

**Texas Chapter International Society of Arboriculture
Board of Directors Meeting Minutes
Dr. Pepper Museum and Free Enterprise Institute, Waco, Texas
June 13, 2019**

Present:

Emily King, President	Star Quintero, Director	Kirsten Schneider, Director
Jason Alfaro, President-Elect	Curtis Hopper, Director	
A.J. Thibodeaux, Vice President	Chris Lane, Director	John Giedraitis, ISAT Exec Dir
Greg David, Treasurer	Gary O'Neil, Director	Gene Gehring, ISAT Ed Prog
Misti Perez, Cert. Liaison	Neil Manich, Director	Cody Goldman, Chair Publicity and Outreach Committee

Present Online:

Oscar Mestas, COR Liaison	Priscilla Files, Director	
Rebecca Johnson, Editor	Micah Pace, Past President	Ronny Nelson, Chair Research and Scholarship Committee

Absent:

Matthew Simmons, Director	Evan Anderson, Director
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I. Call to order

- a. President King called to order the ISAT Board of Directors at 10:12 AM on June 13, 2019. A quorum was declared present. King noted that the goal of the meeting is to connect over committee progress, new staffing on-boarding, progress on the ISAT annual work plan, and a review of the policies and procedures that support the Chapter's work. (Work Plan and Policies and Procedures pages 4-8). She also reported that Director Matthew Simmons has resigned.

II. Approval of minutes

- a. **A motion was made by David to accept the March 2019 minutes. Thibodeaux seconded, and the motion passed.** (p. 9-11)

III. Executive Director Report

- a. Giedraitis reported on activities since the March Board meeting and presented a Quick Stats report summarizing membership, certification and financial status. He also noted that Misti Perez of Backyard Arboriculture, LP has been contracted by his firm to act as the ISAT Member Services Specialist (report p. 12).

IV. Committee Reports

a. Educational Events

- i. Thibodeaux reported on events since the March meeting and presented the revised 2019 event schedule. He noted progress on the 3-year educational program plan and reported that it would be in place by the September Board meeting. King noted the challenge of rotating committee chairs every year and suggested this be discussed at the December retreat. **A motion was made by Thibodeaux to keep the Oak Wilt Certification cutoff date at June 2019. Alfaro seconded and the motion passed.** (report p. 13-16)

b. Texas Tree Conference

- i. Alfaro reported that this year's conference logo is done, and the program is now set. The sponsor and exhibitor card mailer has been sent and this year there will be a Utility Specialist prep session on Wednesday. (report p. 18-21)

c. Texas Tree Climbing Championship

- i. Schneider reported that the TTCC and Arbor Fair in San Gabriel Park in Georgetown was a success. Miguel Pastenes and Cindy Abbott were the winners who will represent ISAT at the ITCC and NATCC. There were 42 contestants with 7 women competing and 56 volunteers. There was discussion on opening the pre-TTCC workshop registration earlier. The need for a larger capacity trailer was noted and Schneider was asked to obtain a quote for a replacement trailer to consider in the 2020 budget. (report p. 22)

d. Publicity + Outreach

- i. **Publicity and Outreach.** Goldman reported on other organization events that ISAT was represented at including the Texas Chapter of the American Society of Landscape Architects. He also noted that an additional canopy, flags and tablecloths have been secured for tabling events. He made note of the use of advertising boosting on Facebook to increase likes on the ISAT page. (report p. 23-24)
- ii. **Newsletter.** Johnson reported that Jeannette Ivy, the ISAT contract associate editor for six years has resigned and the search for a replacement has begun. (report p. 25)
- iii. **Research + Scholarships.** Ronny Nelson reported that TREE Fund support of \$5,000 has been sent. On Scholarships, he reported that SFA accepted \$3,000 and TAMU \$2,000 for student scholarships. Nelson also noted that there is \$2,000 in the budget to support students to attend the Texas Tree Conference and there will be a student/arborist mentoring effort again this year. (report p. 26-27)

e. Advocacy

- i. The report from Keith Mars was presented by King and it was noted that the 2019 Texas Legislative Session ended on May 31 with no significant tree legislation was passed. (report p. 28)

f. Executive

- i. **Executive Committee.** King noted that the Executive Committee meets by phone every month to conduct ISAT business and that the annual contract with Acorn Arbor Services, LP for association management services has been signed. (report p. 29)
- ii. **Nominations and Elections.** Pace noted that nominations form is on the web and nominations close on July 26th. There was some discussion on filling Matt Simmons' and Perez's seats. The Board agreed that the Certification Liaison seat (Perez) will be appointed to fill the remainder of the term and the Director seat (Simmons) will be added to the nomination form for election (report p. 30)
- iii. **Treasurer.** David provided the year to date financial statements. He noted that a review of the ISAT financial policies and procedures will be conducted. He also noted that ISAT moved \$20,000 of reserves to a 30 day note in US Treasury Direct account as an alternative investment vehicle for ISAT reserves and this will come due on June 20th **A motion was made by David to redeem the current Federated Government Income Securities mutual fund and reinvest the funds in Treasury Direct. Lane seconded and the motion passed.** (report p. 31-34)

g. Working Groups

- i. **Arborist Select.** Lane reported he is working to develop a pilot program. The vision is to encourage better container tree growing techniques so there is greater survival after planting and less maintenance as they grow. He is revising the procedure document and five farms will sign on this fall. An ISAT arborist will help him to inspect the farms and then revise the procedures to roll out the full program in 2020.
- ii. **Texas Regional Plant Appraisal.** Pace and David reported that the committee work is on hold for now awaiting the reprinting of the revised 10th Edition of the Guide for Plant Appraisal. (report p. 35)

h. Liaisons

- i. **Certification Liaison.** Perez reported that there will be a Certified Tree Worker test in Dallas in June. She also asked that if anyone is interested in being a test proctor to contact her. She also noted that there will be eight exams in Texas this year. She also noted that she has enjoyed her seven years as the Certification Liaison and is looking forward to her new role as the contract Member Services Specialist. Her job will be to increase and retain members and certificants and to increase the use Chapter volunteers. (report p. 36)
- ii. **TREE Fund Liaison:** Johnson reported ISAT is sponsoring Neville Mann's ride in the Tour de Trees this year. (report p. 37)
- iii. **Council of Representatives.** Mestas asked that if there are any issues, to please send him an email. He agreed to check into what happens when a Chapter submits a Trademark or ethics violation to ISA. (report p. 38-44)
- iv. **TNLA Liaison:** Lane noted that ISAT will have a booth at the EXPO in San Antonio in August.

V. Old Business

- a. None

VI. New Business

- a. Liquidation and re-investment of Federated Government Income Securities Mutual Fund monies (See Treasurer report above)

VII. **Adjourn** - King adjourned the meeting at 2:20 PM

VIII. Next meeting in Waco on September 27, 2019 - Location Waco Convention Center

Minutes submitted by Giedraitis

Minutes approved September 27, 2019

2019 Work Plan Goals

Strategic Plan Goal Category	Goal number	Innovation Objective	Committee / Primary lead	Status + Notes (June 2019)	Status + Notes (as of 3/7/19)	Target deadline
Educational	E.01	Create a 3 year educational event plan covering diverse content, teaching levels, and geography	Educational Events		Draft outline produced (Gene) Challenge with current configuration of one-year chair rotating in and out. Consider an advisory committee?	
Educational	E.02	Partner with other allied industries to support events	Publicity + Outreach		Partnership with NCTUFC helped increase attendance at Feb event ASLA event tabling in April. Chris notes that TNLA would like to have talking points or speakers suggested for their events	
Educational	E.04	Hire an event coordinator	Board of Directors		As of January - hired Gene as Educational Program Manager	
Educational	E.05	Explore structuring annual conference sessions to offer relevant material for allied professionals	Texas Tree Conference		Continuing and improving nonprofit session offerings Potentially have utility track academy this year	
Educational	E.06	Increase Spanish language workshops by one each year for next 3 years	Educational events		Structural pruning for ground crews planned for October 25	
Educational	E.11	Partner with TAMU to develop field diagnostic guide for pest/pathogens	Research + Scholarships		Diagnostic lab workshop potentially to occur annually. John will check with TAMU to see what there is already existing.	
Governance	G.01	Develop a succession management plan for all EC, Director, and Committee Chair positions, as well as future ISAT staff	Executive committee (Governance)		Future agenda item to discuss how to manage 1-year chair of conference and workshops into something more sustainable, for example a dedicated board of director seat to chair for their tenure. Contact members who have been in the Chapter more than 5-10 years with specific contact.	
Governance	G.03	Develop clear job descriptions and duties for staff, board and volunteers as part of a Board Manual	Executive Director		Summary of existing roles and responsibilities for each committee at June Board meeting.	
Governance	G.04	Determine appropriate staffing levels to meet organizational needs	Board of Directors		Ongoing; planning to discuss this with new contract	
Governance	G.10	Develop a volunteer management system including volunteer coordinator position description, recruiting and retention process, and a Volunteer Management manual	Publicity + Outreach (Outreach)		Beginning work on this through the Texas Tree Climbing Competition. Also using software for managing volunteers at TNLA expo. Planning for ASLA event in April.	
Member Services	M.01	Explore ISAT app development, to engage members through the use of technology	Publicity + Outreach (Social media)			
Member Services	M.03	Coordinate annual day of service opportunity for members	Publicity + Outreach		John notes that work was done with ReTreet (partnership) at Port Arthur	
Member Services	M.08	Plan for additional member outreach	Publicity + Outreach (Membership)		John notes that membership has flattened out. Potentially have admin staff work on this front. John prepare RFP for EC.	
Public Awareness	P.01	Make allied professional CEU's available as applicable at ISAT events	Educational events		Chris notes that TNLA event would like ISA CEUs available. On Gene's list of things to do.	
Public Awareness	P.06	Host arbor fair in conjunction with Texas Tree Climbing Championship	Publicity + Outreach		Chair for Arbor Fair established, event planned and template for future versions also planned.	
Public Awareness	P.07	Explore how to promote/leverage Texas Tree Climbing Championship	Publicity + Outreach		Plans to work with a professional to market the event. A press kit is being developed by April.	
Public Awareness	P.10	Kids climb – build framework for use and adoption globally	Publicity + Outreach		John notes that he is going to engage with Jim Skiera to help with Limb Walk	
Research	R.01	Strategize for future development of in-state arboriculture researcher or extension faculty in partnership with TFS, USFS, and AgriLife Extension	Research + Scholarships			
Research	R.02	Encourage applications to the TREE Fund for Texas-focused research proposals	Research + Scholarships		Ronny has begun looking into project funded by TREE Fund that are relevant. Suggestion to look into AgriLife Extension. Suggestion to look into research aside from TREE Fund (Mike Merchant) SFA undergrad research project funding (\$500) Rebecca is going to send Ronny grant fund cycle info	

