

MINUTES FROM THE 4 AUGUST 2021 PENN-DEL CHAPTER BOARD OF DIRECTORS' MEETING

Date & Time: 4 August 2021 meeting called to order at 9:02 a.m.
Location: Conference Call
Presiding: Jason Lubar
Recording Secretary: Kristin Wild
BOD Present: 1) Jason Lubar (Pres); 2) Bernie Dincher (Pres. Elect); 3) Brian Wolyniak (Vice President); 4) Lance King (Treasurer); 5) Kristin Wild (Secretary); 6) Dave Ruyak (Exec. Dir.) 7) Rich Dexter; 8) Matt Erb; 9) Lori Hayes; 10) Megan Kacenski
Excused: Tim Bushnell
Absent: John Hosbach
Liaisons: Scott Sjolander and Kevin Weber
Guests: Chris Uhland

DECISIONS

1. Minutes
 - a. Motion to approve May 2021 Draft Minutes as final, with corrections to the wording of the motion to re-allocate up to \$105,000 total of the Chapter's investment funds.
 - b. Motion carried by unanimous vote.
2. Treasurer's Report
 - a. Motion to accept the Treasurer's Report as presented by Dave Ruyak.
 - b. Motion carried by unanimous vote.
3. Apprenticeship Liaison Position
 - a. Motion to create an Apprenticeship Liaison position in the Chapter for one year.
 - b. Motion approved by simple majority.
4. Adjourn
 - a. Motion to adjourn at 12:31 p.m.
 - b. Motion carried by unanimous vote of those still present.

Next meeting of the Penn-Del Board of Directors is scheduled for 8 October 2021 from 9:00 am to 12:30 pm.

REPORTS

1. Officers' Reports
 - a. Secretary's Report
 - i. An updated chart with all the board members' terms of office will be added to the Minutes documents.
 - b. Treasurer's Report
 - i. Executive Director Dave Ruyak shared the Vanguard investment account statements and asked for clarification on which mutual funds the money should be re-allocated from. The decision was made to close the smallest mutual fund

and combine its balance with equal amounts drawn from the other two mutual funds for a total of \$105,000. This money will be transferred into Vanguard's FTSE Social Index Fund (VFTAX).

- ii. Dave also reviewed the Chapter's latest Profit and Loss report and the Wells Fargo checking account balance. He pointed out that the checking account balance was much better than this time last year and should be adequate for foreseeable expenses.
- c. Executive Director's Report
 - i. Dave provided additional background information that he gathered about the Arbor Expo (scheduled for 11-12 September) from TCIA and ISA. In general, it was felt that the Arbor Expo would dilute the market for education and vendors.
 - ii. There are some TCIA workshops that could offer the Chapter better potential for profit due to less time required for program coordination and some degree of protection from liability. Concern about conflict with ISA educational programs was discussed, but Dave felt that it was negligible.
 - iii. Dave reported that another Penn State University tree school course, to be led by Jim Savage again, is scheduled for 24-25 September in western Pennsylvania. Dave will not be able to participate in this one, but it is possible that Director Megan Kacenski might be able to attend to share information about the Chapter with the participants.
 - iv. Dave reminded the Board that registration for the ISA Leadership Workshop closes on 20 August.
- d. President's Report
 - i. President Jason Lubar reported that he is working with Brad and Kathy Johns to set up the date (Monday, October 25 at 11:30) for a tree planting in memory of the late Hyland Johns, to be held this fall at the ISA Memorial Grove in Fairmount Park.
 - ii. The new Memorial Grove sign will be ordered soon, but it may not be delivered and installed before the tree planting. Director Lori Hayes will facilitate erecting the old sign in the meantime, as well as getting a crew to dig the hole and pre-plant the tree.
- e. Past Presidents' Report
 - i. Rich Dexter had nothing to report from the Past Presidents.
 - ii. Although Rich volunteered to continue serving on the Board as the Past Presidents Representative for now, he has also started working with Past President John Smithmyer to seek potential candidates for his replacement. Rich thanked the Board for their work and support, and Jason expressed the Board's appreciation for his efforts.
- f. ISA Council of Representatives (COR) Report
 - i. Director Matt Erb said that COR's informal coffee chats online are still happening, but there was not really anything new to report on from the ISA. The



upcoming ISA Leadership Workshop may be a good opportunity to discuss initiatives.

