 PM

Minutes submitted by Giedraitis

Approved March 7, 2019

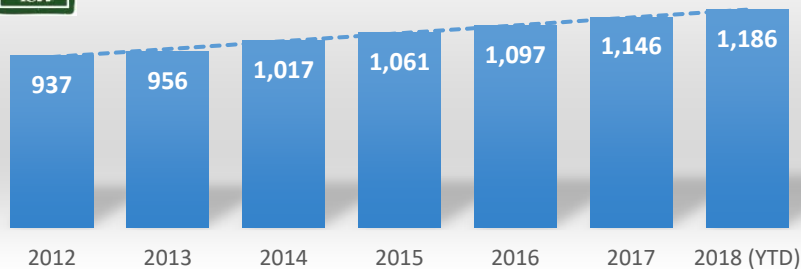
ISAT Quick Statistics:	2018 (YTD)	2017	2016	2015	2014	2013	2012
Certified Arborists	1,186	1,146	1,097	1,061	1,017	956	937
ISA ISAT membership	1,189	1,265	1,130	1,123	989	890	829
ISA Members	1,065	1,135	1,101	1,024	898	831	816
ISAT Members	1,098	1,037	951	1,025	893	791	715
Email Subscribers (Active Contacts)	4,482	4,190	3,749	3,310	2,888	2,327	1,850
Total Income	\$386,352	\$363,304	\$193,009	\$350,873	\$342,975	\$286,803	\$246,631
Net Income	\$19,736	\$38,250	(\$45,415)	\$10,631	\$44,950	\$26	\$16,302
Total Liabilities and Equity	\$256,982	\$237,193	\$199,198	\$244,613	\$233,983	\$189,032	\$179,845

ISAT 2018 Quick Stats



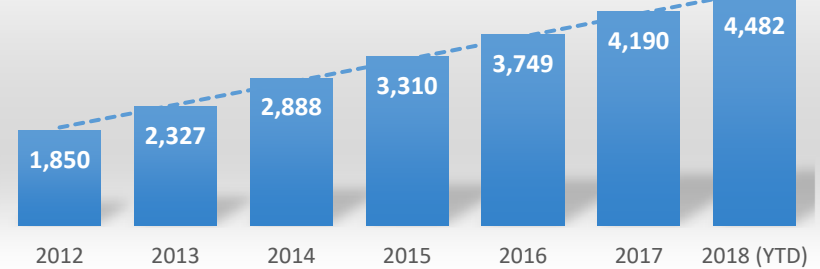
Certified Arborists

26% Increase



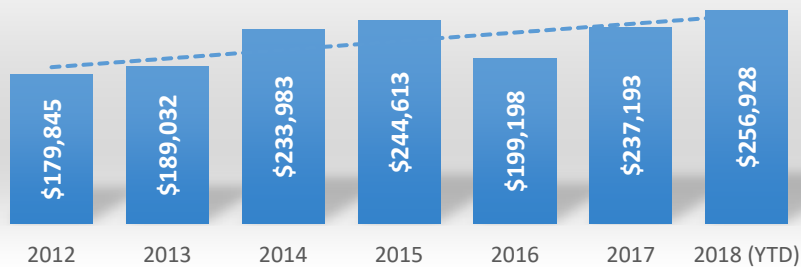
Email Subscribers (Active)

