



## Trustee Meeting Minutes

**Date & time of meeting:** December 8, 2015, 7:30am Central Time at Embassy Suites, Rosemont, Illinois

**Attending:** Randall Miller, Chairman; Brian Sayers, Vice Chairman; Ray Henning, Treasurer. Trustees: Brent Asplundh, Jim Barborinas, Hallie Dozier, Barbara Fair, Paul Fletcher, Steve Geist, George Hudler, Will Nutter, Roger Phelps, Bill Schleizer, Jim Urban, Jeff Wilson, Tom Wolf  
Chairman Emeritus Al West; President and CEO J. Eric Smith

**Meeting call to order:** Chairman Miller called the meeting to order at 7:40am. Randy welcomed the board and celebrated the following: J. Eric Smith joining TREE Fund as President and CEO, having a full board which raised \$300,000 in 2015 and TREE Fund being well positioned for 2016.

**Consent Agenda:** Trustees were asked whether they would like any items removed from the Consent Agenda and added to the meeting agenda. None were requested. Motion was made by Trustee Dozier to approve the Consent Agenda. Motion was seconded by Trustee Geist. Discussion: None. Motion carried.

Consent Agenda items:

- Minutes from 9/2/15 Trustee Meeting
- President's Report
- Treasurer's Report
- Development and Communications Committee Report
- Research & Education Committee Report
- Governance Committee Report
- Liaison Committee Report
- Third Quarter Financials

**Development and Communications Committee:** Vice President Sayers requested input from trustees on the Compelling Case Brochure. Brochure will be sent to board for approval at May 16, 2016 Trustee meeting or prior. Gift Acceptance Policy was approved by Development and Communications Committee and recommended for Board approval. Vice President Sayers distributed "Good Prospects" sheets to trustees and requested they return the completed sheets to him.

Planned Giving Status: mailing will be sent to Heritage Oak Society members early January 2016 to clarify their intentions.

Annual Operating Campaign Approach: mailings will be sent to different audiences each month throughout the year for unrestricted gifts.

Gift Acceptance Policy: Motion was made by Vice President Sayers to accept Gift Acceptance Policy. Motion was seconded by Trustee Phelps. Motion carried.

### Governance Committee:

Trustee renewals:

Motion was made by Trustee Dozier to accept Trustee Asplundh for his first 3-year term as trustee. Motion was seconded by Trustee Phelps. Motion carried.

Motion was made by Trustee Geist to accept Trustee Barborinas for his 2<sup>nd</sup> 3-year term as trustee. Motion was seconded by Trustee Urban. Trustee Barborinas asked for time to decide.

Motion was made by Treasurer Henning to accept Trustee Phelps for his first 3-year term. Motion was seconded by Trustee Asplundh. Motion carried.



Chairman Miller presented the Slate of Officers. Motion was made by Trustee Dozier to accept Randall Miller as Chairman. Motion was seconded by Trustee Barborinas. Motion carried. Motion was made by Treasurer Henning to accept Steve Geist as Trustee. Motion was seconded by Trustee Wolf. Motion carried. Motion was made by Treasurer Henning to accept Brian Sayers as Chairman-Elect. Motion was seconded by Trustee Geist. Motion carried. Motion was made by Trustee Wolf to accept Steve Geist as Vice President. Motion was seconded by Trustee Dozier. Motion carried. Motion was made by Trustee Barborinas to accept Ray Henning as Treasurer. Motion was seconded by Trustee Asplundh. Motion carried.

Chairman Miller presented Committee Chair appointments: Finance: Ray Henning, Development & Communications: Brian Sayers, Research & Education: Halie Dozier, Governance: Steve Geist, Audit: Will Nutter. Motion was made by Trustee Phelps to accept the Committee Chairs as stated. Motion was seconded by Trustee Fair. Motion carried.

Board approved Liaison Committee election of Beau Brodbeck as Liaison Committee Chair and Jeff Carney as Vice Chair of the Liaison Committee.

Recruitment of board and committee members is ongoing. Focus on board comprised of trustees with age, profession, ethnic and geographic diversity.

Grant Retention Policy: Motion was made by Trustee Wolf to accept Grant Retention Policy. Motion was seconded by Trustee Asplundh. Motion carried. Board agreed that Research Committee may waive retention upon special request basis.

403B Matching Recommendation: Recommendation was amended as follows: “**Proposed:** 50 cents per dollar match on each employee dollar up to maximum annual employer contribution of 4.25% of salary or \$3,500 (whichever is ~~larger~~ smaller).” Motion was made by Trustee Phelps to approve 403B Matching Recommendation as amended. Motion was seconded by Trustee Barborinas. Motion carried.

