



**Northern Kentucky Urban & Community Forestry Council**  
Minutes – December 21, 2005

The meeting was called to order at the Kenton County Extension Center. Present were DJ Scully, Thomas Davis, Don Smyers, Steve Meyer, Jenny Gulick, Sherry Carran, and Kris Stone.

Kris called the meeting to order and asked for approval of the November Minutes. Motion was made by DJ Scully, seconded by Don Smyers and then approved.

Mark Leopold provided copies of the Financial Report. Balance as of 12/21/05 was \$27,027.97. Kris asked for approval. Motion was made by Don Smyers, seconded by Steve Meyers and approved.

**Old Business**

- **End of Year Grant Reporting** (Kris) – Mark is nearly complete with this task. Mark calculated an excess of in-kind hours totally nearly \$7,000.
- **TIOC - Current Year Grants** Update (DJ) – DJ has received requests of interest in participating in the TIOC program from various sources, but no applications have been received. Deadline is in January 27, 2006. Council may want to remind NKU to prepare and send a special mailing to an expanded mailing list (including schools and communities) to encourage applications. DJ suggested that a sub-committee be formed to review the grant applications. Steve, Sherry, and Kris will serve on this committee to represent the 3 counties.
- **Grant Writing Contract** update (Jenny) – Toyota grant application will be complete and delivered by the January 1, 2006 deadline for the February review period by the Foundation. The Kentucky Foundation grant resource book and CD ROM has been received and is being reviewed. Additional information has been obtained for applying to the Home Depot Foundation, and to apply to this organization the Council may need to partner with another local agency to meet the minimum organization funding limit. A letter was received from the Division of Forestry approving encumbering 2005 grant money allocated to the grant administration contract for 2006.
- **Web Site** (Sherry) – New information and improvements continue to be incorporated into the new site. Sherry distributed screen captures of the current webpages as currently designed and explained what exists and what is still needed. Most work should be complete by 12/23/05.
- **City Green Model Project in Campbell County** (Mark Leopold) – NKU is beginning this project. The site has been identified for the study at KY 17 and 536.
- **Arborist Training Program-Exam Report** (DJ) – As of 12/6/05, 12 people took the test, and 2 scholarship recipients did not show up for the test, but DJ did speak with these individuals. Efforts will be made to encourage them to take the second test offering.
- **Kenton County FQA Phase II** (Jenny/Sherry) – The GIS analysis and mapping of the Critical Areas in Kenton County is complete. A sub-committee meeting was held to determine the factors next needed to further analyze the CA in terms of susceptibility for development. The interviews and research for the documentation of the development process is nearly complete.

- **Public Workers Tree Seminar committee** (Kris, Tom) – Tom reported that DJ, Don, Kris, and Tom met recently to discuss this program. Tom contacted all Public Works agencies and asked their most pressing arboricultural training needs. Pruning practices; proper planting, fertilization were identified as the top three. The decision was made to focus on young tree pruning and proper planting. The date is March 9, 2006, and the site will be Boone County Extension, Ammon Nursery, and the Boone County Farmers Market sites. The training will be a combination of classroom and field demonstrations. It is planned to invite Alan Siewert, ODNR Urban Forester, to lead the training. A "Certificate of Completion" is suggested to be issued to each attendee as an incentive to attend.
- **Educational Materials Order update** (DJ) – Tom provided detailed guidance as to what to order, and other general recommendations were made by DJ and the sub-committee. Information was sent to Mark for ordering.
- **In Kind Hours** (Jenny) – A letter detailing in the in-kind hours, services, and supplies related to the Boone County Phase III, Kenton County Phase II, and Council grant administration projects has been submitted to the Council. All Council members and friends who are on the email list were contacted to provide Mark any hours or other contributions made in 2005.

## **NEW BUSINESS**

- **KAA** (Dino Kent) – KAA had no representative at the meeting.
- **Mailing List Feedback** (Mark) – No comment
- **CAE invoicing** (Mark) – No comment
- **Marketing / PR** (Kris) – Kris suggested creating a marketing sub-committee. This committee should be expanded beyond Council members to temporarily include people with marketing expertise. Kris requested that if anyone knows people with this expertise to please email him the name and contact information.
- **Other Business**
  - **Tree Board Education Seminar** – The City of Frankfort will be holding an educational seminar for local Tree Boards. This program is sponsored by the KY Division of Forestry and is free. The Council will make all efforts to support this program and get the information about the seminar to local communities.
  - Don Girton informed the Council of various forestry related training sessions coming up in the area, and of the possibility of a new resource person to serve on the Council or help with projects.
  - Kris distributed various CDs obtained at the Charlotte Conference for people to use, share, or put on the Council's website.
  - Kris shared a program description and application form for a "Community Tree Leadership Forum" presented by the Arbor Day Foundation. 140 registrations are free and an additional set of scholarship for travel is offered... Tom Davis and Sherry Carran expressed interested, and the original information packet will be emailed to Council members.
  - Sherry reported on a meeting of the Brent Spence Aesthetics Committee where she represents the Council. All are welcome.
  - DJ requested articles for the January/February Newsletter.

Meeting adjourned.

Respectfully submitted,  
Jenny Gulick, Council Secretary