

MINUTES FROM THE 11 MAY 2022 PENN-DEL CHAPTER BOARD OF DIRECTORS' MEETING

Date & Time: 11 May 2022 meeting called to order at 9:04 a.m.
Location: Conference Call
Presiding: Jason Lubar
Recording Secretary: Kristin Wild
BOD Present: 1) Jason Lubar (President); 2) Bernie Dincher (Pres. Elect); 3) Brian Wolyniak (Vice President); 4) Lance King (Treasurer); 5) Kristin Wild (Secretary); 6) Dave Ruyak (Exec. Dir.); 7) Matt Erb; 8) Lori Hayes; 9) Megan Kacenski; 10) Rob Kruljac
Excused: Tony Dufour
Absent: John Hosbach

DECISIONS

1. Minutes
 - a. Motion to approve March 2022 Draft Minutes with minor edits.
 - b. Motion carried by unanimous vote of those present.
2. Treasurer's Report
 - a. Motion to approve the Treasurer's Report as presented by Executive Director Dave Ruyak.
 - b. Motion carried by unanimous vote of those present.
3. Reimbursement limit for the 2022 Annual ISA Conference in Malmo, Sweden
 - a. Motion to reimburse up to \$2,500 for registration, travel and lodging expenses for the Chapter's ITCC contestant Jake Riggs and approved Board members.
 - b. Motion carried by unanimous vote of those present.
4. Adjourn
 - a. Motion to adjourn at 11:59 a.m.
 - b. Motion carried by unanimous vote of those present.

REPORTS

1. Officers' Reports
 - a. Secretary's Report
 - i. Corrections to any Liaison or Committee Reports will be indicated with a strikethrough, followed by corrected text.
 - ii. The Annual Business Meeting minutes draft (for 2022) will be sent out to the Past Presidents group for review and comments in January 2023 and copies will be distributed to attendees of the 2023 Annual Business Meeting for review and approval. Then they can be posted on the website.
 - b. Treasurer's Report

- i. Executive Director Dave Ruyak reviewed the Vanguard first quarter report of 31 March. Overall, account balances were down from previous quarter due to the market downturn. The payment to the Marriott for the Symposium is expected to go through shortly.
 - ii. Dave reported that the Chapter's debit card had just been compromised so a new card was on the way. In the meantime, he did a complete scan of his computers to check security.
 - c. Executive Director's Report
 - i. Dave and Vice President Brian Wolyniak are developing an aerial rescue syllabus, based somewhat on the TCIA workbook, in preparation for one-day course offerings by the Chapter. The courses will be conducted by Aaron Feather and Dave.
 - ii. Tree climbing schools will be conducted in five locations across the state by Jim Savage. Dave will assist whenever possible.
 - iii. To improve security and save money, the Chapter will be cancelling its Go To Meeting teleconference service and switch to Zoom.
 - iv. The Chapter's annual tax return is being prepared by Dave with help from the software he used last year.
 - d. President's Report
 - i. President Jason Lubar reported that the Pennsylvania Landscape Nursery Association (PLNA) is advocating that the Pennsylvania Nursery Quality Task Force simply adopt the ANSI Z60.1 standard. He is working to change the PLNA's proposed strategy to change the Z60.1 standard by adopting a voluntary Pennsylvania Nursery Standard.
 - ii. Jason announced that the upcoming August Board Meeting will be held in person at the Pennsylvania Turnpike Commission building in Harrisburg. Before this meeting, he requested that each board member carefully review the Chapter website and provide comments by 15 July.
 - iii. The Duel on the Delaware this fall will need a great deal of volunteer support and Jason asked every board member to be available to help if possible.
 - iv. The memorial tree planting for Bob McConnell went very well overall, despite the rain. Board Member Lori Hayes added that Bob's daughter Kate told her that she was very pleased with the event.
 - e. Past Presidents' Report
 - i. Rob Kruljac reported that he got good feedback on Bob McConnell's memorial tree planting. No concerns to forward at this time.
 - f. ISA Council of Representatives (COR) Report
 - i. Director Matt Erb reported that there will be a virtual option for those who want to attend the ISA Annual Conference in Sweden but cannot afford the travel

expense. He also said there is wide variation on what expenses each chapter will reimburse in order to support their ITCC contestant(s). Most chapters have set a maximum of \$2,500 reimbursement for travel expenses.

- ii. The reimbursement topic led to a discussion of the need to review and clarify the Chapter's policy on approved expenses for appointed positions such as the COR representative, TREE Fund Liaison, ISA Certified Arborist Liaison and the ITCC contestant. Jason requested that Dave send out the current policy's wording to all Board members to review and suggest edits before the August meeting. It was suggested that this review process be conducted for each meeting to bring all Chapter policies up to date.

