



Present:

Mark Bird, President	Priscilla Files, Director	
A.J. Thibodeaux, Past President	Kirsten Schneider, Director	
Rebecca Johnson, President-Elect	Beth Corbin, Director	John Giedraitis, ISAT Exec. Dir.
Courtney Blevins, COR Liaison	Penny Swanner, Director	Gene Gehring, Ed. Pgm. Mgr.
Jesse Neumann, Cert. Liaison	Rachel McGregor, Director	Misti Perez, Mem. Servs. Spec.
Ronny Nelson, Director	Haywood Morgan, Director	

Absent:

Neil Manich, Treasurer	
Gary O'Neil, Vice Pres	Amy Heath, Director
Star Quintero, Director	Heather McKnight, Editor

I. Call to order

- a. President Bird called to order the ISAT Board of Directors at 10:56 AM on March 4, 2022. A quorum was declared present.

II. Approval of minutes

- a. **A motion was made by Thibodeaux to accept the December 12, 2021, Board meeting minutes. Blevins seconded and the motion passed.** (p. 3)

III. Executive Director Report

- a. Giedraitis reported that the effects of the COVID-19 pandemic on operations are mostly over. He also presented Quick Stats overview charts that showed that total email subscribers are now at 5,4980 with over 91,000 emails sent in the past year. He also noted that ISAT has a busy event schedule planned for 2022. He also reported that in the past year, ISAT has presented 12 live webinars with 826 attendees and now has 46 on-demand webinars on the ISAT website that have been attended by 475 attendees. (p. 5)

IV. Committee Reports

a. Educational Events Committee

- i. Gehring reported that the committee is meeting regularly and that the 2022 schedule of events is set and includes a Master's Series event on The Science of Pruning, several TRAQ courses, Oak Wilt Qualification courses and renewals including virtual options, a Wildfire Risk Assessment Qualification course, the popular Diagnosis Workshop at Texas A&M and a virtual Introduction to Tree Pathology as a five-part webinar series. (p. 10 & 6)

b. Texas Tree Conference

- i. Johnson noted that the committee is having regular meetings. The date has been moved to Sept. 27-29 and the theme is 'The Changing Seasons of Arboriculture and Urban Forestry'. (p. 12)

c. Texas Tree Climbing Championship

- i. Schneider reported that the committee is meeting regularly and that an event is being planned for late mid-May in the San Marcos area.

d. Member Services

- i. **Newsletter.** McKnight's submitted report reviewed the publication schedule and noted that she would like each committee to get her one article per year. (p. 13)
- ii. **Digital and Social Media.** McGregor reported that there are regular postings to 1,414 Facebook, 745 Twitter and 199 Instagram followers. Bird suggested that the committee look at expanding to the LinkedIn platform. (p. 15)
- iii. **Membership.** Files noted that there are 1,256 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 video

testimonials and the recent member survey. She noted that new members get a hand-written note and a call to welcome them. (p. 16 & 7)

- iv. **Outreach.** No report. Bird noted that Amy Heath will be assisting with TNLA Expo booth.
- v. **Credential/Certification.** Neumann reported that there will be several exams this year and that there are now 1,400 Certified Arborists, 64 BCMA, 343 TRAQ and 319 TOWQ. He noted that ISA has granted extensions for credential deadlines due to the pandemic. He also reported that the committee is working on offering CEU's for articles in the In the Shade newsletter. (p. 21 & 8)

**e. Students and Scholarships**

- i. Nelson noted that he is worked with Dr. Williams to bring SFA students to the Texas Tree Conference. He also presented a draft of the new Internship Provider program that will link employers to students. Thibodeaux offered to help edit the program outline document. **A motion was made by Nelson for the Board to endorse the development and implementation of the ISAT Arborist Internship Program. Thibodeaux seconded and the motion passed.** (p. 24)

**f. Advocacy**

- i. No report

**g. Executive**

- i. **Governance.** Bird noted that the Executive Committee is meeting monthly and that he will be leading a 3-year strategic planning process on May 4-5 in San Antonio with Dr. Paul Ries as facilitator. He reported that the Chapter has a healthy financial position and that he will be establishing an ISAT Day of Service committee. (p. 32 & 5)
- ii. **Nominations and Elections.** Thibodeaux noted that two Director seats will be up for election in 2022. He reported that the nomination form will be sent out in the spring with a due date of late July.
- iii. **Awards.** Thibodeaux reported that he has met with TFS to refine the awards process and he presented the awards process guide. Nominations will open in May and close in July 2022. (p. 33)
- iv. **Treasurer.** Giedraitis reported on the year-to-date financial statements. He noted that the Chapter remains on sound financial footing with roughly \$258,00 in cash and treasury securities. He also reported that the Chapter ended the 2021 fiscal year with a \$67.69 net income and a balance of \$236,849.89 (p. 39)

**h. Liaison**

- i. **Council of Representatives.** Blevins reported that COR meets on a regular schedule, and he attends the meetings.
- ii. **TREE Fund Liaison.** Bird noted that the TREE Fund committee report included an update on the Tour de Trees fundraiser. (p. 23)

**V. Old Business**

- a. None

**VI. New Business**

**a. Named Scholarship Funds**

- i. Giedraitis reported that a member had requested that the Board accept donations to assist young arborists to attend the annual Texas Tree Conference. The Board will accept the donations and referred the implementation to the Students and Scholarships committee. (p. 44)

**b. ISAT Bylaw revisions**

- i. Thibodeaux presented revisions to the ISAT Bylaws that would move the COR Liaison election from a three-year to a one-year term. The Board agreed to vote on the changes at the June meeting. (p. 45)

**c. Three-Year Strategic Plan**

- 1. An ad-hoc committee selected by Bird will meet in San Antonio in May.

**VII. Meeting adjourned at 2:08 PM**

Next meeting in June 2022, meeting place and date to be determined.

Minutes submitted by Giedraitis



Present:

Mark Bird, President	Priscilla Files, Director	
A.J. Thibodeaux, Past President	Kirsten Schneider, Director	
Rebecca Johnson, President-Elect	Star Quintero, Director	John Giedraitis, ISAT Exec. Dir.
Gary O'Neil, Vice Pres	Amy Heath, Director	Gene Gehring, Ed. Pgm. Mgr.
Neil Manich, Treasurer	Rachel McGregor, Director	Misti Perez, Mem. Servs. Spec.
Courtney Blevins, COR Liaison	Haywood Morgan, Director	
Jesse Neumann, Cert. Liaison		

Absent:

Beth Corbin, Director	Penny Whisenant, Director	Heather McKnight, Editor
Ronny Nelson, Director		

I. Call to order

- a. President Bird called to order the ISAT Board of Directors at 12:26 PM on December 14, 2021. A quorum was declared present.

II. Approval of minutes

- a. **A motion was made by Thibodeaux to accept the October 1, 2021, Board meeting minutes. Johnson seconded, and the motion passed.** (p. 3)

III. Executive Director Report

- a. Giedraitis reported that the COVID-19 pandemic is still affecting operations but less so than in 2020. He also presented a Quick Stats overview chart that showed that total email subscribers are now at 5,570 with over 81,000 emails sent in the past year. He also noted that the Texas Tree Conference was a success despite the high level of the COVID-19 Delta variant present in Central Texas. He also reported that in the past year, ISAT has presented 11 live webinars with 817 attendees and now has 45 on-demand webinars on the ISAT website that have been attended by 372 attendees. (p. 6)

IV. Committee Reports

a. Educational Events Committee

- i. O'Neil reported that there have been several virtual and in-person events since the last meeting. He also reported that the committee is meeting regularly and that the 2022 schedule of events is drafted and includes a Master's Series event on structural pruning and an introduction to tree pathology five-part webinar series. (p. 11)

b. Texas Tree Conference

- i. Johnson noted that the committee will begin regular meetings next month and she is exploring moving the event back one week due to conflicts with other national events. (p. 14)

c. Texas Tree Climbing Championship

- i. Schneider reported that the event was held in conjunction with the Texas Tree Conference this year. She noted that securing insurance was an issue and that the Committee will start to meet in January. (p. 15)

d. Member Services

- i. **Newsletter.** McKnight's submitted report reviewed the publication schedule and noted that she would like each committee to get her one article per year. (p. 16). **A motion was made by Schneider to increase ad rates in the In the Shade newsletter for 2022 on all ad options by \$15 for business card, \$15 quarter page, \$60 half-page vertical, \$50 half-page horizontal, and \$50 for full page size and to remove the island half-page ad option. Johnson seconded and the motion passed.**
- ii. **Digital and Social Media.** McGregor reported that there are 1,379 Facebook, 737 Twitter and 178 Instagram followers. (p. 18)

- iii. **Membership.** Files noted that there are 1,250 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 Brand Ambassador program and video testimonials. The Committee will also be sending out the annual member survey and they will coordinate with the ISA survey that will be released soon. (p. 19 & 8)
- iv. **Outreach.** No report.
- v. **Credential/Certification.** Neumann reported that there will be several exams next year and that there are now 1,386 Certified Arborists, 59 BCMA, 331 TRAQ and 319 TOWQ. He noted that ISA has granted extensions for credential deadlines due to the pandemic. (p. 24 & 9-10)

