

Meeting: NKUCFC Steering Committee

Date: December 10, 2016

Location: Borderlands – Creative Workplace & Studio, 842 Monmouth St
Newport, KY

Chairperson: Crystal Courtney

Secretary: Tara Sturgill

In Attendance: Crystal Courtney, Mathew Frantz, Kris Stone, Scott Beuerlein, Rachel Comte, Tara Sturgill, Sarah Gracey, Michele Stanton, Rosie Santos, Chris Kaeff, Mark Leopold, and Lori Garkovich

1. Call to Order and Welcome

Crystal welcomed everyone to the meeting and began to explain her thinking in regards to what exactly we are to accomplish here today. Crystal passed out multiple NKY Urban and Community Forestry Council (the Council) documents (i.e., Strategic Plan, current Bylaws, Membership Model adapted by Rosie, financial documents, and survey results) to the Steering Committee (the Committee). Rosie asked if she could clarify/explain the membership model to those that might not have attended the meeting in which it was adopted by the Committee. Rosie explained the pyramid structure but that the main goal is to establish a Board of Directors that can ultimately make decisions and being to implement the Strategic Plan.

2. Strategic Planning and the Steering Committee Purpose

Crystal expressed that the Committee was put in place to brainstorm how to implement the Strategic Plan that the Council decided to work with Lori to develop and that has been done. Crystal stated that the brainstorming session has come to a close and now it is time to make decisions and decide on changes that need to be made to move forward. Crystal called attention to the fact that there is no Vice President (VP) and will be no Treasurer, as Rachel has informed her that she wishes to step down from her office, which means there is not a full Executive Committee at this time and those offices need to be filled in order to proceed. Rosie asked to interrupt Crystal to ask Lori how to go forward with voting for officers. Lori said that given the current model that was adopted by the Committee, the Board of Directors would elect the officers. Lori suggested that since there is no Board of Directors established that the Steering Committee be dissolved and now be known as the Board of Directors. Crystal asked if those people present were willing to serve on the Board of Directors from this point forward. Rachel interjected that she did not wish to be on the Board of Directors. Mathew pointed out that Lorna Harrell and Jessica Spencer were not present and needed to be asked if they wished to be on the Board of Directors. Crystal stated she would reach out to anyone not present but on the Committee to assess their interest in serving.

Lori asked Rachel to clarify to the Board of Directors (the Board) the duties of the Treasurer. Rachel gave a basic breakdown of the duties of the Treasurer. Chris asked for some more clarification on the duties of the Treasurer. Rachel stated that anyone that wants to take on the Treasurer's office would have to have the Council's accounts be put in their name via a transfer with Rachel present and also a new credit card to be issued, upkeep of all Council Administrative and Program finances through a program

like Quicken that can be purchased yearly with Council funds, and the Council has an accountant that completes the proper tax forms at the end of the year.

Lori emphasized that if the Board cannot fill the offices of the Executive Committee, currently Treasurer and VP, that the Council should consider dissolving. Chris Kaeff pronounced that he would be willing to take on the office of Treasurer. *Board broke out in applause.* Rosie motions to accept Chris as the Treasurer of the Council. Scott seconded. All approved.

Rosie brought up the issue of the current Council Bylaws stating (Article VII; Section 2; Terms of Office) that the President and VP shall serve terms of two years, with the VP acceding the President at the expiration of their term. Rachel explained that was originally done to offer a sort of training period for the VP to learn from the President, not to rope people into serving an office they didn't wish to serve. Rosie stated that she is interested in serving as the VP but not as the Bylaws currently stand with her having to take the President's role after two years. Crystal brought up that Kris had been nominated as well. Kris stated that he is not interested in serving as the VP or the President at this time as he has already served the Council in that capacity prior as VP and President. Rosie proposes the amendment of Article VII; Section 2; Terms of Service to omit that the VP shall accede the President at the end of the President's term. Rachel seconded. Crystal asked if all are in favor. None are opposed.

