New England Society of American Foresters (NESAF)
Executive Committee (EC) Meeting
Wednesday, December 17, 2009

Location: Conservation Center, Concord, NH

Members present:
- Joseph P. Barsky, Connecticut State Representative
- 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
- Margaret Machinist, Co-Editor of NESAF News Quarterly
- Spencer Meyer, Maine State Representative
- Randy Stone, Massachusetts State Representative; Awards Chair

Guests:
- None

Members not present:
- Roger Dziengeleski, Council Representative
- Don Floyd, Canadian Representative
- Scott Machinist, Co-Editor of NESAF News Quarterly
- Ed O’Leary, Vice-Chair
- Kurt Zschau, Vermont State Representative

Meeting opened by NESAF Chair, Ron Lemin Jr. at 9:32 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. Ron L. noted that this is JP B.’s last EC meeting and Mel Harder will replace him as the Connecticut State Representative. Ron L. thanked JP B. for his service and the EC echoed Ron L.’s sentiments.
   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: The Massachusetts State Report and Awards was moved up on the agenda since Randy S. and Dana H. had to leave early.
2010 meeting dates and locations were scheduled and are detailed in the calendar section at the end of the minutes. (Maggie M. joined the EC at 9:41am).

**Corrections/Additions for the September 23, 2009 EC meeting minutes (Fast):** A sentence was added at line 144 stating that Ron L. asked Roger D. to set up a call with Peter G. to discuss the high-grading position statement. A motion was heard from George F. to accept the meeting minutes as amended; a second to the motion was heard from Paul D. The question was called and the motion passed unanimously.


Dana H. reviewed the Net Worth Report. $17,527.34 is in cash and bank accounts. The CD value is $25,478.83 and total assets are $43,006.17. The net worth report shows $1,200 in liabilities from the Forester's Fund Grant. After discussion, it was agreed that the Foresters Fund Grants resulted in $600 of liabilities and those liabilities have been satisfied. A motion was heard from George F. to amend the Net Worth Report as of December 17, 2009 to show $0 liabilities and an overall net worth of $43,006.17. In addition, these changes are to be reflected in the September 23, 2009 minutes; a second to the motion was heard from Spencer M. The question was called and the motion passed unanimously. Andy F. will amend the September 23, 2009 minutes in accordance with the motion.

Under income, a line item for the dues reimbursement from National was added. The dispersal from NESAF to subunits was accounted for separately. Ron L. received a call from a Vermont member who wanted to better understand how the dispersal to subunits was determined. After discussion with Ron L. and National, there was still some frustration on the member's behalf, but he better understood the process.

Spencer M. asked for clarification on the asterisks on the Draft Budget Report. Dana H. informed him that they referred to notes on the last page. Dana H. will explore a better way to denote asterisk comments.

Dana H. asked for clarification on how NESAF has traditionally managed the interest on the CD, i.e. roll it over, move it to a different account, or spend it during the budget year. An investment subcommittee was formed in the past. They were going to bring proposals before the membership but did not make progress on the issue. Membership voted to use the interest on the CD to support grants so the money is encumbered.

Spencer M. suggested the EC find out more about this year's grant submissions. JP B. informed the EC that there have been no grant requests.

Spencer M. made a motion to roll over the money for the CD when it matures. Discussion ensued. There a couple options: the interest can be rolled forward in the CD or in the savings account. Either way, the money must be tracked since it is reserved for grants. There was continued discussion about whether to roll the interest over in the CD or move it to the savings account. Spencer M. amended his motion to roll over the interest from the CD and try to form a subcommittee to look at this issue.

George F. provided some background citing the overall issue is complex. There is a segment of membership that would like to spend the CD's principal while other members recognize the benefit from an endowment to support grants longer term. While members of the EC supported forming a committee to explore alternative ways to spend the CD money or manage it long term, Paul D. pointed out that the EC already made that recommendation. Furthermore, the committee was formed. It is the subcommittee's responsibility at this point.

