

INTERNATIONAL SOCIETY OF ARBORICULTURE – AUSTRALIA CHAPTER (ISAAC)

MINUTES

of the

FACE-TO-FACE MEETINGS of the ISAAC BOARD OF DIRECTORS - JULY 11 & 12, 2003

Both meetings opened at 9.00 am and closed at 4.30 pm.

1. **VENUE OF THE MEETINGS**

Padstow College of TAFE, Padstow, NSW.

2. **PRESENT**

Cobbett, John
Galwey, David
Hallam, Craig
Hinton, Craig
Lodge, Marcus (President)
Lydon, Tony
Norris, Martin
Page, Rodney
Sharp, Doug
Sorrell, Clive (Secretary)

3. **APOLOGIES**

Barkle, Ashley
Canning, John

4. **AGENDA ITEMS**

4.1 Minutes of the previous meetings.

The previous face-to-face meetings of the ISAAC Board occurred at the Parkville Campus of the Northern Melbourne Institute of TAFE, on Friday, January 31, and Saturday, February 1, 2003.

The Minutes of these previous meetings of the ISAAC Board of Directors, were tabled.

4.2 Amendments to the previous Minutes.

No amendments were necessary.

4.3 Acceptance of the previous Minutes.

→ **Motion:** That the Minutes of the Previous Meetings be accepted as tabled.

Moved by Clive Sorrell.

Seconded by Tony Lydon.

Motion carried.

5. MATTERS ARISING FROM THE PREVIOUS MINUTES

5.1 The ISAAC Constitution.

John Cobbett, on behalf of the ISAAC Board of Directors, had obtained the services of a lawyer to examine the ISAAC Constitution. The purpose was to ascertain the validity of the Constitution, the legal onus on the members of the ISAAC Board of Directors, and to update or improve redundant or ambiguous sections.

John reported that the status of the Chapter as a Limited Liability Company is appropriate for the ISA-Australia Chapter.

The Constitution states that all members of the Board are Directors of the Company. However, only three current or past directors of the board are registered by the Australian Securities & Investment Commission (ASIC) as Directors of the Company.

Official registration of the ISAAC Board of Directors is outdated, and therefore improper.

All members of the ISAAC Board of Directors must register with the ASIC.

Registration of the directors' names must be updated with the ASIC whenever changes in personnel occur following each ISAAC Annual General Meeting.

Following the ISAAC AGM 2003, in September, when a new Board will be installed, the ISAAC Secretary shall update the information held by the ASIC.

→ **Action:** Clive Sorrell.

The Constitution needs amending to clarify ambiguous or ill-defined sections, and to improve on procedures that have become outdated.

Motions to Amend the Constitution require the approval of a majority of the chapter's members at an Annual General Meeting (AGM).

John Cobbett, Craig Hinton and Clive Sorrell will work together to draft the proposed amendments to the ISAAC Constitution.
The proposals will be distributed to the board for comment and approval.

→ **Action:** John Cobbett; Craig Hinton; Clive Sorrell.

It is stipulated in the ISAAC Constitution that proposed amendments must be received by the chapter's membership for consideration one month prior to an AGM.

The Secretary, Clive Sorrell, will ensure that this occurs.

→ **Action:** Clive Sorrell

The proposed amendments to the constitution will be included with the AGM's formal documents that members must receive one month prior to the upcoming AGM.

All AGM documents and constitutional amendments will be forwarded to Port Secretarial Services by Clive Sorrell for copying and distribution.

→ **Action:** Clive Sorrell.

5.2 Amendments to the 'Application for Membership of ISAAC' form

The chapter's application for membership form must be amended so that it informs potential applicants that membership involves becoming members of the Limited Company.

The Secretary, Clive Sorrell, will amend the application for membership form and distribute the revised edition.

→ **Action:** Clive Sorrell.

Legal advice has confirmed that all members of the chapter must contribute AU\$10.00 if the company folds.

The ISAAC 'Student Member' category of the application for membership form, must be better defined.

What is meant, when applied to a member, by the term 'Student'?

There are part-time students, full-time students, TAFE students, Higher Education students, students who work part-time while studying full-time, students who work full-time while studying part-time, students who also have their own businesses, etc.

