

Meeting: NKUCFC Executive Committee Meeting
Date: October 12, 2017 @ 6:30 pm
Location: Rosie's house – Fort Mitchell, KY
Chairperson: Crystal Courtney
Secretary: Tara Sturgill
In Attendance: Crystal Courtney, Chris Kaeff, Tara Sturgill, Rosie Santos
Absent: none

1. Treasury Update

Chris recapped that the Council's bank account will be transferred into Huntington from Guardian; Chris is trying to get everything transferred to Huntington. Chris said he needs Rachel to close out the Guardian account. Chris said that he thinks everything (Constant Contact, etc.) has been transferred to Huntington, in terms of payment for registration. Chris said there is still \$ in the Guardian account because some programs were still attached to it (\$1,500 - \$2,000). Chris gave Sarah the Guardian card account for her event (SGS Winter meeting – Regional chapter). The Guardian account will be open until at least February. Chris said we will take all the \$ from the registration for the event, and Chris thinks we will make some \$ on the registration, at least a few hundred dollars. Chris said we have the Huntington card if we need to purchase anything.

Chris expressed frustration with Quicken (Quick Books); Chris gets error message that he cannot access the Huntington account due to a pop-up screen that won't allow access. Chris stated he has troubleshot the issue and has still not found a solution to the issue. Chris said he needs to figure it out because of an insurance issue – insurance to cover the decisions made by the Council as a whole – to cover us from being sued for conflicts of interest that may come up in the future. Tara stated that she has some documents at the office that Rachel gave to her at the December 2016 meeting; Tara can bring to the next meeting for review. Crystal asked for Chris to speak to the Company (Offered Insurance – Patti Hamilton) to find out what the policy is and what it includes and we will present it at the December meeting. Crystal said the background of the policy could be ascertained from Scott Beurlin; Crystal suggested Chris call to get the background. Chris said he would call Patti and talk to her about the specifics.

Crystal said that the Operations Committee requests to become a member of KY Nonprofit Network. Fee associated with membership and it about \$95. Rosie motioning to allow for the joining of the Council to the KYNN; Chris seconded; all in favor. Tara will look up the fee for KY Nonprofit Network and will send to Chris to sign up for membership.

2. Trees in our Community

November 2nd is the TIOC Forum. Crystal is the emcee and wants to discuss needs. WE need to offer updates for the Forum booklet.

Strategic Planning Committee last year to revise the structure of the Council. Membership lead organization to Board led organization. Revised bylaws and structure, formed operating committees that are taking on different tasks of the Strategic Plan in tandem. Rosie added that programs still happening as well: Reforest NKY 2016, Public Workers, Membership meeting (1 only to get bylaws passed), Board meetings, etc. Rosie said that she feels that is our only shortcoming that we didn't have fun membership meetings to network and connect. Rosie is going to write the Executive Committee updates; Rosie asked if she could ask Matt about UTC for updates. Crystal pointed out that each program committee will have their own updates, and Rosie shouldn't worry about that. Rosie will make updates for the Board Committees and reach out to Matt for his committee updates. Rosie stated that he goal for the EC to have an idea of what we are proposing in terms of Membership. Crystal said that it would be an opportunity to give an update about open Board positions and our membership model – ask for suggestions from the membership. Rosie checking into bylaws to see what the needs are – terms of office are two years. Chris said that it may be a good idea to remind the membership that elections will occur at 2018 TIOC if there is interest. Board requires 9 members, no more than 15 – Jess, Kris, Sarah (ex-officio), Chris K., Tara, Rosie, Crystal, Michele, Matt – we need one more person to make a full Board. Chris said that Cecilia Baker expressed interest in being a member of the Board. Jessica suggested Nichole Klemson, Rhonda Ritzi, Rick Urban, Amy Winkler, Mary Unterriener. Rosie would suggest Sherry Carran, Victor Vanover, Rex McBride, Mark Jacobs, DJ Scully, Mike Klahr. Rosie asked if we know of anyone that is outside of the field that may be a valuable addition to the Board (lawyers, accountants, fundraising skills, etc.).

3. Membership

Crystal reviewed the bylaw membership categories (The excerpt on Membership (Section 2 of the bylaws) below was copied and pasted into the minutes at Crystal's request).

Membership Categories. The Executive Committee may establish categories of membership and a dues schedule as it deems appropriate. Membership in the Council shall consist of two types: individual and group.

