



## Trustee Meeting Minutes

**Date & time of meeting:** May 16, 2016, 2016, 8:00am Central Time at The Morton Arboretum, Lisle, IL

**Attending:** Randall Miller, Chairman; Brian Sayers, Chair Elect; Steven Geist, Vice Chairman; Ray Henning, Treasurer. Trustees: Jim Barborinas, Beau Brodbeck, Hallie Dozier, Paul Fletcher, George Hudler, Geoff Kempter as proxy for Brent Asplundh, Will Nutter, Bill Schleizer, Jim Urban, Jeff Wilson, Tom Wolf. President and Chief Executive Officer: J. Eric Smith.

**Excused:** Trustees: Brent Asplundh, Barbara Fair, Roger Phelps

**Meeting call to order:** Chairman Miller called the meeting to order at 8:00am. He welcomed the board and introduced Beau Brodbeck as new Trustee and Geoff Kempter as proxy for Brent Asplundh. Chairman Miller reviewed the Initiatives, Vision, Mission and Values from the Strategic Plan and noted that a revised Strategic Plan will be required for 2018.

**Consent Agenda:** Motion was made by Trustee Geist to approve the Consent Agenda. Motion was seconded by Trustee Dozier. Discussion: None. Motion carried.

Consent Agenda items:

- Minutes from 12/08/15 Trustee Meeting
- President's Report
- Treasurer's Report
- Governance Committee Report
- Development Committee Report
- Research & Education Committee Report
- Liaison Committee Report
- Council of Representatives Report

### Research Committee:

Grant and Scholarship Awards: Committee Chair Dozier reviewed the funding recommendations made by the Research and Education Sub-Committee. Hyland Johns Grants: Bryant Scharenbroch, University of Wisconsin-Stevens Point, "A Soil Management Toolbox for Urban Trees" for \$48,583. Glynn Percival, Bartlett Tree Research Laboratory, "Can Soil Amendments Reduce Disease Severity on Trees" for \$40,000. Susan Day, Virginia Tech "Urban Forests as Stormwater Systems" for \$50,000. Kathleen Wolf, University of Washington, "Urban Forests and Human Health: Science Review & Economic Valuation" for \$36,512. Trustees Dozier and Hudler will follow up with applicants for clarification issues on applications. Trustees requested complete applications for review prior to Trustee Meetings in the future. Barb will post the ISA Research Priority Survey in the Trustee Toolbox. Motion was made by Trustee Henning to fund Scharenbroch, Percival and Day if positive responses are received for pending questions. Motion was seconded by Trustee Barborinas. Motion carried.

Suggestion was made by Trustee Urban to post research results in a blog. Trustee Phelps will be asked to assist.



Trustee Dozier reviewed the Arboriculture Education Grant funding recommendations from the Committee. Motion was made by Chair Elect Sayers to fund McCrory Gardens “Junior Arborist Camp” for \$5,000, Asheville GreenWorks for “Tree Detective Kits” for \$5,000 and The Greening of Detroit for “Our Land” for \$5,000. Motion was seconded by Trustee Barborinas. Motion carried. Trustee Dozier asked Trustees to promote TREE Fund grants and scholarships and encourage applicants.

Trustee Dozier reviewed the Robert Felix Memorial Scholarship funding recommendations: Jamilee Kempton, University of Hawaii, Daniel Hedden, California Polytechnic State University and Savannah Haines, University of Maine. Motion was made by Trustee Wolf to fund these scholarships at \$3,000 each. Motion was seconded by Trustee Barborinas. Motion carried.

Provision for Grant Overhead Allowance: Trustee Hudler reviewed his research on overhead allowance collected from universities around the country. Discussion followed. Board agreed that overhead provision should be reviewed annually, as it is evolving. President Smith and Trustee Dozier will create the RFP language for the provision. Motion was made by Trustee Hudler that the RFP for research grants will include verbiage that TREE Fund may pay maximum of 10% to cover indirect costs. Motion was amended by Geoff Kempter to: RFP for research grants will include verbiage that TREE Fund may pay 10% to cover indirect costs. Motion was seconded by Vice Chairman Geist. Motion carried.

Trustee Urban suggested identifying overhead in applicant’s budget. This suggestion will be considered as a next step.

Supplemental Summer Grant Cycle: Research Fellowship and Ohio Chapter ISA Education Grant applications will open June 1 and end September 1. Awards will be made at October Trustee Webinar. If UARF Grant RFP is approved, it will also be included in this schedule. Availability of Safe Arborist Techniques Grant was postponed by ISA until the Fall cycle.

Audit Committee: Audit Committee Chair, Will Nutter reviewed audit. A RFP will be made for audit services for 2016 audit. Going forward, Chicago Community Trust will not be the default when deciding where to place funds; board will make decisions as warranted.

Governance Committee: Motion was made by Trustee Henning to ratify the electronic vote to approve Jim Barborinas’ second term as Trustee. Motion was seconded by Trustee Nutter. Motion carried. Trustee Wilson suggested adding a TREE Fund Trustee seat for an ISA board member. Governance Chair Geist will follow up with Trustee referrals from Trustee Urban: Mike Marshall and Chet Halka as Research Committee member. Governance Committee Chair Geist reviewed the revised Liaison Committee Structure Policy. Revisions will be made to Skill Set to include *strong communicator* and *organizational skills* and add *promotion of TREE Fund brand*. Motion to accept Liaison Structure Policy with noted revisions was made by Trustee Urban and seconded by Trustee Barborinas. Motion carried. Trustee Dozier volunteered to assist Liaison Chair Brodbeck with exit interviews for outgoing Liaisons. Committee Chair Geist noted the need of a Vice Chair in 2017. He asked Committee Chairs to notify him if their committees are in need of additional members.



Development Committee: Development Committee Chair Sayers stated that the Development Committee, Finance Committee and Executive Committees had reviewed the proposed Endowment Building Campaign and made suggestions for revisions which were incorporated into the March 31 version. President and CEO J. Eric Smith reviewed the campaign with the Trustees. The consultant will make a presentation at the December Trustee Meeting. Chairman Miller made a motion to approve the Endowment Building Campaign. Motion was seconded by Treasurer Henning. Motion carried.

Old Business: None

New Business: President Smith made a request for \$10,000 to sponsor Tree Biomechanics Week. After discussion, he withdrew his request. Mark Hoenigman will be encouraged to submit a grant application for future requests. TREE Fund will be adding adjacent office space to enlarge its current space. Rent increase is under budget. Motion was made by Trustee Schleizer to treat principal of funds at Chicago Community Trust as permanently restricted. Motion was seconded by Treasurer Henning. Motion carried. President Smith was tasked with reviewing other investment vehicles. Next Trustee Meeting via webinar was scheduled for Monday, October 3 at 1:00 pm – 3:00pm Central Time. December Trustee/Liaison meeting was scheduled for Monday, December 5 with reception on Sunday evening December 4.

Meeting adjourned at 1:15pm and was followed by Executive Session.

<b>Task</b>	<b>Assigned to</b>	<b>Due</b>
Inquire of Percival and Day pending questions on Hyland Johns applications	Dozier and Hudler	6/10/16
Promote TREE Fund grants and scholarships and encourage applicants	Trustees	ongoing
Create language for overhead provision for RFP	Dozier and Smith	5/30/16
Contact Trustee referrals from Trustee Urban	Geist	10/3/16
Notify Governance Committee Chair Geist if committee needs additional members	Committee Chairs	ongoing
Review other investment vehicles	Smith	10/3/16

Respectfully submitted by Barbara Duke.