Mark paused the proceedings and expressed that the Amendment section (Article XII) contains guidelines for changing the Bylaws and this is not the way it is set forth in the Bylaws and the Board is required to follow the current document until it is amended properly with due process. Lori reviewed Article XII. Mark pointed out that Article XII was adopted in order to prevent what is happening right now, so that a group could not get together and change the Bylaws. Rosie interjected that due to lack of membership this tends to become a bit of a gray area and suggests there is potential to delay any progress. Lori clarified that since the Amendment Article of the Bylaws does not state "membership" the Board can go forward with changes as proposals or motions to be approved at another meeting given that the due process set forth in the Bylaws are followed which requires 30-day written notice of any changes to the Council and trust that the Council majority will pass the proposed motions.

Michele motioned to dissolve the Steering Committee and to create a Board of Directors from the Steering Committee present, excluding Rachel, and all those not present that currently serve on the Steering Committee with their commitment. Scott seconded. Sarah recuses herself from the vote. None opposed. The Board discusses what it means to be a Board of Director and what the optimal number of Board members would be.

Chris motioned to strike that last bullet point in Article V; Section 1; Executive Committee "All active previous officers of the Council". Scott seconded. None opposed.

Crystal asked Mark for his input. Mark explained that his thought is that we document all of these changes and get them out to the Council to review and have one vote to accept all of the changes as it states in the Bylaws. Mark further stated that given he has missed many Committee meetings he is not up to date on where the Committee stands in terms of changing Bylaws due to no written communication given summarizing any proposed changes to date. Mark reiterated that the important part of this process is

the written communication that goes out to the Council outlining these changes in order to avoid messing up the By-Laws and jeopardizing the Council's 501c3 status as a non-profit. Mark suggests making sure that the transition from one version of the Bylaws to the next is documented according to the way the past Bylaws were amended and do it as smoothly as possible. Mark urged the Committee to make the changes that need to be made given the Strategic Plan and Membership Model that was adopted, given proper notice to the Council for review of proposed changes, then have one vote up or down to amend the Bylaws. Crystal declared that Mark's suggestion of keeping track of proposed changes and then communicating those to the greater Council for an up or down vote. Rosie explains that the Committee has had a lot of discussion about changes to the Bylaws this is the first time that we have tried to agree upon those changes as a Committee. Mark said he understood that but one of the first things that was done at this meeting was to make a motion to amend one of the Bylaws without following the proper procedure instead of proposing changes and getting it done in one sweep. Rosie agreed that Mark's suggestion makes sense to her. Scott reiterated that the full body of changes to the Bylaws will still have to be taken to the Council "membership" as a whole. Mark agreed and said that might be the same body of people who are sitting here but the proper procedure of written communication and notice has to be followed regardless – sending docket of all proposed changes to the listserv of the Council and then 30 days from that day or later a vote is held. Mark pointed out that Lori is here and can guide us on what the procedure should be for the duration of this meeting in terms of changing the Bylaws being our ultimate goal. Lori suggested that we keep track of all the changes proposed today and then make the motion, after the 30-day notice has been given, to adopt the By-Law changes as proposed. Lori explained that no motions should be made at this meeting for changes to the Bylaws, only proposals for changes to the Bylaws to be formally adopt at the meeting after the proper 30-day notification has been given. Lori pronounced that given the Council's current Bylaws that would be the way to handle any changes to the Bylaws. Crystal asked if that means we should not be voting on anything here today. Lori replied that the Committee can vote on the proposals to change the Bylaws that would be presented to the Council. Rosie asked if we could just track changes through the current Bylaws document of proposed edits and have an up or down vote. Tara asked if she needed to strike anything from the minutes. Lori said that any motions in the minutes should become proposals. Tara to make motions to proposals in minutes from this point on.

