

**MINUTES FROM THE 8 OCTOBER 2021 PENN-DEL CHAPTER BOARD OF DIRECTORS' MEETING**

Date & Time: 8 October 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  
Absent: Tim Bushnell  
John Hosbach  
Liaisons: Scott Sjolander

**DECISIONS**

1. Minutes
  - a. Motion to approve August 2021 Draft Minutes as final, with deletion of highlighted phrase on page 2.
  - 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. Adjourn
  - a. Motion to adjourn at 12:02 p.m.
  - b. Motion carried by unanimous vote of those still present.

Next meeting of the Penn-Del Board of Directors is scheduled for 3 December 2021 from 9:00 am to 12:30 pm.

**REPORTS**

1. Officers' Reports
  - a. Secretary's Report
    - i. Nothing new to report or act on.
  - b. Treasurer's Report
    - i. Executive Director Dave Ruyak shared the Vanguard investment account statements. Due to his concern about the drop in the market, Dave had only moved \$35,000 of the approved \$105,000 into the Vanguard FTSE Social Index Fund (VFTAX). The Board advised him to continue with moving the approved funds into VFTAX.
    - ii. Dave also reviewed the Chapter's latest Profit and Loss report and the Wells Fargo checking account balance.

c. Executive Director's Report

- i. Dave reported that he felt the ISA Leadership Workshop in September was not as worthwhile as in the past, primarily due to the virtual aspect. He missed the in-person networking, in particular, but was still able to gather some good ideas. One is on-boarding new board and committee members via website content (create a PowerPoint of the Board handbook) and videos. Another is holding an annual retreat to help new Board members integrate and find a productive and satisfying role in the group. He is also looking into developing a Board of Directors and Volunteer Code of Conduct Agreement. The next ISA Leadership Workshop is scheduled for 30 March -1 April in Atlanta, GA and it will be an in-person event.
- ii. Dave reported that the Arbor Expo (held on 11-12 September in Valley Forge, PA) was not well attended and was more of a trade show than an educational opportunity for those who attended. It was costly to vendors and may negatively impact the vendor response for the Penn-Del Symposium in February 2022.
- iii. Dave gathered some new ideas from the New England Chapter's Conference, which might be useful for a future Penn-Del Symposium. QR codes were used to submit CEUs, but he noted that there was no confirmation of receipt by ISA. New England ISA's annual business meeting was a "Year in Review" presentation and their chapter awards were presented during a lunch break on the trade show floor. Also, general sessions were held on the trade show floor.

d. President's Report

- i. President Jason Lubar led further discussion of a Board of Directors on-boarding process and a possible annual retreat.
- ii. Jason reported that the tree planting in memory of the late Hyland Johns is scheduled for Monday, 25 October at 11:30 at the ISA Memorial Grove in Fairmount Park, Philadelphia. All are invited. In addition to getting the Tree Lilac pre-planted, Lori Hayes, Dave Ruyak and Kristin Wild will be providing chairs, ice, shovels, coolers, tables, tablecloths/banners, water, coffee, juices, snacks, etc. for family and chapter members in attendance.
- iii. Director Lori Hayes will be the Board's point person for the memorial tree planting for the late Bob McConnell in the spring of 2022.
- iv. Jason reported that the Nursery Quality Task Force had not yet convened a meeting, but he will facilitate getting COR Representative Matt Erb and Chris Umland of Harmony Hill Nursery together to get this project going.

e. Past Presidents' Report

- i. Rich Dexter requested a list and map of the ISA Memorial Grove trees in Fairmount Park, Philadelphia. Jason has an interactive map (ArcGIS) that was created a few years ago and will work with Dave to get the link on the website and Google Drive. Rich also asked for the most up-to-date list of Past Presidents

and their contact info. He will work with Dave and Sarah Hoster on updating this.

- ii. Past Presidents John Ward, Sarah Hoster and Al Cherry would like to be involved in the memorial tree planting in honor of Bob McConnell next spring.
  - iii. Rich announced that recent Past President Rob Kruljac has agreed to serve on the Board as the Past Presidents Representative when Rich's term is complete in February 2022. Rich has invited Rob to attend the December Board Meeting to get up to speed on Chapter goals and initiatives.
- f. ISA Council of Representatives (COR) Report
- i. Director Matt Erb said that COR's informal coffee chats online are still happening. In-person chapter conferences were recently discussed and one solution for addressing individual preferences for personal space and physical contact is by having color-coded name tags.
  - ii. Matt reported that some COR representatives and their chapters are very tired of virtual meetings (such as the virtual ISA Leadership Workshop).