- ii. Matt volunteered to serve another term as the Chapter's representative for COR and he thanked Jason for his support and ongoing service to the ISA.

2. Committee and Liaison Reports

a. Apprenticeship

- i. A discussion of the proposed Apprentice Tree Worker Program, to be coordinated by Shea Zwerver, led to a decision to put an initial one-year time limit on the Chapter's Apprenticeship Volunteer position.

b. Arbor Day of Service Committee

- i. Committee Chair Brian Wolyniak and Dave Ruyak reported that the Flight 93 Memorial maintenance project, in partnership with Friends of Flight 93, National Park Service and Master Gardeners, is set for 13 August. There will be no tree removal, major pruning or planting, just weeding, trimming, etc. They plan to participate and will solicit more volunteers via the Penn-Del Arborist e-newsletter.
- ii. Arbor Day of Service days are expected to resume during the usual late winter/spring season in 2022.

c. Awards Committee

- i. Committee Chair Kristin Wild had nothing to report.

d. Education Committee

- i. A written report is available at the end of the Minutes document.

e. ISA Certification Liaison

- i. A written report is available at the end of the Minutes document.
- ii. Liaison Scott Sjolander added that Longwood Gardens responded that they were still interested in hosting an in-person TRAQ course.

f. Nursery Quality Task Force (NQTF)

- i. Chris Uhland of Harmony Hill Nursery signed in to provide some background on this task force. He explained that the NQTF guidelines were originally developed in 2008, but Bill Graham fell ill and the initiative stopped. Now Pennsylvania Landscape and Nursery Association (PLNA) is restarting the effort and looking for support from the Penn-Del Chapter.
- ii. Matt volunteered to be a Penn-Del representative on the NQTF. Other possible representatives could be Russ Carlson, Bill Graham and Warren Jacobs.
- iii. The task force will be getting advice from Ed Gilman and trying to get the American Society of Landscape Architects involved as well.

g. Outreach Committee

- i. No report submitted.

h. Penn State Ag Council

- i. Director Lance King reported that an in-person Ag Council meeting is tentatively scheduled for 14 October.
 - ii. Ag Progress Days are on schedule for August and the Ag Career Day is booked for 28 September. Dave is looking into attending to represent the Chapter and encourage student memberships.
- i. Scholarship Committee
 - i. Kristin had nothing new to report about the Chapter scholarships.
- j. Symposium Committee
 - i. President-Elect Bernie Dincher reported that the speaker line up is mostly complete. Past President Bill Elmendorf at Penn State offered to identify a business and/or legal presenter from the university, as well as a speaker for the Municipal/Utility track.
 - ii. The dates are still 14-15 February 2022 at the Lancaster Marriott and Conference Center. Treasurer Lance King pointed out that there is a potential risk of a COVID resurgence that would lead to cancellation of an in-person Symposium. This could mean the loss of deposits, etc. per the contract with the hotel.
- k. Tree Climbing Championship (TCC) Committee
 - i. No report was provided by Committee Chair Glenn Riggs, however Dave reported that the New Jersey Chapter is still interested in holding a fun Penn-Del vs. New Jersey competitive event this fall.
- l. Tree Valuation Guide Committee
 - i. Nothing new to report. Jason Lubar and Chris Umland of Harmony Hill Nursery are still seeking further guidance from ASCA.
- m. TREE Fund Liaison
 - i. Liaison Kevin Weber reported that TREE Fund's in-person Tour des Trees (TdT) in Colorado takes place on 29 August through 2 September. The number of in-person cyclists is down by half, but there are also others (including Kevin) who are participating virtually to help raise money for TREE Fund research and education. In early August, TREE Fund reported to Kevin that no other virtual riders were Penn-Del ISA members, or even PA or DE residents, so the Penn-Del ISA Team is only Kevin this year.
 - ii. Jason suggested that the Chapter could help solicit more donors to TREE Fund by offering to match contributions to Kevin's fundraising link, up to a maximum total of \$2,500. The Chapter could encourage members and companies to donate on [Kevin's Tour des Tree Fundraising page - Tour des Trees: Rollin' the Rockies! \(blackbaud-sites.com\)](#) to double the value of their donation.
 - iii. As previously reported: A new [TREE Fund Store](#) was opened online to generate donations. See a list of active research grants at: [TREE Fund Research Grants](#). 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. All of TREE



Fund's recent free [webinars](#) are available online and the schedule for future webinars has been posted as well.