**e. Students and Scholarships**

- i. Nelson submitted a report that noted that he worked with Dr. Williams to bring SFA students to the Texas Tree Conference. The report also noted that the committee is working on a new Internship Provider program that will link employers to students. (p. 26)

**f. Advocacy**

- i. No report

**g. Executive**

- i. **Governance.** Bird noted that he will be leading a 3-year strategic planning process that will start on Feb. 1 in San Antonio with Dr. Paul Ries as facilitator. Several Board members requested to be included on the committee. He also summarized the previous days discussion about the 2018-2021 strategic plan. (p. 28 & 45)
- ii. **Nominations and Elections.** Thibodeaux noted that two Director seats will be up for election in 2022. He reported that the nomination form will be sent out in the spring with a due date of late July. (p. 29)
- iii. **Awards.** Thibodeaux reported that he is working with TFS and will be meeting early next year to refine the awards process. Nominations will open in May and close in July 2022. (p. 30)
- iv. **Treasurer.** Manich reported on the year to date financial statements. He noted that the Chapter remains on sound financial footing with roughly \$270,00 in cash and treasury securities. (p. 34)

**h. Liaison**

- i. **Council of Representatives.** Blevins reported on recent meetings. (p. 41)
- ii. **TREE Fund Liaison.** Heath reported that in 2021 we supported TREE Fund with a donation and sponsorship of a Texas Tour de Trees rider. (p. 42)

**i. Working Groups**

- i. **Texas Regional Plant Appraisal Committee.** Bird presented a report by Micah Pace where he recommended sunsetting the working group and establishing an ASCA liaison. Ronny Nelson volunteered for that position. (p. 43)

**V. Old Business**

- a. None

**VI. New Business**

**a. Third Oak Wilt Symposium**

- i. Bird reported that a member has requested that the Board consider that ISAT host a third Oak Wilt Symposium. After discussion, the consensus was that the 2022 schedule is full and that it may be more appropriate for ISAT to support another group willing to lead the organization of a symposium.

**b. Adoption of 2022 Work Plan and Adoption of the 2022 Budget**

- i. **A motion was made by Blevins to accept the 2022 proposed budget as presented. Files seconded and the motion passed.** (p. 37)
- ii. **A motion was made by Thibodeaux to move payment for December 2021 association management services into the 2021 fiscal year. Files seconded and the motion passed.**
- iii. **A motion was made by Files to grant \$7,500 as a year-end award to Acorn Arbor Services to be split evenly between the contractors. Blevins seconded and the motion passed.**
- iv. Three-Year Strategic Plan.

- 1. An ad-hoc committee selected by Bird will meet in San Antonio in February.

**VII. Meeting adjourned at 2:13 PM**

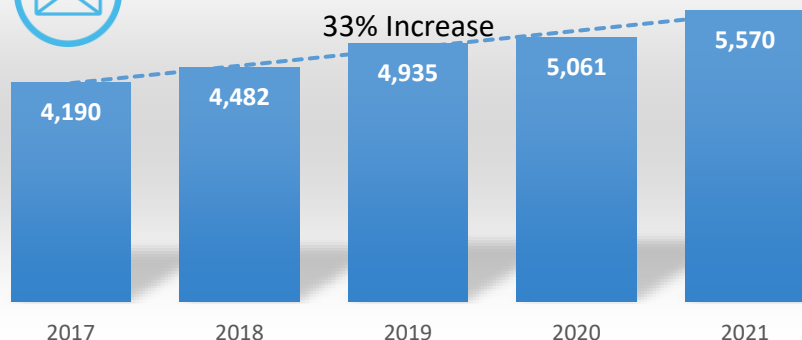
Next meeting on March 2022, meeting place and date to be determined.  
Minutes submitted by Giedraitis

# ISAT 2022 Year to Date - Quick Stats - Finances and Email

ISAT Quick Statistics:	***2022 YTD	**2021	*2020	2019	2018	2017	2016	2015	2014
Email Subscribers (Active Contacts)	<b>5,498</b>	5,570	5,061	4,935	4,482	4,190	3,749	3,310	2,888
Total Income	<b>\$67,771</b>	\$441,666	\$333,227	\$445,599	\$396,797	\$363,304	\$193,009	\$350,873	\$342,975
Net Income	<b>\$21,540</b>	\$68	\$1,578	\$4,272	(\$9,258)	\$38,250	(\$45,415)	\$10,631	\$44,950
Total Liabilities and Equity	<b>\$258,390</b>	\$236,850	\$236,680	\$232,207	\$227,935	\$237,193	\$199,198	\$244,613	\$233,983



## Active Email Subscribers



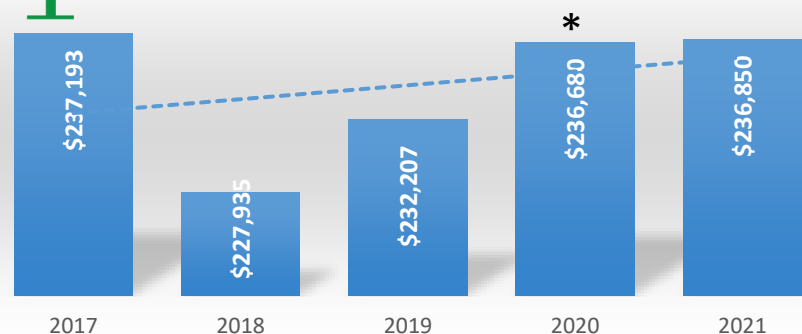
## Email Quick Stats

Feb. 25 to Feb. 25, 21-22

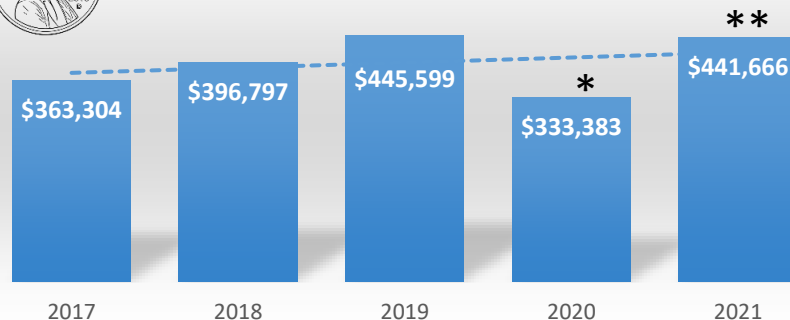
Number of Campaigns:	65
Total Number Sent:	91,895
Total Unique Opens:	34,562
Open Rate	39%
Mobile Open:	31%
Desktop Open:	69%
Click Through Rate:	7%
Total Unique Clicks:	6,240



## Total Liabilities and Equity



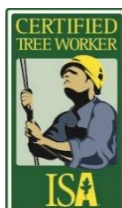
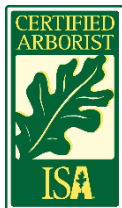
## Total Income



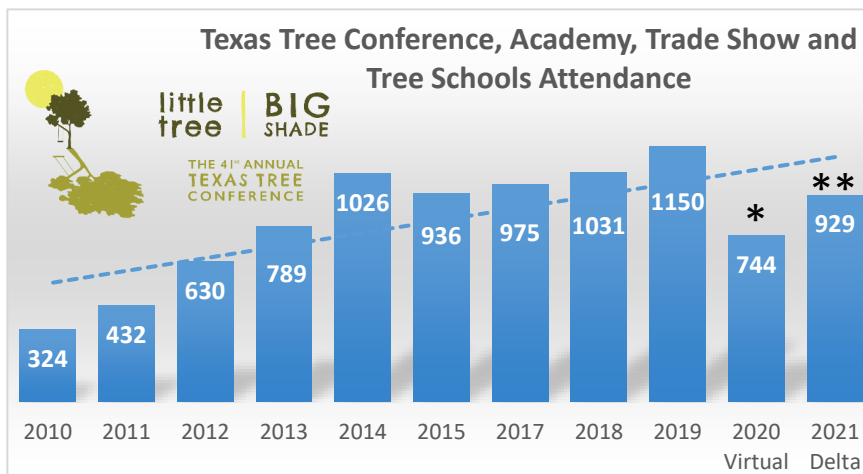
\*\*\* <sup>5</sup> To Feb. 25, 2022

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

\*\* 2021 COVID 19 – Alpha variant in the Spring and peak Delta variant during the Texas Tree Conference



# ISAT 2022 Quick Stats: Education



## Online Learning Series

Webinar Quick Stats (365 days)	To Feb. 24, 2022
# of Live Sessions:	12
# of Attendees Live:	826
# of On-Demand Sessions:	46
# On-Demand Viewed:	35
# Attendees On-Demand:	475

## ISAT Workshop Revenue/Expense



	2015 Workshops	2016 Workshops	2017 Workshops	2018 Workshops	2019 Workshops	2020 Workshops	2021 Workshops
Income	\$60,061.73	\$66,316.26	\$74,908.59	\$77,952.66	\$85,211.00	\$98,353.00	\$105,417.00
Expense	\$51,271.55	\$54,893.77	\$53,346.66	\$52,377.68	\$52,379.00	\$75,147.00	\$60,195.00
Profit/(loss)	\$8,790.18	\$11,422.49	\$21,561.93	\$25,574.98	\$32,832.00	\$23,206.00	\$45,222.00

\* 2020 – COVID-19 pandemic. Many events canceled. Numbers are for the Virtual Conference and Academy.

