



Present:

Mark Bird, President	Heather McKnight, Editor	
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, Assist. Exec. Dir
Jesse Neumann, Cert. Liaison	Rachel McGregor, Director	Megan Wood, Program Mgr.
Neil Manich, Treasurer	Amy Heath, Director	
Gary O'Neil, Vice Pres	Ronny Nelson, Director	

Absent:

Haywood Morgan, Director	Star Quintero, Director	Priscilla Files, Director
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I. Call to order

- a. President Bird called to order the ISAT Board of Directors at 10:36 AM on July 15, 2022. A quorum was declared present.

II. Approval of minutes

- a. **A motion was made by Thibodeaux to accept the March 4, 2022, Board meeting minutes. Johnson seconded and the motion passed.** (p. 3)

III. Executive Director Report

- a. Giedraitis reported that the Chapter has held a variety of educational events since March. While the COVID-19 Omicron variant is widespread, it has had less effect on attendance than previous variants. He introduced Megan Wood, the new ISAT Program Manager. He also presented the Quick Stats overview charts that showed that total email subscribers are now at 5,551 with over 79,400 emails sent in the past year. He also reported that in the past year, ISAT has presented 11 live webinars with 284 attendees and now has 49 on-demand webinars on the ISAT website that have been attended by 348 attendees. (p. 5)

IV. Committee Reports

a. Educational Events Committee

- i. O'Neil reported that the 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 and the popular Diagnosis Workshop at Texas A&M have been held. The proposed 2023 Master's Series on decay was presented. It will be coordinated with the Southern Chapter. There was some discussion on including Spanish in the educational events. (p. 10 & 6)

b. Texas Tree Conference

- i. Johnson noted that the dates are Sept. 27-29, and the theme is 'The Changing Seasons of Arboriculture and Urban Forestry'. The program is nearly complete, sponsors and exhibitors are registering, and regular registration will open in July. (p. 16)

c. Texas Tree Climbing Championship

- i. Schneider reported that the event was held in New Braunfels on May 20-21, and Miguel Pastenes and Star Quintero were the champions. She noted that debrief meetings are being held with event personnel and these notes will be shared. Dates for next year are May 26-27, 2023, with location to be announced. There was discussion on recognizing the winners at the Texas Tree Conference and the need for an annual insurance policy. The event code of conduct was also discussed. There was discussion about volunteer trainings so the rules and policies can be reviewed. (p. 17)

d. Member Services

- i. **Newsletter.** McKnight reported on the publication schedule and noted that she would like each committee to get her one article per year. (p. 18)
- ii. **Digital and Social Media.** McGregor reported that there are regular postings to 1,497 Facebook, 750 Twitter and 242 Instagram followers. A new LinkedIn account has 2 followers. (p. 20)
- iii. **Membership.** Files submitted report noted that there are 1,247 ISAT members. She also noted that she has met with Megan Wood to review the 3-Year Membership Plan. There was discussion on the Business Owners ArborChat to open it up to members who are Tree Care

Business Professionals. Wood reported that she and Giedraitis will be meeting soon to formalize a membership customer service plan. (p. 21 & 7)

- iv. **Outreach.** Bird noted that Amy Burkett will be assisting once again with TNLA Expo booth this August.
- v. **Credential/Certification.** Neumann reported that there are several exams this year and that there are now 1,373 Certified Arborists, 66 BCMA, 347 TRAQ and 354 TOWQ. He noted that ISA has granted extensions for credential deadlines due to the pandemic. He also reported on the new CTWCS evaluator requirements and that the Spanish language Certified Arborist exam has been extended from 3.5 to 4 hours. (p. 23 & 8,9)

e. Students and Scholarships

- i. Nelson presented a final draft of the new Arborist Internship Provider program that will link employers to students. He also reported that he attended the SFA awards banquet in April and scholarships were awarded to two students. The TAMU scholarship was awarded to one student. Nelson noted that he is already working with Texas colleges to bring students to the Texas Tree Conference in September. He will organize a mentor program at the conference for students. (p. 26)

f. Advocacy

- i. No report. Bird noted that the Texas Legislature will meet again in January, and he is monitoring tree related bills.

g. Executive

- i. **Governance.** Bird noted that the Executive Committee is meeting monthly and that a 3-year strategic planning session was held on May 4-5 in San Antonio with Dr. Paul Ries as facilitator. This plan will be presented to the membership at the annual meeting in Waco. He reported that the Chapter has a healthy financial position and that he will be establishing an ISAT Day of Service committee. (p. 35 & 5)
- ii. **Nominations and Elections.** Thibodeaux noted that two Director seats are open in 2022. He reported that the nomination form was sent out with a due date of July 29th. (p. 36)
- iii. **Awards.** Thibodeaux reported on the updated awards process and timeline. Nominations are now open and will close on July 29th. (p. 37)
- iv. **Treasurer.** Manich reported on the year-to-date financial statements. He noted that the Chapter remains on sound financial footing with roughly \$285,895 in cash and treasury securities. He noted that workshop income is up. (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.** Heath noted that the TREE Fund committee is working with the Tree Conference Committee for the TREE Fund fundraiser at the Exhibitors Reception. She also reported that the Tour de Trees is looking at the Texas Chapter ISA to host a future tour. (p. 25)

V. Old Business

- a. **ISAT Bylaw Revisions:** Thibodeaux presented revisions to the ISAT Bylaws that would move the COR Liaison position from a three-year to a one-year term. **A motion was made by Blevins to accept the revised ISAT Bylaws. Schneider seconded and the motion passed.** (p. 44)

VI. New Business

a. Three-Year Strategic Plan

- i. Bird reviewed the draft strategic plan by reviewing the vision, mission and values. He then covered the five major goals (Governance, Member Services, Educational, Public Awareness and Research) and the top innovation objectives under each. He also noted the two strategic objectives of increasing diversity and inclusiveness and ISAT Succession Management. **A motion was made by Thibodeaux to accept the amended Strategic Plan and present it to members at the business meeting at the 2022 Texas Tree Conference. Johnson seconded and the motion passed.** (p. 50)

- b. **Open Discussion on Professionalism:** Bird reviewed the Board Code of Conduct and there was discussion about the need to conduct ISAT business in a professional manner by all involved. (p. 58)

VII. Meeting adjourned at 2:56 PM

Next meeting September 29, 2022, at the Texas Tree Conference in Waco.
Minutes submitted by Giedraitis



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.

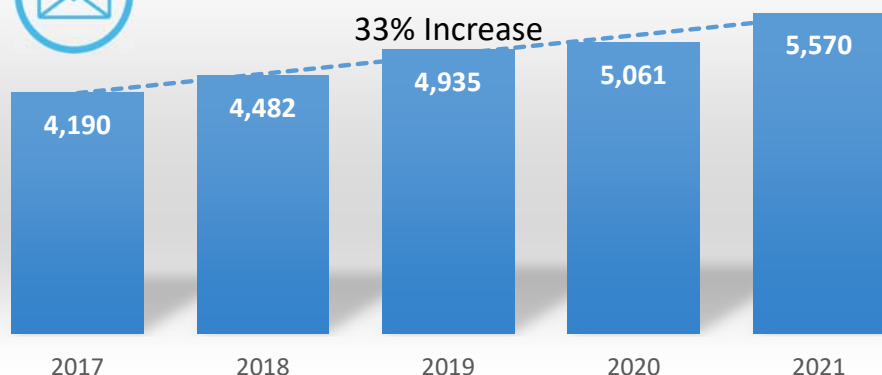
Minutes submitted by Giedraitis

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)	5,551	5,570	5,061	4,935	4,482	4,190	3,749	3,310	2,888
Total Income	\$279,030	\$441,666	\$333,227	\$445,599	\$396,797	\$363,304	\$193,009	\$350,873	\$342,975
Net Income	\$49,046	\$68	\$1,578	\$4,272	(\$9,258)	\$38,250	(\$45,415)	\$10,631	\$44,950
Total Liabilities and Equity	\$285,896	\$236,850	\$236,680	\$232,207	\$227,935	\$237,193	\$199,198	\$244,613	\$233,983



Active Email Subscribers



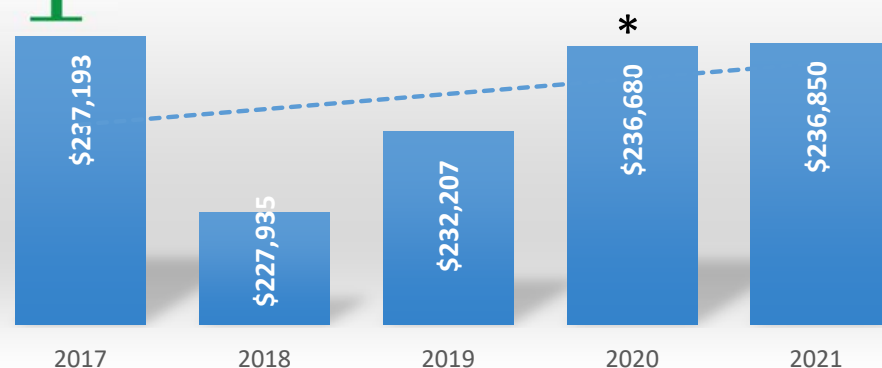
Email Quick Stats

July 12 to July 12, 21-22

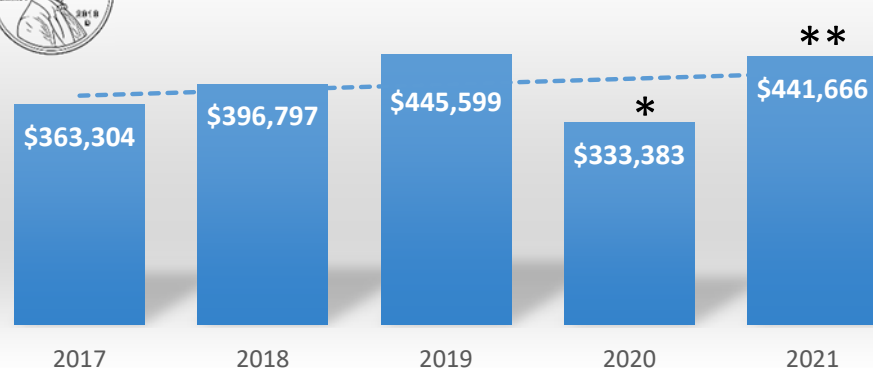
Number of Campaigns:	57
Total Number Sent:	79,400
Total Unique Opens:	32,774
Open Rate	39%
Mobile Open:	12.6%
Desktop Open:	44.4%
Click Through Rate:	7.4%
Total Unique Clicks:	5,144



