

Approved Minutes 3-8-2010



**New England Society of American Foresters (NESAF)
Executive Committee (EC) Meeting
Monday, March 8, 2010**

Location: Courtyard by Marriott, Nashua, NH

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
Mel Harder	Connecticut State Representative
Ron Lemin Jr.	Chair
Scott Machinist	Co-Editor of NESAF News Quarterly
Ed O'Leary	Vice-Chair
Carol Redelsheimer	Council Representative
Randy Stone	Massachusetts State Representative; Awards Chair

Guests:

Christopher Whited

Members not present:

Don Floyd	Canadian Representative
James Harding	Forest Science Coordinator
J Peter Howland	New Hampshire State Representative
Margaret Machinist	Co-Editor of NESAF News Quarterly
Spencer Meyer	Maine State Representative
Kurt Zschau	Vermont State Representative

Meeting opened by NESAF Chair, Ron Lemin Jr. at 1:25 PM

A. Standard items:

Sign in sheet (Fast) - verify contact information: The standard sign-in sheet was circulated.

Welcome: Ron L. informed the EC that Carol Redelsheimer and Chris Whited are expected to join the meeting.

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: Ron L. added "joint NY-NESAF winter meeting" as an agenda item.

Corrections/Additions for the January 13, 2010 EC meeting minutes (Fast): Peter G. suggested changes to the January 13, 2010 minutes. Proposed changes were read aloud by Andy F. **A motion was heard from George F. to accept the meeting minutes as amended; a second to the motion was heard from Paul D.**

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45 The question was called and the motion passed unanimously. Andy F. will email a copy of the approved
46 minutes to the EC.

47 **Treasurer's Report (Hachigian):** Dana H. distributed and reviewed the NESAF Net Worth Report as
48 of 3/9/10. Under assets, \$20,564.28 is in total cash and bank accounts. The CD value is \$25,566.67
49 resulting in total assets of \$46,130.95. Presently, there are no liabilities. A motion was heard from Paul D. to
50 approve the Treasurer's Report as presented; a second to the motion was heard from George F.

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52 (Scott M. joined the EC at 1:34pm)

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54 Dana H. distributed the Budget to Date as of March 8, 2010. She reviewed the income line items.
55 2010 grand total income to date is \$15,557.65. Expenses line items were reviewed. 2010 grand total
56 expenses to date is \$5,917.99. The income-expense difference in the proposed budget is \$7,581.44 in the
57 red. \$150 has been pulled out of the bank account as petty cash for merchandise sales at NESAF winter
58 meeting. This money will be returned after the winter meeting.

59 Ron L. is waiting to hear back about the Forester's Fund grant that will help support the membership
60 drive. The EC should know if it has been awarded by the end of the EC meeting.

61 Mel Harder asked about historic deficits and clarification on potential future implications of
62 continuing to run deficits. George F. responded that it will put pressure on NESAF's savings and there may be
63 interest from membership to use money that is currently in the CD.

64 This year's winter meeting has fewer sign-ups than in the past and food is more expensive; as a
65 result, NESAF likely will not make as much money.

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67 **B. Old Business:**

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69 **Form 990 (Hachigian):** Dana H. informed the EC that the Form 990 should be completed by May.

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71 **Bulk Mail Permit (Machinist):** Scott and Maggie M. paid for the bulk mail permit in case NESAF
72 decides to use it in the future. It is an annual cost of approximately \$200. The issue will be brought up as a
73 future agenda item.

74
75 **New Policy/Communications Presentation at Business Mtg. (Greeno):** At the NESAF business
76 meeting, Peter G. will update membership on NESAF's progress in policy and communications. The intent is to
77 let membership know what the Sub-committee on Policy Process has done, give membership an idea of the
78 direction NESAF is moving and give them the opportunity to comment or otherwise engage in the process.
79 Peter G. reviewed changes he made to the "Final Report of the Sub-committee on Policy Process to the New
80 England SAF Executive Committee." Changes included less specificity around the Policy Chair stipend,
81 communications was moved up in the report, and an executive summary was added. The executive summary
82 can be emailed with a link to the larger document. Peter G. is looking forward to comments and input from
83 the EC or membership.

