

MINUTES FROM THE 12 MAY 2021 PENN-DEL CHAPTER BOARD OF DIRECTORS' MEETING

Date & Time: 12 May 2021 meeting called to order at 9:03 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) Kristin Wild (Secretary); 5) Dave Ruyak (Exec. Dir.) 6) Tim Bushnell; 7) Rich Dexter; 8) Lori Hayes; 9) Megan Kacenski
Excused: Matt Erb and Lance King
Absent: John Hosbach
Liaisons: Scott Sjolander
Guests: Shea Zwerver, Executive Policy Specialist,
Pennsylvania Dept. of Conservation & Natural Resources

DECISIONS

1. Minutes
 - a. Motion to approve March 2021 Draft Minutes as final.
 - 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. Re-allocation of Chapter Investment Funds
 - a. Motion to move approximately \$35,000 from each of the Chapter's Vanguard investment accounts, for a total of \$105,000, into Vanguard's ESG US Stock ETF, which is an environmental, social and governance mutual (ESG) fund.
 - b. Motion carried via unanimous electronic vote.
4. Updated Strategic Plan
 - a. Motion to approve the revised and updated 2021-2026 Penn-Del ISA Strategic Plan as drafted and posted on the Chapter's Google Drive.
 - b. Motion carried via unanimous electronic vote.
5. Apprenticeship Liaison Position
 - a. Motion to appoint Shea Zwerver as the Chapter's Apprenticeship Liaison to assist the Chapter in establishing/ sponsoring a tree worker apprenticeship program.
 - b. Motion tabled due to insufficient support via electronic vote.
6. Arbor Expo 2021 in Valley Forge, PA Sept. 11-12
 - a. Motion to participate as a partner in this new trade show and conference organized by Sachin Mohan, former event coordinator for TCIA Expo.
 - b. Motion denied via electronic vote.
7. Adjourn
 - a. Motion to adjourn at 12:25 p.m.
 - b. Motion carried by unanimous vote of those still present.



Next meeting of the Penn-Del Board of Directors is scheduled for 4 August, 2021 from 9:00 am to 12:30 pm.

REPORTS

1. Officer Reports

a. Secretary's Report

- i. A discussion was held about whether to include written reports that are submitted by committee chairs/liaisons in the Minutes document or just store them on the Chapter's Google Drive. At this time, the Secretary will continue to paste the written reports into the Minutes document and any larger reports/PowerPoint presentations will be stored for future reference in the Google Drive.

b. Treasurer's Report

- i. As Treasurer Lance King was unable to attend the Chapter BoD conference call, Executive Director Dave Ruyak shared the Vanguard investment account statements and gave the Wells Fargo checking account balance.
- ii. Dave reminded the BoD that the \$14,000 Federal PPP loan was deposited in the checking account and used in 2020. His applications for the 2021 round were not approved due to new criteria. In December 2020, the Board-approved transfer of \$30,000 from Vanguard into the checking account occurred in order to support operations and Symposium expenses. This still left a balance that is at least 75% of the Chapter's annual operating expenses, but any further changes in the investment accounts must be able to maintain or improve earnings performance.

c. Executive Director's Report

- i. Dave participated in a tree school course led by Jim Savage and shared information about the Penn-Del ISA Chapter with the 24 participants.
- ii. With Covid-19 restrictions easing, it is time to get back to hosting TRAQ courses. This requires about three months of lead time.
- iii. Dave is already gathering all the documents needed to be able to file the Chapter's taxes for 2021 using the non-profit version of TaxAct software. This should save approximately \$3,000.
- iv. In support of the Education Committee, Dave is working on the video production of a chain saw safety course. There will be two online video sessions and one in-person session. He is looking for other topics to produce and offer.

d. President's Report

- i. President Jason Lubar reported that the Penn-Del Chapter Memorial Grove sign is being fabricated per Fairmount Parks and Recreation guidelines. The tree planting in memory of the late Hyland Johns will be held there in the fall.

e. Past Presidents' Report

Battery operated tools – Husqvarna, Echo

- iv. The committee briefly discussed ArborExpo 21, September 9-12, 2021 in Valley Forge, but will leave further discussion about this event to the Board of Directors.
- v. The committee is looking for new training video ideas and possibly getting Symposium presenters to offer their virtual presentations again.
- e. ISA Certification Liaison
 - i. A written report is available at the end of the Minutes document.
 - ii. Scott Sjolander added that the ISA sent out their latest CEU guidelines and there was nothing unusual to note.
- f. Nominations/Elections
 - i. No report submitted.
- g. Outreach Committee
 - i. John Hosbach was not on the conference call, but Kristin Wild reported that no committee meetings were able to be held between March and May. However, there has been an increase in Penn-Del ISA social media posts thanks to John and Tony Dufour primarily.
- h. Penn State Ag Council
 - i. No report submitted.
- i. Symposium Committee
 - i. Bernie Dincher stated that John Ball and Mike Raup are already lined up for presentations, as well as some speakers from Penn State. A tree worker course is in process and the committee hopes to nail it all down by late June.
 - ii. The municipal and utility tracks will be combined this year and Jason Lubar suggested contacting PECO for a speaker.
 - iii. The dates are 14-15 February 2022 at the Lancaster Marriott and Conference Center.
 - iv. As a follow up to the 2021 Virtual Symposium, Dave Ruyak made personal appeals to various attendees and vendors for feedback. The attendees gave an overall great response. The vendors' responses were lackluster because they didn't experience much customer interaction due to the virtual nature of the event this year.
- j. Tree Climbing Championship (TCC) Committee
 - i. No report provided, however Dave Ruyak suggested that our Penn-Del TCC winners be contacted and encouraged to attend the MAC TCC to learn about the new ascent event that will be part of the ITCC.
- k. Tree Valuation Guide Committee
 - i. Jason Lubar and Chris Uhland of Harmony Hill Nursery are still talking to ASCA for further guidance.
 - ii. The Nursery Quality Task Force, as part of PLNA, is in need of a chairperson and a few volunteers.