Rosie proposed to strike "Executive Committee" and replace with "Board of Directors". Rosie proposed the addition of at least 5 non-Executive Committee Board members in addition to Executive committee who will already serve the Board. Rosie asked Lori if 5 is good number or should there be more on the Board. Mathew suggested 5 to 7 members of the non-Executive Board. Rosie suggested putting a minimum rather than a range. Lori said that it is important to have a maximum. Scott suggested having a maximum of 12 total including Executive committee. Lori asked if the past President is a voting member of the Board or an ad-hoc member. Rachel interjected that she thinks the past president should be a voting member. Matt inquired about the reasoning for not wanting past officers to be on the Executive committee. Rosie answered that there would be representation from the most recent Board which provides for the mentoring of someone who has guided and held offices within the Council but then you do not get more people than it is productive to have within a Board – too many people can be unproductive. Rosie suggested that putting a maximum of 7 non-Executive Board members including the 5 other Executive committee positions including the past President that would give a maximum of 12 Board members. Rosie suggested making the range at least 5 and a maximum of 7 to assure that duties

are shared enough so not to weigh a smaller group of individuals down e.g. 5 Executive committee members and 3 non-Executive committee members serving on the Board might pose a problem for the 3 in terms of serving on program committees, etc. Lori asked how often the Council has very narrow votes. Mathew commented never. Lori suggested that if there were narrow margins in voting the Board should be 13 or less, though she said that doesn't sound like it is an issue for the Council.

Crystal inquired if anyone was interested in being the VP. Crystal submitted that there is a proposed change that the VP would no longer accede the President, given that the proposal passes. Mathew stated that he is still open to the idea of being the VP. Rosie interjected that she is willing to be the VP. Crystal asked Lori if the Board can vote to approve Rosie for VP. Lori said yes, the Board can vote for an officer. Rachel inserted that there are two people that have offered to be VP so what is the protocol for that. Mathew submitted that he was just offering, if Rosie wants to have the position more he will defer and he offered Rosie might be better equipped to aid the Council at this stage as VP. Mark made a motion to approve Rosie as the Vice President of the Council. Chris seconded. All approved.

Crystal recapped that now the Executive committee is complete, and the Board is proposing changes to the Bylaws for review by the Council-at-large then after at least a 30-day review period a vote will held to approve the proposed changes to the Bylaws by the Council-at-large. Mark asked if the Bylaws will be combed with the membership model in mind to create a proposal package to present what needs to be changed for the vote. Crystal explained that she did not have the intention of changing the Bylaws today but rather fill the Executive committee offices and look at the Bylaws and the Membership Model to see how those two documents come together and assess what potentially needs to be changed to incorporate the two into each other. Crystal suggested that there are even more areas to address within the Bylaws besides incorporating the Membership Model. Crystal stated that the paramount goal for this meeting was to assure that there was an active Executive committee to run the Council, that there was a willing amount of interest to fill the Board of Directors to even have a vote. Chris interjected that there are proposed changes to the Bylaws that have been proposed that will be taken into consideration for approval by vote of the Council after notification and the 30-day period of review. Chris encouraged strongly to set a hard date for a final vote on the adoption of the proposed changes to the Bylaws. Scott interjected that it should be at least 30-days from giving written communication to the Council-at-large.

Rosie suggested that the Executive Committee have a follow up meeting to address and track the proposed changes made to day and to further discuss the By-Law document in terms of the Membership Model, etc. Rosie advised that we allow time for the Executive committee to address the proposed changes that need to made in terms of the Strategic Plan recommendations and the Membership Model. Lori recommended if Operational policies (Policies and Procedures) are to be developed than make sure it is clear within that document the Executive committee as well as the Board has the ability to vote via email using a form. Rosie input that the Council does not have Policies and Procedures yet and they would need to be developed, as well as the form to vote. Crystal asked about the meaning of no vote by proxy. Lori clarified that "no vote by-proxy" means that no one can ask another person to vote for them. Lori pointed out that Article VII MEETINGS; Section 3; Quorum and Valid Voting states that "All present at a meeting may vote" negating anyone who is not present from the vote. Lori suggested defining the word "present" to mean: on a phone or by email (using the proper form). Lori indicated that she could provide language for that portion, if needed. Lori said this is particularly important for

