

Approved Minutes 9-22-2010



New England Society of American Foresters (NESAF) Executive Committee (EC) Meeting Wednesday, September 22, 2010

Location: Conservation Center, Concord, NH

Members present:

Andrew Fast	Secretary
George Frame	Council Representative Region VI; Immediate Past Chair
Peter Greeno	Membership Chair
Dana Hachigian	Treasurer
Mel Harder	Connecticut State Representative; Grants Chair
Ron Lemin Jr.	Chair
Ed O'Leary	Vice-Chair
Randy Stone	Massachusetts State Representative; Awards Chair

Guests:

None

Members not present:

Deborah Boyer	Website Administrator
Paul Dolan	Rhode Island State Representative; Nomination Chair
Don Floyd	Canadian Representative
James Harding	Forest Science Coordinator
J Peter Howland	New Hampshire State Representative
Scott Machinist	Co-Editor of NESAF News Quarterly
Margaret Machinist	Co-Editor of NESAF News Quarterly
Spencer Meyer	Maine State Representative
Kurt Zschau	Vermont State Representative

Meeting opened by NESAF Vice-Chair, Ed O'L. at 9:30AM: Ed O'L. informed the EC that Ron L. was going to arrive late and would not be present to open the meeting.

A. Standard items:

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

Welcome: Ed O'L. welcomed the EC. No introductions were necessary.

Antitrust statement: The antitrust statement was presented. Ed O'L. can provide a copy of the antitrust statement to members of the EC upon their request.

Add/Adjust agenda: No additions or adjustments were made.

Corrections/Additions for the June 25, 2010 EC meeting minutes (Fast): Line 387-388 was changed to clarify that Valerie Luzadis has been offered the SAF Council representative seat by rights. If she declines, the position is filled through appointment. "In the" was added to line 109. Line 110 was changed to read "Kurt Zschau was informed of the concerns and that potentially Wilfred Mercier will

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provide a write-up." Line 189 was changed to read "for a 12 month duration (Jan-Dec) or for an additional 6 month duration from past practices." A motion was heard from Ed. O'L. to accept the meeting minutes as presented; a second to the motion was heard from George F. The question was called and the motion passed unanimously.

Treasurer's Report (Hachigian): Dana H. distributed proposed audit procedures for NESAF Treasurers and reviewed the NESAF Net Worth Report as of 9/22/10. Under assets, \$24,045.58 was presented in total cash and bank accounts. The CD value is \$25,366.76. There is \$1,200.00 in liabilities. Total net worth is 49,452.67. The interest from the CD was moved to the fund earning account resulting in a slightly smaller balance. A motion was heard from Dana H. to accept the Treasurer's Report; a second to the motion was heard from Ed O'L. The question was called and the motion passed unanimously.

B. Old Business:

Winter Meeting Planning Guide - Status (Lemin): Ron L. had not arrived so the topic was tabled.

Winter Meeting Registration through National Office (Frame): George F. spoke with Carlton Glead. SAF is doing some revamping of their database to address winter meeting online registration issues. They are going to waive the \$6 per person charge and only charge NESAF the 3% credit card fee to make up for the inconvenience NESAF experienced last year. The process is supposed to be smoother this year. The online registration database is supposed to tie in with the new membership database. There are some reservations among the EC whether the process will indeed be smoother. George F. got a call from National in response to a long letter he sent highlighting the online registration challenges. He was expecting to see a more formal response.

National Convention Albuquerque NM (Lemin): Ron L. had not arrived so the topic was tabled.

Update on VT NESAF Winter Meeting (Zschau): Ed O'L. circulated a draft agenda. The EC meeting is on Tuesday, March 29, 2011 1-5pm at the Lake Morey Resort. The winter meeting will run through April 1. Some programming is being finalized, but most of it is in place. Ed O'L. drew the EC's attention to sponsored pizza for students on one of the days. This was an issue at the last winter meeting.

Attendees are on their own for supper. One option is a buffet at Lake Morey Resort. Kurt Z. informed Peter G. that there would be a morning session for student leadership issues or training. It might be at the same time as working groups. Kurt Z. has mentioned a discounted rate for student attendees.

