New England Society of American Foresters (NESAFA)
Executive Committee (EC) Meeting
Tuesday, March 17, 2009

Location: Holiday Inn by the Bay, Portland, ME

Members present:
Joseph P. Barsky Connecticut State Representative
Deborah Boyer Website Administrator
Roger Dziengeleski Council Representative
Andrew Fast Secretary
Don Floyd Canadian Representative
George Frame Immediate Past Chair
Peter Greeno Membership Chair
Dana Hachigian Treasurer-in-Training
James Harding Forest Science Coordinator
J Peter Howland New Hampshire State Representative; Policy Committee Chair
Ron Lemin Jr. Chair
Margaret Machinist Co-Editor of NESAFA News Quarterly
Scott Machinist Co-Editor of NESAFA News Quarterly
Spencer Meyer Maine State Representative
Ed O’Leary Vice-Chair
Larry Rousseau Treasurer
Randy Stone Massachusetts State Representative; Awards Chair
Kurt Zschau Vermont State Representative

Guests:
Bernie Hubbard President, Society of American Foresters
Louise Murgia Director, Field Services, SAF

Members not present:
Paul Dolan Rhode Island State Representative: Nomination Chair

Meeting opened by NESAFA Chair, Ron Lemin Jr. at 4:18 PM

A. Standard items:
   Sign in sheet (Fast) - verify contact information: The standard sign-in sheet was circulated.
   Welcome: Ron L. welcomed all present. No introductions were necessary
   Antitrust statement: The antitrust statement was presented.
   Add/Adjust agenda: Because some EC members were at the Regional Leadership Academy, which was running concurrently, there were some changes to New Business; the Business Meeting Agenda was moved to one of the last spots. The NESAFA website was moved to the 2nd to last spot and the budget approval was moved to the last spot. Spencer M. added “Pay Pal” as an agenda item under New Business.
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Corrections/Additions for the January 21, 2009 EC meeting minutes (Fast): No corrections or additions were suggested. A motion was heard from Ed O'L. to accept the meeting minutes; a second to the motion was heard from Pete H. The question was called and the motion passed unanimously.


The Net Worth Report reflects the latest CD that came due on March 13, 2009. $1998.46 has been withdrawn leaving more than $25,000 in the NESAF FUND. $25,000 was generated during the 1995 convention and must be left in a CD until there is a vote from membership to do otherwise. The NESAF fund earning account generates money for grants. Close to $2,100 should be available in September 2009. The Budget Report as of 3/17/09 is three pages. Line items that are “starred” denote additional information about that line item on the third page.

Under income, 2009 winter meeting returns are $3,133.34. This is 2008 winter meeting income that came in 2009. Dues payments are just over $5,500 to date.

Expenses to date include half the 2008 News Quarterly editor stipend ($299.50), which was paid to Brad Wyman in 2009. As a result, the revised 2009 stipend reflects an additional $299.50 being paid out.

The online elections invoice from national is $160.

Spencer M. asked about mailing costs. Larry R. says $1000 is budgeted for 2009, but the EC does not know how much it will cost. Spencer M. suggested there will be a surplus in that line item; Ron L. agreed. As a point of reference, it costs approximately $500 to mail the entire membership.

Under expenses, NESAF reimbursed Scott M. for attending the leadership academy in 2008. In 2009, there will be no grant expenses since the only grant application was rejected.

Ron L. had a question about the $500 winter meeting expense. There was discussion about whether $440 in 2009 winter meeting expenses should come out of the 2009 winter meeting budget or NESAF’s budget. After some discussion, it was decided to remove the $500 in the 2009 Proposed Revised Budget Winter Meeting Expense.

The 2009 Proposed Revised Budget changed Exec. Comm. General Operations line item to $6,000.

Ron L. suggested reducing the Leadership Academy line item from 2,500 to 1,500 since chapter and divisions should be providing some funds. A motion was heard from Spencer M. to accept the Treasurer’s report as prepared; a second to the motion was heard from Maggie M. The question was called and the motion passed unanimously.

B. Old Business:

Form 990 – State compliance for 2008 (Frame, Rousseau): George F. will speak about the Form 990 at the business meeting. The Form 990 should be cheaper and easier to complete this year.

NY/NESAF 2008 Winter Meeting (Lemin Jr., Rousseau): Ron L. confirmed that NESAF was paid its share of the raffle proceeds at the 2008 winter meeting.

Integrity Award, Table until June? (Frame): The integrity award discussion will be tabled until June. Spencer M. reminded the EC that the integrity award discussion has been tabled for 2 1/2 years. Randy S. informed the EC that there are extra awards and the issue does not need to be addressed this meeting; a temporary solution is in place. Ed O’L. asked whether Leo Laferriere has been contacted. George F. clarified that Leo F. will be contacted when there is less of a time crunch, i.e. after the winter meeting. There was continued discussion about the award. Ed O’L. suggested a small group of people get together to work on a solution. Spencer M. asked that the Awards subcommittee develop three proposals and report back to the EC.
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for a vote. The subcommittee can also work to try and resolve the issue of multiple award recipients for a single award. George F. suggested that solutions be presented in September rather than June. **Randy S. will establish a subcommittee and report back to the EC in June.** The subcommittee will likely be include JP B., Ed O’L., and maybe Paul D.