142% Increase



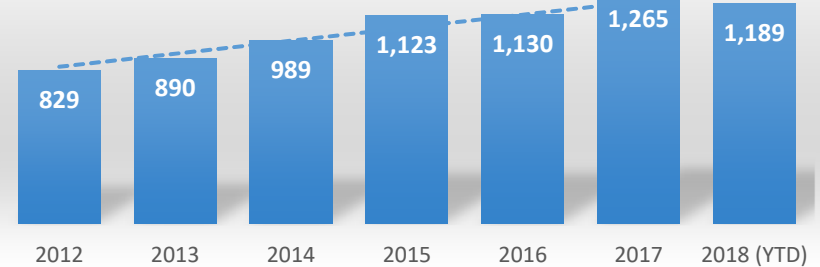
Total Liabilities and Equity

42% Increase



ISA ISAT Membership

43% Increase



12/2/2018

2018 ISAT Events:	Location	NOTES
Jan. 13-14 : ISAT Day of Service - Hurricane Harvey, Coastal Bend Area	Rockport	Mark Bird, Chris Lane
Feb. 1: North Central Texas Urban Forestry Conference Booth	Grand Prairie	Micah Pace and John Giedraitis
Feb.: ISAT Masters Series: Muncipal Tree Ordinances in Texas	Cancelled	Jason Alfaro and Pris Files
March 2: Crane Workshop with Mark Chisholm	FW Botanic Center	Steve Driskill and Curtis Hopper
March 8: SAAA Bilingual Workshop Booth	Schertz	Jacob West and Mark Duff (ISAT does registration and has booth)
March 23: Certified Arborist, Municipal Specialist and Utility Specialist Test	Selma	San Antonio Arborist Association
March 29 : Emerald Ash Borer	Tyler	Shane Harrington and Cody Goldman
April 5-6: ISAT Strategic Planning	Waco	Micah Pace
April 6: Tree Worker Climber Specialist Written and Skills Exam	Austin (March 20 deadline)	Misti, Nevic, Paul Schuman, Brennon McGee, Nate Sponseller
April 19 : ISAT Master's Series Health Care for Senior Trees (Cancelled)	Houston	Evan Anderson and Steve White
April 20 : ISAT Master's Series Health Care for Senior Trees	San Antonio	Evan Anderson and Steve White (with Dr. Laverne and Dr. Bastian)
April 18-20: ASLA Texas Chapter Conference Booth	Galveston	Pris Files
May 1: Certified Arborist, Municipal Specialist and Utility Specialist Test	Amarillo (April 13 deadline)	Brian Scott
May 1: TRAQ Renewal with Skip Kincaid	College Station	Zaina Gates and Lara Schuman
May 2-4 : TRAQ Course and Assessment with Skip Kincaid	College Station	Zaina Gates and Lara Schuman
May 10-11: Oak Wilt Qualification Course and Assessment	Temple	Gene Gehring (with Dr. Appel and Robert Edmonson)
May 17: Pre-TTTC Tree Climbing and Work Positioning Workshop	Waxahachie	Markus Smith, Jim Dossett (with Phillip Kelly and Carlos Rodriguez)
May 18-19: Texas Tree Climbing Championship	Waxahachie	Markus Smith, Jim Dossett
June 20: Report Writing Webinar with Greg David	Webinar Cancelled	Zaina Gates and April Rose
July 26: Certified Arborist, Municipal Specialist and Utility Specialist Test	Austin	Misti Perez
June 14-15 : Oak Wilt Qualification Course and Assessment	Fredericksburg	Gene Gehring (with Dr. Appel and Robert Edmonson)
July 26: Certified Arborist, Municipal Specialist and Utility Specialist Test	Austin	Misti Perez
August 3-8: ISA Annual Meeting	Columbus, Ohio	Micah Pace, Michael Sultan, Brad Hamel, Emily King
Aug 29-30: Wildfire Risk Assessment Qualification Course and Assessment	Cedar Hill	
Aug. 16-18 : TNLA Expo Booth	San Antonio	Pris Files
Sept. 26-28: ISAT Texas Tree Conference, Trade Show, Academy, Awards and Tr	Waco	Emily King - Chair
Sept . 26: TRAQ Renewal with Skip Kincaid	Waco	With TRAQ renewal parallel to the Academy
Sept 28: Certified Arborist, Municipal Specialist and Utility Specialist Test	Waco	Misti Perez
Sept. 29-30: North American Tree Climbing Championship	Providence, RI	Markus Smith, Jim Dossett
Oct. 22-25: ISA Leadership Workshop	Champaign, IL	Emily King
Oct: 17-18 American Planning Assoc. Texas Chapter Conference Booth	Galveston	Pris Files
Oct. 19-21: Women's Climbing Workshop	Scotsville Camp, Marshall	Rebecca Johnson and Rachel Brewster
Nov. 2: Texas State Arbor Day Booth	El Paso	Pris Files
Nov. 29-30 : ISAT: Board Retreat and Meeting	Waco	Emily King

