

MINUTES FROM THE 3 AUGUST 2022 PENN-DEL CHAPTER BOARD OF DIRECTORS' MEETING

Date & Time: 3 August 2022 meeting called to order at 9:06 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) Kristin Wild (Secretary); 5) Dave Ruyak (Exec. Dir.); 6) Matt Erb; 7) Lori Hayes; 8) Megan Kacenski; 9) Rob Kruljac
Excused: Tony Dufour
John Hosbach
Lance King

DECISIONS

1. Minutes
 - a. Motion to approve May 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. Adjourn
 - a. Motion to adjourn at 12:28 p.m.
 - b. Motion carried by unanimous vote of those present.

REPORTS

1. Officers' Reports
 - a. Secretary's Report
 - i. Minor text corrections and updates were made to the draft of the May 2022 minutes. The final approved document will be sent to the Board and posted on the Google Drive in the 2022 Meetings folder.
 - b. Treasurer's Report
 - i. Executive Director Dave Ruyak reviewed the Vanguard general and scholarship accounts as of 2 August 2022. Overall, these account balances were still down, due to the market downturn that began in early 2022. Balances are at 2020 levels currently. Wells Fargo checking account is at \$35,024.
 - ii. Dave and Treasurer Lance King have been drafting a new budget document for 2021 and 2022 using QuickBooks and Excel formulas to bring over numbers

from the previous years' spreadsheets. They are working to make sure all line items are consistently named the same from year to year. The Board will devote an extra hour to discuss the budget framework during the 5 October meeting.

- iii. Dave was able to use the TaxAct application again this spring to file the Chapter's tax return. He had an accountant he knows review the return and confirm the accuracy and compliance. The Chapter's IRS Form 990 for non-profits is on the Google Drive in the Chapter Operations folder.
- c. Executive Director's Report
 - i. Dave continues to develop training materials for the aerial rescue course and support the PSU tree climbing schools. He also conducted tree climbing training for Girl Scouts attending Camp Sky Meadow in western PA. It is his second year doing this and he plans to contact the camp director who might have a photo of the tree climbing activities for use on the Chapter's social media platforms.
 - ii. The ISA Leadership Workshop is scheduled for 1-3 November in Atlanta, GA and the ISA will cover expenses for two participants. Dave recommended that Brian Wolyniak attend with him. The Board supported this recommendation.
- d. President's Report
 - i. President Jason Lubar reported that Director Tony Dufour tendered his resignation due to the growing demands of his business, but he would like to continue to serve on the Outreach Committee. Also, Director John Hosbach has not been able to contribute much time to the Chapter and recently suffered a family tragedy. This means a couple of appointments will need to be made to finish out Tony and John's positions until the December/January election is held. Jason suggested that Stephen Hilbert of Asplundh's Technical Services Dept., who has run for a Chapter Board position twice, be contacted to see if he would be open to an appointment. All agreed that Jason should do this.
 - ii. In addition, Director Lori Hayes will be completing her second term in early 2023, although she could extend that term if she was appointed to the vice president position that will open up once Jason's completes his presidency and President-Elect Bernie Dincher moves into the role. Lance King, Megan Kacenski or Kristin Wild would also be eligible for appointment to the VP position.
 - iii. The possibility of holding the upcoming October 5 Board Meeting in person at the Pennsylvania Turnpike Commission building in Harrisburg was discussed. A hybrid virtual option might be possible, though not ideal. Dave offered to do an electronic survey to gauge in-person vs. virtual attendance.
- e. Past Presidents' Report
 - i. Director Rob Kruljac reported that he had no concerns from the Past Presidents to forward at this time, but he will reach out to the group again soon.
- f. ISA Council of Representatives (COR) Report

- i. A weak internet connection from his location in the Adirondacks dropped Director Matt Erb from the call. Before his connection was lost, he said he had nothing to report since no COR meetings had been held recently.

2. Committee and Liaison Reports

a. Apprenticeship

- i. Vice President Brian Wolyniak reported that Liaison Shea Zwerver has left the DCNR to work for a traffic control company.
- ii. Brian described a recent Tree Climbing School in western PA that he coordinated with help from Rob Kruljac, Dave Ruyak and Penn State University. By partnering with Landforce Pittsburgh, they were able to provide a free workforce development program for a couple of low-income participants who attended the Tree Climbing School. He would like to do this again on a slightly larger scale with Landforce Pittsburgh doing earlier recruitment for participants and incorporating some classroom training, as well as the tree climbing instruction.
- iii. Brian suggested that the Chapter switch to workforce development, instead of a formal apprenticeship program, to help companies and municipalities find suitable tree care workers.

b. Arbor Day of Service Committee

- i. Committee Chair Brian Wolyniak stated that Brenda Wasler of the National Park Service is still very interested in the Chapter's help with the Flight 93 Memorial's trees, but our proposed workday in August has been postponed to 2023 due to a Penn State alumni event scheduled for 13 August.

c. Awards Committee

- i. Committee Chair Kristin Wild intends to prepare a social media post and Member Profiles to highlight the Chapter's 2021 awards recipients as soon as she can obtain suitable photos of them. This outreach could also be a good opportunity to solicit nominations from the membership for the 2022 awards.
- ii. Arranging for a group photo to be taken right after the award presentations will make this recognition process easier next year.

d. Education Committee

- i. Committee Chair Brian Wolyniak reviewed his written report, which is available at the end of the Minutes document.
- ii. The lack of registrations for aerial rescue training and the resulting cancellations are a concern. It is unknown whether this is due to the summer timing or not reaching the appropriate audience. Director Megan Kacenski will post upcoming training dates on Instagram.

e. ISA Certification Liaison

- i. A written report is available at the end of the Minutes document.