ISAT Polices + Procedures List

Committee	Chair	Document Name	Policy and Procedures Folder/Document Link	Up to date?	If not up to date, is it a priority?	Note any missing policies or procedures
		ISAT Bylaws	https://isatexas.com/about/isat-documents/			
		DRAFT ISAT Director Roles and Responsibilities	https://drive.google.com/drive/folders/0BxSLUPodjHRuMGM5ci05c1ZKMOE			
Educational events	A.J. Thibodeaux	ISAT Workshop Roles & Responsibilities	https://docs.google.com/document/d/1k5a7KT40DFkX8bOgeubtx8oag3M6oRilgwH9bB39Ews/edit	No	No	Overview, Roles and Responsibilities sections need to include Education Program Manager. Document links need to be inserted. Timeline for financial reports sent to Chair? Complete ISAT Partner Events section.
		Master Checklist for ISAT Workshops 052919	https://drive.google.com/drive/folders/0BxSLUPodjHRueHNORnVsNzVLZG8	Yes		
		ISAT Education Workshop Schedule, Details, & Budget.xlsx	https://docs.google.com/spreadsheets/d/1PqsPNhU2QqqHOSdYwMuzt9AGgrq0KMqV0xZ5gvFB1n0/edit#gid=142441826	No	No	information maintained by Gene on a different spreadsheet. Should this be maintained going forward?
		ISAT Educational Workshop Outline Form	https://drive.google.com/drive/folders/0BxSLUPodjHRud3doVC01d09kdk0	Yes		
		Workshop Sponsorship and Exhibitors Policy	https://isatexas.com/about/isat-documents/	No	Yes	Unclear? The cost for one 6' table space is \$450 and an additional \$150 for additional days if the same class is repeated in multiple cities or locations.) Missing word (Contact the Texas Chapter for seminar exhibitor or meal sponsor opportunities, or if you any questions)
		Texas Oak Wilt Qualified Arborists	http://isatexas.com/for-the-public/texas-oak-wilt-qualified-and-certified-arborists/	No	Yes	TOWC individuals will need to be removed by the end of June 2019
		2016 OAK WILT QUALIFICATION description	https://drive.google.com/drive/folders/0BxSLUPodjHRueHNORnVsNzVLZG8	??	Yes	Appears accurate to me, however this description was originally drafted by Gene in 2016. Will need his input if updates are needed. Recommend priority now that Oak Wilt Certification is no longer recognized.
		Wildfire Risk Reduction Qualified Arborists	https://isatexas.com/for-the-public/wildfire-risk-reduction-qualified-arborists/	Yes, as far as I know.		
		OakWiltQualifiedVendorPolicyISAT 0319 - Approved	https://drive.google.com/drive/folders/0BxSLUPodjHRueHNORnVsNzVLZG8	Yes		
		ISAT Policy for Sponsoring events draft	https://drive.google.com/drive/folders/0BxSLUPodjHRueHNORnVsNzVLZG8	No	Yes	Looks to fit the need, but still in draft form. Need final approval from Exec. Committee.
		ISAT Program Proposal Submission Form 2014.doc	https://drive.google.com/drive/folders/0BxSLUPodjHRueHNORnVsNzVLZG8	No	No	Contact listed at the bottom of the page should be Gene Gehring, Education Program Manager.
Texas Tree Conference	Jason Alfaro	TTC Program Chair Guidelines 2017	https://docs.google.com/document/d/1oJaHnuFZnp5U86JJ0itpH9Xn7XY-ZqIq5jBlm9oMh4Q/edit			

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Committee	Chair	Document Name	Policy and Procedures Folder/Document Link	Up to date?	If not up to date, is it a priority?	Note any missing policies or procedures
		Facilitator Handbook Docs Folder	https://drive.google.com/drive/folders/0BxSLUPodjHRuUGN3cThidmxibU0			
		ISAT Texas Tree Conference Guidelines 2007	https://drive.google.com/drive/folders/0B0rHEDKkyL6Zb3dHcVFSNEQyYiQ			
		Speakers Agreement	http://isatexas.com/events/2019-texas-tree-conference/			
		Exhibitors and Sponsors Agreement	http://isatexas.com/events/2019-texas-tree-conference/			
Texas Tree Climbing Championship	Kirsten Schneider	TTCC To Do List 2017docx	https://drive.google.com/drive/folders/0BxSLUPodjHRuMmpNYkJNUmY2aUk			
		Event Rules and Regulations	http://www.itcc-isa.com/			
		TCCC Registration, Waivers, Policies	https://isatexas.com/events/tree-climbing-competition/			
		Tree Climbing Championship Office Checklist_2017	https://drive.google.com/drive/folders/0BxSLUPodjHRuMmpNYkJNUmY2aUk			
Publicity and Outreach	Cody Goldman	ISAT External Partnership/Publicity Opportunities	https://docs.google.com/spreadsheets/d/1WXAViPhtNasOltpmfh_zyNybsnk4McAVaMRpzj45CTg/edit#gid=0			
		Outreach + Publicity Work Plan	https://docs.google.com/spreadsheets/d/1NNAst52SZKjKDKy4UCBLmjCifEi9XIDF2Xzuhom-ck/edit#gid=0			
		Outreach Events and Volunteers	https://docs.google.com/spreadsheets/d/1X8Aq8-eDGJrHPfscPN4qiGtwBIEBpaRXI2JZBNIDnY/edit#gid=0			
		Advertising with ISAT	https://isatexas.com/publications/advertise-with-isa/			
		Oak Wilt Vendor Listing Policy	https://isatexas.com/about/isat-documents/			
		2017 ISA Association Needs Assessment Texas Chapter charts pages 71-126.pdf	https://drive.google.com/drive/folders/0BxSLUPodjHRuQmIKRUIOR0dxQTA			
Social media	Cody Goldman	Purpose and Policy	https://docs.google.com/document/d/19a_P7ubvXYVtzIHpX-fpDTVAPI2qGqxddWXwUnQHJbU/edit			
Newsletter Editor	Rebecca Johnson	Newsletter Policies/Guidelines	https://drive.google.com/drive/folders/0Bz5YBjgKjAPYNWVHelRLRmVIVU0			
		Rate Sheet and Insertion Order Form	http://isatexas.com/isat-newsletter/			

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		Social_Media_Policy_ISAT_2014	https://isatexas.com/about/isat-documents/			
Advocacy	Keith Mars	501c5 lobby rules IRS see 5th bookmark	https://drive.google.com/drive/folders/0BxSLUPodjHRuZIRuazBtb2JwbFk			
Research and Scholarships	Ronny Nelson	Scholarship and Student Liaison Committee Responsibilities	https://docs.google.com/document/d/1NKDpMukC4-i7AOXJpG-qmPLSrDc1jA8puiwtdb-M_4c/edit			
		Research Chair Job Description	https://drive.google.com/drive/folders/0B6sS4AAv46DwRUJhjihUQjh6aDA			
		Guidelines for Awarding Arboricultural Research Funds	https://isatexas.com/resources/research/			
		06.14.2017_MOU_AgriLife_OakWiltDiagnostics	https://drive.google.com/drive/folders/1WgPNfgZT4gjdgrUaoCln5pL2VeYtOx-			
Executive/Governance committee	Emily King	Annual Work Plan and Committee Assignments	https://drive.google.com/drive/folders/0BxSLUPodjHRubVNaYnh1T3NIZjA			
		ISAT 2018-2021 Strategic Plan	https://isatexas.com/about/isat-documents/			
		ISAT Conflict of Interest Policy and Form	https://isatexas.com/about/isat-documents/			
		ISAT Whistleblower Policy	https://isatexas.com/about/isat-documents/			
		ISAT Document Retention Policy	https://isatexas.com/about/isat-documents/			
		Committee Report TEMPLATE	https://drive.google.com/drive/folders/0BxSLUPodjHRubVNaYnh1T3NIZjA			
		Ethics Violations	https://www.isa-arbor.com/Credentials/ISA-Ethics-and-Integrity/Ethics-Violations			
		False Advertising and Trademark Violations	https://www.isa-arbor.com/Credentials/ISA-Ethics-and-Integrity/False-Advertisements			
		ISAT Policy and Minutes Review from Board Minutes 2003 to 2013	https://drive.google.com/drive/folders/0BxSLUPodjHRuMGM5ci05c1ZKMOE			
		Executive Director Contracts	https://drive.google.com/drive/folders/0BxSLUPodjHRuMGM5ci05c1ZKMOE			
Finance/Treasurer	Greg David	Annual Budget	https://drive.google.com/drive/folders/1C0d5GksRplZUNGseybpAXbS5p9AlvgT-			
		ISAT Travel Reimbursement Policy	https://isatexas.com/about/isat-documents/			
		Financial Policies & Procedures	https://isatexas.com/about/isat-documents/			

