



Western Chapter International Society of Arboriculture

Executive Committee Minutes

Remote (zoom)

Thursday, February 4, 1:00PM – 5:00PM

Friday, February 5, 9:00AM – 1:00PM

Thursday, February 4, 2021 1:00 PM – 5:00 PM

1:05 PM: Convene Meeting – Jimi Scheid, President

Welcome/Opening Remarks

Roll Call & Anti-Trust Statement

Present: Jimi Scheid, President; Doug Wildman, President Elect; Daniel Goyette, Vice President; Molly Sinnott, Past President; Kevin Eckert, Director; Tracey Takeuchi, Director; Sarah Maitland, Director; Jodi Carlson, Director (departed at 4:00pm); Ken Knight, ISA CoR; Rose Epperson, Executive Director; Preston Goodman, Treasurer; Thomas Dodge, Secretary; Linda Chalker-Scott, Editor; Gordon Matassa, Committee Chair; Jim Downer, Committee Chair; Julia Gowin, Committee Chair; Alison Lancaster, Committee Chair; Rebecca Senior, Committee Chair; Raquel Falco, Committee Chair; Andy Trotter, Committee Chair; Madeleine Rauhe, Committee Chair (arrived 2:00pm); Walt Warriner, Committee Chair; Kelaine Ravdin, 2021 Annual Conference Chair; Francine Lai (Guest); Kathleen Mahoney, Epicenter (Board liaison to staff)

Action items

- Approve Agenda:

Motion put forward by Kevin Eckert to approve the meeting agenda. Motion seconded by Daniel Goyette. Motion carried with no opposition.

- Approve Minutes:

Motion put forward by Doug Wildman to approve the October 15-16, 2020 meeting minutes. Motion seconded by Ken Knight. Acknowledgement that Julia Gowin's name was misspelled in the roll call and the WIA Committee Update section. Motion carried with no opposition.

Discussion: What level of detail from group discussions should be recorded in the minutes? There is a benefit to being able to review past minutes for reference to discussion points, but are there confidentiality concerns? Could recording too much detail of a conversation limit some expression?

What are our legal requirements? Is there a line between discussions directly related to board action vs the dialogue we use to form opinions and make decisions?

ACTION ITEM: Tom/others(?) to review legal requirements and WCISA by-laws for further discussion and clarity.

Dialogue Session: Leadership

- Leadership Presentation

Video – Redwood trees, ambassadors to another time. Just as the Board are ambassadors to the Western Chapter. This was a nice reminder of the 2021 Conference theme and why Humboldt was such a great location for the conference.

- Survey Results from October Board meeting – See submitted survey results.

Discussion Items: Committee representation; providing adequate time for speakers; the new Dropbox folder for Committee Operations; the use of Google docs vs. Dropbox; that committees should do what works best for them, but ensure that final docs are put in the Dropbox folder; further discussion about the different document formats and how they work together (or not), and how to manage edits to these documents; the use, benefits, and importance of the meeting survey.



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- Past Presidents “Council” – Summarized by Molly Sinnott.

Discussion: There were about thirteen attendees. The idea was well received by the attendees and the meeting was productive. The main topic was updating the Roots to Crown publication that was created to celebrate the 75th year of WCISA, which provided Robert Phillips lots of information. Jimi discussed that the purpose of the “Council” is to share information, maintain institutional knowledge, and acknowledge the wealth of information the past presidents have to share.

- Reflection on Virtual Conference Experience

Discussion: Comparisons of the platforms used by WCISA, ISA, and other organizations, and how they were effective and where they fell short.

Administrative Update (1 hour)

- Executive Director Report, Rose Epperson – See submitted report.

Committee Reports Administrative Committees

- Regional Conferences – See submitted report.

Discussion: How can we best manage our webinars? What about pricing, access, and after event availability with the possibility of CEU quizzes?

Obligatory Committees

- Audit/Budget/Finance – See submitted report.

Officer Reports

- Annual Investment Review – Francine Lai

Discussion: Quarterly review presented by Francine Lai.

