



Present:

|                              |                           |                                |
|------------------------------|---------------------------|--------------------------------|
| A.J. Thibodeaux, President   | Priscilla Files, Director | Jesse Neumann, Cert. Liaison   |
| Jason Alfaro, Past President | Ronny Nelson, Director    | John Giedraitis, ISAT Exec Dir |
| Mark Bird, President-Elect   | Star Quintero, Director   | Misti Perez, Mem Servs Spec    |
| Rebecca Johnson, Vice Pres   | Gary O'Neil, Director     | James Theiss, TNLA Rep         |
| Heather McKnight, Editor     | Rachel McGregor, Director | Gretchen Riley, TFS            |
| Neil Manich, Treasurer       | Beth Corbin, Director     |                                |
| Kirsten Schneider, Director  | Haywood Morgan, Director  |                                |

Absent:

|                           |                     |
|---------------------------|---------------------|
| Oscar Mestas, COR Liaison | Amy Heath, Director |
|---------------------------|---------------------|

I. Call to order

- a. President Thibodeaux called to order the ISAT Board of Directors at 10:09 AM on June 17, 2021. A quorum was declared present.

II. Approval of minutes

- a. **A motion was made by Alfaro to accept the March 11, 2021, Board meeting minutes. Files seconded, and the motion passed. (p. 3)**

III. Executive Director Report

- a. Giedraitis reported that the COVID-19 pandemic is still affecting operations but that with the widespread adoption of vaccinations and the decline in the number of infections, the Chapter has moved back to in-person ISAT events, and they are well attended. He noted that several online events including the five-part Introduction to Entomology for Arborists and the Freeze Damage Expert Panel webinars were well attended and profitable and these and other recorded events are available for sale on the webinar page of the ISAT website. He also presented a Quick Stats overview chart that showed that email openings and clicks increased in the past year and that ISAT now has over 5,500 email contacts. (p. 6)

IV. Committee Reports

a. Educational Events Committee

- i. Johnson reported that there have been several virtual and in-person events since the last meeting. She also noted that she has formed a committee that is meeting regularly. (p. 7)

b. Texas Tree Conference

- i. Bird noted that the committee has had regular meetings and is on track to hold the event. The Waco Convention Center is now open at 100% capacity and ISAT has signed contracts for 2021-2023 for the Hilton and Courtyard hotels and is negotiating with the Waco Convention Center for the same period. (p. 10)

c. Texas Tree Climbing Championship

- i. Schneider reported that the event scheduled for May was cancelled and that the committee was requesting that this year's event be held in conjunction with the Texas Tree Conference. Thibodeaux noted that the Texas Tree Conference committee and the Texas Tree Climbing Championship committee would need to work together to ensure the success of both events. **A motion was made by McGregor to approve holding a climbing event in conjunction with the 2021 Texas Tree Conference. Manich seconded, and the motion passed. (p. 12)**

d. Member Services

- i. **Newsletter.** McKnight reviewed the publication schedule and noted that she would like each committee to get her one article per year. (p. 14)

- ii. **Digital and Social Media.** McGregor reported that the Texas Tree Showdown contest added new followers. (p. 16)
  - iii. **Membership.** Files noted that there are 1,089 ISAT members. She also reported that the Three-Year Membership plan to increase, retain and involve members is being implemented and the ArborChats for interest groups are continuing. She also updated the Board on the new Brand Ambassador program. (p. 17)
  - iv. **Outreach.** Burkett reported that work is in progress to have a booth at the TNLA Expo this year. (p. 20)
  - v. **Credential/Certification.** Neumann reported that there are three more exams this year and that there are now 1341 Certified Arborists, 10 exam proctors, 16 CTW CS evaluators and 6 CTW AS evaluators. He also noted that the committee is in the process of restarting the Certified Tree Worker exams in Dallas and Austin. He noted that ISA has granted extensions for credential deadlines due to the pandemic. (p. 24)
- e. **Students and Scholarships**
  - i. Nelson reported that a total of \$3,000 has been granted to Stephen F. Austin State University and \$1,000 to Texas A&M University and that he is currently in communication with Dr. Williams on a program for SFA students at the Texas Tree Conference. (p. 27)
- f. **Advocacy**
  - i. No report
- g. **Executive**
  - i. **Governance.** Thibodeaux noted that the Executive Committee meets monthly via the internet. He also reported that the professional services contract with Acorn Arbor Services was reviewed and extended for an additional year. He also noted that nine committee chair job descriptions have been updated and are filed in the ISAT Google Drive. He also reported that the committee plans on looking at developing a succession management plan. (p. 29)
  - ii. **Nominations and Elections.** Alfaro noted that three Director seats in addition to both Liaisons will be up for election in 2021. He reported that the draft nomination form is done and will be sent out soon with a due date of late July. (p. 32)
  - iii. **Treasurer.** Manich reported on the year to date financial statements. He noted that the Chapter remains on sound financial footing with roughly \$261,000 in cash and treasury securities and that the 2020 federal tax forms have been submitted. (p. 33)
- h. **Liaison**
  - i. **Council of Representatives.** No report
  - ii. **TREE Fund Liaison.** Giedraitis reported that the Tour de Trees registration ends on June 25th. He also noted that ISAT has made a \$2,000 donation to the TREE Fund this year. (p. 36)
  - iii. **TNLA Liaison.** James Theiss reported that he is no longer a TNLA employee. He gave an update on legislative items from the recent session. (p. 37)
- i. **Working Groups**
  - i. **Texas Regional Plant Appraisal Committee.** Thibodeaux presented a report by Micah Pace. (p. 39)
- V. **Texas A&M Forest Service Update**
  - a. Riley noted that she has taken over from Paul Johnson as the TFS Urban and Community Forestry Manager. She updated the Board on the status of the Wildfire Risk Reduction Qualification expansion to other states/ISA Chapters and also noted that TFS will be expanding its urban tree improvement program. (p. 40)
- VI. **Old Business**
  - a. None
- VII. **New Business**
  - a. ISAT Bylaw Revision. **A motion was made by O'Neil to accept the May 7, 2021, bylaws revisions as presented to the Board. Manich seconded, and the motion passed.** (p. 41)
- VIII. Meeting adjourned at 2:19 PM
- IX. Next meeting on October 1, 2021, at the Texas Tree Conference in Waco

Minutes submitted by Giedraitis



Present:

A.J. Thibodeaux, President  
Jason Alfaro, Past President  
Mark Bird, President-Elect  
Rebecca Johnson, Vice Pres  
Heather McKnight, Editor  
Neil Manich, Treasurer  
Kirsten Schneider, Director

Priscilla Files, Director  
Ronny Nelson, Director  
Star Quintero, Director  
Gary O'Neil, Director  
Rachel McGregor, Director  
Amy Heath, Director  
Haywood Morgan, Director

Beth Corbin, Director  
Oscar Mestas, COR Liaison  
Jesse Neumann, Cert. Liaison  
John Giedraitis, ISAT Exec Dir  
Misti Perez, Mem Servs Spec  
James Theiss, TNLA  
Paul Johnson, TFS, ISA

Absent:

Mark Bird

**I. Call to order**

- a. President Thibodeaux called to order the ISAT Board of Directors at 10:00 AM on March 11, 2021. A quorum was declared present.

**II. Approval of minutes**

- a. **A motion was made by Manich to accept the November 19, 2020 Board meeting minutes. Schneider seconded, and the motion passed.** (p. 4)

**III. Executive Director Report**

- a. Giedraitis reported that the COVID-19 pandemic is still affecting operations. He noted that the Texas Tree Conference in Waco was cancelled since the Waco Convention Center could not confirm hosting the event. He also noted that ISAT held a successful virtual Texas Tree Conference online in October and November. He also presented a Quick Stats overview chart and noted that other Quick Stat slides are discussed as part of the committee reports. (p. 6)

**IV. Committee Reports**

**a. Educational Events Committee**

- i. Johnson reported on the 2021 event schedule including virtual events such as the five session Introduction to Entomology for Arborists. She noted that statewide COVID restrictions are lifting. There was some discussion on COVID-19 meeting restrictions for live events. The Board agreed that ISA events such as TRAQ, Certification Exams and the Climbing comp would be run under the more restrictive ISA guidelines. For ISAT events, the Committee will consult with the Executive Committee at the monthly meeting. (p. 7)

**b. Texas Tree Conference**

- i. Giedraitis noted that ISAT is planning on hosting both a live and virtual conference in Waco at the end of September. He reported that the Convention Center will not require a contract until just before the event and the dates have been saved for the next three years for ISAT. The program committee is meeting, and the Academy and program tracks are shaping up. The Board agreed that the Committee will use the June 1 Convention Center guidelines for determining the scope of the event.

**c. Texas Tree Climbing Championship**

- i. Schneider reported that the committee is deciding on where and when to host the event in 2021. Markus Smith will Chair but Jim Dossett is not available to assist as Head Judge. Tentative dates are May 21-22, 2021. (p. 11)

**d. Member Services**

- i. **Newsletter.** McKnight reported that she is working with Johnson to review associate editor contract proposals. She noted that the contract should be in place for the June edition. (p. 12)

- ii. **Digital and Social Media.** McGregor reported that followers are increasing and there are now regular twice a week posting. The Texas Tree Showdown will be done again this year to boost social media interest. (p. 15)
    - iii. **Membership.** Files noted that there are 1,029 ISAT members. She also reported that the Three-Year Membership plan to increase, retain and involve members is being implemented and the ArborChats for interest groups are continuing. She also noted that there have been two video testimonials completes with four more to be completed this year. A second annual membership survey was sent in January and the results were presented to the Board. (p. 16)
    - iv. **Outreach Publicity.** Amy Burkett is the Chair and reported that she has begun a discussion with TNLA to host an expanded booth at the Landscape Expo on August 5-7. Perez will assist with volunteer signup. (p. 27)
    - v. **Credential/Certification.** Neumann reported that there are no upcoming exams this year and that there are now 1,330 Certified Arborists. He noted that ISA has granted extensions for credential deadlines due to the pandemic. He also reported that live TRAQ events have scheduled for DFW, San Antonio. (p. 29)
  - e. **Students and Scholarships**
    - i. Nelson reported that scholarships for TAMU and SFA will be the same as last year and Dr. Williams at SFA will be discussing undergraduate research scholarships. TAMU has a new point of contact for scholarships. He also noted that the committee will be working to bring students to the Texas Tree Conference this year. (p. 32)
  - f. **Executive**
    - i. **Governance.** Thibodeaux noted that the Executive Committee meets monthly via the internet and they have monitored the work plan and budget for the pandemic impact, established a committee to review and update the Chapter Bylaws and drafted a proposed Code of Conduct for Board review. He reported that the professional services contract for association management services is currently being reviewed. (p. 34)
    - ii. **Nominations and Elections.** Alfaro noted that three Director seats in addition to both Liaisons will be up for election in 2021. (p. 37)
    - iii. **Treasurer.** Manich reported on the year-to-date financial statements. He noted that the Chapter remains on sound financial footing with roughly \$264,000 in total assets and liabilities and that the year-end balance was positive. (p. 39)
  - g. **Advocacy**
    - i. Mars submitted a report that noted that the 87<sup>th</sup> Texas Legislative Session has begun and there are no urban forestry or arboriculture related bills filed. Regarding municipal regulations, Mars reported that several bills, such as HB1653, have been filed in both chambers that would effectively de-annex areas within cities. For cities that tether tree regulations to zoning, these bills would likely invalidate tree regulations in areas de-annexed and returned to either extra territorial jurisdiction or unincorporated. The likelihood of becoming law is unclear. (p. 42)
  - h. **Liaison**
    - i. **Council of Representatives.** Mestas reported that COR will be having several meetings this year and he will inform the Executive Committee of any issues that need to be addressed. (p. 44)
    - ii. **TREE Fund Liaison.** Heath reported that the TREE Fund is building a new platform for the Tour de Trees and that Texas may want to field a team. (p. 45)
    - iii. **TNLA Liaison.** James Theiss reported that TNLA has invited ISAT to show at the EXPO and offered other items such as a room for a Certification exam. (p. 46)
  - i. **Working Groups**
    - i. **Texas Regional Plant Appraisal Committee.** Thibodeaux presented a report by Micah Pace. (p. 47)
- V. **Texas A&M Forest Service Update**
  - a. Paul Johnson noted that we will be leaving the TFS to accept a position with the Sustainable Forestry Initiative. Gretchen Riley will be acting for now.

