

**MINUTES FROM THE 9 MARCH 2021 PENN-DEL CHAPTER BOARD OF DIRECTORS' MEETING**

Date & Time: 9 March 2021 meeting called to order at 9:05 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, joined at 10:45 a.m.); 4) Lance King (Treasurer); 5) Kristin Wild (Secretary); 6) Dave Ruyak (Exec. Dir.) 7) Tim Bushnell (had to leave at 10 a.m.); 8) Rich Dexter; 9) Matt Erb; 10) Lori Hayes (joined at 10:45 a.m.) 11) John Hosbach; 12) Megan Kacenski  
Excused:  
Absent:  
Liaisons: Scott Sjolander  
Written reports reproduced at the end of the Minutes document

**DECISIONS**

1. Minutes
  - a. Motion to accept the 18 December 2020 Minutes.
  - b. Motion carried by unanimous vote.
2. Commitment to Whova Platform for 2022 Symposium
  - a. Motion to take advantage of Whova's discounted rate of \$2,079 (if paid before March 28, 2021) for next year's Symposium.
  - b. Motion carried.
3. Adjourn
  - a. Motion to adjourn the meeting at 12:26 p.m.
  - b. Motion carried by unanimous vote

The next meeting of the Penn-Del Board of Directors will be held via conference call on 12 May 2021.

**REPORTS**

1. Officer Reports
  - a. Secretary's Report
    - i. The Action Items list, towards the end of the meeting minutes, will have completed tasks noted and new tasks added after each Board Meeting.
    - ii. A list Board of Directors, containing the start and finish dates for each director's term, will be added to the end of the meeting minutes. The full document will be kept on the Google Drive.
  - b. Treasurer's Report
    - i. New Chapter President Jason Lubar announced that the Treasurer position, vacated when Brian Wolyniak moved up to Vice President, will now be held by

Lance King. The transition from Brian to Lance just began so the research report on Environmental, Social and Governance (ESG) mutual funds will have to wait until the May Board meeting. Jason reported that both Vanguard accounts were performing adequately and that the total balance of the two investment funds is still above 75% of the Chapter's operating expenses. Lance will work with Jason to prepare a proposal for the Board to consider for realigning the Chapter's investments into ESG mutual funds to achieve a higher level of performance and the lowest possible expense ratio.

- ii. Lance will also be working with Executive Director Dave Ruyak to create a more detailed budget and compile data for a 5-year comparison.
  - iii. Dave also reported that he had applied for a second Payroll Protection Program loan from the Small Business Administration. It will hopefully be another "forgiveness" loan like the one the Chapter received last July, which greatly helped the Chapter's cash situation when nearly all income opportunities were cancelled due to COVID-19.
- c. Executive Director's Report
- i. Dave deferred his report to later in the meeting when the Symposium is scheduled to be discussed.
- d. President's Report
- i. Chapter President Jason Lubar confirmed that all current committee chairs will remain in their respective roles and he requested that he be informed of all committee meetings so that he may be able to attend whenever possible.
  - ii. In particular, he would like to work with the Outreach/Membership Communications Committee to update and refresh the Chapter's web site.
  - iii. Jason and Dave will be meeting on 22 March with Shea Zwerver to re-energize an apprenticeship initiative. Matt Erb reported that he is working with American Forests and the Arconic Foundation on a TreePittsburgh staff apprenticeship this year.
  - iv. Jason and Matt plan to work together on establishing nursery standards for trees, to be complied with voluntarily, as part of the Nursery Quality Task Force for PA and DE.
- e. Past Presidents' Report
- i. A written report is reproduced at the end of the Minutes document.
  - ii. In addition, Past Presidents Representative Rich Dexter noted that the committee did an excellent job with the Symposium and he was impressed with the conference platform.
  - iii. Sarah Hoster is considering the opportunity to serve on the Board again as the Past Presidents' Representative, but there is no commitment yet.

- f. ISA Council of Representatives (COR) Report
  - i. Matt Erb reported that the COR will be having monthly virtual “coffee talks” to maintain networking.
  - ii. He said the issue regarding the large number and “bargain basement” cost of CEUs at the ISA’s virtual Annual Conference was discussed verbally. The ISA staff stated they would control that better going forward. Matt will look into the protocol for making a formal request to the ISA to address this concern.
  