Executive committee that acts on behalf of the Board is not forced to have a physical meeting if there is no ability to do so i.e., for approval of a grant that has been offered that requires a timely response. Crystal proposed having a separate meeting of Executive committee that is strictly pertaining to proposed changes to the Bylaws before the end of the year, then those proposed changes will be brought back to the Board for discussion and approval prior to scheduling the meeting to present to the Council-at-large (which will begin the 30-day review period).

3. Meeting Structure

Crystal explained that the next topic on the agenda is Meeting Structure. Lori paused to ask if Crystal made it through everything she had planned up to that point. Crystal affirmed that she thought so and reviewed. Michele questioned that not every bullet point on the agenda had been addressed regarding proposed changes to the Bylaws. Crystal explained that those bullet points were just thoughts about proposals for change not necessarily to be addressed today. Michele clarified that Executive committee will address those ideas when they meet to comb through the Bylaws. Crystal agreed that would happen. Lori suggested that By-Law changes and Operational Procedures (Policies and Procedures) be submitted at the same time for approval. Crystal agreed that Policies and Procedures will be developed prior and be suggested for adoption with the By-Law proposed changes.

Crystal submitted that the Executive committee will meet before the end of the year to address the proposed changes to the Bylaws. Crystal suggested that the membership meetings return to the third Wednesday quarterly. Crystal reiterated the Executive committee will meet by the end of the year to decide proposed changes to the Bylaws and develop Policies and Procedures to be submitted to the Board for review and approval ideally in January, then the Board will meet and discuss the changes prior to meeting with the Council-at-large to present the changes for the final voting.

Kris asked if he should set up a Board meeting and Council-at-large (Membership) meeting at the Boone County Extension, suggested was January 18th. Crystal affirmed that Kris should set that up. Crystal proposed that Membership meetings be switched between daytime and evening in order to get different groups of people attending. Rachel pointed out that January 18th would most likely not allow enough time to develop the By-Law changes and Policies and Procedures to be presented to the Board. Rosie suggested that the first Board meeting be pushed back further to accommodate the time that is required to the proposed changes together and Policies and Procedures developed to present to the Board. Mathew suggested starting the whole Executive Board review process in January rather than trying to push it through so quickly in December. Board discussed merits of pushing the meeting back to February. Tara clarified that the suggested timeframe is having the Board meeting to review the By-Law changes in January and then having the meeting with the Council-at-large (Membership) in February. Rosie agreed that was the suggestion. Kris suggested that going by the old model that Crystal suggested the meeting would fall on the third Wednesday which is February 15th. Michele states that she is not able to attend a February 15th meeting and Mathew indicated that if the changes will have already been presented to the Board at that point and this will be a meeting to present the changes to the Council-at-large (Membership). Mathew interjected that it will be nice to be back at the Extension for meetings during the daytime. Michele agreed that if you want Extension support that is a very vital portion of meeting scheduling. Tara inquired that the daytime meeting time will occur quarterly. Crystal affirmed that the daytime meeting would occur quarterly. Rosie asked if this is only for the Membership meetings

or the Board meetings as well. Tara interjected that it is very important to have the daytime Membership meetings scheduled in advance, specifically for her scheduling for work, but others as well. Tara explains she is just not able to leave work at lunch time very often in order to attend meetings to function in the capacity as Secretary. Tara asked if Board meetings will be monthly. Crystal said that we are not sure yet. Rosie proposed that Board meetings be quarterly with monthly or bimonthly phone meetings, as needed with one meeting a year that is a “retreat” aka long meeting, like today. Lori suggested that the meeting language in the Bylaws for the Board, be set by the Board, in order to accommodate what is needed and fits best to the Council.