2019 ISAT Events:	Location	Committee	NOTES
Jan 28: ISAT Arborists Masters Series: Open Source GIS for City Arborists	Houston (HGAC)	Educational Events	Paul Howard and Gene Gehring
Jan 25: ISAT Arborists Masters Series: Open Source GIS for City Arborists	Grand Prairie (The Epic)	Educational Events	Paul Howard and Gene Gehring
Jan 25: Certified Arborist, Municipal Specialist and Utility Specialist Test	Austin	Certification	Misti Perez
Jan: iTree with Davey and TFS?		Educational Events	Paul Johnson
Feb 13 : North Central Texas Urban Forestry Conference Booth	Arlington	Publicity and Outreach	Micah Pace and John Giedraitis
Feb : TRAQ Renewal with Skip Kincaid	College Station	Educational Events	Chair?
Feb : TRAQ Course and Assessment with Skip Kincaid	College Station	Educational Events	Chair?
Feb.: ISAT Arborists Masters Series: Open Source GIS for City Arborists	Austin	Educational Events	Paul Howard and Gene Gehring
Feb.: ISAT Arborists Masters Series: Open Source GIS for City Arborists	San Antonio	Educational Events	Paul Howard and Gene Gehring
March : ISAT Arborists Master's Series: Advanced Digital Tree Diagnosis Lab	College Station/TAMU	Educational Events	Chair?
March : SAAA Bilingual Workshop Booth	Schertz	Publicity and Outreach	Jacob West and Mark Duff (ISAT does registration and has booth)
March : ISAT Board Meeting	TBA	Executive	Emily King
April : Crane Workshop with Mark Chisholm	Austin	Educational Events	Chair?
April : Tree Worker Climber Evaluator Training	DFQ	Certification	Misti Perez and Nevic Donnelly
April : ASLA Texas Chapter Conference Booth	Galveston	Publicity and Outreach	Pris Files
May : Oak Wilt Qualification Course and Assessment	Temple	Educational Events	Gene Gehring (with Dr. Appel and Robert Edmonson)
May : Pre-TTTC Workshop	Waxahachie?	TTCC	Kirsten Schneider (Markus Smith, Jim Dossett)
May : Texas Tree Climbing Championship	Waxahachie?	TTCC	Kirsten Schneider (Markus Smith, Jim Dossett)
June: ISAT Board Meeting	TBA	Executive	Emily King
June : Oak Wilt Qualification Course and Assessment	Fredericksburg	Educational Events	Gene Gehring (with Dr. Appel and Robert Edmonson)
July : TRAQ Renewal with Skip Kincaid	College Station	Educational Events	Chair?
July : TRAQ Course and Assessment with Skip Kincaid	College Station	Educational Events	Chair?
August 11-14 : ISA Annual Meeting	Knoxville, Tennessee	Executive	Emily King
Aug : Wildfire Risk Assessment Qualification Course and Assessment	?	Educational Events	Mark Kroeze
Aug. : TNLA Expo Booth	San Antonio	Publicity and Outreach	Pris Files
Sept. 25-27: ISAT Texas Tree Conference, Trade Show, Academy, Awards and Tree School and Membership Meeting	Waco	Texas Tree Conference	Jason Alfaro - Chair
Sept. 25: TRAQ Renewal with Skip Kincaid	Waco	Educational Events	With TRAQ renewal parallel to the Academy
Sept. 27: ISAT Board Meeting	Waco	Executive	Emily King
Sept 27: Certified Arborist, Municipal Specialist and Utility Specialist Test	Waco	Certification	Misti Perez
Sept. : North American Tree Climbing Championship	Providence, RI	TTCC	Kirsten Schneider (Markus Smith, Jim Dossett)
Oct. : ISA Leadership Workshop	Atlanta, GA	Executive	Emily King
Oct: : American Planning Assoc. Texas Chapter Conference Booth	Galveston	Publicity and Outreach	Pris Files
Nov. : Women's Climbing Workshop	TBA	Educational Events	Rebecca Johnson
Nov. ISAT Arbor Day - Arborists Day of Service	Like this	Publicity and Outreach	Chair
Nov. : 10th Edition Plant Appraisal - Introduction to the New Guide	?	Educational Events	?
Nov. : Texas State Arbor Day Booth	TBA	Publicity and Outreach	Pris Files
Nov : Wildfire Risk Assessment Qualification Course and Assessment	?	Educational Events	Mark Kroeze
Dec. : ISAT: Board Retreat and Meeting	Waco	Executive	Jason Alfaro