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85 **Forester's Fund Submission (Lemin):** SAF was going to inform Ron of the status of the Forester's
86 Fund grant by the end of last month. Turnover at the National office resulted in the update being delayed.
87 Ron L. will try and get an update on the grant from Christopher Whited.

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Report on 2010 NESAF Winter Meeting (Frame/Mulherin): George F. informed the EC that, to date, 283 people are signed up for the winter meeting with additional awardees and walk-ins expected to increase the final number of attendees. 300 banquet meals have been ordered. 135 registrations were online. National has done a poor job with online registration. It took 3-4 weeks to get online registration set up, GSD planners do not know who is a 1-day registrant and who registered for more days, and we are unable to determine from National how much money has come in. Other issues include National's unwillingness to transfer money electronically and the delay in receiving winter meeting registration funds from them. NESAF has to pay expenses at the end of the winter meeting, and National has a portion of the money NESAF requires.

George F. has researched another online registration outfit that costs approximately the same amount of money, but wants to support SAF.

George F. reviewed additional winter meeting items such as the raffle, the hotel's appreciation for NESAF's business, and winter meeting logistics.

Scott M. asked how George F.'s workload would shift if there was no online registration. George F. has a system that has worked for years. This year, he thought the online registration would make it easier, which was not the case. Peter G. commented that other divisions have experienced similar problems. Dana H. was concerned that some members may not have registered because of their frustration with the online registration process. George F. reemphasized that he does not think National should be cut out of the process, but they need to do a better job and get money to NESAF in a shorter time frame.

Ron L. raised the issues of a winter meeting planning book. Ron L., Spencer M., Ken Laustsen, Janice Mulherin, Susan Francher, George F. Kurt Z., Dan Kilborn, and Mark Tweery should sit down with the planning book and figure out what needs to be done. Ed O'L. suggested trying to complete it by June or July.

(The EC took a break at 2:23pm and resumed at 2:33pm)

C. NEW BUSINESS:

Review of Business Meeting minutes from Portland Maine 3/18/09 (Fast): The EC suggested no changes.

NESAF Business Meeting 2010, Adjust Agenda (Lemin): Ron L. asked the EC whether the issue of how the principal and interest on the CD is spent should be brought before membership. Paul D. suggested letting let membership raise the issue if there are concerns. A committee was formed a few years back to look at the issue but they did not do anything. Spencer M. is going to look into this issues as outlined in the December 17, 2009 EC meeting minutes.

The EC added / adjusted the agenda for the 3-9-10 NESAF business meeting.

Carol R. informed the EC that the Fellows process has changed a bit in the past couple years and is still being reviewed. One of the suggestions was changing the date of the nominations. One of the biggest problems is that members will submit nominations that are not complete. If the Fellows Committee does not have to track down additional information, there should be a short turn around. Fellow recognition is also a problem; individuals are granted Fellow in June, and are not recognized until the National convention in October then the NESAF meeting months later.

The business meeting should have 100 people for a quorum.

(Chris Whited joined the EC at 3:05pm. He was introduced by Peter G. and welcomed by the EC)

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140 Chris W. informed the EC that the Membership Forester's Fund grant application has been accepted,
141 but he is uncertain whether money has been awarded.

142
143 **Update on the NESAF winter meeting 2011 in Vermont (Zschau/O'Leary):** The GMD has not
144 finalized a location for the 2011 NESAF winter meeting, but they are considering Lake Morey. There is no
145 limit to the number of people that can attend.

146
147 **Standing Committee reports:**

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149 **Nominations and Election (Dolan):** Maine, Massachusetts and Vermont are looking for state
150 representatives. NESAF is seeking a Chair-Elect. All packages need to go to Paul D. by the end of August.
151 Electronic voting saved NESAF and local units a lot of money.

152
153 **Policy (Open):** Policy was discussed earlier in the meeting. Bill VanDoren and Tom Worthley have done
154 good work in Massachusetts. A member whose membership lapsed has renewed as a result of seeing
155 NESAF/Yankee/Massachusetts chapter's involvement. National was helpful in reviewing comments from
156 divisions on the Massachusetts issue.