- n. TreePA
 - i. Scholarship money will be available for needy Symposium registrants. There will be a link on the TreePA website to apply for scholarship funds and the Chapter will be publicizing it in the Penn-Del Arborist e-newsletter and/or on the Chapter website.
 - ii. Next meeting is scheduled for 15 Sept. in Harrisburg.

3. Nominations

- a. Two positions on the Board are up for election/re-election at the end of the year – Director Tim Bushnell and Treasurer Lance King. Lance is interested in running again and since Tim Bushnell was not in the meeting, Jason agreed to ask him if he wants to run again. Potential nominees will be discussed at the 8 October Board Meeting. Voting takes place in December.

4. Strategic Plan for 2021-2026

- a. The revised/updated Strategic Plan document is now approved and being implemented. For example, Chapter “Outreach” was conducted in July when Dave gave a presentation to a Girl Scouts group participating in a Penn State tree school course. “Fundraising” has been somewhat limited by COVID restrictions, but there are some upcoming educational events that should be profitable to the Chapter. “Networking” events have also been limited, but the proposed fun tree competition with the New Jersey Chapter should offer participants beneficial connections. Finally, the upcoming Safety Field Day, Chain Saw Safety Specialist Course and 2022 Symposium are examples of “Education” to benefit our members and others in the industry.

DISCUSSIONS

1. Old Business

- a. Dave Ruyak announced that the Chapter's new website (through MemberClicks) has been launched. He is working on posting two full years of approved Board Meeting Minutes, plus the current year's minutes. Kristin will make sure the final approved minutes documents are in the Google Drive meeting folders as PDFs.
- b. Review and feedback by Board members was requested. Once the content is completely updated and posted, the new website will be promoted in the Penn-Del Arborist e-newsletter.

2. New Business

- a. Regarding the COVID resurgence, Dave pointed out that counties in PA are changing mask requirements and indoor occupancy restrictions. He pointed out the 2022 Symposium may need to be changed to a hybrid format.

- b. Matt Erb suggested that a presentation be given on Spotted Lantern Fly's impact throughout PA and DE, and which trees have been affected the most. Jason Lubar also suggested getting someone to talk about oak disease complex.

ACTION ITEMS

From the May 2021 and August 2021 Board Meetings

Action Items (deleted as completed)	Board Member/Committee	Comments
Type up a duties and goals document for the new Outreach/Member Communications Committee and Chairperson role. Post on Google Drive.	John Hosbach and Dave Ruyak	Needs to be posted on Google Drive
Treasurer to provide checking account balance in future	Lance King and Dave Ruyak	Ongoing
Develop list of Chapter's past award winners	Kristin Wild	Still working on it
Develop a cleaner, more useful budget document with a 5-year comparison if possible	Dave Ruyak and Lance King	Still working on it
Notify Jason Lubar of all committee meetings so that he might attend	All Committee Chairs	Ongoing
Website content updating and social media posts	J. Lubar, J. Hosbach, K. Wild	Ongoing
Advertise Flight 93 Memorial maintenance day	Dave Ruyak	Before 13 August
Hyland Johns memorial tree acquisition and pre-planting	Jason Lubar and Lori Hayes	Before 25 October
New ISA Memorial Grove sign ordering and installation	Dave Ruyak and Lori Hayes	Before 25 October
Advertise updated Chapter website	Dave Ruyak and Kristin Wild	Before Symposium
Check on Tim Bushnell running for re-election	Jason Lubar	Before 8 October
Coordinate and advertise fun Penn-Del vs NJ event	Dave Ruyak	

INFORMATION ITEMS

Upcoming BoD meetings in 2021: 9 a.m. to 12: 30 p.m. unless otherwise noted

- **8 October**
- **3 December**

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

Education Committee Report -- 4 August 2021

Dave Ruyak, Bernie Dincher, and Brian Wolyniak had a call on 1 July to further discuss details of the safety field day event at Penn College in the Williamsport area. Due to availability of Penn College venue, we have moved from Saturday, 25 September to Saturday, 2 October. Also discussed was combining the half-day chainsaw specialist course (ASTI grant) with the safety field day event, adding the chainsaw specialist course as a separate track at the field day event. The chainsaw specialist course would start earlier than the field day itself to allow participants time to attend afternoon sessions at the field day. Detailed plans will be worked out in the next few weeks.