Spencer M. suggested bring the issue up again at the annual meeting to keep it before membership. George F. noted the EC has managed the CD money and interest according to the vote taken, i.e. the principle would always be maintained and interest would be used for grants. By rolling over the interest into the CD, the EC is increasing the principal so there is an argument for moving interest to a different account even if it is still encumbered.
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Spencer M. will remind Ron L. to reserve time at the business meeting to bring this issue before membership. Spencer M. will make an effort to reform a subcommittee to explore alternative ways to spend the CD money or manage it long term.

A motion was heard from Paul D. to keep the principal in the CD and move any interest from the CD to a separate account; a second to the motion was heard from Pete H. The question was called and the motion passed unanimously.

Dana H. continued reviewing the income and expenses. Under expenses, membership drive was added as a new line item. Dana H. informed the EC that expenses will go up today since she will distribute stipend checks to some EC members. General operations expenses to date are $25,816.71. Total expenses to date are $28,194.55.

George F. noted that there should be an additional $300 of income and expenses in the NESAF Grant line item. There was discussion about accounting in the Grants Account section of the NESAF budget worksheet.

Forester Fund Leadership Academy Grant income should show $1,200 for 2008 and $300 to date income in 2009. The expense line of $2,077.84 should be $1,500. The difference of $577.84 should be put in a separate line item in General Operations. Grants account total this year should be $600 in income and $600 in liabilities. Grand total expenses should not change.

The News Quarterly expense line item is roughly $780 over budget. However, News Quarterly income is approximately $500 over so News Quarterly is actually around $200 over budget. Maggie and Scott M. have done an excellent job and the EC should collectively take responsibility and seek to address expense changes for 2010. There was discussion about advertising and payment.

There were questions about how long the EC can project deficits when asking membership to approve budgets at the annual meeting. Over recent years, NESAF has made more money than the conservative projections in the budget and have come close to a balanced budget most years. Some EC members contend that while it is not a good practice to constantly project budget deficits, the most important element is serving membership. In recent years, NESAF has represented membership well with reasonable year end budgets through volunteer participation exclusively.

A motion was heard from George F. to approve the Treasurer's Report with stated corrections in the Grants Account; a second to the motion was heard from JP B. The question was called and the motion passed with 11 in favor and 1 opposed.

(The EC took a break 11:00am and resumed at 11:15)

B. Old Business:

History Project Update (Laustsen): Ron L. read the following history project update from Ken L.: Ken L. requested a progress report from all state contacts before the September 23 NESAF EC meeting. To date, he has received one response from Randy Stone. Due to the lack of enthusiasm the project, “State Level Perspectives on Forestry over the 1970 – 2010 Period,” Ken L. recommendations that the project is dropped and discontinued.

Ken L. continues to have an interest in updating the NESAF history files that track membership levels, awards and recognitions, EC members, annual meetings, and themes. He will transition his efforts into starting and completing the update over the next calendar year if this project is still of interest to the NESAF EC.

Randy S. suggested breaking down the history project into component parts and regularly devoting a section of the News Quarterly to the subject. The EC provided general agreement that this would make the project more manageable. George F. and Maggie M. gave a New Hampshire example of how much of the history may already be chronicled. Granite State Division did a history update around 2000 for its 50th
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anniversary and the NH Division of Forest and Lands celebrated its centennial this last year and compiled NH forestry history as part of the process. The annual meeting could be a sounding board for Randy S.'s idea.

Jim H. will contact Susan Francher to get a hold of the Division of Forests and Lands history document.

The topic will be tabled until the January meeting and will be brought up at the business meeting.

A motion was heard from Spencer M. to drop and discontinue the "State Level Perspectives on Forestry over the 1970 - 2010 Period" project as recommended by Ken L.; a second to the motion was heard from Dana H. The question was called and the motion passed unanimously.

