

Approved Minutes 6-10-2009



**New England Society of American Foresters (NESAF)
Executive Committee (EC) Meeting
Wednesday, June 10, 2009**

Location: Cabelas, Scarborough, ME

Members present:

Deborah Boyer	Website Administrator
Paul Dolan	Rhode Island State Representative; Nomination Chair
Andrew Fast	Secretary
George Frame	Immediate Past Chair
Peter Greeno	Membership Chair
Dana Hachigian	Treasurer
James Harding	Forest Science Coordinator
J Peter Howland	New Hampshire State Representative; Policy Chair
Ron Lemin Jr.	Chair
Spencer Meyer	Maine State Representative
Ed O'Leary	Vice-Chair
Randy Stone	Massachusetts State Representative; Awards Chair

Guests:

Ken Laustsen	Biometrician, Maine Forest Service
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Members not present:

Joseph P. Barsky	Connecticut State Representative
Roger Dziengieski	Council Representative
Don Floyd	Canadian Representative
Margaret Machinist	Co-Editor of NESAF News Quarterly
Scott Machinist	Co-Editor of NESAF News Quarterly
Kurt Zschau	Vermont State Representative

Meeting opened by NESAF Chair, Ron Lemin Jr. at 9:30 AM

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. Ron L. can provide a copy of the antitrust statement to members of the EC upon their request.

Add/Adjust agenda: An update of the insurance coverage process and an online registration system Spencer M. is using was added to new business.

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43 Corrections/Additions for the March 17, 2009 EC meeting minutes (Fast): Line 153 had a typo. A
44 motion was heard from George F. to accept the meeting minutes as amended; a second to the motion was
45 heard from Jim H. The question was called and the motion passed unanimously.

46 **Treasurer's Report (Hachigian):** Dana H. distributed the NESAF Net Worth Report as of 6/9/09
47 and the budget report as of 6/10/09.

48 Dana H. reviewed the Net Worth Report. She has received a couple more deposits, which are not
49 reflected in the Net Worth Report. She will post them in the near future. Dana H. has updated contact
50 information with the bank. Paperwork that was going to Larry Rousseau will now go to Dana H. No
51 dispersements have come due from the CD; the next CD is due in September or October, 2009.

52 Dana H. reviewed the Budget Report. NESAF received another dues dispersement from National on
53 March 31, 2009. This was part of a payment from last year's dues.

54 Dana H. received an email from Matt Tansey informing her that \$100 was deposited into an SAF
55 account and he was not sure who submitted that money. SAF subunits have accounts at TD Banknorth with
56 similar Federal ID numbers, but different signatorys on the accounts. Each subunit can see other subunits
57 accounts and no one can tell who is making deposits.

58 Under income, the general operations account is \$16,418.58. Grant account is \$3,230.61. Total
59 income is \$19,649.19. Spencer M. informed the EC that he provided Dana H. with a check to reimburse
60 NESAF for the winter meeting advance. The Winter Meeting Advance Refund line item will be changed to
61 \$1,000. Randy S. and Spencer M. pointed out the \$3,133.24 in winter meeting returns from last year. This
62 will be in addition to this year's winter meeting returns so the revenue from this line item will look inflated.

63 Under expenses, NESAF has paid \$4,035.75 in dues to divisions. *News Quarterly* expenses are up-to-
64 date. The winter meeting advance will be paid out in the future and a HSD bill is expected based on NESAF
65 membership numbers. Deb B. received a \$125 bill for the website. Leadership Academy expenses were
66 reviewed. The line item covers the cost of the Regional Leadership Academy and National Leadership
67 Academy if NESAF decides to send anyone. There was some confusion over the leadership academy line item
68 and how much revenue should have been carried over from last year; **George F. will work with Dana H. to**
69 **get the confusion resolved.**

70 Dana H. informed the EC that TD Banknorth is consolidating some of its programs which will result in
71 changes to NESAF's checking and money market accounts. NESAF's checking account is now a Business Core
72 Checking Account, which results in a \$15 monthly maintenance fee if \$100 is not maintained in the account.
73 Since there is little money in the checking account, no interest will be generated. 300 transactions can be
74 initiated per month.

