Meeting Minutes
MI Tree Farm Committee
Quarterly Meeting 11/30/2017 St Ignace MI
Minutes submitted by Nick Sanchez 12/1/2017

Action items highlighted. Motions in bold.
Members present: Scott Robins, Brittany VanderWall, Travis Kangas, Sally Hightower, Nia Becker, Josh Shields, Ben Schram, Kayti Brinkman, Gary Bucklin, Nick Sanchez, and Mike Smalligan

1. Meeting called to order at 10:03am, anti-trust statement read by Scott.
2. Committee reviewed the minutes from the last meeting. Nick noted an error and suggested we add Mike Smalligan to ‘members present’ in the last meeting. Nick made a motion to accept the minutes as amended. Ben seconded, all support/motion approved.
3. Financial report: Karen Serfass, Treasurer, submitted the financial report and summary and was available by phone for questions. Committee held discussion on report specifics and the need to recruit a treasurer as Karen would like to resign. Concerns were raised about budget in the future due to fees assessed by national for the cost of auditing the certification program. The executive committee will have a budget meeting in January. Discussion over different funding options to explore in the future. Mike made a motion to accept the financial report, Kayti seconded, all support/motion approved. Action item: Brittany to call Midland Community Foundation, Capital Area Community Foundation, Northeast community foundation, and consider other community foundations in the exploration and solicitation of donations and investment opportunities.

4. Old business/past action items: Brittany reviewed the action items assigned at the last quarterly meeting and members updated the committee on the status of each. a. Kayti is drafting a postcard to solicit donations from members and worked to update the splash page with current award winners. Discussion on asking for donations to cover costs of third party audit. Discussion on need to recruit a treasurer. Action item: Mike to include an invitation to tree farmers to run for treasurer position in newsletter and year end report. b. Discussion on need for quarterly online database training. c. Members reviewed the Request for Proposals for Tree Farm Field Days. Mike spoke about goals of the field days. Mike to add deadlines to the RFP as they will be approved at quarterly meetings. Nick made a motion to approve the field day RFP, Travis seconded/all support motion approved. Action item: Mike will send out the RFP to CD foresters and inspectors. Action item: Nick to highlight motions along with action items in minutes (motions in bold). d. Committee discussed inspection progress and the need to wrap up required inspections by Dec 8th. Action item: Scott to complete Gogebic County inspection before Dec 8 deadline. Action item: Kayti and Brittany will draft a procedure for: contacting landowners, time allowed for an inspector to complete an assigned inspection, determining when to move inspections to pioneer or decertify based on landowner intent. Committee would like procedure in place before January 1 2018. Action item: Brittany will add state events to calendar on webpage. State and national deadlines should also appear in minutes and agenda (Nick & Brittany). e. Committee discussed Josh’s “Suggested Approach for Submitting American Tree Farm System (ATFS) Inspections in Michigan”, Mike made a motion to accept the document with minor edits and to encourage inspectors to use it. Travis seconded, all support/motion approved. The document will go out in quarterly email to inspectors. f. Committee reviewed proposed bylaw changes: Mike to add description of at large members to the full committee VI under F. Under “voting” and “amendments” add “be two-thirds vote of the committee members present”. Under full committee A. “The committee shall re-elect
regional coordinators to cover” (remove the part about there being at least 5). Under Executive Committee – Administer description add “sending out certificates” to position description.

*Vote in March at the quarterly meeting on amendments. Send bylaws for review to all members with newsletter via email and mail where an email is not listed*. Action item: Mike to create second draft to share with full committee, exec committee will approve draft to send to all members 30 days before March meeting. g. Strategic plan: Mike led discussion on the need for updates, members and priorities and the means have changed. Action item: Committee members shall look over strategic plan by March meeting and be prepared to make suggestions.

5. 2018 NLC travel plans: Discussion. Lodging and flight planning in progress.

6. Review committee performance: Discussion. Action item: Brittany to ask National about getting the list of inspections for the year from national as early in the new year as possible. Action item: All committee members should do 4 inspections a year, initial, optional, required and pioneer.

7. 2 year term Elections: Brittany nominated to chair. Kayti nominated to vice chair. Nick nominated to secretary. Karen nominated for a special 6 month term as treasurer. Nia nominated to the region 3 chair position to replace Kayti. Mike nominated as the training facilitator. All nominations supported by all. Action item: Nick and Mike will recruit someone to cover region’s 4 & 5 as the secretary position will be standalone. Action Item: Scott to update map to reflect elections and changes.

8. Awards: Committee Reviewed 4 MI Tree Farmer of the Year nominations for 2018 submitted by Josh and Nia. Ben made a motion to accept the nomination to award Sally Hightower as the MI Tree Farmer of the Year, Kayti seconded/all supported. The 2017 and 2018 MI Tree Farmer of the Year will be nominated for regional award by Feb by the vice chair. Action item: Kayti to nominate 2017 and 2018 MI Tree Farmer of the Year for the regional award.

Meeting adjourned at 2:37pm

**2018 Calendar**

- Jan. 11th 2018 Exec Committee Budget Meeting in Lansing at Scott’s office 110 W Michigan Ave Suite 100 Lansing MI 48933 at 10am (participation available online, details TBA)
- Jan. 22nd Online Database Training details TBA
- March 1st Quarterly Tree Farm Meeting in Gaylord at Jay’s Sporting Goods 10-2pm
- June 7th Quarterly Tree Farm Meeting in St Ignace at the Village Inn 10-2pm
- Sept. 13th Quarterly Tree Farm Meeting in Newberry 10-2pm (Details TBA)
- Sept. 14th & 15th Tree Farm Annual Meeting in Newberry (Details TBA)
- Nov. 29th Quarterly Tree Farm Meeting in St Ignace at the Village Inn 10-2pm

**Summary of Action Items:**

1. Brittany to call Midland Community Foundation, Capital Area Community Foundation, Northeast community foundation, and consider other community foundations in the exploration and solicitation of donations and investment opportunities.
2. Mike to include an invitation to tree farmers to run for the treasurer position in newsletter and year-end report.
3. Mike will send out the RFP to CD foresters and inspectors.
4. Nick to highlight motions along with action items in minutes (motions in bold).
5. Scott to complete Gogebic County inspection before Dec 8 deadline.
6. Kayti and Brittany will draft a procedure for: contacting landowners, time allowed for an inspector to complete an assigned inspection, determining when to move inspections to pioneer or decertify based on landowner intent. Committee would like procedure in place before January 1, 2018. Action item: Brittany will add state events to calendar on webpage. State and national deadlines should also appear in minutes and agenda (Nick & Brittany).

7. Mike to create second draft to share with full committee, exec committee will approve draft to send to all members 30 days before March meeting.

8. All committee members shall look over strategic plan by March meeting and be prepared to make suggestions.

9. Brittany to ask National about getting the list of inspections for the year from national as early in the new year as possible. Action item: All committee members should do 4 inspections a year, initial, optional, required and pioneer.

10. Nick and Mike will recruit someone to cover region’s 4 & 5 as the secretary position will be standalone. Action item: Scott to update map to reflect elections and changes.

11. Kayti to nominate 2017 and 2018 MI Tree Farmer of the Year for the regional award.