ISAT Polices + Procedures List

Committee	Chair	Document Name	Policy and Procedures Folder/Document Link	Up to date?	If not up to date, is it a priority?	Note any missing policies or procedures
Elections/nominations	Micah Pace	Elections Docs Folder	https://drive.google.com/drive/folders/0BzyWEIWjUM8BcUF6TG1admRsdIE			
		Election Nominations	https://isatexas.com/about/elections/			
2019 Working Groups						
Plant Appraisal	Micah	Regional Plant Appraisal Committee Files	https://drive.google.com/drive/folders/1shLcp1fYEeH3bvxFPQdia8Qpl2Mk3DpY			
Arborist Select	Chris Lane	Arborist Select Tree Program Files	https://drive.google.com/drive/folders/0B6TjTBXFDakPdExlU1VwajlVdlk			
2019 Liaisons						
TNLA	Chris Lane					
TREE Fund	Rebecca Johnson	TREE Fund Liaison Committee Description	https://drive.google.com/drive/folders/0B6sS4AAv46DwRUJhcjhUQjh6aDA			
COR	Oscar Mestas	CoR Liaison job description	https://drive.google.com/drive/folders/0BxSLUPodjHRuMEF5SHVQbS1Pc0E			
Certification	Misti Perez	Certification Liaison Job Description	https://drive.google.com/drive/folders/0BxSLUPodjHRuNk1JeVBQZGxyTGs	Yes		

**Texas Chapter International Society of Arboriculture
Board of Directors Meeting Minutes
Wild Basin Creative Research Center, Austin, Texas
March 7, 2019**

Present:

Emily King, President	Rebecca Johnson, Editor	Neil Manich, Director
Micah Pace, Past President	Curtis Hopper, Director	Misti Perez, Cert. Liaison
Jason Alfaro, President-Elect	Chris Lane, Director	John Giedraitis, ISAT Exec Dir
A.J. Thibodeaux, Vice President	Gary O'Neil, Director	Gene Gehring, ISAT Ed Prog
Greg David, Treasurer	Evan Anderson, Director	

Present Online:

Oscar Mestas, COR Liaison	Priscilla Files, Director	Ronny Nelson
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Absent:

Matthew Simmons, Director	Star Quintero, Director	Kirsten Schneider, Director
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I. Call to order

- a. President King called to order the ISAT Board of Directors at 10:03 AM on March 7, 2019. A quorum was declared present.

II. Approval of minutes

- a. **A motion was made by Manich to accept the November 2018 minutes. O'Neil seconded, and the motion passed. (pages 4-5)**

III. Executive Director Report

- a. Giedraitis reported on activities since the November Board meeting and presented a Quick Stats report summarizing membership, certification and financial status. (report p. 6)

IV. Committee Reports

a. Educational Events

- i. Thibodeaux presented the event schedule for 2019 and introduced Gene Gehring, the new ISAT Educational Program Manager. He also noted that in a survey of the North Central Urban Forestry Conference, most new attendees learned about the event from the ISAT email newsletters. There was some discussion on how many of the ISAT educational events are now annual branded programs and how the Educational Events Committee should be structured next year. There was also an update on the Women's Climbing Workshop to be held in 2020. (reports p. 7-9)

b. Texas Tree Conference

- i. Alfaro reported that this year's conference theme is 'Inspiring Change'. He also noted that all the committee chairs are in place except the Commercial Educational Track and the logo is in development. Speaker signup, Poster signup and Sponsorship and Exhibitor registrations are now online. There was a discussion on raising exhibitor fees that was referred to committee for decision. (report p. 10-11)

- c. **Texas Tree Climbing Championship**
 - i. Giedraitis reported that the San Gabriel Park in Georgetown is permitted and the Arbor Fair now has a chair. Volunteer, Exhibitor and Arbor Fair group registrations are now open online. (report p. 12)
- d. **Publicity + Outreach** (report p. 13-14)
 - i. **Newsletter.** Johnson reported that there is discussion on expanding by adding four more pages and the need for Spanish language articles. (report p. 15)
 - ii. **Research + Scholarships.** Ronny Nelson was present online and reported that the Research Committee is looking at including the TREE Fund funding cycle and adding Texas research results in the newsletter. (p. 16-17) On Scholarships, he reported that SFA will accept \$3,000 for scholarships and Dr. Hans Williams has asked for support for undergraduate research. Nelson also noted that there are funds in the budget to support students to attend the Texas Tree Conference. (report p. 18)
- e. **Advocacy**
 - i. The report from Keith Mars on House Bill 969 was presented by Giedraitis. (report p. 19)
- f. **Executive** (report p. 20)
 - i. **Nominations and Elections.** Pace noted that there is only one Director seat open in the next election in addition to three officers who serve a one-year term. (report p. 21)
 - ii. **Treasurer.** David provided the 2018 and year-to-date Income and Balance Sheet statements. He also reported that his committee is looking at moving reserve funds from CD's and bond mutual funds to Treasury Direct to get a higher interest rate. David also noted that the Finance Committee needs another Director and an outside member. Lane volunteered to serve on the committee. (report p. 22-28) **A motion was made by David to invest up to \$20,000 of reserves in a 30 day note in Treasury Direct to investigate it as an alternative investment vehicle for ISAT reserves. Lane seconded, and the motion passed. A motion was made by David to add Gene Gehring, the contract ISAT Education Program Manager, to the Wells Fargo account. Johnson seconded and the motion passed.**
- g. **Working Groups**
 - i. **Arborist Select.** Lane reported he is working to develop a pilot program. The vision is to encourage better container tree growing techniques so there is greater survival after planting and less maintenance as they grow.
 - ii. **Texas Regional Plant Appraisal.** Pace reported that the 2019 update to the Texas Supplement for the 9th edition is available online. He also gave an update on the TxRPAC work to adapt the new 10th edition to Texas. He noted that ASCA is providing appraisal qualification training starting this year. (report p. 29)
- h. **Liaisons**
 - i. **Certification Liaison.** Perez reported that there are currently eight Certified Tree Worker evaluators in Austin and a training was recently held in Austin to train evaluators from Dallas. She also asked that if anyone is interested in being a test proctor to contact her. She also noted that the Texas ISA Wildfire Risk Reduction Qualification training is now eligible for ISA CEU's. (report p.30)
 - ii. **TREE Fund Liaison:** Johnson reported that she is the new Liaison to the Tree Research Educational Endowment Fund. ISAT will sponsor Neville Mann's ride in the Tour de Trees this year. (report p. 31)
 - iii. **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. They are meeting by phone on April 11 and he asked that if there are any issues, to please send him an email. (report p. 32)
 - iv. **TNLA Liaison:** Lane noted that TNLA would like to have other organizations support educational programs at the TNLA Expo and at regional meetings and that the Expo will be held in San Antonio for the next several years.

V. **Old Business**

- a. Review of 2019 Work Plan: King reviewed and updated the 2019 Work Plan with the Board incorporating recent work as reported by the Committees at this meeting. (report p. 33)

VI. **New Business**

- a. Policy on listing Oak Wilt Qualified vendors on the ISAT website. **A motion was made by David to approve the policy on listing Oak Wilt Qualified vendors on the ISAT website. Lane seconded and the motion passed.** (Policy p. 34)

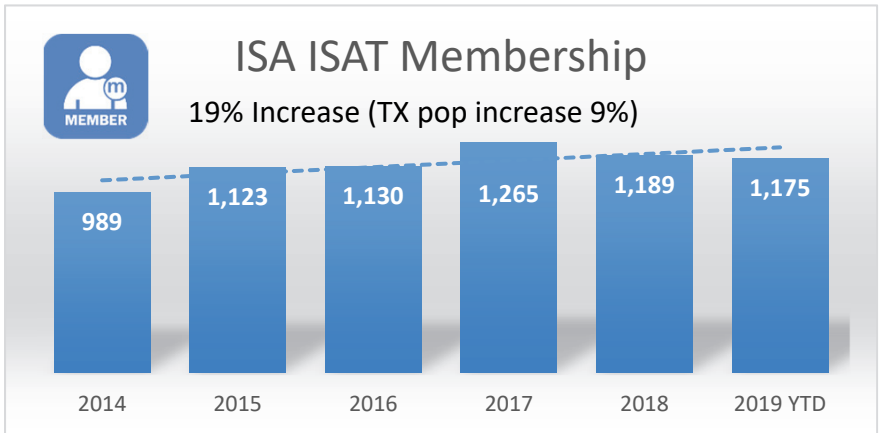
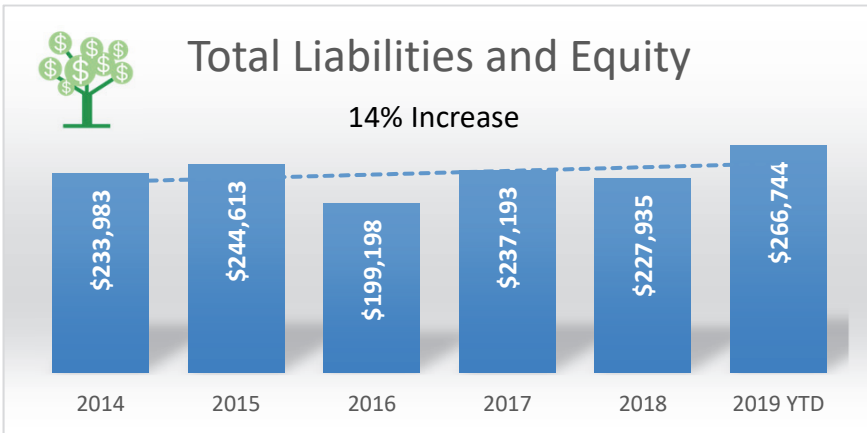
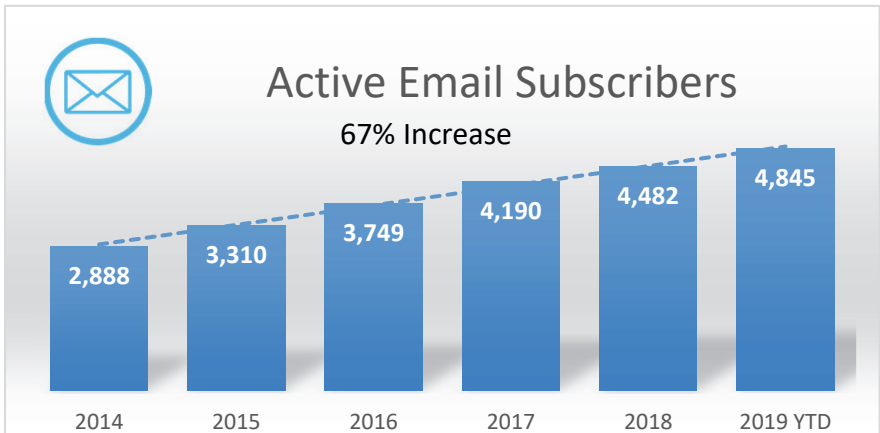
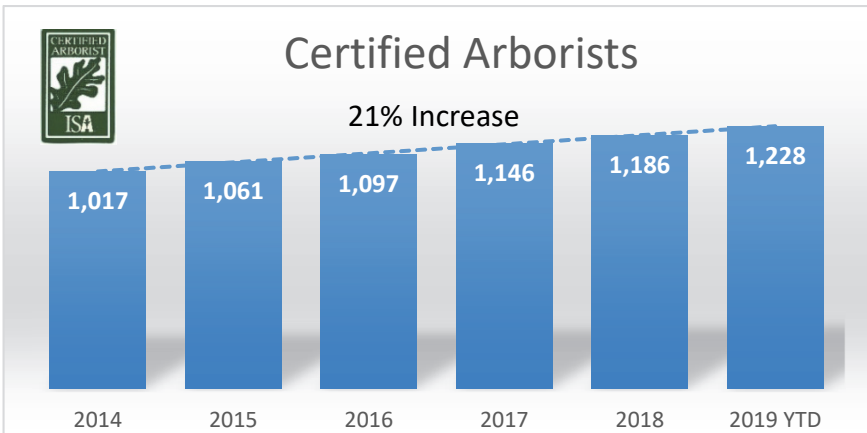
VII. **Adjourn** - King adjourned the meeting at 2:06 PM

