Meeting was called to order by Jim Govoni, President, at 1:10 pm

I) Attendance
   Present: Jim Govoni, Kevin Kelly, Karl Reichle, Bruce Villwock, Roy Cavanaugh, Bob Ricard, Leo Kelly, Bruce Lindsay
   Also Present: Jeff Minder, John Lawlor, Diana Ross
   Absent: Jack Healy, Tom Crowe, Lisa Zerio, Heather Dionne

II) Approval of Minutes for December 2, 2016
   Roy Cavanaugh moved acceptance of the December 2, 2016 minutes. Bruce Villwock seconded. The motion carried.

III) Committee Reports
   A) Treasurers and Finance Report- Roy Cavanaugh
      The attached Balance Sheet and 2017 Budget were presented. Accounts are at a healthy balance with the majority of this year’s income from membership renewals and revenue from vendor registrations for the 25th Anniversary event. Outreach Grant paperwork is proceeding well. Future discussions will focus on the possibility of the Municipal Forestry Institute coming to Connecticut in 2018 and the Tree Wardens’ Association involvement.
      Karl Reichle moved acceptance of the Treasurer’s and Finance Report. Kevin Kelly seconded.

   B) Board Members Committee- Leo Kelly, Jim Govoni
      Jeff Minder, John Lawlor, and Diana Ross were invited to the meeting to interview for two open positions on the Board. Roy Cavanaugh distributed a draft of the Board Member Guide to be discussed and developed in the future. Jim Govoni described the Tree Wardens’ Association to the prospective members, invited them to browse the draft Board Member Guide, and explained what is expected of Board Members. The three candidates were then separately interviewed by the Board. A discussion followed on whether Tom Crowe had met the expectations of Board Members and who the Nominating Committee will put on the Slate of Candidates.
      Karl Reichle moved that the Slate of Candidates include the three individuals just interviewed: Jeff Minder, John Lawlor, and Diana Ross, in addition to the four renewing Board Members: Kevin Kelly, Vice President; Roy Cavanaugh, Treasurer; Heather Dionne, Director; Leo Kelly, Director. Bruce Villwock seconded. The motion did not pass with Roy Cavanaugh opposing and Leo Kelly abstaining. A roll call vote was called. The motion passed with five votes in favor and two against.
IV) Sub-committee
   A) Website- Annie Mixsell
      Discussed during pre-meeting

V) Old Business
   A) 25th Anniversary Update- Roy Cavanaugh
      Discussed during pre-meeting. Bob Ricard inquired on the evening dinner outline of speakers and presenter and suggested including someone from the Forest Service.

   B) Bylaws and Board Development- Roy Cavanaugh
      1. Annual Business Meeting:
         In accordance with Bylaws, the annual meeting must take place in the first quarter of the year. Eligible voting members are presented with the Slate of Candidates, Treasurer’s Report and meeting minutes from the prior year Annual Meeting. Date was set as Wednesday, March 29, 2017 at 9:00 am at the Tree Wardens’ Association office located at 60 Church St, Suite 3A, Wallingford, CT 06492. Snow-date was set same time and place on Thursday, March 30, 2017.
         Roy Cavanaugh moved for electronic notification only of the event. Leo Kelly seconded.
      2. Board Development
         Notes prepared by Kevin Kelly during the meeting with the facilitator were distributed. Roy reviewed the key points made by the facilitator and identified the immediate issue as simplifying the organization of the Association. Roy then presented the draft of the 2017 Annual Plan and proposed focusing on key items piecemeal after the 25th Anniversary, specifically the goals of the Association for 2017 and development of a mission statement.

VI) New Business
   A) Administrative Secretary Evaluation- Jim Govoni
      Prior to the meeting, all members of the Board had been asked to fill out the Personnel Appraisal. Annie Mixsell was asked to leave the room while her performance was discussed. A motion was made to increase Annie’s hourly rate by $3, from $15 to $18. A roll call vote was held with six in favor and one against.
VII) Other
A) 2017 Proposed Legislation - Karl Reichle
Karl distributed a hand out of proposed legislation pertinent to Tree Wardens’ and their duties and explained each Bill. Anyone with information on public hearings to update the Board.
B) Dr. Bob Ricard suggested a commemorative tree planting and plaque at the Haddam Extension Center, the location of the original meeting of the Tree Wardens’ Association of Connecticut.

Bruce Vilwock moved adjournment at 3:15 pm. Kevin Kelly seconded.

Respectfully submitted,
Annie Shutts Mixsell

**Important Upcoming Dates:**
- Next 25th Planning Meeting:
  Wednesday, March 15, 2017 from 12:00-1:30. 61 Echo Lake Rd, Watertown, CT.
- Annual Business Meeting:
  Wednesday, March 29, 2017 at 9:00 am. 60 Church St, Suite 3A, Wallingford, CT.
  Snow-date: March 30, 2017 same time and place. Coffee and donuts served.

**Action Items:**
- Annie Mixsell to check with CTPA on availability of their room for Annual Business Meeting.
- Karl Reichle to prepare Slate of Candidates for elections to be held at the Annual Business Meeting.
- Annie Mixsell to send Karl a list of paid members for him to sort out those members eligible to vote.
- Annie Mixsell to prepare an email notification about the Annual Meeting to be sent to current members.
- Bruce Lindsay and Bob Ricard to discuss the evening program at the 25th.
- Jim Govoni to discuss the decision of the Nominating Committee with Tom Crowe.
- Look into tree planting to commemorate the 25th Anniversary.