

**Northern Kentucky Urban and Community Forestry Council
February 16, 2005 Meeting Minutes**

Call to Order:

Chairman Kris Stone called the meeting to order.

Those present were: Don Smyers, John Volz, Kris Stone, DJ Scully, Jenny Gulick, Craig Ballard, Tom Davis, Mark Leopold, Steve Myers, and Don Girton.

DJ Scully introduced Craig Ballard as a new Certified Arborist sponsored by the Council. Mr. Ballard thanked the Council for their support.

Minutes of the previous meeting:

Kris Stone requested corrections or additions to the minutes. The January 19, 2005 minutes were approved by DJ Scully making the motion for approval being seconded by Don Girton.

Treasurer's Report:

Mark distributed a current report. General questions were asked and answered. A motion was made by Don Girton to approved the report as submitted and was seconded by DJ Scully.

Old Business:

1. Administrative Contract Update

The Executive Committee discussed various options. Included are: using NKU student assistance for website maintenance, special mailings, etc., or using a professional, freelance administrative assistant. For grant writing assistance, contractual options were discussed ranging from hiring a professional grant writer to hiring a liaison for the Council to hiring a private firm.

2. Executive Director Discussion

(See above)

3. Kenton County Forest Assessment Phase II

Comprehensive mailings went out to 125 decision-makers in the county. The mailing invited them to attend a public roundtable meeting on March 14th, 11:30am at Durr Annex to determine the next steps for this project; it also was an outreach effort to distribute information on the findings of the study. Council was encouraged to attend and ask others to attend.

4. Boone County Forest Assessment Phase III

The subcommittee will meet in late February or early March to discuss the details of this project. The subcommittee (Don Girton, Jenny Gulick, Mark Leopold, Kris Stone, Mike Klahr, and Dave Goehagen) will review and finalize the technical substance of the public outreach product, determine how this can support Boone County's Comprehensive Plan update work, and decide on delivery/liaison duties with local newspapers and other publications.

5. NKY Public Workers Program

The seminar agenda and speakers are confirmed, and the annual program will be held at NKU's Covington campus on March 10th. The Council has received reservations for 10 people to date; there is no concern that the program capacity will be reached by the seminar date. Information was provided to obtain ISA CEUs.

6. 2005 TIOC Grants Update

The Council received 8 applications. The review subcommittee met on 2/11/05 to review the applications. The following organizations received grant approval totaling \$10,000: Bellevue, Brentwood Schools, Covington, Ft. Thomas, Howell Elementary, and Florence. Council "point-persons" were assigned to each organization to facilitate projects. Steve Myers will write the letters to the successful organizations. John Volz will contact those not selected to receive a grant.

7. Arborist Training Scholarship Program Update

In 2004, 6 out of the 10 scholarships recipients have passed the Certified Arborist test to date. The Council wishes to continue this program in 2005. There is a need to brainstorm on the program's structure and notification/advertising, and Chairman John Volz will set a subcommittee meeting (Kris Stone, Tom Davis, Mike Klahr, and Steve Myers).

8. Mailing Lists Update

25 individuals are currently on the email list to electronically receive Council Minutes and Agendas. Current mailing list members have been notified and a notice was put in the current newsletter. Responses continue to be received by the secretary.

9. Council Literature Collection

It was suggested that an inventory of Council publications and educational materials be initiated. Currently, located at Campbell County Extension, the Council has Woodscaping books, Council tree planting, and various ISA and National Arbor Day Foundation materials. No exact count has been made.

The reference books slated to be donated to the County Libraries has been received, and details were discussed for making contact with the libraries. A subcommittee (Jenny, John [Chair], Kris, Mike, Tom) was established to determine the final details about this project.

New Business:

1. Greater Cincinnati Foundation Recognition Invite

This is a Northern Kentucky event to recognize giving in NKY. The event is Thursday April 21st at Drees Pavilion at 3:30pm. Kris Stone and Don Girton were suggested to attend.

2. Spring Fling Event Invite

This annual event will be held in 2005 on May 14th at Boone County Arboretum. The Council needs volunteers to staff booth.

3. Earth Day Event Invite

The Council received an invitation from Ethicon to participate at this event as an exhibitor on Friday April 22nd; no information was provided as to the location.

4. TIOC Grant Application Training

After reviewing the 2005 grant applications, it became clear that training may be needed again to make sure more people apply and apply correctly. Don Smyers related that he, and most likely all Extension agents, consistently offer and do assist communities and organizations. Suggestions were made to reinstitute the grant-training program, provide an example of a properly completed grant with the next application, and/or write detailed "letters of rejection" to those communities not receiving grants explaining how to improve their grant application next year.

5. Other New Business

No new business was presented.

Meeting was adjourned. Executive Session preceded the general Council meeting.

Next meeting will be held March 16th, 11:30 a.m. at the Campbell County Extension office.

Respectfully submitted,

Jenny Gulick
Secretary