2. Committee and Liaison Reports

a. Apprenticeship

- i. Dave reported that Liaison Shea Zwerver had to change the proposed April/May meeting to discuss having a Chapter representative speak to inmates participating in the arborist/forestry school at Rockview Correctional Facility and a potential job fair for inmate. She has been getting side-tracked by other aspects of her job.
- ii. Her one-year liaison position ends 1 October 2022.

b. Arbor Day of Service Committee

- i. Committee Chair Brian Wolyniak reported that Brenda Wasler of the National Park Service is still very interested in the Chapter's help with the Flight 93 Memorial's trees. The proposed August date for a day of service is now a Penn State alumni event so the work day will be postponed until 2023.
- ii. The Western PA day of service on 25 March at Allegheny County North Park was a success. Jason will talk with Peter Fixler about the Eastern PA day of service. The Delaware event in Haynes Park, Wilmington on 28 April was attended by Jason and he asked Herb White to write a short summary of the event for The Penn-Del Arborist weekly e-brief.

c. Awards Committee

- i. Committee Chair Kristin Wild still intends to prepare an article for The Penn-Del Arborist weekly e-brief and a social media post to highlight the Chapter's recent awards recipients.
- ii. Brian will send Kristin a photo of Brenda Wasler, as she was not able to attend the Symposium and didn't get a photo taken like the other award recipients. Dave can add the photos and information to the website's Member Profile page so readers can link to it from the e-brief.

d. Education Committee

- i. Committee Chair Brian Wolyniak reported that he has identified a potential safety instructor from Bartlett Tree Experts, Tyler Jones, to help with Lehigh Valley

workshop instruction, in addition to Aaron Feather who will instruct the aerial rescue workshops. Maximum will be 30 attendees and registration will probably be around \$30 with attendees being asked to bring lunch.

- ii. The in-person TRAQ course and renewal test was held in State College in April with 20 course registrants and 6 test registrants. Revenue totaled \$12,000, but venue expenses were on the high side. Profit was approximately \$3,200. The committee will investigate a less expensive venue for a proposed repeat of a TRAQ course and test later in the year.
 - iii. A written report is also available at the end of the Minutes document.
- e. ISA Certification Liaison
- i. A written report is available at the end of the Minutes document.
 - ii. Dave noted that there are still many Chapter members eligible for TRAQ renewal so at least one or two more TRAQ courses and tests could be scheduled for 2022.
- f. Outreach Committee
- i. Director Megan Kacenski reported that the Chapter's social media engagement is up and she would like to do more posts. She needs all board members to send her photos and brief write-ups to announce, or report on, events.
- g. Penn State Ag Council
- i. Director Lance King stated that the council will be meeting in State College on 19 May. He is unsure whether he will attend the meeting because it will be focusing on automation in agriculture, which doesn't seem to relate to urban forestry and arboriculture very well.
- h. Scholarship Committee
- i. Committee Chair Kristin Wild reported on the scholarship review process in late April. There were 16 applicants competing for 4 scholarships available through the TREE Fund. The Fran Ward Women in Arboriculture Scholarship went to Morgan Parent, an arboriculture and community forestry student at the University of Massachusetts-Amherst.
 - ii. The only applicant from Pennsylvania or Delaware, Aaron Freeman, missed out on winning one of the other scholarships due to his 'middle-of-the-pack' overall ranking. However, Kristin felt he had good potential and recommended that Aaron contact TreePA for a possible scholarship.
 - iii. Kristin will work with TREE Fund to see if TreePA scholarship funds could be directed to the Fran Ward or the former Horace Thayer scholarship -- and be administered by them. The only restriction is that TreePA funds could only go to a recipient who is a resident of PA/DE or attends a school in PA/DE.
- i. Symposium Committee

- i. President-Elect Bernie Dincher stated that the committee had met twice since March, discussing attendee feedback and reviewing expenses and profit. Gross revenue of \$134,523 from 390 registrants and 18 exhibitors resulted in a profit of \$17,500 after expenses. The need to identify and recruit more exhibitors was discussed. Jason asked each board member to suggest 2 or 3 potential vendors to the committee.
 - ii. Content that had been planned for a Chapter-sponsored Safety Field Day will be included in the 2023 Symposium as much as possible. Prof. John Ball is lined up to cover this.
 - iii. Dave noted that the Whova online conference platform will cost \$3,139 for next year. Printed agendas, if we go this route, cost about \$3,000. A compromise is needed to make access to the agenda simpler for all attendees and less expensive for the Chapter. Megan offered to assist with live updates during the 2023 Symposium.
- j. Tree Climbing Championship (TCC) Committee
- i. Dave reported that Committee Chair Glenn Riggs suggested skipping the 2022 TCC and hold the 2023 event in late spring – 25 March, 1 April or 15 April. Director Matt Erb expressed concern about weather in Western PA at that time of year.
 - ii. Proposed dates for the Duel on the Delaware event, hosted by Penn-Del ISA, were October 1, 8, 15 or 22. The following two Saturday dates are the ISA Leadership Conference and the TCI Expo. The weather after those dates could be a problem. Glenn will be contacting the New Jersey ISA Chapter soon.
- k. Tree Valuation Guide Committee
- i. This committee is on hiatus until further notice.
- l. TREE Fund Liaison
- i. No written report was provided.
 - ii. Kristin noted the Penn-Del Chapter's Tour des Trees Team has two registrants – Kieran Hunt of Asplundh Technical Services who will ride in person and Kevin Weber, as a virtual rider.
- m. TreePA
- i. Bernie reported that the spring bare root tree delivery was only 200, instead of the 700 that were ordered, due to a labor shortage for digging the trees. The undelivered 500 will be added to the fall delivery. He expects the fall order will be around 800 and he will be moving up the grant application deadline for municipal tree orders.
3. Nominations
- a. Nothing to report at this time.