75 NESAF's savings account is now a Super Money Market Account. There is a \$12 monthly maintenance
76 fee if \$10,000 is not maintained in the account. Dana informed the EC that there are other options for a
77 savings account one would require a \$2,500 minimum balance to waive fees and the other would require
78 \$10,000 minimum balance to waive fees. Both options were discussed. The Business Money Market Account
79 with the \$2,500 minimum balance, would be easier to maintain. **Dana H. will speak with a Banknorth**
80 **representative about changing accounts.** There are no transaction fees associated with the Business Money
81 Market Account. George F. asked the EC if they thought it would be helpful to have a debit card for one of
82 the accounts. Recent payments include a Cabelas room rental, hotel payments, website payments, etc. A debit
83 card might make a paper trail more challenging if there were an audit. Dana H. informed the EC that online
84 banking is an option. **Dana H. will present a proposal about how to proceed with the accounts at the next**
85 **EC meeting.** A motion was heard from Paul D. to change the existing savings account to a Business Money
86 Market Account; a second to the motion was heard from Ed O'L. The question was called and the motion
87 passed unanimously.

88
89 **B. Old Business:**

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91 Form 990 - State compliance for 2008 (Frame, Hachigian): George F. is waiting for one final
92 income sheet from Yankee Division. The accountant George F. was working with is no longer employed by the
93 accounting office. George F. will make contact with Yankee Division and the new accountant and will
94 keep Ron L. apprised of the progress. NESAF has until August 15th to get the form 990 in. A hard copy will
95 go from the accountant to Ron L. if a signature is required. George F. and Dana H. need to keep working with
96 subunit Treasurers to get reports submitted in a format that is standardized. Ron L. asked if the Form 990
97 EZ could be filed by the NESAF treasurer, George F. explained that the Form 990 EZ is easier to file, but is
98 still complicated and it would likely be too much for the Treasurer.
99

100 NESAF 2009 Winter Meeting (Lemin Jr., Meyer): Ken L. and Ron L. met with the Granite State
101 Division planning committee and provided them with "the good the bad and the ugly," a summary of lessons
102 learned with comments, critiques and input on what to do differently when planning the next business
103 meeting. Ron L. finalized the bill with the hotel. There were issues that cropped up as a result of the hotel
104 taking credit cards and online registration at National. New Hampshire will not go through national for online
105 registration. The hotel is trying to track down some individuals whose credit cards were not approved. It
106 might be best to pursue options other than credit cards for future business meetings such as check or cash.
107 Ron L. passed out a copy of the Maine SAF balance sheet including a breakdown of the 2009 NESAF winter
108 meeting. The numbers are not finalized, but \$6,400-\$7,000 in income each expected for both NESAF and
109 Maine SAF. Spencer M. mentioned that there is a manual developed by Bob Ricard that can assist subunits in
110 planning annual meetings. However, it has never been updated and there is no electronic copy. The tip sheet
111 developed by Maine SAF this year could be included in the manual. Ed O'L. suggested some individuals who
112 have hosted meetings in the past could get together and edit the manual, and he is willing to work with
113 someone to get it accomplished.

114 Spencer M. highlighted one of the challenges he encountered when planning the winter meeting,
115 which revolves around asking guest speakers to pay registration fees. Spencer M. thinks there should be
116 protocol detailing when a guest speaker is subsidized for attendance, lunches, etc. and when they pay in full.
117 Spencer M., Jim H., Ed O'L., Ron L. and George F. will develop the manual. Ken L. has background
118 material that he will supply. The product will be digital, easily accessed, and updated annually so it stays
119 current.
120

121 Integrity Award (Stone): The integrity award discussion will be tabled until September. Randy S.
122 will report back to the EC on the Integrity Award Subcommittee's recommendations. George F.
123 commented that he does not think the integrity award should be a photograph and brief discussion ensued.
124

125 History Project Update (Laustsen): Ken L. sent out an email to history project contacts in all the
126 states. He received three responses. Dave Stevens in VT and Karen Bennett in NH have started but have not
127 completed much. Ed O'L. will assist Dave S. on the Vermont state history. Randy S. gave an update on
128 MA status; he met with a lack of enthusiasm about 1 year ago when he approached authors. Randy S.
129 contacted Charlie Thompson and Dave Kittredge who are eager to contribute. Lots of the information from
130 MA should come in this summer. Randy S. will compile and edit MA history project drafts as they are
131 submitted. Ken L. is considering asking Ingeborg Seyboyer or Mark McCollough to provide illustrations. A
132 deadline may help create more urgency for authors and move the process forward. Ken L. will notify
133 participants that he wants their complete contributions by the December EC meeting. Ken L. will work
134 with EC members to get additional help for individuals if it is needed.
135

