

Indiana Urban Forest Council
PO Box 88811
Indianapolis, IN 46208-0811

MINUTES

BOARD OF DIRECTORS MEETING

January 25, 2007

A meeting of the Board of Directors of the Indiana Urban Forest Council, Inc. was held at 10 a.m., Thursday, January 25th at the CUF Office in Indianapolis, Indiana. Members present were:

Nate Mathews
Katie Booth
Tim Detzner

David Gorden
Leigh Bangs
Andrew Hart

Janet Kelly
Carol Cavell

Staff members and Ex-Officio present were:

Ashley Mulis

Pam Louks

Members absent were:

Trish Eccles
David Oberst

JoAnn Sporleder
Mike Maskal

John Talbott

ROLL CALL

Tim **Detzner** called the meeting to order and announced quorum was present.
10:15am

**APPROVAL OF
AGENDA
TREASURER'S
REPORT**

Approval of the Agenda was moved and seconded. The motion carried.

Nate Matthews provided the 2006 and proposed 2007 budget for the board to review. Additionally, he commented that we need to send letters to corporate sponsors and that we may be losing IPL as a sponsor due to Mike Baldwin no longer being in charge of this at IPL.

Approval of the Financial Report was moved and seconded. The motion carried.

**EXECUTIVE
DIRECTOR
POSITION**

Salary: Leigh **Bangs** made a motion to start the Executive Director salary at \$16.00 per hour. Andrew Hart seconded.

Motion was approved.

Guidelines: Start date to be January 25, 2007. Additionally, E.D. will have a 90-day review by the evaluation committee and again by July 1, 2007 with a potential raise, depending on the decision made by the evaluation committee. Additional discussion:

- Add at registration receipts for cash received
- Receipts needed for all purchases
- After one year of employment, continue bi-annual evaluation
- David Gorden will be board member on evaluation committee (not on executive committee)
- E.D. will submit check-off accomplishment report
- Evaluation committee to work with E.D. to develop a work plan

E.D. guidelines have been approved with two additions. 1. Detailed carbon receipts 2. After 1-year review, semi-annual reviews required.

Approval of the E.D. guidelines was moved and seconded. The motion carried.

Task List: Discussion about task list:

- Grant reimbursement tasks
- Phone issues—what kind to get, etc.
- P.O. Box—Move to Carmel and have email forwarded
- Clarify mileage reimbursement

Ashley Mulis entered the meeting at 11:00 am and accepted the IUFC salary offer and conditions.

STRATEGIC PLANNING

Advisory: Pam Louks would like to sit down and figure out what the state of Indiana needs from the IUFC and develop a format for that advice. Needs to determine whether that will be an advisory council made up of board members, IUFC membership or other. The state needs advice from citizens on items such as grants, strategic plan, and time and energy spent on things like these. Pam is currently polling other states to see how they have approached this subject and will report back to the board at the next meeting. Note: Advisory council must be formal to fulfill the Federal Mandate for the CUF program. Please give Pam time in the next agenda for discussion of this topic.

Strategic Plan: Ashley Mulis suggested that in order to draw attention to IUFC, we need to address issues pertinent to the general public i.e.: trees and flooding/erosion control and air pollution mitigation. The suggestion was made that we need a city forester on the board and more diverse representation and that we need more “influential” people on our board. We also need a membership brochure ASAP. There is a credit at Broadway Press for \$1000 for printing this document. The Board is to review current design and modify as needed. A target date was set as the April Board meeting for final draft review. **Pam Louks** agreed to email the file to IUFC for perusal.

Organization Focus: Janet Kelly suggested that partnerships need more attention for networking and broad support of the IUFC. IUFC is to come up with a list of groups to focus on. **Katie Booth** suggested that we need to provide links to other organizations on our website and ask for reciprocation. Katie also suggested that IUFC newsletter is long overdue and should be a priority. **Pam Louks** suggested that IUFC needs to improve member acknowledgment, particularly new members. All members agreed that all Tree City USAs should be members.

Work Plan for 2007: Tim Detzner suggested that the IUFC board dismantle some of the lesser-known committees in lieu of ad-hoc committees to deal with projects as they arise. The board agreed that this is a good idea. Fixed committees will include the following: Awards, Executive, and Annual Conference. The following are action items for 2007:

- **License Plate: Nancy Anderson, David Gorden, Tim Detzner, and Tom Coleman** have volunteered to move forward with the application process.
- **Membership Expansion: Carol Cavell, Leigh Bangs and Pam Louks** volunteered for this committee. We need to provide new members with a welcome packet, increase communication and show the value of the membership. Suggestions included tangible benefits and a discussion of how we can get a tree planted for each new/renewed membership. It was further suggested that we might figure out a way to get those tree planting dollars to other urban forestry non-profits of the member’s choice.
- **Carol Cavell and Leigh Bangs** shared information from the Arbor Day Foundation Executive Director training they attended. We have consulting

- time available to us through the Institute on Conservation Leadership.
- Grants, grants, grants!
 - Conferences
 - Continue “A Cut Above” presentation

ADJOURNMENT

A motion to adjourn was made and seconded. The meeting adjourned at 2:05

Respectfully submitted,

Ashley Mulis
Executive Director