



**Western Chapter
International Society of Arboriculture**

Executive Board Meeting Minutes
WCISA Headquarter – Porterville, CA
April 7 and 8, 2016

Convene Meeting – Rhonda Wood, President called to order (split meeting)-4/07-5:11p-9:05pm
resume 4/08-8:15a- final adjourn at 1:00pm

Roll Call:

5:11pm - Rhonda Wood, Rick Gessner, Lisa Smith, Nick Crawford, Kathleen Mahoney (staff epicenter), James Downer, Roy Leggitt, Doug Wildman, Denice Britton, Carol Kwan, Chad Dykstra, Tim Tyson, Jimi Scheid, Tracey Takeuchi, Molly Sinnott, Rose Epperson (ED) Robert Phillips on phone. Doug Anderson arrived late 5:54. Spencer Knight and Robert Phillips (remote)

Reconvene: 8:15a - Rhonda Wood, Doug Anderson, Lisa Smith, Roy Leggitt, Kathleen Mahoney, Chad Dykstra, Jim Downer, Tracey Takeuchi, Doug Wildman, Denice Britton, Carol Kwan, Jimi Scheid, Rick Gessner, Rose Epperson (ED), Robert Phillips (remote) Tim Tyson – Nick Crawford and Molly Sinnott arrived at 8:29am

Consider a motion to approve the Meeting Agenda

Moved Jim Downer, Carol Kwan seconded

Discussion-Oct leadership training: add under new business 7 other
(Motion carried) Approved agenda

Consider a motion to approve the January 29 and 30, 2016 Meeting Minutes

Carol Kwan moved to approve; Rick Gessner seconded

Discussion - Like idea of summary to minutes that does not include the discussion;
Not to eliminate detail completely but rather add concise summary
(Motion carried) Approved minutes

Consider a motion to approve the Consent Agenda A

Executive Directors Report (Stats and Social Media) – Epperson

Council of Representatives Report - Britton

Receive Written Committee and Officer Reports

Finance Committee - Warriner

Certification – Anderson/staff

Regional Conferences – Costello/staff

Spanish - Staff

Denice Britton moved, Lisa Smith seconded

No Discussion- Motion carried (approved)

Action Items:

Treasurer's Report – Knight (Remote)

February 29, 2016 Financials

Budget vs actual—see report provided

Financial statement—see report provided

From end of February

In financial flux due to income and expense for upcoming conference.

Motion to accept financials-Carol Kwan moved, Lisa Smith seconded

Motion Carried Approved

Discussion Items:**Officer/Committee updates****Officer Reports**

Executive Director – Epperson

Most items will come up with other reports. Dr. Francis Schwartz July 21, 22, 23 in Davis; Los Angeles August 3,4,5 workshop & laboratories at the Huntington.

ISA CoR Report – Britton

Intake form- explained by Denice Britton: a form provided to CoR when ISA Board is requesting input. If she needs response from Board she brings that question to the Board. April COR report sent-got noticed that election of new executive COR committee-Nicolaas Verloop and Steve Chisholm were elected to ISA committee.

Denice will be sending them out as they come in (COR reports)

Going to meeting in Fort Worth-special membership outreach. August 2016

Editor – Hagen (Not Attending)

No report

Sent email regarding request for reports for publication 23April deadline for Western Arborist - Asked that Tim Tyson provide an 'introduction' in lieu of report for his first report as municipal arborist Chair.

Administrative Committees:

Regional Conferences – Costello (Not Attending)

See report provided - Pulled TRAQ out of regional conferences because it is a qualification training not a conference.

The Chapter is the funding source for CATreeFailureReport for Katherine Jones (\$850/month). Have looked for a venue alternative but has not been a fruitful search.

Sacramento February 12 at Cal-Line equipment ten dollars for each ticket goes to them to support their charity

Certification – Anderson

See report - Northern California evaluator training last month - 10-12 attendees, missing one climber at end; must get that group back together to have them review a second climber; Gordon Mann has offered to present/proctor exam in June. July first ISA CTW

program to begin.

