

Northern Kentucky Urban & Community Forestry Council
Minutes
June 15, 2005

The meeting was held at the Kenton County Extension Durr Annex. Present were Sherry Carran, DJ Scully, Don Smyers, and Jenny Gulick.

Sherry called the meeting to order and presented the minutes of the May 18th meeting and asked if there were any corrections to the minutes. Don made a motion to accept the minutes, DJ seconded the motion and the motion was approved.

Marc Leopold, Treasurer, was not able to attend, but provided the Financial Report via DJ. The information presented represented the financial activity and status from April through June, 2005. Discussion centered on the need for greater detail as to what portions of the balance are from grant and other sources. Sherry said she would make this request of Mark.

OLD BUSINESS

- 2004 Kentucky Urban & Community Forestry Grant Extension
 - Jenny reported that the extension was approved by the State. Sherry Carren signed the extension agreement on behalf of Kris Stone, Chairman, and the agreement was returned to KDOF.
- 2005 Proposal Kentucky Urban & Community Forestry Grant Program
 - DJ reported that although unofficial as yet, it is likely the Council will be granted the funding requested except for approximately \$6,600 due to state-wide grant funding cuts. The Council will discuss what proposed grant activities to reduce or eliminate to balance the grant funding received.
- Administrative Contract
 - NKU's CAE submitted a contract for specified administrative work. Council agreed to the full scope of the contract's services and fees. It was clarified that officers and members of the Executive Committee could independently request services performed under this contract for the benefit of Council projects. A motion was made by Don to authorize the Chairman to sign the contract and return it promptly to the CAE; Jenny seconded the motion and it carried.
- Web Site
 - Sherry reported that Serendipity was currently working on the website's redesign and content organization. The goal is to make it more user-friendly. A proposed site map was presented to Council so members could review it and make suggestions to the contractor.
- Boone County Forest Quality Assessment – "Phase III"
 - Jenny presented the draft of the newspaper insert to Council. Discussion and specific comments were made and noted for future revisions. Jenny will forward copies of the printed draft to subcommittee members for their review and comments for the final draft. Sherry said she would contact the Sunday Challenger and Boone County Recorder to determine costs for placing the article.

- Grant Writing & Research Contract
 - Council approved the contract submitted by Davey Resource Group; Sherry will contact Kris to have him sign and return the contract document to Davey. Don and Sherry will organize and deliver previously completed grant documents to Davey to begin this project. It was suggested that the first priority be the resubmittal of the Toyota grant application for the Campbell County FQA project.
- Arborist Training Program
 - It was reported that the Council approved 9 applicants for this year's Arborist training program. A meeting with the applicants was held on May 31st to orient them to the program, distribute the study materials, and officially complete the ISA's Certified Arborist application. DJ reported that the subcommittee was trying to work out a late-2005 test date in northern Kentucky or southwest Ohio as well as a training seminar date.
- TIOC Program
 - Letters were sent to the successful applicants, but few responses have been received by the Extension offices. Some projects are known to be started and well underway; the agents will contact those recipients who have not responded.
- Increasing Council Membership
 - There was an article in the recent Council newsletter about this issue. The Council discussed the need to have consistent representation from key groups, such as the Conservation Districts, Tree Boards, NKAPC, etc. DJ will consult further with Don Girton about this concern.

NEW BUSINESS

- Increasing Meeting Attendance
- Guest Speakers / Presentations at Meetings
 - These two items were discussed in conjunction with overall marketing and increased participation ideas. Better and innovative marketing should help increase meeting attendance. Projects like the Boone County forest canopy study newspaper insert should help raise awareness of the Council in citizens and motivate more participation. The Council needs more involvement from the Tree Boards. Speakers and special programs are a good idea, but may make the meetings even longer to accommodate the presentation and Council business.
 - Council agreed that in the future there should be a better balance between large-scale, scientifically based projects and local, high people-contact projects.
- Other New Business
 - DJ circulated an invitation to all Council members to attend the upcoming Forest Health Task Force meeting.

Meeting adjourned.
Respectfully submitted,
Jenny Gulick, Secretary