

Approved Minutes 1-13-2011



New England Society of American Foresters (NESAF) Executive Committee (EC) Meeting Thursday, January 13, 2011

Location: Conservation Center, Concord, NH

Members present:

Deborah Boyer	Website Administrator
Andrew Fast	Secretary
Dana Hachigian	Massachusetts State Representative; Awards Chair
J Peter Howland	New Hampshire State Representative
Ron Lemin Jr.	Immediate Past-Chair
Ed O'Leary	Chair
Margaret Machinist	Co-Editor of NESAF News Quarterly
Russell Reay	Treasurer
William Samal Jr.	Vermont State Representative
Kurt Zschau	Vice-Chair

Guests:

None

Members not present:

Paul Dolan	Rhode Island State Representative; Nomination Chair
Don Floyd	Canadian Representative
George Frame	Council Representative Region VI
Peter Greeno	Membership Chair
Mel Harder	Connecticut State Representative; Grants Chair
Scott Machinist	Co-Editor of NESAF News Quarterly
Wilfred Mercier	Maine State Representative
Roger Monthey	Forest Science Coordinator

Meeting opened by NESAF Chair, Ed O'L. at 9:53am

A. Standard items:

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

Welcome: Ed O'L. welcomed the EC and Bill Samal Jr. was introduced as the new Vermont State Representative.

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: "Bylaw amendment / voting rights for the website coordinator" and "reappointment of Peter G. as Membership Chair" was added to the agenda.

(Dana H. joined the EC at 9:55am)

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Corrections/Additions for the December 22, 2010 EC meeting minutes (Fast): Revised minutes were circulated with corrections from Peter G., Ed O'L., Dana H. and George F. **A motion was heard from Ron L. to accept the amended meeting minutes as presented; a second to the motion was heard from Pete H. The question was called and the motion passed unanimously.** Ed O'L. thanked Andy F. for the comprehensiveness of the minutes and the highlighted action items.

Treasurer's Report (Reay): Russell R. distributed a packet which included the net worth as of 12/31/10, income and expenses worksheets 2008-2012, as well as three addition reports (spending by category 2010, spending by payee 2010 and income/expense by category 2010).

Russell R. conducted an internal audit. He found a couple small errors. The bank thinks NESAF has \$1,154.62 dollars more than NESAF should in the checking account. The error appears to have occurred before 2010. Russell R. wants to find the discrepancy but it could take hours, days, or longer. Ed. O'L. suggested putting the "extra" money in a separate account until the issue is resolved with certainty then the money can be put in the appropriate NESAF account. Bill S. and others agreed. It is less of an issue since the discrepancy is in NESAF's favor.

There was discussion about how the error might have occurred, e.g. an error transferring or depositing funds, a bank teller error, etc.

Dana H. asked how the EC can help Russell R. find the error. The bank might help. Russell R. wanted to find the error since he felt accountable as Treasurer. **A motion was heard from Bill S. to do the following: first, \$1,154.62 should be transferred to a separate account; second, Russell R. should take the time necessary to find the error. If he is unsuccessful Russell R. should seek help from the bank; a second to the motion was heard from Ron L. The question was called and the motion passed unanimously.**

Dana H. suggested going through all the records at the next audit to have another look. Russell R. informed the EC that he conducted a very thorough internal audit. He went through the check register, records, receipts, etc. He has found a receipt for every check with the exception of one that was sent to the Connecticut Chapter for \$37.50. That check was lost or sent back.

Russell R. informed the EC that bank statements have been going to the wrong address, but the issue is now corrected.

Russell R. reviewed the net worth report as of December 31, 2010. The checking account showed \$1,427.02. \$12,402.60 is in the savings account. Russell R. added an asterisk to the savings account with a note detailing the amount reserved for the grant fund (\$2,667.38). Maggie M. asked if it would be cleaner to have the grant fund money in a separate account. There were some concerns that as grants were paid out, there would be a low balance and subsequent fees. Russ R. will continue working on a system that clarifies reserved grant money in the savings account.

Russell R. informed the EC that a typo relating to the CDs in the last net worth report has been corrected. He has added maturity dates for each of the CDs. Kurt Z. asked if NESAF could get a better return on their investment putting the CD principle into a longer term CD (2 two-year CDs, each staggered). Money would still be available annually for grants. **Russell R. will talk to the bank to see what options and return there is for longer term CDs.**

Andy F. asked if 2 staggered two-year CDs is consistent with membership's initial vote allowing the CDs interest to support local unit grants. The EC corrected Andy F. and informed him that it was the EC's decision to spend the CDs interest on grants.