3. Program Survey Results

Crystal concluded the Strategic Planning portion of the meeting and began speaking about the Program Survey results (attached to minutes) that was put together by the hand of Jessica, that went out to the entire Council email list. Crystal explained the basics of the survey to gauge the effectiveness and general perception of the Council’s current programs. Crystal explained that there were approximately 50 people that completed the survey. The Board discusses criteria and answers in the Program Survey.

Matt pointed out that the retiree category is one of the highest in terms of those that answered the survey. Chris submitted that if you look around this table there are no retirees on this Board. Sarah interjected that retirees are definitely interested in attending functions like the TIOC meetings and events, though maybe not be actively participating in planning as much, and could be a group to try to reach out to in the future. Crystal described that Reforest NKY appeared to be the highest ranked program in terms of appeal and necessity. Crystal expounded by saying there was a comment in the survey that there is redundancy amongst programs i.e., Taking Root, KY Roots, and Reforest NKY, and that it is confusing to have so many “roots” and plantings – the suggestion being that those programs combine efforts. Rachel suggested that it could be separate committees under one name, the public doesn’t really care how the Council organizes.

Crystal moved onto Question 2.2 gets which gets into effectiveness of programs and the results. Lori suggested that it is possible that the Council needs to address the programs in terms of mission in order to explain more effectively to the public the purpose and what the specific program is doing in the community, in other words it is an issue with public relations and relaying the programs’ effectiveness. Discussion amongst the Board about why the choices were made in terms of effectiveness. Rachel and Sarah both pointed out that Kentucky Roots might have been chosen due to it being an ad campaign rather than a physical program in which you would attend a KY Roots meeting, etc. Strong support amongst the Board to reevaluate the Council programs to assure that we are accomplishing what we intended. Crystal indicated that it has been discussed in the past to join Reforest NKY and NKY Taking Root into one program since Reforest NKY mainly focuses on previously-mowed areas and NKY Taking Root focuses on more urban plantings – something to focus on in the future.

Crystal pointed out that about 80 percent of those surveyed would like to see a Council newsletter. Sarah suggested using Facebook as a means to get out something similar to a newsletter – maybe updates on programs and meetings, etc. Lori suggested that an annual newsletter/report could be put onto Facebook, which is basically what was prepared for this meeting, to let people know what has been happening. Rosie suggested that even posting the survey results would be great because people took the time to

answer our call for support. Tara asked that the annual newsletter that Lori suggested would be a function of the Secretary. Chris said he thought it would be a function of future staff, if the Council were to hire someone. Crystal proposed that for now it is possibly a function of the Board since at this point we will be recapping everything for the Membership to vote on By-Law changes. Rachel advocated that it could just be as simple as a few bullet points on each event with a few pictures for each on the Facebook page or via email. Crystal submitted that it could be something to present at the Tress in Our Community (TIOC) dinner, or at least a summary on the table of programs. Lori said that this annual information can also become a mechanism to encourage donations. Scott implied that the TIOC dinner falls at a great time of year for donations.

Crystal moved onto Question 3.2 and suggested that the Council needs to partner with the Extension Agencies in order to promote Extension programs that are already happening in the community that the Council would not be responsible for holding but for promoting as an informational clearinghouse. Michele updated that for the Public Tree Workers Seminar (PTWS) speakers have been lined up and a demonstration will be done to depict proper tree planting. Michele advised that the PTWS is geared toward people in the industry and not for non-professionals as Question 3.2 is asking. Kris reminded the Board that the NKY Taking Root Make a Difference Day (MADD) plantings most definitely made an impact in terms of educating the general public (non-professionals) on proper tree planting. Kris indicated that a lot of people were reached with the multiple plantings going on simultaneously in the three counties with the MADD events. Scott recommended that we have 3 great Extension services in Northern Kentucky and the Council needs to be promoting every single program that the Extensions are offering, whether that is on Facebook, newsletter, email, etc. Sara asked if the Extension Agents are Admins on the Council Facebook page so they have the ability to make announcements themselves without having to have someone from the Council do it. Sarah asked if she could add Michele, DJ, and David Kester (he is the new Mike Khlar), Michele said yes, Sarah committed to doing that and sending an email to all three of them when it is complete. Sarah suggested that anything “green” related should be on the Council’s Facebook page. Michele also pointed out that 99% of the programs through the Extension are free to the public. Rosie suggested that there are workshops and programs going on at the County Conservancies, Parks, the Arboretum, and the Council should serve in the capacity as an informational clearinghouse for the region.