There is a typo on the draft agenda related to SAF CFE credits. CFE credits had not been finalized. NESAF is depending on SAF to ensure online registration does not fail. NYSAF had their meeting last year at the same time and did not have any problems with online registration. It is very challenging for the local unit putting on the winter meeting not to have all registration information available to them. Similarly, it is hard for local units to not have registrant's money available to pay the hotel and other costs associated with the winter meeting.

Ed O'L. shared an email from Kurt Z. The full planning committee is meeting in October to finalize any gaps in the programming. The meeting is also intended to finalize exhibitors and sponsor. They are generally ahead of schedule. Any general meeting questions can be addressed to Kurt Z.

Bill VanDoren emailed Peter G and Ron L. about the 2012 winter meeting that will be hosted by Yankee Division. Yankee is concerned about a \$3000 deposit required to reserve the hotel. NESAF provides a \$1000, which leaves Yankee to cover the balance. GSD had a similar problem; they managed to cover the cost, but it tied up local money for quite some time.

Ed O'L. echoed the common EC sentiment that NESAF should find a way to support chapters/divisions with this issue. NESAF would have to change the winter meeting advance line item. The

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line item should cover deposits for the next couple winter meetings, projecting 18 months out. This would require a \$2,500 or \$5,000 expenditure rather than the current \$1,000.

One concern for planners is that if the meeting were cancelled or something happened, a lot of money could be lost. George F. raised the idea of event insurance. Ed O'L. suggested that a conversation take place about the larger issue and the EC focus on how to help Yankee. There is some flexibility in the budget and Ed O'L. emphasized that the EC is trusted with running the organization, and as such, NESAF could make a decision to ensure Yankee can successfully do the meeting. Money is not the EC budget but Yankee may not be able to run the meeting otherwise. Ed O'L. will contact the Lake Morey Resort to see if they need the \$1,000 deposit. If not, the \$1000 will be sent to Yankee and the issue raised with membership.

Peter G. will look into documentation on the ability of the EC to make adjustments to the budget without going to membership. George F. had always been told that one chapter/division must return the \$1,000 deposit before \$1,000 may be dispersed to another chapter/division. Randy S. believed that there were two \$1,000 deposits out there. The issue needs more discussion among the EC and membership. If Lake Morey Resort needs the \$1,000 deposit, the EC will look at what flexibility there is within the budget. The EC should come ready to discuss the issue of winter meeting deposits at the next EC meeting.

(Ron L. joined the EC at 10:15am)

Ed O'L. will do some research on how negotiable deposits are and what is standard.

Winter Meeting Planning Guide - Revisited (Lemin): Ron L. will email the EC a copy of the winter meeting planning guide and forward an email from Ken Laustsen. Ken L. redid the planning guide in April. George F. provided comments on budget, registration, and finance sections. Jerry Milne and Will Mercier provided comments as well. Ken L. mentioned that some content should be added. Ron L. will try and have another conference call to finalize the guide. The issue of quorums for the EC and the business meeting was raised. Ed. O'L. read the bylaws. Not less than 5% of voting membership is required for the business meeting and there is nothing covering a quorum for the EC. Ron L. shared an email from Ken L. who suggested adding or incorporating annual meeting quorum requirements, insurance, volunteer coordination and paper/digital posters to the winter meeting planning guide.

National Convention (Lemin): Ron L. solicited HSD issues and success stories for the National convention. Ron tried to register for the National Convention online and had problems. When he went through Carol Redelsheimer, he managed to get a receipt. George F. shared that he has received assurances from National that registration issues will be fixed but has not seen any formal communication from them. Peter G. appreciated the savings National is offering NESAF for online registration this upcoming winter meeting. He also wants to support National, but noted there are other options if NESAF is not satisfied. George F. shared that other services are comparable in cost, but the service is much better. The drawback is NESAF would not be supporting National. Peter G. felt he would be more comfortable when National is finished with the database that is supposed to fix the issues.

Ron L. informed the EC that the *News Quarterly* deadline is today. October 1st is the day that the *News Quarterly* has to go to the printer so there is time for National to put in a piece addressing online registration issues experienced by NESAF. George F. felt it was important to resolve online registration issues with National. He would like to talk to National face-to-face. Online registration would have to be finalized with National around February.