- 2. Committee and Liaison Reports
  - a. Apprenticeship Committee
    - i. Jason discussed this in his President’s Report earlier in the meeting.
  - b. Arbor Day of Service Committee
    - i. A written report is reproduced at the end of the Minutes document.
  - c. Awards Committee
    - i. A written report is reproduced at the end of the Minutes document.
    - ii. Dave Ruyak suggested Kesha Braunskill as a potential committee member to help gather future award nominees from Delaware. She is the Urban and Community Forestry Director for Delaware Forest Service.
  - d. Education Committee
    - i. A written report is reproduced at the end of the Minutes document.
    - ii. President-Elect Bernie Dincher reminded the Board that Vice President Brian Wolyniak is now committee chair. In addition to Brian’s report, Bernie says that Pennsylvania College of Technology will still be the host for the safety field day. The college’s horticulture and forest technology students will be invited to attend. This event should be a good opportunity to recruit them for chapter membership.
  - e. ISA Certification Liaison
    - i. A written report is reproduced at the end of the Minutes document.
    - ii. Scott Sjolander added that the ISA had sent out a survey to see if interest in the Certified Arborist credential is increasing or decreasing. Scott’s opinion is that it is decreasing.
    - iii. Lance King also added that he has been busy with assigning ISA credits from Mt. Cuba Center in DE and the Morris Arboretum in PA.
  - f. Outreach/Member Communications Committee
    - i. A written report is reproduced at the end of the Minutes document.
    - ii. Committee Chair John Hosback added that a LinkedIn page for the Penn-Del Chapter has been created and that the committee could use some more representation from central and southwest PA, as well as Delaware.
  - g. Penn State Ag Council Liaison

- i. Director Lance King reported that Ag Council delegates will be in Harrisburg on Capital Day (March 18) to lobby state government for the Council's interests. The upcoming spring meeting of the Ag Council will be virtual again.
- h. Scholarship Committee
  - i. A written report is reproduced at the end of the Minutes document.
  - ii. Rich Dexter offered to assist with historical information on past fundraising events for scholarships. Jason Lubar suggested calling John Ward for his memories of the naming the Women in Arboriculture Scholarship after his wife, Fran. Other people to interview might be Beth Cherry and Bill Elmendorf.
- i. Symposium Committee
  - i. Dave Ruyak summarized the financial results of the 2021 Virtual Symposium:
 

Income from 205 registrations	= \$26,174
Income from 11 exhibitors/sponsors	= \$6,500
Gross income	= \$32,674
Minus expenses	= \$9,335 ( <i>fees for Whova conference platform, credit card expense fees, speaker fees, postage and envelopes for swag kits, fee for VIMEO video services.</i> )
Adjusted income	= \$23,339 ( <i>pending more credit card expense fees to come</i> )
  - ii. 157 ISA CEU forms were submitted, plus 69 PA pesticide and 4 DE pesticide credits. Considerable time was spent on minor technical issues during and after the Symposium. Dave reported that feedback on the Virtual Symposium and the speakers has been good overall, but a survey to registrants and exhibitors/sponsors will be going out soon. He noted that one speaker donated \$75 of his speaker fee to TREE Fund, an option that the Symposium Committee added to the speaker application process this year.
  - iii. The Lancaster Marriott and Convention Center is booked for February 14-15, 2022. To improve administration and communications before, during and after the Symposium, Dave recommended using the Whova conference platform again. Whova offered the Chapter a \$1,500 discount for booking by March 28. The Board voted to accept the Whova proposal and authorized payment by the due date.
- j. Tree Climbing Championship (TCC) Committee
  - i. Dave Ruyak reported that ISA decided to cancel the in-person 2021 International TCC, but there will be a virtual ITCC in early summer. This means that our chapter's 2019 TCC winners will finally compete in the 2022 ITCC in Sweden.
  - ii. Although there is interest in a joint Penn-Del and New Jersey fun climbing event, the cost of insurance for this type of event is very high, now that the ISA doesn't offer the discounted rate to chapters anymore. More research needs to be

done to see if the chapter could get a company to sponsor a climbing demonstration (using their own employees and insurance), or try to partner with other chapters to cover the insurance.

- k. Tree Valuation Guide Committee
    - i. President-Elect Jason Lubar had nothing new to report.
  - l. TREE Fund Liaison
    - i. A written report is reproduced at the end of the Minutes document.
3. Action Items from the December 2021 minutes document were reviewed to record what was completed and what was still in process.
4. Strategic Plan
- a. The draft of the Chapter’s new Strategic Plan for 2021-2026 was briefly reviewed and discussed. Members of the Board were asked to carefully review the actual draft document on the Google Drive and use the Track Edits function to record any corrections, additions, deletions, concerns, etc. before the upcoming 12 May 2021 meeting.

<b>DISCUSSIONS</b>
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- 1. Old Business
  - a. Memorandum of Understanding with TreePennsylvania
    - i. Bernie Dincher noted that Dave Ruyak will participate on the TreePennsylvania council on behalf of Penn-Del ISA and a formal document will be drafted by TreePennsylvania for review and approval by the Chapter’s Board.

