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

I) Attendance  
Present: Jim Govoni, Bruce Villwock, Lisa Zerio, Heather Dionne, Kevin Kelly, Bruce Lindsay, Tom Crowe, Roy Cavanaugh  
Also Present: Chris Donnelly, CT DEEP  
Absent: Jack Healy, Karl Reichle, Leo Kelly

II) Approval of Minutes for August 30, 2016
Lisa Zerio made the following motion, seconded by Roy Cavanaugh:  
Motion: To accept the August 30, 2016 minutes as submitted.  
The motion passed unanimously by a voice vote, with Tom Crowe abstaining.

III) Committee Reports
A) Treasurers and Finance Report- Roy Cavanaugh  
The check for the Outreach Grant has been received. The attached reports were reviewed by the Board. Bruce Villwock made the following motion, seconded by Kevin Kelly:  
Motion: To accept the Treasurers and Finance Report  
By a voice vote- all in favor

B) Secretary’s Report- Lisa Zerio- No Report

C) Association Reports-  
1. CT Urban Forest Council- Bruce Villwock  
The annual conference is the following day, October 26, 2016 at Aquaturf.  
2. CT Tree Protective Association- Chris Donnelly  
Electrical Hazard Awareness Protection Workshop is on November 3, 2016.

IV) Subcommittee Reports
A) Legislation- Karl Reichle (absent)- No Report

B) Membership- Leo Kelly (absent)- No Report

C) Tree Warden Education- Roy Cavanaugh  
Roy attended a session of Tree Warden School and spoke to the attendees about complimentary membership in the Association for the balance of the first year and 50% reduction in dues for the following year. The most recent graduates will be sent a “Welcome to the Association” letter and information on the upcoming 25th Anniversary. There is a waiting list for the next session.

D) Staff Report- Annie Mixsell  
The new office is working well, the phone and internet have been installed, and the furniture is moved in. Many of the boxed files have been organized, but there is a need for a new filing cabinet to handle the volume of files. Annie will begin looking into the next assignments for the newsletter. The website is up to date and will continue to be cleaned up of outdated content.
V) Old Business

A) Fall Workshop- Heather Dionne
There were about 90 attendees and the evaluations were mostly positive. The attendees felt the topics were well presented, liked the presenters and location. The hands-on component of the workshop and movement between stations were well received. A very few negative remarks were related to wanting more porta-pottys, disliking the food, and difficulty finding the venue. It was mentioned that the membership should be thanked for the evaluations and assured their input isn’t falling on deaf ears. Mountainside in Wallingford, CT, a possible venue for the upcoming spring workshop, is sending over preliminary numbers and package information. Powder Ridge was brought up as another future possibility.

B) Thanksgiving Tree Planting- Kevin Kelly
The dedication ceremony will be at 2:00 pm on November 22, 2016 at the Bloomfield Town Hall. Press releases were sent out to local newspapers. The plaque is being mounted into a stone. Board members are encouraged to attend the ceremony and show their support.

C) Board Development- Jim Govoni
Dates still need to be selected for a special Board Development Meeting. This will be a priority for the December 2016 meeting Agenda along with the 2017 Budget and the 25th Anniversary. Dates for the December 2016 meeting were narrowed down to December 2 and December 6. Location and time of the meeting will be determined.

D) 25th Anniversary Annual Meeting- Lisa Zerio
The OMNI is booked and contracts are signed. The 25th Anniversary Planning Committee will be meeting every two weeks. The next meeting will be at the Blackbird Tavern in Middlefield, CT on Tuesday, November 8 at 4:00 pm. Overall, the event will cost about $30,000. Save the Date cards will go out the week after January 1, 2017. Pricing levels for registration, sponsors, and vendors will need to be finalized and registrations ready to go out February 1, 2016. A block of rooms has been reserved. Some details that need to be figured out still: lining up speakers, parking, cost of shuttles to Yale School of Forestry, award recipients, giveaways, and prizes for the 50/50 raffle. The program book will have various sized advertisement spaces for sale. There will be one standard solicitation letter and a master list of who has been solicited to avoid duplication. The 25th Planning Committee will be making decisions without the full Board’s approval.

VI) New Business

A) DEEP Funding- Chris Donnelly
The $5,000 Urban Forestry Grant is in this year’s budget and available now. Roy Cavanaugh made the following motion, seconded by Bruce Lindsay.

Motion: that the Urban Forestry Grant be allocated accordingly:
- $2,500 to send one member, preferably a Board member, to Municipal Forest Institute;
- $500 to spend on a speaker for the 25th Anniversary;
- $2,000 to develop material and retaining services for the Outreach Circuit Rider, Phase II.

By a voice vote, all in favor.
B) **Ethic Policy**- Roy Cavanaugh

The attached Conflict of Interest Policy was reviewed by the Board. Kevin Kelly made the following motion, seconded by Tom Crowe:

**Motion:** To accept the Conflict of Interest Policy as written.

By a voice vote, all in favor.

**VII) Adjournment**

**Motion:** Jim Govoni motioned for the meeting to be adjourned at 2:45 pm. Bruce Villwock seconded the motion.

By a voice vote, all in favor.

Respectfully submitted,

Annie S Mixsell

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**Important Upcoming Dates:**

- Tuesday, November 8th at 4:30
- 0- Blackbird Tavern, Middlefield, CT- 25th Anniversary Subcommittee Meeting
- Thanksgiving Tree Dedication to be held November 22, 2016 at 2:00. Bloomfield Town Hall, Bloomfield, CT.
- December Board Meeting- Date and Location TBD

**Action Items:**

- Annie Mixsell to prepare Welcome Letter Packets for Tree Warden School Graduates
- Annie Mixsell to continue work on cleaning up the website and making sure it is up to date.
- Annie Mixsell to determine which Board members are due to write for the newsletter. Possible topic- the monetary side of dealing with EAB and understanding treatment costs versus removal.
- Inform membership how helpful their evaluations from the workshop are- is an eblast the best method? Annie Mixsell to send?
- Lisa Zerio and Heather Dionne will contact 50 Elm and determine the best location and time for the meeting.
- Leo Kelly to meet with Christy Hass regarding 25th Anniversary
- Bruce Lindsay will check in with contact at Urban Resource Initiative regarding speaker, shuttle, logistics.
- Lisa Zerio will invite Christy Hass to the upcoming 25th Anniversary Planning Committee meeting in Middlefield.
- Bruce Lindsay will brainstorm ideas for a giveaway at the 25th and have it ironed out by November 8th.
- All hands on deck with finding sponsors, vendors, and selling tickets and advertisements.
- Bruce Lindsay will speak to his graphic designer about ordering lanyards.
- Lisa Zerio will let Bruce Villwock know the additional charge for the vendors that need electricity.
- Everyone to send a letter of support to DEEP letting them know the value of the ATB Grants to their individual towns.