Total Liabilities and Equity



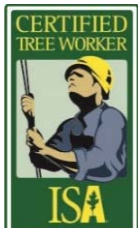
Total Income



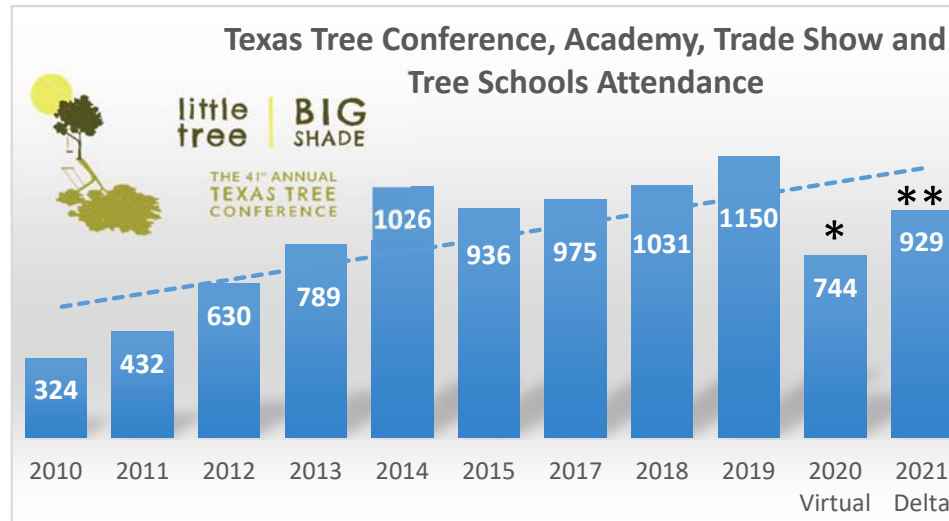
*** To July 12, 2022

* 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 ⁵

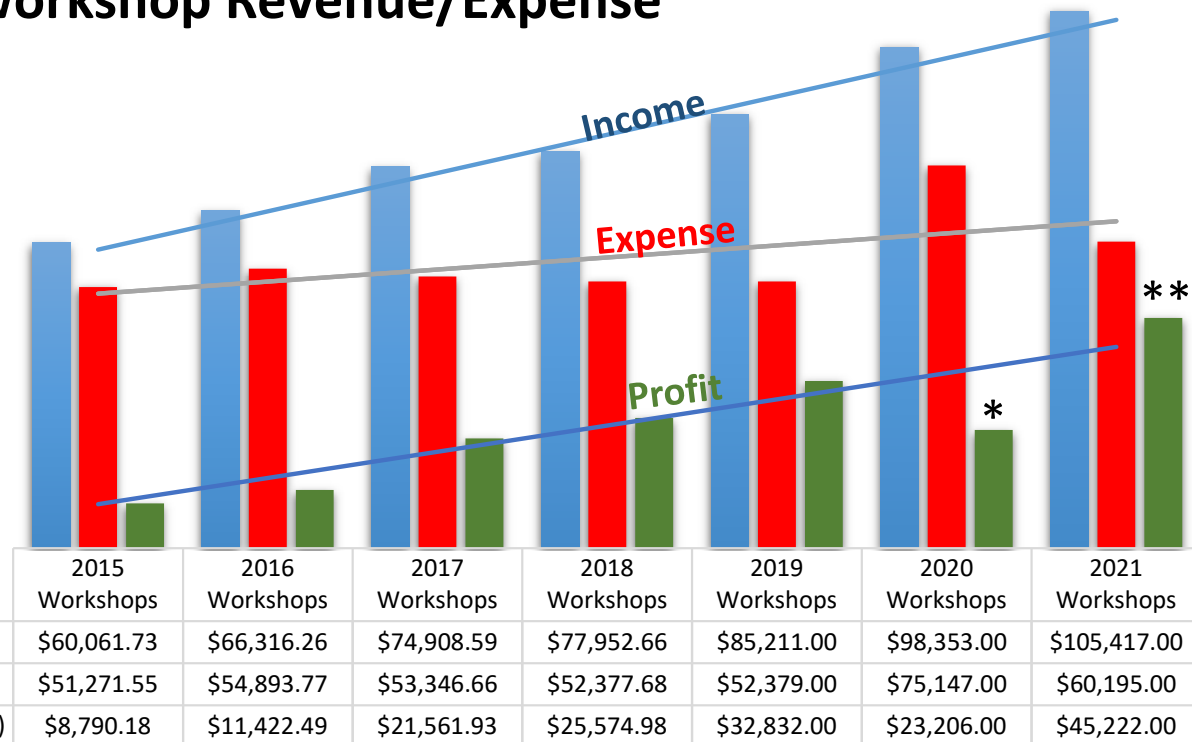


ISAT 2022 Quick Stats: Education



Webinar Quick Stats (365 days)	To July 12, 2022
# of Live Sessions:	11
# of Attendees Live:	284
# of On-Demand Sessions:	49
# On-Demand Viewed:	24
# Attendees On-Demand:	348

ISAT Workshop Revenue/Expense



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

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



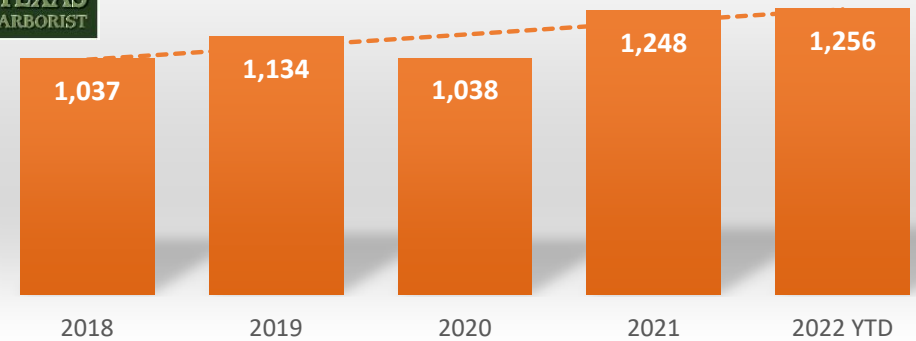
Membership	2022 YTD	2021	2020	2019	2018
ISA ISAT Membership	1,371	1,381	1,170	1,259	1,189
ISA Members	1,149	1,150	1,049	1,088	1,065
ISAT Members	1,256	1,248	1,038	1,134	1,037