- VI. **Old Business**
  - a. None
- VII. **New Business**
  - a. Newsletter ad space limits. Heather McKnight
    - i. The Board discussed increasing ad space in the ISAT newsletter and agreed to stay at the current 6.75 pages of ad space.
  - b. Code of Conduct document. A.J. Thibodeaux
    - i. **A motion was made by Nelson to adopt the amended ISAT Code of Conduct. Alfaro seconded, and the motion passed.** (p. 48)
  - c. ISAT Trailer Storage. A.J. Thibodeaux
    - i. **A motion was made by Johnson to donate the old Tree Championship trailer to Markus Smith for storage of the trailer. Files seconded, and the motion passed.**
  - d. The Board agreed to donate \$100 to the Arbor Day Foundation in memory of Brian Scott, former TFS Forester in Amarillo.
  - e. Texas Tree Climbing Championship: Cutoff date for event was discussed.
  - f. ISA TCC proposed policy change to allow competitors to compete in their declared gender. Board members discussed and were asked to either directly respond to ISA or to Giedraitis who would pass on comments on the new policy. (p. 51)
- VIII. Meeting adjourned at 1:43 PM
- IX. Next meeting on June 17, 2021 in Waco TBA

Minutes submitted by Giedraitis

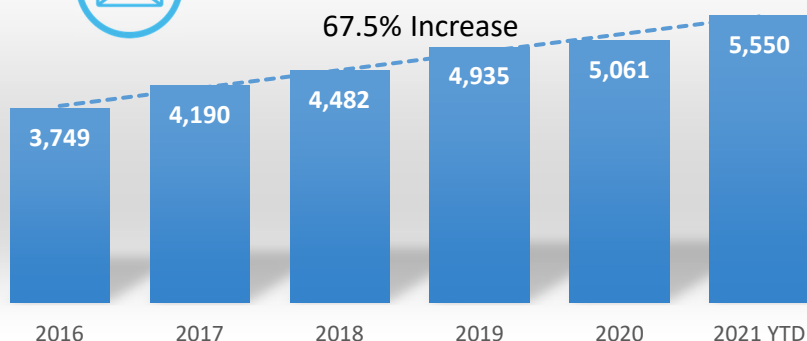
## ISAT 2021 Year to Date - Quick Stats - Finances and Email

| ISAT Quick Statistics:              | *** 2021 YTD | 2020      | 2019      | 2018      | 2017      | * 2016     | 2015      | 2014      |
|-------------------------------------|--------------|-----------|-----------|-----------|-----------|------------|-----------|-----------|
| Email Subscribers (Active Contacts) | 5,550        | 5,061     | 4,935     | 4,482     | 4,190     | 3,749      | 3,310     | 2,888     |
| Total Income                        | \$157,366    | \$333,227 | \$445,599 | \$396,797 | \$363,304 | \$193,009  | \$350,873 | \$342,975 |
| Net Income                          | \$35,362     | \$1,578   | \$4,272   | (\$9,258) | \$38,250  | (\$45,415) | \$10,631  | \$44,950  |
| Total Liabilities and Equity        | \$271,655    | \$236,680 | \$232,207 | \$227,935 | \$237,193 | \$199,198  | \$244,613 | \$233,983 |



### Active Email Subscribers

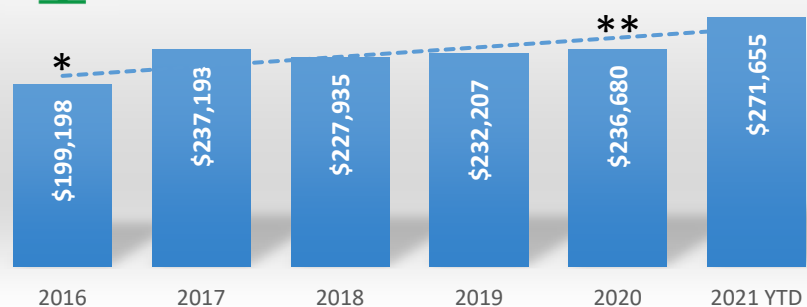
67.5% Increase



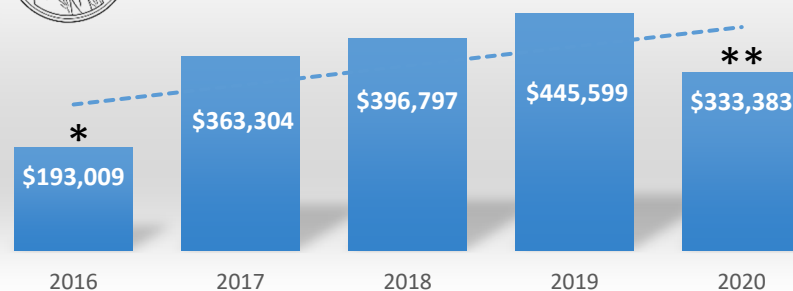
| Email Quick Stats    | June 9 to June 9, 20-21 | Previous 12 months |
|----------------------|-------------------------|--------------------|
| Number of Campaigns: | 65                      |                    |
| Total Number Sent:   | 82,615                  |                    |
| Total Unique Opens:  | 28,581                  |                    |
| Open Rate            | 36%                     | up 4%              |
| Mobile Open:         | 63%                     |                    |
| Desktop Open:        | 66%                     |                    |
| Click Through Rate:  | 19%                     | up 3%              |
| Total Unique Clicks: | 5,303                   |                    |



### Total Liabilities and Equity



### Total Income



\*\*\* To June 9, 2021

\* 2016 ISAT hosted ISA International Conference and ITCC

\*\* 2020 COVID 19 – Many live events cancelled and virtual conference instead of the live event



## Education Committee Report

June 14, 2021

Prepared by: Rebecca Johnson

Prepared for the June 2021 ISAT Board of Directors meeting

**Education Committee Mission:** Facilitate statewide professional development opportunities to meet the educational needs of Certified Arborists. To organize at least one learning opportunity each month.

**Committee Members:** Rebecca Johnson, Chair; Gene Gehring, staff; Paul Johnson, Bill Green, Kari Hines, Amanda Hancock, Juan Guerra, Kymberli Herron, Meaggan Reid, Elsa Mattinson, Michael Nentwich

### Committee Report:

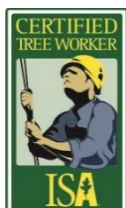
#### 1. Educational Events: Rebecca Johnson and Gene Gehring

##### a. Events:

- i. [2021 Work Plan](#)
- ii. Workshops: [See 2021 events listing spreadsheet](#)
- iii. Event Calendar Include: ([Master Workshop Checklist](#))
  1. **Online Learning - Webinars – live** <https://isatexas.com/events/online-learning-series/>
    - a. Oak wilt qualifcants only webinar with Dr. Appel - this Fall
  2. **Online Learning - Webinars – on-demand**
    - a. **Introduction to Entomology Series for Arborists – Molly Keck**
    - b. **Texas Trees and the Blizzard of '21**
      - i. Update in July with Sheila and panel
    - c. **2020 Texas Tree Conference and Academy Sessions**
      - i. All sessions are available on the ISAT webinar page
    - d. **ISAT Webinar Webpage**
      - i. Working with Drifting Creatives on a [grid plugin](#) for WordPress
      - ii. In discussion with Morgan Wheelless on grid plugin
      - iii. Our website needs to be updated
  3. **Wildfire Risk Reduction Qualification Course and Assessment**
    - a. Beta tested a virtual version of the course with East Texas foresters on April 13-15.
    - b. Gretchen has a grant to take to other Southern states. Tennessee and Florida are interested - State forestry agency and ISA Chapters will work to develop.
  4. **TRAQ**
    - a. ISA Virtual live renewal starting on May 31. View a 5-hour webinar then sign up with Pearson Vue and take it in your home. Extended to Dec. 31 for renewal.
    - b. ISAT will not set up another renewal before the TTC. May host a full TRAQ course in Nov./Dec.

- c. Will be holding renewal at the Texas Tree Conference
- 5. Oak Wilt Qualification Course and Assessment**
  - a. [May 21-22: Glen Rose](#), Inn on the River. 25 live. Virtual class will do the fieldwork in Fredericksburg.
  - b. [June 9: Fredericksburg](#), Virtual field day Glen Rose (May 21) virtual component and fieldwork and test at winery. Recorded all the sessions for the 19 virtual attendees and links of the recordings have been sent to them.
  - c. [June 10-11: Fredericksburg](#), Inn on Barron's Creek. Hye Meadow for field work. 29 attendees.
  - d. Renewal: 2021 is the end of five year qualification: Renewal will be online). It will be good for 2 or 3 years. Only offer to 25 who are expiring. Gene will contact the expiring qualificants. Have Education Committee volunteers write quiz questions.
  - e. Annual Oak Wilt Update Webinar with Appel only available to TOWQ qualificants. Charge \$25 per hour. Check with Appel. This fall.
- 6. Committee is meeting and discussing a Master's Series workshop to be held at the end of January or early February. In person classes for higher level training.
- 7. Webinars. Looking at a series of webinars similar to "Intro to Entomology" aimed at entry level training.

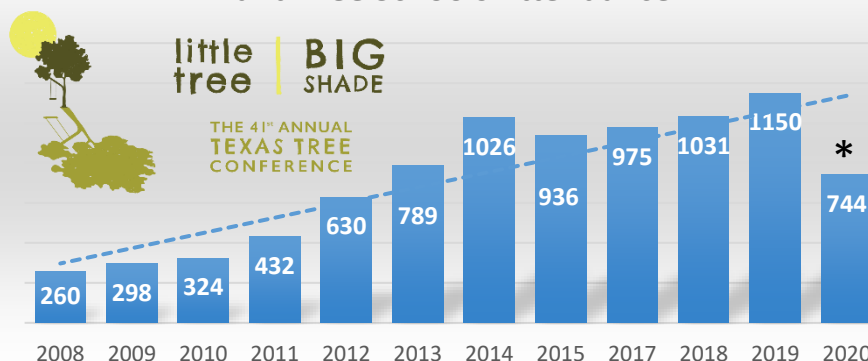




# ISAT 2021 Quick Stats: Education

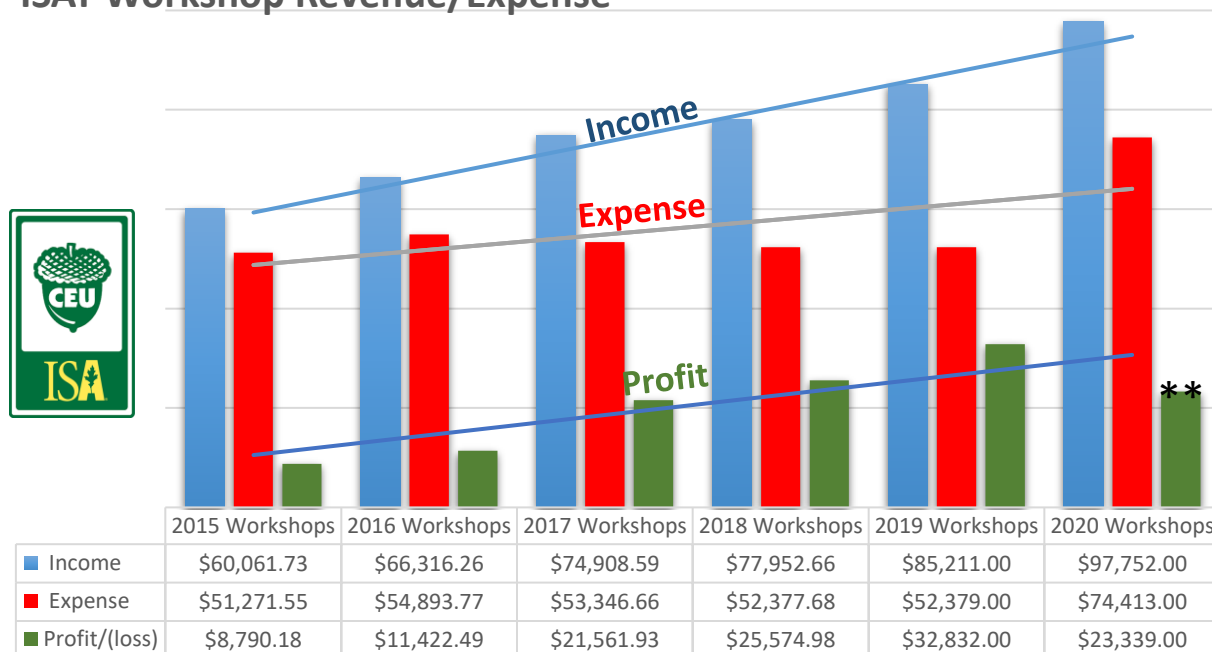


## Texas Tree Conference, Academy, Trade Show and Tree Schools Attendance



|                            |                         |
|----------------------------|-------------------------|
| <b>Webinar Quick Stats</b> | June 9 to June 9, 20-21 |
| # of Sessions:             | 34                      |
| # of Attendees:            | 3,254                   |

## ISAT Workshop Revenue/Expense



\* 2020 – COVID-19 pandemic. Live Tree Conference cancelled. Numbers are for the Virtual Conference and Academy.

\*\* Many events were cancelled - Includes \$7,930 carryover to 2021.



