MINUTES WC ISA Board of Directors' Meeting August 31, 2005 • WCISA OFFICE – Orange, CA

1. Call to Order

• Called to Order at 8:35am

Attended by:

Voting Members	
Carl Mellinger, President	Helen Stone, President Elect
Greg Monfette, Director	Juan Barba, Director
Doug Anderson, Director	Dan Jensen, Past President
Walt Warriner, ISA Rep	Gabe Beeler, Director
Bob Tate, ISA President	Ray Morneau, Vice President (9:24 am)

Non Voting Members and Guests

Rose Epperson, Executive Director Kerry Norman, Regional Conference Chair Al Remyn, Publicity Committee Chair Jose Mercado, Spanish Committee Chair

2. Approval of Prior Minutes

ACTION ITEM

Carl Mellinger

Carl Mellinger

- Corrections by Warriner/Barba
 - Pg 2 ED Search add meeting face to face board meeting.
 - Pg 4 ISA Rep report was sent via email, not to be sent.
 - o Pg 2 Publicity report Juan Barba volunteered to **find** a replacement for Alan Markley, not replace him.

Motion by Warriner to accept minutes as revised. Second by Barba. Motion carried- unanimous.

3. Administrator's Report

INFORMATIONAL Rose Epperson

- Office going well Bob and Mayeve Tate have been instrumental in the changeover.
- Systems are running well, certification tests are filling up.
- Most calls are regarding certification and about half are from non members.
- Rose Epperson attending training course for the certification as an association executive September 17-19

ACTION ITEM

4. Treasurer's Report

A.

- r's Report Conf Call* Finance Committee Update
- Discussed written report.
 - Conference call September 9th with Tom C. to work on Investment Policy and possible FC Policy changes for approval at next board meeting.
 - Question from Bob Tate on Raymond James fees which were ½ percent annual.
 - o Look into who needs to ratify to policy changes.
- B. Budget 2005/2006
 - Suggested by Walter Warriner that FC works through the Budget and present a completed document to the board.
 - Budget to be presented at next meeting or sooner.
 - Bob Tate suggested that ED work with incoming officers to introduce the budget process and increase their comfort level.
 - Dan Jensen added that the President is responsible for the budget, the FC works for the president and therefore, they can provide continuity from year to year. Should be completed by July 1st.
 - Need to bring president elect into the stream sooner, so that everyone is on the same page.

5. Editor's Report

INFORMATIONAL Ca

Carl Mellinger for Bruce Hagen

Teresa Trueman-Madriaga

- Written report distributed and discussed.
 - Date extended to accommodate ISA Nashville,
 - Working with will new staff,
 - Working with Jose Mercado on Spanish articles,
 - o Emphasis on Santa Monica conference with CEU opportunities.

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Recorded by R. Epperson, Executive Director

6. Report on ISA Conference in Nashville

INFORMATIONAL Carl Mellinger

- Discussed importance of attending the ISA International conference and participating (as a spectator) in the Board Committee meeting. Carl Mellinger came away with more connectivity to the EC and empowered as a Certified Arborist and member. He encourages others to attend.
- o Chapter received awards for Chapter Challenge and President at luncheon meeting.
- A. ISA Representative's Report

INFORMATIONAL Walt Warriner

- Membership 17936 members 105% growth Brazil 400% increase.
- Website for EU TCC we could learn something from them.
- Ambassador program is working to assist chapters that are not meeting member requirements.
- 45 million people reached by Publicity from ISA.
- Finances are in good shape. Mary Schmidt has left ISA and will be replaced (offer accepted 8/30).
- o New publications BMP tree transplanting and preservation. New glossary, new cd.
- o New speaker database everyone who speaks should register. Juan Carlos is contact.
- o Grant available for translations, Sharon Lilly is contact. Western Chapter has need.
- o Walter Warriner will be speaking at the APWA meeting in Minneapolis as well as TCIA.
- 7. ISA President's Report

INFORMATIONAL Bob Tate

- Formed Governance Committee to look at efficiency of Board, reporting structure for committee, etc. Several Chairs have been replace, great additions to spark interest.
- Bob Tate complimented Western Chapter's ISA Rep, Walter Warriner– he keeps the values of the Chapter in focus, but also considers ISA. Walt sits on the EC. The EC is a seven member board that "runs" the ISA. The EC is a very dynamic group that always comes to a consensus. We are very well represented.
- Nashville conference room block was over 135% should be a good financial show.
- 8. Committee Reports/Updates

Regional Meetings

A.

