

MINUTES FROM THE 3 DECEMBER 2021 PENN-DEL CHAPTER BOARD OF DIRECTORS' MEETING

Date & Time: 3 December 2021 meeting called to order at 9:20 a.m.
Location: Conference Call
Presiding: Jason Lubar
Recording Secretary: Kristin Wild
BOD Present: 1) Jason Lubar (Pres); 2) Bernie Dincher (Pres. Elect); 3) Brian Wolyniak (Vice President); 4) Kristin Wild (Secretary); 5) Dave Ruyak (Exec. Dir.) 6) Tim Bushnell; 7) Matt Erb; 8) Lori Hayes; 9) John Hosbach; 10) Megan Kacenski; 11) Rob Kruljac (newly appointed Past Presidents' Representative)
Absent: Lance King
Excused: Rich Dexter

DECISIONS

1. Minutes
 - a. Motion to approve October 2021 Draft Minutes as final.
 - b. Motion carried by unanimous vote.
2. Treasurer's Report
 - a. Motion to accept the Treasurer's Report as presented by Dave Ruyak.
 - b. Motion carried by unanimous vote.
3. Adjourn
 - a. Motion to adjourn at 11:27 a.m.
 - b. Motion carried by unanimous vote of those still present.

Next meeting of the Penn-Del Board of Directors is the Annual Business Meeting scheduled for 14 February 2022 at the Lancaster Marriott and Convention Center.

REPORTS

1. Officers' Reports
 - a. Secretary's Report
 - i. The contact information for each current board member needs to be updated and the new board member(s) added after the election is finalized in January/February 2022.
 - b. Treasurer's Report
 - i. Executive Director Dave Ruyak reviewed the Vanguard investment account quarterly statement from 30 September again since the fourth quarter statement was not yet available. As requested by the Board in October, Dave has moved the final \$70,000 of the approved \$105,000 into the Vanguard FTSE Social Index Fund (VFTAX).

- ii. Dave also reviewed the Chapter's Wells Fargo checking account balance as of November 2021. He stated that Chapter finances are tight, but manageable until revenue begins to come in from the upcoming Symposium.
 - c. Executive Director's Report
 - i. Dave reported that he would be attending the ISA Annual Conference, which is being held virtually again, starting on 6 December. The next ISA Leadership Workshop is scheduled for 30 March -1 April in Atlanta, GA and it will be an in-person event. He plans to attend this meeting as well.
 - d. President's Report
 - i. President Jason Lubar stated that he would like to arrange a half-day workday for the ISA Memorial Grove in Fairmount Park, Philadelphia. This would entail general clean-up, installing deer protection and re-doing the identification tags on the memorial trees.
 - ii. The Nursery Quality Task Force (NQTF) is beginning to work with the Pennsylvania Landscape and Nursery Association (PLNA). Jason will be meeting with the NQTF president soon and then Matt Erb, who will be serving as the representative from our Chapter.
 - e. Past Presidents' Report
 - i. Outgoing Past Presidents' Representative Rich Dexter was not able to attend, but the incoming Past Presidents' Representative Rob Kruljac was in attendance. He expressed his happiness to be back with the Penn-Del ISA Board.
 - f. ISA Council of Representatives (COR) Report
 - i. Director Matt Erb said he had attended only one of COR's informal coffee chats and did not have anything new to report.
- 2. Committee and Liaison Reports
 - a. Apprenticeship
 - i. Liaison Shea Zwerver has requested a meeting with Jason and Dave to get clarification of her role.
 - b. Arbor Day of Service Committee
 - i. Committee Chair Brian Wolyniak asked the Board of Directors if he should get the gears moving for organizing Days of Service this spring. The Board was fully in support of this effort. Potential sites would be wherever the Western Penn-Del tree climbing competition will be held (Pittsburgh area), a Harrisburg location, and the ISA Memorial Grove (for Eastern and Delaware). We also need to consider the work needed to prepare a site for the 2022 Duel on the Delaware. A Day of Service for the Flight 93 Memorial will also take place in the summer.
 - c. Awards Committee
 - i. Committee Chair Kristin Wild has reached out to Ellen Roane in Harrisburg and Kesha Braunskill in Delaware for possible nominees from their areas and will be

sending out the Chapter award descriptions and criteria to the Board to request their nominations. Dave will update last year's e-blast to the membership to request their nominations and send it out soon.