Need to add in Certification Exams (4-6 more)



Educational Events Committee Report

November 28, 2018

Prepared by: A.J. Thibodeaux

Prepared for Board Retreat, November 29, 2018

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. **2019 Event calendar (draft)** - prepared by John. Copies provided.
2. **2019 Workshop chairs**
 - a. Open Source GIS - Gene Gehring
 - b. Crane - (open)
 - c. Wildfire Risk Assessment Qualification - Mark Kroeze
 - d. Certified Tree Worker - Misti Perez and Nevic Donnelly (Feb. 2019 DFW not on calendar)
 - e. Oak Wilt Certification/Qualification – Gene Gehring
 - f. Texas Tree Climbing Comp – Kirsten Schneider
 - g. TRAQ – (open)
 - h. Women's Tree Climbing Workshop – Rebecca Johnson
 - i. 10th Edition Plant Appraisal, Introduction to the New Guide - (open) will consult with Mlcah Pace.
 - j. iTree - Paul Johnson
3. **Discussion:**
 - a. Tree pruning training for tree workers - have presented this idea to Lee Brown and Curtis Hopper. Lee has expressed interest.
 - b. A300 and Z133 updates - Currently offered by Margaret Spencer, Streamside Green and TCIA TX Outreach Coordinator in Temple on 11/29/2018.
 - c. Crane workshop - John and I discussed Austin. Marcus feels that Austin would not be the best location due to 2018 FW location.
 - d. Notes from March 2017 Board Meeting - 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.

4. Work planned between now and next board meeting

- a. Fill vacant workshop chairs

Texas Tree Conference 2019
Planning Committee Report
Board Retreat November 2018

Report submitted by: Jason Alfaro

Theme ideas:

Texas Tree Evolution
Inspiring Change
Strategic Trees
Tradition

Milestones:

Recruit planning committee members (December)
Determine theme (December)
Schedule monthly planning conference calls (December)
Contact sponsors and exhibitors (January)
Logo (January)
Call for presentations (January)
Select speakers/fill schedule (March)



Texas Tree Climbing Championship Committee Report

11/26/2018

Prepared by: Kirsten Schneider

Prepared for 11/29/2018

Committee Members: Kirsten Schneider, Jim Dossett, Markus Smith

Committee Report:

1. Location tentative - San Gabriel Park, Georgetown. Site visit scheduled for Friday.
2. Work planned between now and next board meeting (see attachment for full list)
3. Complete by end of January:
 - a. Finalize location
 - i. Determine permit requirements
 - ii. Assess site needs to be addressed – tree pruning, bathrooms, seating, concessions, parking, etc.
 - b. Clean & inventory competition trailer / identify equipment needs
 - c. Check medal inventory – may need new ones made
4. Action items:
 - a. Arbor Fair discussion

Climbing Competition Checklist

Planning

Appoint Chair

Event Location and Layout

- See ISA Site Visit Checklist

Park Permit

- As soon as the park has been selected, obtain the permit

Insurance

insurance

Recruit Judges

Climber Registration Forms

World Record Attempt Application

Sponsorship

- About one month after the thank-you letters go out call the past sponsors to renew and start looking for potential new sponsors

Climber/Official Shirts

- Have order placed one month before competition

Medals/Plaques/Gifts

- Have order placed at least two months before competition

Food & Beverage

- If having a caterer onsite, look into securing a company five months prior to event

Schedule of Events

Signage

- Secure a signage company two months prior to event and place order one month before event - this way you will have time to proof the signage before it goes to print.