Russell R. continued reviewing the packet he passed out. The "Executive Committee Meeting.travel" and the "Executive Committee Mtg.travel" line items on the Income/Expense by Category page are the same expense. The two lines need to be maintained due to a technical software glitch.

National meeting travel and *News Quarterly* expense line items have changed but the total expenses remain the same.

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On the spending by category sheet, \$7,300 of NESAF Savings was transferred to Checking. This \$7,300 is shown on the Income/Expense by Category sheet as income although it is technically a transfer not income.

Maggie M. pointed out a typo on the Spending by Payee sheet. The dates read 1/1/2010-12/31/2011. It should read 1/1/2010-12/31/2010.

There was discussion about challenges using Quicken. Adult education courses are often available if Russell R. is interested in learning more about Quicken.

Bill S. noted that \$536 in GMD dues is not divisible by three (the amount allocated for each GMD member). The EC informed Bill S. that National lost track of disbursements; the \$536 was part of the resolution. Ron L. noted that the savings balance was approximately \$15,000 not \$12,400. The extra \$1,154 in checking could have been accidentally transferred from the savings account. A motion was heard from Kurt Z. acknowledging that the EC is in receipt of the Treasurer's Report; a second to the motion was heard from Maggie M.

B. Old Business:

2011 Winter Meeting Update (Zschau): Kurt Z. informed the EC that everything is progressing well and most everything is in order. Mark Twery sent Maggie M. the program and registration forms; information will be in the *News Quarterly* and on the website in .pdf form. The sponsor letter is finalized and exhibitor information is going out. Kurt Z. will coordinate with others to ensure that all potential sponsors are contacted. Kurt Z. will send a generic sponsor letter to Deb B. Deb B. will post the letter on the website. The next planning meeting is the end of January or early February.

Maggie M. shared that Ken Desmarais of NH Division of Forests and Lands has had a hard time getting exhibitor information. Kurt Z. said he should be getting the information shortly. Information will go out to all potential exhibitors this week. Ron L. suggested adding the Forest Society of Maine as a potential exhibitor.

Bill S. asked if Alan Calfee has been involved with soliciting exhibitors. He has not been., Kut Z. has been taking the lead. Ron L. asked if GMD has addressed potential insurance issues. They have not. The planning guide has insurance contact people and Kurt Z. will contact Spencer Meyer to discuss insurance.

NY-NE Joint Winter Meeting (Lemin): Since the last EC meeting, Ed O'L. has been in contact with a number of people about a joint NYSAF-NESAF winter meeting. GMD has questions that need to be answered before committing to a potential joint meeting in Burlington. Andy Hayes from NYSAF would like to see another joint meeting in Saratoga Springs, NY. NYSAF has an EC meeting coming up so Andy H. will have more information after they convene.

At the last NYSAF-NESAF joint meeting, there were approximately 490 registrants (400 went to the banquet) evenly split between NYSAF and NESAF. Usually 300-350 register for NESAFs winter meeting, most of which go to the banquet.

Bill S. thought it would be difficult for GMD to support two winter meetings so close together (2011 & 2013) and asked why NYSAF is interested in another joint meeting. NYSAF really enjoyed the meeting. The next possible time for a joint meeting would be 2013 but it could be later than that. Having the meeting in NY again would require support from GMD or Yankee Division. However, NYSAF would be expected to do the bulk of the work. Bill S. will raise the topic at the next GMD meeting.

There was discussion about splitting up proceeds. Many local units rely on the winter meeting proceeds to operate in years between hosting winter meetings. If there was a joint meeting this would delay when divisions would get their winter meeting proceeds.

Last meeting the net income (\$9,574) was split 50%-50% between NESAF and NYSAF. The NESAF portion was then split 50%-50% between NESAF and Yankee Division. Auction proceeds were split in a similar

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fashion. Ron L. suggested that one option could be to distribute proceeds among all the local units since they have all expressed concerns about delayed revenue resulting from a joint meeting. Revenue could also be split among chapters based on membership numbers. If there is interest in another joint meeting from NESAF membership there should be discussion with NYSAF about how proceeds are split. NESAF would be losing revenue if the split from the last meeting was replicated so something else should occur. There should be some incentive for NESAF.

