

Northern Kentucky Urban and Community Forestry Council (NKUCFC) Board of Directors Meeting December 4, 2017

In attendance, Crystal, Chris, Kris, Rosie, Matt, Michelle, Jessica, and KDOF Bridget

Edits and Approval of Meeting Minutes

Crystal had some edits to the minutes on page three: the Reforest site will be in Campbell County at 8880 Main Street. page 1 should be Gempler, page four should be Crystal in the second paragraph under TIOC. Page four under TIOC PAUL should be Capiello. Lastly the last paragraph on page four in TIOC, Steve should be Foltz. Michelle moved and Chris seconded approval of minutes as amended, all in favor.

Executive Committee Updates

Crystal started updating us on the google drive progress. Tara is working on getting all executive committee members their own email address as well as the event committee chairs. Her goal is to have that done by the end of the year.

Treasurer report: see print out. There were several expenses that occurred right at the end of the year. Second line where it says \$8000 for a grant is actually reimbursement from DOF for a CONFERENCE expense last year. Crystal asked if he could break it down by event: TIOC, REFOREST and tree workers seminar as well as any major projects like KY ROOTS. Chris had a breakthrough with quicken today and was able to get in and download what he needed. The next page is account balances and we have \$51,639.32 on hand. The third page is our account balances from 2009 to 2017. The next page is income and expense through the years but it doesn't mesh up with the previous graph so maybe some things aren't coded correctly in this second graph. Kris said that we never would have dipped below 50,000 for long. We may have dipped down for a short time but it would have been reimbursed because we like to keep it up to at least that amount to be able to match grants. Matt moved to approve and Rosie seconded, all were in favor.

Insurance policy is \$500/year and ensures some of the decision making the board does. Mostly employe discrimination and damage to facilities which do not apply, while at the same time it does not include liability for events like Reforest. Kris and Rosie said it is pretty standard they wouldn't recommend getting rid of it. Kris said their policy for the arboretum is about \$250/year. Chris asked Kris to send him information on their insurer so Chris can call and get a quote but they will want our financials etc. Chris said we may want to look for another CPA as well. Kris said Taking Root also uses nonprofit executive services which is based locally and run by a retired guy named Roger. Kris said all we really need is "D&O" or directors and officers liability. Chris will look into it and give us an update at the next executive committee meeting.

Committee updates

Edits to the constitution start on page one in article two under number five by removing your. Matt asked about number six under article four. His understanding of standing committees would be TIOC, UTC etc but Crystal said those would be event committees or they are not mentioned in the bylaws. Rosie clarified standing committees would be those required for basic functioning such as finance committee or executive committee. All the others would likely be long-term ad hoc committees. Jessica and Chris asked about consistency in wording so there wasn't reference to Council, Agency, and Association. Crystal made edits as we were bringing up edits. Under elections she combined number one and two since president and Vice President have the same term. Matt brought up the process for approving changes and Rosie explained that this version hasn't been adopted yet so it's not relevant. You do want feedback from membership on any proposed changes in the future though. He's concerned the required vote might create a roadblock for us in the future since we don't have a rigorous definition of membership. Rosie thinks the membership definition is well-defined enough that it will not inhibit progress. Crystal emphasized that it would be 2/3 of whoever is present. Jessica moved to adopt with amendments. Matt seconded and all were in favor. Now we have a constitution and since the council is Twenty one years old as of two days ago we can drink!

Kentucky for nonprofits membership

Chris said he hasn't registered us yet. Crystal said we're hindered by not being part of the organization. And would allow board members to learn how to be on the board of a nonprofit. There is a tab for learning resources. Matt asked what the membership fee was and it's around \$95 annually which we all agreed was very reasonable. Kris learned about them at a workshop in KY. Chris will go ahead and sign us up then each of us will get information about access. Crystal will recommend any events or activities she would recommend we attend. Kris also recommended going to the greater Cincinnati planned giving Council which offers regular trainings on finding donors.