Dinner adjourn 6:37 resume 7:40p

TREE Fund – Vacant – see new business

Tree Climbing Championship – Ruiz (not attending)

See video in Dropbox folder.

Standing/Obligatory Committees:

Annual Meeting 2016 – Crawford

See report provided

Annual Meeting 2017 – Palat (Remote)

See report provided - Not online, Lisa Smith reporting. At Paradise Point in Mission Bay San Diego

Awards-Phillips

Discuss written report - See written report

Special Award. Requires Board Vote/Nomination; past recipients include Chuck Gilstrap, Mike Palat, among others. Can be bestowed on not more than two active members annually. Requires immediate Board action if they are to bestow this award at this year's conference. Al and Lorna Remyn were suggested to Board. Were accepted and approved by the Board. President's Award Rhonda has someone in mind, name to be sent to Robert Phillips. Executive Director award not to be bestowed this year (per Rose Epperson the Executive Director)

Marketing-Dykstra

See report provided - Supported over 25 events over the year 'green industry' events Reno very successful based on enthusiasm. More committee support in northern Arizona and Nevada. Maui left off report (Carol Kwan) brought to Chad's attention. Lisa Smith gave talk to Landscape Architects in Los Angeles (outreach). Need to consider metrics for cost to value of success etc. for green industry events that are on-going efforts to out-reach from the Chapter. Question was how to value 'outreach'? Perhaps develop 5 metrics for evaluation that can be used for effectiveness of outreach. Sign up for five minute updates as out-reach metric.

Membership-Crawford

Research of other Chapter's membership rates and a proposal for WCISA rate change-not yet ready. Meeting with Mary was rescheduled. See membership statistics for growth (12%). Question posed if attendees could join along with conference registration - Rose Epperson reported that we have that as an option, 12 people added.

Obligatory Committees:

Audit/Budget/Finance-Warriner (Not Attending – Consent agenda for Warriner comments)

Portfolio down 0.25%. –Advisor is keeping funds in primarily cash due to anticipated volatility for 2016. Consensus: stay with Advisor's recommendations for time being. Allow market to correct.

Next review by Advisor in October 2016 (estimated)

Nominations/Balloting-Warriner/Downer

Vetting - Three solid candidates - Fred Roth elected out of three viable candidates (Board)

Commercial-Hillman (Not Attending)

No report

Consulting-Leggitt

A conference call meeting was held. Randall Frizzell attended. Two new members have joined the Consulting Committee: Ted Lubishkoff and James Komen. Two new members were not invited, Randall Frizzell attended.

James Komen and Roy Leggitt will be collaborating on an article for the Western Arborist to address State Contractor's License requirements for Consulting Arborists. Potential legislation in California will require a Registered Professional Forester to evaluate oak trees. This legislation has been pulled, but if new legislation surfaces the Committee suggests that WCISA oppose the restrictive use of Foresters and that Certified Arborists or Consulting Arborists be included based on anti-trust and competition infringement arguments.

Municipal- Tyson

No written report – CEQA (California Environmental Quality Act) problems in Los Angeles.

Do outreach to different states to see if we can get some committee members active.

Utility- Kelly (Not Attending)

No report

Executive Director Review – see new business

Annual Committees/Optional:

Students –Mann (Not attending)

No report - Nick Crawford will follow up for students at the 2016 Conference.

Spanish – Vacant

See report provided. Some suggestions for the Spanish Committee to work on include providing additional help for tree language and proper translation for Spanish terms.

Women in Arboriculture – Bartens (Not Attending)

Women's climbing work shop next week

Britton Fund Update – Anderson

Board -Carol Randisi left the Board in January.