6 \*\* 2021 – COVID-19 pandemic. Alpha variant in spring and peak Delta variant in McLennan County during Texas Tree Conference and Academy.



Texas Chapter  
International Society  
of Arboriculture

ArborChats

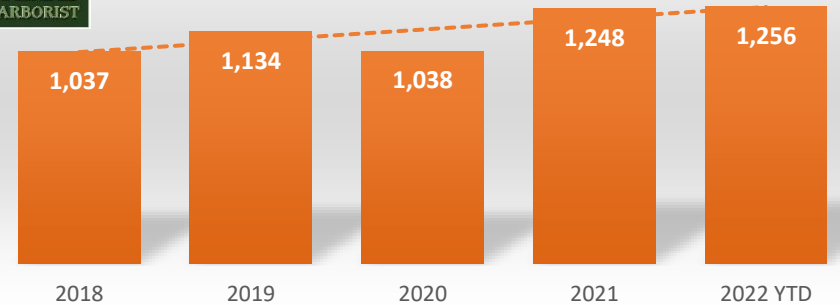
Membership	2022 YTD	2021	2020	2019	2018
ISA ISAT Membership	1,387	1,381	1,170	1,259	1,189
ISA Members	1,148	1,150	1,049	1,088	1,065
ISAT Members	1,256	1,248	1,038	1,134	1,037

## ISAT 2022 Quick Stats: Membership



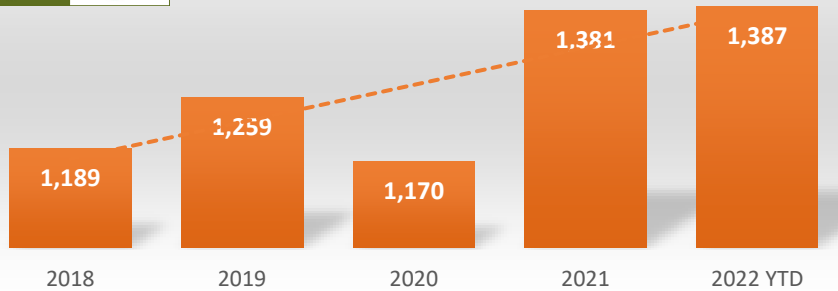
### ISAT Members

21.1% increase



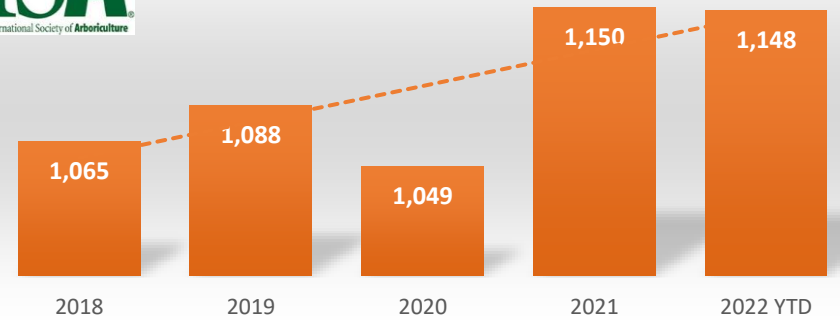
### ISA ISAT Membership

16.6% increase



### ISA Members

7.8% increase



# ISAT 2022 YTD Quick Stats: Credentials

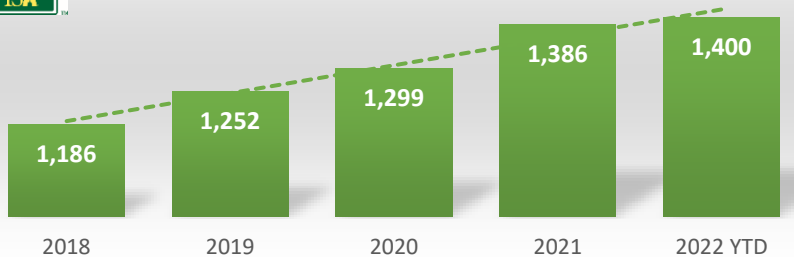
## Certification:

	2022 YTD	2021	2020	2019	2020	2018
Certified Arborists	1,400	1,386	1,299	1,252	1,299	1,186
Municipal Arborists	65	64	62	59	62	53
Utility Arborists	126	122	107	103	107	96
Certified Tree Worker Climber Specialist	26	25	25	28	25	24
Certified Tree Worker Aerial Lift	6	5	7	7	7	7



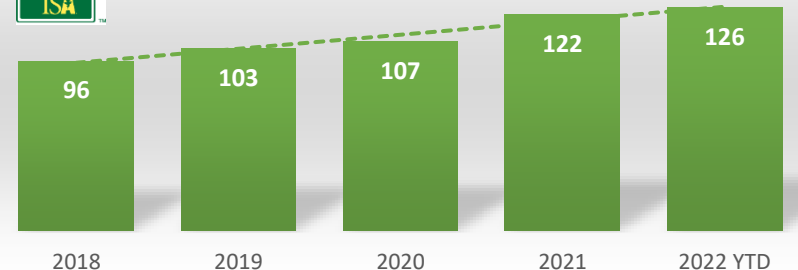
## Certified Arborists

18% Increase



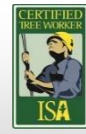
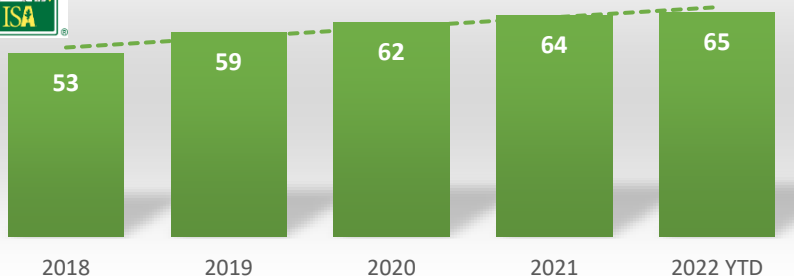
## Utility Arborists

31.3% Increase



## Municipal Arborists

22.6% Increase



## Certified Tree Worker Climber Specialist

8.3% Increase





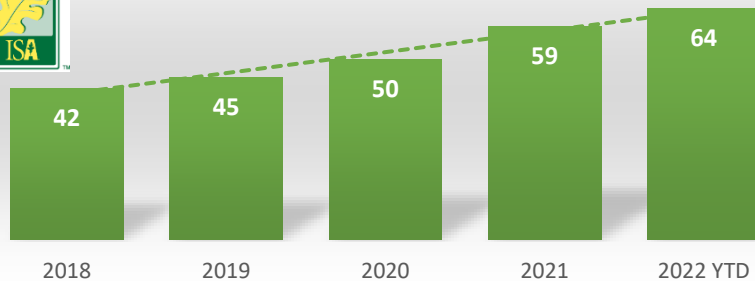
# ISAT 2022 Quick Stats: Credentials (continued)

Certification:	2022 YTD	2021	2020	2019	2020	2018
Board Certified Master Arborists	64	59	50	45	50	42
Tree Risk Assessment Qualified	343	331	284	251	284	218
Wildfire Risk Reduction Qualified	86	86	86	73	86	48
Texas Oak Wilt Qualified	319	319	251	217	251	132



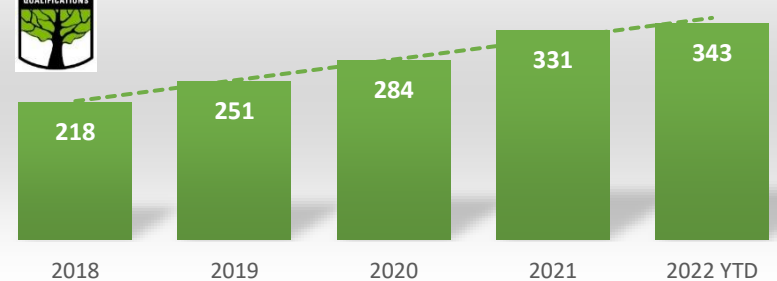
## Board Certified Master Arborists

52.38% Increase



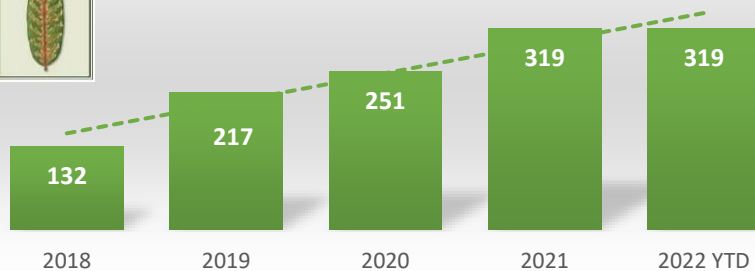
## Tree Risk Assessment Qualified

57.34% Increase



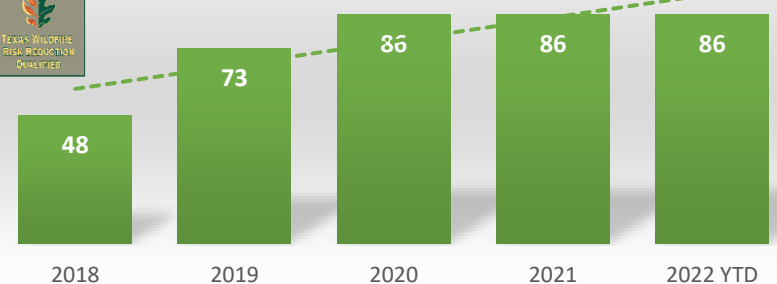
## Oak Wilt Qualified

141.7% Increase



## Wildfire Risk Reduction Qualified

79.2% Increase





## Education Committee Report

Today's date - February 17, 2021

Prepared by Gary O'Neil

Quarterly Board Meeting – San Antonio

March 4, 2022

**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.

Monthly calls are the 1<sup>st</sup> Wednesday each month at 1pm. we began by creating the framework for Education sessions over the next several months – *see attached*. Over the coming months we will continue to flesh out the details of our Education Sessions.

