Tree Wardens' Association of Connecticut
Board of Directors Meeting
Tuesday, August 30, 2016, 9:00 am
1 Dock Road
Milford, CT

Meeting was called to order by Jim Govoni, President, at 9:00 a.m.

I) Attendance
Present: Jim Govoni, Karl Reichle, Kevin Kelly, Roy Cavanaugh, Bruce Villwock, Lisa Zerio, Leo Kelly and Bruce Lindsey
Also present: Chris Donnelly, CT DEEP

Absent: Tom Crowe, Jack Healy, Heather Dionne

II) Approval of Minutes for April 26, 2016.

Roy Cavanaugh made the following motion, seconded by Lisa Zerio:
Motion: To accept the April 26, 2016 minutes as submitted.
By a voice vote – all in favor.

III) Committee Reports -

A. Treasurers and Finance Report - Roy Cavanaugh
   The attached reports were reviewed by the Board. Karl Reichle made the following motion, seconded by Kevin Kelly:
   Motion: To accept the Treasurers and Finance Report for April 2016.
   By a voice vote - all in favor.

B. Secretary's Report - Lisa Zerio – No Report

C. Association Reports-

   a) CT Urban Forest Council – Bruce Villwock – The annual meeting for 2016 will be at the Aquaturf on October 20, 2016.
   b) CT Tree Protective Association – Karl Reichle
      The Summer Meeting was held July 21, 2016 at the Farmington Club. Fall Arbor 101 is full. The next EAB Workshop will be held in Monroe.

IV) Subcommittee Reports

A. Legislation - Karl Reichle – Nothing to report until January when legislature starts up. Karl asked if anyone had an interest in helping keep track of new bills come March and April.
B. Membership – Leo Kelly – No Report

C. Tree Warden Education – Roy Cavanaugh - Next session of Tree Warden School is at maximum capacity. Bruce Villwock made the following motion, seconded by Leo Kelly: **Motion:** Candidates who successfully complete Tree Warden School, and pay their dues no later than January 31, will receive complimentary membership to the TWAC for the balance of the year that they graduate and a 50% reduction in dues for the subsequent year’s membership.

By a voice vote- all in favor.

Leo Kelly to talk to Bob Ricard and get on the schedule to give a presentation to the Tree Warden School attendees about the TWAC and hand out membership forms. Lisa Zerio will make a separate form with included deadline and work with Leo Kelly to get people on the committee.

D. Staff Report- Newsletter/Website – Annie Mixsell - The next newsletter will go out as soon as it is ready in early September. Assignments were sent out previously. Bruce Villwock will write a short article to update members on the Advanced Tree Warden Certification. The website is up to date. Lisa Zerio made the following motion, seconded by Bruce Lindsay: 

**Motion:** Award Cathy Dvorsky with the Unsung Hero Award. By voice vote, motion passed unanimously.

Lisa Zerio will do a write up on this for the newsletter.

V. Old Business

A) Fall Workshop – Roy Cavanaugh – Will be held October 6, 2016 at White Memorial Conservation Center in Litchfield, CT, 8 a.m.-12:30 p.m., followed by a voluntary tree identification walk with White Memorial staff. Workshop schedule and logistics were discussed. Group leaders: Kevin Kelly, Karl Reichle, Leo Kelly, Jim Govoni, and Jack Healy. Portable Public Address Systems will be needed for some stations. Lisa Zerio may be able to supply 2 and Kevin Kelly and Roy Cavanaugh 1 each. Lisa volunteered to research purchase of another system. TWAC has purchased liability insurance for the event. Several logistic items remain to be worked out. Chris Donnelly gave Roy Cavanaugh a contact for looking into Forest Practitioner CEUs. Kevin Kelly made the following motion, seconded by Bruce Villwock: 

**Motion:** The TWAC will purchase a portable PA system for under $1,000.00. By a voice vote- all in favor.

B. DEEP Urban Forestry Outreach Grant – Tom Crowe (absent) – No report. Tim Hanser subsequently submitted his resignation as Circuit Rider.

C. 25th Anniversary Annual Meeting – Lisa Zerio – Lisa handed out worksheet for assigning chairs and members to the various subcommittees required. The intent is to make the 25th Anniversary more like a true conference, lasting for a full day and into the evening.
rather than our traditional evening meeting format. The tentative venue will be a hotel and have presentations, events with vendor booths and a program book. Event is meant to showcase the Association and potentially event generate revenues. Lisa and Kevin Kelly will meet in Rocky Hill the week of September 9, 2016 to begin planning. Karl Reichle noted that according to the bylaws, the annual meeting must take place before March 31st. Discussion followed on whether the meeting should be held separate from the 25th Anniversary celebration. This item will be decided once a venue and date for the Anniversary event have been established. It was suggested that people outside the Board be solicited to assist with the event. Potential invitees include were Ken Placko, Greg Foran, Linda Stuhlman and Christy Haas. Several potential locations were mentioned including the OMNI and the Yale School of Forestry.