Events/ Fundraising - Auction coming along. Paper work changes were initiated. Item donations are lower than last year. Minimum bid amount was changed to clarify and language less ambiguous in general. Discussed using bid numbers but that may require storing credit card numbers which Chapter does not want to be responsible for.

First draft of 2017 Britton Fund Ride with Rick Gessner will be in October.

Work day was postponed to fall in Stockton at Pixie woods (November 4, 5, 6th)

Adjourn at 9:05PM until next day

Reconvene at 8:15am – Friday, April 8, 2016

New Business/Discussion:

ISA 2020 conference: falls on Molly's year (in Tahoe)-

Considered hosting 2020 ISA Conference in WCISA.

Board decision was to pass on this for this cycle.

2019 meeting is in Hawaii. Frame decisions around calendar.

TREE Fund

Appoint Liaison

Email from Steve Geist re: Tree Fund Liaison is in Board packet.

Keith Park (Northern California), Rick Cober (Arizona) and John Leffingwell (Hort. science) had expressed interest in TREE Fund in volunteer surveys. Rose Epperson (ED) or Rhonda Wood (President) should contact the candidates.

Denice Britton noted that the person that is appointed cannot apply for Tree Fund grants.

Eric Smith is coming out in May for our Conference.

Auction item

TREE Fund Silent Auction. All chapters put up an auction item for live auction. Karen Lindel is having gala, 'TREE Fund After Hours' on trade show floor. Chapter typically puts in \$1000.00, to go along with package item. A Napa package works in for our upcoming annual conferences over next few cycles. Rhonda Wood to talk to Javier Quiroz. Should be accomplished by June.

Policy Review –

The Executive Director recommended reviewing one policy statement per Board meeting to begin updating and refining our outdated policy manual. The Board was amenable to this suggestion.

Membership

See memo included in Board packet

ISA changed to Anniversary year, but our calendar year is reflected in Bylaws and must be added to Bylaws by revision; Changed Term- under dues payment terms and requirements membership is 12 months. This terminology is taken from ISA.

Annual dues 2c, Section b and c must be reviewed in Bylaws (archaic section). Revise and rewrite Rose Epperson will revise and rewrite eliminating item c.

Reimbursement –

Reimbursement policy is outdated and needs to be reviewed for relevance and appropriateness. Discussion around what is acceptable and disallowed – Decision to review of outside meeting along with other organizations policies and draft revision in Google Docs for notation and further refinement.

Anti-Trust Policy

Starting meetings with anti-trust statement- Rose Epperson recommended that Board read Mark's inclusion in the packet for informed discussion on this topic.

Cannot talk about pricing, competitors, and etc. Denice volunteered to word-smith something if that is the direction that the Board intends.

Should enact an anti-trust policy that is read at beginning of meetings that limits the above type of comments due to potential liability exposure on behalf of the organization.

Rick Gessner and Denice Britton will look at verbiage etc.

Executive Director Review

This is a performance review not contract review. Was not done last year because contract renewal review was accomplished.

Vice-President's purview to work with Board Source to get that initiated and submitted to Board.

A Board conference call will be scheduled to discuss results, usually in June.

The review is sent to the full Board.

Sacramento meeting (Strategic Planning meeting)

Ten a.m. start for Board meeting in advance of ISA coming in after lunch for Strategic Planning meeting.

Disney Environmental Messaging Consortium

Rhonda Wood introduced group to Disney's new environmental messaging – no Board action required – informational in nature

Focus on four topics listed (see document provided)

Annual Conference Activities 2016

Expectations of Board attendance and schedule discussed.

October Leadership Training

Carol Kwan planning to attend

Tracey Takeuchi to look at schedule and confirm participation

Adjourn to Strategic Session 2011-2016

Carol Kwan- see document provided

Lisa Smith-see document provided

Next meeting in Sacramento July 14, 15, 2016

Venue is Larkspur Landing with visit to State Fair

Adjourn 1:00pm

Respectfully submitted, Tracey Takeuchi, Board Secretary