- ACTION ITEM

Motion put forward by Daniel Goyette to maintain the current balanced asset allocation, as recommended by Francine Lai. Motion seconded by Ken Knight. Motion carried with no opposition.

- Treasurer’s Report – See submitted report.

- ACTION ITEM

Motion put forward by Doug Wildman to approve the Treasurer’s Report. Motion seconded by Kevin Eckert. Motion carried with no opposition.

- Council of Representatives Report – See submitted report.

Parking lot

- Board of Directors Handbook

Discussion: Rose is working to compile documents for board members in a consolidated place. There are links for new board members in the board member Dropbox folder. We will explore getting a CoR manual.

Adjourn at 5:00 PM



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9:04 AM: Convene Meeting – Jimi Scheid, President

Roll Call & Anti-Trust Statement

Present: Jimi Scheid, President; Doug Wildman, President Elect; Daniel Goyette, Vice President; Molly Sinnott, Past President; Kevin Eckert, Director; Tracey Takeuchi, Director; Sarah Maitland, Director; Jodi Carlson, Director; Ken Knight, ISA CoR; Rose Epperson, Executive Director; Preston Goodman, Treasurer (departed at 11:30am); Thomas Dodge, Secretary; Linda Chalker-Scott, Editor; Gordon Matassa, Committee Chair; Elise Willis, Committee Chair; Julia Gowin, Committee Chair; Alison Lancaster, Committee Chair; Rebecca Senior, Committee Chair; Dennis Yniguez, Committee Chair; Madeleine Rauhe, Committee Chair; Kelaine Ravdin, 2021 Annual Conference Chair; Doug Anderson, Committee Chair; Robert Phillips, Committee Chair, Kathleen Mahoney, Epicenter (Board liaison to staff)

Officer Reports (continued from Thursday)

- Editor's Report, Linda Chalker-Scott – See submitted report.
- Discussion: Consideration for adding a 'Climber's Corner' and a Spanish language feature, and developing an editorial committee. There may be a need and a place for an associate editor.

Committee Reports Administrative Committees (continued from Thursday)

- Credentialing – See submitted report.
 - TREE Fund – See submitted report.
- Discussion: Committee developed their Mission Statement in January.
- ACTION ITEM
- Motion put forward by Ken Knight to adopt the Tree Fund Mission Statement. Motion seconded by Tracey Takeuchi. Motion carried with no opposition.
- Tree Climbing Championship – See submitted report.
- Discussion: All events cancelled at this time.

Standing Committees

- Annual Meeting 2020 – See submitted report.
- Discussion: Review of Final Report. Consider how to get better attendance in the exhibitor rooms and the break out rooms.
- Annual Meeting 2021 – See submitted report.
 - Annual Meeting 2022 – Verbal report by Doug Wildman.
- Discussion: RFP sent out to venues in the Monterey area to find a venue.
- Marketing – See submitted report.
- Discussion: Elise is stepping down as Chair. She is working with Sarah to find a replacement.
- Membership – See submitted report.
- Discussion: The committee has updated their Committee Guidelines. Hard copy membership cards have been discontinued with the exception of new members.
- ACTION ITEM
- Motion put forward by Doug Wildman to approve the new Membership Committee Guidelines.



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Motion seconded by Ken Knight. Motion carried with no opposition.

- Awards – Ballots provided to voting members.
 - ACTION ITEM

Board members instructed to return their ballots for awards nominations. Results will be shared after votes are counted.

Obligatory Committees (continued from Thursday)

- Nominations – See submitted report.
 - ACTION ITEM

Motion put forward by Tracey Takeuchi to approve the list of candidates. Motion seconded by Kevin Eckert. Motion carried with no opposition. Ken Knight abstained.

- ACTION ITEM (added after Strategic Plan presentation)

Motion put forward by Doug Wildman to amend the list of candidates and add Kevin Eckert as nominee for Vice President. Motion seconded by Molly Sinnott. Motion carried with no opposition. Kevin Eckert abstained.