VIII. Next meeting in Waco on June 13, 2019 - Location TBA

Minutes submitted by Giedraitis

ISAT 2019 Quick Stats

ISAT Quick Statistics:	2019 (YTD)	2018	2017	2016	2015	2014	2013	2012
Certified Arborists	1,228	1,186	1,146	1,097	1,061	1,017	956	937
ISA ISAT membership	1,175	1,189	1,265	1,130	1,123	989	890	829
ISA Members	1,060	1,065	1,135	1,101	1,024	898	831	816
ISAT Members	1,043	1,037	1,037	951	1,025	893	791	715
Email Subscribers (Active Contacts)	4,845	4,482	4,190	3,749	3,310	2,888	2,327	1,850
Total Income	\$161,481	\$396,797	\$363,304	\$193,009	\$350,873	\$342,975	\$286,803	\$246,631
Net Income	\$38,809	(9,258)	\$38,250	(\$45,415)	\$10,631	\$44,950	\$26	\$16,302
Total Liabilities and Equity	\$266,744	\$227,935	\$237,193	\$199,198	\$244,613	\$233,983	\$189,032	\$179,845



6/6/2019



Educational Event Committee Report

May 29, 2019

Prepared by: A.J. Thibodeaux

Prepared for Board meeting June 13, 2019

Educational Event Committee Mission:

Facilitate statewide professional development opportunities to meet the educational needs of Certified Arborists.

Committee Members: Gene Gerhing, Laura Miller, Lee Brown, Rustin Stephens, Dr. David Appel, Marcus Smith, Sheila McBride, Robert Edmondson,

Committee Report:

1. The [Annual Work Plan goals](#) for this committee are:
 - a. Goal 1: Create a 3 year educational event plan covering diverse content, teaching levels, and geography.
 - a. Work is progressing based on the 2019 events schedule and the additional workshops added this year. Our goal is to have the completed 3 year event plan available for the 2019/2020 Educational Events Committee Chair and Executive Committee at the September meeting.
 - b. Goal 2: Increase Spanish language workshops by one each year for the next 3 years.
 - a. New bilingual workshop scheduled for October 25th in Fort Worth. If this is successful, we will look to make this an annual event and look to bring it to other geographic areas.
 - b. Need a better understanding/definition of this goal. Increase by a total of 3 over the next 3 years or 6 over the next 3 years?**
 - c. Goal 3: Make allied professional CEU's available as applicable at ISAT events
 - a. TCIA CTSP ceu's made available at TTC workshop.
 - b. TTC workshop offered First Aid card renewal if current card was not expired.
 - c. No other action on this that I am aware of.
2. Progress made since last board meeting
 - a. Completed 8 ISA-T educational events since March 7th BOD meeting.
 - b. Committee, topics and location for October 25th bilingual structural tree pruning for tree worker workshop secured.
 - c. Added 4 new Certified Tree Worker Exam Evaluators to the DFW area.
 - d. Added 2 new Certification Exam Proctors to the DFW area.

3. Work planned between now and next board meeting
 - a. Will add a third Oak Wilt Qualification in July 2019 - Fredericksburg.
 - b. Gene to develop working relationship with the TTCC workshop committee to better define TTCC workshops.
 - c. Develop a two day Arborist Masters Series Tree Fertilization workshop for March/April 2020.

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.
 - a. None at this time.

2019 ISAT Events:	Location	Committee		Income	Expense	Net
Jan 25: Certified Arborist, Municipal Specialist and Utility Specialist Test	Austin	Certification				
Jan 25: ISAT Arborists Masters Series: Open Source GIS for City Arborists	Grand Prairie (The Epic)	Educational Events	10 participants	\$ 2,925.00	\$ 4,064.19	\$ (1,139.19)
Jan 28: ISAT Arborists Masters Series: Open Source GIS for City Arborists	Houston (HGAC)	Educational Events	14 participants	Above		
Feb 13 : North Central Texas Urban Forestry Conference Booth	Arlington	Publicity and Outreach	225 participants			
Feb. 22: Certified Tree Worker Exam Skills Exam – Austin	Rosewood Park		7 participants - 6 Evaluator Trainees			
March 28/29: Wildfire Risk Assessment Qualification Course and Assessment	Austin	Educational Events	27 (Full)	\$ 10,020.00	\$ 4,154.88	\$ 5,865.12
March 11-12: ISAT Arborists Master's Series: Advanced Digital Tree Diagnosis Lab	TX A&M CS	Educational Events	24 (Full)	\$ 6,054.00	\$ 1,102.31	\$ 4,951.69
March 7 : ISAT Board Meeting	Wild Basin Austin	Executive				
April 5: SAAA Bilingual Workshop Booth w/ Mark Chisolm	Schertz	Publicity and Outreach	253 participants	\$ 15,547.00	\$ 8,734.00	\$ 2,620.00
April 6 : Crane Workshop with Mark Chisholm	San Marcos	Educational Events	12 participants	\$ 3,045.00	\$ 2,084.05	\$ 960.95
April : Tree Worker Climber Evaluator Training	DFW	Certification				
April 17: TRAQ Renewal with Skip Kincaid	College Station	Educational Events	12 participants	\$ 2,475.00	\$ 454.59	\$ 2,020.41
April 18/20: TRAQ Course and Assessment with Skip Kincaid	College Station	Educational Events	20 (Full)	\$ 13,200.00	\$ 9,326.81	\$ 3,873.19
April 24/26: ASLA Texas Chapter Conference Booth	Irving	Publicity and Outreach				
May 1/2: Wildfire Risk Assessment Qualification Course and Assessment	Lubbock	Educational Events	15 participants	Above		
May 16: Pre-TTCC Workshop	Georgetown	TTCC	31 participants	With TTCC		
May 16/18: Texas Tree Climbing Championship	Georgetown	TTCC		\$ 23,015.00	\$ 8,980.65	\$ 14,034.35
May 18: Arbor Fair	Georgetown	TTCC				
May 23/24 : Oak Wilt Qualification Course and Assessment	Weatherford	Educational Events	23 of 30 spots sold	\$ 15,100.00	\$ 3,187.72	\$ 11,912.28
June 13: ISAT Board Meeting	TBA	Executive		Above	Not done	
June 20-21: Oak Wilt Qualification Course and Assessment	Fredericksburg	Educational Events	31 (Full)	Above	Not done	
July 11-12: Oak Wilt Qualification Course and Assessment	Fredericksburg	Educational Events	15 of 30			
August 11-14 : ISA Annual Meeting	Knoxville	Executive				
Aug. 8-10 : TNLA Expo Booth	San Antonio	Publicity and Outreach				
Sept. 25-27: ISAT Texas Tree Conference, Trade Show, Academy, Awards and Tree School and Membership Meeting	Waco	Texas Tree Conference				
Sept . 25: TRAQ Renewal with Skip Kincaid	Waco	Educational Events				
Sept. 27: ISAT Board Meeting	Waco	Executive				
Sept 27: Certified Arborist, Municipal Specialist and Utility Specialist Test	Waco	Certification				
Sept. : North American Tree Climbing Championship	Providence, RI	TTCC				
Oct. 16-18: ISA Leadership Workshop	Atlanta, GA	Executive				
Oct: : American Planning Assoc. Texas Chapter Conference Booth	Galveston	Publicity and Outreach				
Oct. 11-13: NATCC	San Diego, CA	TTCC				
Oct 25: Tree Worker Workshop	DFW	Educational Events				

2019 ISAT Events:	Location	Committee		Income	Expense	Net
Nov. ISAT Arbor Day - Arborists Day of Service	Like this	Publicity and Outreach				
Nov. : 10th Edition Plant Appraisal - Introduction to the New Guide	?	Educational Events				
Nov. : Texas State Arbor Day Booth	TBA	Publicity and Outreach				
Nov. 18-19: SMA Urban Forestry Conference and Trade Show	Cleveland					
Dec. : ISAT: Board Retreat and Meeting	Waco	Executive				
Dec. 3-4: CEATI Vegetation Management Conference	San Antonio	Not ISA or ISAT				
April 2020. : Women's Climbing Workshop	skip in 2019 and move to March in 2020	Educational Events				



Texas Tree Conference Report

6/5/2019

Prepared by: Jason Alfaro

Prepared for 6/13/2019

Committee Members:

- 1.) Jason Alfaro – Chair
- 2.) Gene Gehring – Commercial Chair
- 3.) Mark Kroeze – Municipal Chair
- 4.) Gary O’Neil & Neil Manich – Utility Chair
- 5.) Justin Krobot – Tree Academy Chair
- 6.) Kelly Eby - Moderator Chair
- 7.) Josh Rodrigue – Volunteer Chair
- 8.) Bill Green & Guy Leblanc – Spanish/English Tree School Chairs
- 9.) Brad Hamel & Cody Goldman – Sponsors and Exhibitor Chairs
- 10.) Paul Johnson – Awards/Luncheon, A/V, Scholarships Chair
- 11.) Ronny Nelson – Student Program Chair
- 12.) Micah Pace – Wednesday Social Chair
- 13.) John Warner – Bookstore Chair
- 14.) Daniel Vetter – Poster Session Chair
- 15.) Ginny Sills – Silent Auction Chair
- 16.) Kymberli Herron – SWAG Chair
- 17.) Misti Perez – CEU’s and Testing Chair

Committee Report:

1. The [Annual Work Plan goals](#) for this committee are: [List each goal and provide a status update]
 - a. Speaker Registration – Completed
 - b. Logo Design – Completed
 - c. Push Registration Information – In progress
2. Progress made since last board meeting
 - a. Gene stepped up and filled the role of the commercial track chair. We were able to secure registration for all speakers.
 - b. Logo design has been completed and sent to various committee chairs. We have multiple option on color to use for various swag items.
 - c. Had committee call with all committee chairs.
3. Work planned between now and next board meeting
 - a. Continue to have monthly committee calls.
 - b. Secure a location for the Wednesday night social.
 - c. Tour the Waco Convention Center.
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.
 - a.) None



2019 Texas Tree Conference Planning Committee

June 4, 2019 - 2-3 pm

Meeting Notes

Members invited: Conference Chair, Jason Alfaro, Commercial Track , Gene Gehring, Municipal Track, Mark Kroeze, Utility Track, Gary O'Neil, Neil Manich, Tree Academy , Justin Krobot, Moderators , Kelly Eby, Volunteers, Josh Rodrigue, Spanish Tree School, Bill Green, English Tree School, Guy Leblanc, Sponsors and Exhibitors, Brad Hamel and Cody Goldman, Awards/Luncheon, Paul Johnson, Student Program, Ronny Nelson, Wednesday Social , Micah Pace, Bookstore, John Warner, Poster Session , Daniel Vetter, Silent Auction, April Rose, Friday Annual Meeting , Emily King, Audio Visual, Paul Johnson, SWAG and T-Shirts, Kymberli Herron, CEU's and Testing, Misti Perez, TFS Scholarships, Paul Johnson, Administrative, John Giedraitis, Next Year's Chair, AJ Thibideaux, Past Chair, Emily King (Present)

Agenda items:

A. Coordination items – Jason Alfaro, Chair

1. Conference documents: [ISAT Google Drive](#)
 - a. Includes Committee List
 - b. Please use this site to upload your documents
2. Theme is “Inspiring Change” [Logos are here](#)

B. Committee Chair Reports:

1. **Educational Program**
 - a. Gene will assist track chairs and academy chair
 - b. Outline of the [TTC educational program is here](#)
2. **Commercial track – Gene**
 - a. All registered
3. **Municipal track - Mark Kroeze**
 - a. Include non-profit sessions this year
 - b. All speakers are registered
4. **Utility track – Gary O’Neil and Neil Manich**
 - a. All speakers are registered except keynote - will contact and get her signed up.
5. **Academy – Justin Krobot**
 - a. Will have Ed Gilman for Commercial, Utility Specialist Prep. with Miller and Kemper, Municipal with Dr. Eric North and Skip Kincaid hosting the TRAQ renewal.
6. **Spanish Tree School - Bill Green**
 - a. Mark Duff and Bill will be leading. Carlos Llanos from Columbia will be speaking on Thursday in the utility track so can attend Spanish School on Friday. Program is set. Need paper survey form for in classroom.

- 7. English Tree School - Guy LeBlanc**
 - a. Will be hosted by Guy LeBlanc with TFS assistance. Guy would like to know who will be doing the biology component. Jason and John will get with Guy on who will assist. Will adjust program to provide the most value to attendees. Need paper survey form for in classroom.
- 8. Moderators - Kelly Eby no report**
 - a. Take care of speakers and keep talks on time
- 9. Volunteers - Ronny Nelson no report**
 - a. Maybe a separate function. John can put up online volunteer registration. For registration setup, assist with exhibitors, assist catering, student mentoring, Wed. eve. Social set up and clean up, Wed. Academy, etc...
- 10. Trade show/exhibitors/sponsors - Brad Hamel and Cody Goldman**
 - a. Last year had Tree ID Quest worked well.
 - b. CenterPoint already a Platinum Sponsor.
 - c. Post card will be sent to 400 or so vendors next week.
 - d. On Trello to organize. Layout was good last year.
 - e. Bookstore this year?
 - f. Healing House of Massage
 - g. Heads and Tails - Rebecca Johnson (TREE Fund)
 - h. Brad will attend ISA conference to solicit vendors at the trade show
- 11. Thursday Awards Banquet - Paul Johnson & Emily King (no report)**
 - a. Awards committee will ensure that all categories will be filled.
- 12. Wednesday Evening Social- Micah (no report)**
 - a. Past President craft beer challenge
 - b. Bridge, Dr. Pepper, Backyard or another venue?
- 13. Bookstore - John Warner no report**
 - a. Need to contact to see if ISA will assist.
- 14. Poster session/student program – Daniel Vetter (Alan Halter will assist)**
 - a. Poster Contest registration will be online. Liked posters in the lobby.
 - b. Contact students in date?
 - c. Alan Halter assist? (chaired last year)
 - d. Job table - meet with employers in exhibit hall.
 - e. Student mentoring - touch base with Ronny Nelson
- 15. Silent auction - Ginny Sills (April Rose assist) no report**
 - a. Need volunteers to assist
- 16. A/V/IT - Paul Johnson no report**
 - a. John check with WCC on upgrading their assistance to us this year.
 - b. Will bring projectors and coordinate with Kelley.

17. Swag - Kimberlii Herron no report

- a. John add checkoff on registration for donations for Heads and Tails and Auction

18. Certified Arborist Exam and CEU's - Misti Perez

- a. Needs agenda so can set CEU's (Gene).
- b. Exam will be on Friday pm in Lone Star room. Jeff Floyd will proctor.

19. TFS Scholarships - Paul Johnson no report

- a. Announce when registration opens in June?
- b. Jason will ask Paul for date

20. Friday morning business meeting – Emily King and Jason Alfaro

- a. Agenda
- b. Awards

21. Online Registration - John Giedraitis

- a. Will go up in June

22. Onsite Registration – Gene Gehring

- a. TFS will assist - Amy just had baby.
- b. Looking at new name tag system

23. EventMobi – John Giedraitis

- a. Use mobile event app and integrate into registration system
- b. [Last year's onsite app is here](#)
- c. John has contacted EventMobi to begin building this year's app

24. Evaluation – John Giedraitis

- a. On app in conference
- b. Poll after conference
- c. Tree school have paper survey to fill in at the event

25. Social media + EventMobi integration

- a. Need a chair that can work the conference on this.

26. TRAQ Renewal – Gene Gehring

- a. Skip will provide class and be a track speaker

C. Timeline and milestones - John Giedraitis

1. February the Sponsors/Exhibitors email and June announcement card mailed
2. May all speakers have registered
3. June the Conference online registration and announcement card mailed

D. Next Call Full Committee – July 9th at 2pm John will send out invitation

Notes for Track Chairs:

1. **Track Chairs:** Each track chair is responsible for filling all the speaker slots in the program (8). Thursday morning General Session is where the Keynotes speak. Keynotes are typically the heavy hitters who have a big name in the field. They can be used for Academy also or other slots so long as they don't repeat what they went over in the Academy. **Chairs need to coordinate with Academy chair about using Academy speakers in the program.**
2. **Speakers:** We will include two nights at the conference hotel, transportation costs (coach airfare or mileage reimbursement at IRS rate), and conference registration ([Travel Reimbursement Form is here](#)). The online registration acknowledgement tells the speaker that they responsible for making their own hotel and travel arrangements and reimbursement information. If speaker asks for honorarium or speaking fee, discuss with Jason – **he must approve**. **End of May is deadline for all speakers set for program. Speaker registration is here: <http://isatexas.com/events/2019-texas-tree-conference/>.** Also speaker gifts needed.



Texas Tree Climbing Competition Committee Report

6/10/19

Prepared by: Kirsten Schneider

Prepared for 6/13/19 meeting

Committee Members: Kirsten Schneider, Jim Dossett, Markus Smith

Committee Report:

- **Event Summary:**
 - a. Competitors: 42 (7 women)
 - b. Workshop: 35
 - c. Volunteers: 56
 - d. Sponsors & Exhibitors: 14 = \$16,000
 - i. 2 Premiere Sponsors (\$2500): Manitex, Davey Tree Experts
 - ii. 5 Signature Sponsors (\$1200): Brabandt Equipment, Vermeer, ALL ABOUT Equipment, Husqvarna, AP Equipment Financing
 - iii. 5 Gold Sponsors (\$800): SherrillTree, TNLA, Arborilogical, Arborjet, Branch Manager/Giant Loaders
 - iv. 2 Commercial Exhibitors (\$500): Stihl, J.L Matthews Co.
 - e. Expenses: \$-10,397.20
Revenue: \$ 23,015.00
 Net: \$ 12,617.80 TTCC & Workshop (as of 6/10/19)
 -balances remain with NATS, ITCC

Contestant	Judge 1	Judge 2	Judge 3	Judge 4	Judge 5	Average	Women's	Men's
Miguel Pastenes	295	307	215	280	257	277		1
Andrew Machuca	288	233	157	251	194	226		3
Cindy Abbott	171	134	86	173	121	142	1	
Jimmy Prichard	278	249	175	197	179	208		DQ
Keith Cooper	283	241	194	248	205	231		2
f. Star Quintero	107	83	52	106	61	83	2	

- **Need new equipment trailer – approx. \$7000**



Publicity & Outreach Committee Report

31 May 2019

Prepared by: Cody Goldman

Prepared for: 13 June 2019 Board Meeting

Publicity & Outreach 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, Instagram, and Twitter
- Promote ISAT to other organizations and tabling events
- Promote ISAT Chapter events
- Increase membership