Crystal moved onto Question 3.4 – helping communities build their urban forestry programs. Crystal submitted that she and Mathew had been discussing that a lot of this aid can be done utilizing the Urban Tree Canopy Assessment (UTC) data and discussing how it has been used in Covington or Newport with municipalities in need to tree canopy as part of their urban infrastructure. Mathew indicated that his thought was to create guidelines in tandem with the UTC data to help communities make sure they were making the most difference in their communities, where it was most needed. Chris interjected that there is a development in Park Hills that was called Audubon Forest that is on Sleepy Hollow adjacent to Devou Park that the residents did not want, so they began going to City Council and asked questions. Chris sent them an export of the UTC showing the trees (large mature trees), the residents started meeting with the developer and suggesting alternatives to his design, the City sued the developer, and they came to agreement in November. The developer has agreed to completely redesign to save the biggest, mature trees in order to preserve the resources. Chris said that is an example of the benefit of utilizing the UTC in the community in which the developer was forced to change the design. Rosie suggested that it is a

great story to tell, though Chris cautioned that it might not be something to trumpet as to not garner support from developers or be viewed as the bane of development. Rachel suggested that the wording could be changed to indicate that the UTC has been used to advocating tree preservation within regional developments. Lori recommended that the Council at the TIOC dinner giving an award to a developer who has made the biggest contribution in terms of tree preservation within a development. Rachel explained the program in Charlotte that she is working on with Davey Resource Group that provides developers with the certification for being “tree-friendly” to those that go above and beyond the tree save requirement – whatever the percentage is – reason being that they cannot be forced to do more, but they can be acknowledged for their effort to go above and beyond. Lori put forward that this recognition takes the sting out of the potential financial impact of implementing more preservation. Lori explained that in Houston, TX they give awards called “The Green Hammer” for just this purpose, pats on the back go a long way. Discussion amongst the Board regarding different ideas within the community in order to possibly implement this “green developer” award for TIOC. Crystal submitted that the Council should begin compiling “wins” for programs like the UTC and others to be saved and used as part of our annual report. Lori recommended creating a form that could be filled out and saved for “wins”. Rachel said she has a template that she will share. Tara said she will save the form on drive compile “wins” or success stories for the Council and specific programs successes. Crystal said submitting success stories to Tara for compiling on the Council drive should be a goal for every program chair.

Crystal submitted that the last part of the program survey that is pretty powerful is that of the people that responded to the survey how willing they are to help (Question 3.6). Crystal called attention to the statistic that 26% of respondents are willing to help the Council though the survey did not collect contact data from those surveyed. Kris highlighted that these respondents answered because they are a part of the Council’s email list so we would just need to ask them and offer opportunities to help. Mathew asked if it would be overkill to redistribute the survey each year to assess the needs, etc. Lori advised to not over-survey people, that if we would do it more than yearly, should be a one-page survey. Lori suggested that next survey contact info should be collected to contact them about interest in helping the Council.

Crystal moved onto Question 3.7 regarding desired meeting times which showed that evening meetings were preferred overall which is surprising given the amount of retirees that responded. Crystal explained there had been a push to return to the daytime/lunchtime meeting times but according to the survey results it appears that people are more willing to attend an evening meeting. Sara submitted that meeting location needs to be addressed for the Board meetings due to places like the Mellow Mushroom, while fun, is not conducive to getting stuff accomplished. Sarah suggested that we meet at Borderlands or a more “meeting-like” quieter place. Rachel also suggested that there are private meeting rooms at restaurants. Crystal said even the ordering the food is a distraction. Michele said the Extension is an option though no adult beverages are allowed. Mathew asked Rachel about the reservation of Borderlands. Rachel said that it is about \$40/hour though if Rachel is present we could have meetings here anytime for free.

