



Trustee Meeting Minutes

Date & time of meeting: May 4, 2015, 8:00am at The Morton Arboretum, Lisle, IL

Attending: Randall Miller, Chairman; Brian Sayers, Vice Chairman (via phone); Ray Henning, Treasurer. Trustees: Brent Asplundh, Jim Barborinas, Hallie Dozier, Steve Geist, Will Nutter, Roger Phelps, Bill Schleizer, Jim Urban (via phone), Al West, Chairman Emeritus. Janet Bornancin, President/CEO, Staff: Mary DiCarlo, Karen Lindell, Deb Hettinger, Carol Holmes, Barb Duke

Excused: George Hudler, Mike Robinson

Guests: Anamari Dorgen, Director of Education-The Morton Arboretum; Karen Olson, Dugan & Lopatka (auditor)

Dr. Gary Watson of The Morton Arboretum and former TREE Fund Trustee, welcomed the attendees and summarized some of the ongoing work being done at The Morton Arboretum funded by TREE Fund.

Meeting call to order: Chairman Miller called the meeting to order at 8:10am. Randy announced that this is Janet's last board meeting prior to retirement and wished her well. Randy also welcomed new trustees who have joined the board since the December trustee meeting: Brent Asplundh, Ray Henning, Will Nutter and Jim Urban. George Hudler was unable to attend. Randy also welcomed new TREE Fund Bookkeeper Carol Holmes.

Randy reminded the trustees to review and return their skill sets to Barb Duke and take the Board Self-Assessment survey.

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 Hallie Dozier to approve the Consent Agenda. Motion was seconded by Roger Phelps. Motion carried.

Consent Agenda items:

- Minutes from 12/9/14 board meeting
- President's Report
- Treasurer's Report/First Quarter Financials/Endowment Report
- Governance Committee Report
- Development Committee Report
- Liaison Committee Report
- Council of Representatives Report

Research Committee:

The Morton Arboretum's MacGyver's Program: Anamari Dorgen, Director of Education at The Morton Arboretum presented an overview of the MacGyver's Program partially funded last year by the TREE Fund.

Grant/Scholarship Award Recommendations: Hallie Dozier, Research Committee Chair presented the committee's recommendations for funding the following grant and scholarships:

Ohio Chapter ISA Education Grant. Cuyahoga River Community Planning: Tree Training Intensives \$5,000. Motion was made by Jim Barborinas to fund this project. Motion was



seconded by Steve Geist. Discussion: committee has previously reviewed applications and recommended this project for funding. The funds are in the budget. Motion carried.

Robert Felix Memorial Scholarships: 3 were recommended by the committee for funding at \$3,000 each: Brady Hendricks, Kansas State University; Andrew Ronan, Paul Smiths College, NY; Lee Rumble, Middle Tennessee State University. Bill Schleizer made a motion to fund these 3 scholarships. Motion was seconded by Jim Barborinas. Motion carried.

Arboriculture Education Grant: The committee reviewed 6 applications for the Arboriculture Education Grant. Two projects stood out: Toledo Botanical Garden "From TREES to STEM!" and Forest ReLeaf of Missouri "Forest ReLeaf in the Classroom." Steve Geist made a motion to Fund Toledo Botanical Garden for \$5,000. Motion was seconded by Jim Barborinas. Discussion: Trustees would like to see final reports from awardees. Motion carried.

Hyland Johns Grant: Of 12 Hyland Johns Grant applications received, two were deemed fundable by the committee: Dr. Jason Miesbauer, The Morton Arboretum "Assessing Wound-induced Response Growth in Two Common Urban Tree Species" Requested: \$25,000. Miesbauer submitted an application for this project the previous year and was asked to resubmit this cycle with modifications. Jim Barborinas made a motion to fund Dr. Miesbauer's project for \$25,000. Motion was seconded by Brent Asplundh. Motion carried.

Dr. Andrew Hiron, Myerscough College, Lancashire, UK "Improving urban forest establishment, resilience and performance using trait-based tree selection." Requested: \$24,930.