Gary is off work on FMLA after having back surgery and due back

**Committee Members:** Gary O'Neil, Chair; Gene Gehring, Chapter Staff; Juan Guerra, Bill Green, Kymberli Herron, Keri Hines, Elsa Holm, Anai Padilla.

1) Committee Report:

a) Educational Events – Gene, Gary, and the Committee

i) 2022 Schedule of Events – refer to 2022 proposed Training Plan – *attached*.

**(1) Online Learning: Webinars; Classes and such**

- (a) 2021 TTC & Academy presentations are available online for further education and CEU's
- (b) Series of 5 summer webinars are being planned around Plant Pathology

**(2) Wildfire Risk Assessment Qualification Course and Assessment**

- (a) Kari Hines and Gretchen Riley have begun to take this TX-conceived Qualification to other Chapters having conducted this class in Knoxville earlier this month
- (b) Targeting the March/April timeframe for the Texas offering. Location tbd.

**(3) Tree Risk Assessment Qualification of Renewal**

- (a) There are 8 TRAQ offerings of some type listed in 13 months across the state

**(4) Oak Wilt Qualification or Renewal**

- (a) There are 5 Oak Wilt classes of some type listed in 13 months across the state

**(5) Masters Series**

- (a) 2 day class on Structural Pruning, Georgetown under development

**(6) Other events scheduled**

- (a) San Antonio Arborist Association Bilingual Workshop 3/3/21, San Antonio
- (b) Diagnosis (PHC) Workshop 3/15-16/21; College Station

*Many thanks to hard work of Gene Gehring and prior Chair Rebecca Johnson for an industrious group of hard-working professionals*

## 2022 ISAT Events Calendar

2022		
Jan. 11	<a href="#">Oak Wilt Qualification 3-Year Renewal</a>	Online with Dr. Appel - 10 people registered
Jan. 24-26	<a href="#">Full TRAQ</a>	Austin - full 20
Jan. 29	ISAT Day of Service - Ranger Oaks	Seguin - Saturday
Feb. 16	<a href="#">CA Exam</a>	Austin
Feb. 16	<a href="#">NTUFC</a>	Hurst Convention Center - Emailed DFW ISAT list - 175 registered
March 3	<a href="#">Bilingual Workshop</a>	San Antonio/Schertz 226 registered
March 4	Board Meeting	San Antonio Botanical Center
March 14 - 15	<a href="#">Tree Diagnosis Workshop</a>	College Station - Registration out - 24 full 3 on waitlist
March 22-23	<a href="#">Master's Series Workshop: The Science of Pruning</a>	WCC, Todd, Miesbauer, Purcell. 2-day Georgetown - 81 registered
April 11	<a href="#">TRAQ Renewal</a>	HCFCO Office Houston -12 registered
April 11-14	<a href="#">TRAQ</a>	HCFCO Office Houston - 20 registered - Full
April 26-27	Wildfire Risk Assessment Qualification	Kari? Oak Hill area?
April 20-24	<a href="#">Women's Climbing Workshop</a>	WTCW runs, ISAT insurance, TX State
May 4-5	ISAT Strategic Planning with Paul Ries	Palacio del Rio Hilton - rescheduled from Feb.
May 19-20	<a href="#">Oak Wilt Qualification</a>	Glenrose. Inn on the River - Registration emailed 3/1
May 19 June 8	<a href="#">OWQ Virtual renewal</a>	online
June 8	Oak Wilt Qualification Fieldwork for Virtual	Fredericksburg. Virtual classroom May 19 Registration emailed 3/1
June 8	<a href="#">CA Exam</a>	Dallas
June 9-10	<a href="#">Oak Wilt Qualification</a>	Fredericksburg - Pacific War Museum - Registration emailed 3/1
June	ISAT Board Meeting	
June 27-29	<a href="#">TRAQ</a>	Dallas Discovery Gardens - 20 registered - Full
July	Tree Pathology 101 with Dr. Appel	Webinar Series (5 sections)
August 10-12	TNLA	booth
August 5-7	NATTC	Minneapolis
Sept. 9-14	ISA Annual Conference	Malmo
September 27-29	ISAT Texas Tree Conference, Trade Show, Academy, and Tree School	Waco
Sept. 27	<a href="#">TRAQ Renewal with Skip Kincaid</a>	Waco
Sept. 29	CA Exam	Waco
Sept. 29	ISAT Board Meeting	Waco
Oct?	ISA Leadership Meeting	
Nov. 4	Texas State Arbor Day Booth	
Dec.	ISAT Annual Retreat and Board Meeting	



## Conference Committee Report

2/25/2022

Prepared by: Rebecca Johnson

Prepared for the March 2022 ISAT Board of Directors meeting

**Committee Mission:** Develop a comprehensive program for the 2022 Texas Tree Conference.

**Committee Members:** Rebecca Johnson, Chair, Gary O'Neil, next chair, Heywood Morgan, Sarah Campbell, Amy Heath, Sam Hill, Paul Johnson, Michael Nentwich, Neil Manich, Alex Husby, and others

### Committee Report:

1. Progress made since last Board meeting
  - a. Theme: The Changing Seasons of Arboriculture & Urban Forestry

#### Recognizing Untapped Sources for Growth and Development

This year's theme is about thinking outside the bark – when hiring, when training, when earning revenue, and when managing – whether it's people, urban forests, or vegetation. It's about celebrating the many benefits of diversity within the field – from our people to our trees.

The goal is to be as innovative as possible. Let's be creative! We all love Dr. Ball and Dr. Gilman, and they're an easy draw. But who else is out there that will eventually be the "new" Dr. Ball? Can we be on the forefront of recognizing and developing some new speakers? Special emphasis should be placed on finding speakers who are women and/or Black, Indigenous and People of Color (BIPOC)

- b. Committee is complete and monthly meetings are being conducted.
    - c. Urban Forestry speaker track is almost complete.
2. Work planned between now and next Board meeting
  - a. Continue monthly meetings
  - b. Complete speaker recruitment
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.
  - a. Not at this time



## Newsletter Report

March 2022

Prepared by: Heather McKnight

Prepared for March 4<sup>th</sup> Board 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—Associate Editor

1. The February (Late Winter) newsletter went out; next newsletter is for April (Spring 2022).
2. Here is our projected publication schedule:

a.

Issue Month	Deadline	Highlight	Notes
February (Late Winter)	January 12	Board Retreat	
April (Spring)	March 12	??	
June (Summer)	May 12	??	"Save the Date" for Texas Tree Conference
August (Late Summer)	July 12	Texas Tree Climbing Competition (date??)	Texas Tree Conference—detailed
October (Fall)	September 12	??	
December (Winter)	November 12	Texas Tree Conference and 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	Texas Tree Climbing Competition	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 March 4, 2022 ISAT Board of Directors meeting**

### **Committee Mission:**

To spread ISAT awareness and research-based arboriculture information.

### **Committee Members:**

### **Committee Report:**

1. The [Annual Work Plan](#) goals or goals for this committee are:
  - a. Analytics from Facebook, Twitter, and Instagram
  - b. Post twice a week on all ISAT social media accounts
  
2. Progress made since last Board meeting; we continue to increase our numbers  
Followers:
  - a) FB-1,414- 35 new followers
  - b) Twitter- 745- 8 new followers
  - c) Instagram-199- 21 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: 3/4/2022

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>2022</b>
ISA & ISAT Membership	1017
ISA Members	131
ISAT Members	1256

1. In 2019 we developed 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 we are working on three more. They are on our social media and our website.
- Arbor Chats continue to be held, we have had Commercial Business Owners, Municipal Arborists and Non-Profit Organizations. Texas Tree Care Business Owners is monthly and Non-Profit and Municipal Arbor Chats will be quarterly this year. We have created a calendar of dates, topics and speakers in the Google Drive for each one.
- We continue to choose a member in good standing for the Membership Spotlight in In the Shade, for the March newsletter it is April Rose.
- We continue to send out welcome emails to all new members as well as a hand-written notecard and have been calling new members to welcome them, as well. When board members call to welcome a new member, they are asking why they joined and what we could do to help their membership experience as well as just learning a bit about the new member. A membership expiration email is sent four weeks in advance for anyone expiring each month. Also, at the bottom of the membership welcome email, these questions have been added: "Why did you decide to join the Texas Chapter? What can we do to make your membership experience the best?" Since this has been implemented, we have gotten a couple replies saying they wanted to "get more involved," and/or heard we have a lot of education and want to check it out.