4. Strategic Plan for 2021-2026

- a. Director Tony Dufour has received a copy of the Strategic Plan.

DISCUSSIONS

1. New Business

- a. Dave is researching how other chapters conduct an annual business meeting in order to make Penn-Del's meeting in the future more formalized. A simple financial report would be helpful.

2. Old Business

- a. Action items were reviewed.
b. Megan requested e-mail addresses for the Outreach Committee members who are not on the board – Kristin Spirl and Robert Spampinato

ACTION ITEMS

From the December 2021, March 2022 and May 2022 Board Meetings

Action Items (deleted as completed)	Board Member/Committee	Comments
Website content updating and social media posts	All Committee Chairs submit content to John Hosbach to review before D.R. posts it	Ongoing
Advertise updated Chapter website	Dave Ruyak and Kristin Wild	After May meeting
Creation of Board of Directors Handbook PPT for website, prepare printed copies for newly-elected directors	Outreach Committee and Dave Ruyak	Before newly-elected directors start
Research Harrisburg locations for August 2022 meeting	Jason Lubar	Before June?
Announce and post Chapter award winners	Kristin Wild	May
Email Business Meeting draft minutes for review	Kristin Wild	January 2023
Update ArcGIS map of Penn-Del ISA Memorial Grove	Jason Lubar	After work day in Apr.
Create page on website for Memorial Grove ArcGIS map	Dave Ruyak	After map update
Treasurer to provide monthly balances for Vanguard and checking accounts for each board meeting	Lance King and Dave Ruyak	Ongoing
Develop a cleaner, more useful budget document with a 5-year comparison if possible	Dave Ruyak and Lance King	Will arrange meeting to work on it

Notify Jason Lubar of all committee meetings so that he might attend	All Committee Chairs	Ongoing
Outreach/Member Communications Committee and Chairperson document. Post on Google Drive.	John Hosbach and Dave Ruyak	Needs to be posted on Google drive
Develop complete list of Chapter's past award winners	Kristin Wild	Draft created, seeking more input

INFORMATION ITEMS

The next meeting will be virtual on 11 May 2022 from 9 a.m. to 12:30 p.m. Upcoming meetings:

- August 2nd – in person**
- October 5th - Conference Call**
- December 6th - Conference Call**

9 a.m. to 12:30 p.m. unless otherwise noted.

Chapter mailing address: **PO Box 306, Emmaus PA 18049.**
Chapter phone: **484-523-9444**

Respectfully submitted,

Kristin Wild, Recording Secretary and Dave Ruyak, Executive Director

Education Committee Report – 11 May 2022

An education committee meeting was held on April 12, 2022. The committee agreed on a plan to hold an aerial rescue class over the summer (late July), followed by an EHAP class in early November. The classes will be held in Eastern Pennsylvania and Central Pennsylvania. Aaron Feather has offered to instruct the classes.

July 26 and August 4, 2022 Aerial Rescue Training workshops

We also discussed the idea of some webinars and possible topics. As it was National Work Zone Awareness Week when the committee met, we also discussed topics related to work zone safety and the possibility of offering educational opportunities that align with National Work Zone Awareness Week in future years.

Respectfully submitted,
Brian Wolyniak



ISA Certification Liaison Report – 11 May 2022

Since March, we have held no on-site exams.

Upcoming Exams

Working on an exam in Southwest PA this spring, Northeast PA later spring, and Northwest PA in June, with dates to be determined.

TRAQ

We hosted one series of on-site events, thanks to Dave!

TRAQ first qualification April 19 to 21 (I mistook the dates in the March report) at Ramada by Wyndham State College. 1450 South Atherton St., State College. 20 seats available, 17 participants, due to various circumstances. One had COVID, one had a conflict, one unknown.

TRAQ Renewal April 22. Same location. 20 seats available, 6 participants.

On April 28, I proctored a TRAQ training exam at Gabis Arboretum in Valparaiso, IN for Geoff Kempter of Asplundh. This became necessary as Geoff hosted a closed TRAQ training to Arbor Metrics employees, which is a Utility Services LLC company, part of the Asplundh Corporation as I understand it.

Mid-Atlantic Chapter ISA plans to host an on-line TRAQ renewal in September and asked if I would present. I await further word. Monies earned from prior Mid-Atlantic presentations made up earnings shortfalls in the live event we held in April.

Just a little irony for the day. Lucia Coghlan, Qualification Director asked me to assist in interviewing Dr. Bruce Fraedrich as he applied to become a TRAQ Instructor Mentor. We held that interview on May 5. To my knowledge, Dr. Fraedrich was approved.

I will resume grading remote TRAQ renewal field exams next week.

Respectfully submitted,
Scott A Sjolander