- ii. Jason suggested getting a list of recent Penn-Del Arbor Day of Service events, and the participating companies, from Peter Fixler. This information could be added to the Awards "History" document Kristin has been developing for the Chapter's new website.
- d. Education Committee
 - i. Committee Chair Brian Wolyniak reported that the Chainsaw Specialist Course (ASTI grant) scheduled for 8 December has at least 14 registrants.
 - ii. The committee is also heavily involved in Symposium preparations.
- e. ISA Certification Liaison
 - i. A written report is available at the end of the Minutes document.
 - ii. Liaison Scott Sjolander emphasized that he will be conducting an in-person Certified Arborist exam on 13 February 2022 in Lancaster just before the Symposium starts and is aiming to conduct an on-site TRAQ course in March in State College, as well as TRAQ Renewal.
- f. Outreach Committee
 - i. Committee Chair John Hosbach thanked Director Megan Kacenski for all of her work on improving the Chapter's social media outreach. She has been working on analytics and postings, in particular, and would like to improve member involvement by designing raffle/giveaways via the "PennDelisa" Instagram group. Postings will also be going to the "PennDelisa" Facebook group. Links need to be added to the Chapter website and the weekly Penn-Del Arborist e-newsletter.
- g. Penn State Ag Council
 - i. Director Lance King was not available to give a report.
- h. Scholarship Committee
 - i. Committee Chair Kristin Wild will be checking with TREE Fund on the balance of funds remaining in the Fran Ward Women in Arboriculture Scholarship to see what's left after the Spring 2022 semester is covered.
 - ii. Kristin will reach out to the Women in Arboriculture group, led by Rebecca Johnson of Arborholic LLC, to solicit for donations to build up this fund for the 2022-2023 academic year.
- i. Symposium Committee
 - i. President-Elect Bernie Dincher reported that everything is in order for the Symposium. Director Megan Kacenski will be joining the Symposium Committee to help with social media coverage.
 - ii. Dave will be finalizing the pricing by mid-December. The trade show could use some more vendors, so he is looking for suggestions for new companies to solicit.

- iii. Speaker bios and headshots will be stored on the Google drive.
 - iv. Past Presidents will be invited to attend the Sunday night volunteer dinner.
- j. Tree Climbing Championship (TCC) Committee
- i. No report was given by Committee Chair Glenn Riggs, but Dave provided information on the first annual “Duel on the Delaware” which was held on Saturday, 13 November at Washington’s Crossing Park in New Jersey. Penn-Del had a great team, as well as volunteers supporting the event. A fun time was had by all, but in the end the New Jersey Chapter won by a slim margin. Penn-Del will be hosting the event in late fall 2022. A number of good ideas have already been generated for the next “Duel”.
 - ii. Dave will contact Jake Riggs and Rachel Brudzinski to check on their plans to represent the Penn-Del Chapter in the International Tree Climbing Championship in Sweden in September.
- k. Tree Valuation Guide Committee
- i. It was decided to put this committee on hiatus until further notice. Regional valuations vary so much that it is hard to develop a useful and practical guide.
- l. TREE Fund Liaison
- i. A written report is available at the end of the Minutes document.
- m. TreePA
- i. A virtual TreePA Executive meeting is scheduled for 8 December.
 - ii. Bernie reported that the organization received a large donation to cover the cost of providing approximately 1,400 bare root trees to Pennsylvania municipalities over the past two years.
 - iii. TreePA Reimbursement “Scholarships” will be available to needy Symposium registrants who complete the online application. Jason will provide Megan and Dave with a criteria document and a link to the online application form from the TreePA website.
3. Nominations
- a. Two positions on the Board are up for election/re-election at the end of the year – Director Tim Bushnell and Treasurer Lance King. Dave will reach out to Steve Hilbert at Asplundh (again) and John Hosbach will contact Tony Dufour to see if either of them would like to run, along with those nominated by the membership. An online voting poll will take place later in December.
4. Strategic Plan for 2021-2026
- a. Nothing new to report.