Committee Members: Cody Goldman (Social Media), Rebecca Johnson (Newsletter), Priscilla Files (Outreach), April Rose (Outreach), Star Quintero, Evan Anderson, John Giedraitis, Paul Johnson, Matthew Simmons,

Committee Report:

1. FYI Items
 - a. 2019 Events represented
 - i. Houston Area Urban Forestry Council
 - ii. Winter Tree Fest (Austin)
 - iii. University Landscape Managers Association (Fredericksburg)
 - iv. North Central Texas Urban Forestry Council (Grand Prairie)
 - v. Earth Day ATX (Austin)
 - vi. ASLA Texas Chapter (Irving)
 - vii. Texas Tree Climbing Championship & Arborfair (Georgetown)
 - b. 2019 upcoming events
 - i. TNLA (August)
 - ii. Texas Tree Conference (September)
 - iii. Houston Urban Tree Conference (November)
 - c. **INNOVATION GOAL E.02: PARTNER WITH OTHER ALLIED INDUSTRIES TO SUPPORT EVENTS**
 - i. Tabling Event Audience
 1. 2019 will have goal of industry related events (vs. public facing)
 2. Only public facing when local municipalities or non-profits can assist with ISA branding and tabling
 3. Map being developed showing what areas we have municipal and non-profit support for public facing events
 - d. **INNOVATION GOAL G.10: DEVELOP A VOLUNTEER MANAGEMENT SYSTEM INCLUDING VOLUNTEER COORDINATOR POSITION DESCRIPTION, RECRUITING AND RETENTION PROCESS, AND A VOLUNTEER MANAGEMENT MANUAL and INNOVATION GOAL M.08 PLAN FOR ADDITIONAL MEMBER OUTREACH**

- i. Working on document within GOOGLE DRIVE that will include description of work and manual for volunteers as well as tabling event calendar
 - ii. Full on volunteer management position and program (piloted at Texas Tree Climbing Championship & Arborfair)
 - iii. In conjunction with a map that shows needs in different areas and potential volunteers
 - e. **INNOVATION GOAL P.07: EXPLORE HOW TO PROMOTE/LEVERAGE TTCC**
 - i. Publicizing - work with professional public relations companies as well as partnering and similar interested parties (non-profits, etc.)
 - f. Events can go through Cody Goldman to be posted on Social Media to decrease issues with crossing platforms
 - i. Look to show Gene how-to's moving forward (still ongoing)
2. Progress made since last board meeting
 - a. INNOVATION GOAL P.06: Host Arborfair (OCCURRED with great feedback for next year)
 - b. Social Media Posts
 - i. began paying for boosting of posts
 1. boosted for 2 weeks (\$100.00) and reached 7,907 people
 - ii. Social media contests
 1. Photo contest had 50 posts that tagged and credited ISAT
 - iii. Followers: up from 650 to 724 (trying to reach 1000 by 2020)
 1. 2nd largest single state following in the country
 - iv. Second tabling set purchased (stored in Austin currently)
 1. Canopy, 6' and 8' Tablecloth, 8' Feather Flags, Indoor Roll up sign
 3. Work planned between now and next board meeting
 - a. Continue working on Innovation Objectives described above
 - b. Seek more possibilities for tabling at industry related events
 4. Action items
 - a. **INNOVATION GOAL M.03: COORDINATE ANNUAL DAY OF SERVICE OPPORTUNITY FOR MEMBERS**
 - i. Develop volunteer management system first (just piloted at Arborfair)
 - ii. Think this will require a entirely new committee with P&O committee support for spreading word and increasing interest in



Newsletter Report

June 3, 2019

Prepared by: Rebecca Johnson

Prepared for June 13, 2019 Regular Board Meeting

Newsletter Mission: Newsletter Mission: To produce a print newsletter 6 times per year with educational and news content

Committee Goals:

- Newsletter goes out by the 1st of the month, every other month
- Solicit articles from a wide variety of folks
- Provide educational content in each issue

Committee Members:

Rebecca Johnson - Editor

Kymerli Herron

Cody Goldman

TBD – Associate Editor

Committee Report:

1. As of May 30, our Associate Editor has resigned. I am working with John to prepare and release an RFP/RFQ for another Associate Editor.
 - a. Associate Editors must:
 - i. Have access to in-design or similar software (in-design is preferred)
 - ii. Have experience with preparing a professional looking newsletter
 - iii. Be able to access google drive, and
 - iv. Work to tight deadlines
2. After much discussion about the deadlines of the newsletter, I put together this timeline showing what the deadline is based upon:
 - a. Publication date - 1st of the month (P)
 - b. Contribution deadline - 12th of the month prior (P minus 19 days)
 - c. Editing deadline - 18th of the month (P minus 13 days)
 - d. 1st draft - 20th of the month (P minus 11 days)
 - e. 2nd draft - 21st of the month (P minus 10 days)
 - f. To publisher 24th of the month (P minus 7 days)
 - g. Printing, drying, binding and mailing takes 6 days for the publisher
 - h. You'll note that that there's not a lot of free time in there, committee members have to be available on short notice for proofreading.
3. If we have not hired an associate editor by July 12, we have a couple of potential volunteers ready to step in.



RESEARCH & SCHOLARSHIPS

2019-06-01

Prepared by: Ronny Nelson

Prepared for 2019-06-13

Research & Scholarship Mission: The research and scholarship committees is working to connect and contribute to relevant research for Texas Arboriculture while connecting with our local universities and mentoring our next generation arborist.

Committee Members:

- 1.) Ronny Nelson
- 2.) Evan Anderson

Committee Report:

1. The [Annual Work Plan goals](#) for this committee are: [List each goal and provide a status update]
 - a. Recruit New Members to Committee
 - i. Evan Anderson
 - b. Research Donation: Identify current and local research that is relevant to Texas Arboriculture.
 - i. Tree Fund - \$5,000 donated to research.
 - c. Student Scholarships - \$5,000 budgeted.
 - i. SFASU - \$3,000 donated at SFASU Scholarship Banquet. Ronny represented ISAT.
 1. Dale Mann
 2. Rachel Murry
 - ii. TAMU - \$2,000 donated at TAMU Scholarship Banquet. John G. represented ISAT.
 - d. Texas Tree Conference (TTC)
 - i. Poster Boards
 1. Created an updated version of the criteria. Will review with committee members and send to SFASU and TAMU.
 2. Working on sending this out on the next Email Blast and Facebook Post to get more contribution from professional arborist.
 - ii. Scholarships & Volunteers
 1. Working with Hans Williams (SFA) to determine how many students they will be bringing.
 2. Will reach out to Courtney Blevins (TCC) to determine how many student they will be bringing.
 3. Creating a list of volunteer roles for the TTC.
 4. Will provide a code for scholarships to the TTC. Budget is \$2,000 for student scholarships to the TTC.
 5. Scheduling the a Student Roundup at the Wednesday Night Social.
 - iii. Mentoring Program
 1. Working on a list of potential Student Liaisons for this years students.
 2. Creating a job description for the Student Liaisons.

3. Recruit 6-8 veteran arborist in different areas of arboriculture.
4. Scheduling this after TREE FUND Fundraiser.
- iv. TREE FUND Fundraiser (TFF)
 1. Fundraiser – Work with Gene Gehring to develop structure for Tree Fund Fundraiser.
 2. Discussing plan for new game or method for Tree Fund Fundraiser. Possibly changing to a raffle or game on the conference app.
2. Progress made since last board meeting
 - a. Attended scholarship banquets for SFA and TAMU.
 - i. Provided thank you letters to ISAT Newsletter Editor.
 - b. Recruited 1 new committee member (Evan Anderson)
 - c. Updated Poster Board Session – Registration Sheet
3. Work planned between now and next board meeting
 - a. Working on plan for TREE FUND fundraiser.
 - b. Send email blast and social media post about Poster Session.
 - c. Connect with SFASU and TAMU to discuss future opportunities and submitting research to Tree Fund.
 - d. Recruit student liaisons for mentoring program.
4. Action items:
 - a. Tree Fund – Texas Tree Conference Fundraiser
 - i. Would the board be open to allow a new game or method for raising money for the Tree Fund? Some suggestions were made like a raffle, trivia pay to play and win on the conference app, or other game that could start the donations earlier and ultimately increase the revenue stream.

Advocacy report
June 2019

The session concluded on Memorial Day. The Governor can by right call a special session and that is tbd. One of the bills of most significance to the urban forest is the passage of SB2. This bill limits municipal tax rates and will likely have a meaningful impact on municipal budgets including reducing funding for urban forestry matters.

My apologies for the brevity.

Keith Mars
Community Tree Preservation Division Manager
Development Services Department
505 Barton Springs Road, 5th Floor
Austin, TX 78704
Phone: (512) 974-2755
<http://austintexas.gov/department/city-arborist>



Executive Committee Report

6/13/19

Prepared by: Emily King

Prepared for June 2019 BOD meeting

Executive Committee Purpose: Fulfill Chapter bylaws (section XII). “Executive Committee shall be responsible for the day-to-day operations of the Chapter, operating in accord with policy established by the Board of Directors.”

Strategic Plan Annual Goals for committee:

Governance G.01 Develop a succession management plan for all EC, Director, and Committee Chair positions, as well as future ISAT staff.

Committee Members:

Past president: Micah Pace

President: Emily King

President-elect: Jason Alfaro

Vice president: AJ Thibodeaux

Editor: Rebecca Johnson

Treasurer: Greg David

Executive director: John Giedraitis

Committee Report:

1. Things to know about this committee:
 - a. Monthly conference calls are held
 - b. Daily to weekly check-ins with members occur
 - c. We monitor committee work, events, and daily tasks

2. Progress made since last board meeting:
 - a. Completed contract review with Acorn Arbor
 - b. Entered into a new contract for professional services with Acorn Arbor
 - c. Planning for nominations/elections

3. Work planned between now and next board meeting:
 - a. Open nominations for board positions
 - b. Acorn Arbor expects to recruit Member Services Specialist
 - c. Updates to membership on Work Plan progress made - communicate this at the business meeting at the conference

4. Action items: none at this time



Nominations/Elections Committee

May 30, 2019

Prepared by: Micah Pace

Prepared for June 13, 2019

Nominations/Elections Committee Mission: To promote and organize the nominations and election process for the Board of Directors, including officer positions, for ISAT. To develop and present the slate of candidates to the BoD for review and vote. To present the final/approved slate of candidates to the membership for official vote.