Liaison Committee: Liaison Committee Chair Steve Geist updated the board on the Liaison Business Meeting 12/7/15. The Committee elected Beau Brodbeck as Liaison Committee Chair and Steve Carney as Vice Chair. Chapter Challenge 2016 goals will be submitted to TREE Fund prior to 3/1/16. Successful Chapter fundraising events were reviewed and new fundraising ideas discussed. Social media is preferred communication vehicle with Liaisons. Liaison positions from Texas and Michigan have been filled. Only Western Chapter Liaison position is open. Liaison turnover in Q1 of 2016 will be high.

Research and Education Committee: Committee Chair Dozier stated that TREE Fund received a total of 30 Kimmel Grant applications. Of those, 12 were cut as education programs or not meeting our mission. Committee reviewed 18 applications and recommended funding for two. Trustee Barborinas made a motion to fund Mohammad Asrafur Rahman, Technical University of Munich, Germany for his project “Quantifying the cooling effectiveness of urban street trees in relation to their growth” for \$10,000 and Henrik Sjöman, Swedish University of Agricultural Science / Gothenburg Botanic Garden for his project “The role of tree species in cooling the urban climate - application in tree planting and landscape architecture” for \$10,000. Motion was seconded by Trustee Schleizer. Motion carried.

Trustee Dozier stated that the Research Committee reviewed 12 John Z. Duling Grant applications and recommended funding for Whitney Cranshaw, Colorado State University, for her project “Improving Management Tools for Drippy Blight of Red Oaks” for \$10,000. Motion was made by Trustee Geist to fund Whitney Cranshaw’s project. Motion was seconded by Treasurer Henning. Motion carried.



President and CEO J. Eric Smith stated that there are extra funds available to fund another grant for \$10,000. Trustee Dozier stated that the Research Committee recommended Michael Arnold, Texas A&M University, for his project “Long-Term Impact of Container Size on Tree Establishment” for \$9,976. Motion was made by Trustee Geist to fund Michael Arnold’s project. Motion was seconded by Trustee Asplundh. There was one dissenting vote from Trustee Barborinas. Motion carried.

Trustee Dozier recommended an increase in grant award levels, which has been reviewed by the Finance Committee and endorsed by the Executive Committee. She proposed increasing the John Z. Duling Grant from \$10,000 to \$25,000 and the Hyland Johns Grant from \$25,000 to \$50,000. Motion was made by Trustee Urban to increase both awards as proposed. Motion was seconded by Trustee Barborinas. Motion carried.

Discussion and vote regarding overhead provision was tabled until additional information could be gathered. Trustee Hudler volunteered to aid Trustee Dozier in review of further information. Topic will be voted upon at May 16 trustee meeting.

Trustee Dozier recommended requiring a funding match for all research grant applications. Motion was made by Trustee Fair to require a minimum match of 10%. Motion was seconded by Trustee Urban. Motion carried.

Trustee Dozier recommended offering the Research Fellowship Grant of \$100,000 in 2016. Executive Committee endorsed recommendation. Motion was made by Trustee Dozier to fund a Research Fellowship Grant in 2016. Motion was seconded by Trustee Urban. Motion carried. Trustee Dozier will revise the RFP.

Finance Committee: Treasurer Henning presented the proposed 2016 Budget which was reviewed and accepted by the Finance and Executive Committees. Motion was made by Trustee Phelps to approve the proposed 2016 budget. Motion was seconded by Trustee Asplundh. Motion carried.

Treasurer Henning recommended reinvesting \$89,000 from the endowment disbursement back to Chicago Community Trust. Motion was made by Trustee Asplundh to reinvest the \$89,000 in the endowment. Motion was seconded by Trustee Geist. Motion carried.

Old Business: None

New Business: Motion was made by Trustee Fletcher to appoint former Trustee Mike Robinson as Trustee Emeritus for his long term service to TREE Fund. Motion was seconded by Trustee Barborinas. Motion carried.

Meeting adjourned at 11:40am and was followed by Executive Session.

Task	Assigned to	Due date
Provide input on Compelling Case Brochure	Trustees	
Submit completed “Good Prospects” sheets to Brian Sayers	Trustees	
Gather additional information on overhead	Hudler/Dozier	5/1/16
Revise RFP for Research Fellowship	Dozier	

Respectfully submitted by Barbara Duke.