- ii. Jason noted that John Rizzo at PECO is getting qualified as a TRAQ instructor and could be available to conduct the Chapter's TRAQ training in Eastern PA and DE later this year.
- f. Outreach Committee
 - i. Acting Committee Chair Megan Kacenski reported that she has compiled the edits from the Board for the *penndelisa.org* website into a spreadsheet, which is stored on the Google Drive in the Outreach Committee folder.
 - ii. Currently, Dave is the only person with access to the website for editing (through MemberClicks). Megan would like to assist him in making changes, but Dave is concerned that the membership database hosted by MemberClicks could accidentally be damaged. He will contact MemberClicks to learn more about the database's security and whether Megan could be added as an administrator.
 - iii. Megan has also created a "Media Submission" form to add to the website at some point so that members can offer up their news, event announcements and photos for potential social media posts. Dave has also designed attractive and standardized 'buttons' and backgrounds to improve the site's visual appeal and make it easier to do regular updates.
- g. Penn State Ag Council
 - i. No report was provided.
 - ii. Dave noted that the \$80 annual membership was recently paid.
- h. Scholarship Committee
 - i. Committee Chair Kristin Wild reported on her discussion 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 TREE Fund. The only restriction would be that TreePA funds could only go to a recipient who is a resident of PA/DE or attends a school in PA/DE. She will be speaking with the TREE Fund director Russell King for details on how this could be done, and Jason will discuss the topic further with the TreePA Scholarship Committee.
 - ii. Kristin forwarded the scholarship application from Aaron Freeman, the only TREE Fund scholarship applicant from PA/DE, to Jason and Bernie for consideration by TreePA for their scholarship funds.
 - iii. Updated scholarship text will be provided by Kristin to Megan for the Chapter website.
- i. Symposium Committee
 - i. Committee Chair Bernie Dincher reported that the agenda is firmed up, although a few speakers are still needed. The committee is considering having both General Sessions on one day and the breakout sessions the following day. Safety will be the primary focus of the Symposium, led by keynote speaker Prof. John Ball. A pesticide presentation will be conducted by Dr. Mike Raupp and Dr.

Beth Brantley will focus on Plant Health Care. Jake Riggs has offered to volunteer with the tree climber sessions.

- ii. The Beef & Beer event will take place on the trade show floor this year as a benefit to the vendors and an incentive for the attendees to stay. Bartlett Tree Experts will have a booth this year with a pesticide quiz that can be worth a half credit. More exhibitors are still needed. Suggestions included Flagger Force, PA One-Call, Speak Easy Communication (helmets), Grainger or Uline for general safety and crew supplies, and drone companies for municipal/utility tree inspection.
 - j. Tree Climbing Championship (TCC) Committee
 - i. Dave reported that the committee definitively decided to skip the Chapter's 2022 TCC and hold its 2023 event in late spring, with the winners going to the ITCC in the late summer/early fall of 2023.
 - ii. The Chapter's competitor, Jake Riggs, cannot go to Malmo, Sweden. The Chapter's second place competitor Daniel Lawton is interested in going, but Dave is waiting to see if arrangements can be finalized in time.
 - iii. The Duel on the Delaware event, hosted by Penn-Del ISA, will take place on October 29, location to be announced. Dave will contact Glenn to see if a separate committee will be formed for this event.
 - k. Tree Valuation Guide Committee
 - i. This committee is on hiatus until further notice.
 - l. TREE Fund Liaison
 - i. A written report is available at the end of the Minutes document.
 - ii. Kristin noted the Penn-Del Chapter's Tour des Trees (TdT) Team has two registrants – Kieran Hunt of Asplundh Technical Services who will ride in person and Kevin Weber, as a virtual rider. Megan offered to post a link to their fundraising pages on social media.
 - iii. The Chapter's annual \$2,000 contribution to TREE Fund via the Penn-Del TdT team was discussed. If it's possible to direct the contribution to particular TREE Fund programs, the Chapter would like to direct half to the Safe Arborists Research Fund and half to the Fran Ward Women in Arboriculture Scholarship. Kristin will contact TREE Fund to get an invoice that Dave can use for generating a check.
3. Nominations
- a. This was covered earlier in the President's Report.
4. Strategic Plan for 2021-2026
- a. Nothing was brought up for discussion.