The original purpose of the category 'Student Member' was to financially assist individuals who are 'money poor' because they are studying instead of doing paid work.

It is a complicated issue and much discussion ensued during the meeting.

→ **Motion:** To amend the 'Application for Membership of ISAAC' form so that the category 'Student Member' states:
 "A Student Member shall not be working in full-time employment. A Student Member is enrolled in a *full-time* arboricultural, horticultural, or related discipline's education program, or is an 'On-the-Job Trainee' or apprentice."
 The applicant's educational institution, or employer, must endorse the application for membership form to certify the status of the applicant.

Moved by Craig Hinton.

Seconded by Clive Sorrell

Motion carried.

The ISAAC Secretary will amend the chapter's 'Application for Membership of ISAAC' form accordingly.

→ **Action:** Clive Sorrell.

5.3 Insurance for ISAAC

Questions were raised about the chapter's insurance situation. For example:

- does the chapter need Professional Indemnity Insurance?; and
- is ISAAC covered by insurance at its venues during its various events?

David Galwey agreed to investigate the chapter's insurance situation.

David will e-mail members of the ISAAC Board and solicit questions on the issue.

→ **Action:** David Galwey.

5.4 ArborCamp name

John Cobbett had investigated trademarking the name 'ArborCamp'.

John found that it would be far too expensive for ISAAC to gain exclusive use of the name. ArborCamp trademarking will not be pursued.

5.5 Income from the Schwarze and Lilly workshops of 2002

Following the ISAAC National Conference 2002, international guests Dr Francis Schwarze and Sharon Lilly presented fee-for-service workshops which were administered by the Melbourne-based company TreeLogic. Clive Sorrell asked whether income from the workshops had been received by the chapter.

Because he was ISAAC Treasurer at the time, Tony Lydon was asked to investigate the matter and to inform the board of his findings.

→ **Action:** Tony Lydon.

5.6 Income from the joint Parks & Leisure Australia / ISAAC National Conference 2002

Discussion occurred regarding the amount of money received by ISAAC from Parks & Leisure Australia (PLA) following the combined conference in 2002. There is concern within the ISAAC Board that money received as income from the conference was less than the percentage mutually agreed to in official documents.

The ISAAC Treasurer, David Galwey, will investigate the accounts and report to the board.

→ **Action:** David Galwey.

5.7 Adam Tom's request for re-imburement of expenses

A Past President of ISAAC, Adam Tom, of Queensland, has been requesting reimbursement of expenses incurred when he travelled to the USA some years ago to attend an ISA Board of Directors' Meeting and other events. Some past and present members of the ISAAC Board of Directors felt that insufficient documentation had been provided to the board to justify reimbursement.

A lengthy discussion ensued.

→ **Motion:** ISAAC will pay Adam Tom AU\$1,400.00 to reimburse his overseas travel and other expenses incurred in his role as ISAAC Representative to the ISA Board of Directors Meeting in the USA.

Moved by David Galwey.

Seconded by Tony Lydon.

The Motion was carried.

The ISAAC Treasurer, David Galwey, will contact Adam Tom, outline the discussion, inform Adam that he will be reimbursed, and arrange payment.

→ **Action:** David Galwey.

5.8 'Life Membership' status of Robert Meys

ISAAC member Robert Meys offered to purchase a Life Membership subscription at the ISAAC Annual General Meeting 1999. Payment has not occurred.

The ISAAC Treasurer, David Galwey, will contact Port Secretarial Service to ensure that the outstanding debt of AU\$3,000.00 is written-off.

→ **Action:** David Galwey.

Members of the ISAAC Board informed the meeting that Mr Meys is using the term 'Life Member' or 'Honorary Member' on his business letterhead.

Members of the board will investigate to confirm whether this is, or is not, true. If it is true, the ISAAC Secretary will write a formal letter to Mr Meys demanding that he remove such statements from his company's official correspondence.

→ **Action:** Clive Sorrell.

5.9 ArborCamp 2003 accounts

Craig Hinton, a member of the ISAAC ArborCamp Sub-committee, stated that financial accounts from ArborCamp 2003 had been finalised. However, Craig was not able to table the accounts during the meetings.