136 C. NEW BUSINESS:
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138 **Insurance and Online Registration Update (Meyer):** Spencer M. referred the email he sent the EC
139 in April. Contacting the insurance company and getting the program covered was easy. The entire process was
140 done in 48 hours. The contact at the insurance company was Dan Ziegler, JZA Affinity, 410-339-7234.

141 Spencer M. has been using the site regonline.com to register participants for Maine SAF programs.
142 There is lots of functionality and flexibility including customizing forms, credit card payments, discount
143 codes, early bird and late fees, online reports, lodging, etc. Registration online is \$5/person or \$150 and
144 \$2.99/person. The second option starts to become economically viable at approximately 75 people. Every
145 month the account balance is checked and regonline.com sends a check with any income that is produced.
146 Spencer M. has experienced no complaints by registrants. The drawback is if there are costs upfront and
147 the subunit or NESAF has to wait 30 days for reimbursement.

148
149 (The EC took a break for lunch at 11:32am and resumed at 12:13pm)

150

151 **Standing Committee reports:**

152

153 **Nominations and Election (Dolan):** Paul D. circulated a June 9, 2009 memo titled "Nominations for
154 2009 NESAF Election," a January 21, 2009 press release titled "Call for nominations - 2009 nesaf executive
155 committee elections," and a supplemental application sheet titled "NESAF Executive Committee Biographical
156 Information for Prospective Candidates to Accompany Ballots." Paul D. asked that Subunit representatives
157 make sure that all contact information is up to date. Deb B. will put Paul D.'s hanouts on the NESAF
158 website. Candidates should get applications to Paul D. by August 28. When Paul D. gets results from National,
159 he will contact states to inform them of subunit winners and Ron L. for NESAF positions. The paper ballots
160 received from states are returned to the Tellers Committee who tabulate the results. National sent Paul D.
161 the 135 names that need paper ballots last year and Paul D. sent ballots out to those individuals. There
162 should be no cost to individual states for voting. Ed O'L. pointed out that page 2 paragraph 2 of the memo
163 should state that August 28th is the nomination deadline rather than September 15. Paul D. will make the
164 correction on page 2 paragraph 2 of the memo. While August 28th is the internal deadline to get
165 nomination to Paul D, August 1 will be the official deadline posted on the website. Deb B. will send out an
166 email to membership about elections and the date for nominations.

167

168 **Policy (Howland):** Pete H. circulated two draft highgrading statements (draft #10 and #11) based on
169 input he received since the last EC meeting. 8-10 people provided input. Peter G. highlighted the challenges
170 the policy committee is facing bringing together diverse comments from so many parties. Pete G. commented
171 that when he was working in Washington there were times when policy staff reviewed NESAF policy
172 statements so they go a long way and have an impact. Pete G. also asked whether membership has had enough
173 input into the development of the highgrading policy statement and does it reflect the broader membership's
174 opinion. There were comments that the EC should find a way to better support Peter H. Spencer M.
175 mentioned that Maine is providing a number of feedbacks with full rewrites and it is unreasonable to expect
176 Peter H. to figure out how to reconcile all these documents. The EC does not need to get membership's
177 approval to move forward and would need 2/3 majority if the policy was brought before membership. In the
178 past, policy has always been adopted by the EC without a vote from membership.

179 Ron L., George F., Peter G. among others commented that perhaps the EC should take a little more
180 time and confer with national on what they are doing on the topic of highgrading. Spencer M. commented
181 that there are two distinct issues 1) what to do with the highgrading issue and 2) how should the process
182 work, i.e. how should membership provide input if at all, what is the role of the policy committee, etc. Dana H.
183 asked whether the EC is trying to represent the members on this issue or dictate a policy that the
184 membership should follow. George F. feels the EC should communicate the feeling of membership to folks at
185 large. There are many different positions and ideas about what highgrading is. Peter G. commented that no

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186 policy statement will make everyone happy, and before the EC takes on the highgrading statement, it should
187 address the policy process. How do we receive membership input and accurately represent them?