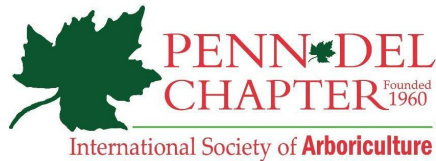
DISCUSSIONS

1. Old Business
 - a. Action items were reviewed.
 - b. The Chapter policy on reimbursement of expenses for appointed positions was distributed to the Board for review and some edits were suggested. Kristin will email the Board the policy with those edits indicated. Jason asked everyone to be prepared to discuss and decide on the edits at the October Board meeting.

ACTION ITEMS

From the March, May and August 2022 Board Meetings

Action Items (deleted as completed)	Board Member/Committee	Comments
Reach out to Steve Hilbert for appointment to Board	Jason Lubar	As soon as possible
Once the security of membership database is known, perform website content updating and social media posts	All Committee Chairs submit content to Megan Kacenski to review before Dave R. posts it	Ongoing
Advertise updated Chapter website	Dave Ruyak and Kristin Wild	After update is done
Submit vendor contacts for Symposium trade show	Bernie Dincher and Dave Ruyak	October
Announce and post Chapter award winners	Kristin Wild	October
Update ArcGIS map of Penn-Del ISA Memorial Grove	Jason Lubar	After workday in Apr.
Create page on website for Memorial Grove ArcGIS map	Dave Ruyak	After map update
Email Business Meeting draft minutes for review	Kristin Wild	January 2023
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	Ongoing
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
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



INFORMATION ITEMS

The next meeting is scheduled for 5 October 2022. Upcoming meetings:

October 5th – In-person or Conference Call TBD

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 – 2 August 2022

An impromptu meeting of some members of the Education Committee occurred on July 22, 2022 in conjunction with an already scheduled Symposium Committee meeting.

An aerial rescue class planned for late July in south central Pennsylvania was canceled due to lack of registration. It may be offered again on Oct. 12. Another aerial rescue class is scheduled for August 4 in the Lehigh Valley.

An EHAP class is scheduled for October 19 in the Carlisle area.

Respectfully submitted,

Brian Wolyniak, Education Committee Chair

ISA Certification Liaison Report – 2 August 2022

Since May, we have held one on-site exam:

July 27, 2022 in State College, PA. Written exam only for Certified Arborist < Utility, Municipal and Tree Worker with Alice Sjolander as Proctor. Three candidates examined, one additional did not show up. He says he didn't receive an ISA Notice of Standing.

Upcoming Exams

Sept 17, 2022 in Fort Washington, PA. Written exam only for Certified Arborist < Utility, Municipal and Tree Worker with Clark Williams, Proctor.

Oct 27, 2022 in Meadville, PA. Written exam only for Certified Arborist < Utility, Municipal and Tree Worker with Alice Sjolander, Proctor.

TRAQ

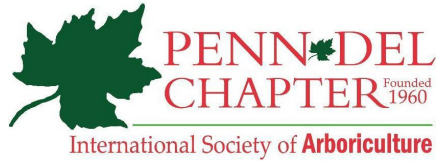
TRAQ Renewal online is scheduled for August 3 with Mid-Atlantic Chapter hosting. I will present, with Dr. Greg Dahle assisting in preparation as TRAQ instructor, 13 participants.

Respectfully submitted,
Scott A. Sjolander
Assistant Certification Liaison

TREE Fund Liaison Report – 2 August 2022

Since the last Board of Directors meeting:

- Next TREE Fund liaisons meeting is August 10, 2022
- Grants: See a list of 2022 grants at: [TREE Fund Research Grants](#)
 - Current grant ~~and scholarship~~ cycle is open; letters of inquiry will be accepted until September 15 and applications are due October 1. Spread the word on the open grants ~~and scholarships~~.
- 2022 Webinar schedule is posted on the free TREE Fund [webinars](#) page
 - Check website for 2022 webinar schedule. ISA has automated their CEU process. Membership number must be entered properly for credit.
- Tour des Trees in 2022 will be in Iowa (Central and Western Iowa)
 - Saturday, September 3 to Saturday, September 10, 2022; Des Moines, Iowa to Nebraska City, Nebraska. Total of 440 miles
 - Full-Tour cyclists commit to raising at least \$3,500 for TREE Fund; part-time riders have reduced commitments.
 - Penn-Del has 1 in-person, and 2 virtual riders.
 - So far, \$124,276 was raised (of the \$400,000 goal)
 - So far, riders logged 34,287 miles in preparation for the Tour
 - Is Penn-Del donating to in-person riders?
- Chapter Donation Commitments: Partnerships planning grid for Chapter commitments and asked for it to be returned to her.



Previously Reported:

- TREE Fund Headquarters had gone “virtual”, all employees work remotely, saving the organization \$30,000 in rent
- A new TREE Fund Store was opened online to generate donations. [TREE Fund Store](#)

Here are a few interesting links:

The latest editions of the [TREE Fund Newsletters](#). TREE Fund’s online [research archive](#) is a good place to look for Symposium topics to be covered, as well as answering questions with science-based information. If you’re looking for educational content for employees, students or clients, all of the recent free [webinars](#) are available online and the schedule for future webinars has been posted as well.

As always, thank you for your ongoing support of arboricultural research and education.

Respectfully submitted,

Kevin Weber
TREE Fund Liaison