5.10 ISA Arborist Certification

There are serious concerns about the ISA's Arborist Certification Examination Question Bank. Many of the questions are not pertinent to Australia and caused problems for candidates during the first examination in Australia, in 2001. For example, the months of the yearly seasons, references to the position of the sun and to soils that freeze during winter, and other terminology, need to be converted to conditions in the Southern Hemisphere.

The ISAAC Secretary, Clive Sorrell, offered to undertake the onerous task of 'Australianising' the vast question bank.

The work must be completed in time for ISAAC to offer an ISA Arborist Certification Examination during the ISAAC National Conference 2003 in Adelaide, in September.

→ **Action:** Clive Sorrell.

6. CORRESPONDENCE RECEIVED

6.1 Letter from David Finn of Fitzpatrick Insurance

David Galwey reported receipt of a letter from Fitzpatrick Insurance who stated that an insurance broker based in Perth is using false information in his marketing material. The broker is declaring that he has ISAAC sponsorship. David has contacted the broker to request that corrective information be sent to all those who received the broker's initial material. He also asked that a copy of the correction, deleting references to ISAAC, be forwarded to ISAAC as confirmation.

→ **Action:** David Galwey.

6.2 E-mail from Kiah Martin

David Galwey reported receipt of correspondence from Kiah Martin of Women of the Trees (WOTT). It was a proposal that a WOTT Sub-committee be formed within ISAAC.

David Galwey and Craig Hinton will communicate with Kiah Martin regarding formation of a WOTT Sub-committee, and to establish a postal address for WOTT correspondence.

→ **Action:** David Galwey & Craig Hinton.

6.3 E-mail from Judy Fakes

An e-mail was received from Judy Fakes, of Ryde Institute of TAFE, NSW. It concerned the new proposals for the National Horticulture Training Package and asked whether the ISAAC Board would provide some feedback on the package.

6.4 Letter from Port Secretarial Service

Port Secretarial Service, the company managing ISAAC's national administration, requested payment of an extra \$1,320.00 (including GST) to reimburse them for unforeseen additional expenses incurred while establishing initial administration procedures for ISAAC.

Discussion of the matter, ensued.

- **Motion:** That the ISAAC Board approve payment to Port Secretarial Service of \$1,320.00 for the purpose outlined above under Agenda Item 6.4.

Moved by Craig Hinton.

Seconded by David Galwey.

Motion carried.

7. CORRESPONDENCE SENT

7.1 Tour des Trees

Rodney Page advised the board that he had written to various cycling organisations in an attempt to establish in Australia the ISA concept of an annual 'Tour des Trees' event.

No responses were received.

8. REPORTS FROM OFFICE BEARERS OF THE ISAAC BOARD

8.1 Report from the ISAAC President

Marcus Lodge spoke of the difficulties of being ISAAC President.

The establishment of the new ISAAC National Administration Office had been time consuming.

There has been a lot of communication with the ISA in the USA in an attempt to resolve issues such as members' missing journals and mailing lists. These issues seem to have been resolved.

Members should contact members of the ISAAC Board if such issues arise again.

Marcus noted that members of the ISAAC Board, especially Craig Hallam, and members of the South Australian Society of Arboriculture (SASA) have done a lot of work organising the ISAAC National Conference & Australian Tree Climbing Championship 2003, for Adelaide in September.

The ISAAC Board expressed appreciation of the effort involved.

Marcus explained why 'ISA 2008' will not be held in Australia, although there had been some enthusiasm for the concept in the past. The board generally concurred.

Various members of the board explained that the Australia Chapter is not strong enough financially or in a management sense, or experienced enough, to mount a challenge against North America-based chapters for staging an ISA international conference and tree climbing competition.

Marcus ended his report by outlining the steadily improving condition of the Australia Chapter.

8.2 Report from the ISAAC Secretary

Clive Sorrell praised the new ISAAC national administration system managed by Port Secretarial Service, in Port Adelaide, South Australia.

Clive declared that they appear to be doing a good job considering the inherent difficulties of inheriting a service that has a history of problems and has been moved from one state to another, and now to another.