1. Individual Membership

- a. Professional Member - An individual working in a field related to urban forestry may become a Professional Member. Professional Members are entitled to full voting privileges, may compete for an elected or appointed position in the Council, and all other rights as outlined in Article III of the Council's **Constitution**.*
- b. Student Member - An individual enrolled full-time in a secondary or post-secondary degree program, or high school, may become a Student Member entitled to all rights and privileges of Professional Membership.*
- c. Retired Member - An individual retired from active full-time employment may become a Retired Member, and is entitled to all rights and privileges of Professional Membership.*
- d. Life Member - Any individual may become a Life Member. Life Members are entitled to all rights and privileges of Professional Membership. Life Membership is bestowed on individuals serving in the capacity of President, without fee, upon completion of their term of office.*

1. Group Membership

- a. *Family Membership – Individuals of the same household who are interested in the field of urban forestry may hold a Family Membership. Members are entitled to all rights and privileges of Professional membership, including voting privileges for those members at least 18 years of age.*
- b. *Institutional Membership – An education institution, nonprofit, or government agency whose objectives are consistent with those of the Council may hold an Institutional Membership. Up to four individuals may be listed under the Institutional Membership. The individuals may receive discounts on fee events hosted by the Council and are entitled to all rights and privileges of Professional membership, including voting privileges for those members at least 18 years of age*
- c. *Corporate Membership – A for-profit organization or business wishing to support the Council and engage in an exchange of ideas and information with the Council may hold a Corporate Membership. Up to four individuals may be listed under the Corporate Membership. The individuals may receive discounts on fee events hosted by the Council and are entitled to all rights and privileges of Professional membership, including voting privileges for those members at least 18 years of age.*

Crystal explained that we have it defined and have it at the TIOC dinner and we need to come up with fee structure. EC discussed what we should charge for different levels of membership. Rosie suggested that when someone signs up for TIOC that fee would be applied toward their membership. Crystal said that TIOC doesn't even cover what we pay for the dinner, Rosie said that the fee would have to be changed. Chris suggested that we should increase fees for existing programs (TIOC, PWTS, etc.). Rosie suggested that we have discussed offering discounts to registration for members for different events. Example: raising fee for TIOC but members only will pay \$20. Rosie also suggested reciprocal benefits from other organizations, our members could attend other event organizations for a discounted rate. Offering benefits through tree nurseries for being a member of the Council. Membership appreciation events for those people who have paid their membership fee. Rosie said that an idea that come up at the Operations meeting would be support services, speaking engagements that we just provide to our members. Crystal suggested that we need to get to the point where we can break out these benefits into a document and ask the TIOC attendees if they have other suggestions. Rosie suggested that when someone reaches out to us for support services the first thing we would do would be to check their membership status.

EC giving the Board an update at the December meeting for membership fees and benefits. Crystal asked if the membership benefits we outlined would be universal – some may be only allowed to Professional or Corporate members (speaking engagements, etc.).

Article 5. Membership. Section 2. Categories – notes added today regarding membership benefits. Review these notes, and Crystal will be presenting some of these benefits, and maybe add a one pager or the benefits and add a portion for people to comment/suggest other benefits. Rosie suggested a Google form that can be sent out to the membership at large after the TIOC meeting to send out and an insert in the booklet that people could suggest on and turn in that night regarding the membership model.

Rosie committed to providing the updates for and Board Committee and creating the Google form and insert for program regarding Membership survey. Chris asked if anything needs to be prepared for the booklet to present – Crystal said that we shouldn't do that this year, though maybe next year. Rosie asked if Crystal wants some projection in terms of elections within the EC update. Crystal reviewed what the

bylaws state about Officer terms – P and VP every two years (even); Sec. and Treasurer every two years (odd). The EC decided that it is pivotal that we being recruiting those interested people to replace the EC within the due time. Chris asked about membership fees – Rosie committed to look at North American Association for Environmental Education (NAAEE) and National Urban Community Forestry Advisory Council (NUCFAC) for membership fee modeling and report back at the next EC meeting.

Crystal asked if it would be beneficial to consider an accountant to hire. Rosie said that she thinks we should consider consultants first, maybe that have affiliation with the Council.

Tara to send out the Board minutes from August 7th to EC - after TIOC August 7th minutes to Board with a link to the Constitution to be voted on.

Board meeting at 6:30 at SD1 on December 4th. Tara to send out the invite to the Board via Google email.

Meeting adjourned at 7:57 pm.