4. Financial Stability

Crystal explained that in terms of Strategic Planning not a lot was amended in terms of Financial Stability. Rachel asked if it was okay just for her to explain and present the financial report. Rachel passed out the financial report and discussed the content. Rachel explained that she passed a report

contain May through the end of the year (all financial reports attached to these minutes). Rachel explained the report for the Board to review and vote to approve. Discussion amongst the Board about the different expenses and deposits. Rachel explained that after some lingering deposits are made (waiting on receiving checks) the Council will generally come out even, as was the financial goal for the year. Crystal asked for a motion to accept the financial report (May – Dec) as Rachel presented. Scott moved. Mathew seconded. All in favor. None opposed.

Rachel explained that the larger packet is the overall financial packet that shows the Council's financials for each program over the duration of her Treasurer office. Rachel explains there are two accounts at Guardian - savings account and checking account. Scott suggested that there might be other options to get more interest on the Council's savings. Rachel said that the Council funds need to stay pretty liquid rather than putting funds in money markets. Rachel explained that the money needs to be readily available for use when needed rather than tied up in the stock market. Crystal asked for explanation of the Admin Services – tax filing, Constant Contact, meals and entertainment, Alliance for Community Trees membership. Kris suggested that we might need to look into KY Non-Profit Network. Rachel explained that Admin has nothing supporting it and if we add more memberships to associations which we have to pay for we have to plan to pay for that expense. Discussion of the financial reports in terms of Admin costs. Rosie asked Rachel about the Duke grant that was discussed a few months back at the Steering Committee that could potentially cover a staff person and tree planting grants to be given to the community. Rachel explained that she has a hand written proposal for the Duke Grant for staffing though was not able to apply for it, but can offer notes for the next person to submit. Rosie submitted that if Rachel would be willing to attend a meeting of someone else organizes the proposal to submit. Rachel indicated that she is not disappearing just needs a break from Council duties. Lori suggested that we look within the retiree group that was surveyed for help with grant writing, potential staffing, etc. Lori suggested that help could be gleaned from the larger membership that would like to take tasks on that would relieve pressure from the officers, maybe request that help when we send out our membership renewals. Kris talked about how the Arboretum is doing well financially due to the strategic planning structure. Kris says that the community wants to see collaboration between organizations, that makes them want to help out financially. Lori indicated that in the survey 73.9 % want to see more youth programming and corporations love funding youth education which has a lot of appeal. Rosie indicated that she would like to see partnering with KY Association for Environmental Education (KYAEE) as to not reinvent the wheel in terms of youth education. The Board discussed how to get involved in youth programs and education.

Rachel asked if there are any more questions on the financial report. Crystal thanked Rachel for her support in the capacity of Treasurer as well as Mark for his past holding of the office for the Council. Rachel says that she has been submitting for the 501c3 every year and maybe that is a duty of the Secretary, rather than Treasurer.

5. Strategic Planning Document

Crystal indicated she would like to continue with discussing the Strategic Planning document. Lori interrupted and asked Crystal if all the Agenda items were covered up to this point. Crystal noted that she felt the topics have been covered up to this point. Crystal asked Lori to give a summary and breakdown of the table she developed for this meeting included within the Strategic Plan to clarify for the Board.