2010 Winter Meeting Update (Howland – GSD SAF): The planning committee met recently and is finalizing loose ends. The registration form should be available in the News Quarterly. It will also be available on the internet within twenty-four hours of sending it to National. Membership could be notified through an email once it is available. Full registration is $125 for members and $150 for non-members. There will be a late fee after February 28th, and there is no early bird discount. Students will be subsidized; a full registration is $70 for students. Volunteers will receive free admission for the day they are volunteering. Credit card payment is available online through National only. Cash and checks will be accepted at the door.

Pete H. reviewed the keynote speakers and provided a brief overview of the agenda. There are fewer exhibitors scheduled, but there are also more sponsors and donations. GSD is looking for raffle items. The exhibitor fee is $250 and includes one registration. The hotel is charging $109 / night, or the government rate. Maggie M. suggested that the Nashua Courtyard Marriott may be interested in putting an add in the News Quarterly.

C. NEW BUSINESS:

Standing Committee reports:

Nominations and Election (Dolan): Paul D. passed out a copy of the election results. There was a small glitch in the online voting; Maine could only vote once for three vacant member-at-large positions. Individuals were running unopposed so it did not impact results. Other than that, everything went very well. Approximately 20% of the electronic ballots and 40% of the paper ballots were returned. Deb B. informed the EC that 28% emails are being opened by membership according to latest data. RI had 65-70% of their ballots returned. A motion was heard from Paul D. to abandon the Teller's Committee for 2010 and accept the election results as final; a second to the motion was heard from Jim H. The question was called and the motion passed unanimously.

Next year, Maine, Massachusetts and Vermont are looking for EC members. NESAF is seeking a Chair-Elect. NESAF EC needs to speak with Louise M. about how to address the electronic balloting problem Maine encountered.

The legitimacy of Connecticut's electronic balloting this year was raised and it was agreed that the election was valid since it was consistent with the by-laws. A ballot does not need to be supplied by National. However, for future reference, paper ballots need first class postage and the entire membership needs the opportunity to vote. Paul D. has a list of Connecticut members who do not receive emails and offered to send labels of those individuals to the Connecticut Representative in the future.

(The EC took a break for lunch at 11:55am and resumed at 12:25)

Grants (Barsky): JP B. has not received any grant applications. Ed O'L. sent JP B. an update on GMD's grant. The EC needs a new Grants Chair, but the topic will be tabled until January.
NESAF News Quarterly (Machinist): The News Quarterly deadline is December 22. The $110 fee for a bulk mail permit is due before the next issue goes out. There was discussion about benefits and drawbacks of the bulk mail permit. The bulk mail permit fee allows NESAF to keep its own return address on the permit as opposed to using the publisher’s bulk mail permit. Maggie M. will explore alternative options and costs so the EC can make an educated decision about maintaining a bulk mail permit in the future. Ron will put the topic on a future agenda. Maggie and Scott M. put a little blurb in the News Quarterly asking for letters to the editor. There have been no responses, but they will continue to solicit comments from membership. Maggie M. also voiced that she would post future letters without an official EC response. The next issue will be large and include articles highlighting Vermont and NH’s centennials as well as a forest science section, and more. There have not been any obituaries and Maggie M. wanted to make sure none have been overlooked. Representatives should send information on newly elected officers to Maggie M.

Policy (Howland): Pete H. plans to step down as Policy Chair. Peter G. thanked Pete H. for his work and flexibility. The member survey from June gave NESAF quantitative membership data while text comments provided qualitative information.

Peter G. passed out a document titled: “Final Report of Sub-committee on Policy and Process to the New England SAF Executive Committee.” The subcommittee was comprised of 12 individuals with diverse backgrounds, of which 11 were active and are listed on the first page of the report. The committee’s work spanned 6 weeks and examined the member survey in depth. The report’s recommendations are in order of importance. However, recommendations will not be as effective if they are followed piecemeal.

Peter G. emphasized that a policy committees or sub-committee responds best to a specific policy need. It may be beneficial to have more of a tiered leadership approached that allows membership with specific areas of expertise to get involved in ad hoc policy sub-committee work. Also, NESAF can ballot membership relatively easily. It is worth having members vote on specific issues. Through balloting or sub-committee work, members can contribute to a policy position regardless of their available time.