Restrooms

- If you need additional restrooms onsite, secure a contractor two months before the event

EMT/Ambulance Service – Have on call or onsite

- Contact them to let them know the event is taking place
- Find out how far they are located from the site – determine if they need to be on site

How to Conduct a TCC

- Make sure this is given to your TCC Chair/TCC Liaison

Rotation Schedule

Marketing and Public Relations

Onsite Needs

Current Rules, Score Sheets, and Scoring Program (updated each year)

Waiver Form

Protest Form

Climber Equipment Inspection Form

Accident Form

Post Event

Insurance Post Event Form

ITCC Registration Form

- Register contestant(s) with ISA Headquarters by deadline.



Publicity and Outreach Committee Report

11-29-2018

Prepared by: Priscilla Files

Prepared for ISAT Board Retreat

Publicity and Outreach Committee Mission: Sustain and increase the profile of ISAT to its membership, allied industries and the general public. Promote ISAT and Certified Arborists to allied industries and the general public through attendance at conferences, public events and social media.

Committee Goals:

- publish the bi-monthly In the Shade Newsletter,
- Coordinate ISAT Facebook and other digital and social media,
- liaising with Texas Nursery and Landscape Association,
- promote ISAT to other organizations and tabling events,
- promote ISAT Chapter events and
- increasing the membership.

Committee Members: Cody Goldman (Chair and Digital and Social Media), Rebecca Johnson (Newsletter), Chris Lane (TNLA Liaison), Priscilla Files (Outreach), April Rose, Matthew Simmons, John Giedraitis, Evan Anderson, Ronny Nelson

Committee Report:

1. Outreach Events -

ASLA TX Chapter - Priscilla Files, Chris Lane - Galveston. Table event.

TNLA, San Antonio Aug 16-18 - Priscilla Files, Ronny Nelson and John Giedraitis

1. 75 signups for newsletters, lots of volunteers
2. Great representation from ISAT volunteers
3. Interest from TNLA for tree care talks at their events
4. Ronny to send thank you to volunteers
5. Link to [TNLA Central Texas Region page](#)
6. Chairs Reception good use of outreach funds, TNLA mentioned us many times and interested in more ISAT speakers. Recommend sponsoring education room next year.

APATX 2018 - Priscilla Files - Galveston.

Mobile Workshop, ISAT Booth, In the Shade sign up sheet

Arbor Day: Statewide Arbor Day - El Paso

Austin Arbor Day - Ronny Nelson

Arbor Day Galveston - Pris

2. Progress made since last board meeting - Cody Goldman is new Committee Chair
3. Work planned between now and next board meeting - Pris's suggestions for Outreach: Divvy the state up into regions and have a coordinator for each region armed with an ISAT "Kit".
4. Action items: any items that require a full board discussion and vote. Include any necessary back-up materials board members will need to be informed.
Set aside money for ISAT tabling Kits.

ISAT
Balance Sheet
As of November 11, 2018

	Nov 11, 18
ASSETS	
Current Assets	
Checking/Savings	
Wells Fargo	121,771.35
Total Checking/Savings	121,771.35
Other Current Assets	
Wells Fargo CD #3	25,162.85
Wells Fargo CD #2	25,122.04
Wells Fargo CD #1	50,081.23
Federated Gov Income Securities	34,717.13
Total Other Current Assets	135,083.25
Total Current Assets	256,854.60
Fixed Assets	
Accumulated Depreciaton	-587.00
Office Equipment	604.03
Total Fixed Assets	17.03
TOTAL ASSETS	256,871.63
LIABILITIES & EQUITY	
Equity	
Retained Earnings	237,192.65
Net Income	19,678.98
Total Equity	256,871.63
TOTAL LIABILITIES & EQUITY	256,871.63