Clive praised the excellent work being done organising the ISAAC National Conference & Australian Tree Climbing Championship 2003, in Adelaide. He praised Craig Hallam especially for his efforts, and also Rodney Page and Marcus Lodge.

The ISAAC Secretary confirmed that, as stipulated in the ISAAC Constitution, all official documents required for the Annual General Meeting (AGM) 2003, in September, will be formulated by him and then sent to Port Secretarial Service. Port Secretarial Service will distribute the documents to all members of the chapter, one month prior to the meeting, as stipulated in the Constitution.

→ **Action:** Clive Sorrell.

The Secretary requested that all correspondence received by members of the Board of Directors, be lodged with Port Secretarial Service for filing and proper accounting.

Clive announced that all official ISAAC documents must be forwarded to, and filed by, the chapter's National Administration Office. Duplicates of such documents must also be held by the ISAAC Secretary. Examples of such documents include Minutes of board meetings, AGM forms, financial statements, and Chapter Protocols.

8.3 Report from the ISAAC Treasurer

David Galway tabled the chapter's current accounts.

→ **Motion:** That the ISAAC Board approve purchase of an electronic credit card swiper for use in the National Administration Office.

Moved by David Galway.

Seconded by John Cobbett.

Motion carried.

→ **Action:** David Galway.

→ **Motion:** That the ISAAC Board consider hiring an electronic credit card swiper for use at the ISAAC Information & Sales Stand at the National Conference 2003, in Adelaide.

Moved by David Galway.

Seconded by Doug Sharp.

Motion carried.

→ **Action:** David Galway.

David Galway stated that he intends to investigate the advantages and the disadvantages to the chapter of utilising a debit card instead of a credit card.

David also intends to investigate the advantages and the disadvantages of establishing an internet banking system for the chapter so that creditors can be paid by direct credit.

→ **Action:** David Galway.

The Treasurer explained the necessity of obtaining a detailed list of trade debtors and creditors.

David intends to clarify what is meant by the term 'Input Tax Credit Control' against which a figure of \$7,429.00 is listed in the chapter accounts.

David Galway explained that the amount of GST payable by the chapter, is large, because the chapter has not paid GST for several years.

The board heard from Tony Lydon, Past Treasurer of ISAAC, that the chapter owes his business about \$12,000.00. This money is not detailed in the financial record.

David Galway and other members of the board requested that Tony Lydon provide the board with itemised details to justify his request for the money.

→ **Action:** David Galway and Tony Lydon.

The Treasurer will prepare a budget and table it at the next ISAAC Annual General Meeting, in Adelaide, during September.

→ **Action:** David Galway.

9. OTHER REPORTS

9.1 Fitzpatrick Insurance Brokers

Craig Hallam reported that Port Secretarial Service had advised him that David Finn of Fitzpatrick Insurance, was requesting payments during the year, for insurance, in contrast to the original agreement.

David Galway offered to discuss the matter with David Finn.

→ **Action:** David Galway.

Craig Hinton explained that confusion exists about whether the insurance information provided to ISAAC members is an application for insurance, or a quotation.

David Galway offered to instruct Port Secretarial Service to treat all as quotations for insurance.

→ **Action:** David Galway.

David Galway explained that commitment to the ISAAC-sponsored insurance scheme for arborists had been slow, so far, but is expected to grow steadily over time.

9.2 ISAAC National Conference 2003

Craig Hallam reported that all sponsorships for the conference, had been sold.

Craig also reported that most trade display positions had been sold, and he is confident that the remainder will also be sold.

Craig declared that it was the best ever strike rate for sponsorship income for the chapter.

Certain conference organising problems with Adelaide-based SAPMEA, had been resolved.

Craig expressed confidence that the number of conference delegates will be more than 160. Sales are progressing well.

He requested that board members select from samples he displayed of options for a conference delegate bag that would contain the program and promotional material.

He received a decision from the board and will proceed with an order for a particular type of bag.

9.3 Australian Tree Climbing Championship

Rodney Page reported that Michael Palamountain, of the South Australian Society of Arboriculture, has worked hard at organising the upcoming national championships, in Adelaide.