ISAT 2022 Quick Stats: Membership



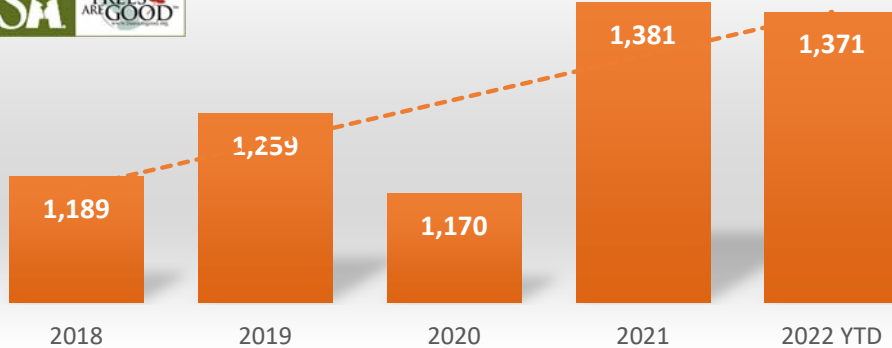
ISAT Members

21.1% increase



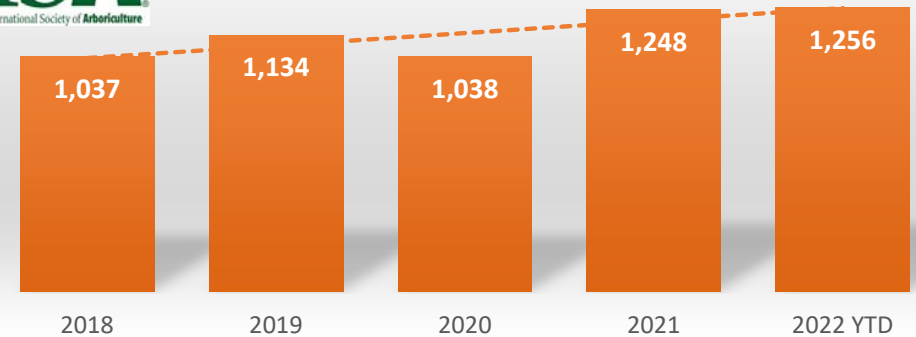
ISA ISAT Membership

15.3% increase



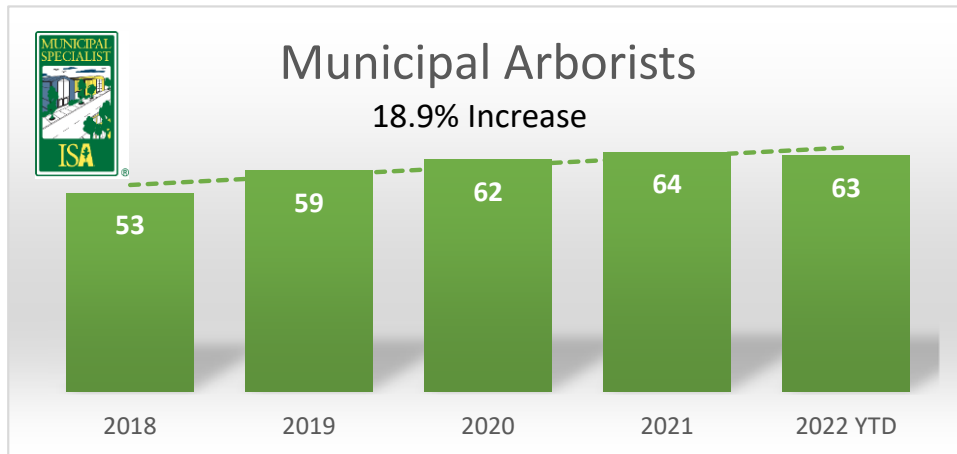
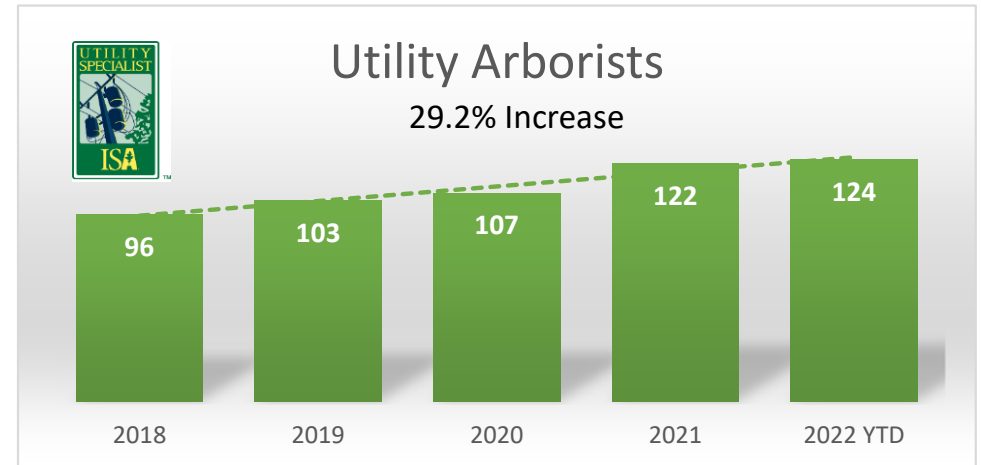
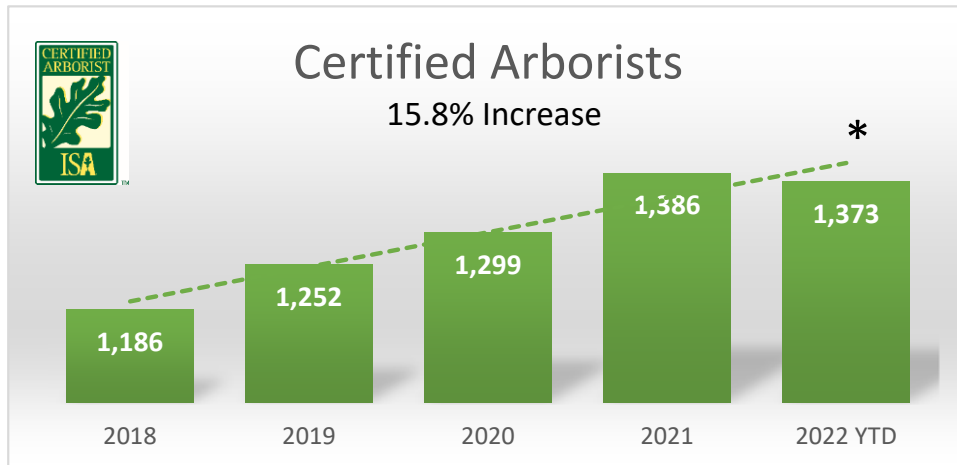
ISAT Members

7.9% increase



ISAT 2022 YTD Quick Stats: Credentials

Certification:	2022 YTD	2021	2020	2019	2020	2018
Certified Arborists	* 1,373	1,386	1,299	1,252	1,299	1,186
Municipal Arborists	63	64	62	59	62	53
Utility Arborists	124	122	107	103	107	96
Certified Tree Worker Climber Specialist	25	25	25	28	25	24
Certified Tree Worker Aerial Lift	6	5	7	7	7	7



* COVID 19 Credential Extensions ended June 2022

July 15, 2022

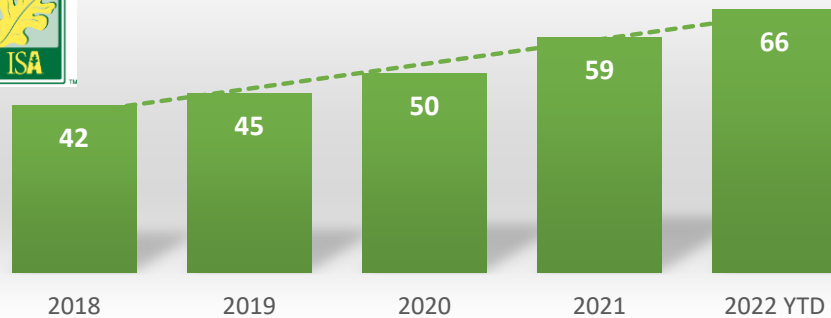
ISAT 2022 Quick Stats: Credentials (continued)

Certification:	2022 YTD	2021	2020	2019	2020	2018
Board Certified Master Arborists	66	59	50	45	50	42
Tree Risk Assessment Qualified	347	331	284	251	284	218
Wildfire Risk Reduction Qualified	113	86	86	73	86	48
Texas Oak Wilt Qualified	354	319	251	217	251	132



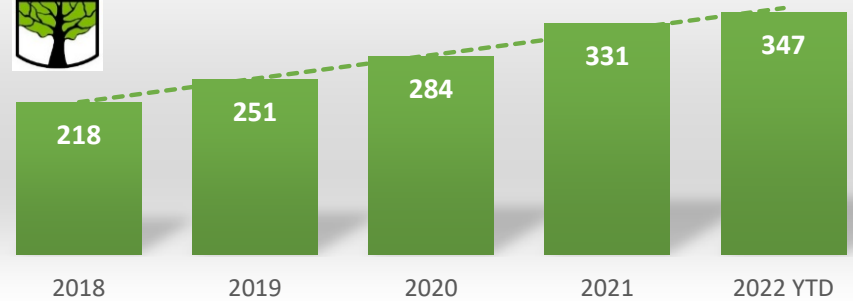
Board Certified Master Arborists

57.1% Increase



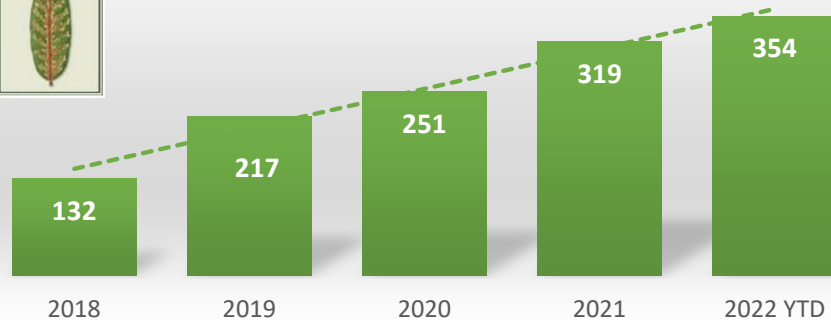
Tree Risk Assessment Qualified

59.2% Increase



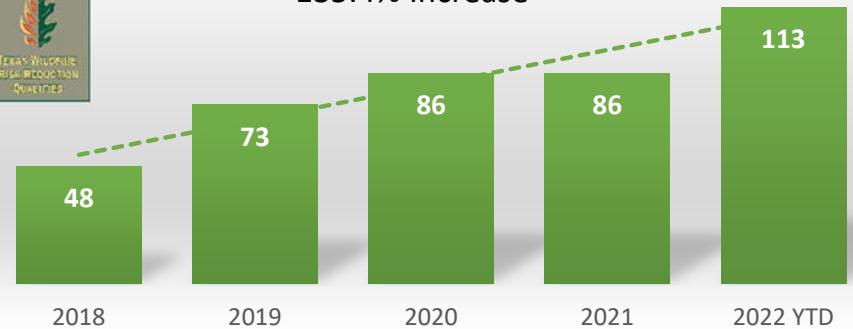
Oak Wilt Qualified

168.2% Increase



Wildfire Risk Reduction Qualified

135.4% Increase





Education Committee Report

Prepared for Gary O'Neil
Quarterly Board Meeting – San Antonio
Kuly 15, 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 1st 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.

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

- 1) Committee Report:
 - a) Educational Events – Gene, Gary, and the Committee
 - i) 2022 Schedule of Events – refer to 2022 Schedule of events – *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 (postponed to November)

(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 and Florida
- (b) Held in May at the fire station in Oak Hill (Austin) The class was full (27) and we have 9 on a waitlist.

(3) Tree Risk Assessment Qualification of Renewal

- (a) We held a TRAQ renewal (15) and a full TRAQ (20) course in Houston at the Harris County Flood Control District office in April.
- (b) We held a full TRAA course in Dallas at the Discovery Gardens in June. 20 people were registered but 2 missed the class due to Covid.
- (c) We are in the process of scheduling a full TRAQ course in San Antonio in San Antonio December 5-7.
- (d) We will have a renewal on September 27th in Waco.