George F. commented that it would be helpful to have an executive summary of the report. Peter detailed the structure of the report, i.e. the initiative is bolded with arrows below that document action items. Peter G. read through the document explaining the sub-committee’s recommendations (refer to the final report for details). Peter G. emphasized that the purpose of the sub-committees recommendations is not to do more policy but better policy.

Maggie M. asked about the role of the Communication and Outreach Chairs relative to the Policy Chair. Peter G. thought they should work together but the same individual should not occupy both positions. Recommendations identify certain needs and action items while providing flexibility for the EC to have input as well. Spencer M., Ron L. and Deb B. defined differences in Outreach, Communications and Policy Chair positions. Maggie M. asked about stipends for these positions since NESAF is working on a deficit budget. Peter G. suggested stipends should be consistent with the weight of the position.

Discussion ensued about the appropriate person to fill the Policy Chair. Spencer M. emphasized someone with buy-in since there may be no policy activity for prolonged periods of time followed by flurries of activity. It is also important to avoid conflicts of interest. It is about assembling a team rather than being an expert. When committees develop, a member of the EC should participate; the report recommends the Policy Chair sit on the committee. Spencer M., Ron L., and Peter G. pointed to how the policy committee is a great resource for local chapters and could link chapters to issue experts.

Peter G. reminded the EC that SAF by-laws state that we are not an advocacy organization, but NESAF can advocate the position of SAF. However, the policy committee can link chapters to individuals who can assist in ways that NESAF cannot.

In terms of next steps, Peter G. would like to get back to the membership with a more concise list of what was discussed today. The topic will be tabled until January when the EC can look in depth at the
Membership (Greeno): Peter G. provided a membership update. He passed out and reviewed a memo detailing potential line items within the membership budget. A detailed report is available upon request. As of November 30th, NESAF had 1005 members. Access to the membership database interface will be available online in the next month or two. Peter G. continues to work on adding value to student membership. It is difficult to track students after they leave and Peter G. is working on an incentive program that largely entails greater communication of current incentives and among new ideas, to engage students heavily prior to their leaving their educational institution.

There is interest among student chairs to have a student congress through which the students would have more direct interaction with leadership.

The email list is being cleaned up with Deb B. While only a small percentage of emails are returned, only 28% of NESAF emails to membership are opened. The NESAF membership page is updated. Peter G. and Deb B. are working on building the nesaf.org career center. Contact information for unit leaders on the NESAF website, in the News Quarterly, and on Peter G.'s lists from National do not match. Peter G. brought a list to pass around and requested that leadership update it. A big member value issue is licensing in each state. Massachusetts no longer accepts the SAF CF credentialing process for state licenses. The Massachusetts Licensing Board Secretary cited the low auditing performed by SAF (less than 1%). There is a nearing board meeting during which they will reconsider their decision given the new CF auditing standards.

Peter G. outlined a number of additional line items within the membership budget to improve recruitment and retention. There are both yearly (specific costs associated with candidate certified forester scholarship, transportation, printing costs, mailings) and one year only (membership drive and SAF merchandise sale) costs. A list of new members is also available.

Awards (Stone): Randy S. passed out nominations to state representatives. Randy S. will send out electronic ballots and representatives can send them back to him. Spencer M. is recusing himself from voting on one of the awards because he was nominated for it. Spencer M. will vote on others as appropriate. Randy S. suggested that next year’s nominations and voting is completed electronically. This year’s nominations for the integrity award are all single awards.

Spencer M. pointed out that there is no abstention option on the ballots and it should be added to the ballot. George F. reminded representatives that nominees should be evaluated based on the criteria of the award only. Pete H. raised the topic of the years of service awards. They should be done at the state level. Representatives should get ballots back to Randy S. by the end of the year.