188 Peter G. suggested that 3-4 members look at how other organizations form policy to inform the EC on
189 options moving forward. A committee's makeup is at the purview of the EC so the policy committee could be
190 formed by members who are not part of the EC. The policy committee's structure would have to be modified
191 by the EC. Roger D., Pete H., Peter G. will discuss what sort of structure would be appropriate and
192 report their recommendations to the EC at the September meeting. George F. suggested the NESAF
193 website might be a tool to facilitate input from membership. Pete H. offered that something could go in the
194 *News Quarterly* to the effect of "Is a highgrading policy statement something that we should pursue? Do
195 you think it is an issue? If so, what should be in it...." Pete H. and Peter G. will develop language that
196 should be sent out in the mailing, *News Quarterly*, and/or website. Randy S. recommended that Pete H.
197 check with states to see what sort of regulations, policies, etc. states have implemented.

198
199 **Membership (Greeno):** In May, Christopher Whited, from National, informed Peter G. that NESAF
200 had 111 non-renewals, while NESAF's lists indicated 157 such non-renewals. Peter G. found a couple of
201 problems left over from the handling of membership at the National level. At present, emails have been sent
202 to each non-renewal member from Peter G., and hardcopy renewal options to each non-renewal from
203 Christopher W.'s desk. VT, NH and CT reps have indicated that they are calling members; Peter G. is
204 beginning to call other division members that have not responded to initial contact. Please let Peter G. know
205 if you are making calls to membership. At present, NESAF has 99 members yet to respond.

206 There are a few problems that Pete G. is aware of (1) When members join or renew partway through
207 the year, National is charging them for a full year's dues, yet only registering them for the remainder of the
208 year. The member then has a credit for the following year's dues, but is not a member until they renew again
209 at the beginning of the year. In some cases SAF is purging members that have already paid for part of their
210 2009 dues, sometimes even beyond the purge date. Peter G. has petitioned national to either only charge a
211 prorated amount for the remainder of the year, or to set renewal dates reflecting a member-specific
212 anniversary rather than the calendar year. Christopher W. is in agreement at the moment.

213 Jim H. asked how the student policy is affected since many students enroll in the fall. Are they
214 included for the following year? Peter G. is not sure, but will contact National and get an answer for Jim H.
215 There is a chance everyone will move to calendar year membership. It would be helpful to have a letter from
216 Ron L. or the EC to National. Ron L. will speak with Peter G. about how to move forward with a letter.
217 George F. also indicated interest in contacting Michael G. at National in his position as immediate past chair.
218 George F. pointed out that changes could make things different for Dana who is used to getting dues in Jan.,
219 Feb. March. (2) The difference between NESAF's spreadsheets, which indicated 157 non-renewals and
220 Christopher W.'s list which indicated 111 non-renewals, was due to students. On January 1st, National
221 automatically renewed a number of the students that joined in fall of 2009, but never updated their 'Valid
222 To' field. Our monthly reports have been incorrect in showing more students as non-renewals than what
223 actually happened since January. Christopher W. corrected this earlier in the month. (3) National
224 erroneously recorded a few member's dues and has been correcting the issue on a case-by-case basis.

225 Over the past month, Christopher W. has been implementing a new membership system that will allow
226 members to set up an auto-debit. To kick this new system off national sent each of NESAF's non-renewal
227 members an updated invoice that shows the balance necessary to renew for the remainder of 2009. In
228 addition, they will be able to pay in portions throughout the year to make the \$150 more manageable. It is
229 Peter G.'s understanding that this will also help NESAF on renewals in future years by keeping members
230 renewed automatically, much like any other service for which you might sign up.

