

**MINUTES FROM THE 17 MARCH 2020 PENN-DEL CHAPTER BOARD OF DIRECTORS' MEETING**

Date & Time: 17 March 2020 meeting called to order at 9:10 am  
Location: Conference Call  
Presiding: Jason Lubar initially and then Rob Kruljac  
Recording Secretary: Kristin Wild  
BOD Present: 1) Rob Kruljac (Pres); 2) Jason Lubar (Pres. Elect); 3) Bernie Dincher (Vice President); 4) David Ruyak (Exec. Dir.); 5) Brian Wolyniak (Treasurer); 6) Kristin Wild (Secretary) 7) Rich Dexter; 8) Tim Bushnell; 9) Lance King; 10) John Hosbach (recently-elected director)  
Excused: Matt Erb  
Absent: Lori Hayes  
Liaisons: Scott Sjolander and Kevin Weber

**DECISIONS**

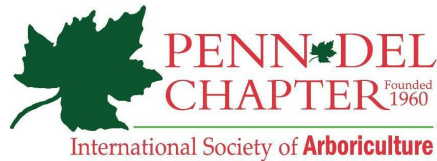
1. Minutes
  - a. Motion to accept December 2019 Minutes with minor edits noted.
  - b. Motion carried by unanimous vote.
2. Treasurer's Report
  - a. Motion to accept the Treasurer's Report and Profit/Loss information as presented.
  - b. Motion carried by unanimous vote.
3. Tax Accountancy Service
  - a. Motion to approve change from Miller-Searles to Tax Smart Advisors, LLC.
  - b. Motion carried by unanimous vote.
4. Past Presidents' Annual Luncheon
  - a. Motion to replace the traditionally separate Past Presidents' Luncheon with a reserved, additional service section that is conveniently located on the annual Symposium trade show floor during the attendees' luncheon.
  - b. Motion carried by unanimous vote.
5. Annual Partnership Commitment to TREE Fund
  - a. Motion to approve up to \$3,000 contribution to TREE Fund from the Chapter for 2020.
  - b. Motion carried by unanimous vote.
6. Adjourn
  - a. Motion to adjourn (12:31 pm)
  - b. Motion carried by unanimous vote

Next meeting of the Penn-Del Board of Directors is scheduled for May 8, 2020 from 9:30 am to 12 pm.

**REPORTS**

1. Officer Reports
  - a. Secretary's Report

- i. The directors reviewed the draft minutes for the December 2019 meeting and it was requested that copies of any written reports be submitted to the Secretary in order to attach them to the final document.
  - ii. The Annual Business Meeting draft minutes were reviewed and some missing information was provided. Dave Ruyak explained that the minutes won't be approved until the next Annual Business Meeting in early 2021.
- b. Treasurer's Report
- i. Brian Wolyniak reported that both Vanguard accounts were negatively impacted by the stock market downturn in February. The decline was less than 10% overall.
  - ii. Access to the Vanguard account statements is not yet extended to all of the designated directors due to the fact that a few of the Board Meeting Minutes documents requested by Vanguard were still marked as draft versions. Final versions are being sent.
  - iii. Dave Ruyak stated that the Profit/Loss balance is up significantly, but not all of the Symposium expenses have come in. Net income will still be on the positive side compared to last year.
- c. Executive Director's Report
- i. Dave Ruyak described the ongoing problems with making the Chapter's Quick Books documents more orderly, especially for tax time reporting. This has been an issue that dates back to the previous executive director's tenure. He will look into taking a community education or community college course to learn more about how to clean up Quick Books documents without inadvertently deleting previously entered information.
  - ii. Dave also explained that the current tax accounting service (Miller-Searles) primarily serves corporations and is not very knowledgeable/helpful when it comes to tax preparation for small, non-profit organizations like the Penn-Del ISA Chapter. He looked around for affordable tax services that have non-profit expertise and found Tax Smart Advisors, LLC in Allentown. He recommended that the Chapter switch to this service for tax preparation.
  - iii. On March 3-4, Dave and Rich Dexter attended the Garden State Tree Conference in Atlantic City, New Jersey. They reported that attendance was greater than at the Penn-Del Chapter's Symposium, with more sponsors and vendors as well. There were some good speakers to consider for next year's Symposium and more vendors to contact. Interestingly, to verify attendance for CEUs a race timer system was used, but Dave and Rich reported that it's uncertain whether this worked effectively or not.
- d. President's Report
- i. Rob Kruljac reported on the progress made in planning for the Chapter's Tree Climbing Competition to be held in September, exact dates to be determined.



