

North Dakota Urban and Community Forestry Association  
Meeting - November 12, 2014  
Jamestown City Office  
Draft Minutes submitted by Joel Nichols

Members Present: Joel Nichols, Wayne Beyer, A. J. Delzer, Jackson Bird, Gerri Makay, Brian Johnson, Colette Broe, Sam DeMarais, Doug Wiles; present via conference phone in Fargo, Scott Liudahl, Joe Zeleznik and Amanda Hartmann

Meeting called to order:

AJ Delzer presented the treasurers report

There was an increase in PO Box rental this year. Additional services are available from the USPS if the organization would like to utilize them.

Information from Dawson Insurance had been received and will be forwarded to Amanda H. via Sam D. Renewal of insurance will be due in January.

1099 forms for speakers from 2013 Conference have been prepared and other tax forms and paperwork are in the files for reporting to the IRS.

Bismarck Public Works receives the State Non-profit forms, because a physical address is need and will be given to the Treasurer for payment.

A report from the treasurer was distributed to the members present. Most recent income for the association was from interest and the current expenses were for postcards and postage announcing the meeting.

**Wayne Beyer moved to approve the treasurer's report, motion 2<sup>nd</sup> by Jackson. Bird Motion carried**

Amanda Hartmann, Secretaries Report

Most pressing item is an updated members list, she is working off a list from 2009, please send any information to her as soon as possible.

There is a lot of historical information that the association has, Amanda suggested that the information be scan to preserve it and decrease the amount of paperwork being moved from secretary to secretary. There is also information at the Bismarck Public Works and Joel N. has materials.

Suggestion: Sort thru the relevant historical items, ID what to keep in paper form and scan the rest. Contract the scanning out to a reputable company.

Jackson B. requested ideas on how to increase membership.

Suggestions:

Send membership information to members and former members,

Utilize Secretary of State Contactor list

Tree City USA contact list

Scott L. Conference Update:

Recap 2014 Conference:

Expenses \$10,000 - \$4,600 just for Ramada

140 Attendees, Conference rating 5.9 out of 7

70% liked Fargo location

2015 Conference:

Silent Auction – Items to be combined with the NDNGA auction, proceed to go back to NDUCFA

Amanda received a donation letter from Mary Holm NDNGA Executive Director, and will send this information along with renewal notice for membership to members and former members.

Review of Draft Agenda for NDUCFA Conference:

Business meeting before NDNGA Banquet

Added CPR training option with an additional registration fee

Get students involved – waive registration fee. Dr. West is willing to promote the conference to students.

Proposal to increase registration fee from \$50-75 NDNGA is \$85. This will help meet conference expenses; consensus of members present was to raise the conference registration fee.

10:00 AM Amanda left meeting:

Sam D. Request for Proposal - Executive Director

Five Request for Proposals were sent out, only two responded

Results Unlimited and Clearwater Communication, (RFPs were sent around the room)

Review of Proposal

Discussion of proposals – Cost were similar

Meeting was held with Clearwater Communications, a meeting will be setup with

Results Unlimited to review proposal before a decision is made by Executive Committee

**AJ Delzer. moved to request up to \$20,000 from the NDFS, 2<sup>nd</sup> by Brian Johnson.  
Discussion followed. Motion Carried**

Scott L. MOU

NDUCFA and the NDFS currently do not have an MOU in place. NDUCFA is submitting a grant proposal that would include the conference (\$5,000) and promoting professionalism (\$20,000). The combined grant request will be \$25,000

The \$5,000 would include scholarships for attendance and speaker fees for the 2015 NDUCFA Conference.

The \$20,000 for Promoting Professionalism would include NDUCFA Executive Director, Workshop and training for tree care professionals, International Society of Arboriculture (ISA) certifications, credentials, and qualifications, Scholarship for MWISA annual conference, maintaining and updating website and sending an NDUCFA member to the Municipal Forester Institute (MFI).

Scott will complete the application and submit to the NDFS - North Dakota Urban and Community Forestry Council for consideration.

Website – Questions from Beth Peske

Post agenda and minutes on website – Yes

Out of state job posting on website – Yes – preferably surrounding states

Continue to update website - Yes

Election of Officers

President – Sam DeMarais

Vice President Wayne Beyer

Treasurer – Vacant

Secretary – Amanda Hartmann

Options for Treasurer

Executive Committee assume responsibilities

Executive Director assume responsibilities

Discussion

It was determined that we need to have the office of treasurer and a member to assume responsibilities according to the bylaws and to maintain our 501 C 3 status.

**Brian Johnson moved to have the Executive Committee appoint a member as treasurer; in the interim the Executive Committee assumes the responsibility of the office. 2<sup>nd</sup> Colette Broe  
Motion Carried**

Other Items

City foresters work together to order trees that are hard to find, reduce shipping cost for all involved

Meeting Adjourned