ISAT

Profit & Loss

January 1 through November 11, 2018

	Jan 1 - Nov 11, 18
Ordinary Income/Expense	
Income	
Online Learning Revenue Share	580.00
Advertising	
Advertising - website	1,087.00
Advertising Newsletter	9,509.48
Oak Wilt Vendors	1,858.10
Total Advertising	12,454.58
Certification	
Recertification	15,156.00
Certification Exams	12,733.00
Total Certification	27,889.00
Conference	
TREE Fund Donations	1,195.00
Auction	5,975.00
Bookstore	2,435.00
Exhibitors	
Sponsors	11,575.00
Exhibitors - Other	36,857.36
Total Exhibitors	48,432.36
Registrations	152,213.93
Total Conference	210,251.29
Membership	35,618.00
Misc.	3,350.23
Publication Sales	110.00
TTCC & Workshop	
Exhibitors	6,285.95
Registrations (climbing)	4,951.34
Registrations (for workshop)	4,408.77
Sponsors	2,500.00
Total TTCC & Workshop	18,146.06
Workshops	
2018 EAB Workshop	1,109.23
2018 Mature Tree Workshop	5,063.63
2018 TRAQ Course	14,655.00
2018 TRAQ Renewal	9,579.63
2018 Crane Workshop	9,824.60
Wildfire Risk Qualification	3,295.00
Womens Climbing Workshop	6,997.50
Bilingual Tree Worker Workshop	12,780.60
Oak Wilt ID and Mgnt Workshop	14,599.59
Total Workshops	77,904.78
Total Income	386,303.94
Gross Profit	386,303.94
Expense	
Research	5,000.00
Web based email/registration	899.68
Accountant	1,975.00
Awards	111.99
Board Expenses	16,800.88
Certification Expenses	112.23

ISAT
Profit & Loss
January 1 through November 11, 2018

	Jan 1 - Nov 11, 18
Conference Expenses	
Decorations	1,494.50
Mobile Event App	12,502.67
Awards	400.41
Wednesday Evening Social	1,687.50
SWAG and t-shirts	18,512.40
Registration Brochure	570.48
Catering	58,795.45
Speaker	26,122.83
Auction	8.99
Book Store	2,297.50
Exhibitors	9,157.46
Registration	5,134.94
Waco Convention Center	16,283.61
Total Conference Expenses	152,968.74
Executive Director	
Misc. Office	187.34
Executive Director Salary	74,178.00
Executive Director Travel	3,727.29
Executive Director Utilities	2,215.00
Total Executive Director	80,307.63
Fees	
Credit Card Fees	6,318.88
Total Fees	6,318.88
Insurance	1,897.00
Member Services	185.62
Newsletter Expenses	18,629.04
Publication Purchases	553.75
Publicity	3,442.12
Scholarships	5,000.00
Special Projects	
Day of Service	4,455.18
Special Projects - Other	250.00
Total Special Projects	4,705.18
TTCC and Workshop	
Inter. Climbing Competition	2,752.13
National Tree Climbing Champ	768.33
TTCC and Workshop - Other	11,596.45
Total TTCC and Workshop	15,116.91
Web Site	222.63
Workshop Expenses	
2018 EAB Workshop Expense	2,186.62
2018 Mature Tree Workshop	2,792.77
2018 TRAQ Course	10,322.13
2018 TRAQ Renewal	8,391.66
ISAT Webinars	608.69
2018 Crane Workshop	2,614.01
Wildfire Risk Qual Expenses	1,535.84
Womens Climbing Workshop	3,185.67
Bilingual Tree Worker Workshop	11,855.07
Oak Wilt ID and Mgnt Workshop	8,885.22
Total Workshop Expenses	52,377.68
Total Expense	366,624.96
Net Ordinary Income	19,678.98
Net Income	19,678.98