The site will be in Allegheny Cemetery in Lawrenceville, on the outskirts of Pittsburgh, PA.

- e. Past Presidents' Report
  - i. Rich Dexter reported that Russ Carlson provided some information from the ISA board regarding their planned response to the COVID-19 pandemic.
  - ii. He also asked, on behalf of Sarah Hoster, for the attendance numbers from the recent Symposium and the financial results. Once all the expenses are in, Dave will send the final numbers to Rich for distribution.
- f. ISA Council of Representatives (COR) Report
  - i. No report was submitted and COR appointee Matt Erb was not able to participate in the Board conference call.
- 2. Committee and Liaison Reports
  - a. Apprenticeship Committee
    - i. Dave Ruyak reported that a Workforce Meeting is supposed to be held on May 21 at the Wildwood Nature Center in Olewine Park near Harrisburg.
  - b. Arbor Day of Service Committee
    - i. The Flight 93 Memorial event, scheduled for April 27, was discussed, including the potential for cancellation due to the coronavirus quarantine. A decision will have to be made and announced by April 1. In the meantime, only 21 people have registered online as volunteers and Dave reported verbal commitments of another 50 people approximately. A few sponsorships have been lined up, but more volunteers will be needed. The problem of pruning in late April at the start of the oak wilt risk period was also a concern. This should be addressed if the event gets rescheduled for next year.
  - c. Awards Committee
    - i. No report submitted.
  - d. Education Committee
    - i. Committee Chair Bernie Dincher reported that a golf course requested a chainsaw safety course, but it has been postponed until the fall
    - ii. He applied for grant money through TCIA for an aerial rescue class to be held in late summer/early fall, with a possible classroom and field site in Williamsport, PA. An instructor from North American Training Solutions might be provided, although if we receive the TCIA grant, the instructor must be TCIA approved.
    - iii. Bernie explained that offering a 'free to Penn-Del ISA members' Safety Field Day might be financially impossible this year unless we solicit sponsors and charge vendors for booth space.
    - iv. He also reported some interest in holding a business management course for tree services and consultants. Help is often needed in developing a business plan, getting legal and tax advice, marketing and how to operate efficiently.
  - e. ISA Certification Liaison

- i. Scott Sjolander provided a written report (attached at the end of the Minutes document) of exams held and tentatively scheduled. Extra precautions are already in place, but cancellations or changes are expected.
- ii. Just before Penn State closed due to the coronavirus quarantine, a First Qualification TRAQ program was held on March 10-11 in Erie, PA. Nine people were trained and tested.
- f. Membership Committee
  - i. No report submitted.
- g. Penn State Ag Council
  - i. Lance King reported that the April 16<sup>th</sup> meeting was cancelled.
- h. Symposium Committee
  - i. Committee Chair Jason Lubar had to leave the conference call early so Dave Ruyak reported that Symposium registrations numbered 473 this year, with 453 actually attending. There were 32 additional full registrations compared to last year.
  - ii. Some suggested changes for the future include reducing the number of tracks to three instead of four by combining Municipal and Utility, revamp the Past Presidents' Luncheon and communicate it better, try to merge the trade show and banquet rooms for the Beef & Beer event to give more exposure to the vendors, and get more volunteers signed up in advance for set-up tasks on Sunday in addition to the actual Symposium duties.
  - iii. Dave suggested having one (possibly paid) person to man the registration table during the whole Symposium so he would be more available to troubleshoot.
- i. Tree Climbing Championship (TCC) Committee
  - i. No report provided.
- j. Tree Valuation/Appraisal Guide Committee
  - i. Dave reported that the committee is changing the process and that Jason Lubar or Ryan Thomas, the committee chair, will put together an update.
- k. TREE Fund Liaison
  - i. Kevin Weber provided a written report (attached at the end of the Minutes document) which described the 50/50 raffle at the Symposium and the resulting \$600 raised for TREE Fund.
  - ii. He requested that the Chapter state their 2020 partnership intentions for TREE Fund so that the Chapter can receive recognition for it all year and TREE Fund can get a better idea of what they will have for operating funds.
- l. Website/Digital Communications Committee
  - i. Dave Ruyak reported that the template has been submitted to Committee Chair Arch Authenreith and Kristin Wild for review and input. Kristin will be added as an administrator for the Chapter's Facebook group.
- m. Scholarship Committee