## 2021 Texas Tree Conference

June 14, 2020

Prepared by: Mark C Bird

Prepared for June 17, 2021 ISAT Board Meeting, Waco, TX

**Texas Tree Conference Committee Mission:** Develop a comprehensive program for the 2021 Texas Tree Conference.

**Committee Members:** Mark C Bird 2021 Chari, A.J. Thibodeau - past Chair, Rebecca Johnson - 2022 Chair, Jason Alfaro, Sam Hill, Mark Kroeze, Gary O'Neil, Neil Manich, Beth Corbin, Justin Krobot, Kelly Eby, Gill Green, Guy LeBlanc, Mark Duff, Brad Hamel, Kirsten Schneider, Gretchen Riley, Ronny Nelson, Daniel Cottier, Jinny Sills, Gene Gehring - Education Program Manager, Misti Perez - Member Services Specialist, John Giedraitis, Executive Director

### Committee Report:

1. The work plan goals for this committee are:
  - a. Select Conference Dates
  - b. Select Conference Theme - Graphics Package
  - c. Open Speaker Registration
  - d. Send out Exhibitor/Sponsor Postcard
  - e. Secure Waco Convention Center and Hotel Contract
  - f. Retain Graphics Designer for conference logo
  - g. Schedule Committee Conference Calls
1. Progress made since last board meeting
  - a. 41st Annual TTC: Sept. 29 - Oct. 1, 2021
  - b. Conference theme & logo: Little Tree - Big Shade
  - c. Speaker Registration: 17 Speakers are registered
  - d. Sponsors and Exhibitors: 2021 TCC logo postcards mailed, 19 registered
  - e. Waco Convention Center & Hotel Contract: 2021 - 2023 Hotel Contracts executed, WCC contracts for 2021 - 2023 under review
  - f. Reviewing catering contracts
  - g. WCC will be at 100%
  - h. Not planning on virtual presentations. Will record selected sessions for later Go-To-Webinar on-demand viewing
  - i. Tree Academy (Gene)
  - j. Tree School - English: Guy LeBlanc, Spanish: Bill Green & Mark Duff
  - k. Silent Auction
2. Work planned between now and next board meeting
  - a. continue monthly committee calls

- b. Open Registration
  - c. Awards Luncheon, Wednesday Social, Thursday evening Exhibitor Social
  - d. finalize catering
  - e. coordinate trade show floor
  - f. open volunteer sign-up
  - g. put together swag items
  - h. bookstore
3. 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.



## Texas Tree Climbing Championships

June 17, 2021

Prepared by: Kirsten Schneider

**Texas Tree Climbing Championship Mission:** To support the professional tree climbing community by providing a collaborative opportunity to test their skills, affirm a culture of safety, and exchange technical knowledge with one another.

### Committee Report:

- 1) Progress made since last board meeting:
  - a) Trailer work continues.
  - b) Needs list to be sent to John for order (new rescue dummy, Gorilla cart, drill & batteries)
  - c) Proposal to link conference & competition.
- 2) 2. Work planned between now and next board meeting:
  - a) Trailer sponsorship
  - b) Identify new head tech to take Jackson's place
  - c) Finalize location/date
  - d) Event insurance status??
- 3) Administrative support needed if comp is held in September:
  - a) Assistance obtaining event insurance
  - b) Assistance organizing volunteers (communications)

## Summary proposal – TXTCC/TXTC integration

Schneider, 6/2021

The Texas Tree Climbing Championship (TXTCC) is the state's largest ISA-sanctioned event that explicitly and directly supports the climbing community. While the event operates at maximum registration numbers every year and attracts climbing arborists from surrounding states, it occurs in both an operational and cultural silo, with leadership for the event provided by a dedicated but small community of predominantly commercial climbers, and attendance is generally comprised only of the friends and family of competitors. This results in limited exposure for the event and profession, heavy administrative burdens on volunteers, and poor integration with the broader arboricultural community. It misses an opportunity to provide robust education and programming relevant to professional climbing arborists, and represents a disservice not only to the climbers themselves, but also to those with burgeoning interest in the field or a stake in the safety, efficiency, and professionalism of climbers they work with or employ.

We believe that offering the TXTCC on the heels of the Texas Tree Conference serves to elevate both events. It signals the value that ISAT implicitly places on climbing as a professional and highly technical skill, acknowledges the essential role that climbers hold in the industry, and has potential to increase participation and attendance at both events. It makes a larger pool of volunteers and spectators available to support the TXTCC and provides an additional and consolidated pool of consumers to trade show vendors and the Conference at large. Companies or municipalities with both climbing and non-climbing arborists can reduce their potential expenditure on travel by making a single set of travel arrangements while still selecting the training opportunities appropriate for their staff. Non-certified climbers could be granted access to the trade show floor and specified Conference content to facilitate engagement with the broader ISA community and encourage pursuit of credentials, membership, and continuing education.

In time, climber-specific content could be added to the conference offerings, potentially as a separate and field-based track (Climbers' track). Content might include:

- Climbing 1, 2, & 3 classes
- Rigging
- SRT
- Emerging tech and equipment
- Hazard assessment for climbers
- EHAP or related content
- High-risk removal methods
- ANSI standards and updates

We propose to integrate the TXTCC with the Texas Tree Conference by dovetailing from the conference directly into the competition. Preliminary events would be held on Friday (the last ½ day of conference), and the Master's challenge would be held on Saturday.

Concerns have been raised about the potential diversion of resources away from the Conference and to the Climbing Competition. In response to those concerns, the following observations and suggestions have been made:

- Registration and volunteer management for both events could be managed concurrently, through streamlined and consolidated communications facilitated by existing ISAT staff charged with those functions.
- Of existing TXTCC volunteers, only a fraction are also staffing the Texas Tree Conference. The role those few currently fulfill could be filled by improved optimization of the climbing community network within Texas, and volunteer recruitment amongst adjacent climbing communities (Southern Chapter, etc.). This would improve the operational sustainability of TxTCC and deepen "bench strength".



## Newsletter Report

June 2021

Prepared by: Heather McKnight

Prepared for June 2021 Board of Directors Meeting

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

### Committee Members:

- Newsletter goes out by the 1<sup>st</sup> of the month, every other month
- Solicit articles from a variety of people covering tree-related topics
- Provide educational content in each issue

### Committee Report:

Heather McKnight—Editor

Joan Ivy—Interim Associate Editor

1. The June newsletter went out; next newsletter is for August 2021.
2. Here is our projected publication schedule:

a.

| Issue month | deadline     | highlight      | Notes   |
|-------------|--------------|----------------|---|
| February    | January 12   | board retreat  |   |
| April       | March 12     | ??             | need a teaser for TTCC to spur folks to register  |
| June        | May 12       | ??             | too early for TTCC, but will include TXWTCW spread  |
| August      | July 12      | TTCC           | also need teaser for TTC  |
| October     | September 12 | ISA conference | too early for TTC, but we could include a thanks to our sponsors, assuming that we have all of them by then |
| December    | November 12  | TTC & awards   |   |

- b. I would like each committee to commit to one article each year. Education events are usually submitted as they happen, which is great; however, we have several committees that members don't know exist or what they do. This is your chance to tell them what you do and solicit volunteers.

| Issue month | deadline     | committee     | Notes  |
|-------------|--------------|---------------|--|
| February    | January 12   | COR           | a short note on what COR is and a summary of what's happening.   |
| April       | March 12     | Outreach      | a summary of our current efforts and how members can help  |
| June        | May 12       | Membership    | Summary of efforts to increase membership and membership benefits  |
| August      | July 12      | TTCC          | This is part of the highlight  |
| October     | September 12 | Certification | People are often unsure how to submit or what counts, so a short summary of what you do and how you can help |
| December    | November 12  | Conference    | This is part of the highlight  |

4. Also, here's what's needed for each article:

- c. 400-500 words with two pictures fills a page, a picture with ~50 word caption is ¼ page
- d. Pictures make the story--sometimes our associate editor can find public domain photos, but with the interim editor this is spotty. So, do your absolute best to find me good photos. If you're willing to be a photo scout, let me know but realize that we work to tight deadlines. If I send it to you, I can't wait a week.
- e. 4-5 pictures that tell the story, along with captions. Don't send a link to 100+ photos; I didn't attend the event, I can't pick out a picture that represents the event well.
- f. If you don't include captions, the default going forward is going to be to run them without captions. If you're interested in being a caption editor, let me know.
- g. If you have an event to be included in the newsletter, send it to Gene (feel free to cc me) because if it needs to be in the newsletter it probably needs to be on the website (and included in John's treemail).



## Social Media- Committee Report

Prepared by: Rachel McGregor

Prepared for the June 17, 2021, ISAT Board of Directors Meeting

**Social Media Mission:** spread ISAT awareness and research-based arboriculture information.

### Committee Members:

### Committee Report:

1. The [Annual Work Plan](#) goals or goals for this committee are: [List each goal and provide a status update]
  - a. Analytics from Facebook, Twitter, and Instagram
  - b. Post twice a week on all ISAT social media accounts
2. Progress made since last March Board meeting; we still continue to increase our numbers  
Followers:
  - a) FB-1,264 Since March 51 new followers
  - b) Twitter- 727 Since March 6 new followers
  - c) Instagram-134 Since March 22 new followers
3. We will continue to post relevant information twice a week to all ISAT social media accounts.





## Membership Report

Prepared by: Priscilla Files

Prepared on: 6/17/2021

Prepared for: Quarterly Board Meeting

**Membership Mission:** To recruit, involve and retain ISA Texas Chapter members so that they can continue to advance in the profession and the Chapter can continue to grow.

**Committee Members:** Priscilla Files

### Committee Report:

| <b>Membership:</b>    | <b>2021</b> |
|-----------------------|-------------|
| ISA & ISAT Membership | 1219        |
| ISA Members           | 1095        |
| ISAT Members          | 1089        |

1. Our work plan goal was to develop a three-year plan to recruit, retain and involve members.

Within the three-year plan, a task and timeline are being implemented for the following:

- Successfully capture Chapter membership testimonials for social media, our website and webinar or conference presentations. Three have been completed and three more will be completed this year.
- We are working on recruiting brand ambassadors, if you have a person you'd think is a good fit, let us know please. We have brochures with a QR code linked to our website as well as flyers for membership to give the ambassadors for distribution. Definition: *An ISAT brand ambassador is a person the membership committee and/or staff chooses to represent the ISAT brand in a positive light which helps to increase awareness of ISAT and recruit new members. Our brand ambassadors should embody ISAT identity in appearance, demeanor, values and ethics. See attached Procedure and Standard for Membership-Brand Ambassador*
- Arbor Chats continue to be held Wednesdays, we have Texas Campus Trees the first week of the month, Commercial Business Owners the second week, Municipal Arborists the third week and Non-Profit Organizations the last week of the month.
- We continue to choose a member in good standing for the Membership Spotlight in In the Shade, for the next one, we have asked Paul Wierzbicki and are awaiting his response.
- We continue to send out welcome emails to all new members as well as a hand-written notecard. A membership expiration email is sent four weeks in advance of membership expiration as well.