Forest Science Coordinator (Harding): Jim H. went to the national meeting. He attended the forest science and technology meeting board to get input on working groups. National is considering what to do about working groups. There will be dedicated time for working groups at the winter meeting. Of 6 working groups, only 4 have chairs; nonetheless, there will be representation for all working groups. Science theme for News Quarterly will be larger this issue.

NESAF Website (Boyer): Lots of members are contributing to the online calendar and contacting Deb B. through the website. Rhode Island may use NESAF’s website or they may develop a separate webpage. In either case, Rhode Island’s information needs to be updated. Deb B. is looking for winter meeting information to put on the website. As a general rule, she will try to batch as much information as possible before sending out bulk emails. Fellow nominations need to be in to National by early April. The March
meeting only allows us a month to get packets in. Ron L. will submit to Deb B. information on fellow
nominations. Deb B. will post election results on the website. National’s website receives over 1,000,000
hits monthly.

Peter G. asked the EC what, if any, control should NESAF have over information posted on local unit
websites that are established through NESAF. He gave the example of Massachusetts. They want to post
policy information on the website. If it is sensitive information, a draft document, etc. do we want to make it
available? Is there potential that this document, or another document in a different situation, will be
interpreted to represent NESAF membership-at-large? It was agreed that Massachusetts should be able to put
whatever document they want on their own website. However, Massachusetts should adopt a policy that
documents are vetted and approved by the Massachusetts Chair before they are forwarded to NESAF for
NESAF’s website. State representatives should make this clear to their local units. This process is not required for mass distribution emails. Randy S. preferred that NESAF should solicit input from membership before any of their documents are posted to the website. Peter G. pointed out that there needs to be a policy to decide whether information submitted to Peter G. or Deb B. should be posted to the NESAF website.

Each local chapter’s webpage is an independent webpage and does not necessarily reflect NESAF’s views. Deb B. should add a disclaimer statement to the website that indicates this. In addition, Peter G. suggested that she should flag any potential controversial documents.

Spencer M. suggested that these protocols should be spelled out in the operations manual if they are not present already. In addition, the operations manual should be available on the website. The “society business” subpage might be an appropriate location. A motion was heard from Spencer M. to add a disclaimer on each division / chapter website saying that the website does not reflect NESAF’s viewpoints. A .pdf of NESAF’s official operation document should be added to the website; a second to the motion was heard from Peter G. The question was called and the motion passed unanimously.

Budget Report (Hachigian): Dana H. will email George F. bids that she got on the Form 990.

George F. will provide feedback to Dana H. based on his experience with the form from last year.
The 2010 proposed budget is not complete. It continues to be a work in progress. The News Quarterly expense line item is probably low and should increase to $6,000. The News Quarterly line item under income should also increase to $800. Under income, the Division line item should be dropped from $6,000 to $5,500.
Dues income should be reduced to $11,500 from $13,000. Meeting Returns income should also be reduced from $6,000 to $2,000. Total proposed income from the general operations account is $20,925 total.
Over $100 dollars needs to move from out of the CD. NESAF fund earnings account should be closer to $1,500. The Forester’s Fund line item should be $0 in 2011. Forester’s Fund income should show $1,500 reflecting a membership drive matching grant from National. Total income should be $23,925.
Under expenses, there should be a new line item, Membership Committee. Membership Committee should show $1,700 (with a matching grant of $1,500, membership costs $3,200). Elections should be $500.
A Policy Committee line item should be added with a $500 expense. Ron L. will provide an update on whether there is a National Leadership Academy expense. The amended budget projects a deficit of $6,865.

State Reports (NESAF State Representatives):
ME – Spencer M: Spencer M. submitted the following Maine update:
1. MESAF held a successful Fall Meeting on Policy in Orono. Maxed out 100 Nutting. Mix of loggers, scientists, foresters, policy folks. The Regulated Forest: the Impacts of State and Federal Rulemaking on Forest Management in Maine
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2. Discussion of reducing member dues or eliminating Division dues. Decided it would be hard to reinstitute them again in the future so we thought about reducing meeting fees further for members. Fall meeting netted $6200 ($3200 more than expected).