Rodney explained that a budget for the event had been prepared and appears very favourable in regard to income versus expenses.

The usual costs for the event will include trophies and other prizes, equipment hire, and the presence of an ambulance service.

Merchandise such as apparel will be sold to obtain some income.

This year, the trophies and other prizes will be awarded on the day of the competition.

A discussion followed regarding the competition rules on climbing ropes.

Next year the national champions will be provided with more ISAAC financial support for airfares and accommodation expenses so that they can represent Australia at the international championships in the USA.

Rodney Page was confirmed as the Representative for the Australia Chapter on the ISA International Tree Climbing Competition Committee.

9.4 ISA Arborist Certification examination

Martin Norris and Clive Sorrell announced that an ISA Arborist Certification examination will be conducted in Adelaide during September. It will be timed to fit in with the period of the chapter's Annual National Conference & Australian Tree Climbing Championship 2003.

Examination candidate numbers will not be limited.

9.5 The Newsletter and E-news of the ISA-Australia Chapter

Craig Hinton announced that an edition of the chapter's newsletter, 'The Bark', had recently been issued. He was confident that another edition will be distributed to members before the Annual National Conference & Australian Tree Climbing Championship 2003.

Craig declared that the chapter's E-news is gaining subscriptions.

9.6 National Horticulture Training Package

Doug Sharp reported to the board on the status of the new Horticulture Training Package.

He questioned the board about whether ISAAC ought to provide feedback to the formulators of the package.

Tony Lydon agreed to inform Judy Fakes, in response to the correspondence received from her (refer to Item 6.3 of these Minutes), that the board had not earlier had an opportunity to form an opinion on the training package, but would like to be involved in future.

→ **Action:** Tony Lydon.

→ **Motion:** That the ISAAC Board form an Arboricultural Education & Training Subcommittee to provide comment to government and other organisations concerned with training and standards formulation for the arboricultural industry.

Moved by Tony Lydon.

Seconded by Craig Hinton.

Motion carried.

Doug Sharp agreed to be the ISAAC Board Representative on the sub-committee. He will work to form a group of individuals to sit on the sub-committee.

→ **Action:** Doug Sharp.

10. MOTIONS ON NOTICE

10.1 Title of the ISAAC management body

Craig Hinton initiated a discussion about the terminology used for the ISAAC executive body. Rather than utilising the terms 'National Executive' or 'National Executive Committee', Craig proposed that, in line with the Constitution, the term utilised should be 'Board of Directors'.

The Constitution states that all members of the ISAAC managing body are Directors of the Company.

→ **Motion:** That the prevailing term 'ISAAC Executive Committee' be replaced by the term 'ISAAC Board of Directors'.

Moved by Craig Hinton.

Seconded by David Galwey.

Motion carried.

10.2 Number of ISAAC Directors

Craig Hinton initiated a discussion about the number of positions appropriate to the ISAAC Board of Directors.

→ **Motion:** That the number of positions on the ISAAC Board be reduced from the twelve named in the Constitution, to eight.

Moved by Craig Hinton.

Motion not seconded.

Motion deferred.

The meeting resolved that more discussion is required before a decision is likely. The issue may be discussed during the chapter's Annual General Meeting.

11. OTHER BUSINESS

11.1 Offer of assistance from the ISA-Western Chapter

At a conference in Italy during May, Jim Clark of the ISA Western Chapter, and the ISAAC Secretary, Clive Sorrell, discussed opportunities for the Western Chapter to provide support, encouragement and mentoring to the Australia Chapter.

The Western Chapter is long-established, has a very large number of members, and is wealthy. The Australia Chapter is none of these things.

Clive explained to the meeting that this was not the first time that a member of the Western Chapter had offered support, yet potential opportunities had not been pursued by the ISAAC Board.

Clive offered to approach the ISA Western Chapter to identify a contact person for future liaison opportunities.

→ **Action:** Clive Sorrell.

11.2 Address to the ISAAC Board by Lindsay Watson of Padstow TAFE

The board meeting was addressed by Mr Lindsay Watson, a staff member of Padstow TAFE.