VI. New Business

A. DEEP Funding - Chris Donnelly - The attached conditions of the DEEP’s 2016 Urban Forestry Grant was distributed. Chris suggested using the $5,000 provided by the grant to promote professionalism among tree wardens. The Municipal Forest Institute (MFI) is a one-week training session for city foresters and municipal tree managers offered in a different area of the country each year. It is an opportunity for networking and leadership building. The cost of MFI is roughly $2,100.00 per person and exclusive of travel. Chris Donnelly strongly encouraged the TWAC to use the grant for this purpose. Information regarding this opportunity will be placed in the newsletter and on the website. If there is interest, then the Association will then put together a scholarship/selection committee.

B. Whistle Blower/Record Retention/Board Loan Policy: Roy Cavanaugh – Attached copies of draft policies were reviewed and discussed by the Board. Karl Reichle made the following motion, seconded by Lisa Zerio:

Motion: Amend the Board Member Loan Policy to say, “It is the Policy of the Tree Wardens’ Association of Connecticut, Inc. that no monetary loan of any type or form will be made under any circumstance”. By a voice vote- all in favor.

Kevin Kelly made the following motion, seconded by Bruce Villwock:

Motion: To approve the Record Retention Policy and Whistle Blower Policy as written. By a voice vote- all in favor.

C. Job Title Recording Secretary - Roy Cavanaugh- Roy Cavanaugh made the following motion, seconded by Karl Reichle:

Motion: To change the job title from Recording Secretary to Administrative Assistant. By a voice vote- all in favor.

D. Potential Office Lease- Roy Cavanaugh - Board reviewed the attached information on an office lease at 60 Church Street, Wallingford. Roy Cavanaugh made the following motion, seconded by Leo Kelly:
Motion: To sign the lease on the office space, #3A, located at 60 Church St, Wallingford, CT. By a voice vote - all in favor.

Lisa Zerio, Bruce Lindsay (file cabinet), and Annie Mixsell (bookshelf) offered to donate office furniture. Leo Kelly offered to pick up and transport the furniture.

E. Board Development Meeting- Jim Govoni – Discussion by board of the June Board Development Workshop.

Bruce Lindsay made the following motion, seconded by Bruce Villwock:

Motion: To hold a special meeting with all board members present to discuss the Board Development Meeting. By a voice vote - all in favor.

Kevin Kelly suggested an online poll to determine date. Annie Mixsell to create a Doodle Poll after Labor Day, once Jim and Kevin narrow down the dates.

VII. Other

A. Chris Donnelly asked about the Listserve Policy. He was directed to send all announcements to Annie Mixsell and she will send out to the entire board and membership. Listserve Policy will also be distributed to all board members and posted on website.

B. Bruce Lindsay announced that Millane’s Nursery will be closing after 99 years in business and that there were great deals on trees if anyone had some plantings this fall.

VII. Adjournment

Motion: Jim Govoni motioned for the meeting to be adjourned at 10:30 a.m. Roy Cavanaugh seconded the motion. By a voice vote - all in favor.

Respectfully submitted,
Annie Mixsell

2016 Meeting Dates

September 13, 25th Anniversary Subcommittee Meeting, Park and Recreation Office, Rocky Hill.

October 6, Fall Workshop – White Memorial, Litchfield

October 25, 2016 – Executive Board Meeting, CFPA, Rockfall, CT

TBD – Special Meeting of Board – Discussion on Development Workshop

December Board meeting – Date and Location TBD

Action items:

a) Annie Mixsell to put a link on the website and add to the calendar both the Connecticut Urban Forest Council Annual meeting and the Connecticut Tree Protective Association EAB Workshop. Develop Doodle poll for special meeting dates after James Govoni and Kevin Kelly establish potential dates.
b) Lisa Zerio to work with Leo Kelly to develop form for new Tree Warden School graduates. Leo Kelly to contact Dr. Ricard about addressing one of the latter classes to discuss benefits of TWAC membership.

c) Roy Cavanaugh to submit information regarding upcoming 25th Anniversary to newsletter.

d) Roy to revise 3 adopted policies and send to association website along with ListServe policy. He is also to submit information to newsletter regarding upcoming workshop and anniversary meeting.

e) Lisa Zerio and Kevin Kelly to develop dates for 25th Anniversary Committee meeting and invite outside persons to participate.

f) Lisa Zerio to research portable Public Address systems for purchase.

g) Karl Reichle to invite Greg Foran onto 25th Anniversary Committee.

h) Chris Donnelly to submit information regarding potential MFI attendance for newsletter.

i) Bruce Villwock will write a short article to update members on the Advanced Tree Warden Certification.

j) Lisa Zerio to submit short description of Cathy Dvosrsky’s Unsung Hero Award for newsletter.