

Western Chapter
International Society of Arboriculture
Executive Board Meeting Agenda
Los Angeles, CA
November 10 & 11, 2016

Thursday, November 10, 2016 Time: 5:07/8:54p.m.

Convene Meeting – Lisa Smith, President at 5:07 pm

Roll Call (Antitrust Statement) Lisa Smith, President; Rick Gessner, President Elect; Jimi Sheid, Director; Fred Roth, Director; Molly Sinnott (did not sign ATS), Director; Doug Wildman, Director; Rhonda Wood, Past President; Doug Anderson, Committee Chair; Tracey Takeuchi, Secretary; Jim Downer, Committee Chair; Rose Epperson, Executive Director; Rita Franco, Staff/Epicenter

(Note: Doug Anderson and Doug Wildman arrived at 5:40p)

Consider a motion to approve the Meeting Agenda

Motion - Rhonda Wood moved to approve meeting agenda

Second- Carol Kwan

Discussion- Remove one added repeat about equipment trailer

Motion by Carol Kwan to approve as corrected

Second-Rhonda Wood

Meeting Agenda approved as corrected

Consider a motion to approve the July 7 and 8, 2016 Meeting Minutes

Motion Carol Kwan

Second Jimi Scheid

Approved

Consider a motion to approve the Consent Agenda A (written reports submitted)

Motion by Carol Kwan

Second Rhonda Wood

Discussion: 7 reports included

Approved

Discussion Items: Officer/Committee updates

Officer Reports

Executive Director – Epperson

Discussed written report/Leadership workshop/conference planning

ISA CoR Report – Denice Britton-not attending

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Treasurer's Report – Spencer Knight not in attendance (written report provided) presented by Rose Epperson.

Review: Spencer had 3 questions: 1) overall expenses seemed up (98K bill on June 30 was last fiscal year and paid out this fiscal year) 2) profit lost-tree worker (noted that we transferred program July 1-we will get only 60% renewal) and 3) bank reconcile (simple loaf of bread) expenditure 501c3-charitable expense as part of registration lunch hosting by group.

Motion to approve budget by Roth
Seconded by Kwan

Discussion: Revise budget to include the line item for website - Increase line item for income on membership (suggested by Carol Kwan and Doug Wildman) – to reflect dues increase.

Decision to increase budget as follows: CHAPTER ADMIN/EMERGENCY-DISCRETIONARY: twenty-thousand dollars (\$20,000); DATABASE EXPENSE: ten-thousand dollars (\$10,000); MEMBERSHIP INCOME: thirty-thousand dollars (\$30,000).

Motion to approve budget by Roth
Seconded by Kwan

Approve Draft budget –approved as amended

Committee Updates/Action Items

Administrative Committees:

Regional Conferences – Jim Downer-see written report

Discussion included- More regional representation by four states with equitable representation. Not much done in Arizona and Nevada. More in Hawaii than previously. More discussion on types of meetings would serve those areas. Goal for next time is to have all regional reps on call. 2017 more in line with regional meeting goals (20). Consider how many meetings we are contracting Epicenter to provide or limit number of meetings to goal. Epicenter may wish to send requests for Regional meetings back to chair for consideration.

Also, discussion compensations for host can be problematic and the compensation consideration should be considered. Allow a compensation for every 50 members registered obtain one comp.

Advertising-should be understood that advertising component should be built into the program fees since the advertising only goes a 50-mile radius and limited dollar value (\$500.00).

Certification – Doug Anderson

Discussed new ISA staffing and Liaison meeting held in October (attended by Epperson) - CEU/TRAQ venues /evaluator training resource. Added 3 employees at ISA to handle credentials. Doug listed three goals for coming year – develop skills training series / raise value of credential globally / working with Spanish committee in advance of CTW testing. If it is in association with a Regional meeting it would have to be a venue that is close enough to the testing site for CTW testing. Question was posed about having enough opportunities for BCMA's to get their domains filled.

TREE Fund – Cober (not attending)-new chair

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Tree Climbing Championship – Ruiz (not attending)

Motion to Approve trailer design by Wood

Second by Kwan

Discussion-not liked-should have a climber; the images should reflect the climbers/champions guy and girl.

Motion to amend the motion to accept the original design that depicts Jared Abrojena and Jamilee Kempton on the graphic for the TCC trailer.

Motion carried

Break (working dinner) 6:20 p.m.

Adjourn to Executive Session for Executive Director review by Executive board, resume general meeting 7:40 p.m.

Standing/Obligatory Committees:

Annual Meeting 2017 – Palat (Not attending)

Discussed activities including getting ready to 'wrap' magazine with Annual meeting cover.