History Project Update (Laustsen): Ken L. was at Leadership Academy and the agenda item was skipped.

C. NEW BUSINESS:

Review of Business Meeting Minutes from Saratoga, NY 2/28/2008: No additions or changes were made.

Business Meeting 2009, Adjust Agenda (Lemin Jr.): Ron L. wanted to cover electronic balloting at the business meeting and discuss the problems that were experienced. George F. informed the EC that NESAF is still experiencing a 30-35% participation rate for voting despite switching over to an electronic format. George F. asked if Louise Murgia could provide an update on the status of national SAF at the business meeting.

Standing Committee reports:

Nominations and Election (Dolan): Ron L. informed the EC that nominations for NESAF Secretary and Treasurer as well as state positions for MA, NH, and RI need to get to Paul D. by late July. It would be helpful to send them to Paul D. earlier.

Policy (Howland): A revised highgrading policy statement was circulated by Pete H. Pete H. checked with the new policy chair at national. There is no national position statement on highgrading since there is so much variation between regions and it is hard to define. Ron L. informed the EC that a national highgrading policy statement is presently under discussion and the topic is being researched. Position statements do not require a vote from membership.

At the business meeting, Ron L. will probably mention that the NESAF EC is in the process of developing a highgrading position statement and the EC is open to comments from membership. Dana H. and Peter G. have comments/suggestions and will send them to Pete H. Pete H. will incorporate comments from the EC and email a revised draft back to the EC.

The Land use position statement has expired. The EC will review and revisit in June.

Membership (Greeno): As of January 1st, NESAF had 999 members, 350 of which had not reinstated their membership. As of the end of February, there are now 1010 active memberships. There were 6 members lost during this period, 5 of which were members who passed away. Of the 17 members gained since the turn of the year, 8 did not have prior membership in SAF and at least 1 transferred in from another division.

Deb B. made changes to the membership webpage. Peter G. has some ideas about future needs on the webpage and will work with Deb B. to implement the changes.

Peter G. is currently building an updated list of faculty advisors and student leaders for NESAF’s student chapters. While contacting student chapters for the Quizbowl, Carol Redelsheimer found that national’s list is not up-to-date. Once the list is updated, Peter G. will contact the chapters and possibly
follow up with visits. Peter G. is looking for feedback from the EC on this idea, and he will be speaking with national regarding what other chapters are doing to reach their students including but not limited to getting them more active in the student congress et cetera.

In an attempt to get baseline information, Peter G. contacted Christopher Whited, Senior Director for Marketing and Membership at National, to get membership trends. Christopher W. has launched a solid campaign to raise membership numbers this year, and Peter G. has offered NESAF support. Christopher W. believes that we can exceed the 15,000 member mark by the end of the year.

(Roger D. and JP B. joined the EC at 5:22pm)

(Bernie Hubbard and Louise Murgia joined the EC at 5:27pm)

Ron L. introduced Louise M., Director of Field Services at SAF and Bernie H., president of SAF. Members of the EC introduced themselves.

Ron L. wants to see what sort of retention there is from the 60 SAF student members recruited in 1995. Peter G. is willing to help. Ron L. suggested that Kurt Z. might be able to help as he was one of the student members in 1995.

Forest Science Coordinator (Harding): Jim H. just sent articles to Maggie M. He has an idea for next issue, forest pests, but will seek feedback from membership to see if they think something is more pressing. Jim H. will make a state of the working groups talk at the business meeting. He will not solicit participation but will talk about the status and leave it to membership if they want to participate or revive the working groups in the future.

NESAF Website (Boyer): Deb B. has been updating the website in a timely manner. She has had some good feedback and has sent out some “mass emails.” Deb B. has been in contact with Mariann Johnston and gotten contracts and other relevant information Mariann J. Deadlines have been updated on the grants and awards pages, but a list of successful grants have not been added to the website. Ron L. supports building up the CFE section of the website, which could include links to programs and licensure information.

Grants (Barsky): In order to meet grant requirements, two interim reports have been submitted to date. JP B. read an update from GSD on Good Forestry in the Granite State. They are in the editing phase until October and will go to print in November.

Awards (Stone): Randy S. will present the awards. He has the plaques and the golden awards. There are two golden awards and only one will be presented at the awards ceremony. Ken L. has the certificates. Ron L. has the pins. All 4 fellows will be at the winter meeting. Ron L. has paper copies of all the fellow’s bios; Roger D. may have digital copies. Some media are expected to be present at the awards banquet.

