

MINUTES FROM THE 8 MARCH 2022 PENN-DEL CHAPTER BOARD OF DIRECTORS' MEETING

Date & Time: 8 March 2022 meeting called to order at 9:16 a.m.
Location: Conference Call
Presiding: Jason Lubar
Recording Secretary: Kristin Wild
BOD Present: 1) Jason Lubar (President); 2) Bernie Dincher (Pres. Elect); 3) Brian Wolyniak (Vice President); 4) Lance King (Treasurer); 5) Kristin Wild (Secretary); 6) Dave Ruyak (Exec. Dir.); 7) Tony Dufour; 8) Lori Hayes; 9) Rob Kruljac
Excused: Matt Erb
Megan Kacenski
Absent: John Hosbach

DECISIONS

1. Minutes
 - a. Motion to approve December 2021 Draft Minutes as final.
 - b. Motion carried by unanimous vote of those present.
2. Adjourn
 - a. Motion to adjourn at 12.11 p.m.
 - b. Motion carried by unanimous vote of those present.

REPORTS

1. Officers' Reports
 - a. Secretary's Report
 - i. The contact information for each current board member has been updated.
 - ii. The Annual Business Meeting minutes draft needs to be completed and will be sent out to the Board for review.
 - b. Treasurer's Report
 - i. Executive Director Dave Ruyak expects to receive the final statement and invoice from Marriott for the Symposium soon, as well as the Vanguard investment accounts' quarterly statement. No Profit/Loss report was prepared.
 - ii. Dave reported that the Chapter's Wells Fargo checking account balance is currently high, but it will drop considerably after paying the Marriott bill for the Symposium.
 - iii. President Jason Lubar requested a monthly checking and Vanguard balance report from Dave for future BOD meetings.
 - c. Executive Director's Report
 - i. In late February, Dave and TCC Committee Chair Glenn Riggs attended a TCC Coordination Workshop in Virginia led by former Penn-Del BOD member Tim

Bushnell. Dave reported that more volunteers should be recruited for future TCCs (or current volunteers may each have to handle two jobs) in order to meet workshop recommendations. He will be contacting ArborRisk for event insurance quotes for the Chapter's upcoming TCC and the Duel on the Delaware later this year.

- ii. Dave is working to fix problems that some Symposium attendees had with CEU electronic recording.
 - iii. The Chapter's website has been updated with all the approved BOD meeting minutes and BOD meeting dates for 2022. He plans to add an email link that members can use to request attendance at a BOD meeting. When he receives a request, he can send the GoToMeeting link to the requestor.
- d. President's Report
- i. President Jason Lubar suggested that members of the Board submit any website changes they would like to see to the Outreach Committee's John Hosbach and Megan Kacenski for prior consolidating and filtering before sending them on to Dave for website updating.
 - ii. Jason requested Dave to prepare a printed Director's Handbook for newest director Tony Dufour.
 - iii. A half-day workday for the ISA Memorial Grove in Fairmount Park, Philadelphia needs to be done before the memorial tree planting for Bob McConnell. Chris Uhland of Harmony Hill Nursery is getting a white oak as Bob requested. The deer fencing will be donated by Morris Arboretum. John Hosbach has offered to provide financial help with the new memorial grove sign that is being built. Lori Hayes will arrange to have a Philadelphia Parks & Recreation crew install the sign.
 - iv. BOD member Megan Kacenski has transferred back to Connecticut with Bartlett. Dave will talk with her to find out if she will be able to finish out the year or if a replacement should be appointed.
 - v. The Pennsylvania Landscape and Nursery Association (PLNA) is reviewing the guidelines prepared by the Nursery Quality Task Force (NQTF). Approval is expected by June.
 - vi. Jason suggested that one of the upcoming BOD meetings be held in-person instead of virtually. The August 2 date seemed to be the most convenient. He asked Dave to look into an affordable Harrisburg location and send out an update of the meeting schedule.
- e. Past Presidents' Report
- i. Rob Kruljac reported that he sent out a request for input from the Past Presidents group, but only received one written response.