- INFORMATIONAL G. Monfette / K. Norman
- Kerry Norman distributed tentative schedule for 2006. Coordinators are excited. Need assistance in NV and HI. Need to add Utility Conference in November as well as the TCC pre conference in June.
- o Black out months prior to and after the annual conference.
- Bakersfield area needs another meeting in their area. Greg has established a black out period in So Cal to insure that meetings are well attended.
- Henry Ardalon has requested an additional meeting in the Bay area. Greg and Kerry spoke to him and he wants to help but not coordinator. He will work with Gil Mitchell.
- Litchfield meeting needs further discussion attendance is low. Juan Barba will work with Kerry. ACTC's programs are subsidized and cheaper than ours, so we are challenged in that geographic region. Dan Jensen is working with ACTC to create a relationship that will work. Need to keep a presence in AZ and work on breaking even.
- B. Certification Conf Call* INFORMATIONAL Kevin Eckert
 - Submitted written report.
 - Question from Tate on U-CTW program, is it separate or is it a "patch" program and what market is. UAA folks in Nashville were interested, but want to see what it would look like
 - Discussed the background of the program mostly address the electrical issues and education. Be clear with regulation to qualified line clearance trimmers. Study guide for employers; would it be sold? Still in discussion.
 - Spanish Committee's concerns with CA test. Ground worker program and need for it. Cert Committee has looked at it, but has to look at marketability. CTW program benefits for employers should be marketed. Translations and time issues for CA test. Translation level is at proper Spanish which is over the head of the worker.
- C. Tree Fund

ACTION

Doug Anderson

- Doug Anderson reviewed written report.
- o New Executive Director is Janet Bornancin

- Moved offices to Wheaton, IL. Jessica Lum resigned from TREE Fund, but is work with ISA. Lisa Thompson 0 is considering staying on.
- Tour was clouded by death of John White. Fund has been set up in his memory but needs endowment. Ride 0 raised \$250 - 5 riders from WC.
- TREE Fund board meeting in Chicago Oct 28th. 0

Motion made by Tate to accept recommendations for item a-f of Doug Anderson's presented report. Second by Morneau. Motion carried - unanimous.

- Tate motioned to: withhold contribution to John White fund for discussion at next board meeting. Second by 0 Warriner
- Discussion: forward to finance committee (Jensen) for further investigation. Warriner asked about designation 0 of fund, is it a special fund, a scholarship? What is the vehicle to get the money spent? Anderson will get more information at the October meeting.
- Motion withdrawn by Tate. Second withdrawn by Warriner. 0

Motion by Warriner to forward the request to the finance committee for recommendation at next board meeting. Second by Tate. Motion carried - unanimous.

- D. Strategic Initiative #1/ Public Relations INFORMATIONAL Looking for new person in AZ – looking at Tina McKeand 0
 - Display ready for HI Bruce Hagen did a great job. We have 3 large displays now to use at regional meetings. 0 Press Release – Al Remvn sending out as he receives from ISA. Hasn't seen them in the WA magazine.
 - Need dates for upcoming events where we need a presence. 0
 - Question from Carl Mellinger on Landscape show in LA it is really expensive but Helen Stone will set out 0 chapter goods on her Alternatives to be investigated by Helen Stone.
- E. Strategic Initiative #2-Organizational Growth

INFORMATIONAL Helen Stone

- Dovetails into Al Remyn's report. 0
- Helen Stone needs more membership brochures. Sept 22 and 23 is Desert Green great stuffer. Rose Epperson 0 will finalize new membership application and forward to Helen Stone.
- F. Strategic Initiative #3-Research & Education
 - Discussed written report. 0
 - Questions from Bob Tate, recalls that up to 10k per year could be dedicated to date, the Britton Fund has been 0 an accounting challenge. Rose Epperson will have to look at the best way to account for these funds.
 - Doug Anderson highlighted not we are diverting from the TREE fund at this time, concentrating on 2007 and its 0 success from a research POV.

G. Strategic Initiative #4

No Report 0

H. Strategic Initiative #5 - Training

- Submitted written report. 0
- Juan Barba is looking forward to changes at ISA in regards to SSA. Not much happening in Arboriculture in the 0 west Rose will introduce Juan to SSC and Carl Mellinger will forward Harvey's (new SSA advisor) information to Juan Barba.
- Discussed value of CTW program through out the industry. Value is industry driven. 0

Spanish Committee Discussion **INFORMATIONAL** Jose Mercado & Gabe Beeler

- Jose presented questions/concerns from some of his constituents.
 - Ken Palmer requested we look at reimbursement for speakers at conferences. Jose believes that the speakers are involved due to their passion and the money is second.
 - Another issue is the time given for the Spanish exam. The examinees are having difficulty finishing the test and • the study guide is insufficient.
 - Requests come in for more training for ground men. •

I.

- **INFORMATIONAL**
 - Carl Mellinger

Greg Monfette

Doug Anderson

Al Remyn

INFORMATIONAL

INFORMATIONAL

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- Safety officer training is there a standard program available? People are requesting training on "how to" • formalize training in their own organizations within industry guidelines.
- Recommend that we have a couple more regional meetings per year in Spanish 0
- Review of Committee Posts INFORMATIONAL Carl Mellinger
 - Basically keeping same posts revisiting the Municipal and Utility 0

9. **Conference Reports**

J.