- i. Kristin Wild reported that she is establishing relationships with the ‘women in arboriculture’ working groups within TCIA, ISA and UAA to advertise the Fran Ward Scholarship and solicit assistance in the annual funding of the \$5,000 scholarships. This is in addition to a plan to reach out to neighboring ISA chapters for contributions to the scholarship in exchange for an extra point in the ranking process for qualified applicants in their states.
- ii. She also reported that the number of scholarship applicants is up this year.
- n. Nominations/Elections
  - i. No report was provided, but the board reiterated its welcome to John Hosbach who was elected to a 3-year term as of February 2020.

<b>DISCUSSIONS</b>
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- 1. Old Business
  - a. The meeting schedule for the rest of the year was finalized. See the listing in the Information Items at the end of the Minutes document.
- 2. New Business
  - a. Past President Chris Miller would like the Chapter to push for hosting the International Tree Climbing Championship in PA in the future.
  - b. Free Symposium registration may be discussed and considered for Past Presidents.
  - c. The directors discussed initial ideas to collaborate with the New Jersey chapter to benefit the membership of both chapters, possibly through a joint tree climbing jamboree for fun and training.

<b>ASSIGNMENTS</b>
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***From December 2019 Board Meeting***

<b>Action Items (deleted as completed)</b>	<b>Board Member/Committee</b>	<b>Comments</b>
Send headshot and short bio to Dave Ruyak by Jan. 10, 2020	all	Done
Submit TREE Fund write-up for Symposium booklet by 01/10/20	Kristin + Kevin Weber	Done
Revamp/update Penn-Del website	Dave, Arch, Kristin	Work in progress
Post meeting minutes on new Penn-Del website	Dave, Arch, Kristin	Work in progress
Nominate people for various awards and board elections by Jan. 10, 2020	all	Done
Apply for TCIA grant for <i>Safety First Field Day</i> by March	Dincher	Done

2020		
Research how to deal with illegal use of ISA Certified Arborist logos by arborists and no ISA follow-up	Erb	Matt will bring up @ CoR
Logo design and write-up for Flight 93 Memorial Arbor Day of Service, for Symposium program booklet by Jan. 10, 2020	Dave, Matt, Brian, Kristin	Done
Develop schedule of board meetings and locations for 2020	Dave, Rob	Done
Take photos and put in shared Google Docs folder	all	Brian and Tim have done this so far

<b>INFORMATION ITEMS</b>
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**Upcoming meetings in 2020: 9:30am to 2:30pm unless otherwise noted**

- **May 8 Conference Call, due to COVID-19 restrictions**
- **June 12 in Harrisburg (Strategic Planning Session)**
- **August 21 in Pittsburgh, PA area**
- **October 16 Conference Call**
- **December 11 State College, PA area**

Chapter mailing address: **PO Box 306, Emmaus PA 18049.**

Chapter phone: **484-523-9444**

Respectfully submitted,

Kristin Wild, Recording Secretary and David Ruyak, Executive Director

**ISA Certification Liaison Report – March 16, 2020**

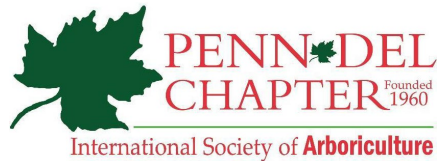
As of a policy phone call on Friday, March 13, 2020, ISA has developed a policy regarding exams and events. See the attached. I took a further step in advising our proctors to take steps as necessary to isolate, reschedule, or exclude persons whom are ill.