Lori thanked Rosie for developing the Membership Model and said it was very helpful. Rosie explains how KYAEE uses the timeline to plan for meetings, programs, etc. Rosie suggested that the Strategic Plan be reviewed by the Executive committee before taking it to the membership for vote. Rosie indicated that if the Council has due paying members we need to have a membership committee or development committee. Rosie said that a development committee might be more fitting because there is more to it than just membership. Rosie asked Lori if that would be too daunting. Lori revealed that any committee can create a subcommittee to cope with new projects, as needed. Rosie indicated that KYAEE has a metric to help decide what is needed in terms of skills that the Board could use to develop their own document to aid in assessing needed skills.

Rachel put forth that two people in the community have approached her about the Council helping with specific projects in the community – Craig Graybo (Ft. Wright Tree Board) is trying to create a tree planting program which potentially would be on private land so the funds can't be public, if they raise money they may need a non-profit to house that money for them. Rachel stated that Jeff Moore from Fort Thomas – got in touch with Rhonda Whitaker at Duke Foundation contact, Jeff is doing trail work in Fort Thomas and tree planting and has people that want to offer money but he wanted to keep it within a 501c3 as well. Rachel indicated that both of these people are interested in partnering with the Council in order to house their funds and maybe help with their initiatives if the Council deems that they align with our goals. Lori cautioned that we are able to do it and are not eating the cost of filing for holding those funds for community members and to make sure it is worth it in terms of time needed and finances. Council discussion of opportunities in the community. Rachel asked who she would send the contact information for these two community members looking to assistance. Rosie committed to make contact with Jeff Moore (initial email to say we will be contacting you regarding your needs) - Mark asked to be included in the email as well due to his membership on the Fort Thomas Forest Conservancy and Fort Thomas Tree Commission. Rachel said she will connect Rosie and Mark with Jeff via email.

Crystal asked if there are any more issues to bring up. Crystal committed to plan an Executive meeting to go through what was discussed today in terms of By-Law proposals and ask if the Board present would review the back of the Strategic Plan and think about what role you want to play on the Board. Crystal asked for emails answering that question – What role do you want to play on the Board? Crystal asked for the Board to review the Strategic Plan, it is pivotal to really get to know the Strategic Plan. Mathew clarified who will be at the Executive committee if officers will be anyone who has been an officer in the past.

Lori asked about membership of the Council in terms of membership categories. Lori gave the example of different levels for membership individual vs. corporation or society – need to determine what are the benefits are of being a dues paying member. Rosie clarified what it means to be a member – donor vs. volunteer, example being someone can be a donor without being a volunteer. Rosie indicated that membership levels still need to be established by the Board. Lori recommended to think about the model that is best for us. Lori advised that the Council does not want to get to the place where election is required to have a quorum of membership (due paying) member. Lori suggested that it be changed to say “quorum: 50% of those attending the meeting”

Discussion amongst the Board of possible perks of being a member of the Council, example would be a guest speaker luncheon quarterly where anyone can come though members get a certain amount off the luncheon – a great perk. Lori pointed out that membership fees could become a permanent source of income for the Council. Crystal pointed out that it will take Admin time and money to make sure that people are paying dues yearly. Crystal indicates to go that route the Council would need to find a way to fund and support the Admin costs which would we really require a staff person or a contract person. Kris suggested Vista volunteers or Peace Corps (AmeriCorps) – which an organization provides them with living quarters and \$5,000 a year. Kris indicated that in essence the organization pays for rent + \$5,000/year to get an AmeriCorps volunteer to work, an option is also to house someone in a home of someone in the community who is willing. Rachel said that Newport currently has a Vista Volunteer and sometimes that can be a local person. Lori explained some of the Vista Volunteer program. Lori suggested that it is worth getting online and checking it out for the Council. Lori suggested that traditionally Vista Volunteers grow with the organization and move on though may stay on with the group as a paid staff person. Rosie knows multiple people that have gained permanent employment from their Vista assignment. Rosie also suggested that 1099 employee as a staff person is an option as to avoid tax issues.

CC any other questions, comments, concerns. Crystal asked for a motion to adjourn. Mat motions to adjourn the meeting. Rachel seconds. Meeting adjourned around 2 pm.