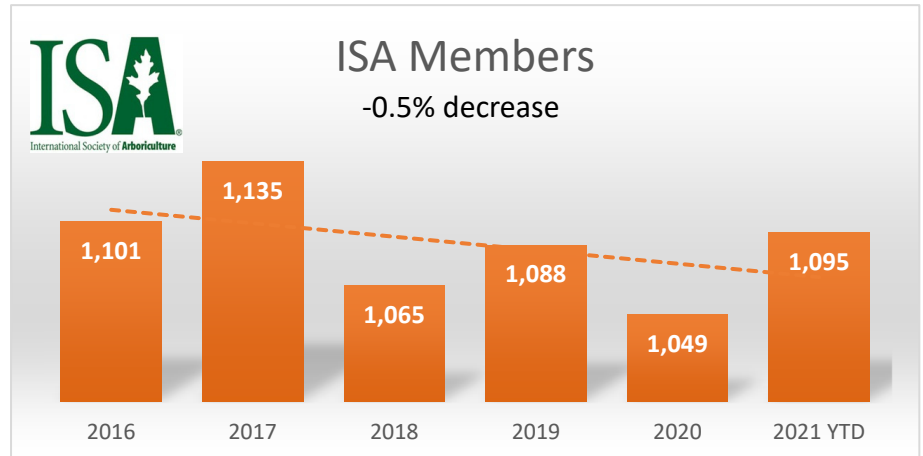
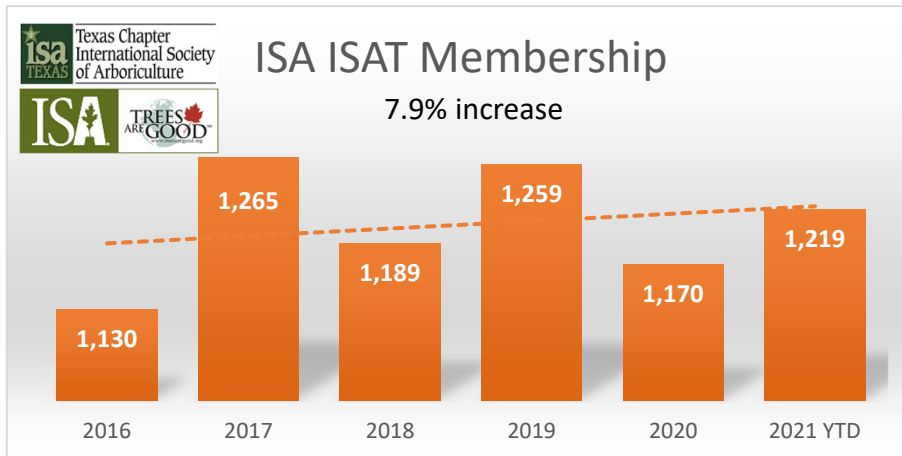
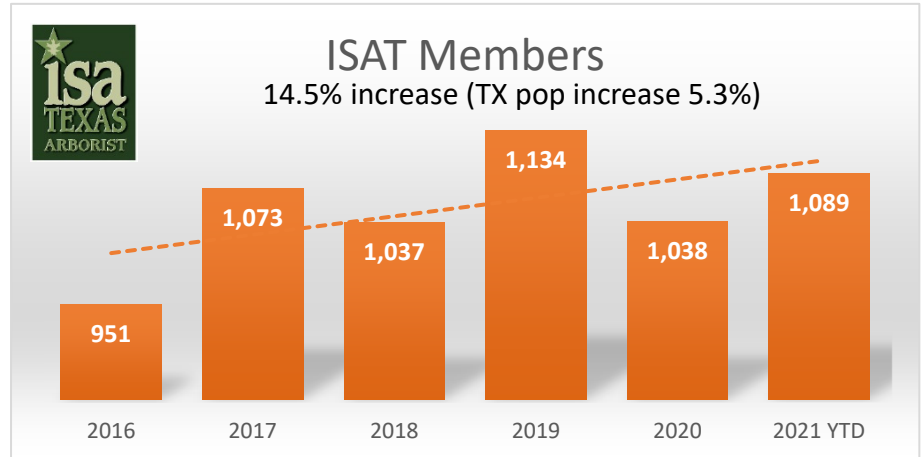
## PROCEDURE AND STANDARD FOR MEMBERSHIP- BRAND AMBASSADOR

It is the responsibility of the Member Services Specialist and membership committee to recruit and manage brand ambassadors to aid in the retention, recruitment and engagement of Chapter members for the Texas Chapter ISA. This is achieved by completing activities using the following procedures and to the following standards:

| PROCEDURE  | STANDARD  |
|--|---|
| 1. Find current member in good standing and ask to volunteer as brand ambassador for the Chapter.  | 1. Recruit 3 for the year 2021, review at the end of the year at Board Retreat and meeting.   |
| 2. Provide explanation of function and ways to implement. A brand ambassador is, “a person the membership committee and/or staff chooses to represent our brand in a positive light, and by doing so, helps to increase brand awareness and recruit new members. The brand ambassador is meant to embody the corporate identity in appearance, demeanor, values and ethics. The key element of brand ambassadors is their ability to use promotional strategies that will strengthen our membership program and influence others to become members.” | 2. As they are recruited, remain in contact via phone and email as needed with monthly or bi-monthly check-ins to discuss progress. |
| 3. Provide membership brochures and other promotional materials for events. <ol style="list-style-type: none"> <li>1. Redbud Membership Benefits flyer with QR code</li> <li>2. Text to Join our newsletter, the TreEmail</li> <li>3. ISA arborist materials for industry awareness with Chapter website QR code and logo</li> </ol>   | 3. At the start of their recruitment and as needed throughout the year. Inventory materials twice a year for re-ordering.           |

| Membership          | 2016  | 2017  | 2018  | 2019  | 2020  | 2021  |
|---------------------|-------|-------|-------|-------|-------|-------|
| ISA ISAT Membership | 1,130 | 1,265 | 1,189 | 1,259 | 1,170 | 1,219 |
| ISA Members         | 1,101 | 1,135 | 1,065 | 1,088 | 1,049 | 1,095 |
| ISAT Members        | 951   | 1,073 | 1,037 | 1,134 | 1,038 | 1,089 |

## ISAT 2021 Quick Stats: Membership





## **Publicity and Outreach Committee Report**

May 14, 2021

Prepared by: Amy Burkett

Prepared for the June 2021 ISAT Board of Directors meeting

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

**Committee Members:** Amy Burkett, Misti Perez, A.J. Thibodeaux, John Giedraitis, and Gene Gehring

### **Committee Report:**

1. The work plan goals or goals for this committee are:
  - a. 2021 Nursery/Landscape EXPO Collaboration Opportunity- Coordinate, plan and execute the involvement of ISAT at the TNLA Expo Aug 5-8, 2021.
2. Progress made since last March's Board meeting
  - a. Completed 2<sup>nd</sup> meeting on April 15<sup>th</sup> with TNLA and committee.
  - b. Finalized layout of ISAT booth at the TNLA Expo.
  - c. Finalized Material handling acceptance agreement
  - d. Misti sent out "Calling all Volunteers" sign up on 6/14/21
  - e. Determined who will bring what to the event
    1. Burkett bringing green linen table covers (6), two (2) bench seats, and a smart TV.
    2. Top Notch Tree donating two (2) trees
    3. ISAT bringing two (2) canopy tents, wrapped trailer, brochures, and climber poster.
3. Work planned between now and next Board meeting
  - a. Committee will have conference call early July to finalize all details, but this event will take place prior to next board meeting.
  - b. Get input on swag items to be purchased and budget approval to purchase them.
  - c. Finalize details of Certified Arborist Exam hosted at TNLA Expo
  - d. Misti working on QR code and the free drawing for \$100 reward

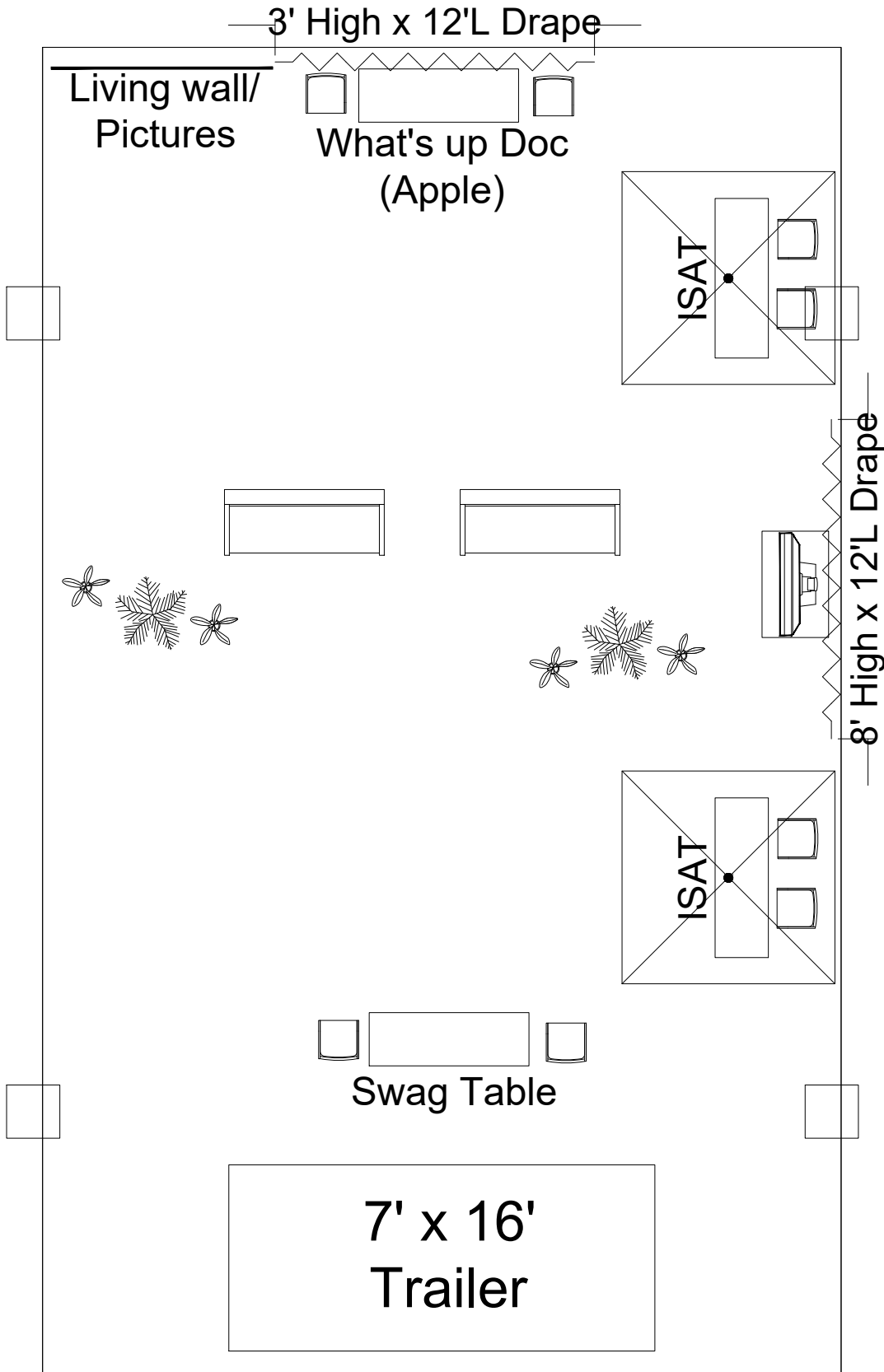
4. Action items: any items that require a full board discussion and vote.
  - a. Need budget approval to buy swag items. Any specific feedback on swag recommendations is welcome.

# NURSERY LANDSCAPE

08/05/21 - 08/07/21

HENRY B GONZALEZ CONVENTION CENTER( - HALLS 1-3 - SAN ANTONIO, TX

## TREE CARE ACTION CENTER



### REVISION

Date: 5/18/2021

By: Meghan Morton

### BOOTH COUNT

### BLDG. LEGEND:

### DRAWING INFO

Passport Line Item Number:

#

Facility:

HENRY B GONZALEZ CONVENTION CENTER(

Facility Location:

HALLS 1-3

City & State:

SAN ANTONIO, TX

Scale: CUSTOM

Project #: 438406

Acct. Sales: MICHAEL GEBHARD

Acct. Mgmt.: MICHAEL GEBHARD

Started: 5/18/2021

Started By: IGNACIO GONZALEZ

Prod. Branch: DENVER

## FREEMAN®

**Disclaimer** - This floor plan is preliminary and subject to change pending review and official approval by all authorities having jurisdiction. Every effort has been made to ensure the accuracy of all information contained on this floor plan. However, no warranties, either expressed or implied, are made with respect to this floor plan. If the location of building columns, utilities or other architectural components of the facility is a consideration in the construction or usage of an exhibit, it is the sole responsibility of the exhibitor to physically inspect the facility to verify all dimension and locations.  
© Copyright 2021, Freeman Co. All rights reserved.

**Confidential and Proprietary** - the information contained herein is the proprietary information of Freeman and by accessing the information, the recipient agrees to keep the information confidential and not disclose it to any third party without the prior consent of Freeman. Recipient also agrees to only use the information for its internal evaluation purposes and for no other purpose, without the prior consent of Freeman.

2021 ISAT TNLA EXPO Booth

| <b>TNLA RENTAL ITEMS</b> | <b>QTY</b> | <b>COST</b> | <b>DISC. COST</b> |
|--------------------------|------------|-------------|-------------------|
| Table                    | 4          |             | \$0.00            |
| Chairs                   | 8          |             | \$0.00            |
| Electrical 110/120 VOLT  | 10 amps    | \$212.00    | \$141.25          |
|                          |            |             |                   |
|                          |            |             |                   |
|                          |            |             |                   |
|                          |            |             |                   |

| <b>ISAT ITEMS ON HAND</b> | <b>QTY</b> | <b>COST</b> | <b>DISC. COST</b> |
|---------------------------|------------|-------------|-------------------|
| ISA Canopys               | 2          | \$0.00      | \$0.00            |
| Climber Poster?           | 1          | \$0.00      | \$0.00            |
| ISA Brochures             | 250 min    | \$0.00      | \$0.00            |
| Wrapped Trailer           | 1          | \$0.00      | \$0.00            |
|                           |            |             |                   |
|                           |            |             |                   |
|                           |            |             |                   |
|                           |            |             |                   |

| <b>WISH LIST/POSSIBLE DONATIONS</b>               | <b>QTY</b>  | <b>COST</b> | <b>DISC. COST</b> |
|---|-------------|-------------|-------------------|
| BAC Lifetime tables                               | 6 rectangle | \$0.00      | \$0.00            |
| Green Table Covers                                | 6           | \$0.00      | \$0.00            |
| Chairs  | 8           | \$0.00      | \$0.00            |
| Ball Point Pens with logo                         | 250         | .53 each    | \$ 132.50         |
| swag bag with Logo                                | 250         | .54 each    | \$135.00          |
| Stress balls withlogo                             | 250         | 1.50 each   | \$375.00          |
| Candy to hand out                                 | 10 bags     | \$60.00     | \$60.00           |
| Tree donations for show room? Top Notch Tree Farm | 2           | \$0         | 0                 |
| Air plants and plants for living wall.            |             |             | \$250.00          |
| ISAT 9.5" wood letters wrapped in moss.           |             |             | \$70.00           |
| Rope light  |             |             | \$25.00           |
|   |             |             | <b>\$1,188.75</b> |



## Credentialing Committee

6/17/21

Prepared by: Jesse Neumann

Prepared for: Quarterly Board Meeting

**Credentialing Mission:** To promote professional tree care in Texas by increasing and retaining ISA and ISAT Certified and Qualified arborists in the Texas Chapter ISA.