231 Additional details about membership are available from Peter G.

232

233 (Ken L. left the EC meeting at 1:12pm)

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235 **Forest Science Coordinator (Harding):** 4 articles on forest pests were sent to the *News Quarterly*.
236 Jim H. has no theme for this October yet. After the business meeting, he had a lengthy and lively discussion
237 on working groups. Bob Brooks stepped up as Forest Ecology working group Chair. He contacted members who
238 would be interested in being involved, but has not heard back from them. Dave Hall, new silviculture Chair
239 (with Kenny Fergusson) have organized 2 tours. Jim H. will speak with Janice Mulherin about time for
240 working groups to get together and whether that is something they still want to do. Spencer M. asked
241 about national working groups. It is still a topic they are wrestling with? Jim H. will follow up with Roger
242 D. to find out the status of national working groups. Janice Mulherin has a working group session planned
243 for next year's meeting in New Hampshire. Dana H. suggested forest inventory programs as a topic for the
244 next *News Quarterly*. Jim H. asked the EC if they had any data sets (inventory, cruise data, other data) they
245 could supply for a math course he is teaching. Spencer M. recommended speaking with Ken L. Spencer M.
246 and Randy S. will supply Jim H. with some data sets.

247

248 **NESAF Website (Boyer):** There is a fair amount of material on the calendar and website. Dave Hall
249 contacted Deb B. about silviculture working group fields trips. Contact Deb B. for any events you would like
250 to share. There has been great feedback on mass emailings. Mass emails are particularly helpful if
251 information can be written and provided by the membership themselves rather than Deb B. having to do it.
252 Only 1 person asked to be removed from the email list. George F. recommended Deb B. model the email after
253 the e-forester if possible where an index informs the reader what is in the body of the email. JP B.
254 forwarded an email to Deb B. from Connecticut Extension asking to have the NESAF link on their website.

255

256 **Grants (Barsky):** JP B. was not present. Dick Weyrick from NH asked for an extension. Most
257 individuals associated with the NH grant are presently consumed with another project, *Good Forestry in the*
258 *Granite State*. In the past, there have been votes for grant extensions. A motion was heard from Randy S. to
259 extend the New Hampshire grant for another year; a second to the motion was heard from Spencer M. The
260 question was called and the motion passed unanimously.

261

262 Ron L. brought up a website inquiry in which a school wanted a forester to come to them and assist
263 with tree planting. What, if any, support or role should NESAF have. Paul D. said there is an existing
264 infrastructure for this sort of assistance. There was discussion among the EC about NESAF supporting the
265 cost of an annual tree planting. Schools could write in and apply on a competitive basis to receive the award.
266 Ed O'L. asked whether NESAF should encourage subunits to sponsor an event (tree planting, walk in the
267 forest field day) on earth day to get NESAF more exposure. Andy F. suggested NESAF use the existing
268 infrastructure that is out there. For example, National Arborday Foundation fills an urban forestry, tree
269 planting niche and does it well. Why expand the scope of what NESAF does to overlap with that
270 organization? Spencer M. was not convinced NESAF has the resources to support many events and would
271 encourage following the model Ed O'L. suggested of encouraging local chapters to do something. Randy S.
272 agreed with Spencer M. and is not sure this is a role for NESAF. Spencer M. mentioned that if NESAF wants
273 more exposure it could develop a marketing plan. Also, a role of NESAF could be sharing success stories from
274 different subunits and the transferability of different models. If there are requests in the future for tree
275 planting help or other events, the request will be passed on to the subunits.

276

277 **Awards (Stone):** Deadlines for awards is December 1. Randy S. will report back to the EC in
278 September with Awards Committee recommendations.

279

280 **Budget Report (Rousseau):** Dana circulated a "NESAF Executive Committee Expenses
281 Reimbursement Form." EC members who want reimbursement, should fill out the form, attached receipts, and

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282 submit it to the Treasurer. The EC complemented Dana H. on the form. Dana H. will send out an electronic
283 copy to the EC. George F. recommended that Dana H. look at the budget line items and have the
284 reimbursement form reflect those line items. George F. suggested tabling the vote on the budget until next
285 meeting in order to sort out some confusion over the leadership academy line items.

286
287 **NESAF News Quarterly (Machinist):** Maggie and Scott M. were not present.