- ii. Rob also prepared a summary of events and noteworthy items from the Symposium and distributed it to the group.
- f. ISA Council of Representatives (COR) Report
- i. Director Matt Erb was not able to attend. His written report is available at the end of the Minutes document. This prompted a discussion of which travel costs are covered by the Chapter.
2. Committee and Liaison Reports
- a. Apprenticeship
 - i. Liaison Shea Zwerver requested a representative from the Chapter speak to inmates participating in the arborist/forestry school at Rockview Correctional Facility. Dave, and possibly Treasurer Lance King, will attend the meeting in late April/early May.
 - ii. Shea hopes to arrange a job fair for the inmates in the program.
 - b. Arbor Day of Service Committee
 - i. Committee Chair Brian Wolyniak reported that a Western Pennsylvania day of service is being planned for 25 March, with a rain date of 1 April. The location is Allegheny County North Park. Companies and individuals are currently being recruited to participate. His planning committee members are Matt Erb and Rob Kruljac.
 - ii. Peter Fixler reports he is working to organize an Eastern Pennsylvania day of service. Date and location are to be determined.
 - iii. No central day of service is being planned for this year, per Ellen Roane.
 - iv. Dave reported that former Penn-Del BOD member Herb White has an Arbor Day event scheduled for April 28 in Haynes Park, Wilmington, Delaware. Herb would like Dave to attend the safety meeting prior to the event and present information on the Penn-Del Chapter.
 - c. Awards Committee
 - i. Committee Chair Kristin Wild plans to prepare an article for The Penn-Del Arborist weekly e-brief to highlight the Chapter's recent awards recipients. She will need to provide photos and information for Dave to add to the website's Member Profile page so readers can link to it from the e-brief.
 - d. Education Committee
 - i. Committee Chair Brian Wolyniak reported that the committee would soon be meeting to plan out the Chapter's education sessions for the rest of the year. Some will be fee-based and others will be offered as a member benefit.

- ii. An in-person TRAQ course and renewal test will be conducted in April. Invitations to attend were emailed to 87 Chapter members. There will also be several attendees from Asplundh.
- iii. Dave suggested that the Chapter offer TRAQ again later in the year.
- e. ISA Certification Liaison
 - i. A written report is available at the end of the Minutes document.
 - ii. Dave noted that the dates for TRAQ are not correct in the report. The correct dates have been added and highlighted.
- f. Outreach Committee
 - i. No report was submitted.
- g. Penn State Ag Council
 - i. Director Lance King stated that the council will soon be meeting in State College to discuss state funding issues. He also reported that Harrisburg Day is coming up and Ag Council members will be attending to voice their concerns and questions directly to government representatives.
- h. Scholarship Committee
 - i. Committee Chair Kristin Wild reported that the balance of funds remaining in the Fran Ward Women in Arboriculture Scholarship account at TREE Fund is sufficient to cover the Spring 2021 semester, but it will leave only \$1,700 available for the 2022-23 academic year. She suggested that the Chapter direct at least part of its annual partnership funds to the Fran Ward Scholarship account.
 - ii. Kristin will start reaching out for donations to build up this fund for the 2022-2023 academic year.
 - iii. An idea for supporting more women with arboriculture education might be to provide scholarships for Arborist Short Courses and climbing schools for women. Kristin will write a proposal to John Ward to see if this would be an idea he would support.
- i. Symposium Committee
 - i. President-Elect Bernie Dincher stated that feedback on the Symposium overall was positive. He tentatively has the keynote speaker for the 2023 Symposium – Dr. Mike Raup. He emphasized the need to keep former BOD member Tim Bushnell involved in the tree climber sessions
 - ii. Jason suggested adding potential speaker names and topics to the Chapter’s Google drive and reviewing recent TREE Fund research archives and webinars for good speakers and topics.
 - iii. Dave noted that the vast majority of the 387 attendees registered online and that the QR codes for ISA CEUs worked well overall. The QR codes for pesticide credits created some problems related to birthdates, but he will work it out for next year’s Symposium. The Beef & Beer dinner needs to have a more accurate

headcount and do more to encourage local attendees to stay for it. Using the Whova app to access the agenda was not completely successful, but printed agendas and notebooks are costly. A compromise needs to be reached.