Committee Members: Micah Pace

Committee Report:

1. The [Annual Work Plan goals](#) for this committee are:
There are no specific annual work plan goals pertaining to N/E Committee. However, Goals G.01 (successional planning) and G.03 (position descriptions) do apply. Procuring quality candidates will be easier if we have clear position descriptions available for all members. The long-term success of ISAT is dependent on good succession within the Board of Directors.
2. [Nomination Form](#) was updated and the Call for Nominations went out and is open until July 26th.
3. The Slate of nominees is under development. The following positions will be listed on the voting ballot for 2019: President-elect, Vice-President, Treasurer, Editor, and (1) seat ("Commercial" Arboriculture) on the BoD.
4. Elections will be posted and held in August.



Treasurer's Report / Finance

May 31, 2019

Prepared by: Greg David

Prepared for: June 13, 2019

Treasurer's responsibility and goals: keeping a hand on the financial tiller of the Chapter. Duties include the administration of the fiscal and financial policies of the Chapter; supervision of corporate financial records; oversight of financial accounts and the fiscal management of Chapter monies; and the preparation of required financial documentation.

Treasurer's Report:

1. ISA-Texas currently remains on a sound financial footing, with roughly \$268,000 in cash, CD's, mutual funds, and government securities on-hand as of May 31, 2019.
2. Our \$20,000 Treasury Direct 13-week test-investment matures on June 20th, 2019. If all goes well with payment and settlement of funds, then I anticipate that we will want to slowly move additional monies over to this investment vehicle as CD's mature and as cash-flows dictate.
3. I have reviewed Texas Chapter checks and disbursements from January through May of 2019, and all seem to be proper and in order.
4. Recommend that we liquidate our \$34,000 investment in the Federated Government Income Securities mutual fund and invest this money elsewhere (probably Treasury Direct).

ISAT
Profit & Loss
 January through May 2019

	Jan - May 19
Ordinary Income/Expense	
Income	
Online Learning Revenue Share	722.00
Scholarship Donation	100.00
Advertising	
Advertising - website	300.00
Advertising Newsletter	4,640.00
Oak Wilt Vendors	2,200.00
Total Advertising	7,140.00
Certification	
Recertification	11,214.00
Certification Exams	10,108.00
Total Certification	21,322.00
Conference	
Exhibitors	
Sponsors	5,000.00
Exhibitors - Other	600.00
Total Exhibitors	5,600.00
Total Conference	5,600.00
Membership	31,870.00
Misc.	90.53
Publication Sales	330.00
TTCC & Workshop	
Exhibitors	13,025.00
Registrations (climbing)	3,465.00
Registrations (for workshop)	4,025.00
Sponsors	2,500.00
Total TTCC & Workshop	23,015.00
Workshops	
2019 Crane Workshop	3,045.00
2019 TRAQ Renewal April	2,475.00
2019 TRAQ Course April	13,200.00
TAMU Diagnosis Workshp	6,045.00
2019 GIS Workshops	2,925.00
Wildfire Risk Qualification	10,020.00
Womens Climbing Workshop	2,250.00
Bilingual Tree Worker Workshop	16,016.00
Oak Wilt ID and Mgnt Workshop	15,100.00
Total Workshops	71,076.00
Total Income	161,265.53
Gross Profit	161,265.53
Expense	
Office Supplies	811.91
Association Management Services	
Assoc. Mgnt. Services Expenses	2,057.09
Association Management Services - Other	50,741.00
Total Association Management Services	52,798.09
Research	5,000.00
Accountant	760.00
Board Expenses	975.20
Certification Expenses	379.50
Conference Expenses	
Waco Convention Center	1,000.00
Total Conference Expenses	1,000.00

ISAT
Profit & Loss
January through May 2019

	<u>Jan - May 19</u>
Fees	
Credit Card Fees	2,921.26
Total Fees	2,921.26
Insurance	1,984.00
Member Services	100.00
Newsletter Expenses	9,456.48
Officer Travel	889.01
Publication Purchases	549.08
Publicity	3,275.89
Scholarships	5,000.00
Special Projects	500.00
TTCC and Workshop	
Arbor Fair	406.25
Inter. Climbing Competition	500.00
TTCC and Workshop - Other	8,074.40
Total TTCC and Workshop	8,980.65
Web Site	403.23
Workshop Expenses	
2019 Crane Workshop	2,084.05
2019 TRAQ Renewal April	454.59
2019 TRAQ Course April	9,326.81
TAMU Diagnosis Workshop	1,102.31
2019 GIS Workshops	4,064.19
2018 TRAQ Renewal	1,170.00
Wildfire Risk Qual Expenses	4,154.88
Womens Climbing Workshop	822.18
Bilingual Tree Worker Workshop	305.96
Oak Wilt ID and Mgnt Workshop	3,187.72
Total Workshop Expenses	26,672.69
Total Expense	122,456.99
Net Ordinary Income	38,808.54
Net Income	<u><u>38,808.54</u></u>

ISAT
Balance Sheet
As of May 31, 2019

	<u>May 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
Wells Fargo	111,765.24
Total Checking/Savings	<u>111,765.24</u>
Other Current Assets	
Treasury Direct	19,878.16
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	<u>154,961.41</u>
Total Current Assets	266,726.65
Fixed Assets	
Accumulated Depreciaton	-587.00
Office Equipment	604.03
Total Fixed Assets	<u>17.03</u>
TOTAL ASSETS	<u><u>266,743.68</u></u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	227,935.14
Net Income	38,808.54
Total Equity	<u>266,743.68</u>
TOTAL LIABILITIES & EQUITY	<u><u>266,743.68</u></u>



Regional Plant Appraisal Committee (RPAC) Report

May 30, 2019

Prepared by: Micah Pace, Chair

Prepared for June 13th BoD 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 of the Supplement.
- 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. The [Annual Work Plan goals](#) for this committee are:
There are no specific annual work plan goals for 2019 that directly pertain to RPAC. However, providing proper education on tree appraisals in general and on the new 10th Edition of the Guide specifically do relate to ISAT's educational mission. ISAT BoD will need to discuss how to approach the new TPAQ training and when would be best to explore hosting this specialized training.
2. Summary of Committee Work 2018-2019:
 - Committee meetings and call dates include Nov 13th, 2018 (in Waco), conference calls on Dec 19, 2018 and Jan 21, 2019, and meeting on March 8th, 2019 (in Austin), plus multiple other communications via email since November 2018.
 - Committee is struggling with the actual role for RPACs within the framework of the 10th Edition of the Appraisal Guide.
 - RPAC developed a list of categories for the "Functional" and "Biological/Genetic" Limitation Factors.
 - RPAC updated the Supplement document for continued use with the 9th Edition of the Guide.
 - RPAC developed a list of questions to send to CTLA/ASCA for clarity on RPAC's role.
 - Further discussion on Unit Cost update, Species Ratings update, and possible use of regional sub-groups is likely.
 - Planned completion for revision of the Texas Supplement to the Guide of Plant Appraisal to conform with new 10th Edition was set for June 2019 but date is now open-ended.
 - RPAC is awaiting reissuance of the 10th Edition of the Guide to Plant Appraisal to see what changes will be made that may provide better defined role for RPAC.



Certification Liaison

May 29, 2019

Prepared by: Misti Perez

Prepared for June 13, 2019

Certification Liaison Mission: Provides information and support to those interested in becoming certified arborists in the state of Texas. Schedules exams for becoming certified arborists. Creates CEUs for events, workshops and symposiums in the state of Texas.

Committee Members: Misti Perez

Committee Report:

Certified Arborists 1223

Board Certified Master Arborist 43

Municipal Arborist 57

Utility Arborist 102

Certified Tree Worker Climber Specialist 29

Certified Tree Worker Aerial Lift Specialist 7

1. The [Annual Work Plan goals](#) for this committee are:
Hold approximately 8 Exams per year in the state of Texas, continue to award CEUs to events as requested. Answer daily phone calls and emails regarding exams, certification and CEUs.
2. We have branched out the Certified Tree Worker program to Dallas. There is an exam scheduled for June 27 for the first time in Texas, outside of Austin.
3. There is an exam scheduled for September 29 in Waco and one in Fort Worth on November 29, most likely San Antonio will have another in fall and possibly Austin as well.



TREE Fund Liaison Report

June 3, 2019

Prepared by Rebecca Johnson

Prepared for June 13 BOD meeting

TREE Fund Liaison Mission: to promote the TREE Fund to ISA Texas chapter members

Committee Goals:

- Facilitate effective communications and coordination between ISA Texas and TREE Fund;
- Collaboratively develop strategies to promote TREE Fund's interests within the ISA Texas;
- Assist the TREE Fund Development Committee and President/CEO with identifying and soliciting potential funding sources and donors within ISA Texas;
- Foster and encourage strategic alliances with other stakeholder groups within ISA Texas to enlist support of the TREE Fund; and
- Support TREE Fund visits to ISA Texas events throughout the year, to include making requested arrangements for trade show booth space and opportunities for the President/CEO or his or her designee to make regular presentations to Chapter members and Boards.

Committee Members: Rebecca Johnson

Committee Report:

1. ISA Texas will sponsor Neville Mann as a rider in the Tour des Trees this year. Please share his fundraising page with your contacts - <http://bit.ly/TXTdT2019> as he's less than halfway to his goal and is stalled out.
2. John issued the check for our annual contribution
3. I'm working with the TREE Fund folks to figure out how to raise money at our annual conference.
4. A new slide show about the TREE Fund was prepared for presenting at conferences etc - <https://treefund.org/wp-content/uploads/2019/04/Chapter-Slide-Presentation-2019-1.pptx>



(CoR) Committee Report

June 3, 2019

Prepared by: Oscar Mestas

Prepared for (June 13, 2019)

[CoR] Mission:

Act as a liaison between ISA and the component group bringing all pertinent information to the CoR and returning all pertinent information back to the component group.

