

**IDAHO TREE FARM PROGRAM**  
**Idaho Tree Farm Committee Meeting**  
**9:00 - 12:00, Thursday, October 16, 2014**  
**Idaho Dept of Lands, Coeur d'Alene – Sundance Room**

**DRAFT AGENDA**

- 1) **Anti-Trust Statement** – Chair Doug reviewed the anti-trust statement with the Committee.
- 2) **Minutes of April Meeting**- Not able to approve April minutes and Treasurer's Report at the July meeting due to lack of a quorum. Approved April minutes: Gina Davis moved, Madeline David second.
- 3) **2014 Treasurer Report / Budget Review**- Budget to actual is tracking well so far. We are approximately \$1000 higher on income and \$1000 less on expenses than budgeted year to date. Doug Bradetich will request the next Idaho Forest Group program support funds in December. Discussion by the group on expenses- \$85.00 charge for change on the Tree Farm website. Fall Field Tour- Over budget: \$1339.60 (original \$750), however more interest was achieved.. Motion to approve the Treasurers Report by Kirk David, Steve Funk second, all approved.
- 4) **Voting on 2015/2016 Committee Slate** – Steve Funk presented his slate for the 2015/2016 term. Voting ensued by the committee. All candidates on the ballot were accepted. Ballot attached.
- 5) **Strategic Plan Updates**-
  - A) **Communications Subcommittee Report – Madeline David:** Continue to get emails from all Tree Farmers. Amanda Cutting went through all returned newsletters, received two decertifications from those. Under 5% on all errors in the Idaho Tree Farm database currently. Will continue to clean up the database weekly. Amanda will make a list of the tree farmers who don't have an email. Let the committee members know who doesn't have an email so that we can get in touch with them to get those to save on future mailing costs and improve the ITFC Constant Contact list..
  - B) **Inspector Training and Recognition Subcommittee Report – Kirk David:** Kirk would like to have an inspector training event. Contact all districts to see if there is a need for inspector training. There was a discussion from the group

regarding online inspector renewal when the new 2015 certification standards are released. Doug will get a list of inspectors from the database of those that need to be recertified and check with Mike Burns about the schedule for 2015 standards training. We need to check inventory for Inspector of the Year awards. If we are short on anything, we need to put in an order for more T-shirts, vests, knives, or other awards. We gave away Buck knives last year as an award. Discussion ensued about what to give out in 2015. We may change to something other than knives for the high achiever category, but vests are favorable for the Inspector of the Year. The Inspector Committee will decide on a new gift by the next meeting in January. Discussion ensued regarding facilitator training to the new standards. Kirk David will attend 2015 standard training at the National Leadership Conference in February. Currently Kirk David and Tim Kylo are the only facilitators in Idaho. This appears adequate at this time. The informational letter regarding Tree Farm Inspectors was discussed and accepted for distribution. The letter should be given out to everyone on the committee (letter attached)

**C) Certification Subcommittee Report – Steve Funk:** January 14<sup>th</sup> will be the opening meeting with PricewaterhouseCoopers to decide on the Tree Farms that will be inspected for our program assessment. Approximately 24 Tree Farms are anticipated to be chosen. Additionally the files in the main office will have to be properly filed for review. Doug Bradetich will gather a map of Idaho and USFS district maps with coordinates for section, townships, and range for each selected Tree Farm so that a workable driving schedule of Tree Farms can be identified at this meeting. Amanda will check if a conference room is available at the Coeur d’Alene Resort. Gina Davis recommended booking the room at IDL for the January meeting if a resort conference room is not available. Regarding certification Chair Doug reminded the group we need to declare to ATFS by 12-31-15 if we intend to remain certified. Doug would like to add a note in the newsletter for Tree Farmers to contact our office and let us know whether or not they are in favor of continuing as a certified program. Steve Funk would like vote at the next meeting for continuing certification. Discussion about possibly using ‘constant contact’ for polling with a simple Yes or No and that there is always the option for calling in votes. Committee and all tree farmers are welcome to vote.

Also discussion if we continue to be certified we also need to devise a financial strategy to pay for everything. Doug will continue to include something about certification in the newsletter. Steve Funk led a discussion about contacting mills to get help with funding. Steve presented the draft support request letter for acceptance. Motion to accept the letter by Janet Funk, Steve Bloedel second. All approved. (letter attached).

- 6) Review 2014 Fall Tour-** Great turn out (65 + people). Reviewed pictures. The group agreed the Fitchett family did a wonderful job and it was a very successful tour. Kirk reminded the group of the February deadline for submitting the Fitchetts on as Regional Outstanding Tree Farmers.

**Discussion/Preparation for 2015 Program Audit:** Doug will send out all points bulletin for district chairs. Need to go through the database and get all the decertifications before December 15<sup>th</sup>, 2014. Chair Doug had a concern that roughly 1/3 of required inspections have been decertifications the past few years. Are decerts. We should concentrate on cleaning those out of our system. When things are returned (mailings, emails, etc.) research the reason whether it be a bad address, wrong phone number, or deceased owner and correct on a regular basis. This will keep the database updated as best as we can. Russ Hegedus made the suggestion that each inspector should call everyone that they inspected each year to make sure that they still have vitals and everything is alright - a thorough follow up. Try and get as many emails as possible. Amanda Cutting to look into a way to get a list of tree farms that each inspector has certified and send out the list so that the inspectors can accomplish this goal. Diane Partridge suggested that stewardships and tree farm inspections can be done at the same time. Gina suggested that the district chairs should get together and go over standard procedures for upcoming inspections. Amanda will go into the database and filter the upcoming inspections and find the ones that need to be recertified within the next year. Convert this list into Excel and send out to each district chair/inspectors. Have inspectors send each district chair updated info on each of their tree farms. Doug will pull the current list, send each chair the whole state and each chair will notify their inspectors.

**7) 2014 Required / Optional Inspections:** Doug went over lists of required samples and optional reinspections and will continue working on the list. Doug will look into

and decertify #2764. We currently have two more of our 2014 required inspections to complete prior to December 8.

**8) OTFOY, OIOTY, OLOTY Field Visits for 2015:** The Selection Committee has been out on the ground to several Tree Farms. Doug, Kirk, and Steve Funk will make one more field trip to a Tree Farm by Harrison and then Doug will travel to Boise to look at two Tree Farms in that area. **9) National Forest Stewardship Webinar – Oct 22 – Gina Davis:** **10) Idaho Lands Resource Coordinating Council:** Janet Funk: Visited private lands, had meeting at smoke jumper base, collaboration of what can be done to set up web portal to pick up info on latest fire info, burn dates, etc. There has been a number of wildfires, and a problem with ranchers fighting fires on their own land. Conflict with BLM, so BLM trained landowners to fight fires on their own land and this project has been a success in way of collaboration. Collaborations only affect federal lands. Most collaborators are volunteers and drop out after 5 years or so.

**Other Business** Chris Schnepf is going to offer a habitat and drone class through Extension Forestry. Calendar for Extension classes will come out this fall. The new BMP book has been through all final reviews and should be out in spring 2015. Video is being pieced together and is about 95% done. Still need footage on grass seeding and slash burn sites. Screening of video is planned around Christmas time.

**11) 2014 ITFC Task & Event Schedule review / meeting dates & locations:** Not much more on the event list aside from getting the database ready for the audit by December 15<sup>th</sup>, 2014. Steve Funk, Doug, and Amanda will work on putting together a 2015 calendar at their next weekly meeting. The new committee list needs to be sent to National by November 30. Next meeting to be held on January 15<sup>th</sup>, 2015 – planned for the Hayden Public Library.