George F. clarified for the EC what expenses National will pay to get the Council Representative to the national meeting. Even with more support, there will be some expense to George F. Ron L. will speak with Andy Hayes about assistance getting the Council Representative to the National Convention.

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Ron L submitted another success story, the digital poster session, to HSD. He will find out at the end of the month if it won. Ron L. wants to bring the date of the next business meeting to National. The business meeting will take place on Tuesday, March 29, 1:00-5:00pm.

C. NEW BUSINESS:

Standing Committee reports:

Nominations and Election (Dolan): Paul D. was not present. Vermont and Maine got their slates in. From Ron L.'s recollection Kurt Z. is running as Vice-Chair for GMD. Jim Harding considered running for the same position. A GMD representative has also been submitted. Randy S. will not seek reelection as Massachusetts Representative. Dana H. will run for that position. Will Mercier is running for Maine Representative. The Forest Science Coordinator is appointed and does not need to be addressed yet (until Jan.). Russell Reay offered to fill the Treasurer position.

Ballots will be available at the beginning of October.

Ed O'L. suggested that the Nominations Committee form early next year to allow ample time before the elections. Paul D's job is to receive the nominations, not recruit individuals to fill positions. Ed O'L. will push to get procedures (specific actions by certain dates) in place to make the nominations/recruitment process (e.g. extension, News Quarterly, etc.) smoother when new positions are filled in January. Ed O'L. informed the EC that the Nominating Committee consists of the Chair, Vice-Chair and state representatives.

Policy (Open): No one has contacted Ron L. about the policy position. Maggie M. and Deb B. will put additional information in the *News Quarterly* and the website respectively if the EC decides that is the best approach to take. A number of individuals were suggested. Peter G. will follow up with some specific individuals. The EC should let Peter G. know if they have any recommendations. Peter G. will send out the policy chair job description so the EC can see how background/interests line up.

There was discussion about what constitutes a quorum. In the operations manual, it states that a simple majority is required for EC votes. Ed O'L. read the bylaws which identified voting members. Randy S. asked for clarification on the number of votes allocated to the *News Quarterly* Editor position. The co-editors are allowed one vote between them.

Membership (Greeno): Peter G. circulated the membership dashboard membership report dated September 2010. There are 1062 members. This is the highest number in recent years. However, numbers are slightly inflated; they now do include the 104 inactive members that would have been purged in June. Memberships that have lapsed are being changed to inactive status and will be dropped at the beginning of the year (the renewal process has been extended from 6 months to 12 months). At least one member was concerned that he/she could not pay and did not want to be dropped. The membership drive will target current year inactives and former members. Separate, distinct material will be sent to each group. In the future with the new database, there will be fewer membership groupings. The membership drive is starting to kick into gear. Maggie M. will work directly with the printer to package material - this includes *The Forestry Source*, *News Quarterly*, a letter, and tri-fold showcasing membership benefits. Packaged material is expected to go out to separate audiences in October. State Representatives are having a hard time getting student group/club leadership information from national. Peter G. wants that information and noted that knowing who comprises the student leadership is the most critical component to stay connected with student chapters. The Yale student chapter is a chapter of SAF on the same level as the Connecticut chapter, however despite no formal link between the two groups the hope is for them to be shepherded by

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the Connecticut chapter. Mel H. will find out the Yale student chapter leadership and send it to Peter G.

The student conclave is October 15-17. Maine, Paul Smiths and Massachusetts will be attending. They are going to Quabbin and will stay at the Woman's Federation Campground. Peter G. detailed the weekend. It is put on by students. There is no training; instead, it is an opportunity to go on some tours, network and talk about programs. Students are funding it themselves, but Peter G. felt it would be worthwhile to provide some support (a couple hundred dollars) for tee-shirts or something similar. That money will come out of the membership services line item. Peter G. may provide a write-up on how to insure programs, who to contact etc. as a leadership tool. It would be helpful for the meeting planning guide as well.

Bill VanDoren gave Peter G. an update on the 2012 winter meeting being planned by Yankee. It will take place April 4-6 , 2012 at the Amherst-UMass Conference Center and will be co-hosted with the Northeast Forest Pest Council. 99% of the committees are formed.

Dana H. passed around a scout jamboree write-up and patch that NESAF received for its \$50 donation.