**Committee Members:** Jesse Neumann

### Committee Report:

1. Certification Numbers

BCMA 52

CA 1341

U 111

M 64

CTWCS 25

CTWAS 6

OWQ 251

TRAQ 307

WRRQ 87

2. Upcoming Exams: San Antonio at the TNLA EXPO August 6 , Waco Oct. 1 at Texas Tree Conference, Dallas December 10. Austin and Houston TBD.
3. Extensions: ISA Credential Holders that were set to expire on 31 December 2020 received a complimentary extension until 27 October 2021. This was an additional extension to the original one ending in June 2021. All certification holders with a certification expiration date set for 30 June 2021 will receive an extraordinary and complimentary\* extension until 27 December 2021 to meet all recertification requirements and complete the recertification process.
4. We are in the process of restarting the Certified Tree Worker exams. An exam in Dallas is currently being coordinated as well as one in Austin, dates TBD.
5. We currently have 10 exam proctors, 16 CTW CS evaluators and 6 CTW AS evaluators.

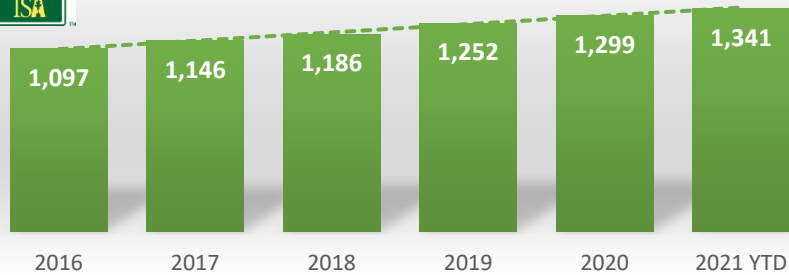


# ISAT 2021 YTD Quick Stats: Credentials

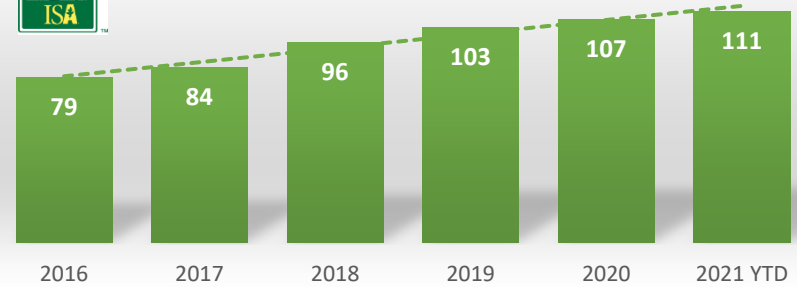
| Certification:                           | 2016  | 2017  | 2018  | 2019  | 2020  | 2021 YTD |
|--|-------|-------|-------|-------|-------|----------|
| Certified Arborists                      | 1,097 | 1,146 | 1,186 | 1,252 | 1,299 | 1,341    |
| Municipal Arborists                      | 40    | 45    | 53    | 59    | 62    | 64       |
| Utility Arborists                        | 79    | 84    | 96    | 103   | 107   | 111      |
| Certified Tree Worker Climber Specialist | 21    | 21    | 24    | 28    | 25    | 24       |
| Certified Tree Worker Aerial Lift        | 7     | 7     | 7     | 7     | 7     | 6        |



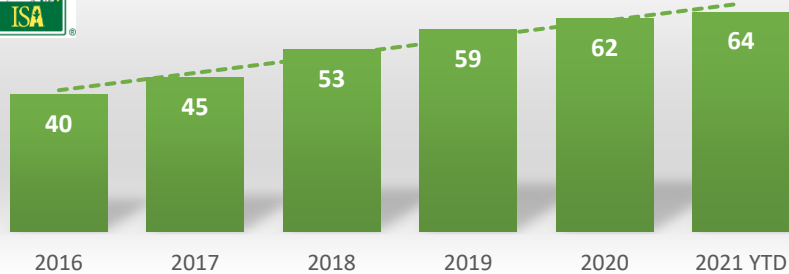
## Certified Arborists 22% Increase



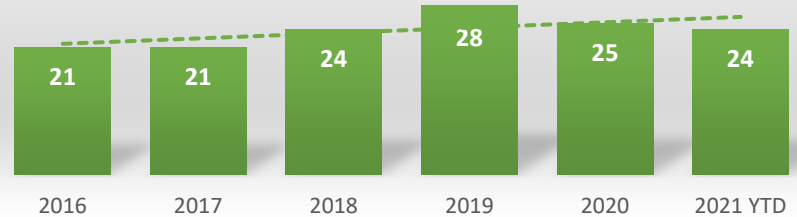
## Utility Arborists 41% Increase



## Municipal Arborists 60% Increase



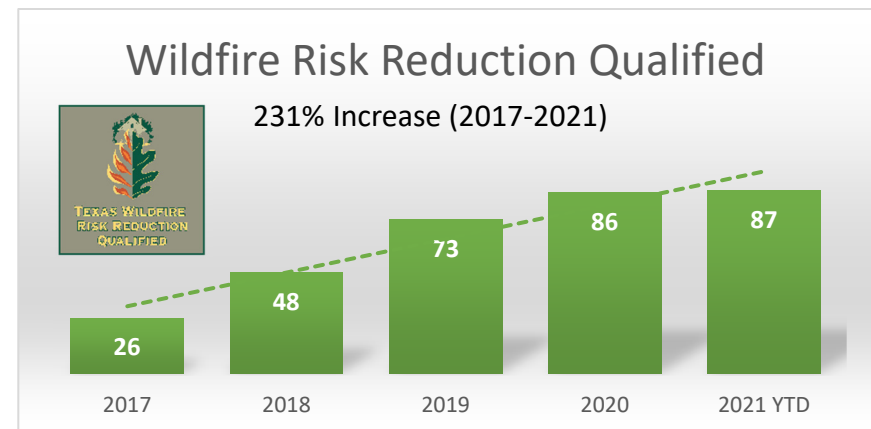
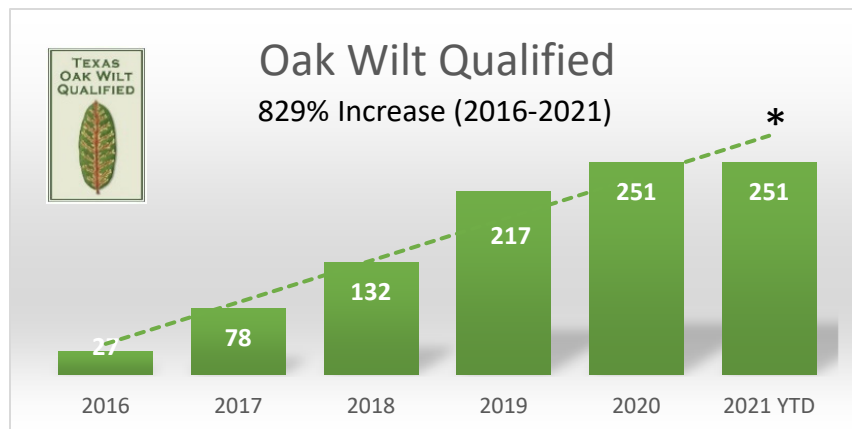
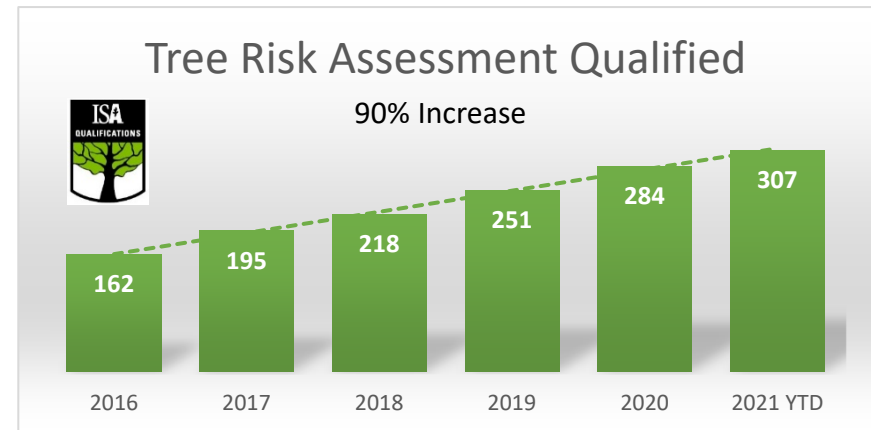
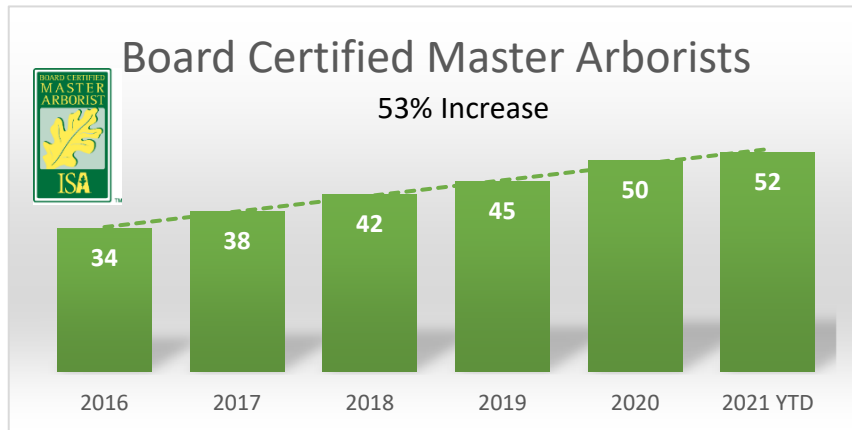
## Certified Tree Worker Climber Specialist 14% Increase



6/9/2021

## ISAT 2021 Quick Stats: Credentials (continued)

| Certification:                    | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 YTD |
|-----------------------------------|------|------|------|------|------|----------|
| Board Certified Master Arborists  | 34   | 38   | 42   | 45   | 50   | 52       |
| Tree Risk Assessment Qualified    | 162  | 195  | 218  | 251  | 284  | 307      |
| Wildfire Risk Reduction Qualified | 0    | 26   | 48   | 73   | 86   | 87       |
| Texas Oak Wilt Qualified          | 27   | 78   | 132  | 217  | 251  | 251      |



(\* 2021 Qualificants not included)



## Student Liaison & Scholarships

Prepared by Ronny Nelson

Prepared for 2021-06-15

### Scholarships & Student Liaison

**Mission:** Provide support to local universities and colleges that are engaging our next generation arborist. Mentor and connect these students with ISA Texas members.

### Strategic Plan Annual Goals for committee:

Our plan is to work directly with local universities and colleges to connect with students and provide a pathway to engage in ISA Texas Chapter events, while supporting students with scholarships to the Texas Tree Conference and provide tuition assistance.

### Committee Members:

- 1.) Ronny Nelson

### Committee Report:

1. Scholarships – SFASU
  - a. Currently, our organization has been providing a total of \$3,000 per year in scholarships to SFA undergraduate students. This has been dispersed to two students, in the amount of \$1,500 to be applied to their Fall tuition.
  - b. Scholarship in April 2020 (TBD). Hans will provide the names of the recipients once this has been determined.
  - c. Connected with Dr. Hans Williams at SFASU to discuss scholarship opportunities for undergraduate research. Hans thinks that this would help toward things relevant to Texas Arboriculture.
2. Scholarships – TAMU
  - a. Currently we sent \$1,000 to TAMU for a student scholarship that went to one student. Working with Lindsay Hutchins. The recipient is Madilyn Goles and she sent in a thank you letter in April 2021.
3. Undergraduate Research - \$1500 to SFASU for undergraduate research relevant to Texas Arboriculture. We did not send this grant out last year due to COVID and other delays. Hoping to start this in 2021, but no current plans have been determined.
4. Texas Tree Conference (2021)
  - a. Working with SFASU (H. Williams) to connect more students and involve/develop Poster Boards.
  - b. Build a group of student liaisons for the 2021 Texas Tree Conference. In 2019, we had a great group of professionals that invested in our student attendees. We were able to include more females in the liaison program and hope to build that base of men and women that are excited to serve as mentors.
  - c. Help promote poster board session through students. I think it would be great to see professional companies to use this platform to show off their work and recruit students to their organization.

