Meeting was called to order by Jim Govoni, President, at 1:00 pm

I) Attendance
   Present: Jim Govoni, Roy Cavanaugh, Kevin Kelly, Lisa Zerio, Bruce Lindsay, Heather Dionne, Leo Kelly, Bruce Villwock, John Lawlor
   Also Present: Corey Christians, Chris Donnelly

II) Approval of Minutes for December 14, 2017
   A) John Lawlor moved to accept the November 3, 2017 minutes as written. Lisa Zerio seconded. The motion carried.

III) Correspondence
   A) Lisa Zerio noted the letter to Dan Carter that had been sent out to thank him for his contributions to the By-Laws Committee.

IV) Committee Reports
   A) Treasurers and Finance Report- Roy Cavanaugh
      Roy Cavanaugh invited the board to look over the Balance Sheet and 2018 Budget. The attached Balance Sheet was presented as a financial snap shot. Roy explained that the budget is very tight and there are red flags that the financials are on a downward trend. Expenses will need to be watched carefully and will need sponsors for events and possibly to advertise on the website or newsletter. The credit card statement is not included for the last month, which includes the Lunch and Learn bill. Line items at, or exceeding, the budget will need to be adjusted mid-year. The outreach grant check has been received, but not deposited. There are some outstanding fees from Tree Warden School.
      Bruce Villwock moved acceptance of the Treasurer’s and Finance Report. Heather Dionne seconded. The motion carried.

   B) By-Laws- Bruce Villwock
      Bruce presented the final draft of the by-law revision that the Subcommittee has written. Dan Carter of Bloomfield has joined Bruce Villwock, Dr. Ricard, and Roy Cavanaugh at the sub-committee meetings. The changes made since the December 14, 2017 meeting were noted and discussion followed regarding: term limits for the President; an officer is not automatically part of the board, and once their term is up, must run for the Board of Directors if there is a vacancy; voting member needs to be defined. In order to be adopted at the Annual Meeting, the by-law revisions need to be approved by the board, emailed to the membership, and posted 15 days prior to the Annual Meeting. The new by-laws will go into effect immediately after voting by the membership. At the Annual Meeting, members in good standing, defined as
current with their dues, will be given a green card and red card to vote and it will be made clear that they will need to pay their dues at the meeting if expired. Membership dues can be paid current at the door of the meeting.

Roy Cavanaugh moved to amend Article VI Section 4 to read: “Other Temporary or Ad-Hoc Committees may be established by the Board of Directors”, and to add Article VI Section 5: “Appointees to committees can be comprised of any voting member in good standing, as appointed by the Board of Directors”. Heather Dionne seconded. The motion carried.

Roy Cavanaugh moved to amend Article VI, Section 3 to read: “There shall be three standing committees that shall carry out the functions of the Association as follows:”. Heather Dionne seconded the motion. The motion carried.

The above motioned changes will be made and a copy sent out to the Board for final review. This copy will then be made available to the membership via email and posting on the website.

Bruce Villwock moved to accept the bylaw revisions and changes as recorded by Annie Mixsell and Bruce Villwock. Roy Cavanaugh seconded. The motion carried.

C) Nominating Committee- Jim Govoni

The attendees of the meeting received a copy of the proposed Slate of Candidates for 2018. Jim asked if everyone was all set with those names. Roy Cavanaugh noted that he would like to resign as Treasurer and run for President. John Lawlor requested an Executive Sidebar and asked Jim Govoni, Roy Cavanaugh, Chris Donnelly, and Corey Christians to leave the room so the remaining Board of Directors could discuss and come up with one name for the ballot.

Lisa Zerio moved that the Slate of Candidates remains the same as presented by the Nomination Committee. Bruce Villwock seconded. The motion carried.

V) Staff Report- A. Mixsell

A) Website

The website is up to date. There have been some issues with having changes made to the design of the Event page because the web developer sold the hosting to another company.

B) Renewals

Fifty percent (roughly 110 of 222) of the members have renewed for 2018. Many are using the website for renewing. Paper copies of the renewal form went out last week with the invitation for the Annual Meeting.

VI) Old Business

A) Outreach- R. Cavanaugh

The check for the Outreach Grant has been received. The resolution will need to be signed for 2018. A brief report will be included in the Annual Report to note progress along the way and
to discuss how the money for this grant was spent and what the takeaway was. As with the 2017 Grant, the 2018 Grant is three pronged: MFI, Speaker Program, Outreach

B) **Municipal Forestry Institute (MFI) Update** - L. Kelly

Leo Kelly presented to the Board the highlights from his experience at MFI. He immensely enjoyed the experience, made great connections, and had some great takeaway points. He will provide written documentation on how he will use his MFI experience in the future.