Lindsay presented a lecture outlining the arboricultural components of the new Horticulture Training Package.

11.3 ISAAC Protocols

ISAAC Board members are attempting to formulate Chapter Management Protocols.

Protocols are essential to enabling consistency in actions taken by the board, to constitute guidelines for documents, for management procedures, for organising chapter events, for dealing with other organisations, and so on.

The following Draft Protocols were tabled at the meeting by their authors:

- Advertising & Sponsorships (Rodney Page)
- Awards & Recognitions (Doug Sharp)
- Board Member Roles & Responsibilities (Rodney Page)
- Internet, Publications & Website (Craig Hinton)
- Merchandising (Doug Sharp)
- Publications (Craig Hinton)

Board members conducted a Protocols Formulating Workshop. At the completion of the workshop the status of protocols is:

- Administration & Memberships — to do (Rodney Page)
- Advertising & Sponsorships — to be finalised (David Galwey)
- Awards & Recognitions — to be finalised (Doug Sharp)
- Board Member Roles & Responsibilities — to be finalised (Rodney Page)
- Events Organisation — to do (Craig Hallam)
- Finances — to do (David Galwey)
- Insurance & Legal — to do (John Cobbett)
- Internet, Publications & Website — completed (Craig Hinton) and approved.
- Merchandising — to be finalised (Doug Sharp)
- Relationships With Other Organisations — to do (Tony Lydon)
- Research & Education — to do (Marcus Lodge)
- Trauma Fund — to do (Marcus Lodge)

11.4 ISAAC Annual National Conference

Craig Hallam, pointing out that far-sighted planning is needed for the chapter's annual conferences, expressed the view that the board must develop a schedule of locations.

Board members agreed that it may be possible to present a successful national conference away from the eastern capital cities, perhaps in Tasmania or the Northern Territory or Western Australia.

The Tree Guild of Western Australia has expressed interest in assisting with an ISAAC conference in Perth.

However, Clive Sorrell pointed out that the majority of ISAAC members are based in the eastern states, with the greater number in Victoria. Concerns were therefore expressed about attracting sufficient delegates to a conference in Perth, or Darwin, or Hobart, for example.

Martin Norris asked the board to consider presenting the conference in a rural city with facilities for a major conference, perhaps every second year.

Tentatively, the board agreed to the following locations for the ISAAC National Conference & Australian Tree Climbing Championships that will follow Adelaide 2003:

- 2004 Sydney NSW
- 2005 Perth WA
- 2006 Melbourne VIC
- 2007 Cooloom QLD

The Sydney-based National Arborists Association of Australia (NAAA) has expressed interest in following the example set this year by the South Australian Society of Arborists (SASA). That is, to work with the ISAAC Board to present the National Conference and the ATCC 2004, in Sydney.

The NAAA will contact the NSW-based Tree Contractors' Association (TCA) to determine whether they too will help organise the events.

- **Motion:** That the ISAAC National Conference & Australian Tree Climbing Championships be held in Sydney in 2004 (with the support of the NAAA and of the TCA).

Moved by Clive Sorrell.

Seconded by Craig Hinton.

Motion carried.

- **Motion:** That the ISAAC Board work with the NAAA and the TCA to formulate a Profit & Loss Sharing Arrangement (similar to the 2003 arrangement with SASA) for organising and presenting the ISAAC National Conference & Australian Tree Climbing Championships 2004, in Sydney.

Moved by Craig Hallam.

Seconded by Doug Sharp.

Motion carried.

11.5 Memberships

Craig Hallam will organise a mail-out to Local Government Authorities and others who did respond to an earlier mail-out soliciting new members.

The new mail-out will include information promoting the chapter and will outline the benefits of joining the chapter during September. The ISAAC President will contribute a letter to the package.

→ **Action:** Craig Hallam.

The meeting agreed that a circular encouraging renewal of lapsed memberships should be distributed to past members who, for one reason or another, had not responded to membership renewal notices.

→ **Action:** Craig Hallam and Marcus Lodge.

Some members of the Board questioned why some lapsed general members continue to receive the chapter's newsletter and other benefits of membership. Administration of memberships has to improve.