## 2. Committee and Liaison Reports

- a. Apprenticeship
  - i. No report was provided by Liaison Shea Zwerver, but Dave said that she was able to obtain funding for the pre-apprenticeship program in the PA prison system.
- b. Arbor Day of Service Committee
  - i. Committee Chair Brian Wolyniak and Dave Ruyak reported that the Flight 93 Memorial project on 13 August went well. In addition to landscape maintenance, some elevation tree work was performed in the family section and parking area by Dave, Jim Savage and Rob Kruljac. A nice article on the project was published in the Penn State Ag magazine. The Penn State Master Gardeners are also interested in partnering with Penn-Del ISA on an annual landscape and tree maintenance event.
  - ii. Brian is preparing to re-energize the Arbor Day of Service days across the Penn-Del region during the usual late winter/spring season in 2022.
- c. Awards Committee
  - i. Committee Chair Kristin Wild will be sending out the Chapter award descriptions and criteria to the Board, as well as reaching out to a few additional members in Delaware and central Pennsylvania, to gather nominations. In early December, the entire membership will be solicited to nominate members for awards via The Penn-Del Arborist e-newsletter.
  - ii. President-Elect Bernie Dincher offered to make the plaques once again, as long as a list of the award recipients can be provided to him before Christmas.
- d. Education Committee
  - i. Committee Chair Brian Wolyniak stated that only a handful of people registered for the Safety Field Day, probably due to a high volume of storm work and

- location issues, so it had to be cancelled. The Safety Field Day will be revisited after the Symposium with the goal of increasing registration rates.
- ii. Due to the cancellation of the Safety Field Day, the half-day Chainsaw Specialist course (ASTI grant) will be rescheduled to 8 December. It will be held in a southeastern PA location to be determined.
- e. ISA Certification Liaison
    - i. A written report is available at the end of the Minutes document.
    - ii. Liaison Scott Sjolander emphasized that he will be conducting an in-person Certified Arborist exam on 13 February 2022 in Lancaster just before the Symposium starts and is aiming to conduct an on-site TRAQ course in March in State College, as well as TRAQ Renewal.
  - f. Outreach Committee
    - i. No report submitted.
  - g. Penn State Ag Council
    - i. Director Lance King had to step away from the meeting for another call.
  - h. Scholarship Committee
    - i. Kristin had nothing new to report about the Chapter scholarships.
  - i. Symposium Committee
    - i. President-Elect Bernie Dincher reported that the Symposium schedule will start on Monday, 14 February at the Lancaster Marriott and Conference Center with the General Session. Breakouts and tree climber sessions will be held in the afternoon. On Tuesday, 15 February, the morning will be devoted to breakouts and then Plant Health Care.
    - ii. Director Tim Bushnell is coordinating the tree climber sessions. For utility presentations, Jason has contacted PECO and Dave will contact Steve Hilbert at Asplundh. Bernie also has an invasive species speaker whose talk could cover utility specialist credits.
  - j. Tree Climbing Championship (TCC) Committee
    - i. No report was given by Committee Chair Glenn Riggs, but Dave provided information on the first annual “Duel on the Delaware” to be held on Saturday, 13 November at Washington’s Crossing Park in New Jersey. Organized by the New Jersey Chapter as a fun, competitive climbing and rigging event, both chapters will bring 5 competitors and 1 alternate. Dave is looking for a few volunteers and people to cheer on our Chapter’s competitors. He will promote the event on the website and in The Penn-Del Arborist e-newsletter.
  - k. Tree Valuation Guide Committee
    - i. Nothing to report. This committee may need to be declared moribund.
  - l. TREE Fund Liaison
    - i. A written report is available at the end of the Minutes document.

m. TreePA

- i. There was a TreePA meeting on 15 September in Harrisburg, but no quorum was reached. Bernie reported that the organization is finalizing a bare root tree order for municipalities.
- ii. The TreePA Scholarship Fund has approximately \$8,000 which could be used for needy Symposium registrants. Jason will provide Dave with a criteria document and a link to the online application form from the TreePA website, to be posted on the Penn-Del website. The Chapter will also publicize it in The Penn-Del Arborist e-newsletter and on social media.
- iii. Next meeting is scheduled for 8 December and will be virtual.