- d. Work with committee involved with Tree Conference planning to determine the best time and place for the mentoring program. During the Wednesday Night Social (2019) it was a good time to have the mentoring program, but it was loud. So, we may need to find a different time and place. It depends if we are going to have it at place with a live band or not.
- 5. Action items: Working with Hans Williams at SFA to start an SFA Arboriculture Day. This will likely be something that occurs in the Spring of 2022. We are reviewing the campus and industry calendar to set a proposed date. This would be a day that industry professionals could visit the campus, we could provide educational opportunities from different focuses in arboriculture and connect with students on their own turf.



## Executive Committee Report

June 10, 2021

Prepared by: A.J. Thibodeaux

Prepared for June 17, 2021 Board of Directors 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: Jason Alfaro

President: A.J. Thibodeaux

President-elect: Mark Bird

Vice president: Rebecca Johnson

Editor: Heather McKnight

Treasurer: Neil Manich

Executive director: John Giedraitis

### **Committee Report:**

1. Things to know about this committee:
  - a. Monthly Executive Committee 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. Monitor budget and expenses YTD. January 1 through June 8, 2021 net income was reported at \$35,362.45. This is slightly lower than what was reported at the March BoD meeting, but a significant increase in income over the same period 2020.
  - b. Proposed revisions to the ISA Texas Chapter Bylaws was mailed to the BoD in early May 2021 for review prior to the June 17, 2021 BoD meeting. Will be looking for a motion to accept revisions and a vote during the June 17, 2021 BoD meeting.
  - c. Proposed ISA Texas Board Code of Conduct was voted on and accepted at the March 11, 2021 BoD meeting. All existing Board Members will need to sign a copy and return it to John Giedraitis prior to the conclusion of the June 17, 2021 BoD meeting.
  - d. Amy Burkett and Misty Perez have continued work on the ISAT/TNLA EXPO planning. Progress will be reported to the Board during the June 17, 2021 BoD meeting.
  - e. Professional services contract was reviewed by committee and a one year extension from April 1, 2021 to March, 31, 2022 was accepted on March 30, 2021. This extension included no change in the compensation rate for the extension period. Section 5 Compensation and Reimbursement was changed to include "Any proposed contract compensation adjustment by the Contractor shall be presented to the President of the Chapter prior to the presentation of the annual proposed budget to the Board".

- f. To date, (9) draft Committee Chair job descriptions have been completed and need review by the Executive Committee and current Committee Chairs. Five of them are By Laws required committees. Completed include CoR Liaison, Credentialing, Educational Events, Publicity & Outreach, Scholarship & Student Liaison, Workshop, Texas Tree Climbing Championship, Texas Tree Conference, and Tree Fund Liaison & Research. Draft copies can be found [here](#).
- 3. Work planned between now and next board meeting:
  - a. Complete the two remaining Committees required by the By Laws. (Executive and Advocacy)
  - b. Start conversations about the development of a succession management plan.
  - c. Continue monthly calls with committee members.
- 4. Action items:
  - a. Development of a succession management plan for all EC, Directors and Committee Chair positions, as well as future ISAT staff.
  - b. Develop clear job descriptions and duties for staff, Board, and volunteers as part of a Board Manual.

## 2021 ISAT Work Plan

| 2021 Work Plan - Goals set by the ISAT BOD at the November 2020 Board meeting based on the Texas Chapter ISA 2018-2021 Strategic Plan |                           |   |                           |                |  |
|---|---------------------------|---|---------------------------|----------------|--|
| Strategic Plan Goal Category  | Goal number               | Innovation Objective  | Committee / Primary lead  | Secondary lead | Status (Date)  |
| Educational   | E.05                      | Create a 3-year educational event plan covering diverse content, teaching levels, and geography   | Educational               |                | In development, adding Webinar Schedule  |
| Educational   | E.02                      | Explore streamlined methods for event management and operational details  | Executive                 | Executive      | Surveyed other Chapters. ISA is changing member management software - advised to wait to adopt a new system.                             |
| Educational   | E.03                      | Plan for a branding and marketing mechanism to increase event attendance  | Educational               | Membership     | See E. 02  |
| Governance  | G.01                      | Develop a succession management plan for all EC, Director, and Committee Chair positions, as well as future ISAT staff  | Executive                 |                |  |
| Governance  | G.03                      | Develop clear job descriptions and duties for staff, board and volunteers as part of a Board Manual   | Governance                |                | <a href="#">2019-2020 Committee list with Board leads and responsibilities.</a>  |
| Member Services   | From 2020 Membership Plan | Get testimonials from members – video and put on social media   | Membership                |                | Emily King, Greg David and Amy Heath done to date. Looking to include a Spanish testimonial. May get a few at the Texas Tree Conference. |
| Member Services   | From 2020 Membership Plan | Recruiting volunteers to be brand ambassadors   | Membership                |                | Membership Committee is preparing a plan to define the role of Arborist Ambassadors  |
| Member Services   | From 2020 Membership Plan | Send membership appreciation email to the entire membership for maintaining their membership through this difficult year, reminding them of their benefits and upcoming things to look forward to in 2021 | Membership                |                | Done Jan. and Feb 2021   |
| Public Awareness  | P.01                      | Develop a plan for public awareness that includes goals, platforms for information dissemination  | Outreach                  | Certification  | Weekly postings on FB, Twitter, Instagram. Conducted Texas Tree Showdown to boost social media.  |
| Public Awareness  | P.07                      | Explore how to promote/leverage Texas Tree Climbing Championship  | Outreach                  | TTCC           |  |
| Research  | R.01                      | Strategize for future development of in-state arboriculture researcher or extension faculty in partnership with TFS, USFS, and AgriLife Extension   | Executive                 |                |  |
| Research  | R.02                      | Develop criteria for undergraduate research related to the industry   | Students and Scholarships |                | Student Scholarship Committee working with SFA on issue  |

### [Texas Chapter ISA 2018-2021 Strategic Plan](#)



## Elections + Nominations

March 2021

Prepared by: Jason Alfaro

Prepared for Board of Directors Meeting

**Mission:** The purpose of this task is to plan for and carry out fair elections in order to maintain a robust and diverse Board of Directors.

### Elections Update:

- 1.) Draft Ballot is being developed.
- 2.) Will work on getting the website up and running.
- 3.) Nomination deadline will be set for the end of July or beginning of August.

|   | DRAFT Ballot 2021 ISAT Elections |          |           |
|---|----------------------------------|----------|-----------|
|   |                                  |          |           |
| Board Positions   | Nominee 1                        | Nominee2 | Nominee 3 |
| President   | Mark Bird                        | N/A      |           |
| President - Elect   | Rebecca Johnson                  | N/A      |           |
| Vice President  | ?                                | ?        |           |
| Treasurer   | Neil Manich                      | N/A      | N/A       |
| Editor  | Heather McKnight                 |          |           |
| Director (Utility)  | Ranferi Lopez-Garcia             |          |           |
| Director (Utility)  | Star Quintero                    |          |           |
| Director (Gov't)  | Mike Sills?                      |          |           |
| Certification Liasion   | Jeff Neumann?                    |          |           |
| COR Liasion   | Courtney Blevins                 |          |           |
|   |                                  |          |           |
| Interested Individuals:   |                                  |          |           |
| Jason Pfalzgraff - Works for the Nitsched Commercial Insurance Risk Group |                                  |          |           |
| Justin Krobot - Works for Treemann Solutions                              |                                  |          |           |
| Gordon Braley - Commercial  |                                  |          |           |
| David Mauck - Works for Jones Road Tree Service                           |                                  |          |           |
| Heather Dirksen Works for Arbor Masters                                   |                                  |          |           |
| Ben Smith   |                                  |          |           |
|   |                                  |          |           |
|   |                                  |          |           |





## Treasurer's Report/Finance Committee

6-14-2021

Prepared by: Neil Manich

Prepared for the June 2021 ISAT Board of Directors meeting

### **Committee Mission:**

*Providing fiscal oversight and monitoring the financial activities of the chapter. Duties include the administration of the fiscal and financial policies of the Chapter; supervision of corporate financial records; and oversight of financial accounts and the fiscal management of Chapter monies.*

### **Committee Members: Neil Manich (Treasurer)**

### **Committee Report:**

1. ISA Texas remains in sound financial footing with approximately \$261,000 of cash and treasury securities on hand. The chapter has roughly \$137,000 in cash in our Wells Fargo bank account and \$124,000 in treasury securities. The chapter has approximately \$272,000 in total liabilities and equity.
2. The chapter has a net income of \$35,362.45 since January 1 2021.
3. I have reviewed all transactions from our Wells Fargo from January 1 to June 8 2021, and all seem to be proper and in order.
4. Our 990 tax form was prepared by our CPA, signed, and submitted.

**ISAT**  
**Profit & Loss**  
January 1 through June 8, 2021

|                                 | Jan 1 - Jun 8, 21 |
|---------------------------------|-------------------|
| Ordinary Income/Expense         |                   |
| Income                          |                   |
| Online Learning Revenue Share   | 620.00            |
| Advertising                     | 13,815.00         |
| Certification                   | 17,839.00         |
| Conference                      | 29,540.00         |
| Membership                      | 28,910.00         |
| Misc. Revenue                   | 1,041.98          |
| Workshops                       | 65,600.01         |
| Total Income                    | 157,365.99        |
| Gross Profit                    | 157,365.99        |
| Expense                         |                   |
| Cloud Computing Services        | 3,478.31          |
| Advertising Expense             | 3,892.74          |
| Office Supplies                 | 251.09            |
| Association Management Services | 63,113.41         |
| Research                        | 2,000.00          |
| Accountant                      | 1,405.00          |
| Certification Expenses          | 232.30            |
| Conference Expenses             | 1,467.61          |
| Insurance                       | 2,177.00          |
| Member Services                 | 858.93            |
| Misc. Expense                   | 999.00            |
| Newsletter Expenses             | 8,083.74          |
| Scholarships                    | 5,000.00          |
| Web Site                        | 1,736.96          |
| Workshop Expenses               | 27,694.91         |
| Total Expense                   | 122,391.00        |
| Net Ordinary Income             | 34,974.99         |
| Other Income/Expense            |                   |
| Other Income                    |                   |
| Interest Income                 | 387.46            |
| Total Other Income              | 387.46            |
| Net Other Income                | 387.46            |
| Net Income                      | <b>35,362.45</b>  |

**ISAT**  
**Balance Sheet**  
As of June 8, 2021

---

|                                       | Jun 8, 21         |
|---------------------------------------|-------------------|
| <b>ASSETS</b>                         |                   |
| <b>Current Assets</b>                 |                   |
| Checking/Savings                      |                   |
| Wells Fargo                           | 137,372.21        |
| <b>Total Checking/Savings</b>         | 137,372.21        |
| <b>Other Current Assets</b>           |                   |
| Treasury Direct                       | 123,996.16        |
| Wells Fargo CD #2                     | -387.46           |
| Wells Fargo CD #1                     | -102.38           |
| <b>Total Other Current Assets</b>     | 123,506.32        |
| <b>Total Current Assets</b>           | 260,878.53        |
| <b>Fixed Assets</b>                   |                   |
| Trailer TTCC                          | 9,721.13          |
| Accumulated Depreciaton               | -604.00           |
| Office Equipment                      | 1,659.05          |
| <b>Total Fixed Assets</b>             | 10,776.18         |
| <b>TOTAL ASSETS</b>                   | <b>271,654.71</b> |
| <b>LIABILITIES &amp; EQUITY</b>       |                   |
| <b>Equity</b>                         |                   |
| Retained Earnings                     | 236,679.72        |
| Net Income                            | 34,974.99         |
| <b>Total Equity</b>                   | 271,654.71        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b>271,654.71</b> |



## Tree Fund Report

6/14/2021

Prepared by: Amy Heath

Prepared for the June 2021 ISAT Board of Directors meeting

**Tree Fund Mission:** TREE Fund Liaisons provide a vital link to allied organizations in the fields of arboriculture and urban forestry – primarily local ISA Chapters. Liaisons are a critical communication conduit between TREE Fund and the industry organization they represent. Liaisons “friendraise” for TREE Fund by sharing TREE Fund news and research results with their organization, working a TREE Fund booth at their annual Chapter conference, encouraging their Chapter and its members to support TREE Fund, and connecting people in their circle of influence with TREE Fund and its activities.