C) **Spring Workshop** - H. Dionne

There is a conflict with the workshop. CASHO has a trade show on the same day. Heather and Annie will look into the possibility of changing the date.

   a. **Fall Workshop 2018** - The fall workshop will focus on abiotic stressors of urban trees. Andy Hillman from Davey has agreed to present. Hot topic insects and diseases may be included, as well as an air spading demonstration.

D) **Lunch and Learn** - H. Dionne

Heather presented the evaluation results from the inaugural Lunch and Learn. The event was a success with all of the attendees actively engaging in discussion. The next Lunch and Learn is scheduled for June 21, 2018. The topic is Disaster Preparedness.

**VII) New Business**

A) **Annual Meeting** - L. Zerio

The Annual Meeting will take place on March 29, 2018 at the Gelston House in East Haddam. The event starts at 3:00 pm. Those helping to set up should arrive at 1:30 pm. Award recipients need to be determined, as well as what the recipients will receive. Kevin Kelly and Bruce Lindsay have tentative sponsors for the Annual Meeting. Lisa and Roy will be the emcees for the night. The Keynote speaker is Anna Tansi. There will be updates from UI and the CT Ag Station. Need to confirm more speakers for short updates. Bruce Villwock will provide an update on the Advanced Tree Warden Program. Someone from the By-law Committee will present the revisions. Everything needs to be organized for the voting and prepared with back-up paper ballots.

B) **Vacant Board Position** - J. Govoni

Jim introduced Corey Christians to the Board. It was explained that he had reviewed the expectations of the board members and discussed with his employer and family. Corey has attended previous meetings to become familiar with the expectations of a board member and had received a copy of the Board Member Guide. Corey comes to the board with high recommendations and the Association welcomes him.

**Bruce Villwock moved to accept Corey Christians for the vacant Board of Directors position. Roy Cavanaugh seconded. The motion carried.**
C) **Guidance Document**- K. Kelly  
Kevin explained that the Guidance Document was being developed, at the recommendation of the CT Vegetation Management Task Force, to provide support when dealing with hazard trees. The document is a work in progress, but will be ready for review soon.

D) **Grant Resolution PSA**- R. Cavanaugh  
Roy Cavanaugh moved that the board vote to authorize the signing of the resolution for the Outreach Grant with the CT DEEP. Heather Dionne seconded. The motion carried.

VIII) Other  
E) **Updates**- C. Donnelly  
Connecticut will be joining the rank of states with an Urban Forest Inventory Analysis. Through this inventory, the US Forest Service will track the trends and changes in the urban forest in Connecticut. This will be continued on a 7 year cycle as long as the funding exists. The first results will be available in year 8.

F) **August meeting plans**  
Table until the April Board of Directors meeting.

VIII) **Adjournment**  
Kevin Kelly moved adjournment at 3:30 pm. Bruce Villwock seconded. The motion carried.

Respectfully submitted,  
Annie Shutts Mixsell

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**Important Upcoming Dates**

- **2018 Board Meetings**  
  All meeting will be held 1:00pm-3:00pm at the TWAC Office, 60 Church St, Suite 3A, Wallingford, CT 06492  
  - Tuesday, February 27, 2018, immediately followed by Board Development  
  - Tuesday, April 24, 2018  
  - Tuesday, June 26, 2018  
  - Tuesday, August 28, 2018  
  - Tuesday, October 30, 2018  
  - Tuesday, December 11, 2018

- **2018 Annual Meeting**  

- **Spring Workshop**  
  - Thursday, May 17, 2018
Tree Wardens’ Association of Connecticut
Board of Directors Meeting
Tuesday, February 28, 2018
60 Church St, Suite 3A, Wallingford, CT 06492

Action Items

- Heather and Annie will follow up with Mark Duntemann regarding changing the date of the spring workshop.
- Begin the development of standardized sponsorship and exhibitor forms that can be used at future workshops (Heather and Roy).
- Annie to follow up with Windhill concerning the updates to the event page on the website and get an estimate of cost.
- Roy and Annie will follow-up on unpaid invoices for Tree Warden School.
- Heather and Annie will look into ways to keep the workshops out of the red.
- Everyone will work on establishing sponsors for future events.
- The By-Law Committee will make the noted changes and submit final draft to the Board of Directors.
- Lisa and Annie will touch base about the Annual Meeting agenda and program. Lisa will send Annie the template from previous years.
- Speakers will need to be finalized.
- Leo will work on writing up a report about his MFI experience.
- Submit all award nominations to Lisa.
- When approaching sponsors, keep Lisa and Bruce V in the loop.