DISCUSSIONS

1. Old Business

- a. The new sign for the Penn-Del ISA Memorial Grove will be ordered in March and installation will be completed soon after.

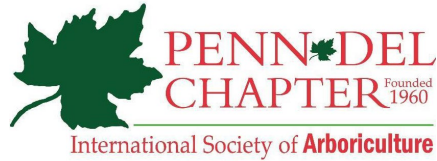
2. New Business

- a. Dave reminded the board about the upcoming expenses for reimbursing travel expenses for the Chapter’s participants in the ISA Annual Conference and ITCC in Sweden in September 2022. The Chapter normally covers two ITCC competitors, the president, the executive director and the COR representative. The Chapter finances are somewhat dependent on the success of the upcoming Symposium and educational events, so no decisions were made.

ACTION ITEMS

From the August, October and December 2021 Board Meetings

Action Items (deleted as completed)	Board Member/Committee	Comments
Type up a duties and goals document for the new Outreach/Member Communications Committee and Chairperson role. Post on Google Drive.	John Hosbach and Dave Ruyak	Needs to be posted on Google Drive
Treasurer to provide checking account balance in future	Lance King and Dave Ruyak	Ongoing
Develop list of Chapter’s past award winners	Kristin Wild	Draft created, seeking more input
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
Website content updating and social media posts	Megan Kacenski, Jason Lubar, John Hosbach, Kristin Wild	Ongoing
Advertise updated Chapter website	Dave Ruyak and Kristin Wild	Before Symposium
Creation of Board of Directors Handbook PPT for website	Outreach Committee and Dave Ruyak	Before newly elected directors start
Facilitate NQTF meeting with Matt Erb and Chris Uhland	Jason Lubar	Ongoing
Send out Chapter Awards criteria and gather nominees	Kristin Wild	By December 31st
Prepare criteria document and get link for TreePA scholarship applications	Jason Lubar	Before Symposium
Get link to ArcGIS map of Penn-Del ISA Memorial Grove	Jason Lubar	Before Symposium



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INFORMATION ITEMS

The next meeting will be the Chapter’s Annual Business Meeting on February 14 at the Lancaster Marriott and Convention. Upcoming BoD meetings in 2022 TBD: 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

ISA Certification Liaison Report – 2 December 2021

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

Upcoming Exams:

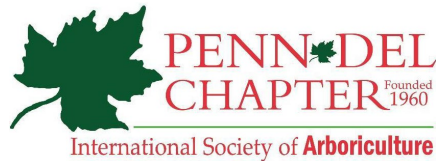
January 22, 2022, Asplundh Tree Expert offices at Ft. Washington, PA
Certified Arborist, Utility, Municipal, and Tree Worker. Written only offered. Many thanks to Clark Williams as Proctor

February 13, 2022, Penn-Del Symposium at 25 S. Queen St., Lancaster, PA.
Certified Arborist, Utility, Municipal, and Tree Worker (TW). TW skills tests will be offered. Many thanks to Clark, Celine, Alice, Herb, and Lance for coming on board to Proctor. Also many thanks go to Jim Savage and any other TW help we can muster.

TRAQ:

No on-site events are booked yet in the Chapter. Other chapters have continued to host, and I have not heard COVID outcomes.

I am working to schedule a March or April venue in State College, pending chapter approval.