**Committee Members:** Amy Heath

### **Committee Report:**

1. The [Annual Work Plan](#) goals or goals for this committee are:
  - a. Tour des Trees registration ends June 25th, if we wanted to field a team.
2. Progress made since last March’s Board meeting: Participation in TREE Fund liaison meeting
3. Work planned between now and next Board meeting: Participation in TREE Fund liaison meeting
4. Action items:
  - Registration for Tour des Trees?



## **TNLA Liaison Report**

**June 2021**

**Prepared by: James Theiss**

**Prepared for the June 2021 ISAT Board of Directors meeting**

### **TNLA Liaison Report**

**Mission: To continue communication between TNLA Members and ISAT Members**

**Committee Members: James Theiss**

### **Committee Report:**

#### **1. Nursery/Landscape EXPO**

#### **2. Legislative Report**

- a. In Support of HB 19 – Stop Commercial Vehicle Lawsuit Abuse
  - i. providing transparency to the introduction of evidence and separating the facts of the case from negligence claims.
- b. In Support SB 14 – Fight Against City Employment Regulations
  - i. A municipality or county may not adopt or enforce an ordinance, order, rule, regulation, or policy requiring any terms of employment that exceed or conflict with federal or state law relating to any form of employment leave, hiring practices, employment benefits, scheduling practices, or other terms of employment.
- c. Oppose HB 580 – Creating Mandatory Plant Labels (Toxic to pets)
  - i. As filed, the bill would require the warning on plants containing cycasin (Sago Palms, Coontie Palms, Virgin's Palms, etc.). However, Rep. Lopez's office intends to expand the bill to also apply to Lilies, Poinsettias, Azaleas, and Chrysanthemums.
- d. Urge Congress to pass H-2B Returning Worker Exemption
  - i. affirming the importance of the H-2B program and urging Congress to support cap relief.

#### **3. Tree & Plant Shortage**

- a. TNLA Requesting Variances on Local Code for Tree Size Designation
  - i. The Texas Nursery & Landscape Association write to you today to inform you of the shortage of plant materials that the Texas market is

experiencing. While suppliers are trying to buy plants and trees from Florida, Arizona, and California even those supplies are being limited to Texas buyers. As a result of these market limits, it will be essential that municipalities be flexible in their plant and tree size designations based on local ordinances. Variances from current codes will need to occur to accommodate this recovering period in the Texas Green Industry.



## Regional Plant Appraisal Committee (RPAC) Report

June 9, 2021

Prepared by: Micah Pace, Chair

Prepared for June 17, 2021 Board Meeting

**Regional Plant Appraisal Committee (RPAC) Mission:** To periodically review and update the Texas Supplement document to the Council of Tree and Landscape Appraisers (CTLA) *Guide for Plant Appraisal*.

### Committee Goals:

- To provide important information regarding tree and plant appraisal process as per the current edition of the *Guide for Plant Appraisal*.
- Provide information regarding the “largest commonly available nursery-grown tree” (Appendix 4 of the *Guide for Plant Appraisal*, 10<sup>th</sup> 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
  - Last RPAC Meeting – March 8, 2019/Last RPAC Committee Report – March 11, 2021
  - 10<sup>th</sup> Edition of the *Guide for Plant Appraisal* no longer mandates the RPAC to publish a unit-cost as previously done.
  - RPAC will no longer update the previously provided Texas Supplement to the *Guide for Plant Appraisal*, which was required for the 9<sup>th</sup> and earlier editions of the Guide.
2. Progress made since last board meeting/committee report
  - Committee Chair continues to field periodic inquiries and questions from ISAT members for more information related to tree appraisal, the 10<sup>th</sup> edition of the *Guide for Plant Appraisal*, as well as ASCA's Tree and Plant Appraisal Qualification (TPAQ) program as they are forwarded by the ED of ISAT.
3. Work planned between now and next board meeting
  - No current committee meetings are planned.
  - ASCA CTLA liaison is actively working with partners, including ISA, to develop important recommendations for the restructuring and strengthening of the CTLA stakeholder roles and responsibilities.
  - ASCA's BoD is currently working with the TPAQ Advisory Committee to implement program priorities and changes requested by ASCA members, including reevaluating the necessary prerequisites to sit for the program.
  - Committee Chair will continue to update ISAT BoD and to assist ISAT in appraisal related inquiries as needed.
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 can continue to provide important information related to any future updates to the *Guide for Plant Appraisal* as well as any important changes to the structure and function of the CTLA.
  - RPAC may also serve as a liaison to ASCA and their Tree and Plant Appraisal Qualification (TPAQ) program as it evolves.
  - Should ISAT choose to invest in interns or temporary staff to conduct a statewide species type and size availability study, RPAC may be best positioned to oversee/manage it.



## Texas A&M Forest Service Report

Prepared by: Gretchen Riley, TFS Community Forestry Program Leader

Prepared for the June 17, 2021 ISAT Board of Directors Meeting

**Mission:** *"We help develop sustainable programs that provide Texans with healthy trees and forests."*

### Report:

1. Personnel changes
2. New training course development/delivery
  - a. WRRQ expansion into other chapters
  - b. CA Prep in the High Plains
  - c. Municipal Specialist
  - d. Virtual technical assistance
    - i. Public Tree Inventory Basics
    - ii. Healthy Trees, Healthy Lives
    - iii. Storm Planning
3. New partnerships/programs
  - a. [Community Forest and Open Space Conservation](#) grant program
  - b. [Scenic Texas](#) 1M Trees Across Texas
  - c. TFS Urban Tree Improvement Program: *"Texas Tested, Texas Tough"* Trees
4. Texas Tree [Awards](#)



**BY-LAWS of the  
INTERNATIONAL SOCIETY OF ARBORICULTURE TEXAS CHAPTER**

**ARTICLE I NAME**

The name of this organization shall be the "Texas Chapter" of the INTERNATIONAL SOCIETY OF ARBORICULTURE, hereafter referred to as the "Chapter".

**ARTICLE II OFFICES**

**2.01 Registered Office and Agent.** The registered office of the Chapter shall be located at 2013 Oakwood Trail, College Station, Texas 77854. John Giedraitis shall serve as registered agent for the chapter.

**2.02 Other Offices.** The Chapter may also have offices at such places within and without the State of Texas as the Executive Committee may from time to time determine or the business of the Chapter may require.

**ARTICLE III PURPOSE AND OBJECTIVES**

**3.01** To improve the practice of professional arboriculture through science, education, and public awareness.

**3.02** To provide training, certification, and continuing education of tree care professionals.

**3.03** Provide forums to disseminate current scientific tree care information.

**3.04** To stimulate a greater appreciation of proper tree care.

**3.05** To foster tree care research.

**ARTICLE IV MEMBERSHIP**

**4.01** Membership shall be open to all persons qualified for full membership under the Bylaws of the International Society of Arboriculture.

**4.02 REGULAR MEMBERSHIP.** Regular members shall be members-in- good-standing of both the Texas Chapter and the International Society of Arboriculture and be involved in the field of arboriculture.

**4.03 TEXAS CHAPTER-ONLY MEMBERSHIP.** Texas Chapter-Only members shall be members-in-good-standing of the Texas Chapter, but not of the International Society of Arboriculture.

**4.04 STUDENT MEMBERSHIP.** Student members shall be members- in-good-standing of both the Texas Chapter and the International Society of Arboriculture, and shall be enrolled in courses in arboriculture, supporting, or allied fields in an accredited institution, college, or university within the State of Texas.

**4.05 SUSTAINING MEMBERSHIP.** Sustaining memberships shall be open to commercial firms, individuals, and organizations who, through a desire to promote the aims, purposes, and welfare of the Texas Chapter, International Society of Arboriculture, make a substantial financial contribution to the Chapter on an annual basis.

**4.06 HONORARY MEMBERSHIP.** Honorary memberships shall be for life and be conferred upon individuals who have made substantial contributions to the advancement of arboriculture either through research, field practice, internal organization, literature, or teaching. Award of such membership shall be limited to one (1) individual per year by a two-thirds (2/3) vote of the Executive Committee.

**4.07** Any Honorary Membership conferred by the International Society of Arboriculture shall be bestowed by the Texas Chapter to all those honorary members that are eligible to Texas Chapter.

**ARTICLE V DUES AND VOTING PRIVILEGES**

**5.01** Membership dues and voting privileges shall be established by the Board of Directors in accordance with the Bylaws.

**5.02** Dues are not refundable. International Society of Arboriculture and Chapter dues shall be paid through the International Society of Arboriculture. All dues are annual dues. Fiscal year is January 1 to December 31.

**5.03** Membership classifications:

**5.03.1 REGULAR MEMBERS.** Regular members shall pay annual dues and be members in good standing of both the Texas Chapter and the International Society of Arboriculture. All voting members shall be verified by the Executive Director of the Texas Chapter as of June 1<sup>st</sup>, each year, to have the privilege of voting and holding office.

**5.03.2 TEXAS CHAPTER-ONLY MEMBERS.** Texas Chapter- Only Members shall include those members in good standing in the Texas Chapter of the International Society of Arboriculture who do not maintain membership in the International Society of Arboriculture. Texas Chapter- Only Members shall pay annual dues and shall have all privileges of regular membership except the right to vote and hold office.

**5.03.3 STUDENT MEMBERS.** Student members shall be a member in good standing of the International Society of Arboriculture ("student"), pay annual dues, and shall have all privileges of regular membership except the right to vote and hold office.

**5.03.4 SUSTAINING MEMBERS.** Sustaining members annual dues shall be the basis of their financial support as determined by the Board of Directors. This membership shall be eligible for one (1) membership to be designated in writing to the President of the Texas Chapter during the first quarter of the fiscal year. This designated person shall have all rights and privileges accorded to regular members.

**5.3.5 HONORARY MEMBERS.** Honorary members shall hold membership for life without payment of dues and shall have all privileges accorded to regular members.

**5.03.6 LIFE MEMBERS.** Life members of the International Society of Arboriculture shall be required to pay annual dues to the Texas Chapter and shall be accorded all rights and privileges of regular membership.

**5.04** Dues shall be determined each year by the Board of Directors, to become effective the following January 1. Members remaining in arrears with dues as of March 1, shall be dropped from the Chapter membership.

#### **ARTICLE VI TERMINATION OF MEMBERSHIP**

**6.01** Any member may be suspended, or membership terminated for just cause. Sufficient cause for such suspension or termination shall be:

(a) Non-payment of dues.

(b) Violation of any of the provisions of the Chapter Constitution, Bylaws, rules, agreement, or practices properly adopted by the International Society of Arboriculture and this Chapter, or any other conduct prejudicial to the interests of the International Society of Arboriculture or this Chapter.

**6.02** Such suspension or termination shall be by two thirds (2/3) vote of the Board of Directors and, after due notice, an opportunity of a hearing.

#### **ARTICLE VII MEETINGS**

**7.01 ANNUAL MEETINGS.** An annual meeting of the members shall be held each fiscal year of the Chapter. At each annual meeting, the members shall transact such business as may be properly brought before the meeting. The Annual Chapter meeting site and month of said meeting shall be determined by the Board of Directors.

**7.02 GENERAL MEETINGS.** Meetings of members for any purpose, may be held at such time and place, within or without the State of Texas, as shall be stated in the notice of the meeting or in a duly executed waiver of notice thereof.

**7.03 CALL FOR SPECIAL MEETINGS.** Special meetings of the members may be called by the president, the board of directors, by members having not less than one-tenth (1/10) of the votes entitled to be cast at such meeting. Business transacted at all special meetings shall be confined to the objects stated in the notice of the meeting, unless such notice shall be waived.

**7.04 NOTICE.** Unless notice is waived, written or printed notice stating the place, date, and time of the meeting and, in case of a special meeting, the purpose or purposes for which the meeting is called, shall be delivered not less than ten nor more than fifty days before the date of the meeting, either personally, by mail or e-mail, by or at the direction of the President, the Executive Director or the officer or person calling the meeting, to each member entitled to vote at the meeting.

**7.05 QUORUM; ADJOURNMENTS.** Ten percent of the voting members, present in person, shall constitute a quorum. When a quorum is present at any meeting, the vote of a majority of the members having voting power

present in person shall decide any questions before such meeting, unless the question is one upon which express provision of the statutes, the Articles of Incorporation, or these Bylaws, a different vote is required, in which case such express provision shall govern. The members present at a duly organized meeting may continue to transact business until adjournment, notwithstanding the withdrawal of enough members to leave less than a quorum.

**7.06 UNANIMOUS CONSENT.** Any action which may be taken at a meeting of the members may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the members entitled to vote with respect to the subject matter thereof.

## ARTICLE VIII

### CHAPTER OFFICERS, DIRECTORS AND REPRESENTATION ON THE INTERNATIONAL SOCIETY OF ARBORICULTURE

**8.01** Chapter officers shall consist of President, Immediate Past President, President-Elect, Vice-President, Treasurer, and Council of Representatives Liaison (CoR) Editor. These officers shall be elected from the membership and serve for one (1) year. The Editor and Treasurer may succeed themselves in office.

