

IDAHO TREE FARM PROGRAM
Committee Meeting Minutes
January 16, 2014
Idaho Department of Lands – *Coeur d’Alene Office*

I. Call to Order

ITFC Chair Doug Bradetich called the meeting to order at 9:02 am. Those present were:

Kylie DuPont, ITFC State Administrator
Steve Cuvala, ITFC Treasurer
Ray Getchius, ITFC Tree Farmer
Kirk David, ITFC Tree Farmer
Madeline David, ITFC Tree Farmer
Gina Davis, ITFC Forest Stewardship Program Representative
John Lillehaug, ITFC District 3 Chair
Frank Gariglio, USDA – NRCS
Chris Schnepf, U of I
Andy Eckberg, ITFC District 1 Chair
Steve Bloedel, ITFC Forestry Consultant Representative
Don Heikkila, ITFC Tree Farmer

II. Antitrust Statement

Chair Bradetich reviewed the policy statement on compliance with anti-trust laws.

III. Minutes of Previous Meeting

Meeting minutes were approved without any changes made.

IV. Treasurer’s Report

Treasurer Steve Cuvala gave an overview of the 2012 year-end financial statement. With a motion by Frank Gariglio and second by Steve Funk the Treasurer’s year-end report was unanimously approved as presented.

V. 2014 ITFP Proposed Budget

(A) Chair Bradetich reviewed the updated proposed budget for 2014 in a template designed as a working budget for the year. This updated budget will be emailed to committee members.

- (1) Annual Meeting increased to \$2000
- (2) Inspector Recognition added with a budget of \$350
- (3) Office supplies increased by \$50
- (4) DC fly-in removed
- (5) Added Recruitment into budget for Inspector Training

(B) Madeline David asked to add Constant Contact (or something similar) to our budget under operating expenses for \$150.

(C) Starting year budget was \$4930 – Ending year budget was \$5305 conservatively

(D) Gina Davis moved to accept the 2013 Budget proposal as amended by the Committee. With a second by Madeline David, a vote, the motion passed. Chair Bradetich will email a revised copy of the general and grant budgets to ITFC members.

VI. Strategic Planning Retreat

(A) Communications Sub-Committee report by Madeline David

- (1) Working on compiling an email distribution list. We’re at around 400 people with phone numbers listed for contact. Insert a request for contact email in the next newsletter and request a reply. Suggested providing a post card with pre-paid postage that they can send back with their

email address. Chair Bradetich suggested sending around a sign-up sheet at the next Tree Farmer meeting. Or cold-call people who have only listed phone numbers. Goal is to update Tree Farmer email list and set up a Tree Farm Constant Contact account for touch emails and updates by December 2014.

(2) Develop an Idaho Tree Farm Fact Sheet/Brochure to hand out, with the option to print from website as well. The goal being to have a concise way to tell those involved or those interested in Tree Farm exactly what we do and why. It could also help explain the benefits of being a certified Tree Farmer. Why would someone want to become certified?

(3) Want to hold two coffee/beverage socials each year for Tree Farmers (Winter/Summer) to interact and network with each other.

(4) Hold field days, trainings, and other outreach events each year for Tree Farmers

(a) March: Family Forest Owners Conference

(b) June-July: Summer Field Day

(c) September: Fall Farm Tour – Where we recognize our Tree Farmer of the Year

(B) Tree Farm Inspectors Training and Recognition Sub-Committee report by Kirk David

(1) Grow and train a diverse workforce of actively engaged Tree Farm Inspectors. Solicit new inspectors by personally contacting management level at companies, agencies, and organizations by December 2014.

(2) Create the following inspector awards

(a) Outstanding Inspector of the Year (continue current program)

(b) “High Achiever” Award for inspectors that complete 5+ inspections a year. Give something such as a gift card or possibly give a buck knife as the award.

(c) Recognize qualifying inspectors for completing at least one inspection during the year with a smaller gift such as a ball cap or T-shirt.