(4) Oak Wilt Qualification or Renewal

- (a) We held the TOWQ courses in Glen Rose for 27 people in May and in Fredericksburg for 27 in June. But 2 people missed one covid one family emergency
- (b) We held an online TOWQ renewal with 31 people

- (c) We held a virtual TOWQ course with 18 people in attendance. The classroom was the day of the Glen Rose course and the field day was in Hye, Texas the day before the Fredericksburg course.

(5) Masters Series

- (a) We held a 2 day class on Pruning in Georgetown. We had Drs'. Purcell, Miesbauer, and Watson present as well as Sam Hill. There were 107 people in attendance.
- (b) Thanks to Meaggan Reid we are in the process of scheduling a workshop next spring with Dr. Chris Luley and Frank Rinn on "Decay Testing, Biology and Biomechanics" They can accommodate up to 75 people.

(6) Diagnosis

- (a) The diagnosis workshop was held in College Station over spring break with 24 people in attendance

(7) Women's Climbing workshop was held at the SW Texas State University camp in Wimberley.

(8) Climbing Comp and Workshop

- (a) Was held in New Braunfels at the same time as the TOWQ in Glen Rose

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	Oak Wilt Qualification 3-Year Renewal	Online with Dr. Appel - 10
Jan. 24-26	Full TRAQ	Austin - full 20
Jan. 29	ISAT Day of Service - Ranger Oaks	Seguin - Saturday
Feb. 16	CA Exam	Austin
Feb. 16	NTUFC	Hurst Convention Center -175
March 3	Bilingual Workshop	San Antonio/Schertz 260 registered
March 4	Board Meeting	San Antonio Botanical Center
March 9	TX Tree Care Business Owners Arbor Chat	Business Insurance
March 14 - 15	Tree Diagnosis Workshop	College Station - 24
March 22-23	Master's Series Workshop: The Science of Pruning	WCC, Todd, Miesbauer, Purcell.Georgetown - 107
April 11	TRAQ Renewal	HCFCF Office Houston -15 registered
April 11-14	TRAQ	HCFCF Office Houston - 20 full
April 13	Tx Tree Care Business Owners Arbor Chat	
April 26-27	Wildfire Risk Assessment Qualification	Oak Hill Fire Station - Full 27 - 9 waitlist
April 22-24	Women's Climbing Workshop	WTCW runs,TX State
May 4-5	ISAT Strategic Planning with Paul Ries	Palacio del Rio Hilton
May 11	TX Tree Care Business Owners Arbor Chat	
May 18	Municipal Arbor Chat	
May 19-20	Oak Wilt Qualification	Glenrose. Inn on the River - full 27 attendees - one went virtual
May 19 June 8	OWQ Virtual	online 18 Registered - 16 attended
May 19	TTC workshop	43 registered
May 20-21	Climbing Comp	New Braunfels Cypress Bend and Landa Parks
May 25	Non Profit Arbor Chat	
June 1	Texas Oak Wilt Qualification renewal online	31 registered
June 8	Oak Wilt Qualification Fieldwork for Virtual	
June 8	CA Exam	Dallas
June 8	TX Tree Care Business Owners Arbor Chat	
June 9-10	Oak Wilt Qualification	Fredericksburg - Pacific War Museum - full 27 - 8 waitlist
June 27-29	TRAQ	Dallas Discovery Gardens - 20 registered - Full 12 on waitlist
June 27-29	CTW?	Dallas Discovery Gardens
July	Tree Pathology 101 with Dr. Appel	Webinar Series (5 sections) Fall?
July 13	TX Tree Care Business Owners Arbor Chat	
July 15	ISAT Board Meeting	
August 10-12	TNLA	San Antonio- booth
August 5-7	NATTC	Minneapolis
August 10-12	TX Tree Care Business Owners Arbor Chat	
August 17	Municipal Arbor Chat	
August 24	Non Profit Arbor Chat	
Sept. 9-14	ISA Annual Conference	Malmo
Sept 14	TX Tree Care Business Owners Arbor Chat	
September 27-29	ISAT Texas Tree Conference, Trade Show, Academy, and Tree School	Waco
Sept. 27	TRAQ Renewal with Skip Kincaid	Waco
Sept. 29	CA Exam	Waco
Sept. 29	ISAT Board Meeting	Waco
October 12	TX Tree Care Business Owners Arbor Chat	
Nov. 1-3	ISA Leadership Workshop	Atlanta
Nov. 4	Texas State Arbor Day Booth	
Nov. 9	TX Tree Care Business Owners Arbor Chat	
Nov. 15-17	Certified Arborist Prep Class	Laura Miller, AgriLife, Fort Worth
Nov. 18	CA Exam	Ft. Worth
Nov 23	Municipal Arbor Chat	
Nov 30	Non Profit Arbor Chat	
Dec. 5-7	TRAQ	San Antonio Botanical Garden
Dec.	ISAT Annual Retreat and Board Meeting	

Decay Testing, Biology and BioMechanics

Understanding biomechanical principles and biology in relation to assessing Trees for Decay

Time	Speaker	Topic
7:30 to 8:20 am		Registration & Coffee
8:20	TX Folks	Welcome
8:30	Chris Luley, Ph.D. Urban Forest Diagnostics LLC	Assessing Trees for Decay: The Process
9:20	Frank Rinn, Inventor of the Resistograph, Rinn Tech, Germany	Tree Biology and Basic Biomechanics
10:30	Break	Break
10:45	Chris Luley, PHD, Urban Forest Diagnostics LLC	Biology of Decay Fungi: Decay types, Life cycles, and Fruiting
11:35	Frank Rinn, RinnTech, Germany	Shell-wall thickness and breaking safety of mature trees
12:25		Lunch
1:00	Frank Rinn and Chris Luley	Outdoor Session Frank Rinn and Chris Luley will demonstrate tree assessment using their basic and advanced testing methods including visual, sounding, DNA testing, resistance drilling (Resistograph) and ArborTom tomography
2:20	Break	Return to Class
2:35	Frank Rinn, RinnTech, Germany	Basics, Possibilities and Limitation of Tree Inspections
3:25	Chris Luley, Ph.D. Urban Forest Diagnostics LLC	Introduction to TreeRot.com and Identification of Common Decay Fungi, what they mean to stability
4:15	TX Folks	Wrap up/Evaluations

Advanced Training Day

Day 2

Time	Speaker	Topic
7:30 to 8:20 am		Registration & Coffee
8:20	TX Folks	Welcome
8:30	Chris Luley, Ph.D. Urban Forest Diagnostics LLC	Decay Fungi Identification: Part 2
9:20	Frank Rinn, Inventor of the Resistograph, Rinn Tech, Germany	Tree Biology and Basic Biomechanics
10:30	Break	Break
10:45	Chris Luley, PHD, Urban Forest Diagnostics LLC	Root Decay Fungi Identification, Assessment and Management
11:35	Frank Rinn, RinnTech, Germany	Shell-wall thickness and breaking safety of mature trees
12:25		Lunch
1:00	Frank Rinn and Chris Luley	Outdoor Session Frank Rinn and Chris Luley will demonstrate tree assessment using their basic and advanced testing methods including visual, sounding, DNA testing, resistance drilling (Resistograph) and ArborTom tomography
2:20	Break	Return to Class
2:35	Frank Rinn, RinnTech, Germany	Basics, Possibilities and Limitation of Tree Inspections
3:25	Chris Luley, Ph.D. Urban Forest Diagnostics LLC	Does Biology Trump Biomechanics?
4:15	TX Folks	Wrap up/Evaluations

One Day Program

Time	Speaker	Topic
7:30 to 8:20 am		Registration & Coffee
8:20	MO Folks	Welcome
8:30	Chris Luley, Ph.D. Urban Forest Diagnostics LLC	Assessing Trees for Decay: The Process
9:20	Frank Rinn, Inventor of the Resistograph, Rinn Tech, Germany	Tree Biology and Basic Biomechanics
10:30	Break	Break
10:45	Chris Luley, PHD, Urban Forest Diagnostics LLC	Biology of Decay Fungi: Decay types, Life cycles, and Fruiting
11:35	Frank Rinn, RinnTech, Germany	Shell-wall thickness and breaking safety of mature trees
12:25		Lunch
1:00	Frank Rinn and Chris Luley	Outdoor Session Frank Rinn and Chris Luley will demonstrate tree assessment using their basic and advanced testing methods including visual, sounding, DNA testing, resistance drilling (Resistograph) and ArborTom tomography
2:20	Break	Return to Class
2:35	Frank Rinn, RinnTech, Germany	Basics, Possibilities and Limitation of Tree Inspections
3:25	Chris Luley, Ph.D. Urban Forest Diagnostics LLC	Introduction to TreeRot.com and Identification of Common Decay Fungi, what they mean to stability
4:15	MO Folks	Wrap up/Evaluations



TX Tree Conference Committee Report

Prepared by: Rebecca Johnson

Prepared for the July 15, 2022 ISAT Board of Directors meeting

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

Committee Members: Rebecca Johnson 2022 Chair, Mark Bird - past Chair, A.J. Thibodeaux, Kirsten Schneider, Beth Corbin, Daniel Vetter, Ronny Nelson, Amy Heath, Sam Hill, David Vaughan, Mark Duff, Bill Green, Alex Husby, Haywood Morgan, Gordon Braley, Jesse Neumann, Paul Johnson, Gary O'Neil, Sarah Campbell, Neil Manich, Mark Kroeze, Michael Nentwich, Mike Sills, Guy LeBlanc, Pris Files, Jason Alfaro, Ginny Sills, Penny Swanner, Laura Miller, Gretchen Riley, Kimberly Herron, Gene Gehring, Education Program Manager, and John Giedraitis, Executive Director

Committee Report:

1. The annual goals for this committee are:
 - a. Select Conference Dates
 - b. Select Conference Theme - Graphics Package
 - c. Open Speaker Registration
 - d. Send out Exhibitor/Sponsor Postcard
 - e. Secure Waco Convention Center and Hotel Contract
 - f. Retain Graphics Designer for conference logo
 - g. Schedule Committee Conference Calls
2. Progress made since last Board meeting
 - a. 42nd Annual TTC: Sept. 29 - Oct. 1, 2021
 - b. Conference theme & logo: The Changing Seasons of Arboriculture & Urban Forestry
 - c. Speaker Registration: 28 Speakers are registered
 - d. Sponsors and Exhibitors: 2022 TCC logo postcards mailed, 28 registered
 - e. Waco Convention Center & Hotel Contract: 2021 - 2023 Hotel Contracts executed
 - f. catering contract bids due this week
 - i. Tree Academy (Paul)
 - j. Tree School - English: Guy LeBlanc, Spanish: Bill Green & Mark Duff
 - k. Silent Auction Ginny Sills
3. Work planned between now and next Board meeting in June
 - a. continue monthly committee calls
 - b. Open Registration
 - c. Awards Luncheon, Tuesday Social, Wednesday evening Exhibitor Social
 - d. finalize catering
 - e. coordinate trade show floor
 - f. open volunteer sign-up
 - g. put together swag items
 - h. bookstore



Texas Tree Climbing Championships

July, 2022

Prepared by: Kirsten Schneider

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

Committee Report:

1. Progress made since last board meeting:

- a) 2022 Champions: Miguel Pastenes and Star Quintero
- b) Debrief meetings for preliminary events held (Master's debrief still to be scheduled), notes to be compiled
- c) TxTCC 2023 date – May 26-27

2. Next steps:

- a) Announce 2023 date on website & social media (location TBD)
- b) Recognize TxTCC winners at TTC awards luncheon
- c) Need new quartermaster
- d) Trailer signage
- e) Training for volunteers – discussion needed
- f) Event insurance. Annual policy preferred.
- g) Update event code of conduct



Newsletter Report

July 2022

Prepared by: Heather McKnight

Prepared for: July 15th 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 1st 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 August (Late Summer) newsletter is in progress; the next newsletter is for October (Fall 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 July 15, 2022, ISAT Board of Directors Meeting

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

Committee Members:

Committee Report:

1. The [Annual Work Plan](#) goals or goals for this committee are: [List each goal and provide a status update]
 - a. Analytics from Facebook, Twitter, Instagram, and LinkedIn
 - b. Post once a week on all ISAT social media accounts
2. Progress made since last Board meeting; we continue to increase our numbers
Followers:
 - a) FB-1,497 followers
 - b) Twitter- 750 followers
 - c) Instagram-242 followers
 - d) LinkedIn- 2 followers
3. We will continue to post relevant information once a week to all ISAT social media accounts.



Membership Report

Prepared by: Priscilla Files

Prepared on: 7/15/2022

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:

Membership:	2022 July 13
ISA & ISAT Membership	1,368
ISA Members	1,133
ISAT Members	1,247

1. Megan and Priscilla will set up a couple of meetings to reorient ourselves around the Membership Committee's activities and roadmap over the past 3 years. This will include the topics from March below (#2 plus bullet points, and Member Survey). We'll likely need John and Gene's input, plus any observations/comments from Board members.
2. 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.

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 rank 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.

116 respondents, 10 topics	Total score
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

7/15/2022

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: 66

CA: 1373

U: 124

M: 63

CTWCS: 25

CTWAS: 6

OWQ: 354

TRAQ: 347

WRRQ: 113

CEUs completed by members during Q2: 5889.75

2. We currently have 8 active exam proctors, 14 CTW CS evaluators and 5 CTW AS evaluators.

3. Regarding CTWCS:

- a. **Effective immediately:** NEW Evaluators for the program shall be current ISA Certified Tree Worker Climber Specialist credential holders.
- b. **Effective in 2023:** CURRENT Evaluators must renew their position for a 3-year term, with the opportunity to renew for multiple terms, by:
 - i. completing continuing training for Evaluators (*training for the revised rubric for the skills exam will be provided before the end of 2022 and will be compulsory to maintain the position*);
 - ii. signing confidentiality and conflict of interest agreements (*compulsory to maintain the position*);

- c. ***Effective in 2026:*** ALL Evaluators wishing to renew their position for another 3-year term will be required to:
 - i. complete continuing training for Evaluators
 - ii. sign confidentiality and conflict of interest agreements;
 - iii. earn or maintain their ISA Certified Tree Worker Climber Specialist credential.
- 4. Upcoming Exams: September 29 in Waco. Proposed exams are Fort Worth in November and Austin in October. CTW exams may be held in Dallas and Austin in October.
 - a. Dallas exams CTW 6/8/22 and CA 6/29/22 were canceled due to low enrollment.
- 5. Reminder: ISA has extended the Spanish version of the CA exam to 4 hours instead of 3.5. This change is being made based on quantitative findings and recommendations by ISA's psychometrician (expert in standardized test design).



TREE Fund Committee Report

7/13/2022

Prepared by: Amy Heath

Prepared for the July 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:

Secured items for Texas Tree Conference giveaways/contests.

3. Work planned between now and next board meeting: Participate in TREE Fund’s next Liaison meeting.

4. Action items:

Possibility of hosting Tour des Trees bike ride in Austin or San Antonio in future?



Student Liaison & Scholarships

Prepared by Ronny Nelson

Prepared for 2022-07-15

Scholarships & Student Liaison

Mission: Provide support to local universities and colleges that are engaging our next generation arborist. Mentor and connect these students with ISAT Members.

Strategic Plan Annual Goals for committee:

Our plan is to work directly with local universities and colleges to connect with students and provide a pathway to engage in ISAT events and with our members through potential employment opportunities, while supporting students with scholarships to the Texas Tree Conference and provide tuition assistance.

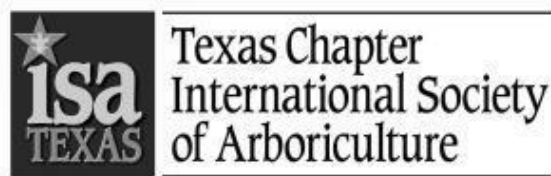
Committee Members:

- 1.) Chair: Ronny Nelson
- 2.) Member: Ed Dolphin
- 3.) Member: Megan Ward
- 4.) Member: Colby Lee

Committee Report:

1. Scholarships – SFASU
 - a. Currently, our organization has been providing a total of \$3,000 per year in scholarships to SFA undergraduate students. This has been dispersed to two students, in the amount of \$1,500 to be applied to their Fall tuition.
 - b. SFA Awards Banquet – April 6, 2022, recipients were Morgan Metcalf and Miranda Cleveland. Ronny Nelson represented the Texas Chapter of ISA at this event.
 - c. Connected with Dr. Hans Williams at SFASU to discuss scholarship opportunities for undergraduate research. Hans thinks that this would help toward things relevant to Texas Arboriculture.
2. Scholarships – TAMU
 - a. Currently we sent \$2,000 to TAMU for a student scholarship that went to one student.
3. ISA Texas Approved Internship Provider Program
 - a. AIP Guide is ready for final review. Ronny Nelson will be presenting this at the Texas Tree Conference.
4. Texas Tree Conference (2022)
 - a. Working with H. Williams (SFA) to develop a list of student's attendees. We will reach out to other local colleges and universities in July-August to try to enhance student attendance from other colleges.
 - b. We will build a group of mentors for the Social Event. This is a great way we connect the students with the seasoned membership. Please provide recommendations for potential mentors.
 - c. Once student attendee list is ready, we will coordinate volunteer opportunities.

5. Action items: AIP – Final Review. Following the Texas Tree Conference, we would like to send this out to our membership.



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 provides guidelines necessary to become a *Texas Chapter of the International Society of Arboriculture – Arborist Internship Program (AIP)* approved provider. Our goal is to create an internship platform for notable organizations within our membership to utilize the *Texas Chapter of the International Society of Arboriculture* as a resource and aid in identifying potential candidates. A member that meets these requirements can apply to become AIP approved. We believe that an organization that has a well-developed internship program will be beneficial to everyone involved.

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.

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 to 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 include a tentative timeline 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.

A company that offers a well-organized internship may expect to gain notoriety among students and recent graduates. Following a positive internship experience, it is likely the company will see increase applicants, reliable workforce, and long-term potential employment. A student can expect to gain knowledge and experience that employers seek.

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.

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

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.

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.

Workplan

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.

A defined duration of the program is a key component to the workplan. A typical internship is an 8 to 10-week program but can be 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.

Common AIP Workplan Modules

- General Tree Work
 - Pruning, Removal, Stump Grinding, Other
 - Equipment Operations
 - Safety Inspections
 - Plant Identification
 - Personal Protective Equipment (PPE)
- Plant Healthcare

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

AIP 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.

Summer Internship Program Timeline

Apply to become a Texas ISA Arborist Internship Provider

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

Fall

- Determine the number of interns positions the company will offer
- 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 interviews with potential candidate(s)
- Review qualifications and responsibilities with candidate(s)

Winter

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

Late Winter/Early Spring

- Follow up with intern(s) that have accepted your offer and let them know you are excited for their arrival to work
- Identify the candidates within your organization to oversee the intern

Spring

- Finalize 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 intern(s). 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 intern(s) have housing accommodations in order and aid if necessary
- Orientation
- Issue personal protective equipment and uniforms
- If an intern will be required to drive company vehicles, contact the company's insurance carrier to provide guidance for adding new drivers to your coverage. Most interns will require training before operating equipment and vehicles. Equipment and vehicle operating test are advised.
- Welcome Party – Upon arrival, rally staff members to welcome interns to the company and introduce themselves.