Yankee Division consists of RI, CT, and MA chapters. Yankee hosts a winter meeting in lieu of each of the chapters.

Dana H. suggested making a joint NYSAF-NESAF meeting a separate, independent event from the winter meeting. It could be a summer or fall meeting. Ed O'L. will continue speaking with Andy H. about possibilities for a joint NYSAF-NESAF meeting.

Winter Meeting Planner (Lemin): Ron L. circulated "Guidelines for Planning and Organizing the Annual Winter Meeting" and Ron L. will send a digital copy of the planner to EC members. Kurt Z. has additional information to add and should send those updates to Ron L. State representatives are responsible for informing their respective local units about the document. State representatives are also responsible for bringing information back to the EC about what worked or did not work after a winter meeting was planned so the document can be updated annually. The Secretary (Andy F.) and Chair (Ed O'L.) should maintain copies of the official document.

Reappointment of Peter G. as Membership Chair (O'Leary): A motion was heard from Kurt Z. to keep Peter G. on the NESAF EC in his current capacity as Membership Chair; a second to the motion was heard from Dana H. The question was called and the motion passed unanimously. The Membership Chair is a two-year appointment.

Maggie M. informed the EC that the *News Quarterly* Editor(s) position has come up. They feel like they are in the swing of things and would like to continue but also do not want to monopolize the position if others have an interest. The EC appreciates the job Maggie and Scott M. are doing and want them to continue until they no longer wish to. Ed O'L. asked that, if possible, some warning be given before they resign and it would be appreciated if they helped find a replacement at that time.

Bill S. suggested that bylaws are placed on the website. They are presently on the website in a "secret location." Deb B. will send out an email reminding the EC how to access certain documents on the website such as the bylaws.

Addressing EC Member Voting Rights (O'Leary): The EC has a desire to make the Website Coordinator a voting member of the EC. Spencer M. spoke with Ken Laustsen. Ken L. sent Spencer M. an email with options. There is a lot of information. The issue was tabled. Ed O'L. will send the EC an email synthesizing options and proposing a course of action.

Form 990 (Lemin): Ron L. submitted the Form 990 to the accountant and has not heard back. The topic was tabled.

Name tags will be available at the next EC meeting. Russell R. would prefer to have the accountant continue completing IRS returns in the future rather than taking on that responsibility.

C. NEW BUSINESS:

Standing Committee reports:

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Policy (Open): Ed O'L. reminded the EC that he will discuss the Policy Chair position during the opening remarks of the winter meeting and at the business meeting. EC members should let Ed O'L. know if they have suggestions for a Policy Chair. Jonathan Wood's name was raised as a potential candidate. Ed O'L. and Bill S. will speak to Jonathon Wood about the Policy Chair vacancy.

Membership (Greeno): Ed O'L. read an update provided by Peter G. There was discussion about using students to contact lapsed SAF members. Bill S. has an interest in contacting lapsed GMD members and could contact Jim H. and Peter G. if he wants to pursue the option.

Russell R. informed the EC that NESAF has received \$1,200 of the \$1,500 Foresters Fund grant. To receive the final 20%, a report needs to be submitted within 1 year from when the grant was awarded. Ron L. will check when the grant was awarded, when the paperwork is due, and coordinate with Peter G. to make sure paperwork is completed.

Peter G.'s Membership report is copied below.

Membership Dashboard - We are at 1021 members; having just purged 95 members who never reinstated for 2010. During the course of 2010, we gained 132 members, 100 of which were new to the organization. Our 2010 average membership was 1062; the highest in recent years.

I will state that for the third year in a row, National has failed to process my renewal. It is the same problem that we have with registrations. Their online system doesn't work consistently and we have members who think they've renewed that are getting renewal notices because they were never charged.

I'm preparing a round of mass renewal request emails for Deb to send out. State representatives, please ask your local units to organize a night or two of calling nonrenewing members. I can assist by preparing all lists, and will continue with one more night of calling with the student chapter. Working with your local student chapter to call non-renewals is a great way to send their unit a few dollars for their time, and to get our members renewing in January. We don't have the resources to chase nonrenewals for the next 6 months. If a member has not renewed yet, they are now past due. Phone calls are the most effective means to motivate them.

Membership Drive - Our membership drive is still underway. I've been in contact with the printer last week and we're ready to roll. By the end of January I'll have the follow-up report ready for National.