Possible Keynote of David Zucker - Anti-Tree videos with comedic view that show cases tree care

Presented meeting budget for approval.

Motion to approve Annual Meeting budget by Kwan

Seconded by Roth

Motion approved budget

Awards – Robert Phillips (remote – connectivity issues precluded Robert from participating) Molly Sinnott gave report in R. Phillips absence.

R. Phillips requested \$1500.00 for awards budget. This was approved in budget already.

Discussed posters and challenges with lunch presentation. No submittals for awards yet. Rose challenged that everyone put in two nominations by end of month

Marketing – Dykstra (not attending) see letter of resignation & written report

Membership – Nick Crawford (not attending)

Commercial – Hillman (Not Attending)

Consulting – Leggitt (Not Attending)

Municipal – Tyson (Not Attending)

Utility – VACANT (Not Attending)

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Annual Committees/Optional:

Students – Mann (Not attending)

Spanish – Cardenas (Not Attending)

Women in Arboriculture – Bartens (Not attending)

Britton Fund Update – Doug Anderson

Discussions on Fundraising, Board and current projects - A new element for this year's ride: a three-day piece, San Diego and ride in hills, route for Monday all figured out. Will need to have ID's to get onto Camp Pendleton. Andy Trotter chairing auction - Goal is same as last year (\$11,000). amp Whitsitt in Sacramento for workday 2017. Jim Downer coming onto Britton Fund Board as research chair. Looking for education chair. Goal: make California Tree Failure Data Base more usable.

Adjourn for evening at **8:54p.m.**

Friday November 11, 2016 8:00-final adjourn 12:25p

Friday, November 11, 2016 Reconvened at 8:00a.m.– Lisa Smith, President

Roll Call (same as Thursday) Exceptions;

Molly Sinnott joined at 8:25a- (late)11/11/2016

Doug Wildman joins the group 8:32- 11/11

Jimi Scheid and Doug Anderson left at 11:30a 11/11

Walt Warriner, Committee Chair, Francine Lai, Financial Advisor/Guest

Obligatory Committees:

Audit/Budget/Finance – Warriner joined by Francine Lai present for annual investment update
W. Warriner gave update: started reserve committee and fund for emergency. Some funds were set aside in order to take advantage of market opportunities. All funds have been invested at the time of the meeting. Summary of accounts available. Fall within chapter guidelines for investments. Board asked last year that advisor attend annually. Overall portfolio transfer was good.
No big changes yet in portfolio--wait to hear from Gerber-Kawasaki advisement.
Account summary-target percentages –can we add a column to see what it is relative to the target.
Percentage per large cap us equity/per the category of investment.

Warriner meets quarterly with Gerber-Kawasaki representative (Francine) and before the report is generated.

Epperson informed that Spencer Knight resigned as Treasurer due to other conflicting life activities. Treasurer is now open and is appointed by the President. Walter Warriner appointed (by President Lisa Smith) as Interim Treasurer.

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Bylaws – VACANT

Nominations/Balloting – Wood/Warriner

Discussion on timing for call for people for Board Service. Past President is Chair of Committee and leads; also to nominate and vet.

Adjourn to Strategic planning session

Plan for 2016-17 have been developed as a working document.
Created spreadsheet showing strategic plan-Rose Epperson

Old Business

Pricing for Partner Organizations - Tiered membership (honor system on line, checked following registration-- (data collection): see request in packet from Carol Kwan to add text to this item. **Review in July 2017**

Reimbursement policy brought up as an ‘old business’ that has not been worked and/or finalized.

Divided meeting was to use dedicated time to work on this type of issue.

Update policy

and procedures manual and website.

New Business

Bylaws Update:

Change in February ballot – need a chair -

Bylaws chair- Carol Kwan sent list of potentials. Dennis Yniguez was suggested (Attorney and arborist)
Doug Wildman to reach out

Committee Vacancies:

Have Committee chair and Liaison interface and reinvigorate liaisons with their committee chairs.

Committees chair Liaison list in board dropbox

Vacancies-Lisa Smith would like to have Chairs in place by December 01, 2017 and reengagement with existing chairs. Walt Warriner-pro-tem interim treasurer - Marketing-John Crandall

Utility- Vince Mikulanic from Davey mention as possible chair also Neil Fischer and Dan Kidda (PGE) –
Doug Wildman to check on Dan Kidda

Contacts will be made to fill this and other vacant chair positions. If committees are filled by December 01, (see above) then invite to January meeting (2017)

Open Discussion

Next Meeting: January 26-27, HYATT VINEYARD, Santa Rosa, CA

Meeting adjourned by President Lisa Smith at 12:25pm