It was noted that there is \$169,000 in discretionary funding available in the budget. Hallie asked trustees to pre-approve funding for Dr. Hiron's project for \$24,930 if money is available. Motion was made by Jim Barborinas to fund Dr. Hiron's project if funds are available. Motion was seconded by Steve Geist. Discussion: consideration of Fall grant cycle needs to be considered. If the endowment does well, we could have extra funds to award. Question whether to wait until year end to make second award. Response was that project may not be available at year end. Preference was to award now if possible. A friendly amendment to the motion was made by Bill Schleizer to fund Dr. Hiron's project now for \$24,930. Motion was seconded by Jim Barborinas. Motion carried.

Motion was made by Steve Geist to fund the second Arboriculture Education Grant to Forest Releaf of Missouri for \$5,000. Motion was seconded by Jim Barborinas. Motion carried.

Hallie Dozier reviewed research grant-making practices and stated that per grantee feedback, TREE Fund's awards are on the small size. Hallie proposed increasing the Kimmel and Duling grants from \$10,000 to \$25,000 and the Hyland Johns Grant from \$25,000 to \$50,000. We do not currently pay overhead, which is a problem for some universities. Hallie asked trustees to consider funding a percentage of overhead, which may be negotiated. We currently favor a match, but don't require one.



Discussion: trustees requested research by committee on: whether we are not funding valuable projects due to overhead restriction; how critical is it in meeting our mission; need more data re: increasing award amounts; get feedback from ISA Research Committee.

Roger Phelps made a motion to table discussion on overhead and revisit after additional research is available one year from now. Ray Henning seconded the motion. Motion carried.

Motion was made by Roger Phelps to require a match. Hallie seconded the motion. Discussion: Define type: cash, in-kind. Consider on case by case by Committee. Roger withdrew his motion.

Bill Schleizer and Roger Phelps agreed to offer assistance to Hallie in reviewing of program descriptions and then ask funding groups if descriptions are acceptable to them.

Board tabled discussion on increasing grant award amounts until additional information is received.

Brian Kane requested a second no cost extension on his 2010 Hyland Johns Grant "Growth and Dynamic Motion of Cabled Trees with Co-dominant Trunks" until 9/30/16. Hallie Dozier made a motion to approve this extension. Jim Barborinas seconded the motion. Motion carried.

Audit Committee: Karen Olson from Dugan & Lopatka reviewed the 2014 audit and stated that in her unqualified opinion, the financial statements are materially correct. The Audit Committee had no issues of concern with the audit and recommends its approval. A significant deficiency, the absence of control procedure (no staff member is able to assess whether financial statements are prepared correctly with disclosures) on the audit letter will be addressed via memo prepared with assistance from Bill Schleizer. Motion was made by Brian Sayers to approve the audit with the memo. Motion was seconded by Bill Schleizer. Motion carried. Chairman Miller and President Bornancin signed the letter to Dugan & Lopatka accepting the audit and returned it to Karen Olson.

Governance Committee: Motion was made by Ray Henning to accept Will Nutter as Chairman of the Audit Committee. Brent Asplundh seconded the motion. Motion carried.

Motion was made by Bill Schleizer to ratify the electronic votes made by the board since the last trustee meeting. Motion was seconded by Roger Phelps. Motion carried.

Randy stated that the Governance Committee has been very successful in recruiting new trustees. The Governance Committee will continue to build a pool of future candidates. Randy emphasized diversity on the board.

Randy proposed adding a TREE Fund trustee designated as liaison to TCIA. Motion was made by Hallie Dozier to create an ex-officio seat for a TCIA liaison to the TREE Fund board. Jim



Barborinas seconded the motion. Motion carried. Randy will discuss further with Mark Garvin and Tim Gamma.

Committee member recruitment: we are seeking additional members for the following committees: Scholarship & Education Sub-Committee, Audit Committee, Governance Committee, and Development & Communications Committee. Trustees were asked to make recommendations to Randy Miller. Committee members do not need to be trustees. Roger Phelps and Mary DiCarlo will discuss needs of Communications Sub-Committee.

Development Committee:

Planned Giving Action Plan: Brian Sayers asked trustees to consider joining the Heritage Oak Society. The Planned Giving Task Force is working on creation of a pamphlet about Why Should I Donate to the TREE Fund? Brian asked trustees to submit 1-2 sentences in answer to this question. The Task Force is creating a compelling case document. Committee is reviewing ways to thank donors with a more visible show of gratitude. Al West will get action plan in writing.

Jim Urban stated that the Association of Landscape Architects Board has voted to support the TREE Fund with creation of a fund to provide research into tree issues that impact the work of landscape architects. Jim will discuss next steps with Janet.