Ron L. reviewed the agenda. Nominations should get to Paul D. by August 1st. He discussed problems and costs associated with field trips and insurance. Insurance will be brought up as an issue during the business meeting. Roger D. affirmed that many of the issues can be avoided if information is submitted to the insurance company 60-90 days early. There may be no additional cost if travel is on an insured bus. One potential issue is insuring non-members. Fieldtrips may need to limit non member participation, but it is a discussion that should take place with the insurance company. The Council has discussed whether there should be a new insurance policy, but the cost of adding additional coverage could cost $125,000-$150,000. Most fieldtrips will be covered if information can be provided to the insurance company early. Ron L. pointed out that nonmembers can make up to 40% of the attendees at some meetings. Without including nonmembers, it could be very difficult to run some meetings or have field trips.
Spencer M. suggested that there should be a liaison, or the individual putting on the fieldtrip should contact the insurance company. A certificate of insurance should provide all the information the insurance company needs to make a determination about coverage. Spencer M. was concerned that this may fundamentally change how members are served since there are so many fieldtrips. Pete H. asked whether signed waivers would limit liability. Signed waivers will not limit liability.

Bernie H. reiterated Roger D.’s earlier comments. Minnesota SAF has been able to continue field trips without any added cost. However, they need to provide information about the event to the insurance company 60-90 days early.

During the Treasurer’s Report, there will be information on the Form 990. George F. shared his pleasure with the website mailing list. He thinks it has been very successful illustrated by an email that went out to GSD notifying them about some potential changes to the New Hampshire Forestry Licensure Board.

5% is a quorum for the business meeting. 55 members will need to be present.

Budget Report (Rousseau): Larry R. passed out the Draft Budget Report for years 2007 through 2010 as reported March 18, 2009. 2008 actual under income is a little short on dues. The last accounting ended June 30, 2008. Usually there is another quarter of payments. $1200 of income was received from the Foresters Fund Grant that was not in the original approved budget. Income in the 2009 proposed revised budget shows $5,133.24 for meeting returns: this reflects 2008 winter meeting income received in 2009.

The grants earning account was revised since there were no successful grant applications this year. Half of the 2008 News Quarterly Editor stipend was paid in 2008 and half is being paid in 2009. Meeting travel dropped from 4500 to 4000 reflecting discussion at the January 21, 2009 EC meeting. The 2008 EC general operations line item is starred: the overage was approved at the December 10, 2008 EC meeting for travel costs. The 2009 proposed revised budget for the EC general operation line item is increased to $6,000 dollars reflecting actual costs. The administrative assistant line item in the 2009 proposed revised budget has been reduced to zero for personnel and $125 dollars for expenses.

Discussion ensued about zeroing out winter meeting expenses and the decision was to zero it. The Leadership Academy line item will be reduced to $1000 from $2,500. The $1,000 advance on the winter meeting is not calculated as income for the annual meeting. Don F. asked for clarification on the accounting expenses from 2008. George F. explained that the time commitment for the Form 990 exceeded the EC’s expectations. Only 10 hours were budgeted. The NESAF grant account line item is $0 since no NESAF grant is being awarded for 2009.

NESAF News Quarterly (Machinist):

The next News Quarterly deadline is March 22. June submissions should be submitted extra early. Business cards with Maggie and Scott Machinist’s new email address were circulated (maggieandscott@myfairpoint.net). Maggie and Scott M. will take pictures during the winter meeting for the News Quarterly. Maggie and Scott M. were complimented on the excellent work they have been doing. It would be helpful for them if they could get more front page articles from the EC, especially if there is a time crunch and few late submissions. Dan Kilborn suggested having a random forester featured in each issue. Kurt Z. suggested exploring the opportunity to rerun relevant articles from another magazine such as Northern Journal of Applied Forestry. Other members of the EC suggested the News Quarterly should remain “soft news.”

State Reports (NESAF State Representatives): State reports are shared at the business meeting.

(The EC took a break to eat pizza)
SAF Council Report (Roger D.): Wild Acres continues to be an issue. Some area residents wish to have the property designated as a historic property. SAF is opposing this effort in order to retain the asset value of the property. There is a new computer system that is being updated at national. It will provide more member services and integrate information better than the existing system. The system will be up in 6-9 months.

Chair Potpourri (Lemin): Ron L. had no additional agenda items.

Other items for the good of the order: Spencer M. informed the EC that the Maine chapter is exploring PayPal as a method to register and track program participants. It can also be used to accept payment. Spencer M. was looking for feedback from the EC. Specifically, if other chapters/divisions had tried anything similar and if there are tax implications. Don F. has done something similar and it worked out well.

Kurt Z. raised the idea of a single platform that all chapters/divisions could use. There were concerns that it might add extra steps and a local unit effort may be easier. Ron L. mentioned that PayPal transaction fees cannot be charged to participants. They should be incorporated into the registration fee.

Calendar: The NESAF EC will next meet on June 10, 2009 9:30am at Cabela’s in Scarborough, Maine.

Wednesday, September 23, 2009: Concord, NH: 9:30am-3:00pm
Thursday, December 17, 2009: Concord, NH: 9:30am-3:00pm

A motion to adjourn was heard from Jim H. A second was heard from Maggie M. The question was called and the motion passed unanimously. The meeting adjourned at 7:35pm.

Respectfully submitted,

Andrew Fast, Secretary