**8.02** The Chapter shall elect not more than nine (9) directors to the Board of Directors from the membership to serve a 3-year term and their terms shall be so arranged that, where possible, approximately one third (1/3) of the Board shall be elected each year.

**8.03** The Chapter Representative (liaison) to the International Society of Arboriculture Council of Representatives shall be elected from the membership to serve a three (3) year term, unless completing an unexpired term.

**8.04** The Chapter Liaison to the ISA Certification Board shall be elected from the membership to serve a three (3) year term, unless completing an unexpired term.

**8.05** Nomination of office holders shall be through a nominating committee appointed, and Chairman designated, by the acting President at the first Board Meeting of the fiscal year. This committee shall solicit nominations from the membership and present at least one (1) nominee for each office to the Board of Directors for approval. Office holders will be voted on by mail ballot and those receiving the most votes will be declared elected.

**8.06** Installation of officers shall be a formality at the annual meeting.

## ARTICLE IX GOVERNING BODY OF THE CHAPTER

**9.01** Chapter Board of Directors shall be the Chapter governing body. This committee shall consist of all officers, directors, the Chapter representative (liaison) to the International Society of Arboriculture Council of Representatives, and the Chapter Certification Liaison to the ISA Certification Board.

**9.02** This committee shall convene at least twice a year, or on call of any three (3) members of this committee.

**9.03** A majority of Board of directors are required to form a quorum.

**9.04** The Board of Directors shall be empowered to act for the Chapter at and between its annual meetings, the supervision of the Chapter financial affairs, the filling of vacancies which may occur in any elective or appointed office of the Chapter, unless otherwise provided for. The Board of Directors shall approve all just bills, but in no case shall the Board of Directors obligate the Chapter financially beyond the available funds in the treasury. The Board of Directors may authorize an amount as it determines, to the President, or the Presidents his designated alternate, as partial reimbursement, for travel and necessary expenses incurred during the Presidents his term of office. It may authorize an amount as it determines for expenses of the Chapter's Representative (liaison) to the International Society of Arboriculture Council of Representatives. The Board of Directors shall administer a separate tax-exempt fund or funds organized exclusively for educational purposes relating to the practice of arboriculture. The Board of Directors shall handle such other Chapter affairs as may be brought to its attention by individual members of the Chapter.

**9.05 REMOVAL.** Any member of the Board of Directors may be removed, with cause, by a majority vote of the Board of Directors.

**9.06 Email Meetings.** The Executive Committee or President may authorize a Board of Directors meeting via email when necessary, provided that ten (10) business-day notice is given to each board member (via personally, phone, email, or voice mail). An agenda outlining the issue shall be submitted at this time. Each meeting shall address one topic only. Additional issues will require separate meetings. The email meeting rules of conduct shall

have the same order as regular board meetings with the following exceptions:

9.06.01 The President or designee shall issue the meeting notice via email and include these procedures in the notice.

9.06.02 The Executive Director shall act as the meeting secretary (MS). The President shall choose a meeting secretary in the Executive Director's absence.

9.06.03 The President shall state the motion (include topic and date in subject line) ~~and~~ request a second. After receiving a second, the motion will be open for discussion. The discussion period will last three (3) business days. In order to keep track of discussion, all replies will be to all and shall include the topic in the subject line of the email.

9.06.04 Following the three-day discussion period, the President shall restate the motion and call the vote. The voting shall last two (2) business days. All email votes shall be sent to the President and the meeting secretary. At the end of the two-day voting period, the meeting secretary shall tally all the votes and ascertain that a quorum is met. If a quorum is not met, the meeting shall be postponed ~~d~~ until a later date set by the President. The meeting secretary shall announce the results to the board at the end of voting period and include the list of each member's vote in the email.

9.06.05 The President shall declare the meeting closed once the voting results are announced. A written record of the meeting and outcome shall be included in the regular board meeting minutes to be approved at the next board meeting.

9.07 Telephone Conference Meetings. The Executive Committee or President may authorize a Board of Directors meeting via telephone conference or similar form of telecommunication, when necessary, provided that ten (10) business days' notice is given to each board member (via personally, phone, email, or voice mail). An agenda outlining the issues shall be submitted at this time. The Board is authorized to conduct any lawful business by telephone conference meetings as provided in these By-laws.

#### ARTICLE X NOTICES

10.01 Formalities of Notices. Whenever under the provisions of the statutes or of the Articles of Incorporation or of these Bylaws, notice is required to be given to any Board of Directors or member, and no provision is made as to how such notice shall be given, it shall not be construed to mean personal notice, but any such notice may be given in writing by e-mail or by mail, postage prepaid, addressed to such director or member at such address as it appears on the books of the Chapter. Any notice required or permitted to be given by mail shall be deemed to be given at the time when the same shall have been deposited in the United States mails as aforesaid.

10.02 Waiver of Notices. Whenever any notice is required to be given to any member or Board of Directors of the Chapter under the provision of the statutes or of the Articles of Incorporation or of these Bylaws, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated in such notice, shall be deemed equivalent to the giving of such notice. Signing of the minutes of any meeting (whether the original or a copy thereof) shall be deemed a waiver by such signer of notice of such meeting and of any other formalities with respect to such meeting.

#### ARTICLE XI DUTIES OF CHAPTER OFFICERS AND EXECUTIVE COMMITTEE MEMBERS

11.01 All officers are installed at the annual meeting and shall perform the duties of their respective offices.

11.02 President. President shall be the directing head of the Chapter; shall call and preside over the Board of Directors and/or Executive Committee meetings (at least twice a year) and the annual Chapter meeting; and closely cooperate with the Executive Director and Editor to the best interest of the Chapter. The President ~~He/She~~ shall also serve on the International Society of Arboriculture Chapter Presidents Committee. The President shall appoint all standing committee chairpersons upon taking office and may appoint committees to act during the President's ~~his/her~~ term of office or at the annual meeting.

11.03 President-Elect. President-Elect shall succeed to the presidency the following year or upon vacancy in that office. The President-Elect ~~He/She~~ shall assist the President and Vice-President with their duties. The President-Elect ~~He/She~~ will also fulfill the role of Conference Chair. In the absence of the President, the President-Elect ~~he/she~~ shall perform the duties pertinent to that office.

11.04 Vice-President. Vice-President shall assist both President and President-Elect and plan ahead for future

annual meetings. In the absence of the President or President-Elect ~~the Vice-President~~ ~~he~~ shall perform the duties pertinent to those offices. ~~The Vice-President~~ ~~He~~ shall serve as ~~Chair~~ ~~chair-man~~ of the Education membership Ccommittee.

11.05 Editor. Editor shall procure and edit article material for the Chapter newsletter on the instruction of ~~the~~ President and/or the Board of Directors. The Editor shall aid in the budget analysis with respect to the cost of preparing and distributing the Chapter newsletter.

11.06 Immediate Past President. Immediate Past President will serve as a mentor to the President and other officers and assist the officers and Board as needed. ~~Immediate Past President~~ ~~He/She~~ will also serve as Chair to the Nominating and Awards sub-committees.

11.07 Executive Director. Executive Director shall consult with Treasurer and other officers to prepare fiscal year financial statements (for the fiscal year January 1 to December 31) to be presented to the Board of Directors for approval. Items included shall be anticipated receipts, proposed expenditures for office expense, programs, publications, and a contingency fund. ~~The Executive Director~~ ~~(S)He~~ shall keep records of membership and finances at all times and present a formal report to the membership at the annual meeting. ~~The Executive Director~~ ~~(S)He shall~~ ~~(may be required to)~~ be bonded at the discretion of the Board of Directors. The Executive Director will be appointed by the Board of Directors and will not be a voting member of the Board of Directors. The Executive Director is a paid contractor of ISAT and will have periodic reviews of said contract by the Executive Committee or as determined by the President.

11.08 Treasurer. The Treasurer shall have and perform all duties commonly incident to, and vested in, the office of Treasurer of a corporation, as well as all duties delegated and designated by the Board of Directors or the President, including, but not limited to: the administration of the fiscal and financial policies of the Texas Chapter; supervision and maintenance of accurate corporate financial records; the establishment and maintenance of financial accounts; the preparation of financial documentation requested by the Board; and, the fiscal management of Texas Chapter monies. The Treasurer shall serve as a voting member of the Executive Committee, and as Chair of the Finance Committee.

#### ARTICLE XII EXECUTIVE COMMITTEE

12.01 There shall be an Executive Committee consisting of the six officers, ~~and the Editor~~ with the Executive Director ~~chief-staff-executive~~ serving in an ex officio, non-voting capacity.

12.02 The Executive Committee may act for the Board of Directors pursuant to the delegation of authority to such committee by the Board of directors. The 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. Actions of the Executive Committee can be in person, by mail, by telephone conference calls or by e-mail.

12.03 A majority of the Executive Committee shall constitute a quorum at any ~~duly~~ called meeting of the committee. The President shall call such meetings of the Executive Committee as the business of the Chapter may require.

#### ARTICLE XIII GENERAL PROVISIONS

13.01 Seal and Official Records. The seal of the Chapter, the stock certificate book, the membership book, and its financial records shall be of the type determined and established by the Board of Directors and may be changed from time to time in its discretion.

13.02 Policy and Procedures Manual. The Chapter shall maintain a current and up-to-date Policy and Procedures Manual that shall include: Conflicts-of-interest policies and procedures Whistle-blower policies and procedures Document-retention policies and procedures Chapter financial policies and procedures and other policies and procedures deemed appropriate by the Board.

#### ARTICLE XIV AMENDMENTS

The Bylaws may be amended by a favorable vote of at least two thirds of the Board of Directors, provided such changes have been presented to all members of the Board of Directors at least thirty days in advance of the meeting. The Bylaws may also be amended by a favorable vote of at least two thirds of the membership participating in the Annual Business Meeting.

#### ARTICLE XV DISSOLUTION OF THE CHAPTER

In the event of dissolution of the Chapter, the Board of Directors shall, after paying or making provisions for payments of all liabilities of the Chapter, and after disposing of all other assets of the Chapter, distribute the remaining monetary assets to the International Society of Arboriculture Research Trust Fund, or, in the event that this fund is defunct, a similar arboricultural research/education fund.

#### ARTICLE XVI PARLIAMENTARY PROCEDURE

The Parliamentary Procedure of the Chapter shall be in accord with Robert's Rule of Order.

#### ARTICLE XVII INDEMNIFICATION

17.01 Covered Person. As used herein, the term "Covered Person" means (i) each director, officer, or employee or former director, officer, or employee of the Chapter, (ii) any person who may have served at its request as director, officer, or employee of another corporation in which it owns shares of stock, or of which it is a creditor.

17.02 The Chapter shall indemnify each Covered Person ~~any director, officer, or employee or former director, officer, or employee of the Chapter, or any person who may have served at its request as director, officer, or employee of another corporation in which it owns shares of stock, or of which it is a creditor,~~ against expenses actually and necessarily incurred by any Covered Person ~~him~~ and any amount paid in satisfaction of judgments in connection with any action, suit, or proceeding whether civil or criminal in nature, in which any Covered Person ~~he~~ is made a party by reason of being or having been such a director, officer, or employee (whether or not a director, officer, or employee at the time such costs or expenses are incurred by or imposed upon the Covered Person ~~him~~) except in relation to matters as to which the Covered Person ~~he~~ shall be adjudged in such action, suit, or proceeding to be liable for gross negligence or willful misconduct in the performance of duty. The Chapter may also reimburse to any director, officer, or employee the reasonable costs of settlement of any such action, suit, or proceeding, if it shall be found by a majority of a committee of the directors not involved in the matter of controversy, whether or not a quorum, that it was to the interest of the chapter that such settlement be made and that such director, officer, or employee was not guilty of gross negligence or willful misconduct. Such right of indemnification and reimbursement shall not be deemed exclusive of any other rights to which such director, officer, or employee may be entitled by law or under any by-law, agreement, vote of member or otherwise.

#### ARTICLE XVIII COMMITTEES

The Texas Chapter is a committee-driven organization and may have the following standing committees as well as other temporary committees as deemed advisable by the governing body and appointed by the President:

|                           |                          |                                    |
|---------------------------|--------------------------|------------------------------------|
| A. Educational Events     | B. Texas Tree Conference | C. Texas Tree Climbing Competition |
| D. Publicity and Outreach | E. Advocacy              | F. Research and Scholarships       |
| G. Executive              |                          |                                    |

#### ARTICLE XIX INVALID PROVISIONS

If any part of these Bylaws shall be held invalid or inoperative, for any reason, the remaining parts, so far as possible and reasonable, shall be valid, and operative.

#### ARTICLE XX TABLE OF CONTENTS; HEADINGS

The Table of Contents and Headings used in these Bylaws have been inserted for administrative convenience only and do not constitute matter to be construed in interpretation.