<b>ACTION ITEMS</b>
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***From the December 2020 and March 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
Chipper raffle “insurance”	Rob Kruljac	Open
Business workshop	Education Committee	Completed
Arrange a time to meet on Strategic Plan	Dave Ruyak	Completed

Solicit for annual awards nominees via e-blast	Kristin Wild	Completed
Treasurer to provide checking account balance in future	Brian Wolyniak and Lance King	Open
Letter of concern to be sent to ISA re: number and discounted rate for CEUs during virtual annual conference	Matt Erb	Open
Identify and recruit new Past Presidents' representative	Rich Dexter	Completed
Develop list of Chapter's past award winners	Kristin Wild	Open
Send 2020 Partnership commitment check to TREE Fund. \$1,000 for Safe Arborist Technique Fund and \$1,000 for Fran Ward Women in Arboriculture Scholarship Fund	Dave Ruyak	Completed
Analyze investment funds for better performance and expense ratios	Jason Lubar and Lance King	Open
Develop a cleaner, more useful budget document with a 5-year comparison if possible	Dave Ruyak and Lance King	Open
Notify Jason Lubar of all committee meetings so that he might attend	All Committee Chairs	Open
Survey registrants and exhibitors/sponsors about the 2021 Virtual Symposium	Dave Ruyak and Brian Wolyniak	Open
Website content updating and design	Jason Lubar, John Hosbach, Kristin Wild	Open

#### INFORMATION ITEMS

#### Upcoming meetings in 2021: 9:00 am to 12:30 pm unless otherwise noted

- May 12, 2021 - 9:00 am to 12:30 pm
- August 4, 2021 - 9:00 am to 12:30 pm
- October 8, 2021 - 9:00 am to 12:30 pm
- December 3, 2021 - 9:00 am to 12:30 pm

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

#### Arbor Day of Service Committee Report - March 9, 2021

Arbor Day of Service events remain on hold due to Covid-19. Service days are expected to resume during the usual late winter/spring season in 2022.

Respectfully submitted,  
Brian Wolyniak

### **Awards Committee Report – March 9, 2021**

Many thanks to Archie Autenreith, Bernie Dincher, Rob Kruljac, Dave Ruyak and Brian Wolyniak who helped our Chapter recognize some great Penn-Del members with these four awards at the Virtual Symposium on February 9, 2021:

***2020 President’s Award – Tony Tresselt, North American Training Solutions***

***2020 John Ward Outstanding Person in Arboriculture – Jim Savage, Penn State University***

***2020 Award of Merit – Sherrilyn Billger, Eating for the Ecosystem***

***2020 Production Arborist of the Year – Chris Kalb, CS Kalb Tree & Landscape LLC***

Archie provided valuable notes and records from his recent Awards Committee experience. Bernie handled making plaques from recovered London plane tree wood. Rob provided good information on Tony Tresselt. Dave Ruyak created an online nomination form, sent the e-blast request for nominations, researched the membership status of the nominees and put together a helpful spreadsheet and summary of the nominations that can be used for future award evaluations. And finally, Brian gave valuable advice on how to do a virtual presentation. A photo from Jim Savage is still to come, but you can see three of the recipients and their plaques below.

One regret is that we didn’t have any nominations from western PA or Delaware. This could probably be addressed by having a committee (instead of just a chairperson!) and more promotion of the awards program, especially through social media.



Respectfully submitted,  
Kristin Wild



### **Education Committee Report - March 9, 2021**

Dave Ruyak submitted applications for ASTI grants for two classes: a full-day EHAP course and a half-day chainsaw specialist course. Announcement of grant approvals is expected in May or June.

A safety field day event is being planned for this September, pending feasibility as Covid-19 guidelines for gatherings change.

The next education committee meeting will be held prior to the May BoD meeting.

Respectfully submitted,  
Brian Wolyniak

### **ISA Certification Liaison Report – March 9, 2021**

The report is that we have had no exams.

TRAQ Renewals will soon be offered online, and Qualification Operations at ISA will call the chapters (those whom they deem worthy) to see if their approved TRAQ instructor would like to present. I (Scott) had expressed interest and hope they will be calling the Penn-Del Chapter to arrange dates for online TRAQ renewal opportunities. This sounds like a very managed affair. ISA has implied they will not let just a few chapters corner the market. Every opportunity online will essentially have a world market anyway.

Other chapters, such as Kentucky, and perhaps Ohio, have continued to host face-to-face TRAQ. Penn-Del has not and Mid-Atlantic Chapter has not for a while as well. Bartlett wants to host a face-to-face TRAQ in Gaithersburg, MD on September 2, and asked my assistance. So far, Penn State's policy of caution, and my (Scott's) caution, has caused me to decline such opportunities.