Membership update

Rosie reviewed the proposed membership plan which was included in The pamphlet that was included in the TIOC booklet. Most of this was copied from our bylaws. Someone from the dinner, recommended a non professional option for \$20 a year. Rosie will develop a google form and develop the text and then kris will send out to all people on our Constant Contact mailing list.

2018 goals

Develop plan to hire executive assistant for the council. We could approach NKU about a student intern helping to conduct research but it would be better to have a paid staff person to work on strategic plan goals. Since couldn't pay for benefits it's more realistic that we would hire an administrative assistant part-time working under a contract subject to annual renewal. Rosie suggested it would be best if a former board member would be best suited so they wouldn't need to be micromanaged. All agreed but in full disclosure Rosie mentioned she might be interested in such a position in the future if she goes back to school. We discussed it would be a good temporary position until we are able to hire a full time position.

Operations committee

Matt is working on revising the strategies and goals of the strategic plan. Jessica is working with PDS to get them to regularly consult us on urban forestry during planning of development and eventually recommend an ideal ordinance for cities to adopt or abide during development. Crystal was reaching out to find more info about the KY for nonprofits group.

Development committee

Rosie said they were going to plan an event in October for training on technology but everyone was too busy so we will do it in the new year and record as a webinar in order to use as an onboarding tool for new members in the future. Another task is gathering and consolidating the benefits of trees and other resources which Michelle says she has a lot of already. The idea is that we will have a resource page in the website that would be a one stop shop for info like the OKI stormwater guide. Currently it is under projects and events. Kathleen Wolfe is an urban sociologist with the university of Washington. And urban forestry, she goes into the health benefits etc. also TNC university of Louisville are investing in tying the health benefits of trees to capture particulates and it is called the green heart project. Taking Root just got a twenty five thousand dollar grant to plant five hundred trees in low income neighborhoods.

TIOC we made nine hundred and fifty dollars plus we came out ahead on the registrations. There were ninety four people registered. Also three hundred of the nin nodded earned by the silent auction was left on the square account from last year. Our biggest expense is the food but we probably wouldn't be allowed to have a different caterer. Rosie suggested we include the membership fee in the registration. Bridget had Another suggestion to have a different venue with a local restaurant catering it and charging ten dollars more for registration. The survey respondents were generally positive. We could have a social hour at the beginning to allow the people more time to get there. The simplest and biggest change would be name tags.

Public Tree Workers Seminar - March 19th

DJ SCULLY will start with tree species failure pages. Jessica will discuss invasive species management, then the two guys from the sea crest arboretum Crablandia will be giving a talk on crabapples. Nicole is the backup. Then a panel discussion on urban forestry including Dave Gamstatter and crystal and....then lunch on their own. The cost is only ten dollars since no lunch. This event is a break even event, not meant to make money. Likely an hour and fifteen minutes for lunch. Then say all proceeds go to the scholarship fund or community education. Attendance is usually around ninety. Then two outdoor sessions on assessing risks in landscapes, the second session is chainsaw safety and maintenance. Conclusion and evaluations to be done by three. If we want the extension people to continue to sponsor and be involved the meetings need to be during the day so they can come. In this year we made nine hundred dollars even after paying for the lunch.

Reforest update

DJ SCULLY will be demonstrating how to plant a large tree early in the morning. He met Chris out on the site and had trouble getting any lower than ten or twelve inches. THE committee is also looking to apply for a grant through the USFS to fund further research in collaboration with NKU.

PDS

MTG WITH Kyle will be December twelfth at PDS.

Arborist scholarship

Kris said we had one drop out and the other person got hired by Bartlett which covers certification costs.

Next membership meeting would be PWTS
SUMMER TREE WALK OR PUB CRAWL

November is TIOC MEMBERSHIP meeting.

Next meeting will be February 5th. Tristate green industry conference is that same week.
Then April, August and December.