3. MESAF has continued to help with Project Learning Tree Teacher Workshops.

4. MESAF has offered to help support membership efforts (Greeno initiatives) if necessary.

5. We had some discussion about putting forward NESAF award nominees and maybe some fellow nominations.

6. MESAF addressing past Goals and Standards documents. Waiting to see what NESAF does on Policy front but Maine has at least considered reviving effort. Looking for people to assemble committee.

7. Dave Maas is incoming MESAF chair.

RI - Paul D: There was no Rhode Island state report.

SAF Council Report (Roger D.): There was no SAF Council report.

MA - Randy S: Last Spring DCR launched the Forest Futures Visioning Process to invite public input on the stewardship and management of state forest lands. The goal is to consider the many public benefits and values of forest land, including recreation, tourism, aesthetics, renewable forest products, habitat diversity, and landscape ecology, and to seek the appropriate balance among them. A Technical steering Committee comprised of individuals with expertise in all of these areas will issue a set of recommendations to DCR at the conclusion of the process. The committee is receiving input from an Advisory Group of Stakeholders comprised of representatives of interested stakeholder organizations, as well as from the general public. The committee's draft recommendations are expected to be made available for public review by early January and a series of public forums are planned for January to seek input and feedback on the recommendations before they are finalized. The process is expected to conclude with final recommendations to DCR in early 2010.

The MA Chapter of the Society of American Foresters appointed a sub-committee at its annual business meeting in July to consider how to respond to the process. The sub-committee met again in November to begin drafting a letter of response to be submitted to the Technical Steering Committee before final recommendations are concluded.

NH - Pete H: Pete H. submitted the following New Hampshire update:

1. The 2010 NESAF Meeting to be hosted by GSD, on March 9-11, 2010, at the Courtyard Marriot in Nashua is ready to go with a few minor adjustments.

2. Good Forestry in the Granite State has been on the streets for comments for the past two months, with public input sessions, and has gone to the printers for publication. It is the hope to have it ready to hit the streets the first of the year. There were many heated discussions, but as usual in New Hampshire, we negotiated the outcome, that all could live with.

3. The forestry guide by GSD is moving along slowly, due to many of the people involved were already working on Good Forestry in the Granite State.

4. The N.H. DES has a new set of wetland rules out for public comment, with some changes that will effect forestry and logging operations. It will be very interesting to see the final report. It could have sweeping consequences for forestry and logging.

5. The GSD winter meeting will be held on 2/12/2010, at Attitash Mountain in Bartlett NH. Theme is beyond brown paper. GSD will be awarding the student scholarships at the meeting, along with Forester of the Year.

6. GSD plans to have the Granite State Forestry Guide published by June 2010

7. The White Mountain National Forest projects of all types are still being slowed down by environmental groups.
8. The market situation in the state is still very sluggish for many of us in the field. It has slowed or eliminated the ability to move products out of the woods to market. We are all hopeful we will get thru the winter without the shut offs we faced last year.

CT - JP B: There was no Connecticut state report

VT - Kurt Z: There was no Vermont state report.

Canada - Don Floyd: There was no Canada report.

Chair Potpourri (Lemin): None

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

Calendar: The NESAF EC will next meet on Wednesday, January 13, 2010 9:30am at the Conservation Center, Concord, New Hampshire.

Monday, March 8, 2010 at the Courtyard Marriot in Nashua, New Hampshire: 1:00pm

Friday, June 25, 2010 at Cabela's in Scarborough, Maine: 9:30am

Wednesday, September 22, 2010 at a location to be determined: 9:30am

Wednesday December 15, 2010 at the Conservation Center in Concord, New Hampshire: 9:30am

A motion to adjourn was heard from Randy S. A second was heard from Dana H. The question was called and the motion passed unanimously. The meeting adjourned at 3:00pm.

Respectfully submitted,

Andrew Fast, Secretary