Overview of and needs for 2015 events: Needs: registered riders (registration closes 5/31/15), trustees to set up fundraising pages, get friends to support the Tour. Call Mary with suggestions. The Texas Chapter turned down hosting of the 2016 Tour. Goal is to announce the 2016 Tour location at 2015 ISA conference. Mary will send proposals to chapters this week.

Karen Lindell asked trustees to attend the auction and invite their colleagues, promote the auction in their organizations, donate items and volunteer. Karen will be sending a Sign Up Genius to recruit volunteers. We are also looking for people to begin the Raise Your Hand for Research donation process at a \$1,000 level at the live auction. An online bidding program, Bid Pal, was suggested for use in conjunction with the auctions. Karen will research its potential and cost for 2016.

Chairman Miller recognized Janet upon her retirement for her ten years of service to the TREE Fund and presented her with a plaque and gift on behalf of the board of trustees.

Old Business:

Heritage Oak Society: Brian Sayers asked trustees: 1. To considering joining the Heritage Oak Society 2. Submit a potential member for committee follow up 3. Submit name of wealthy client in green industry 4. Suggest compelling case document ideas.

Mary DiCarlo passed around an article sign-up sheet for trustees to volunteer to write articles for submission in Arborist News, TCIA Magazine, etc. Articles are intended to educate the industry and be 300-500 words in length. Mary will edit.

Strategic Plan: revenue stream percentages were added to the Strategic Plan as requested by the Board at the December 2014 meeting in support of strategic initiative to balance our



revenue streams. Motion was made by Jim Barborinas to approve the revised Strategic Plan. Motion was seconded by Brent Asplundh. Motion carried.

Gamma Fund: Tim Gamma requested that earnings of the Gamma Fund be sent to TCIA to support the Arborist Safety Training Institute. TREE Fund requested a sunset clause. Tim Gamma stated the duration would be 5 years. Roger Phelps made a motion to accept the provision; Hallie Dozier seconded the motion. Motion carried.

New Business:

Collier Arborist Training Trust Fund: Janet Bornancin is working with Terrill Collier to establish the Fund at the TREE Fund. A donor advised fund may be established at Chicago Community Trust. If a donor advised fund is established at CCT with the gifts to the CATT Fund, the advisory committee would include: Collier family members and the TREE Fund President/CEO. The Advisory Committee acting unanimously, will advise CCT as to where the money will go through the TREE Fund President/CEO. We have received a Deed of Gift from Terrill Collier. Motion was made by Jim Barborinas to accept the gift from the Colliers. Motion was seconded by Hallie Dozier. Motion carried.

The December Trustee/Liaison meetings were scheduled for December 6, 7, 8.

Meeting adjourned at 1:10pm and was followed by an Executive Session.

Task	Assigned to	Due date
Review and return skill sets to Barb	Trustees	5/14/15
Take board self-assessment survey	Trustees	5/14/15
Do research on overhead and matching	Research Committee	9/2/15
Prepare memo response to deficiency on audit letter	Bill Schleizer	6/1/15
Make committee member recommendations to Randy Miller	Trustees	ongoing
Amend grant descriptions	Hallie, Bill Schleizer, Roger Phelps	6/15/15
Discuss TREE Fund Trustee/TCIA Liaison ex-officio seat with Tim Gamma & Mark Garvin	Randy Miller	9/2/15
Write articles per sign-up sheet	Trustees	ongoing
Discuss needs of Communications Sub-Committee	Roger Phelps/Mary DiCarlo	6/15/15
Submit 1-2 sentences about "Why should I donate to the TREE Fund? To Brian Sayers	Trustees	6/15/15
Create action plan for Planned Giving	Al West/task force	9/2/15
Attend auction, volunteer, donate items, begin RYHFR donation	Trustees	8/1/15
Discuss next steps for ASLA support with Janet	Jim Urban	6/15/15
Support Tour des Trees as requested above	Trustees	9/2/15
Send 2016 Tour RFP template to trustees	Mary DiCarlo	5/15/15
Respond to Brian Sayers re: Heritage Oak Society membership support ideas per above	Trustees	6/15/15
Submit articles to Mary DiCarlo per request above	Trustees	ongoing

Respectfully submitted by Barbara Duke.