



Northern Kentucky Urban and Community Forestry Council
C/o Boone County Extension Service
P.O. Box 876
Burlington, KY 41005

April 20, 2005 Meeting Minutes Boone County Extension Office

Call to Order

Chairman Kris Stone called the meeting to order at 6:40p.m. Those present were: John Volz, Sherry Carren, Mike Klahr, Kris Stone, Jenny Gulick, Mark Leopold, Steve Myers

Minutes of Previous Meeting

Kris Stone requested corrections or additions to the minutes. The March 16, 2005 minutes were approved by John Volz and seconded by Sherry Carren; motion carried.

Treasurer's Report

Mark Leopold distributed a current report. A motion was made by Sherry Carren to approve the report as submitted and was seconded by John Volz.
Council letterhead and envelopes were recently purchased and are currently stored at Mark Leopold office.

Old Business

1. KY Division of Forestry Grant Application 05

Sherry Carren reported that the subcommittee met on 4/4/05 and the projects proposed are: Pass-through grants (\$10,000), Building Community Capacity (\$22,000), Administration (10,000), Council Visioning, Focus and Marketing (\$20,000), Grant Writing Contract (\$20,000), Newsletter (\$1,000), Certified Arborists Training (\$4,000), "Building With Trees" Workshops (\$5,000), and Issue-Specific Urban Forestry Seminars (6) (\$12,000). The total grant request is \$72,000. The subcommittee will send a draft copy to members for final review and approval for submission to the State by the May 1, 2005 deadline.

2. Administrative Contract / Grant Writing Contract / Website

A pre-proposal was submitted by Davey Resource Group to perform grant writing and administrative related duties; this activity and use of State grant funds was approved by the KDOF. Mike Klahr moved to accept a contract from Davey with the addition of a reporting and communication responsibility, and seconded by John Volz. The motion carried. A formal contract will be submitted to the Council by Davey Resource Group.



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The Administrative contract dealing with the tasks previously and currently performed by NKU staff and students is still being considered by NKU and the Council. Mark Leopold reported that the staff and students are available to perform needed tasks for standard rates. The Council will review needed tasks and NKU's current fee schedule and then coordinate with Mark on various tasks. Other contractors, particularly website design and maintenance firms, are also being contacted and considered by the Council.

3. Kenton County Forest Assessment Phase 2

Discussion of "next steps" is on-going. The meeting with NKAPC has not yet been arranged, but Council feels this meeting should still happen. The April edition of the Northern Kentucky HBA newsletter featured an article about the results of the study. Discussion was held about bringing in a consultant to assist with visioning, marketing, and next steps for this and other Council projects and goals.

4. Boone County Phase III Template

Davey is currently working on a template for Council review, input, and approval. Information was requested from the Council concerning the various publications' technical requirements for submission and printing, and a decision between color and B&W format.

5. TIOC 2005 Grants

No new discussion.

6. Arborist Training

Seven (7) applications have been received to date, and the budget allows for 10 total. The due date for the applications remains April 30, 2005. Kris Stone will send out a reminder email to contacts he has about the scholarship program and the looming deadline. The subcommittee will meet April 3rd to review the applications. A suggestion was made to contract with Tom Davis to provide personal and customized pre-test training for current applicants and those that failed the test from 2004. It was suggested that Tom conduct approximately 10 2-hour sessions prior to the next test date. The subcommittee will contact the applicants to gauge their interest and willingness to participate in such a training program.

7. Library Partnership

- a. Boone County – Mike Klahr reported that the Boone County library system was "thrilled" to receive the arboricultural reference books. They are arranging to place a donation label inside each book crediting the Council. Mike has already arranged the associated educational program with the library. The program will be "Best Trees and Shrubs for Boone County" held on May 17 at 7:00p.m. at the Scheben Branch in Union.



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- b. Campbell County – It was reported that DJ Scully also successfully delivered the reference books and that they were well-received by the Campbell County library system. No information was presented on the educational program.
- c. Kenton County – No report given.

8. TIOC Grant Application Training

Council discussed the merits of having a single, large community meeting to explain the grant process, applicable projects, and other details for submitting successful grant projects. The KDOF has offered their assistance in supporting such a meeting. A new approach was suggested that Council members attend individual community Tree Board meetings instead. Using this approach, the information can be given directly to more people and the applications could be distributed at that time as well.

New Business

1. 2005 Spring Fling – The Council will have a booth at this event. Volunteers are needed to staff the booth from 9a.m. to 3p.m.
2. Greater Cincinnati Foundation Grant Recognition Event – This event will be held April 21st at Devou Park in Covington. Council members will be in attendance.
3. Council Logo – The Council discussed creating a new logo. A local graphic artist who has worked for other local organizations will be invited to a future meeting to discuss options for a new logo.
4. Council Meeting Schedule Preference Survey – A survey will be distributed to all current and active members requesting their preferences for meeting time, day, and location. Based on the results of the survey, meeting logistics may be altered to accommodate the greatest number of people and to increase participation.

Meeting was adjourned at 8:30 p.m. Executive Session preceded the general Council meeting.

The next meeting location, date and time will be announced after receipt of a majority of the Meeting Preference Surveys.

Respectfully submitted,

Jenny Gulick
Secretary