The Foresters Fund Membership Drive Grant money has not been touched yet. Some of the funds will be used shortly to help with extra printing costs associated with the membership drive. Ron L. asked that the membership drive is well documented so NESAF can submit it as a success story in the future.

Forest Science Coordinator (Harding): Jim H. was not present. The EC discussed options for filling the future vacant Forest Science Coordinator position. One suggestion was considering a PhD. student. There were concerns that a PhD. may have more trouble soliciting articles, posters, and meeting other winter meeting obligations due to time and/or contacts.

NESAF Website (Boyer): Deb B. was not present. Ron L. shared an email sent by Deb B. There is a new contact for the hosting company who seems to be quite responsive. He created a 'removal form' for the career page so that those who have posted a vacancy can also contact Deb B. via form to have the vacancy removed. It still needs a little work - he included too many mandatory fields, otherwise it works well.

He re-sorted the vacancies so that the most current are at the top.

He created a page for the 50-year members. Peter G. has sent Deb B. a list of those members and Deb B. needs to enter them.

Deb B. has been purging those documents on the server that were no longer necessary. Previously, Deb B. had to send the contact a list and he would remove them. Now, he has updated our web tool version that includes a 'remove document' button so that Deb B. can do this without contacting him. This is important as the server was filling up and it is likely NESAF's annual fee is not only based on hosting but the total size of files that that they host.

Deb B is looking forward to posting new information regarding the winter meeting, election results, and any other information that can be sent her way. She will be posting the 50-year members this weekend and would like to have the link name changed to 'Awards and Recognition'. She will also update the site to include George F. as the new Council Representative. She thanked Peter G. and congratulated George F.

The EC should continue sending Deb B. relevant information on the winter meeting, trainings, workshop, etc. so she can put it on the website.

Deb B. updated the NESAF EC documents on the website - that is found on the home page at the @ symbol after 'Copyright'. The username and password has not changed.

(The EC took a break at 12:00 noon and resumed at 12:25pm)

Grants (Harder): There are no pending applications. December 1 is the grant deadline. Ron L. will contact Deb B. asking her to disseminate the grant information and deadline in the next mass email

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she sends out. Only divisions and chapters can submit applications, but they can partner with other organizations; the project must benefit NESAF.

Awards (Stone): December 1 is the deadline for nominations. Ron L. will contact Deb B. asking her to disseminate the awards information and deadline in the next mass email she sends out. Randy S. is only accepting electronic nominations and does not know if there needs to be an official policy change to reflect this.

Randy S. wanted to speak with Maggie and Scoot M. about getting a small space in the *News Quarterly* for awards. Randy S. will send them an email to make sure something gets in the *News Quarterly*.

George F. got an email from Peter Pohl suggesting a new silviculture award named after Dave Smith. George F. likes the idea and sought input from the EC. Randy S. suggested the EC do some research and figure out if an award can be created by a vote of the EC or whether it needs to go before membership. In addition, criteria would need to be developed. Randy S. will speak with Ken Laustsen to get more information on whether the EC can move forward with the awards establishment. George F. encouraged getting the award established before the next winter meeting. Ron L. questioned whether it would be a NESAF award or NY-NESAF award. EC members commented on having it a NESAF award only. It could also start as a NESAF award and merge with NYSAF as a joint award in the future if desired.

Randy S. noted that Dave S.'s broad-based philosophical approach to silviculture should be considered when developing criteria. The bylaws say nothing about award creation. Questions were raised about how the integrity award was created in 2003 and the Molly Beattie Award in 1998. Andy F. was going to look into the process, but only has minutes going back to 2005. There was continued discussion about criteria for the award. Ron L. asked how it will affect the budget.

Ed. O'L. noted the bylaws leave the operations manual to describe the process. The EC can write the process for award creation into the operations manual and move forward.

Dana H. suggested an initial vote in support of an award and a vote in the future to accept the process proposed for the operations manual. Criteria for the award can be developed before December.

Ron L. voiced concern about creation of a new award and a member awarded that award based on an EC member's nomination without any membership input and only a single nominee. The EC agreed more information should be provided to membership. Randy S. will send information to Maggie M. about the proposed award for the *News Quarterly* and encourage membership to look at qualifications on the website. Randy S. will contact Peter Pohl to discuss the award further. Peter G. informed Randy S. that Bob Smith would also like to be involved in that conversation.