I delivered one virtual TRAQ Renewal instruction with Apprentice Instructor Samuel Ma for the Mid-Atlantic Chapter on November 18. We had 24 participants at that one, and currently await reviews. Mr. Ma was 12 time zones away in Taiwan, so worked through the night to pull off this event we presented in EST.

I was approved and have graded a round of remote TRAQ Renewal 30 field tests in later September and October with ISA TRAQ coordinating the operation. I will serve another period of two weeks in early December.

Respectfully submitted.
Scott A Sjolander

TREE Fund Liaison Report – 3 December 2021

Since the last Board of Directors meeting:

- TREE Fund Headquarters had gone “virtual.” All employees work remotely, saving the organization \$30,000 in rent.
- 95% of corporate sponsors from 2020 donated in 2021.
- “Finances are good, for the situation”- Russell King, TREE Fund CEO
- TREE Fund raised \$250,000 via Tour Des Trees.
- 40 cyclists rode in person for the Colorado TdT in 2021.
- Year-end appeal will be coming out shortly to TREE Fund contacts who have not donated. The Year-end appeal helps with overhead costs of the TREE Fund, unless otherwise noted.
- Next TREE Fund liaisons meeting is TBD
- 2022 Webinar schedule is still in the works and will be posted on the [TREE Fund webinars](#) page soon.
- Russell King, CEO wants to come to conferences. Let’s get him on the Penn-Del schedule to address our 2022 Symposium.
- [Tour des Trees in 2022](#) will be in Iowa (Central and Western Iowa).

As previously reported:

- A New [TREE Fund Store](#) was opened online to generate donations.
- Grants: See a list of 2021 grants at: TREE Fund Research Grants

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

Need to update the chart below:

Current Board of Directors						Updated on:	3/3/2021
Position:	Name:	Elected On:	Term Expiration:	Notes:	Exec. Comm.	Final Term	
President (1)	Jason Lubar	Feb/2021	Feb/2022		Yes		
President-elect (1)	Bernie Dincher	Feb/2021	Feb/2022		Yes		
Vice President (1)	Brian Wolyniak	Feb/2021	Feb/2022		Yes		
Past President Rep (1)	Rich Dexter	Jan/2018	Feb/2021	Final term		X	
ISA Board Delegate (3)	Matt Erb	Aug/2019	Jul/2021				
Director (3)	Tim Bushnell	Jan/2019	Jan/2022				
Director (3)	Lance King	Jan/2019	Jan/2022				
Director (3)	John Hosbach	Jan/2020	Jan/2023				
Director (3)	Lori Hayes	Feb/2018	Jan/2023			X	
Director (3)	Megan Kacenski	Feb/2021	Feb/2024				
Director (3)	Kristin Wild	Feb/2018	Feb/2024	Secretary	Yes	X	
Positions up at next election							
Upcoming Board of Directors							
Position:	Name:	Election Date	Term Expiration:	Notes:	Election Yr	Final Term	
President (1)	Jason Lubar	Jan/2021	Jan/2022	First term	X		
President-elect (1)	Bernie Dincher	Jan/2021	Jan/2022	First term	X		
Vice President (1)	Brian Wolyniak	Jan/2021	Jan/2022	First term	X		
Past President Rep (1)	Richard Dexter	Jan/2018	Feb/2021	Second Term	X	X	
ISA Board Delegate (1)	Matt Erb	Aug/2019	Jan/2021		X		
Director (3)	John Hosbach	Jan/2020	Jan/2023				
Director (3)	Lori Hayes	Feb/2018	Jan/2023			X	
Director (3)	Megan Kacenski	Feb/2021	Feb/2024				
Director (3)	Kristin Wild	Feb/2018	Feb/2024	Secretary		X	
Director (3)	Tim Bushnell	Jan/2019	Jan/2022		X		
Director (3)	Lance King	Jan/2019	Jan/2022		X		