- l. TREE Fund Liaison
 - i. A written report is available on the Google Drive/2021 Meetings/May Reports.
 - ii. Kristin Wild will contact Kevin Weber to invite him to discuss, with the BoD, the TREE Fund Partnership commitment for 2021.
- m. Scholarship Committee
 - i. Kristin Wild reported that the TREE Fund Education Committee, led by Dr. George Hudler of Cornell University, spent a few weeks in April reviewing 20 applications for the four scholarships administered by TREE Fund -- one of which is “our” Fran Ward Women in Arboriculture Scholarship. The review and ranking conference call took place on May 5th.
 - ii. Of the 20 applicants this year, 12 were women and 8 were men. The recipient provisionally chosen for the Fran Ward Scholarship is Joanne Kim and she attends the Pennsylvania College of Technology. She has worked at Longwood Gardens and Chanticleer for a few years, and is now finishing up an associate’s degree in plant production and landscape management.
 - iii. A more detailed written report is available on the Google Drive/2021 Meetings/May Reports
- n. Strategic Plan for 2021-2026
 - i. Approval of the revised/updated Strategic Plan document was not possible due to the lack of a quorum by the time the topic was addressed on the agenda. Those on the call suggested an electronic vote be held.

DISCUSSIONS

1. Old Business
 - a. Brian Wolyniak presented a PowerPoint on his research into Vanguard’s five Environmental-Social-Governance (ESG) mutual funds. The BoD needs to decide how much money to transfer into the ESG U.S. Stock ETF which is the least expensive of the five ESG funds and offers better performance than our current Vanguard investments, which are fairly conservative.
 - b. Dave Ruyak asked for input on the Chapter’s new website design template (through MemberClicks) and those still on the call gave their full approval.
 - c. Jason Lubar and Dave Ruyak reported that the TreePennsylvania Council has some scholarship funds that might help support student attendance at the Safety Field Day scheduled for 25 September in Williamsport.
2. New Business
 - a. Dave Ruyak recommended the creation of an Apprenticeship Liaison position for the Chapter. This could be a part-time paid position if grant money can be obtained. Jason Lubar would like to appoint Shea Zwerver. A BoD decision on this is needed.

- b. The Chapter has been invited to be a partner in ArborExpo 2021 in Valley Forge, PA September 11-12. Dave Ruyak listed the costs and benefits. Due to the lack of a quorum at the time, an electronic vote was suggested.

ACTION ITEMS

From the March 2021 and May 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	Completed
Letter of concern to be sent to ISA re: number and discounted rate for CEUs during virtual annual conference	Matt Erb	Completed
Develop list of Chapter's past award winners	Kristin Wild	Still working on it
Analyze investment funds for better performance and expense ratios	Jason Lubar and Lance King	Near completion
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
Survey registrants and exhibitors/sponsors about the 2021 Virtual Symposium	Dave Ruyak and Brian Wolyniak	Completed
Website content updating and design	J. Lubar, J. Hosbach, K. Wild	Still working on it

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

ISA COR Report – 14 April 2021

ISA is proposing some changes to the agreement between affiliate organizations/components and ISA. Please review the PowerPoint and revised agreement with highlighted changes in the Google Drive/2021 Meetings/May Reports. Nothing major seems to be in the proposed changes. I think the majority of changes are to help new chapter/associations develop a more beneficial relationship with ISA. Two things to consider per the pdf of the PowerPoint presentation:

Change #4 = potential loss of power for the Tree Fund.

Change #5 = makes it easier for professional affiliates to host exams. On one hand, we all win with more ISA Certified Arborists. But on the other, as a chapter, we could see less participants in our exams which may equal a loss of revenue for us?

Any concerns or changes need to be submitted to the ISA by April 30th.

Respectfully submitted,
Matthew Erb

ISA Certification Liaison Report – 11 May 2021

Since the December 12, 2020 Certified Arborist exam, the Chapter hosted no exams due to COVID-19. We now have one requested and approved for June 26, 2021 in Fort Washington, PA with Clark Williams as Proctor. My thanks go out to Clark and our stalwart Proctors.

TRAQ

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

I have been asked to assist on September 2 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. Tyler at Longwood Gardens would like to host in that case.

ISA has prepared online TRAQ renewal instruction and I continue to be accepted as a TRAQ instructor. I accepted an invitation to instruct an online renewal hosted by MAC-ISA on June 24. Nancy Herwig at MAC asked if Penn-Del plans any online TRAQ Renewal events. I recommend we plan to do two a year, as we can.

ISA Leadership Workshop

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



Respectfully submitted.
Lance King
Scott A. Sjolander

TREE Fund Liaison Report – 12 May 2021

Since the last Board of Directors meeting:

- TREE Fund is hosting Tour des Trees in person in Colorado and virtual.
 - Rider Check-In and Orientation: Aug. 28
 - Ride Dates: Aug. 29 - Sept. 2
 - Closing Breakfast and Bike Shipping: Sept. 3
- 2021 Partnership Planning Grid. If Penn-Del hasn't submitted any planned contributions, please fill it in on the attached PDF.

Topics discussed in last Liaison meeting:

President and CEO Russell King asked Liaisons for their assistance in notifying him of companies with “green” initiatives that may want to support TREE Fund. Also, companies who would possibly offer magazine ad space for TREE Fund. Outdoor magazines were suggested along with bike companies.

TREE Fund ad in “Arborist News” noting over \$4.5 million awarded in grants and scholarships will be sent to Liaisons.

Previously Reported:

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

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

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	