Account	2018 Approved	2018 Actual YTD	2019 Proposed
Income			
Online learning Rev. share	1,150	580	850
Advertising	12,500	12,454	12,250
Total Certification	26,000	27,900	28,500
Total Conference	181,050	210,251	199,000
Membership	40,000	35,618	40,000
Misc.	1,000	3,350	1,000
Publication Sales	500	110	500
Total TTCC & Workshop	15,000	18,146	17,300
Total Workshops	70,950	77,953	80,000
Total Income	348,150	386,362	379,400
Expenses			
Research	10,000	5,000	5,000
Accountant	2,250	1,975	2,250
Arbor Day	2,500	0	2,500
Awards	500	112	350
Board Expenses	10,000	16,800	15,000
Certification	500	112	500
Total Conference Expense	147,000	152,960	122,750
Association Services Contract	59,800	80,307	152,168
Total fees	750	6,318	7,000
Insurance	2,100	1,897	2,000
Member Services	1,500	186	500
Newsletter	22,500	18,629	23,700
Oak Wilt Vendor	100	0	0
Publication Purchases	1,000	554	1,000
Publicity	5,000	3,442	500
Scholarships	7,000	5,000	5,000
Special Projects	5,000	4,705	5,000
TTCC and Workshop total	15,550	15,117	15,500
Website	1,000	223	1,000
Workshops	57,100	52,378	57,000
Total Expenses	351,150	365,715	418,718
Net	-3,000	20,647	-39,318

Certification Liaison report for 11/29/2018

Certified in Texas 1230

BCMA 42

Arborist 1180

Utility 101

Municipal 59

Tree Worker 26

Aerial Lift Worker 8

Certification Exams held this year:

8 : Austin, Selma, Austin (CTW), Amarillo, Austin, Waco, Selma, Fort Worth

146 events credited with CEUs this year (From January to November)

*I am in need of volunteers for proctors (all cities where exams are held) and test assistants (all cities where exams are held) and Certified Tree Worker evaluators in cities other than Austin. If anyone can help or recruit someone who can, it would be greatly appreciated.



Regional Plant Appraisal Committee (RPAC) Report

November 29, 2018

Prepared by: Micah Pace, Chair

Prepared for 2018 Board Retreat Meeting

Regional Plant Appraisal Committee (RPAC) Mission: To periodically review and update the Texas Supplement document to the CTLA Guide for Plant Appraisal.

Committee Goals:

- To identify the necessary information/data needed to properly update the Texas Supplement.
- To identify the important stakeholders/partners that should participate in the revision process.
- To highlight the most important changes or edits that are required for a successful revision.
- To identify the needed resources required by the committee.
- To develop a timeline for completing the revision.
- Complete a revised Texas Supplement to the Guide to Plant Appraisal, 10th Edition.

Committee Members: Micah Pace (Chair), Todd Watson, Greg David, Deb Evans, David Vaughn, and Dayton Archer

Committee Report:

1. Category header for items the rest of the board should be aware of, “FYI” items
 - Regional Sub-Groups - to be surveyed for additional species data input.
 - Planned completion - June 2019
2. Progress made since last board meeting
 - The initial meeting of the newly formed RPAC committee was held on Nov. 13th in Waco.
 - Following this day-long meeting, the RPAC has begun preliminary data collection from Texas tree growers for determination of the largest commonly available (LCA) tree size; a data parameter needed when using the reproduction cost method for plant appraisal.
3. Work planned between now and next board meeting
 - Complete phase 1 of LCA data collection/evaluation.
 - Develop survey of questions to be sent to selected professionals to serve on Regional-subgroups to help support the LCA data collection process and update State species list to be included in Supplement document.
 - Work with John to develop Survey Monkey and obtain link to be sent out to regional sub-group in January 2019.
 - Begin work on determining a new unit cost (\$) by species for State of Texas.
 - Next RPAC meeting scheduled for Tuesday February 5th.
4. Action items: any items that require a full board discussion and vote. Include any necessary back-up materials board members will need to be informed.
 - RPAC is requesting a formal line item within the 2019 budget to help cover several costs associated with additional (future) meetings in 2019: travel, potential venue reservation fees, and meals.
 - The temporary hiring of a student intern/research student to support data collection efforts has also been discussed but determined not necessary at this time.