Summer

- Weekly reviews with intern(s) 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.

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

July 12, 2022

Prepared by: Mark C Bird

Prepared for the July 15, 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 through July 11th shows a net income of \$49,045.62 (will be discussed in more detail in budget review)
 - b. draft a proposed 2022 budget and services contract for discussion and adoption
 - c. reviewed completed upcoming 2021-2022 events schedule
4. Work planned between now and next Board meeting
 - a. Review 2022-2025 Strategic Plan w/ ISAT Board for comments, edits
 - b. Present 2022-2025 Strategic Plan to ISAT Membership at Annual Meeting September 22, 2022
 - c. work with committees on progress for scheduled and future events, and activities
5. Action Items:
 - a. Create ISAT Day of Service Committee
 - b. Discuss Professionalism at ISAT events, activities, trainings



Elections & Nominations Committee Report

July 11, 2022

Prepared by: A.J. Thibodeaux

Prepared for the July 15, 2022, ISAT Board of Directors meeting

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

Committee Report: The table below shows the current board make-up and which positions will require a nomination and election during the 2022 calendar year. Calls for nominations are open and will remain open until July 29, 2022. Currently we have at least one nomination for each of the open positions. Until then all board members are asked to contribute potential candidates for nominations.

2022 Board of Directors			
Position	Name	Year Term Expires	Sector
Immediate Past-President	A.J. Thibodeaux	2022	Commercial
President	Mark Bird	2022	Government
President-Elect	Rebecca Johnson	2022	Commercial
Vice President	Gary O'Neal	2022	Utility
Treasurer	Neil Manich	2022	Utility
Editor	Heather McKnight	2022	Government
Director	Penny Whisenant	2024	Utility
Director	Kirsten Schneider	2024	Government
Director	Star Quintero	2024	Commercial
Director	Rachel McGregor	2022	Non-profit
Director	Ronny Nelson	2022	Commercial
Director	Amy Heath	2023	Commercial
Director	Beth Corbin	2023	Utility
Director	Haywood Morgan	2023	Government
Director	Priscilla Files	2023	Non-profit
Certification Liaison	Jesse Neumann	2024	Government
CoR Liaison	Courtney Blevins	2022	Government
Requires Nomination and Vote in 2022			



Texas Tree Awards Committee Report

July 11, 2022

Prepared by: A.J. Thibodeaux

Prepared for the July 15, 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, Mickey Merritt (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, Mac Martin (rotating, voting)
Third Party representative, Laura Miller (organization selected by ISAT and TFS, voting)

Committee Report:

1. A committee meeting was held on July 11, 2022. Committee members in attendance were Mickey Merritt, A.J. Thibodeaux, Laura Miller, and Mac Martin. Micky reported that we have 13 award nominations to date. Multiple nominations for each of the four (4) award categories. Nominations will close on July 29th. Nominations will be sent to committee for ranking on August 1st and are due back on August 4th. The next committee meeting is scheduled for August 5 to review rankings and vote if needed.
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

July (Committee Meeting July 11th, 1:00 pm)

- I. Close nominations, package and distribute to committee (Moderator)
 - a. Nominations close July 29th
 - b. Send to committee to begin review

August (Committee Meeting August 5th, 11:00)

- c. Individually review and rank projects accordingly (Committee Members)
- d. Award reviews and rankings
 - i. **Completed and sent back to Mickey by the 4th**
- e. Consider how well the nomination fits the award category
 - i. For example, Project of the Year is designed for a one-time or one-place *project* whereas Gold Leaf is more for a multi-year, regional or on-going impact or *program*
- f. Ensure that awards reflect membership/constituency
 - i. For example, Arborist of the Year should not be limited to retiring TFS Forester or ISA Past President. Late-career nominees might be appropriate but early/mid-career Arborists that make a tremendous contribution during the previous year should not be overlooked.
- II. Conference call (Full Committee)
 - a. Discussion on top ranking nominations (Members)
 - i. Opportunity to advocate if ranking is not unanimous (Members)
 - b. Reach consensus on awardees (Members)
- III. Notify ISAT Executive Committee of award recommendations (Co-Chair)
- IV. Arrange for awards (Chair)
- V. Develop award presentation (Chair & Co-Chair)
- VI. Develop awards luncheon agenda (Full Committee)
- VII. Notify awardees and loser (Chair)

September (Tree Conference 27th – 29th)

- VIII. Notify President's Award of Merit? (Co-Chair)
- IX. Awards Luncheon – September 28th



Treasurer's Report

Prepared by: Neil Manich

Prepared for the July 15, 2022 ISAT Board of Directors meeting

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 on sound financial footing, with 285,895 dollars in total liabilities and equity as of July 12, 2022.
2. ISAT has seen a net income of approximately 49,000 dollars since January 1, 2022. This is compared to a net income of approximately 35,000 from a similar time last year.
3. Workshops specifically have been very profitable this year with a total income of approximately 123,000 dollars against 73,000 dollars of expenses.
4. The chapter had an unusually high spend of around 15 thousand dollars on board expenses due the strategic planning initiative.

ISAT

Profit & Loss

January 1 through July 11, 2022

	Jan 1 - Jul 11, 22
Ordinary Income/Expense	
Income	
Ask George Scholarship Fund	1,000.00
Online Learning Revenue Share	1,748.00
Advertising	
Advertising - website	1,100.00
Advertising Newsletter	13,960.00
Oak Wilt Vendors	3,500.00
Total Advertising	18,560.00
Certification	
Recertification	18,659.00
Certification Exams	12,420.00
Total Certification	31,079.00
Conference Income	
Exhibitors and Sponsors Income	46,250.00
Total Conference Income	46,250.00
Membership	35,300.00
Misc. Revenue	152.02
TTCC & Workshop	
Exhibitors and Sponsors Income	10,750.00
Misc Sales TTCC	160.00
Registrations (climbing)	4,890.00
Registrations (for workshop)	6,210.00
Total TTCC & Workshop	22,010.00
Workshops Income	
2022 OWQ Renewal June Income	1,350.00
2022 OWQ Virtual M/J Income	8,025.00
2022 OWQ Glen Rose May Income	8,075.00
2022 OWQ June Fred Income	7,375.00
2022 TRAQ Renewal April Houston	3,850.00
2022 OWQ Renewal Online Jan11	1,125.00
2022 TRAQ June Dallas Full	17,375.00
2022 TRAQ April Houston Full	11,796.17
2022 Masters Pruning Workshop	28,615.00
2022 Full TRAQ JanAustin Income	3,009.77
Webinar Income	3,015.00
TAMU Diagnosis Workshp	6,075.00
Wildfire Risk Qualification	4,750.00
Bilingual Tree Worker Workshop	18,495.00
Total Workshops Income	122,930.94
Total Income	279,029.96
Gross Profit	279,029.96
Expense	
Day of Service Expense	51.17
Cloud Computing Services	2,324.44
Advertising Expense	
Website Advertising Expense	43.78
Oak Wilt Vendor Advertising Exp	139.30
Newsletter Advertising Expense	402.59
Total Advertising Expense	585.67
Office Supplies	104.98
Association Management Services	
Assoc. Mgnt. Services Expenses	507.51
Association Management Services - Other	93,133.57
Total Association Management Services	93,641.08

ISAT

Profit & Loss

January 1 through July 11, 2022

	Jan 1 - Jul 11, 22
Accountant	1,535.00
Board Expenses	15,196.80
Conference Expenses	
Exhibitors and Sponsors Expense	1,410.49
Logo	1,700.00
Speaker	0.00
Registration	311.84
Total Conference Expenses	3,422.33
Insurance	2,169.00
Member Services	302.54
Misc. Expense	509.24
Newsletter Expenses	18,060.04
Scholarships	2,000.00
TTCC and Workshop	
TTCC Workshop Expense	7,340.10
TTCC Event Expense	9,428.93
Exhibitors and Sponsors Expense	328.35
Total TTCC and Workshop	17,097.38
Workshop Expenses	
2022 TRAQ full Dec San Antonio	450.00
2022 OWQ Renewal June	52.15
2022 OWQ Virtual M/J Expense	2,611.05
2022 OWQ May Glen Rose Expense	4,783.26
2022 OWQ June Fred Expense	1,618.44
2022 TRAQ renewal April Houston	3,463.15
2022 OWQ Renewal Online Jan11	42.48
2022 TRAQ June Dallas Full	10,918.70
2022 TRAQ April Houston Full	10,317.87
2022 Masters Pruning Workshop	21,149.35
2022 TAMU Diagnosis Workshop	1,547.20
2022 FullTRAQ JanAustin Expense	4,924.13
2021 TRAQ Renewal Dec 9	728.50
2021 TRAQ Dallas Dec Expenses	0.00
2021 TRAQ Austin Expense	1,170.00
Webinar Expenses	350.08
TRAQ 2021 Dallas Expense	0.00
Wildfire Risk Qual Expenses	2,023.08
Womens Climbing Workshop	5,550.00
Bilingual Tree Worker Workshop	1,285.23
Total Workshop Expenses	72,984.67
Total Expense	229,984.34
Net Ordinary Income	49,045.62
Net Income	49,045.62

ISAT
Balance Sheet
As of July 12, 2022

	Jul 12, 22
ASSETS	
Current Assets	
Checking/Savings	
Wells Fargo	151,858.12
Total Checking/Savings	151,858.12
Other Current Assets	
Treasury Direct	123,261.21
Total Other Current Assets	123,261.21
Total Current Assets	275,119.33
Fixed Assets	
Trailer TTCC	9,721.13
Accumulated Depreciaton	-604.00
Office Equipment	1,659.05
Total Fixed Assets	10,776.18
TOTAL ASSETS	285,895.51
LIABILITIES & EQUITY	
Equity	
Retained Earnings	236,849.89
Net Income	49,045.62
Total Equity	285,895.51
TOTAL LIABILITIES & EQUITY	285,895.51