Next meeting date: TBD, sometime during third week in August

Respectfully submitted,
Brian Wolyniak

ISA Certification Liaison Report – 30 July 2021

We held one ISA Certification written exam on 26 June 2021, Fort Washington, PA with Clark Williams as Proctor. We tested 8 candidates.

TRAQ

No on-site events are planned yet in the Chapter. Other chapters have continued to host, and I have not heard COVID outcomes. Instructors are pressed to continue safely.

I delivered one virtual TRAQ Renewal instruction for the Mid-Atlantic Chapter on 24 June. We had 23 participants at that one, and currently await reviews. Mid-Atlantic Chapter has since requested that I instruct at a virtual TRAQ Renewal on November 19, and I accepted.

I was approved and have graded a round of remote TRAQ Renewal 8 field tests in July with ISA TRAQ coordinating the operation. I will serve another period of two weeks in early September.

I was asked in May to assist on 2 September onsite at Gaithersburg, MD, but declined due to current Penn State policy and requirements of quarantining after traveling out-of-state. If the policy changes, I recommend we prepare to offer an event in the Chapter. I asked Tyler Altenburger if Longwood would like to host, as we had postponed a June 2021 event. We had tentatively thought of a June 2022 event. I had asked if they might schedule sooner, and I am awaiting a reply.

ISA Leadership Workshop.

I signed up for the next virtual event. Lance King may have, too. Many thanks for allowing!

Respectfully submitted.
Scott A Sjolander

Current Board of Directors				Updated on:	3/3/2021	
Position:	Name:	Elected On:	Term Expiration:	Notes:	Exec. Comm.	Final Term
President (1)	Jason Lubar	Feb/2021	Feb/2022		Yes	
President-elect (1)	Bernie Dincher	Feb/2021	Feb/2022		Yes	
Vice President (1)	Brian Wolyniak	Feb/2021	Feb/2022		Yes	
Past President Rep (1)	Rich Dexter	Jan/2018	Feb/2021	Final term		X
ISA Board Delegate (3)	Matt Erb	Aug/2019	Jul/2021			
Director (3)	Tim Bushnell	Jan/2019	Jan/2022			
Director (3)	Lance King	Jan/2019	Jan/2022			
Director (3)	John Hosbach	Jan/2020	Jan/2023			
Director (3)	Lori Hayes	Feb/2018	Jan/2023			X
Director (3)	Megan Kacenski	Feb/2021	Feb/2024			
Director (3)	Kristin Wild	Feb/2018	Feb/2024	Secretary	Yes	X
Positions up at next election						
Upcoming Board of Directors						
Position:	Name:	Election Date	Term Expiration:	Notes:	Election Yr	Final Term
President (1)	Jason Lubar	Jan/2021	Jan/2022	First term	X	
President-elect (1)	Bernie Dincher	Jan/2021	Jan/2022	First term	X	
Vice President (1)		Jan/2021	Jan/2022	First term	X	
Past President Rep (1)	Richard Dexter	Jan/2018	Feb/2021	Second Term	X	X
ISA Board Delegate (1)	Matt Erb	Aug/2019	Jan/2021		X	
Director (3)	John Hosbach	Jan/2020	Jan/2023			
Director (3)	Lori Hayes	Feb/2018	Jan/2023			X
Director (3)	Megan Kacenski	Feb/2021	Feb/2024			
Director (3)	Kristin Wild	Feb/2018	Feb/2024	Secretary		X
Director (3)	Tim Bushnell	Jan/2019	Jan/2022		X	
Director (3)	Lance King	Jan/2019	Jan/2022		X	