

# Western Chapter International Society of Arboriculture

Executive Board Meeting Minutes

Lucie Stern Community Center – Palo Alto, CA

August 25, 2011

1. **Meeting called to order at 9:19 am, by Gabe Beeler, President**
2. **Roll Call –**
  - a) **Present:**
    - i) Gabe Beeler, President
    - ii) Greg Monfette, Immediate Past President
    - iii) Dennis Swartzell, President Elect
    - iv) Dana Karcher, Vice President
    - v) Jill Caceres, Director
    - vi) Dave Dockter, Director
    - vii) Rhonda Wood, Director
    - viii) Robert Phillips, CoR Representative
    - ix) Lisa Smith, Secretary/Treasurer
    - x) Doug Anderson, Certification Chair
    - xi) Bruce Hagen, Editor of Western Arborist
    - xii) Rose Epperson, Executive Director
    - xiii) Guests:
      - a. Gordon Mann, Annual Conference/Municipal Committee Chair
      - b. Maria D’Agostino – Women in Arboriculture Chair (PM session)
  - b) **Absent:**
    - i. James Downer, Director
    - ii. Helen Stone, TREE Fund Liaison
    - iii. Lisa Grant, Regional Conference Chair
3. **Agenda for August 25, 2011**
  - a. Consider a motion to approve the Meeting Agenda
    - i. Motion: G. Monfette; Second: D. Karcher
    - ii. Motion carried unanimously
4. **Minutes from May 26, 2011**
  - a. Consider a motion to approve the May 26, 2011 Meeting Minutes
    - i. Motion: D. Karcher; Second: R. Wood
    - ii. Motion carried unanimously
5. **Consent Agenda**
  - a. **Consider a Motion to approve the consent agenda A**
    - i. Motion: D. Swartzell; Second: D. Karcher
    - ii. Motion carried unanimously
  - b. **Executive Directors Report – Epperson (written report submitted)**
  - c. **Receive Committee and Officer Reports**
    - i. **ISA COR Representative** – Phillips (written report submitted)
    - ii. **Finance Committee** – Jack McCabe (written report submitted)
      1. Investment Performance Report (submitted)
    - iii. **Membership** – Swartzell (written report submitted)
      1. ISA Connections
    - iv. **TREE Fund Report** – Stone (written report submitted)

- v. **Certification** – Anderson (written report submitted)
  - 1. Committee active with Judges training
  - 2. Utility exam
  - 3. ISA response regarding CTW programs
  - 4. CTW Pass rates improving
- vi. **Regional Meetings** – Epperson for L. Grant (written report submitted)
  - 1. Schedule
  - 2. Performance
- vii. **SAC** – Pendleton (written report submitted)
- viii. **Final Report 2011 Annual Meeting**
  - 1. Evaluations from Attendees (written report submitted)

6. **Action Items:**

- a. **Treasurer’s Report** – Smith (written report submitted)
  - i. Motion to approve Treasurer’s Report
    - 1. Motion: D. Karcher; Second: R. Wood
    - 2. Motion carried unanimously
- b. **Interim MoU with ISA** – Beeler (written report submitted)
  - i. Motion to approve interim MoU with ISA
    - 1. Motion: D. Dockter; Second: D. Karcher
    - 2. Motion carried unanimously
- c. **Executive Directors Review – Karcher**
  - i. Motion to approve ED Review and continue review of further compensation to Epicenter based on Final Budget and providing Letter of Board Support
    - 1. Motion: G. Monfette; Amended by Dockter Motion Second: D. Swartzell
    - 2. Motion carried unanimously

7. **Discussion Items:**

- a. **Committee Chairs 2011/12**
  - i. **Brief committee Updates**
- b. **Master Calendar** – Monfette (written report submitted)
- c. **Leadership Workshop** (written report submitted)
  - 1. Jill Caceres & Jim Downer will attend
- d. **Editor** – Hagen
  - i. Upcoming new series of articles
- e. **UAA invitation to partner in 2014**
- f. **TCC** – Caceres
  - i. Discuss potential new activities & competition location
- g. **Annual Conference** – Mann
  - i. Speaker topics focused on conference theme of “Solution Based”
    - 1. Conference committee is meeting in early September
      - a. Program Chair will be determined
      - b. Tentative agenda should be in place by November
    - 2. Meals included with lodging, may improve conference profitability
    - 3. Golf tournament on Pre-Conference day
  - ii. **Municipal Committee** - Mann
    - 1. Urban Forestry awareness “Community Meetings” – chapter interest
    - 2. Nursery involvement for future recommended trees for urban forests
- h. **Leadership Workshop** (written report submitted)
  - 1. Jill Caceres & Jim Downer will attend
- i. **CPA Review**
  - i. Budget 2011/12 - Finalizing

- ii. Budget 2012 Annual meeting
      - j. **Tree Circus Edition** – Epperson (written report submitted)
        - i. Proposal created for potential activities during Arbor Week
      - k. **Women in Arboriculture** – D’Agostino
        - i. Recent events and meetings to set up work plan
      - l. **Regional Conference Committee** – Review and write letter of response
- 8. **Adjourn to Strategic Session:**
  - a. Discussion of Current Strategic Initiatives
- 9. **Meeting adjourned at 3:37 P.M. Submitted 8/25/11 by Lisa Smith, WCISA Secretary**