Budget - I'm suggesting to the EC that the budget for this year include \$500 for the Membership Drive line item. This money would go towards organizing several nights of a phone-a-thon for calling non-renewals. I'm also requesting \$800 for the Membership Services line item. This money would go to support the booth at the annual winter meeting, to support contact information update cards when we lose touch with members, and to assist with the student conclave next fall.

Forest Science Coordinator (Harding/Monthey): Roger M. will be back from Washington DC at the end of February. There is nothing new to report. No one is aware of a theme for the next *News Quarterly*. Jim H. and Roger M. have until March 22 to submit articles to the News Quarterly. Ed O'L. will contact Jim H. to confirm everything is on schedule.

NESAF Website (Boyer): Deb B. said there was not much to report. Deb B. has received some information about the winter meeting. She has updated the leadership, elections, and fellows page. Ken L. is now on the Fellows Committee. Jim H. should provide Deb B. with information on the upcoming GMD meeting. Deb B. and Maggie M. welcome all leadership information that is available. Deb B. would like to post local unit information as well.

(The EC took a break at 11:55am and resumed at 12:40pm)

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Grants (Harder): The EC reviewed the MESAF grant and the minutes from the last EC meeting. A motion was heard from Kurt Z. to approve the grant as presented; a second to the motion was heard from Ron L. They would receive the full amount (\$1,200). Schools need to come up with a 50% match. Bill S. read the minutes and asked if a condition of the grant, promoting NESAF, is part of the motion. Ed O'L. explained that it is part of getting the grant request. The question was called and the motion passed unanimously. MESAF can make a formal request for the grant award and a check will be sent. Ron L. will draft a letter detailing the conditions and reporting requirements of NESAF grants. Ron will send the letter to Ed O'L. and Ed O'L. will sign the letter and send the check with it.

Awards (Stone): Dana H. brought the golden awards and gave them to Ed O'L. to bring to the awards banquet. Ken L. is putting together the awards brochure. Ed O'L. will write a letter inviting awardees to the banquet and informing them of the letter and pin. Other awards were reviewed. Randy S. will send letters to awardees (all except 50 year members who Ed O'L. will write to) notifying them that they won an award. If they are coming to the banquet, they receive a free meal. If they are bringing an additional person, they can contact Ed O'L. about arrangements. Dana H. will verify that these letters have been sent out. Dana H. is responsible for ordering the distinguished service award. Randy S. is responsible for ordering all other awards. Dana will check with Randy S. that Ken L. has everything he needs for the Integrity in Conservation Award.

Russell R. suggested having vendors bill the Treasurer (Russell R.) by email. Nominators are asked if they want to present the award to the individual they nominated. The *News Quarterly* that comes out after the meeting will have names and information on award recipients. Ed O'L. will relay award winner information to Maggie and Scott M. Ed O'L. offered to present pins at local unit meetings to 50 year members.

Budget Report (Reay): Russell R. reviewed the NESAF budget worksheet and called attention to the grey boxes (the grant account). Under expenses in 2009, \$119.56 was carried forward. This is shown as income in 2010. \$347.82 is interest. There is \$1,200 from the Foresters Fund Membership Drive Grant and \$1,000 grant refund from the Granite State Division.

Russell R. reviewed income items; specifically, the 2010 proposed revised approved budget and the 2010 year to date (year end).

Ed O'L. asked about the income from division dues. This is pass-through money. It comes in as income and is spent as disbursements to local chapters..

Ed O'L. suggested making a note next to line item 19 (\$2,667.38) indicating this money was carried forward. Russell R. will make a note indicating that the \$2,667.38 (line item 19) is money that is carried forward. Expenses were reviewed. *News Quarterly* expenses do not include the October bill. National Meeting Travel should be increased from \$3,200 to \$3,500. National sent Russell R. a bill for \$180 for electronic voting. Awards have not been billed for 2010. The 2012 awards budget should be increased to \$750. Policy Committee expenses should be increased to \$500. The Membership Drive line item should be \$500 and Membership Services line item should be \$800 for both 2011 and 2012. Russell R. will call Peter G. to get clarification on 2011 and 2012 membership line items. The 2012 National Leadership Academy line should be reduced from \$2,500 to \$1,500. Leadership academy grant money should show \$1,200 in 2011 and \$300 in 2012

Russell R. will revised the budget and email it to the EC.