288
289 **State Reports (NESAF State Representatives):**

290
291 ME - Spencer M: Spencer M. provided the following Maine update:

- 292 1. Spring/summer tours
- 293 a. Northeast Forest Health Field Workshop - successful two-day field workshop with about
 - 294 40 participants each day - focused on using silviculture to reduce risk from pest and
 - 295 pests and pathogen updates from around the northeast. We also visited Acadia National
 - 296 Park to learn about their forest health programs.
 - 297 b. GIS workshop - June 19
 - 298 c. Joint biomass/biodiversity tour proposed
- 299 2. Biomass guidelines - MESAF reviewed sent back considerable comments
- 300 a. Jeff Benjamin, Rob Bryan spear headed this effort unrelated to SAF but they sent it to
 - 301 us as part of the stakeholder vetting process.
 - 302 b. MESAF decided - "Not supported as structured due to lack of scientific basis and lack of
 - 303 implementation recommendations."
 - 304 c. Revisions and new approach in the works.
- 305 3. Ken Laustsen chairing MESAF licensure committee - attending ME Board of Licensure meetings
- 306 4. Beginning initiative to revisit our old Forestry Practices: Goals and Standards - not sure where
- 307 our policy committee stands but are trying to resurrect it.

308
309 RI - Paul D: The International Society of Arboriculture has an upcoming conference in Rhode Island.
310 RI continues supporting Walk in the Forest Field Days and Biothon. On Arborday, seedlings were distributed
311 through RI SAF.

312
313 SAF Council Report (Roger D.): Roger D. was not present but emailed Ron L. an update. Ron L. read
314 the report to the EC. Two items were of interest. 1) The council instructed the Committee on Forest Policy
315 to rewrite the "public regulation of private forest land" position statement so as to specifically include
316 highgrading as an unintended consequence of forest regulation and to expand those regulatory activities to
317 include all government actions affecting forestry including zoning regulations. This may not be exactly what
318 we wanted but it does provide a link to a national position statement for the NESAF position statement.
319 Roger D. has sent some suggestions to Pete H. for his consideration and hopes to talk with him some more on
320 how to leverage more movement from national with the NESAF statement. 2) The strategic plan is approved
321 and looks very good. Roger D. will send some examples of how Louisiana SAF incorporated the plan in their
322 state planning and meetings shortly.

323
324 MA - Randy S: DCR appointed a technical steering committee as part of the Forest Futures Visioning
325 Process. There is a moratorium on harvesting on state lands until the process is complete. No sales on state
326 lands will be green certified until the certification process is complete. Clean up from the ice storm will start
327 shortly with 75% of the cleanup costs covered by FEMA. There is a new invasives alert focused on mile-a -
328 minute vine.

329

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330 NH - Pete H: The Program committee has one of 2 keynote speakers in place and 6 of 42 speakers in
331 the technical sessions. All moderators are in place. The poster session will be digital as well as physical. *Good*
332 *Forestry in the Granite State* should be in draft form sometime in July with hopes that it will be ready for
333 publication this fall. There is a workshop coming up on the 18th of September.

334

335 CT - JP B: JP B. was not present.

336

337 VT - Kurt Z.: Kurt Z. was not present and Ed O'L. provided the following update for Vermont. Chief of
338 the Forest Service, Abigail Kimbell, came to speak with UVM students. The forestry department within the
339 state continues to get smaller in size. Jim H. mentioned that GMD met a few weeks back. They are planning
340 for the summer meeting. There was a strong turnout from students at the previous meeting, which took
341 place at Green Mountain College.

342

343 Canada - Don Floyd: (not present)

344

345 **Chair Potpourri (Lemin):** Ron L. shared a letter he received from Pete Hannah titled "An Idea for
346 NESAF," dated March 2009. The letter inquired about providing or facilitating financial aid to individuals
347 who want to obtain equipment to enable easier and more affordable harvesting on small woodlots, or new
348 entrepreneurs who want to work in the forestry sector. The EC understood the sentiments behind the
349 proposed loan program, but felt it was beyond the scope of NESAF's mission.

350

351 **Other items for the good of the order:** There were no additional items for the good of the order.

352

353 **Calendar: The NESAF EC will next meet on September 23, 2009 9:30am at the Conservation Center,**
354 **Concord, New Hampshire.**

355 Thursday, December 17, 2009: Concord, NH: 9:30am-3:00pm

356

357 *A motion to adjourn was heard from Jim H. A second was heard from Ed O'L. The question was called and the*
358 *motion passed unanimously.* The meeting adjourned at 2:50pm.

359

360 *Respectfully submitted,*

361

362 *Andrew Fast, Secretary*