- In January we sent out the annual membership survey. 81 members participated and it was sent a second time to the non-responders in February.

### **Feedback from members from the annual member survey:**

1. The best thing(academically) that we could do is get back to doing advanced education in January and February. For the climbing side, we need climber education in Texas. We have 0 offered classes 0. That is a pretty low number.
2. online testing. virtual presentations programs, minimum of 50% of the board should be women, more women presentations, more connecting with future workforce/marketing.
3. thanks for all your hard work.
4. i am the arborist for a parks department, have 2 other arborists working for me, and 3 guys with varying certifications. Aerial lift/ climbing, these courses and training are hard to come by. please consider adding to the academy. also high angle rescue and first aid is difficult to obtain. the mass the conference and academy could provide would make this a very reasonable if not profitable addition to the week. please consider it.
5. I would like to see ISA and TISA cooperate more with other groups like such as the Society of American Foresters.
6. A standardization of tree care most importantly medicants/fertilizer usage and medical based terminology.
7. i think this business and certifications should be more relevant to everyone, industries, government and every agency to be compromise to preserve and enrich vegetation, we should have more room in our cities and more value to our career
8. Retired Extension Horticulture Agent, so my need and duties have changed, but I have tried to keep certification and continue to work in horticulture.
9. Education Forever!
10. Loved the conference last fall. It was a lot of fun, and I got to learn a lot while meeting a lot of people in the field. Coming from Michigan and knowing very few people in the industry in Texas, the opportunity to network and learn about the Texas point-of-view on many arboricultural topics was very beneficial.
11. I have worked closely with many Texas Chapter ISA board members and executive committee members for a long time. The dedication these individuals have given to the Chapter and our Industry is inspiring and I could not be more proud to be a part of this team. Texas Chapter ISA members are "True Professionals".
12. Would really like to have some in-person tree walks where I can see, smell, touch trees/pests/health issues AND meet people in the area. could also invite general public to encourage more learning. As a City Planner, I would also invite city maintenance crew to attend.
13. Would really like to have some in-person tree walks where I can see, smell, touch trees/pests/health issues AND meet people in the area. could also invite general public to encourage more learning. As a City Planner, I would also invite city maintenance crew to attend.
14. loved all of the online educational opportunities when COVID started would like to see the return of some similar webinars.
15. Well run organization
16. I'd like to see more entry level training. An apprenticeship program to bring new people into the industry, climbing training, more Spanish language offerings
17. tree appraisal training in current techniques
18. Wish I had more time to review the content since I live in Oklahoma...

19. I am retired and do consultations part time. I find that it is difficult to find information that works for me in Texas. I've been working with trees for over 40 years. Would like to see more webinars that are about an hour dealing with urban and residential forestry.
20. Should have a lower price for retirees.
21. Love ISAT!
22. I relocated from PA, work at Meadowmere Park in Graprvine and semiretired.
23. The people are great! There could be some technology improvements so that interactions with testing, purchasing, etc are smoother.
24. Variety of topics with entertaining presenters is extremely important for the conference sessions. Redundancy can be a challenge in this industry to the presenter is important to the success of the presentation.
25. Thank you ISA Texas Team for the dedication and passion that you all invested in improving the safety and best practices skills for all of us.
26. For someone who has moved south in the last 11 years it is taking some time to learn ID specific trees because they are not found in the North. To find classes is tough and asking some of my colleagues they always don't know the trees and their characteristics. I acuminated a great library of tree books to help ID. Slow learning trees.
27. I am also a member of the Utah Chapter - Texas is a much better experience and an excellent model for how to run a chapter with a large geographical area and many different eco regions.
28. Please keep up the great work. I hope to see the TTC being in held in San Antonio at least one year and have attendants see what the city of San Antonio has to offer.
29. I would like to know more about the research being done on EAB and olive trees. Texas is trying to become an olive oil producing state. But, this could be severely hampered by the EAB if it is found to attack olive trees in the wild. California olive would be devastated. I already know of the research done in the lab. However, the beetle was given only an olive branch to bore into. If given a choice, would it choose other ash or an olive tree?
30. I am still working on getting my certification.
31. Keep up the good work.
32. I have enjoyed the many lectures and informational webinars. However, I suggest seeking a diversity of speakers with different academic backgrounds. Seems like everyone graduated from Texas A and M and had the same profs. We need diversity of thought in the programming.
33. new to chapter & East Texas. Would like to see more articles in magazine on pest ID, pruning,community forestry, etc.
34. Articles pertaining to the area
35. We need more tree research, especially in oak wilt. My main disappointment with isa texas is the lack of leadership in vocalization and active advocacy to achieve greater progress in research and practices. A task force should have been created over a decade ago and continued by all board members and officers since. I also believe more Texas members should be incorporated into education opportunities. Seeking national tree "celebrities" more so than Texas members is imho not the best choice
36. soil scientist and certified arborist. Looking forward to post-COVID times. Very important to me that the newsletters and emailings continue to provide or expand their information on extra-ISAT activities--tree tours, webinars, field days, forestry issues, nursery business, qualification/certification events, etc.
37. I'd love to see more regional education.
38. I'm willing to volunteer
39. Hats off to Staff & the Executive Committee for their hard work and vision.
40. I am very impressed with what's going on. Keep up the great work!
41. I'm here to learn so that I can better educate those who attend my seminars.

42. Better food at Wednesday night social, pretty much the best organization I've been a part of
43. thank you for what you do. I look forward to volunteering with TX ISA before too long
44. This is a great chapter to be a part of. I enjoy the CEU opportunities, tree conference, and networking.
45. Not directly in the tree care industry but recently took on a Horticulture Supervisor position at a city park the requires a lot of care and consideration when dealing with the trees on property. Education, knowing what to look for, and skills to diagnose are a great asset to my job.
46. Overall I am happy with my TX ISA membership experience.
47. I appreciate the quality of speakers that are brought in
48. Use more local speakers talking about subjects we use in our everyday world not so many college professors talking over our head about subjects that don't pertain  
To our everyday tree service
49. Make the first, last, company and city on event name badges large enough to be read 4ft away!!
50. I am new to Texas and the ISAT I have been involved with the western chapter for almost 10 years , Im a firm believer in education , BUT most of often work in the field and over the years . have seen many tree care companies , are slow to fully educate the younger generation of tree care students ( tree workers ) the labor force of our Industry is full of very hi-tech workers , class room education is great but in my experience there are a mountain of hands on technique's that are needed.
51. Members are the key to any organizations success. Hopefully all members and their varied although specific and complicated needs will remain a focus for future planning and development of not only the profession but the membership expectations outside of Arboriculture.
52. With so many experienced people Texas ISA chapter they should provide more education to its members and should get better acquainted with people the neighborhood, provide information educate the people. Using the knowledge and equipment to help the elderly as well. Once or twice a year do something for the people, they don't know Texas Chapter ISA exist
53. More Urban Forestry/Municipal Arborist support and training.
54. Work more closely with TNLA to provide education/CEU opportunities through them
55. I think there are two big omissions in the CEU topic ranking (#7) of this survey. Fertilization/soil improvements and Tree Biology/physiology. Had those been present, they would have been my top two choices.
56. I know that the last few years have been difficult with the current COVID protocols. I think the ISAT has done an okay job with the situation. I do wish though that more things were more accessible. My company for instance took a big hit financially, and one of the thigs that they cut off was any travel to anything. So I can't attend classes, conferences or events that are not local. So I wish that more was available and more entertaining online.
57. I know that the last few years have been difficult with the current COVID protocols. I think the ISAT has done an okay job with the situation. I do wish though that more things were more accessible. My company for instance took a big hit financially, and one of the thigs that they cut off was any travel to anything. So I can't attend classes, conferences or events that are not local. So I wish that more was available and more entertaining online.
58. I have gained a lot of knowledge attending the tree conference every year
59. I am currently working towards being an ISA certified arborist. I recently completed the 32 hour Arboriculture 101 short course with Dr. Todd Watson.
60. Quality of content and speakers at conferences could be improved, only real benefit is discount when or if attending a conference or training and we have been unable for 2 years due to Covid.

**Rank order 1-10 for topic of importance, 10 being the most important**

For rank order questions, each answer option is given a “Total score” based on how your respondents ranked it. The better the ranking given by your respondents, the higher the score assigned.

**Example:**

For a question with 3 options to rank, each #1 ranking is worth 3 points, each #2 ranking is worth 2 points, and each #3 ranking is worth 1 point.

	<b>Total score</b>
<b>116 respondents, 10 topics</b>	
Disease, Insects and Diagnosis	889
Pruning	790
Risk Assessment	832
Preservation During Construction	664
Safe Work Practices	653
Community Forestry	624
Tree Appraisal	577
Wildfire Risk	465
Climbing and Rigging	417
Operating a Successful Business	414



## Credentialing Committee

3/4/22

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 64

CA 1400

U 126

M 65

CTWCS 26

CTWAS 6

OWQ 319

TRAQ 343

WRRQ 86

2. Upcoming Exams: June 8, Dallas and September 29, Waco. Proposed exams are April in San Antonio and Houston, Fort Worth in November and Austin in October. CTW exams may be held in Dallas and Austin in October.