The meeting heard that the current membership renewal form must be amended, making it clear that it is not a Tax Invoice. Adelaide-based members of the ISAAC Board will discuss the membership database and the various membership forms, with Port Secretarial Service.

→ **Action:** Craig Hallam and Marcus Lodge.

11.6 ISAAC National Administration Office contract review

Craig Hallam tabled an Audit Report that reviewed the contract between the ISAAC Board of Directors and Port Secretarial Service, the chapter's administration office.

It is clear from the report that both the ISAAC Board and Port Secretarial Service are not conforming to a few requirements of the contract. Areas of non-conformance, outlined in the Audit Report, must be addressed by both parties.

Craig Hallam and Marcus Lodge agreed to meet with administration staff to resolve failings on both sides.

→ **Action:** Craig Hallam and Marcus Lodge.

All chapter administration documents, forms, and archives currently held by TLC Tree Solutions (the previous ISAAC administration office), and by the ISAAC Secretary, Clive Sorrell, must be forwarded to Port Secretarial Service in Port Adelaide, to establish a documents databank.

→ **Action:** Tony Lydon and Clive Sorrell.

11.7 ISAAC financial accounting

Craig Hallam reported that Port Secretarial Service had requested that the ISAAC finance books be audited externally, annually. A discussion followed during which the board sought to clarify its needs and responsibilities regarding auditing the chapter's accounts.

The board determined to appoint an accountant to monitor the books, annually.

The accountant will audit the books at three-yearly intervals.

The accountant will be charged with the responsibility of preparing documents for each year's Annual General Meeting, and those required by The Australian Taxation Office and by the Australian Securities and Investments Commission.

David Galwey, ISAAC Treasurer, will obtain a quotation for this accountancy work and report his findings to the board.

→ **Action:** David Galwey.

11.8 ISAAC Membership Card

The meeting was informed that an ISAAC Membership Card will be developed and distributed to members.

This will be an additional card to the ISA Membership Card.

→ **Action:** Marcus Lodge.

11.9 ISAAC representation to Standards Australia

There was strong agreement at the meeting that ISAAC should be represented on all arboriculture-related standards development committees established by Standards Australia.

The board agreed that the ISAAC President should write to Standards Australia and propose ISAAC representation on arboriculture-related committees.

→ **Action:** Marcus Lodge.

11.10 ISA Chapter Board Office Bearer responsibilities

The ISAAC Secretary, Clive Sorrell is aware of an ISA document entitled 'Chapter Officer Responsibilities'.

Clive will attempt to obtain a copy of the document from the USA and will then distribute it to members of the ISAAC Board, and to Port Secretarial Service.

→ **Action:** Clive Sorrell.

11.11 Surplus books held by ISAAC

Craig Hallam and others at the meeting explained that the chapter holds too large a supply of books that are not selling, some because they have been superseded by new editions.

Craig Hallam proposed that the books, at reduced prices, should be offered for sale at the upcoming ISAAC National Conference, in Adelaide during September.

→ **Motion:** That publications held by ISAAC be offered for sale at reduced prices during the ISAAC National Conference & Australian Tree Climbing Championships 2004.

Moved by Craig Hallam.

Seconded by Clive Sorrell.

Motion carried.

→ **Action:** Craig Hallam, Marcus Lodge.

The Board agreed that any books remaining after the conference will be advertised for sale on the ISAAC website.

→ **Action:** Craig Hinton.

A discussion ensued regarding the best method of obtaining and paying for ISA publications and other literature, and about the quantities required by ISAAC administration to maintain a supply.

John Cobbett offered to investigate the issue and he will then report to the board.

→ **Action:** John Cobbett.

12. NEXT MEETING OF THE ISAAC BOARD OF DIRECTORS

The next face-to-face meeting of the ISAAC Board, a very brief, informal gathering, will occur in Adelaide immediately prior to the ISAAC National Conference 2003. The date and time of the meeting will be decided in Adelaide when all members of the board have arrived there.

A meeting of the new ISAAC Board of Directors 2003/2004, will be scheduled following the election of the new board during the ISAAC Annual General Meeting 2003.