157
158 **Membership (Greeno):** Peter G. distributed the membership dashboard membership report. January
159 membership statistics and membership statistics through February were included. NESAF currently has 198
160 non-renewals down from 415 at the beginning of the year. Peter G. encouraged EC members to check in with
161 individuals who have not renewed and see if they are going to. Erica Shultz and Peter G. will be at the
162 membership booth during the winter meeting if people have questions about renewal. Memberships are up
163 relative to where they typically are at this point in the year. Membership is higher than it was at any point in
164 2009, in part because of student members. There are 10 more potential student members. A graduate
165 student is willing to sponsor some students if NESAF will provide a match a portion. NESAF continues to
166 grapple with the challenge of student retention. Peter G. plans to help address this issue through tracking
167 when students are expected to graduate and getting more information out to them. 83 members were purged
168 last year; that number needs to be reduced.

169 Christopher W. identified some multi-state members that renewed in a single state. When multi-
170 state members renew in a single state the database at National makes it look like the member did not renew
171 in both states. National's new system will eliminate that and will be able to have multi-state membership. The
172 new database is beginning testing this week. Dual databases will run for the next couple months until the
173 system is transferred solely to the new database as the primary system.

174 Any leaders who have not renewed, technically, should not be in a leadership position. If EC members
175 are aware of leaders on the non-renewal list, they should contact them. NH does not have any student
176 leaders right now. They have 15 members and NESAF wants to keep them active.

177 Peter G. suggested bringing the membership drive line item down \$200 and it can be reduced further
178 to \$1,500 in order to match the Forester's Fund Grant.

179 Peter G. suggested further discussion should take place about the \$500 scholarship for the
180 candidate forester program before presenting it to membership. It should be dropped from this year's
181 budget but should be left in the 2011 budget.

182 The NESAF EC was informed that it was awarded the \$1,500 membership grant.

183
184 **Forest Science Coordinator (Harding):** Jim H. was not in attendance.

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186 **NESAF Website (Boyer):** Deb B. sent out a few emails to Yankee Division. A high percentage of
187 members (45%) opened the email as opposed to normal (32%). A problem is that emails to membership come

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188 from Deb B's account. She is trying to send emails from the admin@nesaf.org account. Member's internet
189 security may block admin email addresses and people may not recognize Deb B's personal email address.
190 Consequently, mass emails will likely come from membership@nesaf.org in the future.

191 Deb B. has received feedback from mass emails and some opt-outs without providing a reason. Jeff
192 Ward suggested getting abstracts from previous winter meeting presentations on the NESAF website. Deb
193 B. would like to work towards that so if there are any records of abstracts, etc. from previous meetings,
194 please get them to Deb B. Laura Kenefic worked to get proceedings out for 6 years straight. The NESAF
195 website had 1033 unique hits during the last week of February including visitors from Russia, and Poland.

196 A .pdf of a successful grant application is now on the website so members can see how a successful
197 grant is written. Awards dates were changed. For grants information, members can now contact Mel H. The
198 Fellows page has also been updated.

199 There were complaints about winter meeting not being on the SAF calendar. Since it went directly to
200 National, as opposed to the NESAF CFE coordinator, it did not get on there. Chris W. assured the EC that if
201 it is submitted directly to National in the future, it will make it on the calendar.

202 Peter G. and Deb B. discussed whether membership@nesaf.org is the best email address to send
203 members both membership questions and bulk emails relating to non-membership issues. **Peter G. and Deb**
204 **B. will examine the issue, figure out what makes the most sense and report back to the EC.**

205
206 **Grants (Open):** The NESAF Grant Fund was discussed earlier in the meeting. There was no additional
207 grants update.
208

209 **Awards (Stone):** Awards is all set for the winter meeting although Randy S. will not be there. Ron L.
210 contacted all 9 of the golden members. No golden members will be at the winter meeting; the EC will try to
211 get awards to them at their respective local unit meetings. Ron L. listed award winners and who would
212 present them. Randy S. commented that it is very helpful to have electronic submissions. Randy asked **Deb B.**
213 **to make a note on the website that email contact and electronic submissions are preferred.** All past
214 recipients will be asked to stand. Fellows will also be recognized followed by Golden award winners. Lastly,
215 students and faculty advisors will be asked to stand up.
216

217 **Budget Report (Hachigian):**

218 Dana H. passed out and reviewed the NESAF Net Worth Report as of the end of the year. Checking
219 was \$0.89 off in the audit. The \$0.89 is supposed to be in the savings account.