Texas Chapter ISA 2022 Approved Budget

ISA-Texas Operating Budget	2021 Approved	2022 Proposed
Income		
Online learning Revenue Share (ISA)	\$ 1,500	\$ 1,500
Total Advertising	\$ 15,100	\$ 15,500
Total Certification	\$ 32,000	\$ 34,000
Total Conference	\$ 200,000	\$ 226,000
Membership	\$ 43,000	\$ 46,000
Misc.	\$ 1,500	\$ 1,500
Publication Sales	\$ 100	\$ 100
Total TTCC & Workshop	\$ 15,000	\$ 20,000
Total Workshops	\$ 72,850	\$ 116,000
Total Income	\$ 381,050	\$ 460,600
Expenses		
Research	\$ -	\$ 3,000
Cloud Email/Registration/Webinar	\$ 500	\$ 3,800
Accountant	\$ 2,300	\$ 2,600
Advertising	\$ 400	\$ 400
Awards	\$ 150	\$ 150
Board Expenses	\$ 10,000	\$ 10,000
Certification	\$ 1,000	\$ 1,000
Total Conference Expense	\$ 130,000	\$ 140,000
Total Chapter Admin. Expenses	\$ 152,224	\$ 175,397
Total fees	\$ 50	\$ 50
Insurance	\$ 2,000	\$ 2,000
Liaison Travel	\$ 1,000	\$ 2,000
Member Services	\$ 2,500	\$ 2,500
Newsletter	\$ 23,000	\$ 23,000
Publication Purchases	\$ 500	\$ 200
Publicity	\$ 1,000	\$ 2,000
Scholarships	\$ 3,000	\$ 5,000
Special Projects	\$ 2,000	\$ 2,000
TTCC and Workshop Total	\$ 14,000	\$ 18,000
Website	\$ 1,000	\$ 3,000
Workshops	\$ 48,700	\$ 82,900
Total Expenses	\$ 395,324	\$ 478,997
Net	\$ (14,274)	\$ (18,397)
Interest income	\$ 100	\$ 400
Total net	\$ (14,174)	\$ (17,997)

**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 1st, 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, 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 Liaison to the ISA Certification Board shall be elected from the membership to serve a three (3) year term, unless completing and unexpired term.

8.04 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.

8.05 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 chair 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.

Texas Chapter ISA
2023-2025 Strategic Plan
Approved by the ISAT Board - July 15, 2022
Draft For Member Review



VISION STATEMENT

Texas communities are enhanced when trees and urban forest resources are cared for and managed by qualified professionals using best practices.

MISSION STATEMENT

Empower members to provide professional arboricultural and urban forestry services through education, research, and networking, creating greater public awareness of the value of trees.

CORE ORGANIZATIONAL VALUES

ISA Texas (ISAT) fulfills its vision and mission within the context of these core organizational values:

PROFESSIONALISM - ISAT values and promotes professionalism through inclusiveness and innovation within the organization. We demonstrate this value by providing opportunities through educational programs, events, and other resources. We help educate the public to value and hire Certified Arborists to professionally care for their trees.

INTEGRITY - ISAT is committed to the highest ethical and professional standards. We serve our members with transparency and trustworthiness, empowering them to provide exemplary professional arboricultural and urban forestry services.

LEADERSHIP - Through integrity, innovation, and passion, ISAT is the statewide leader in providing tree care professionals with educational opportunities and credentialing. We provide leadership to enhance our neighborhoods, communities, and the state by raising awareness of the proper care, value, and benefits of trees.

COLLABORATION – By being transparent, open, and inclusive, ISAT excels through collaboration with diverse groups and communities.

GOALS and OBJECTIVES

To progress towards achieving the ISAT vision and fulfilling its mission, specific and measurable goals and objectives have been adopted by the ISAT Board of Directors. The goals are broad statements of big-picture activities that can be monitored and evaluated. Objectives are divided into two categories: **on-going** objectives that maintain the organization, and **innovation** objectives representing areas of growth that help the chapter become more efficient and effective, and to have a broader impact. Some innovation objectives will be completed, and the organization will move on to other initiatives, while other innovation objectives will move to the on-going category in future years. The following goals and objectives will guide the organization in the next three years:

GOVERNANCE GOAL: Ensure organizational capacity and structure that supports a sustainable chapter.

ON-GOING OBJECTIVES	INNOVATION OBJECTIVES
<ul style="list-style-type: none"> ● Maintain an inclusive and transparent nomination and election process ● Ensure compliance with state and federal regulations for non-profit status and risk management best practices ● Conduct annual planning retreat to evaluate strategic goals, and orientation of new Board members ● Hold regular board meetings and an annual meeting for members ● Maintain chapter records and filings ● Maintain a governance committee that regularly reviews bylaws and policies ● Maintain an Executive Committee that administers operational functions ● Maintain a finance committee with regular Board review of finances ● Represent the chapter at the ISA level (CoR, Credentialing, Chapter Execs, Operating MOUs) ● Collect, track, manage, and report financial information, taxes, and accounting in accordance with standard accounting procedures ● Administer association management services contract as budgeted ● Maintain member and Credential holder data ● Maintain communication systems for members, the public, ISA, and partners ● Develop and administer an annual budget ● Maintain clear job descriptions and duties for board members and volunteers as part of a Board Manual 	<p>Top Priorities</p> <ul style="list-style-type: none"> ● Develop a succession management plan for all EC, Director, and Committee Chair positions, as well as future ISAT staff ● Acquire an integrated association management system ● Develop a policy for the responsible management of reserve funds <p>Additional Priorities</p> <ul style="list-style-type: none"> ● Explore alternative revenue sources such as additional sponsorships, merchandise and grants ● Examine efficiency of current operations and ways to leverage current efforts ● Develop a volunteer management system including volunteer coordinator position description, recruiting and retention process, and a Volunteer Management manual ● Explore methods of reaching the younger generation of arborists ● Develop policies to address issues of risk and ethics

MEMBER SERVICES GOAL: Provide services in a manner that result in value for members, access to credentialing, and opportunities for networking

ON-GOING OBJECTIVES	INNOVATION OBJECTIVES
<ul style="list-style-type: none"> ● Hold annual Texas Tree Climbing Championship event ● Provide newsletter 6 times annually ● Provide monthly TreEmail ● Maintain Social Media accounts, such as Facebook page, Blog, etc. ● Complete update of oak wilt web page ● Continue providing Oak Wilt Qualification credentialing ● Maintain an ISAT office for members to interact with (phone number, email address, etc) ● Provide non-members attending events the opportunity to become members ● Facilitate volunteer opportunities that support the organization and contribute to their professional development ● Maintain credential support including testing, CEU's, and point of contact ● Continue to work with Texas A&M Forest Service to develop Wildfire Risk Reduction Qualification credentialing ● Continue to seek additional opportunities for networking ● Continue implementation of 3-year strategic membership plan 	<p>Top Priorities</p> <ul style="list-style-type: none"> ● Explore ISAT app development to engage members through the use of technology ● Target recruitment efforts and educational offerings to attract and benefit underserved segments of the tree care industry ● Coordinate service day(s) opportunity for members ● Conduct a survey of non-members to understand their demographics and reasons for not joining <p>Additional Priorities</p> <ul style="list-style-type: none"> ● Plan for additional member outreach ● Conduct assessment of Certification program to increase credentials, retain, involve them

EDUCATIONAL GOAL: Support continuing education programming to meet the needs of current and prospective members

ON-GOING OBJECTIVES	INNOVATION OBJECTIVES
<ul style="list-style-type: none"> ● Manage, promote, and facilitate educational events according to annual work plan ● Provide online, virtual and print materials to further members' continuing education ● Host annual Texas Tree Conference, Trade Show, Academy and Tree School ● Hold Texas Tree Climbing Championship and pre-climb workshop ● Publish newsletter that provides industry updates and educational information to members ● Continue to offer Qualification trainings including Texas Oak Wilt, TRAQ, and Wildfire Risk Assessment ● Maintain education committee that plans and implements events ● Support an Event coordinator position that works with Education Committee ● Maintain mechanism for event participant survey data tracking 	<p>Top Priorities</p> <ul style="list-style-type: none"> ● Create a 3-year educational event matrix covering diverse content, teaching levels, and geography ● Make available simultaneous language translations at select events and workshops ● Initiate newsletter CEU articles ● Explore adding Climber/Tree Worker specific events/workshops ● Explore a scholarship program for educational events <p>Additional Priorities</p> <ul style="list-style-type: none"> ● Partner with others for arborist apprentice program ● Partner with TAMU to develop field diagnostic guide for pest/pathogens ● Create a branding and marketing mechanism to increase event attendance ● Partner with other allied industries to support events ● Host educational event/arbor fair at Texas Tree Climbing Championship ● Explore structuring annual conference sessions to offer relevant content for allied professionals

PUBLIC AWARENESS GOAL: Foster greater public awareness of credentialed arborists and proper tree care

ON-GOING OBJECTIVES	INNOVATION OBJECTIVES
<ul style="list-style-type: none"> ● Maintain a public facing portion of website ● Support statewide Arbor Day observances ● Outreach to allied professional groups ● Send newsletter and TreEmail beyond chapter members and make available digitally on website ● Offer academic tuition and conference registration scholarships to college students ● Make allied professional CEUs available as applicable at ISAT events ● Maintain public communications for disseminating information to the state during a natural disaster 	<p>Top Priorities</p> <ul style="list-style-type: none"> ● Create a template for service projects (e.g. annual work day, storm recovery) ● Promote ISAT professional development opportunities to allied professionals ● Host two webinars for allied professionals ● Utilize a template for conducting arbor fairs in conjunction with Texas Tree Climbing Championship events ● Promote and leverage Arbor Day/Tree City/Campus/Line USA programs with TFS ● Develop and promote a chapter speaker roster ● Actively promote ISAT newsletter articles to other audiences <p>Additional Priorities</p> <ul style="list-style-type: none"> ● Explore how to promote/leverage Texas Tree Climbing Championship ● Video tree climbing event and post to website/promote ● Kids climb – build framework for use and adoption globally ● Develop a strategy to increase ISAT presence at allied professional conferences (Board member, exhibit booth, volunteer, attend, offer as speaker) ● Develop a plan for public awareness that includes goals, platforms for information dissemination