- j. Tree Climbing Championship (TCC) Committee
 - i. Dave reported that Rachel Brudzinski will not be competing in the ITCC in Sweden in September, but Jake Riggs will. This means the Chapter will only have to cover the expense of one competitor's travel.
 - ii. The National TCC is scheduled for 5-7 August in St. Paul, MN and Penn-Del's TCC will take place in August in the Pittsburgh area. The Duel on the Delaware event will be hosted by Penn-Del sometime in October or November.
- k. Tree Valuation Guide Committee
 - i. It was decided to put this committee on hiatus until further notice. Regional valuations vary so much that it is hard to develop a useful and practical guide.
- l. TREE Fund Liaison
 - i. A written report is available at the end of the Minutes document.
 - ii. Suggestions for improving raffles proceeds were discussed. Silent auction items and having a bean bag toss (\$1 per toss) for a prize might help.
 - iii. Kristin volunteered to write up an article for The Penn-Del Arborist e-brief to encourage Chapter members to sign up and form a team.
- m. TreePA
 - i. A virtual TreePA meeting is scheduled for 9 March. Jason and Dave will be participating in the call.
 - ii. Bernie reported that the Pennsylvania DCNR will give the organization \$150,000 to support its bare root tree distribution program for Pennsylvania municipalities. TreePA distributes about 500 trees each spring and fall season to dozens of municipalities.

3. Nominations

- a. Nothing to report at this time.

4. Strategic Plan for 2021-2026

- a. Dave suggested that our newly-elected BOD member Tony Dufour review the Strategic Plan document that is on the Chapter's Google drive.

DISCUSSIONS

1. New Business

- a. Dave will talk with TCC Committee Chair Glenn Riggs to see if he will be organizing both the TCC and the Duel on the Delaware events.

ACTION ITEMS

From the October 2021, December 2021 and March 2022 Board Meetings

Action Items (deleted as completed)	Board Member/Committee	Comments
Website content updating and social media posts	All Committee Chairs submit content to John Hosbach to review before D.R. posts it	Ongoing
Advertise updated Chapter website	Dave Ruyak and Kristin Wild	After May meeting
Creation of Board of Directors Handbook PPT for website, prepare printed copies for newly-elected directors	Outreach Committee and Dave Ruyak	Before newly-elected directors start
Research Harrisburg locations for August 2022 meeting	Jason Lubar	Before June?
Announce and post Chapter award winners	Kristin Wild	May
Email Business Meeting draft minutes for review	Kristin Wild	January 2023
Update ArcGIS map of Penn-Del ISA Memorial Grove	Jason Lubar	After work day in Apr.
Create page on website for Memorial Grove ArcGIS map	Dave Ruyak	After map update
Treasurer to provide monthly balances for Vanguard and checking accounts for each board meeting	Lance King and Dave Ruyak	Ongoing
Develop a cleaner, more useful budget document with a 5-year comparison if possible	Dave Ruyak and Lance King	Will arrange meeting to work on it
Notify Jason Lubar of all committee meetings so that he might attend	All Committee Chairs	Ongoing
Outreach/Member Communications Committee and Chairperson document. Post on Google Drive.	John Hosbach and Dave Ruyak	Needs to be posted on Google drive
Develop complete list of Chapter's past award winners	Kristin Wild	Draft created, seeking more input

INFORMATION ITEMS

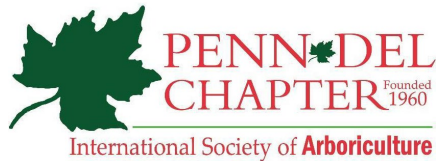
The next meeting will be virtual on 11 May 2022 from 9 a.m. to 12:30 p.m. Upcoming meetings:

August 2nd – in person

October 5th - Conference Call

December 6th - Conference Call

9 a.m. to 12:30 p.m. unless otherwise noted.



Chapter mailing address: **PO Box 306, Emmaus PA 18049.**
Chapter phone: **484-523-9444**

Respectfully submitted,

Kristin Wild, Recording Secretary and Dave Ruyak, Executive Director

ISA COR Report -- 4 March 2022

We have only had informal coffee talks via Teams in the last few months. At this week's meeting, we discussed virtual conferences and virtual participation seems to be tanking. Many chapters are not including virtual as an option as they don't want to steal participants from neighboring chapters.

Everything is gearing up for the international conference in Sweden. There is a mandatory COR meeting on 14 September from 1 to 5 pm in Sweden.

ITCC is looking for volunteers. The deadline to volunteer is July.

The ISA Leadership Workshop will be Nov. 1 to 3 in Atlanta. Another mandatory COR meeting will take place at that time. Planning is underway to make this an in-person-only event.

