MI Tree Farm Committee
Quarterly Meeting 3/1/2018

Action Items Highlighted. Motions in Bold

Members Present: Brittany VanderWall, Josh Shields, Karen Serfass, Nia Becker, Travis Kangas, Kayti Brinkman, Nikita Brabbit, Nick Sanchez, Ben Schram, Scott Robbins, Amanda Hattis, Mike Smalligan, Beth Riley

1. Meeting called to order at 10:07 am
2. Brittany acknowledged the anti-trust statement.
3. Kayti made a motion to accept the minutes from the November meeting, Travis seconded, all support/motion approved.
4. Discussion to nominate a new regional chair to cover southeast MI (region 4). Ben nominated Nikita Brabbit to chair region 4, Karen seconded, all support/motion approved. Action item: Scott to update map to include new regional chairs - James Gray (region 5) and Nikita Brabbit (region 4).
5. Beth Riley updated the committee on AFF’s ongoing Midwest assessment project.
6. Karen provided a review of the financial report. Karen working with Julie on the transition. Karen sent in the taxes. Scott mentioned that a corrected 1099 came in from the state, so Julie will need to amend the taxes. Committee discussed expenses at the 2018 National Leadership Conference. Mike noted that AFF will not be requesting $10/tree farm in 2019, suggested correction to the financial report. Committee discussion on different strategies for financial stability. Ben made a motion to accept the financial summary provided by Karen, Nick seconded, all support/motion approved.
7. Brittany reviewed November action items. Committee discussed and edited the guidance for regional chairs for interacting with inspectors provided by Kayti. Josh made a motion to accept the guidance for interacting with inspectors, Ben seconded, all support/motion approved. Action Item: Josh will make the suggested edits to his drafted inspection protocol. *Note both documents now in place as committee and inspector protocol.
8. Bylaws update: Kayti made a motion to accept the revised bylaws, Karen seconded, all support/motion approved – vote to accept was unanimous. Action item: Brittany to mail the 1099 form to Julie Crick so she can amend the taxes. Brittany to mail updated bylaws to Julie Crick for signature (after signed, Julie will send to Nick). Action item: Nick to work with Mike to compile essential documents (hard copy and e-copy). Nick will maintain documents. Amanda will submit electronic copies to website.
9. Discussion to update current strategic plan. A suggestion was made to draft a new strategic plan with every standards update, next one in 2020. The current strategic plan will be updated to reflect progress. Action item: Brittany to add “strategic plan” as a permanent agenda item for each quarterly meeting so the committee can continually discuss progress. Action Item: Mike and Nick will work on suggested updates to the plan
and will fill in titles for lead person. The committee will plan a “go to meeting” to work on updates together. **Action item:** Nick to call/email landowners where a letter was returned from their address from recent mailing, update their status and mailing address.

10. Brittany discussed 2018 inspection progress. **Action item:** Brittany will send the tree farm numbers for Gary’s inspections that are having issues in the database to Scott to be addressed. Mike explained that Victoria Lockhart and Mike Burns are not MI inspectors, and that regional chairs should treat their inspections where they are listed as the last inspector as available for a new inspector. Mike clarified that if an inspector has been on the property within 180 days and no management has taken place, the inspector can do an over the phone inspection. **Action Item:** Brittany to update the 2018 inspection excel sheet and send it to everyone (new names in regions, and inspections that still need to be done). Committee goal to have all inspections done by June


12. Kayti provided update on awards: Sally has been submitted for the regional tree farmer of the year. The committee discussed having someone ready for regional inspector of the year, watch for award nomination due date.

13. NLC attendees provided verbal reports of their experience at the 2018 NLC. Brittany noted she has been asked to be on National Woodland Advisory Committee for the next two years. Committee discussed Kayti’s idea to pilot youth advisory committee program for school forests. **Action Item:** Scott to send a letter to employers of committee members to recognize importance and value of committee member participation for both the employer and MI Tree Farm (committee members will help draft language)

14. Scott provided an educational training to the committee on the different types of forest certification

15. At 1:13pm pizza arrived

16. Scott provided a report from Jerry Grossman’s IMG

17. Committee reviewed new action items

18. Meeting adjourned at 1:48pm

**Action Items List**

1. **Action item:** Scott to update map to include new regional chairs - James Gray (region 5) and Nikita Brabbit (region 4).

2. **Action Item:** Josh will make the suggested edits to his drafted inspection protocol.

3. **Action item:** Brittany to mail the 1099 form to Julie Crick so she can amend the taxes. Brittany to mail updated bylaws to Julie Crick for signature (after signed, Julie will send to Nick).

4. **Action item:** Nick to work with Mike to compile essential documents (hard copy and e-copy). Nick will maintain documents. Amanda will submit electronic copies to website.

5. **Action item:** Brittany to add “strategic plan” as a permanent agenda item for each quarterly meeting so the committee can continually discuss progress.

6. **Action Item:** Mike and Nick will work on suggested updates to the plan and will fill in titles for lead person. The committee will plan a “go to meeting” to work on updates together.

7. **Action item:** Nick to call/email landowners where a letter was returned from their address from recent mailing, update their status and mailing address.

Minutes Submitted 3/8/2018
Nick Sanchez
8. **Action item**: Brittany will send the tree farm numbers for Gary’s inspections that are having issues in the database to Scott to be addressed/fixed.

9. **Action Item**: Brittany to update the 2018 inspection excel sheet and send it to everyone (new names in regions, and inspections that still need to be done).

10. **Action Item**: Scott to send a letter to employers of committee members to recognize importance and value of committee member participation for both the employer and MI Tree Farm (committee members will help draft language)

**2018 Calendar**

- April 30th Tree Farm Database Training Webinar for Inspectors
- June 14th 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

**Program Audit in 2019**

**Michigan Tree Farm Committee**

- Administrator - Scott Robbins - srobbins@michiganforest.com
- Chair - Brittany VanderWall- brittany.vanderwall@macd.org (11/30/2017)
- Vice-Chair - Kayti Brinkman, Martell Forestry – brinkmank16@gmail.com (11/30/2017)
- Secretary – Nick Sanchez – nick.sanchez@mi.nacdnet.net (11/30/2017)
- Treasurer – Julie Crick - crickjul@anr.msu.edu (1/1/2018)
- Communications – Amanda Hattis - asumerix@michiganforest.com
- Training Facilitator – Mike Smalligan – smalliganm@michigan.gov (11/30/2017)

**Regional Coordinators**

- West UP - Cory Howes - corymhowes@gmail.com
- Central UP - Gary Bucklin- gbucklin1@gmail.com
- East UP – Travis Kangas - travis.kangas@macd.org
- Northern LP – Nia Becker - nia.becker.macd.org (11/30/2017)
- Middle LP – Josh Shields - joshua.shields@macd.org
- Southwest LP – James Gray – jamesgray@naturalcapitalforestry.com (1/1/2018)
- Southeast LP – Nikita Brabbit – nbrabbit@gmail.com – (3/1/2018)