- Balloting – No report submitted.

Discussion: Board liaisons to work with committee chairs to improve committee functionality.

- Commercial – No report submitted.

Discussion: Board liaisons to work with committee chairs to improve committee functionality.

- Consulting – No report submitted.

Discussion: Board liaisons to work with committee chairs to improve committee functionality.

- Municipal – No report submitted.

Discussion: Board liaisons to work with committee chairs to improve committee functionality.

- Utility – See submitted report.

Annual Committees/Optional

- Bylaws

Discussion: How changes to by-laws now could affect the current standing of committees and proposed changes. Additional discussion was about the clarity of some of the language, with the understanding that this is a 'living document' and will be revised as necessary.

- ACTION ITEM

Motion put forward by Tracey Takeuchi to postpone the vote on this document until it is reworked.

Motion seconded by Kevin Eckert. Motion carried with no opposition.

- History – See submitted report.

Discussion: Committee is currently looking for input on the update of the Roots to Crown publication.

There is a short list of topic recommendations in the report, but several more have been recommended and are available from Robert Phillips or Thomas Dodge for those interested and who may have something to contribute any of those topics.

- Students – See submitted report.

- Spanish – See submitted report.

- Women in Arboriculture – See submitted report.

- ACTION ITEM

Motion put forward by Doug Wildman to change the status of the Women in Arboriculture committee from an Ad Hoc committee to a standing committee. Motion seconded by Daniel



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Goyette. Motion carried with no opposition.

AdHoc Committees

- Tree Care for Wildlife – See submitted report.

Discussion: The status of this program, the differences between a program and a committee, and considerations for elevating this to an Ad Hoc committee. There was an inquiry about contact information for wildlife biologists, which is available on the TCBW website along with wildlife trained arborists.

- Regional Plant Appraisal – See submitted report.

Action Item

- Approve Consent Agenda

Motion put forward by Kevin Eckert to approve the Consent Agenda. Motion seconded by Doug Wildman. Motion carried with no opposition.

11:30 Strategic Plan (1hour)

- Plan Presentation, Kevin Martlage – See submitted plan.

- ACTION ITEM – Approve proposed plan

Motion put forward by Daniel Goyette to approve the Strategic Plan presented by Kevin Martlage.

Motion seconded by Tracey Takeuchi. Motion carried with no opposition.

12:30 Other Discussion

- Schedule informal board call

Discussion: Because some issues require more attention than can be given during the board meetings, can we schedule calls or online meetings to address these issues? Do those calls between board members need to be recorded per our by-laws? What defines a meeting? Thomas Dodge and others will look into this based on our by-laws and Robert's Rules of Order. As of now we will schedule a one hour meeting on the third Wednesday of the months between the regularly scheduled board meetings. The upcoming dates would 3/17/21, 5/19/21, and 6/16/21.

- Recognizing volunteers

Discussion: Jimi wanted the Executive Committee to consider ways we can acknowledge the service of volunteers, such as committee members and others. The marketing and membership committees will pursue ideas for acknowledging service, such as gifts of recognition or other options.

- Webinar attendance

Discussion: There is an interest in making webinar attendance complimentary for Executive Committee members and webinar speakers. For clarification, the make up the Executive Committee consists of the board officers; the treasurer, secretary, ED, and editor; and the chairs of the Regional, Credentialing, Tree Fund, and Tree Climbing Championship committees. There was consensus that webinar speakers should get one calendar year of free attendance to the First Wednesday Webinars after they speak at one of the webinars.

- ACTION ITEM

Motion put forward by Doug Wildman to allow complimentary attendance to the First Wednesday Webinars for the Executive Committee members. Motion seconded by Tracey Takeuchi. Motion carried with no opposition.



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PLEASE NOTE: While we discussed complimentary attendance for 1 year for webinar speakers and it was included in the first attempt at a motion, it was left off of the subsequent and final motions, which only references the Executive Committee members.

Adjourn at 1:30 pm

-Next meeting: April 8 & 9, 2021