Committee Members: Oscar S. Mestas

Committee Report:

1. The [Annual Work Plan goals](#) for this committee are:
 - a. Goal 1 – Attend Annual CoR business meeting, Knoxville TN.
 - b. Cor Action Items (see attachments)
2. Progress made since last board meeting: Participated in April CoR conference call.
3. Action items: Concerns or items ISAT wants me to convey at the Knoxville meeting????

Date: May 23, 2019

Dear Council of Representatives members,

On behalf of the International Society of Arboriculture (ISA) Board of Directors, I would like to thank you for your proposed language change to the ISA By-Laws. The Council of Representatives (COR) took a vote at the August 8, 2018, meeting to recommend to the ISA Board of Directors to reinstate the language "culture of safety" into the ISA mission statement.

The Board of Directors discussed this request at our meeting on May 13, 2019. After research and discussion, the ISA Board has concluded that the "culture of safety" language has never been part of the ISA mission statement. It may be a part of some ISA chapter mission statements, as well as an important part of the ISA ends statements and organization values.

We will add this recommendation to the list of potential ISA bylaw amendments that will be discussed the next time the Board reviews the organization's governing, currently set for March 2020.

Please direct any questions to Dana Karcher, ISA Board of Directors' Governance Committee Chairperson.

Sincerely,



Pedro Mendes Castro, President

ISA Board of Directors

**International Society of Arboriculture
ISA Council of Representatives
Policy and Procedure Statement**

Subject: ISA Council of Representatives

ISA's Mission Statement: Through research, technology, and education, the International Society of Arboriculture promotes the professional practice of arboriculture and fosters a greater worldwide awareness of the benefits of trees.

I. ISA Council of Representatives (CoR) Description

The ISA Council of Representatives (CoR) is an integral part of the governance of ISA, as described in the bylaws. The CoR is composed of one voting CoR Member from: each ISA Chapter and Professional Affiliate. In addition, the Council shall include non-voting, *ex officio*, Council Members elected or appointed by: ISA Associate Organizations (AO); the Tree Research and Education Endowment (TREE) Fund Board; and, other groups designated by the Council. All CoR Members must be ISA Professional, Life or Senior Members.

The CoR Mission Statement is:

To support the Mission of the ISA by facilitating cooperation and collaboration among the ISA components and the ISA Board of Directors.

II. The CoR Functions and Duties are to Establish and Administer:

- a. An appropriate forum for collaboration and cooperation between ISA component organizations.
- b. Processes and activities that foster the free exchange of ideas and information among the Component organizations and the membership.
- c. Organizational policies and procedures necessary for the effective functioning of the Council.
- d. Procedures for the development and approval of proposals and recommendations to the Board of Directors concerning ISA policies, activities, and other matters of organizational interest.
- e. Recommendations for educational, safety and similar programs of benefit to the membership and the Society.
- f. Policies concerning recommendations related to Bylaws amendments.
- g. Policies confirming or modifying the name of the Council, the component body of the Society.
- h. A process for an annual Vote of CoR-elected directors to the ISA Board including nominations of candidates.
- i. Special committees or task forces as necessary for the effective functioning of the CoR.

III. Communication to the CoR from ISA Board and Staff

- a. ISA update report at CoR annual meeting.
- b. CoR will continue to act as a resource for Board of Directors at the annual meeting (dialog discussions, etc.).

- c. An annual report from the Board to the CoR, at the CoR annual meeting.
- d. All electronic newsletters, including but not limited to Component Connections, ISA Today
- e. A member of the CoR Executive Committee is an invited guest to all ISA Board meetings.
- f. The Board will communicate key issues to be considered by the CoR.
- g. CoR members will have access to Board minutes.
- h. Response to Council's issues in a timely manner.

IV. Communication to ISA Board and Staff from the CoR

- a. A quarterly CoR Report will be provided for board meetings and may include:
 - i. Key issues, projects and committee reports
 - ii. Policy and/or strategy recommendations
 - iii. Significant component concerns for Board action
 - iv. Recommended bylaw changes/revisions
 - v. Resolutions to the ISA Board
 - vi. Minutes of Council meetings
- b. CoR will respond to key issues presented by the Board.
- c. CoR will make recommendations as needed to the Board when an issue rises to the level of needing timely action to be presented to the Board.
- d. CoR resolution to the ISA Board will have a higher priority level and will require a 2/3rds vote by those present and voting, providing a quorum has been achieved. (A resolution is anything brought to the CoR's attention that is deemed to be of an urgent and serious nature which requires a quick response from the Board.) CoR requests that any such resolution be formally addressed by the board within 30 days of receipt.
- e. Request presentation during a Board executive session to present any issue that is of significant concern of the CoR.

V. CoR Participation

- a. ISA will facilitate regular opportunities for the exchange of relevant information such as conference calls, an annual meeting, surveys, etc. for the Council of Representatives. Components should have representation in a minimum of 75% of each of these communications efforts. The CoR representative or Component representative will advise ISA should they have scheduling conflicts where they are unable to make scheduled calls or meetings. It is the responsibility of the Component to make every effort to find an alternate member to participate in the conference call, survey or meeting should the CoR Representative be unable to do so.
- b. CoR members are encouraged to serve on non-Board committees and/or task forces.

VI. CoR Election and Terms

- a. CoR Members shall be elected or appointed by their component to a suggested three (3) year term of office on the CoR, pursuant to appropriate policies and rules adopted by the Component. Each CoR Member shall be an ISA voting Member in good standing, and otherwise qualified to serve on the CoR. It is strongly recommended that the CoR Member have prior experience on their component board.

- b. An Alternate Member may be selected by each component to serve on the CoR in the event of, and during, the unavailability or incapacity of the Council member for CoR meetings, or other specific CoR activity. The component should provide written notice to the CoR Chair of the Alternate Member's participation at least ten (10) business days before a CoR meeting whenever possible.

During active service on the CoR, an Alternate Member shall have all of the rights and responsibilities of the CoR Member. However, such rights and responsibilities will apply only during the time that the regular CoR Member is unavailable for service. Alternate Members may attend and view any other open for meeting, but may not participate actively as a Member. Each Alternate CoR Member will receive all information and materials distributed to the Council. In order to prepare for CoR service, each Alternate Member will review CoR information in a timely manner prior to CoR meetings.

VII. CoR Executive Committee (EC) Officers

- a. The CoR shall elect five (5) Officers from among the current, voting CoR Members. The CoR Officers shall include a Chair, and four Vice Chairs, one of which will be Secretary designate, this will constitute the Executive Committee. The Chair shall serve as the primary CoR Officer. Each officer will be elected for a two year term with no more than two consecutive terms.

Minimum requirements and criteria for officer positions include:

- Must be a CoR member whose appointment will cover the term of office.
 - Has experience in a leadership position at the component level.
 - Has adequate and dedicated time available to spend on CoR executive business and be timely and responsive.
 - Has professional work experience in arboriculture or related field.
 - Has experience and expertise or other relevant experience.
- b. The role of the CoR Executive Committee is to facilitate communication among CoR members, poll CoR members, divide duties, appoint sub-committees for special projects on an as-needed basis, prepare for meetings, and make decisions regarding CoR issues between scheduled meetings. The CoR Executive Committee will meet as needed.
 - c. Election will be held during the CoR annual meeting which is held in conjunction with the ISA annual conference. An exception could be an electronic election following the annual meeting but prior to October 31.
 - d. Nominations shall be requested from CoR members and closed one month prior to the election. This allows time for verification of qualifications and acceptance of the position. Self-nominations are also encouraged.
 - e. Vice-Chair positions will be voted on as a group with the top three being elected.
 - f. CoR Chair position will be voted on by CoR as a group with the top vote elected.
 - g. Nominees will be evaluated by the CoR Nominations and Elections Committee on above criteria including phone interview, if deemed necessary.
 - h. Nominees will be individually contacted by the CoR Nominations and Elections Committee to determine their willingness to serve.

- i. Written ballots for each position will be available at the annual meeting complete with names of all qualified candidates. The alternative voting method will be via a secure electronic system.

VIII. CoR Meetings

- a. The CoR shall meet at least one time each calendar year.
- b. The annual CoR meeting shall be held in conjunction with the ISA Annual International Conference and Tradeshow.
- c. The CoR, shall meet at least one time each calendar year with the ISA Board of Directors at the ISA Annual Conference in order to consult with and advise the Board regarding matters of organizational importance.
- d. The CoR may meet via conference calls or other electronic communications methods as needed. A minimum of forty-eight (48) hours advance notice of such meetings will be given to each CoR Member.
- e. A quorum for a meeting will be a majority of the voting members of the CoR.

IX. CoR Finances

- a. CoR EC will submit yearly budgetary recommendations by May 1st to the ISA Board of Directors to include but not limited to:
 - i. Annual meeting facility usage, food and audio visual.
 - ii. Travel funding for one CoR EC member attending ISA Board meetings, other than the Board meeting held in conjunction with the ISA Annual International Conference and Tradeshow.
 - iii. Additional funding for CoR projects.
- b. CoR EC, working with the CoR will prepare a budget request for submission to the ISA Board for approval on an annual basis.

X. CoR Member Duties:

- a. Act as a liaison between ISA and the component group bringing all pertinent information to the CoR and returning all pertinent information back to the component group.
- b. Know and understand all policy and procedures published by ISA.
- c. Submit agenda items and reports in advance of the meeting by the designated deadline (this allows for everyone to prepare for discussion and action).
- d. Recognize that their responsibility is to represent their own component and other components as a whole.
- e. Participate on CoR and ISA committees as requested.
- f. Prepare for and participate in CoR meetings throughout the year.
- g. Annually sign ISA Conflict of Interest and Fiduciary Duty form (CPP0206A).

XI. Standing and Special Committees/Task Forces.

The initial standing committees established by the CoR with the Chair and Members appointed by the CoR Chair will be:

- a. Nominations and Elections Committee
- b. Special committees and task forces may be established by action of the Council, at which time they will include a committee charge and term of existence.