**Exams held:**

December 6, 2019      Ferguson Township, Clark Williams and Lance King proctors  
Tested 9 altogether, approximately 7 of them in Municipal

January 11, 2020      Fort Washington Township, Clark Williams proctor  
I do not know how many tested in this one.

February 9, 2020      Lancaster, Alice Sjolander lead proctor, with Lance King, Rob Wells, Clark Williams  
Registered 19 CA, tested 15



### **Upcoming exams:**

March 27, 2020 Dallas, Clark Williams proctor with 24 candidates reserved.

May 11, 2020 Pittsburgh, Celine Colbert proctor.

### **TRAQ**

December 2-4, 2019 First Qualification, State College, Scott Sjolander Instructor  
Trained and tested 12

December 5, 2019 Renewal, State College, Scott Sjolander Instructor  
Trained and tested 9

December 12, 2019 Tested only, Renewal, 1

March 10-12, 2020 First Qualification, Erie, Scott Sjolander, Instructor  
Trained and tested 9

### **Upcoming TRAQ**

May 14, 2020 First Qualification exam assist only, Gaithersburg, MD,  
Scott Sjolander assisting

July 20, Longwood Gardens

July 23, Longwood Gardens

Please forward to those whom I have inadvertently omitted

Respectfully submitted,

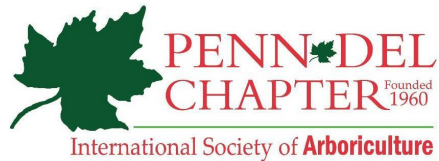
Scott A. Sjolander  
Penn State Extension Associate

### **Past Presidents' Report – March 16, 2020**

Here is a message from Russ Carlson:

I just arrived back last night from an ISA Board meeting. One of the big discussions we had that I can discuss was about the COVID-19 problems and how it affects ISA.

Plans have been made for the possibility of having to close the headquarters, a Level 3 (highest) response. Systems have been checked or installed so that almost all activities can continue on a remote basis, with all staff working from home to keep things moving and operational. We are hoping that this



won't be needed, but if it is, staff should be well prepared. Everyone's patience and understanding is requested and appreciated.

Events, meeting, conferences, and competitions may have to be rescheduled or cancelled. Like everyone else, we must respond on the side of caution.

ISA will be sending out notifications to all members as plans change, details emerge, and new information becomes available. With that in mind, I think it would be wise for the PennDel Board to discuss these issues and how it will affect the Chapter and our membership.

Regards to all,  
Russ Carlson  
ISA Board of Directors

And a request from Sarah Hoster:

I would be interested in knowing how many attended the 2020 Symposium and how the Chapter did financially. Thanks for your service!

Sarah

Respectfully submitted,  
Richard L. Dexter, ASCA Registered Consulting Arborist 648  
ISA Board Certified Master Arborist PD0020B  
ISA TRAQ qualified

### **TREE Fund Liaison Report – March 17, 2020**

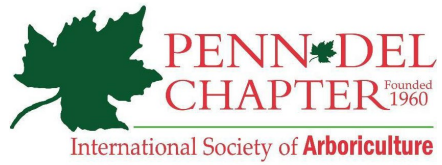
As of the last board meeting:

- I attended the Liaison meeting in Atlanta, GA in December 2019. Topics reviewed were fundraising ideas, Tour des Trees details, different communications, and a Meet and Greet with Russell King (new CEO of TREE Fund).
- Tour des Trees: So far only one rider, that I know of, is signed up from Penn-Del chapter for the Tour.
- The 50/50 raffle at the Symposium totaled \$1,221. \$611 was submitted to the TREE Fund.
- TREE Fund Partnership needs to be completed for 2020 for their planning needs.
- Scholarships: The most up to date information about the Fran Ward scholarship is available here: <https://treefund.org/scholarships/ward>. The scholarship is now available to applicants outside Pennsylvania and Delaware to encourage more applicants, with preference to Penn-Del students.
- Grants: See a list of active grants at <https://treefund.org/researchgrants>

#### **Here are a few interesting links:**

The latest editions of the TREE Fund Newsletters (<https://treefund.org/newsletter>). 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 2020 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