RESEARCH GOAL: Promote and support arboricultural research

ON-GOING OBJECTIVES	INNOVATION OBJECTIVES
<ul style="list-style-type: none">● Maintain current donation to TREE Fund● Enhance partnerships with universities to explore research opportunities● Support Tour de Trees riders● Offer grants for Texas-specific research and find technology transfer methods within the state● Maintain a TREE Fund liaison position	<p>Top Priorities</p> <ul style="list-style-type: none">● Strategize for future development of in-state arboriculture researcher or extension faculty in partnership with TFS, USFS, and AgriLife Extension● Encourage applications to the TREE Fund for Texas-focused research proposals● Update policies for promoting and supporting research, fundraising, etc.● Promote use of Urban Forest Inventory and Analysis in Texas communities

STRATEGIC INITIATIVES

Strategic initiatives are specific areas of focus for the organization during the time covered by the plan.

Increasing diversity and inclusiveness

The ISAT is committed to having a diverse and inclusive society that meets the needs of its members and supports the advancement of tree care in the state. As part of this strategic plan, we are including a strategic initiative to increase diversity and inclusiveness across all of our programs. As part of this effort, we will take a deep dive into the following aspects of our work

- **Membership:** Who are our members? What kind of events/classes/career development are we offering? How can we broaden our approach?
- **Focus:** We intend to identify and reach out to under-represented groups within our membership and our potential members. Initially, these might include developing outreach initiatives to industry and allied groups (climbers, tree-workers, planners, architects for example), and gender, ethnic identity and age groups.
- **Actionable items:** We anticipate developing more offerings for climbers/tree workers and career development. This might include:
 - Creating a framework for Certified Tree-Worker Training
 - Developing an outreach plan to create a high school – University pipeline for career pathways training. This may include creating and sending information packets to school districts for high school guidance counselors.

ISAT Succession Management Plan

Our second strategic initiative to be undertaken during the life of this plan is to engage in better successional planning at all levels of the organization. The focus of succession management planning will include:

ISAT “Career Path”: Each Staff Member, Committee Chair or Board Member should continuously be aware and be looking for individuals to bring to their next level with an eye towards the logical progression of an individual in our industry. A possible “career path as an ISAT volunteer might look like this:

Interest in Arboriculture > ISAT Member > Event Volunteer>Board Member or Committee Chair

ISAT Staff: Currently the Chapter’s staff are 1099 employees contractually bound to the Chapter. A suggested improvement for the next round of contract negotiations with staff would be for ISAT to drive the contract process as opposed to approving what is presented by the vendor.

Volunteers: ISAT runs on volunteers, from the event organizers to the Board members. We will seek to develop strategies that increase our volunteer recruitment, training, and retention. These will include:

- Use ArborChat as a vehicle to recognize and to further the arborist’s level of involvement within the Chapter.
- Deepen the relationship of volunteers through recognition (award, photo op, etc) to further the commitment beyond “a once a year” involvement.

Board of Directors: A healthy and high-functioning Board of Directors is key to the ongoing success of the Chapter. Our focus will include:

- Formalizing the 4 year track of Presidency – Currently this is handled by the Nomination Committee which is chaired by the Past President per the bylaws. The Committee makes a recommendation to the Executive Committee for VP. If approved, that nominee is on the General Election ballot. If elected they are inaugurated during the Business Meeting at the annual conference. The potential “career path” for a new board member is a 4 year track going from Vice President, to President Elect, to President, to Past President.
- A Board position is typically a mid to late career position, which can skew the average age of the Board upward. We should explore getting younger arborists and urban foresters involved in the Board wherever possible.

- The Annual Business meeting attendees are people who have a higher level of interest in the Chapter. But who are they? We should begin taking attendance and explore with attendees about what their interest shows as far as volunteer potential.
- We will consider creating a “Breakfast with the Board” session at the annual conference, which would be an informal time for members to learn about what the board does and who is serving on it
- We will schedule an upcoming ArborChat with the Board – holding a session to help members understand what it means to serve on the Board

CONCLUSION

ISAT strives to be an organization characterized by continued growth, innovation, and excellence. This strategic plan is our commitment as an organization to advance our vision, mission, and values for the benefit of members and the health of the urban forest. Every member of ISAT has a role to play in implementing this plan. The ISAT Board of Directors is committed to utilizing this plan to its fullest potential as we care for the trees in Texas landscapes and communities.

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Created with the assistance of Insightful Nature LLC, 5/4-5/2022

Approved by the Board July 15, 2022

Approved by the Membership (DATE)



Texas Chapter International Society of Arboriculture

Board Code of Conduct

Directors shall conduct themselves in a manner which is ethical, business-like, lawful, and upholds the reputation of ISA and the Texas Chapter ISA. This includes proper use of authority and appropriate decorum when acting as Directors. Directors shall treat one another and staff members with respect, co-operation, and a willingness to deal openly on all matters.

1. Directors must have loyalty to the ownership that supersedes any loyalties to staff, other organizations, or any personal interest as a consumer of the organization's services.
2. Directors are accountable to exercise the powers and discharge the duties of their office honestly and in good faith. Directors shall exercise the degree of care, diligence, and skill that a reasonably prudent person would exercise in comparable circumstances.
3. Directors must avoid a conflict of interest with respect to their fiduciary responsibility.
 - 3.1. There must be no self-dealing or any conduct of private business or personal services between any Director and the association, except as procedurally controlled to assure openness, competitive opportunity, and equal access to otherwise "inside" information. Directors will annually, or when it becomes relevant, disclose their involvements with other organizations, vendors, or any associations that might be or might reasonably be seen as being a conflict.
 - 3.2. When the Board is to decide upon an issue, about which a Director has an unavoidable conflict of interest, that Director shall abstain without comment, from not only the vote, but also from the deliberation.
 - 3.3. Directors will not use their board position to obtain employment in the association for themselves, family members, or close associates. Should a Director apply for employment, he or she must first resign from the Board.
4. Directors will respect the confidentiality appropriate to issues of a sensitive nature.
 - 4.1. Directors will not communicate any matter designated as confidential to anyone who is not entitled to this information and will abide by the confidentiality of said confidential information in perpetuity.

5. Directors shall not attempt to exercise individual authority over the organization.
 - 5.1. When interacting with staff, Directors must recognize that individual directors have no authority to instruct or evaluate employees, and no authority to insert themselves into employee operations.
 - 5.2. The President or designate is the only person authorized to speak to the media on behalf of the Board. Directors shall not presume to speak for the board when interacting with the public. Directors shall only report actual board policy decisions when interacting with the public.
6. Directors shall be familiar with the incorporating documents, relevant legislation and regulations, by-laws, and governing policies of the Texas Chapter ISA as well as the rules of procedure and proper conduct of a meeting so that any decision of the board may be made in an efficient, knowledgeable, and expeditious fashion.
7. Directors will support the legitimacy and authority of board decisions, regardless of the Director's personal position on the issue.
8. Directors will be properly prepared for board meetings.
9. Directors will maintain an accessible email account and be able to communicate electronically. A director will notify the board if they will be unable to access email communication for longer than one week.
10. Directors will not share or post information on social media that compromises the Texas Chapter ISA's or the Board's reputation.
11. Directors shall attend meetings (in person or virtual) on a regular and punctual basis. A Director shall be deemed to have resigned after failure to attend two consecutive board meetings or a total of three board meetings within a three-year term of office following their induction as a Director at the Board meeting held at the Texas Chapter ISA Annual Conference.
12. Directors will take part in Board-scheduled activities for Board members.
13. Directors who attend business or associated social events as part of the Texas Chapter ISA Board, or as its designated representative, will behave in a manner above reproach. Events include but are not limited to the ISA Annual Conference, ISA Leadership Workshop, meetings with other ISA Components and industry related gatherings in which ISA or the Texas Chapter ISA is recognized.
 - 13.1. Directors will wear provided ISA clothing within the guidelines agreed upon by the Board.
 - 13.2. Directors will maintain a professional demeanor.
14. Directors traveling on Texas Chapter ISA business are expected to avoid impropriety, or the appearance of impropriety, in any travel expense. They must conduct Texas Chapter ISA business

with integrity, in compliance with applicable laws, and in a manner that excludes consideration of personal advantage.

15. A Director receiving an individual request for presentation as a representative of ISAT from ISA, any ISA Component or any other entity shall advise the Board. A Director submitting a presentation to ISA, any ISA Component or any other entity as a representative of the Board shall advise the Board.
16. **A Director will not condone activities that are unethical or may negatively impact the Texas Chapter ISA's reputation.**
17. Directors will sign their agreement to abide by this policy at the Board meeting held at the Texas Chapter ISA Annual Conference each year.
18. A Director who is alleged to have violated the Code of Conduct shall be informed in writing and shall be allowed to present his or her views of such alleged breach at the next board meeting. The complaining party must be identified. If the complaining party is a Director, he or she and the respondent Director shall absent themselves from any vote upon resolution of censure or other action that may be brought by the Board. Directors who are found to have violated the Code of Conduct may be subject to censure and/or removed from the Board by a majority vote of the Board of Directors.

Name: _____

Signature: _____

Date: _____