Minutes for September 13, 2018 MI Tree Farm Committee Meeting:  
Meeting Location: DNR Office in Newberry  
5100 State Hwy M-123  Newberry, MI 49868

Action items highlighted. Motions in Bold.

Present: Brittany VanderWall, Kayti Brinkman, Julie Crick, Nikita Brabbit, Josh Shields, Winona Genther, Mike Smalligan, Gary Bucklin, Ernie Houghton, Karen and Rich Serfass, Tabitha O’Dell, Nick Sanchez, Jim Malloy, Travis Kangas, Sally and David Hightower, James Gray (by G2M)

Absent: Scott Robbins, Amanda Summerix, Nia Becker, Ben Schram

Minutes taken by Mike Smalligan, smalliganm@michigan.gov

Call to Order at 10:02 am

1. Anti-trust statement

2. Review minutes from last meeting  
   **Nikita moves to approve, Kayti seconds, motion passed**

3. Review Action Items from previous meeting  
   **Action items from June 2018 meeting – Mike to remind inspectors about electronic submission**

4. Financial reports and budget  
   **Nikita moves to approve, Josh seconds, motion passed**

5. Old Business

6. RFP for NLC due October 1st  
   • Kayti – certified school forests  
   • Brittany – how state committees can better partner with AFF  
   • Julie – how to survive being the Tree Farm treasurer  
   • James – increasing diversity and Tree Farm in Espanola  
   • Nick – Rogue Forest Cooperative and CD tree sales discount  
   • Travis – partnering with industry  
   • Other ideas?

7. AFF – Changes to Tree Farm  
   • AFF to handle more administrative work for states  
   • Brittany and Woodland Committee meeting in MT in September

8. Edge Research Intern – Mike  
   • Edge Research project  
     o Brittany needs to fill out Edge Research survey  
     o Josh filled out the survey for Manistee CD
Kayti filled it out for Martell
- Ernie got a survey in the mail and did not return it
- Sally did not get the survey

- **Mike moves to spend up to $5,000 to hire one or more interns to help with administrative tasks between now and May 1, 2019.** Kayti seconds. Motion passed.
- **Action Item: Mike, Scott and Amanda to interview and hire one or more student interns ASAP.**

9. **FSP O&E Grant – Mike**
   - a. Only spend $2,309 through June, 2018
   - b. More expenses coming, but we need to spend more money
     - i. **Action Item – submit reimbursement to Julie by Monday Sep 17 for registration, lodging and mileage at $0.34 per mile for coming to this meeting**
   - c. FY19 - $20,000 FSP O&E grant for admin and inspections
     - i. Reimburse mileage at the State of Michigan standard rate - $0.34 in FY18

10. **SAF Meeting Sponsorship**
    - a. **Mike moves that Tree Farm spend $1,000 in veneer sponsorship for the fall SAF meeting in Grayling on October 11-12 with the four complimentary registrations being Brittany VanderWall, Kayti Brinkman, Julie Crick and Nick Sanchez.** Sally seconds. Motion passed.
      - i. **Action Item – Brittany to purchase 2 table cloths and 2 vertical signs (from AFF?)**

11. **FY19 Inspection Reimbursement Rates**
    - a. **Kayti moves to modify reimbursement rates for 2019 to be $100 for all initial inspections and on the ground re-inspections would be $100 for government foresters and $200 for private sector foresters.** Nikita seconded. Motion passed.

12. **Strategic Plan Status**
    1. Database
       - a. **Action Item: Mike to remind inspectors of how to use and submit 004 Form, clarify Pioneer status in quarterly email**
    2. Finances
       - a. **Action Item for All (ongoing): spend more money**
    3. Inspire Tree Farmers
       - a. **Action Item (ongoing): regional coordinators to create stories**
       - b. **Action Item: inspectors to submit photos on FB**
    4. Engage Inspectors
       - a. **Action Item: regional coordinators to get the other 78 inspectors to do an inspection**
    5. Committee Capacity
       - a. **Action Item (ongoing): Brittany to recruit landowners**
       - b. **Action Item (ongoing): Nick works on documents library**
    6. Strategic Partnerships
       - a. MFA & Tree Farm Annual Celebration is Sep 13-14, 2019 in Grand Rapids
       - b. W2W is going well and an acceptable workload
       - c. **Action Item (ongoing): Kayti to promote more field days with partners**

13. **Inspection Status (Required/Optional/Pioneer)**
    All required are completed.
    - **Action Item – regional coordinators to assign inspections for the 60 to 120 certified Tree Farms that have not been inspected in more than 10 years.**
14. Award Status
   2018 – Sally Hightower TFOY and Gary Bucklin IOTY, Volunteer Service Award
   2019 – Tree Farmer OTY nominees – Paul Bigford and Bill Bobier – Paul Bigford wins
   **Action Item: Kayti to nominate Gary for regional TFIOTY award by October 15**
   **Action Item: Josh to nominate Paul for regional TFOTY award by due date (late fall?)**

15. Training session: None for this meeting

16. Other reports as needed

17. Field Day – October 12 Tree Farm Field Day with sixth graders from Manistee schools

   *Josh Shields moves to spend up to $1,000 for this field day. Nick seconds. Motion passed.*

Kayti moves to adjourn at 1:35 pm. Nikita seconds. Motion passed.

**ACTION ITEM SUMMARY**

1. Action Item: Mike, Scott and Amanda to interview and hire one or more student interns ASAP.
2. Action Item – submit reimbursement to Julie by Monday Sep 17 for registration, lodging and mileage at
   $0.34 per mile for coming to this meeting
3. Action Item – Brittany to purchase 2 table cloths and 2 vertical signs (from AFF?)
4. Action Item: Mike to remind inspectors of how to use and submit 004 Form, clarify Pioneer status in
   quarterly email
5. Action Item: inspectors to submit photos on FB
6. Action Item: regional coordinators to get the other 78 inspectors to do an inspection
7. Action Item – regional coordinators to assign inspections for the 60 to 120 certified Tree Farms that have
   not been inspected in more than 10 years.
8. Action Item: Kayti to nominate Gary for regional TFIOTY award by October 15
9. Action Item: Josh to nominate Paul for regional TFOTY award by due date (late fall?)
2018 Calendar

- August 1st Deadline for 2018 Required Inspections
- Sept 12th 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. 13th Quarterly Tree Farm Meeting in da UP 10-2pm (Details & Location TBA)
- Sept. 14-15th Michigan Forest Association / Tree Farm Annual Celebration in Newberry/Engadine (Register at michiganforests.org - early bird discount before Sept 1.)
- Oct 15th National nomination for Outstanding Inspector of the Year due - Nov 1 National Leadership Award nomination due
- Nov. 29th Quarterly Tree Farm Meeting in Gaylord
- Program Audit Spring 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 (1/11/2018)
- Communications – Amanda Hattis - asumerix@michiganforest.com
- Training Facilitator – Mike Smalligan – smalliganm@michigan.gov (11/30/2017)
- MDARD Liason - Ben Schram – schramb1@michigan.gov

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)

2018 Michigan Award Winners:

- Tree Farmer of the Year – Sally Hightower (Twisted Oak Tree Farm)
- Inspector of the Year – Gary Bucklin
- Volunteer Service Award – Scott Robbins