220 Membership will have hard copied of the budget available to them. Dana H. shared with the EC how
221 she planned to present the budget to membership. Specifically, she will mention the following: there was a
222 deficit in 2009 which ended in a surplus; the 2010 budget has a projected deficit; NESAF was awarded a
223 grant to support membership efforts; NESAF is working to reduce the deficit while adding programs.

224 NESAF has projected deficits for some time and there were questions about addressing a structural
225 deficit. In response, it was noted that the volunteer EC is doing work for \$5,000 that an employee was doing
226 for \$15,000.

227 Dana, H. informed the EC that the proposed 2010 budget has a deficit of \$6792.44 while the
228 proposed 2011 budget has a deficit of \$7,076.44.
229

230 **NESAF News Quarterly (Machinist):** Scott and Maggie M. renewed the bulk mail permit. One
231 advertiser covers the cost of the permit. The last issue of the *News Quarterly* was 28 pages and cost
232 \$1,652.44. Savings can be found in reducing the length of the issues. Scott and Maggie M. are working to
233 stay within the \$6,000 budget. March 22nd is the deadline for the next submission. Maggie and Scott M.
234 welcome pictures from the EC or membership.
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236 **State Reports (NESAF State Representatives):** Ron L. informed the EC that state reports will be
237 presented at the NESAF Business Meeting.

238
239 SAF Council Report (Carol R.): Carol R. thanked the EC for their time and hard work. She is glad to
240 hear about the challenges NESAF faces, such as the online registration, so she can work to address them.
241 Carol R. made the EC aware of hardships at National. They are in a deficit situation; as a result there have
242 been staff furloughs and National staff is doing work outside their job descriptions (cleaning, building
243 maintenance, etc.). Michael Goergen tried to sell the property which houses SAF headquarters, but the
244 neighbors resisted.

245 The February Council meeting was canceled due to weather, but there was a conference call. Carol R.
246 attended the NYSAF winter meeting and will attend the next council meeting in June. Council members are
247 expected to pay their own.

248 At the National convention, raffle money goes into the Forester Fund endowment, which currently
249 has 1.4 million dollars. Carol R. posed the question, "when is enough?", and suggested that raffle proceeds
250 could go elsewhere for a couple years.

251 Dana H. asked how it will affect the SAF budget if the SAF property is sold. Carol R. replied that the
252 real estate is valuable and would result in a significant endowment. The property has been placed on the
253 National Register of Historic Places by members of the community, which will continue to present challenges
254 to its sale.

255 There has not been a dues increase in 10 years and the Council will be looking more in-depth at the
256 dues issue.

257
258 **Chair Potpourri (Lemin):** The EC should let Ron L. know if they have issues or success stories
259 that should be brought up at the National convention. Online registration was one issue. Peter G. is
260 speaking with Chris W. to get some resolution.

261 NYSAF will submit regional award winners to national for consideration. NESAF may wish to consider
262 doing the same thing. It may take a minimal amount of work. NESAF can contact nominators to let them know
263 that the award packages are similar to the National awards, and NESAF will help if they want to nominate a
264 candidate. Presidential field forester is an award that has not been submitted recently. Ron L. suggested a
265 field forester should be submitted every year.

266
267 **Other items for the good of the order:** Ron L. has discussed another joint NY-NESAF winter
268 meeting. Paul D. said Yankee would likely be willing in 2012 if it was in a Yankee location such as the
269 Berkshires. Another idea is a rotation where each of the different chapters / divisions hosts a NESAF-
270 Yankee winter meeting. In Saratoga, NYSAF only had half the regular winter meeting attendance because it
271 was too far east. Similarly, NSAF only had half since it was too far west. It would be important to figure out
272 the financial split fithere was another joint winter meeting. Ron L. will explore options for a joint NESAF
273 NYSAF winter meeting and report back to the EC.

274
275 **Calendar:** The NESAF EC will next meet on Thursday, June 24, 2010 1:00pm at a location to be
276 determined.

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

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

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280 A motion to adjourn was heard from Ed O'L. A second was heard from George F. The question was called and
281 the motion passed unanimously. The meeting adjourned at 5:40pm.

282
283 Respectfully submitted,

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285 Andrew Fast, Secretary