(3) Create a custom report to give to District Chair that lists current active inspectors in District, list of required inspections, and monitors inspector accomplishments, etc. Do this by January each year. Kylie DuPont will help with extrapolating this data from the ATF Database.

(C) Certification Sub-Committee report by Steve Funk

(1) Per National ATFS directive we will need to decide whether we will remain certified for Idaho or not. The goals set by National are to 1.) Decide on continuing with certification for Idaho by 12-31-15 and 2.) If we decide to continue, then develop a method to financially support certification from membership contributions/dues and/or forest partner support at that time.

(2) Complete necessary research on certification options and provide recommendations on the future structure of Idaho Tree Farm Program.

(a) Identify and clarify financial structure and time requirements for states from National ATFS. This will include the following items: Poll Tree Farmers for opinions and questions; Gather national information at AFF Leadership Meeting on financial and business practices that will be required for certification by February 2014; Make presentation to SFI meeting on certification options and recommendations in a report by September 2014; Present report to ITFC in October 2014; IFTP to make final decision on certification by January 2015; Publish decision for members by February 2015.

VII. Review Recent Webinar – “Should your state be a 501 3c?”

(A) Should our state be a 501c3?

(1) Donor tax deductions; some donors require a c3; possibly state sales tax

(a) North Carolina spent \$500 to get theirs set up. It requires more program structure, tax filing and reports. They thought being a c3 would help get more funds into their program. Originally they were under their state association’s c3, but that didn’t work out. To begin their process they formed a corporation.

(2) First decide what you want to be, how you want to operate, your goals. Establish by-laws consistent with 501 in your state.

(3) Reasons not to file as c3: If you are informal and like it that way; If you have limited funding; If you are not targeting growth; If you have limited accounting support; If you do any significant lobbying.

IIIX. 2013 Required Inspections

- (A) Initial inspections – 92 (3 pioneer)
Reinspections – 23
Decertifications – 10
- (B) New Acres Added: 24,050 Certified, 3319 Pioneer.
- (C) 100% Complete
- (D) Kirk David suggested that veteran inspectors mentor new inspectors for the first 2 or 3 inspections they do. We need to increase our support for the inspectors so they can complete their requirements.

IX. OTFOY, OIOTY, OLOTY Candidates for 2014

X. Inspector Training / Retraining / Database Training 2014

- (A) Chair Bradetich will send out an email to see how people feel about the training. Get feedback on how to move forward. What type of training are people really wanting?
- (B) The ATFS certification program is currently under review to determine 2015 standards. Once they are decided, inspectors will need to be retrained under the new standards.

XI. Idaho Lands Resource Coordinating Council

- (A) Gina Davis brought up that Idaho ranked #1 and #2 and top #25 for programs that could potentially receive federal funding.

XII. Task List 2014

Chair Bradetich reviewed the 2012 Tasks and outlined the outstanding items. End of year reporting is the priority.

- (A) Forestry Day at the Legislature (2/11/2014) – Promote ATFS to ID legislature
- (B) IFTC Program Budget – (1/10/2014) Needs to be done in time for committee to review and acceptance at next meeting
- (C) 1st Quarter Newsletter – (1/25/2014) Strategic Plan Retreat;
- (D) 2013 Education Grant Reports; 2013 Capacity Building Grant Reports; 2013 Committee Financial Report
- (E) Idaho SFI SIC Meeting – (2/7/2014) ITFC addresses this meeting to request Administration support for the next year.
- (F) National Leadership Conference – (2/18 - 2/20/2014) To be held in Savannah, Georgia
- (G) ITFC Annual Meeting – (3/35/2014)
- (H) ITFC Quarterly Meeting – (4/17/2014)

XIII. Other Business

- (A) Kirk David spoke on the efficacy of Idaho's new shade tree rule to be determined by the FPAC. These agencies are going to put together a program for extra support to help implement the rule, but it is lagging in implementation.
- (B) Kylie DuPont needs to be able to send and receive use admin@idahotreefarm.org. Speak with Candace Godwin about setting that email account through Kylie's Outlook.

XIV. Adjournment

There being no further business, the meeting was adjourned at 11:09 a.m.