MI Tree Farm Committee Quarterly Meeting  
6/14/2018 Meeting Minutes  
DNR Office, Gaylord MI

Action Items **Highlighted**. Motions in **Bold**.

**Members Present:** Brittany VanderWall, Nia Becker, Travis Kangas, Mike Smalligan, Julie Crick, Sally Hightower, Nikita Brabbit, Amy Baumgartner, Winona Grieshop, Amanda Hattis, Ben Schram, Kayti Brinkman, Nick Sanchez, Scott Robbins, James Gray (phone), Gary Bucklin, Jim Malloy, Purnima Chawla, Ravi Singh.

1. Scott acknowledged the anti-trust statement.
2. Meeting called to order at 10:01am.
3. **Travis made a motion to approve the minutes from the March meeting, Ben seconded, all support/motion approved.**
4. Julie provided a review of the financial summary. **Ben made a motion to approve the financial summary, Sally seconded, all support/motion approved.**
5. Old business. **Action item:** Amanda will add all tree farm documents to Tree Farm webpage https://www.treefarmsystem.org/michigan-resources. Nick will review documents on the site and revise to make sure current copies of things are up. **Action item:** Nick to add all relevant dates to the calendar on the minutes.
6. Replacement of Regional Coordinators in UP. **Scott made a motion to appoint Winona to replace Cory Howes as the regional coordinator in the West UP, Julie seconded, all support/motion approved.** Travis noted that he is looking for a replacement for the East UP regional coordinator position.
7. Strategic Plan Status – Mike led a discussion and made live edits to the strategic plan and the committee made suggestions. **Action item:** Nick will make an update to the reimbursement voucher form for inspectors to send electronic copies to Scott. **Action item:** Mike to remind inspectors about electronic submission of inspections. **Action item:** All review action items in Strategic Plan. **Action item:** Nick to send regional coordinators a document to track that all inspectors were asked for an inspection. **Kayti made a motion to accept the Strategic Plan as revised, Ben seconded, all support/motion approved.**
8. Inspection Status – Brittany provided an update on the current status of required inspections. Regional coordinators provided regional updates. Required inspection deadline is August 1st. **Action item:** Brittany to resend optional inspection list to regional coordinators to assign every inspector an inspection.
9. MFA/Tree Farm Annual Celebration- Kayti provided an update on the annual celebration plans for Sept 14th and 15th see invitation and registration at http://michiganforests.org/annual-meeting/.
10. FSC/IMG – Mike led a discussion on emerging demand for FSC
11. Summer Newsletter – Live edits were made with committee input. **Action item:** Mike will make edits and send the newsletter to the committee and inspectors for feedback before it is sent to landowners.
12. W2W Future Planning – **Action Item:** Natalie to send W2W photos to Amanda. Committee discussion on tree farm facebook page and need for photos, send photos and description to Amanda at (989) 657-4217.
13. Award Status – Kayti provided an update on state awards. Regional Outstanding Tree Farmer of the Year due in Feb. Regional Outstanding Inspector of the Year due Sept 15th. The 1st half of the

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year the committee will find inspector of the year, 2\textsuperscript{nd} half of the year focused on tree farmer of the year to align with national deadlines. Gary Bucklin was voted as the 2018 Michigan Outstanding Inspector of the Year, he will be awarded at the annual celebration.

14. “Elevator speech” – Mike led a discussion on his elevator speech and the committee provided feedback. Live edits were made. \textit{Action item:} Mike will send to inspectors for feedback and make the elevator speech available for state program resource page.

15. Adjourned at 2:02pm

\textbf{Action Items List}

1. \textit{Action item:} Amanda will add all relevant tree farm documents to Tree Farm webpage https://www.treefarmsystem.org/michigan-resources. Nick will review documents on the site and revise to make sure current copies of things are up.

2. \textit{Action item:} Nick to add all relevant dates to the calendar on the minutes.

3. \textit{Action item:} Nick make an update to the reimbursement voucher form for inspectors to send electronic copies to Scott.

4. \textit{Action item:} Mike to remind inspectors about electronic submission of inspections.

5. \textit{Action item:} Full committee to review action items in updated Strategic Plan.

6. \textit{Action item:} Nick to send regional coordinators a document to track that all inspectors were asked for an inspection.

7. \textit{Action item:} Brittany to resend optional inspection list to regional coordinators to assign every inspector an inspection.

8. \textit{Action item:} Mike will make edits and send the newsletter to the committee and inspectors for feedback before it is sent to landowners.

9. \textit{Action item:} Natalie to send W2W photos to Amanda.

10. \textit{Action item:} Mike will send to inspectors for feedback and make the elevator speech available for state program resource page.

\textbf{2018 Calendar}

- August 1\textsuperscript{st} Deadline for 2018 Required Inspections
- Sept 12\textsuperscript{th} State nominations due for Tree Farmer of the Year & Outstanding Inspector of the Year (send to Vice Chair, Kayti Brinkman at brinkmank16@gmail.com)
- Sept. 13\textsuperscript{th} Quarterly Tree Farm Meeting in da UP 10-2pm (Details & Location TBA)
- Sept. 14-15\textsuperscript{th} Michigan Forest Association / Tree Farm Annual Celebration in Newberry/Engadine (Register at michiganforests.org - early bird discount before Sept 1.)
- Oct 15\textsuperscript{th} National nomination for Outstanding Inspector of the Year due
- Nov 1 National Leadership Award nomination due
- Nov. 29\textsuperscript{th} Quarterly Tree Farm Meeting in St. Ignace at the Village Inn 10-2pm
- Program Audit Spring 2019

\textbf{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 (1/11/2018)
- Communications – Amanda Hattis - asumerix@michiganforest.com
- Training Facilitator – Mike Smalligan – smalliganm@michigan.gov (11/30/2017)
- MDARD Liason - Ben Schram – schramb1@michigan.gov

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Regional Coordinators

- West UP – Winona Grieshop - winona.grieshop@macd.org (6/14/2018)
- 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 (1/11/2018)
- Southeast LP – Nikita Brabbit – nbrabbit@gmail.com – (3/1/2018)

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