3. Extensions: ISA Credential Holders that were set to expire on 31 December 2021 received a complimentary extension until June 29, 2022. All certification holders with a certification expiration date set for 30 June 2021 will receive another complimentary extension until 26 April 2022 to meet all recertification requirements and complete the recertification process. ISA has extended the Spanish version of the CA exam to 4 hours instead of 3.5.

4. We currently have 10 exam proctors, 16 CTW CS evaluators and 6 CTW AS evaluators. We recruited two new exam proctors recently in Houston and College Station. We have a couple new people interested in becoming CTW evaluators for the Dallas area and hope to have them approved this summer.

5. We are pleased to announce that we can offer CEU(s) for printed newsletter articles now. The process shall be the editor sends us the article for CEU approval, we create a

CEU code and quiz and post a link along with the article in print to our webpage under the newsletter tab. When someone takes the quiz, Misti is emailed and can submit to ISA on their behalf. One educational article with a 20-question quiz shall be worth 1 CEU, the author of the article can get 3 CEUs for writing the article. You must receive 80% or higher and can take as many times as needed. Volunteers for quiz writing are always needed for this!



## TREE Fund Committee Report

2/25/2022

Prepared by: Amy Heath

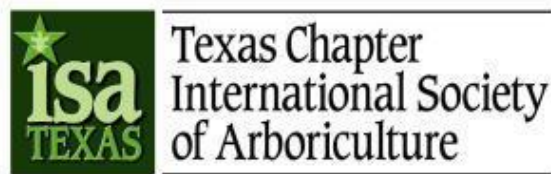
Prepared for the March 2022 ISAT Board of Directors meeting

**Committee 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 Member:** Amy Heath

### Committee Report:

1. The Annual Work Plan goals for this committee are:  
Continue to foster beneficial relationship with the TREE Fund.
2. Progress made since the last board meeting:  
Attended TREE Fund liaison meeting.
3. Work planned between now and next board meeting:  
Participate in TREE Fund’s next liaison meeting.
4. Action items:
  - Publish links to CEU webinars and grants from TREE Fund
    - <https://treefund.org/webinars>
    - <https://treefund.org/researchgrants>
  - Support starting a Texas team for the Tour des Trees cycling tour
    - Virtual participation available
    - <https://treefund.org/tourdestrees>
    - Who might be a good community member who would be enthusiastic about the project?
      - Trees
      - Cycling
      - Fundraising



## **Arborist Internship Program A.I.P.**



## **Background**

An internship in arboriculture is an investment that an organization can offer to a student that can shape one's experiences while enriching passion for the industry. This document is our guidance to become a *Texas Chapter of the International Society of Arboriculture – Arborist Internship Program (AIP)*. Our goal is to create an internship platform for notable organizations within our membership to utilize us as a resource and aid identifying potential candidates. A member that meets our requirements can apply to become AIP approved. Once approved by our Student and Scholarship Committee, an email will be sent to the organization. We believe that an organization that has a well-developed internship program will be beneficial to everyone involved. Clearly defining objectives also allows the student and faculty to hold the company accountable.

## **Internship**

The “contract” between the employer and intern must be clear about what an internship is and is not. The company offering the internship must be clear on the internship description. The student will use your work description and decide if he or she would like to apply for the company's current opening. This allows the employer the opportunity to hold the intern accountable when it comes to evaluating performance. Clearly defining objectives also allows the student and faculty to hold the company accountable. The internship needs to have a tentative timeline and as well as types of work to be expected. Students are less likely to apply for an internship with minimal description and understanding of work to be performed.

**AIP Internship:** An AIP Internship is a working plan between an approved organization that has at least one Certified Arborist and a student. The plan should clearly describe work functions and a tentative duration of each function. Functions may be modified based on workflow. All areas offered in the internship should be followed as closely as possible. An AIP provider that fails to properly conduct a workplan and/or resist guidance will be removed from our list of approved organizations. All AIP providers are required to be members in good standing with the International Society of Arboriculture and the Texas Chapter of the International Society of Arboriculture.

**Minimum requirements:** The school may have requirements that supersede the AIP guidelines. A second internship between an organization and previous intern is typically more in-depth, selective in functionality and provides the intern a greater opportunity to develop skills within arboriculture.

**Considerations:** A company that offers a well-organized internship may expect to gain notoriety among fellow students and recent graduates. Following a positive internship experience, it is likely the company will see long-term potential employment, reliable workforce, as well as trained employees seeking employment at the company. A student can expect to gain knowledge of areas of work within arboriculture and on the job training and skills that employers seek.

The company that offers internships will be required to follow all state and federal mandates for employment. They must carry workers compensation insurance and conduct their business in a safe manner that follows industry guidelines, such as the ANSI Z 133.1 and ANSI A300 standards for arboriculture.

What are the company's requirements when offering an internship?

- Commitment of Time and a certified arborist on staff to ensure the internship follows the guidelines of AIP
- Patience
- Judgement
- Execution and Follow Up

## **Workplan**

Compensation: The typical rate of pay for an internship is between \$10-15 per hour. However, internship compensation should be competitive with the company's market. The lower the compensation offered, the less applicants the company should expect. Some organizations have set goals for the student to complete and often reward those accomplishments by providing additional compensation or outings that are safe and enjoyable. When developing a workplan, think about what they can reasonably accomplish within their time working for the company. Consider the student spending an equal amount of time in each area of the organization. If the student has an area of higher interest, you may consider allowing them to decide where to spend the rest of their internship.

This could be something they could research and present as an area for growth within your organization. Creative planning for purchasing equipment, pricing materials with vendors and developing spreadsheets are some functions that an intern may be able to provide. Be creative and set goals.

If you offer housing, or other compensation for travel, add these to your description. This may attract students outside of local universities and colleges. AIP will be required to provide all necessary tools, equipment and uniforms required by the company to perform a function agreed upon in the internship.

Schedule and Duration: A defined duration of the program is a key component to your description. A typical internship is an 8 to 10-week program but can be as long as a semester. An internship with several job functions will be more attractive than a single function (i.e., dragging brush). A job function is further described as an area of work that the interns are expected to perform.

## **Mentoring Guidelines**

Intern Program – Mentoring Guidelines

1. An intern may be assigned to an employee that has shown competency in their position and must exhibit genuine care for the task and others employed within the organization.

2. This employee who will supervise the internship should be an ISA Certified Arborist or have similar credentials. This employee should also be a model of your company culture.
3. Be intentional when working with an intern. Evaluate their skills and work together to set realistic goals. Have the intern focus on an area in your organization that is mutually beneficial.
4. Periodic meetings with the supervisor and intern throughout the program. Follow up with the student to see if they have any questions or concerns with the completed work. Set goals when reviewing upcoming work. If organized, these meetings can be effective in the intern's development.
5. All employees involved in the internship should be kind, professional, and generous. But most importantly, positive. AIP providers will be held accountable for maintaining a level of professionalism that reflects well on our industry.
6. Some internship providers have been successful by hosting company outings during their internships. An example would be a sporting event. A certain amount of money could be set aside for the student to spend at the event. setting goals and rewarding interns with company outings. An example of a company outing may be a sporting event. Make sure to provide the student with some cash to spend at this outing.

### **Internship Program Timeline (Summer Internship)**

- Make the decision to offer an internship program
- Develop a workplan for the internship that you would like to offer
- Submit to ISAT Student & Scholarship
- Identify key employees within your organization who will supervise the interns

### **Fall**

- Determine how many interns the company is plan
- Attend career events and promote your company at schools to identify potential interns
- Review resumes of potential interns
- Send interns the company's internship application (set a deadline)
- Schedule an Interviews with potential candidates
- Review qualifications and responsibilities with candidates

### **Winter**

- Provide a preview of the job duties
- Extend an offer to a candidate (set a deadline to accept)
- If an offer is not extended, communicate reason(s) why.

### **Late Winter/Early Spring**

- Follow up with intern to touch base and let them know you are excited
- Identify the candidates within your organization to oversee the intern
- Create a rough draft of the workplan for the internship

**Spring**

- Complete a tentative workplan schedule for the internship
- Meet with team who will supervise the internship to review workplan
- Narrow down special events (welcome party, outing with the team, farewell party, or dinner)
- Obtain uniform sizes for interns. Ensure they have all equipment required on the first day of employment
- Schedule drug and alcohol screening if required by the organization

**Late Spring/Early Summer**

- Ensure the intern has housing accommodations in order and aid if necessary
- Orientation
- Issue personal protective equipment and uniforms
- If the intern will drive a company vehicle, contact insurance carrier to provide guidance for adding new drivers to your coverage. Most interns will require training before operating equipment and vehicles. An equipment and vehicle operating test is advised.
- Welcome Party – Upon arrival, rally staff members to welcome interns to the company and introduce themselves.

**Summer**

- Weekly reviews with interns and supervisor
- 30-day evaluation with supervisor, manager, and intern
- Group outing event (baseball game, amusement park, etc.)

**Late Summer**

- At completion of the internship, collect company equipment from the intern.
- Farewell party or dinner
- Review evaluations
- Exit interview – meet with the intern to review performance and provide feedback. Ask the intern for feedback on how the internship could improve.
- If required, complete and submit intern evaluation form to the designated faculty at the intern's school.