Respectfully submitted,  
Lance King  
Scott A Sjolander

### **Outreach/Communications Committee Report – March 3, 2021**

I would like to report that we conducted our first introductory meeting on 2/25/21 at 3 pm. The meeting attendees included Tony Dufour, Kristin Wild, Robert Spampinato and Kristen N. Spirl. We conducted an open discussion on the preliminary goals, objectives and ideas. Some great ideas were shared. We mainly focused on our social media platforms and their utilization going forward.

This meeting was more of a get-to-know everybody and get the gears moving. During our next meeting, we will focus on the specifics of obtaining a stronger member presence, promoting membership and the mentor/help desk.

Our next meeting date will be sent out shortly.

Respectfully submitted,  
John Rockwell

### **Scholarship Committee Report – March 9, 2021**

I am working on a brief history of the Chapter’s scholarships for the “About” section of the website with help from former Scholarship Committee Chair Donna Miller, as well as the first Fran Ward Scholarship recipient Konstanze Fabian and others. It should not take much longer to wrap it up.

I have been busy promoting the Fran Ward Women in Arboriculture Scholarship through the weekly “Penn-Del Arborist” and social media. I also emailed numerous PSU, Temple, DelVal, Chatham and Univ. of Delaware professors, Penn State Extension folks and Tony Tresselt at NATS to ask them to push potential candidates to apply.

Grants and Operations Manager Barb Duke at TREE Fund reported how many applicants there were as of March 4:

*... since your scholarship blast, I’ve received 4 more inquiries. Hard to tell yet how many will qualify for Fran Ward since I only have one application back. Once the deadline is over on March 15, I assess which applicants meet the criteria for each scholarship. I will keep you posted.*

Respectfully submitted,  
Kristin Wild

### **TREE Fund Liaison Report – March 9, 2021**

Since the last Board of Directors meeting:

- TREE Fund is trying to decide if an in-person Tour des Trees event will be held. A poll has been sent out to past participants. Results are pending.
- 2021 Partnership Planning Grid. If Penn-Del knows of any planned contributions, please fill it in on the attached PDF.

### **Previously Reported:**

- An online store was opened to generate donations. [TREE Fund Store](#)
- Grants: See a list of active grants at: [TREE Fund Research Grants](#)

**Spring Grant Schedule:**

- **Letters of Intent: January 15 to March 1**  
**Applications: January 15 to March 15**
- **Hyland R. Johns Grant Program:** Supports research that directly affects the work of industry professionals with awards up to \$25,000. [Read more](#)
- **Utility Arborist Research Fund Grant Program:** Supports work with real importance and benefit to utility tree care professionals with awards up to \$50,000. [Read more](#)
- **Ohio Chapter ISA Education Grant Program:** Funded by Ohio Chapter ISA to fund arboricultural education projects within the State of Ohio serving a target population of 16+ years in age with awards up to \$5,000. [Read more](#)
- **Scholarships:**
  - **Robert Felix Memorial Scholarship Program, \$5,000**
  - **John Wright Memorial Scholarship Program, \$5,000**
  - **Fran Ward Women in Arboriculture Scholarship Program, \$5,000**
  - **Bonnie Appleton Memorial Scholarship Program, \$5,000**

[Click here for details about each scholarship](#)



**2021 WEBINAR SERIES**

[treefund.org/webinars](http://treefund.org/webinars)



**Loading of a Tie-in Point While Climbing**

Tuesday, February 9, 2021, at 12 p.m. Central

Brian Kane, PhD, University of Massachusetts Amherst



**LIDAR based urban tree inventory permits a better evaluation of tree services: an example from Montréal Canada**

Tuesday, May 11, 2021, at 12 p.m. Central

Dan Kneeshaw, PhD, University of Quebec, Montreal



**Why do some trees transplant better than others?: a look at some new research on water uptake**

Tuesday, June 22, 2021, at 12 p.m. Central

Nina Bassuk, PhD, Cornell University



**A Three Pronged Approach to understanding the defensive mechanisms in Green Ash resistant to EAB**

July 2021

Jeanne Romero-Severson, PhD, University of Notre Dame



**Long term effects of electrical right-of-way vegetation management on floral and faunal communities**

Tuesday, September 14, 2021, at 12 p.m. Central

Carolyn Mahan, PhD, Penn State Altoona



**Growing trees in paved sites**

Tuesday, November 15, 2021, at 12 p.m. Central

Alessio Fini, PhD, University of Milan

**Here are a few interesting links:**

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.



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

Respectfully submitted,  
Kevin Weber  
TREE Fund Liaison