A motion was heard from Randy S. to create a new silviculture award named after David M. Smith to be presented annually at the awards banquet; a second to the motion was heard from Ed O'L. The question was called and the motion passed unanimously.

Andy F. asked whether the award should be given on an annual award. George F. indicated that awarding it annual would be appropriate as long as there were nominations.

Randy S., Peter G. and others will develop what the award should represent and boil decision criteria down to three points. When this is developed, it will be shared with the EC. Randy S. plans to get information back to the EC by mid-October. The EC will vote by email after a description is finalized. A question was raised about changing the submission deadline for the awards nominations to the 15th rather than the 1st to give membership more time.

Randy S. raised the issue of finding a new place to purchase awards as a contingency in case the current provider goes out of business.

Budget Report (Hachigian): Dana H. reviewed the audit procedures handout. Peter G. asked if the audit procedures summarized past procedures or Dana H.'s procedural recommendations for future audits.

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Dana H. replied that it includes past procedures, but generally outlines procedures for the future. Ron L. asked if there is usually an independent audit team. Dana H. informed the EC that auditors are usually chapter/division Treasurers who are non-NESAF EC members. Dana H. suggested adding to the Operations Manual a sentence indicating the end of year financial statement will be published in the *News Quarterly*. Ed O'L. noted that the statement (or net worth report) is reviewed at the annual meeting. A note could be provided in the *News Quarterly* referring membership to a year end financial statement (or net worth report) on the website. Peter G. suggested putting a statement on the website to the effect of: "on an annual basis we do an audit, if you would like a copy, please contact the Treasurer."

Dana H. suggested the Treasurer maintain paper copies of the financial records for not more than a year before they go to the archive (currently in the basement of the Conservation Center in Concord). Ed O'L. recommended maintaining digital copies and discussion ensued about benefits and drawbacks of paper copies v. digital copies. George F. informed the EC that NESAF has never purged any records, but for tax purposes NESAF probably only needs to hold onto the last 7 years. Dana H. will make edits to the Operations Manual and send those as well as the revised audit procedures to Ron L.

Dana H. reviewed the budget report including income and expense line items. There were no concerns. Everything is on schedule.

Peter G. asked about how expenses can or must be attributed to specific line items. For example, is it at his discretion whether certain expenses can be billed against membership services or the membership drive Forester Fund Grant? Where there is latitude, it makes sense to work against the budget account first before the end of the year then work off the grant money (when it is a multiple year grant).

A motion was heard from George F. to ask Russell Reay to fill out the remainder of the Treasurer's term after the upcoming election cycle; a second to the motion was heard from Ed O'L. The question was called and the motion passed unanimously. Spencer M. submitted a vote by email on 9/21/10 to approve Russell Reay as the NESAF treasurer and suggested Russell R. be offered the standard treasurer honorarium, pro-rated to the term of service.

NESAF News Quarterly (Machinist): Scott and Maggie M. were not present. There was nothing new to report except that if EC members have material they would like to go into the *News Quarterly*, it should be submitted as soon as possible.

State Reports (NESAF State Representatives):

SAF Council Report (George F.): George has placed information provided by Carol R. in the *News Quarterly*.

Most of the highlights were reviewed last meeting including a dues increase. George F. read Carol R.'s letter. When Carol Redelsheimer stepped down the replacement process included offering the council position to Valerie Luzadis. She was unable to do fill the vacancy. The council was then responsible for appointing someone. Ron L. and Andy Hayes were contacted for names and George F. was appointed last month. George F. will be traveling to various meetings in New England, New York and Nationally.

Roger Dziengeleski may try and promote an SAF symposium in New England but the idea is in its infancy.

Randy S. shared with the EC that he was interviewed as part of a personal interest story on the Quabbin. It will air in October.

MA (Randy S.): Massachusetts chapter and Yankee held a joint annual meeting on August 27. Chris Prior presided. Chief Forester of the Quabbin did a presentation and there was a field tour. On the weekend of October 15-17, there will be a conclave of students from New England. They will tour the Quabbin. Dana H. submitted news. There will be a forestry booth during an event in Springfield, MA. 1.2 million people came

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to the event last year. They filled 51 4-hour time slots. Peter G. offered membership materials if needed, and noted there is not a lot of SAF outreach information for the general public.