## Common AIP Workplan Modules

- General Tree Work
  - Pruning, Removal, Stump Grinding, Other
  - Equipment Operations
  - Safety Inspections
  - Plant Identification
  - Personal Protective Equipment (PPE)
- Plant Healthcare
  - Plant Identification
  - Integrated Pest Management (IPM)
  - Plant Insect and Disease Diagnostics
  - Personal Protective Equipment (PPE)
  - Soil Aeration and Root Collar Excavation
  - Laws and Regulations
  - Pesticide Labels
  - Safety Data Sheets
  - Pesticide Storage and Disposal
  - Mixing, Loading and Handling Pesticides [EPA Pesticide Worker Safety Program](#) and [TDA Pesticide Applicator](#)
  - Applications
  - TDA Pesticide Record Keeping
- Sales and Consulting
  - Estimating
  - Measuring properties
  - Face-to-face client interaction
  - Tree Risk Assessments (TRA)
  - Plant Health Assessments
  - Tree Appraisals
  - Tree Inventory – Geographic Information System (GIS) Mapping
- Tree Farming and Planting
  - Planting and Transplanting Trees
  - Tree Inspections
  - Pruning and Management
  - Water Management and Irrigation Repair
  - Root Pruning
  - Upsizing Plant Material
  - Fertilization and Pesticide Applications
  - Purchasing
  - Liners
  - Sanitation
- Support Function
  - Business Administration
  - Scheduling
  - Production Management

- o Sales Flow Management – Lead Generation and Follow Up

\*\*\*The above workplan modules are examples of modules within arboriculture. Not all modules may be relevant to the internship. For example, some companies do not offer plant healthcare or tree planting. For this reason, it would not be included in their workplan.

### INTERN EVALUATION FORM

NAME: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

SUPERVISOR: \_\_\_\_\_

WORK DATES \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_

JOB DUTIES: \_\_\_\_\_

	Poor	Fair	Good	Excellent	Score
Attendance and Punctuality	1	2	3	4	
Appropriately dressed and groomed	1	2	3	4	
Dependability (thorough, organized)	1	2	3	4	
Initiative (resourceful, self-starter)	1	2	3	4	
Communication Skills (oral and written, if applicable)	1	2	3	4	
Ability to Learn (comprehension of new concepts)	1	2	3	4	
Quality of Work (accuracy, completeness, neatness)	1	2	3	4	
Attitude (enthusiasm, curiosity, desire to learn)	1	2	3	4	
Judgement (decision making)	1	2	3	4	
Interpersonal Relations (cooperative, courteous, friendly)	1	2	3	4	
	Total Score				

COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUPERVISOR'S SIGNATURE: \_\_\_\_\_

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_



## Executive Committee Report

February 25, 2022

Prepared by: Mark C Bird

Prepared for the March 4th, 2022 ISAT Board of Directors meeting

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

### Committee Members:

- Past President: A.J. Thibodeaux
- President: Mark C Bird
- President-elect: Rebecca Johnson
- Vice President: Gary O’Neil
- Editor: Heather McKnight
- Treasurer: Neil Manich
- COR: Courtney Blevins
- Executive Director John P. Giedraitis

### Committee Report:

1. The Annual Work Plan goal for this committee is to draft the 2022-2025 Strategic Plan. Present the draft plan at the June Board meeting for discussion and vote on the final plan at the September Business Meeting
2. Committee Report: Regular duties performed by the committee:
  - a. hold monthly committee conference calls
  - b. do weekly check-ins with board members and staff
  - c. monitor committee activities, updated events, and other actions and tasks
3. Progress made since last Board meeting
  - a. budget review for 2022 shows a net income of \$21,539.65 (will be discussed in more detail in budget review)
  - b. draft a proposed 2022 budget and services contract for discussion and adoption
  - c. reviewed upcoming 2021-2022 events schedule
4. Work planned between now and next Board meeting
  - a. Strategic Planning meeting scheduled: May 4 & 5, San Antonio
  - b. work with committees on progress for events, and activities
5. Action Items:
  - a. Create ISAT Day of Service Committee
  - b. Review Member Feedback for the good, for where to improve, for future planning





## Texas Tree Awards Committee Report

February 23, 2022

Prepared by: A.J. Thibodeaux

Prepared for the March 4, 2022, ISAT Board of Directors meeting

**Committee Mission:** The Texas Community Forestry Awards Program celebrates the accomplishments of those who have dedicated their talents to spreading a leafy green canopy over Texas. This program is open to anyone who has a role in building stronger Texas communities by planting, maintaining or protecting trees.

Winners will be recognized during the annual Texas Tree Conference. Award winners receive a numbered, remarked and framed, limited-edition print of a famous Texas tree painting commissioned for the program. Winners of ISAT sponsored awards receive an engraved wooden plaque.

### Committee Members:

TFS Urban Forestry Program Manager, Gretchen Riley (Chair, non-voting)

ISAT President or ISAT Executive Director, Mark Bird (Co-Chair, non-voting)

ISAT Past-President, A.J. Thibodeaux (rotating, voting)

Texas A&M Forest Service Regional Forester representative, Open (rotating, voting)

Third Party representative, Open (organization selected by ISAT and TFS, voting)

### Committee Report:

1. A meeting was held on February 15, 2022, to review and update the Texas Tree Awards procedures. Committee members in attendance were Gretchen Riley, Mark Bird and A.J. Thibodeaux. Award descriptions and criteria were reviewed for accuracy and updates made. Committee roles, the nomination process, and timeline were reviewed and updated per committee recommendations.
2. Award Categories
  - a. **Arborist of the Year**
  - b. **Arboricultural Project of the Year**
  - c. **Outstanding Landscape Improvement**
  - d. **Outstanding Community Forestry Program**
  - e. **Texas Chapter ISA President's Award of Merit**
3. Timeline of work to be done
  - a. April
    - i. Form committee (Chair and Co-Chair)

- ii. First committee meeting: review process and determine deadlines
- b. May
  - i. Update online nomination form (Chair and Co-Chair)
  - ii. Promote award program statewide (Committee + partners)
  - iii. Open Nominations (TFS)
- c. June
  - i. Promote award program statewide (Committee + partners)
- d. July
  - i. Close nominations, package and distribute to committee (TFS)
  - ii. Individually review, evaluate, and rank projects (Committee)
  - iii. Reach consensus on awardees (Committee)
  - iv. Notify ISAT Executive Committee of award recommendations (Co-Chair)
- e. August
  - i. Arrange for awards (Chair and Co-Chair)
  - ii. Notify both winners and losers (Chair)
  - iii. Develop presentation (Chair and Co-Chair)
  - iv. Develop awards luncheon agenda (Committee)
- f. September
  - i. Celebrate awards!

# Texas Tree Awards

## Overview

The Texas Tree Awards Program celebrates the accomplishments of those who have dedicated their talents to the protection, planning, and proliferation of their Texas community forest canopy . This program is open to anyone who has a role in building stronger Texas communities by planting, maintaining or protecting trees.

Winners will be recognized at the Texas Tree Conference.

## Award Categories

### 1. Arborist of the Year

- a. Description: Nominations for individual awards are evaluated for leadership, commitment, innovation, impact and sustainability.
- b. Criteria: At least 10 years of experience in the industry and demonstrated exemplary service and/or leadership within the field of arboriculture.

### 2. Arboricultural Project of the Year

- a. Description: Recognition of a short-term specific tree care, protection, or planting project that exemplifies arboricultural best practices and customer service. Nominees may include arborists, tree care companies, landscape contractors, etc.
- b. Criteria: There must be an ISA Certified Arborist of record affiliated with the project. The project must clearly demonstrate above-and-beyond tree care practices.

### 3. Outstanding Landscape Improvement

- a. Description: This award recognizes individuals, organizations, or municipalities that have made significant contributions through tree planting and landscaping which enhances environmental protection, conservation, beautification, energy conservation, or wildlife protection. Criteria: Projects must show significant impact over several years.

### 4. Outstanding Community Forestry Program

- a. Description: An award to recognize individuals, organizations, or municipalities that have promoted community forestry through a program that significantly engages, educates, or enhances the community.

- b. Criteria: Project or program must clearly engage with the community and actively promote best practices.

#### 5. Texas Chapter ISA President's Award of Merit

- a. Description: This award recognizes an individual who has made significant contributions to the Texas Chapter ISA. This could be a volunteer, member or a significant contributor in other ways. Note – this award is at the discretion of the current President and does not require a vote by current awards committee or ISAT Board. It is sponsored by ISAT only, not co-sponsored with TFS. President may seek recommendations from Board or others as desired.
- b. Criteria: Demonstrated superior service to the field of arboriculture and community forestry. Preferred member of Texas Chapter ISA, but not required.

## Roles

The Texas Community Forestry Awards Program is sponsored by the Texas A&M Forest Service and the Texas Chapter of the International Society of Arboriculture. Programmatic decisions are made through discussion, compromise, and ultimately consensus by both organizations.