NESAF News Quarterly (Machinist): Scott and Maggie M. just paid the bulk mail permit. Maggie M. raised the question of whether NESAF wants to continue paying for a bulk mail permit it does not use. This is a recurring question. There was discussion about the value of paying for a bulk mail permit. If the permit is dropped, it is possible to initiate a new one in the future, although there may be some additional start-up

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costs or fees. Maggie M. (or any EC member using the permit) would have to travel to Berlin, NH to mail anything. The permit cannot be used at any post office. Maggie M. should gather more information on the tradeoffs of dropping NESAF's bulk mail permit and using the printer's. EC members can also review old NESAF minutes (excerpt from 1/13/10 minutes are copied here for their convenience): "The bulk mail permit gives NESAF its own return address and provides the EC flexibility to move on from the current publisher if rates change."

Maggie M. asked what the EC thought about a situation where a NESAF member sent in an article about a book the member wrote - essentially, when is an article functioning as advertising (and the member charged for the advertisement)? The EC generally thought the article was appropriate. Andy F. asked what criteria does NESAF use? Should there be a standard? After continued discussion it was pointed out that *News Quarterly* editors have always used their best judgment and the EC continues to feel comfortable trusting Maggie and Scott M.'s judgment.

Maggie M. asked what the EC thought about the length of the *News Quarterly* (20+ pages) and should they focus on limiting the size and production costs. The EC was very supportive of Maggie and Scott M.'s work, the direction it is heading, and believes that the *News Quarterly* is an important membership benefit.

Nominations and Election (Dolan): Paul D. was not present and there was nothing new to report.

State Reports (NESAF State Representatives):

RI (Paul D.): Paul D. was not present and had nothing new to report.

CT (Mel H.): Mel H. was not present but provided the following report: CT SAF has seated new officers. Deborah Spalding assumes chair after serving as vice chair. The new vice chair is Mike Bartlett of Hill Forest Products and Yale chapter student Alex Barrett assumes duties of secretary/treasurer. Elections were not held, which will be addressed at our upcoming winter meeting, date/place yet to be determined. I have a request in to Deborah Spalding for updated contact info for the new officers.

ME (Wilfred M.): Wilfred M. was not present and had nothing new to report.

NH (Pete H.): Pete H. reported that the GSD winter meeting is coming up on February 11, at the Attitash Mountain Resort.

MA (Dana H.): As part of the forest visioning process, woodlands public comments are due by Jan. 1. There are lots of comments on recreation and few on forestry. The Chief Forester position (Director of Forest Stewardship) will be announced shortly.

VT (Bill S.): GMD annual meeting is coming up on the 28th in Montpelier at the Capital Plaza. Bill Keeton is speaking on carbon credits. There will be a speaker who attended the Cancun Climate Summit. Former Secretary Wood, the new Commissioner of Forests, Parks and Recreation, as well as the Fish and Wildlife Commissioner will speak.

SAF Council Report (George F.): George F. was not present and had nothing new to report.

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

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Chair Potpourri (O'Leary): Ed O'L. asked the EC if there is any specific outreach or special project NESAF would like to accomplish in 2011. For example, 2011 is the International Year of the Forest. The National Association of State Foresters have secured the services of a marketing consultant to promote it. Is there something NESAF should be doing?

Maggie M. pointed out that other organizations have highlighted the importance of local forest products by supporting the buy-a-board program with Habitat for Humanity. She works with the NH SFI Committee to do projects building homes in NH. She asked the EC if this is the sort of thing the EC would want to consider?

Bill S. thought it would be great to reach youth and students in some way. Other ideas included an ArborDay /tree planting event for kids, or stacking firewood used as fuel for low income residents. Bill S. mentioned the northern woodlands school program where they send magazines to 7th graders.

If EC members have additional ideas they should contact Ed O'L.

Kurt Z. asked if there is a way to have a discretionary line item in the budget for special projects so money is available if the right opportunity comes up. **Ed O'L. will explore options to get such a discretionary special projects line item in the budget.** A 1-pg white paper detailing the rationale for this line item could be developed, perhaps detailing the types of projects it could be used for. **Ed O'L. will send out an email to the EC and get feedback.** Any project that takes place should connect to local partners and projects.

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 Tuesday, March 29, 2011 1:00pm in Lake Morey, Vermont.

Upcoming Meetings

Wednesday, June 22 9:30am-3:00pm, Scarborough ME

Friday, September 16, 9:30am-3:00pm, Groton SF VT

Wednesday, December 21, 9:30am-3:00pm, Concord NH

A motion to adjourn was heard from Ron L. 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