NH (Pete H): There was no New Hampshire report.

CT (Mel H.): Connecticut SAF held a meeting August 20. The topic was the Forest Heritage Plan in Massachusetts. There was a panel of 5 speakers including Charlie Thompson, Thomas Worthley, Bill Labich, Chris Martin, and Chris Pryor. Connecticut has several proposals in the works for bio energy facilities, which are a consideration in Massachusetts. There was general consensus that it is up to SAF members to take advantage of education and outreach in their respective communities to combat the negative public perception of forestry and forest resource utilization. Mel H. gave out three 50 yr. awards. The sixth annual Connecticut Forest Conservation and Research Forum will be held November 23, 2010 at the University of CT West Hartford Branch.

ME (Spencer M.): Spencer Meyer was absent but submitted the following update:

1. The final MESAF field meeting for the year is happening tomorrow, Thursday, September 23. Participants will visit the Pierce family tree farm (former national Tree Farmer of the Year) in Baldwin, ME to discuss *Managing Growth, Diversification, and Change in Forest Resource Management in Southern Maine*.
2. The MESAF annual meeting is October 19. It is titled *Forging Relations - The New CCC: Conservation, Challenges and Collaboration*. In the morning we have four speakers talking about case studies of successful collaborative projects or programs where open communications were key ingredients to progress. Case studies include the ongoing Keeping Maine's Forest initiative (Jerry Bley), the last White Mountain National Forest management plan (Stacy Lemieux), the Cooperative Forestry Research Unit (yours truly), and Maine forest certification (Pat Sirois). In the afternoon, the audience will be asked to consider the classic forest policy challenge of clearcutting as a forest management tool and discuss how to apply lessons from the morning case studies to how the challenge might be addressed. Clearcutting was chosen as a hypothetical issue to address only because of its passionate opponents and proponents and its seemingly timeless debate. MESAF is not in any way endorsing or suggesting anything related to clearcutting but the organizers thought it would make an interesting controversial topic to which we can apply collaborative principles. It remains to be seen if this is constructive or if it deteriorates into a debate.
3. The Forestry Awareness Committee awarded four micro grants to high schools for travel expenses to get students to regional and state Envirothon events. The balance of the year's budget for this sort of program is being given to the Jay High School who won the state competition and will travel to the national event. 64 schools participated in the Envirothon this year.
4. MESAF also gave \$2000 to the Maine Tree Foundation to help support the annual Teacher Tours.
5. I mentioned this last time but it is still relevant and might be of interest to our New England brethren. Maine Forest Service has distributed a draft State Forest Assessment and Strategy document. This is being conducted in part to satisfy requirements in the 2008 Farm Bill but will have many other potential planning uses for the states forest management.

VT (Kurt Z.): Kurt Z. was not present. Ed O'L. provided some updates. Plum Creek has 24,000 acres in violation of Vermont's current use law. Management activities have not been in accordance with their

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management plan. They are making various appeals. October 15 is the GMD summer/fall meeting. It will focus on riparian zone management. The new interim commissioner of Vermont Forests, Parks, and Recreation is Sara Clark and the new Bennington County Forester is Chris Stone. There is a new GMNF supervisor. Vermont hosted the National Tree Farm convention. It is one of three states with a gubernatorial election every 2 yrs. In late January or early February, they will have put on a legislative breakfast that covers forestry.

RI (Paul D.): There was no Rhode Island report.

Canada (Don F.): There was no Canada report.

Chair Potpourri (Lemin): Ron L. did not bring up additional items for discussion.

Other items for the good of the order: Dana H. asked about email voting procedures and how discussion is handled. The motion being voted on needs to be concise and clear so there is an easy yes or no decision for voters.

Calendar: The NESAF EC will next meet on Wednesday, December 22, 2010 9:30am at the Conservation Center in Concord, New Hampshire.

A motion to adjourn was heard from George F. A second was heard from Ed O'L. The question was called and the motion passed unanimously. The meeting adjourned at 3:00pm.

Respectfully submitted,

Andrew Fast, Secretary