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. Tim Bushnell has decided not to run for re-election and Jason will check with Lance to make sure he will be running again. Nominations will be requested via The Penn-Del Arborist and voting takes place in December.

4. Strategic Plan for 2021-2026

- a. Dave suggested appointing Board members or volunteers to act as a champion of each strategic goal – Public Outreach, Fundraising, Networking/Engagement and Education. No decisions were made at this time.

<b>DISCUSSIONS</b>
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1. Old Business

- a. Dave Ruyak continues to work on updating and improving the Chapter's new website (through MemberClicks). In order to ensure consistency and to protect the data on the website, Dave is the only person with editing access. The website's event calendar was discussed, with various suggestions offered for a submission form and managing the amount of event content for the website or for social media. Dave requests that Board members contact him with any other corrections or changes to be made.
- b. Regarding the new sign for the Penn-Del ISA Memorial Grove, a price quote of \$550 for the sign and \$250 for delivery from Maxon Supplies was received. Dave is gathering information on the posts required for the sign and he will work with Lori Hayes to get these purchased and installed. He is hopeful that the whole project will cost less than \$1,500.

2. New Business – no new topics were raised

<b>ACTION ITEMS</b>
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*From the May, August and October 2021 Board Meetings*

<b>Action Items (deleted as completed)</b>	<b>Board Member/Committee</b>	<b>Comments</b>
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	Draft created, seeking more input
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
Website content updating and social media posts	Megan Kacenski, Jason Lubar, John Hosbach, Kristin Wild	Ongoing
Advertise updated Chapter website	Dave Ruyak and Kristin Wild	Before Symposium
Creation of Board of Directors Handbook PPT for website	Outreach Committee and Dave Ruyak	Before newly elected directors start
Facilitate NQTF meeting with Matt Erb and Chris Uhland		
Send out Chapter Awards criteria and gather nominees	Jason Lubar	Ongoing
Prepare criteria document and get link for TreePA scholarship applications	Kristin Wild	Before Dec. Mtg.
Get link to ArcGIS map of Penn-Del ISA Memorial Grove	Jason Lubar	Before Symposium
Check with Lance King on running for re-election or not	Jason Lubar	Before Dec. Mtg.

<b>INFORMATION ITEMS</b>
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**Upcoming BoD meetings in 2021: 9 a.m. to 12: 30 p.m. unless otherwise noted**

- **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 Certification Liaison Report – 7 October 2021**

Since June, we have held no on-site exams.

### **Upcoming Exams:**

February 13, 2022, Penn-Del ISA Symposium at 25 S. Queen St., Lancaster, PA for Certified Arborist, Utility, Municipal, and Tree Worker credentials. Tree Worker skills tests will be offered. Many thanks to Clark, Celine, Alice, Herb, and Lance for coming on board to Proctor. Also, many thanks go to Jim Savage and other TW help we can muster.

### **TRAQ:**

No on-site events are booked yet in the Chapter. Other chapters have continued to host, and I have not heard COVID outcomes. I will work to schedule a March or April venue in State College, pending Chapter approval.

I delivered one virtual TRAQ Renewal instruction for the Mid-Atlantic Chapter on June 24. We had 23 participants, and currently await reviews. I will instruct at another Mid-Atlantic Chapter virtual TRAQ Renewal on November 18 and will be joined by an apprentice instructor. That should be helpful for our participants, as well as our candidate.

I was approved for and have graded a round of 22 remote TRAQ Renewal field tests in September with ISA TRAQ coordinating the operation. I will serve another period of two weeks in early December.

### **ISA Leadership Workshop:**

Lance King and I attended the virtual event. Due to schedule conflicts arising, I only made it to the first session. I am thankful for that experience.

Respectfully submitted,  
Scott A Sjolander

## **TREE Fund Liaison Report – 8 October 2021**

### **Since the last Board of Directors meeting:**

- Rollin the Rockies was a successful in-person and virtual event
- TREE Fund raised \$219,412 so far (goal was \$400,000)
- Tour des Trees fundraising is accepted until October 31, 2021
- Next TREE Fund liaisons meeting is October 13, 2021
- One more free webinar will be hosted on November 15, 2021 ([webinars page](#))

### 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](#)

### 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 programs or 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 \$5,000** [Read more](#)
  - **John Wright Memorial Scholarship \$5,000** [Read more](#)
  - **Fran Ward Women in Arboriculture Scholarship \$5,000** [Read more](#)
  - **Bonnie Appleton Memorial Scholarship \$5, 000** [Read more](#)

### 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

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