- 2005 Review A.
 - INFORMATIONAL Dan Jensen
 - Dan Jensen submitted and reviewed written report. 0
 - WCISA may have to pay the hotel in AZ \$7,000.00 additional fees if we don't schedule another meeting there. 0 Juan Barba may have a lead on a meeting that may be held in conjunction with Bartlett on a national basis to cover this obligation.

Motion by Tate made to delay the payment to the Hotel for 60 days. After 60 days, revisit (depending upon Juan's activity regarding holding a meeting) and at that time, decide to pay or hold the meeting at the hotel. Second by Anderson. Discussion followed regarding commitment and buying more time. Epperson will review written document.

Vote taken:

Ave - 8 No - 1 (Walter Warriner) **Motion carried**

Β. 2006 Update

INFORMATIONAL Walter Warriner

- 0 Program committee met- Program is set with Greg Monfette confirming with speakers.
- Financial Controls have been set in place by Greg Monfette and Walter Warriner for speakers and food costs as 0 to keep track on an on-going basis.
- Spanish field day Gabe Beeler/Jose Mercado discussed covering 5 domains of CTW at the conference field 0 day.
- C. 2007 ISA Conf Call* INFORMATIONAL Kevin Eckert
 - Submitted written report. We are ahead of the game. After sitting in on the Minnesota committee meeting and we are well along the way.
 - We need to sponsor board meeting event and chapter committee travel. Maybe contact Southern and/or 0 Minnesota chapters to get an idea. Kevin will write up a prospectus on the event.
 - SMA will not be holding their annual meeting in conjunction with the 2007 meeting, but will have a PA 0 day/session.

10. **Unfinished Business**

A. MoU with CAUFC

- Record should reflect a change in the document that shows WCISA will hold 15 Regional Meetings annually within the state of California.
- The effective date is the date that WCISA board signs the agreement. This agreement does NOT cover the 0 individual CaUFC Regional Councils. Each council will need to be contacted.
- Bob Tate inquired about meeting content as part of the agreement which Walter felt was covered in the 0 introductory paragraph.
- The Chapter is required to offer Municipal Specialist related topics to our membership in support of that 0 program.
- MoU calls for annual meetings to schedule dates and topics for upcoming period. 0

Motion by Warriner to accept the terms of the MoU and enter agreement with CUFC- Second by Stone -Motion carried - unanimous.

B. Ratification of email vote on Chapter dues increase

ACTION ITEM

Carl Mellinger

ACTION ITEM Walt Warriner

Motion by Warriner to ratify email vote on dues increase- Second by Stone. Motion carried - unanimous.

Motion by Tate to have Bylaws Committee bring recommendations to board in six months. Second by Warriner. Discussion to look at governance. Motion carried - unanimous.

C. Discussion of Fee increase for Regional Meetings

INFORMATIONAL Carl Mellinger

Motion by Tate to table this decision to a later date. Seconded by Barba. Discussion ensued that regional meeting fees are based on individual meetings not a set price. Guidelines state what is possible and not. Doug Anderson stated that it's possible that the FC didn't have all the facts when the report was written. Greg Monfette would like an increase in non-member fees - Motion carried unanimous.

11. New Business A Webs

Website Update

- INFORMATIONAL Rose Epperson
- Rose Epperson requested information from Board on what they would like to see on the website.
- Kerry Norman had several items in regards to regional conferences, additional information, coordinator information, etc.
- Online Registration was discussed at length. Need to look at advantages and disadvantages. Discussion Board is not used or misused, consider taking it off.
- o Look into members only or list serve site.
- B. Sponsorship Request NCTLC INFORMATIONAL Rose Epperson
 - o General sponsor requests should be handled individually.
 - Email Board for direction on a case by case basis.
 - In this instance, the WCISA would be responsible for speaker, expenses, a/v, etc.

Motion by Tate to decline the invitation. Second by Beeler. Motion carried - unanimous

C. Representation on CCFAC INFORMATIONAL Rose Epperson

Motion by Tate to designate Executive Director to represent WCISA on the Council. Second by Warriner. Discussion on possibility to serve several purposes with regards to chapter business. Bob Tate suggested Board members attend when the meetings are in their area. Motion carried – unanimous.

- D. Letter from Robert Phillips
 - Essence of Robert's letter was presented through out the meeting. Letter is recorded as part of the board meeting documents.
 - o Discussed policy for giving group discounts for conferences with no action taken at this time
- E. Rakemaster INFORMATIONAL Carl Mellinger o Really fun. Everyone should participate. Lisa was a great addition.
- 12. Open Discussion
- 13. Next Meeting Information
 - o Carl Mellinger to send out meeting information by September 9, 2005.
- 14. Adjournment at 3:20 by President, Carl Mellinger.