#### Committee Members

- TFS Urban Forestry Program Manager (Chair, non-voting)
- ISAT President or ISAT Executive Director (Co-Chair, non-voting)
- Three-member Voting Selection Committee:
  - ISAT Past-President (rotating)
  - Texas A&M Forest Service Regional Forester representative (rotating)
  - Third Party Representative (organization selected by ISAT President and TFS Urban Forestry Program Manager)
    - The representative organization shall be involved in arboriculture, urban forestry, natural resources or similar, such as a regional urban forestry council or tree advocacy group.

#### TFS Urban Forestry Program Manager

- Designates and assigns rotating TFS Regional Forester
- Updates online nomination form annually or as needed
- Host online nomination form
- Schedule and host judging/selection committee meeting
- Contributes framed Texas tree awards
- Collaborates on script for awards luncheon
- Present awards at luncheon

## ISAT President or Executive Director

- Updates and maintains support documentation annually
- Reports at ISAT Board meetings
- Liaisons with the Texas Tree Conference Chair
- Ensures Chapter promotion of awards nominations
- Contributes ISA/ISAT sponsored awards
- Collaborates on script for awards luncheon

All committee members are expected to:

- Attend scheduled meetings
- Assist with marketing the awards program once the nominations are open
- Represent their organization fairly and without bias
- Evaluate nominations
- Specific tasks for specific individuals are noted in the timeline
- Develop agenda for awards luncheon in collaboration with Texas Tree Conference Chair

## Process

### Nominations

Google Forms (or similar online platform) is used for the nomination process. The nomination form will be updated annually.

Nominations will only be accepted through the online form.

### Evaluations

The Awards Selection Committee evaluates all nominations within each category, with the exception of ISAT-only sponsored awards.

Each committee member is required to fill out the spreadsheet matrix and submit to the Committee Chair. The matrix lists criteria for evaluating each category and provides a method for consistent evaluation among committee members. Following individual ranking submission, the full committee (Chairs and voting members) will meet to approve final ranking.

### Timeline

- April
  - Form committee (Chair and Co-Chair)
  - First committee meeting: review process and determine deadlines
- May
  - Update online nomination form (Chair and Co-Chair)
  - Promote award program statewide (Committee + partners)

- Open Nominations (TFS)
- June
  - Promote award program statewide (Committee + partners)
- July
  - Close nominations, package and distribute to committee (TFS)
  - Individually review, evaluate, and rank projects (Committee)
  - Reach consensus on awardees (Committee)
  - Notify ISAT Executive Committee of award recommendations (Co-Chair)
- August
  - Arrange for awards (Chair and Co-Chair)
  - Notify both winners and losers (Chair)
  - Develop presentation (Chair and Co-Chair)
  - Develop awards luncheon agenda (Committee)
- September
  - Celebrate awards!



## Treasurer's Report/ Finance Committee

2-24-2022

Prepared by: Neil Manich

Prepared for the March 2022 ISAT Board of Directors meeting

**Treasurer / Finance Committee Mission:** Keeping a hand on the financial tiller of the Chapter. Duties include the administration of the fiscal and financial policies of the Chapter; supervision of corporate financial records; oversight of financial accounts and the fiscal management of Chapter monies; and the preparation of required financial documentation.

**Committee Members:** Neil Manich (Treasurer

### **Committee Report:**

1. ISA Texas remains in sound financial standing with approximately \$247,000 of cash and treasury securities on hand as of February 22, 2022. The chapter has approximately \$258,000 in total equity as of February 22.
2. The chapter has a shown net income of \$21,539.64. We have additional income for the month of February that does not yet show on the balance sheet as of February 22, 2022.

# ISAT

## Profit & Loss

### January through December 2021

	Jan - Dec 21
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Online Learning Revenue Share	1,564.00
Advertising	16,835.00
Certification	34,661.00
Conference Income	222,989.00
Membership	46,030.00
Misc. Revenue	1,058.83
TTCC & Workshop	13,110.57
Workshops Income	105,417.23
<b>Total Income</b>	441,665.63
<b>Gross Profit</b>	441,665.63
<b>Expense</b>	
Day of Service Expense	34.09
Cloud Computing Services	7,184.98
Advertising Expense	320.48
Office Supplies	771.64
Association Management Services	163,162.59
Research	2,500.00
Accountant	2,735.00
Board Expenses	10,076.28
Certification Expenses	2,033.58
Conference Expenses	145,526.94
Fees	53.06
Insurance	2,177.00
Member Services	1,263.54
Misc. Expense	1,021.50
Newsletter Expenses	18,320.14
Publicity	2,555.46
Scholarships	5,000.00
TTCC and Workshop	12,713.30
Web Site	4,340.46
Workshop Expenses	60,195.26
<b>Total Expense</b>	441,985.30
<b>Net Ordinary Income</b>	-319.67
<b>Other Income/Expense</b>	
<b>Other Income</b>	
Interest Income	387.46
<b>Total Other Income</b>	387.46
<b>Net Other Income</b>	387.46
<b>Net Income</b>	<b>67.79</b>



**ISAT**  
**Balance Sheet**  
As of December 31, 2021

	Dec 31, 21
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Wells Fargo	102,097.14
<b>Total Checking/Savings</b>	102,097.14
<b>Other Current Assets</b>	
Treasury Direct	123,976.57
<b>Total Other Current Assets</b>	123,976.57
<b>Total Current Assets</b>	226,073.71
<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>236,849.89</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Retained Earnings	236,782.10
Net Income	67.79
<b>Total Equity</b>	236,849.89
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>236,849.89</b>

12:07 PM

02/28/22

Cash Basis

# ISAT

## Profit & Loss

### January through February 2022

	Jan - Feb 22
Ordinary Income/Expense	
Income	
Online Learning Revenue Share	608.00
Advertising	16,044.08
Certification	8,704.00
Membership	14,845.00
Workshops Income	27,570.33
Total Income	67,771.41
Gross Profit	67,771.41
Expense	
Day of Service Expense	51.17
Advertising Expense	3,644.25
Association Management Services	25,204.34
Accountant	400.00
Board Expenses	600.00
Conference Expenses	1,700.00
Member Services	74.50
Misc. Expense	256.01
Newsletter Expenses	5,370.37
Web Site	165.55
Workshop Expenses	9,021.59
Total Expense	46,487.78
Net Ordinary Income	21,283.63
Net Income	21,283.63

**ISAT**  
**Balance Sheet**  
As of February 28, 2022

	Feb 28, 22
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Wells Fargo	123,404.78
Total Checking/Savings	123,404.78
Other Current Assets	
Treasury Direct	123,952.56
Total Other Current Assets	123,952.56
Total Current Assets	247,357.34
Fixed Assets	
Trailer TTCC	9,721.13
Accumulated Depreciaton	-604.00
Office Equipment	1,659.05
Total Fixed Assets	10,776.18
<b>TOTAL ASSETS</b>	<b>258,133.52</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Retained Earnings	236,849.89
Net Income	21,283.63
Total Equity	258,133.52
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>258,133.52</b>

## John Giedraitis

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**Subject:** FW: Don Gardner Scholarship

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**From:** George <austinbeautifultrees@gmail.com>

**Sent:** Monday, February 28, 2022 5:18 PM

**To:** John Giedraitis <jpg@isatexas.com>

**Subject:** Re: Don Gardner Scholarship

Hi John,

Austin Beautiful Trees will donate \$1000 in 2022 and Don Gardner will match our donation. I would like the funds to be specifically designated to be given in Don's name. Don has said "He would like the funds to help aspiring young arborists attend the Texas Tree Conference." I would be interested in extending Austin Beautiful Trees donation in subsequent years depending how this first year works.

Those are my thoughts. Thank you for presenting it to the board.

Best regards

Scott

On Feb 28, 2022, at 3:20 PM, John Giedraitis <[jpg@isatexas.com](mailto:jpg@isatexas.com)> wrote:

Hi Scott,

Can you give me more information on what you would like the Board to consider this Friday?

Thanks,

John

On Tue, Jan 25, 2022 at 8:35 AM John Giedraitis <[jpg@isatexas.com](mailto:jpg@isatexas.com)> wrote:

Hi George,

Thanks for the email. I will forward this to Mark Bird, our President, so we can add it to the March ISAT Board Meeting agenda.

John

**John Giedraitis, Executive Director | Texas Chapter International Society of Arboriculture** | 2013 Oakwood Trail, College Station, TX 77845 | office: 979-324-1929 | website: [www.ISATexas.com](http://www.ISATexas.com) | email: [jpg@ISATexas.com](mailto:jpg@ISATexas.com) | [ISAT Facebook](#) | [ISA Certified Arborist TX-105A](#)

**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). These officers shall be elected from the membership and serve for one (1) year. The Editor, ~~and Treasurer~~ **and Council of Representatives (CoR)** 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. ¶~~

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

**8.045** Nomination of office holders shall be through a nominating committee appointed, and Chair 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.

**8.056** 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 designated alternate, as partial reimbursement, for travel and necessary expenses incurred during the Presidents term of office. It may authorize an amount as it determines for expenses of the Chapter's Representative 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) 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 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 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 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 shall assist the President and Vice-President with their duties. The President-Elect will also fulfill the role of Conference Chair. In the absence of the President, the President-Elect 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 shall perform the duties pertinent to those offices. The Vice-President shall serve as Chair of the Education membership Committee.

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 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 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 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 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 against expenses actually and necessarily incurred by any Covered Person 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 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) except in relation to matters as to which the Covered Person 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.