Respectfully submitted,
Matthew Erb

ISA Certification Liaison Report – 4 March 2022

Since December, we have held two on-site exams.

January 27, 2022, Fort Washington, PA. Written exams only. 5 tested.

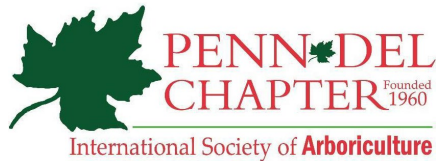
Many thanks go to Clark Williams and Liz with Asplundh Tree Expert for making this one possible.

February 13, 2022, Penn-Del Symposium at 25 S. Queen St., Lancaster, PA.

Certified Arborist, Utility, Municipal, and TW. 17 tested, with 2 of the participants also taking the TW skills test.

Many thanks go to Alice Sjolander and Herb Hickmott for proctoring the written exam.

Additional thanks go to Arch Autenreith and Eric, and to Jim Savage for making the TW skills test possible. Our two fellows testing had flown in from the State of Washington just to take



this exam. I think they enjoyed their time here, thanks in great part to our fellows proctoring and evaluating their tests. They also had a terrific time socializing in the evenings.

Upcoming Exams

Working on an exam in Southwest PA this spring, Northeast later spring, and Northwest in June, with dates to be determined.

TRAQ

One on-site event is now open and marketing has begun, thanks to Dave!

TRAQ first qualification takes place ~~April 21 to 23~~ April 19 to 21 at Ramada by Wyndham, 1450 South Atherton St., State College, PA -- 20 seats available

TRAQ Renewal ~~April 24~~ April 22. Same location. -- 20 seats available

Contact Dave Ruyak at Penn-Del Chapter to register.

I delivered virtual TRAQ Renewal instructions for the Mid-Atlantic Chapter on Wednesday, March 2, EST. We had 30 participants, and I currently await reviews. I mentored Ben Kenyen, who presented from Melbourne, Australia. His presentation began at about 8 pm a day ahead of us and extended through the night, just ready for him to do the farm chores on Friday (Melbourne time).

I just received reviews from the June 24, 2021 Mid-Atlantic virtual TRAQ Renewal and a PDF summary is attached to this email.

I have graded a total of 47 remote TRAQ Renewal field tests that took place December 2021 through February 2022.

Respectfully submitted.
Scott A Sjolander

TREE Fund Liaison Report – 8 March 2022

The next TREE Fund liaisons meeting is 13 April 2022

- Our 50/50 Raffle generated a total of \$1,430 (\$715 to TREE Fund). There were lots of participants in the fundraiser at the Symposium. The goal for next year's fundraiser will be to get more high-value donated gifts and raffle off a specific

amount of money for the prize (ie. \$500) in order to retain more funds for the TREE Fund.

- Grants: See a list of 2022 grants at: [TREE Fund Research Grants](#)
 - The current grant and scholarship cycle is open; letters of inquiry will be accepted until March 1 and applications are due March 15. Spread the word on the open grants and scholarships, with emphasis on Safe Arborist Techniques Fund Grant.
 - Five research grants were awarded in December 2021
- 2022 schedule of free webinars will be posted on the TREE Fund's [webinars](#) page
 - The ISA has automated its CEU process. Please note that certification numbers must be entered properly for credit.
- Tour des Trees in 2022 will be in Iowa (Central and Western Iowa)
 - Saturday, 3 September to Saturday, 10 September, 2022; Des Moines, Iowa to Nebraska City, Nebraska
 - Full-Tour cyclists commit to raising at least \$3,500 for TREE Fund; part-time riders have reduced commitments.
- Chapter Donation Commitments: Please review the partnership planning grid for Chapter commitments and return it to the TREE Fund.

Previously Reported:

- TREE Fund Headquarters has gone “virtual”. All employees work remotely, saving the organization \$30,000 in rent per year.
- A new [TREE Fund Store](#) was opened online to generate donations.

Here are a few interesting links:

The latest editions of the [TREE Fund Newsletters](#). TREE Fund's online [research archive](#) is a good place to look for Symposium topics to be covered, as well as answering questions with science-based information. If you're looking for educational content for employees, students or clients, all of the recent free [webinars](#) are available online and the schedule for future webinars has been posted as well.

As always, thank you for your ongoing support of arboricultural research and education.

Respectfully submitted,
Kevin Weber
TREE Fund Liaison