

INTERNATIONAL SOCIETY OF ARBORICULTURE – AUSTRALIA CHAPTER (ISAAC)

MINUTES

**ISAAC BOARD OF DIRECTORS' FACE-TO-FACE MEETINGS
January, 2004**

1. DATES OF THE MEETINGS

January 30 & 31, 2004

2. VENUE OF THE MEETINGS

The meetings were conducted at the Fairfield Campus, Northern Melbourne Institute of TAFE (NMIT).

3. START OF THE MEETINGS

Each meeting commenced at 8.00 am.

4. PRESENT

Cobbett, John
Galwey, David
Hallam, Craig
Hamlin, Brett
Hinton, Craig (President & Chair)
Lodge, Marcus
Norris, Martin
Page, Rodney
Sharp, Doug
Sorrell, Clive (Secretary & Minutes)
Taylor, Hugh

5. APOLOGIES

Thomas, Ruth

6. GUEST

Nil.

7. AGENDA ITEMS

7.1 Minutes of the two previous meetings.

The Minutes of the ISAAC Annual General Meeting (AGM) of September 7, 2003, and the Minutes of the *ad hoc* meeting of the new ISAAC Board 2003/2004 of September 9, 2003, were tabled for acceptance.

7.1.1 Motion.

That the board approve the contents of the Minutes of the previous two meetings.

Moved by: Craig Hallam.

Seconded by: David Galwey.

The Motion was carried.

7.2 Amendments to the previous Minutes.

Nil.

7.3 Matters arising from previous Minutes.

Item 6.6.1 of the Minutes of the ISAAC AGM 2003, September 7, 2003.

Clarification from ISA Head Office regarding money raised by the Australia Chapter for research.

The Secretary confirmed that money submitted to the ISA Research Trust goes into a general fund that the ISA Head Office distributes as it sees fit.

The ISAAC Board may apply to the ISA Research Trust for funding but the application would be considered along with all other requests to the trust. Money raised in Australia for research in Australia, must be retained in Australia.

Item finalised.

Item 6.11.1 of the Minutes of the ISAAC AGM 2003, September 7, 2003.

David Galwey has accepted the position of ISAAC National Board Representative on the Women of the Trees (WOTT) sub-committee.

Item finalised.

Item 6.11.12 of the Minutes of the ISAAC AGM 2003, September 7, 2003.

Craig Hallam proposed that a CD holding an equipment inventory, tree-climbing competition rules, protocols, forms, letters, scoresheets, etc., should be included with the transportable Tree Climbing Championships (TCC) kit.

The board agreed with the proposal.

Rodney Page and others will compose a TCC protocol before the next Australian Tree Climbing Championship (ATCC).

Action: Rodney Page and others.

Item ongoing.

Item 6.2.1 of the Minutes of September 9, 2003.

Craig Hallam, Chair of the ISAAC National Conference Sub-committee, informed the board that a Planning Schedule for Conference 2004, has been organised.

Craig, and Hugh Taylor and Robert Sutton of the National Arborists' Association of Australia (NAAA), have commenced working together on the conference.

Item finalised.

Item 6.2.2 of the Minutes of September 9, 2003.

Hugh Taylor has re-joined the ISAAC National Board and was heartily welcomed to the board.

Item finalised.

Item 6.5 of the Minutes of September 9, 2003.

Future opportunities for improving sales of ISAAC merchandise such as books, apparel, etc.

The ISAAC National Administration Office will monitor stock levels and contact Doug Sharp to order stock.

Doug will recommend the levels of stock purchases.

Minimum and maximum stock levels for each item of merchandise, will be set.

The ISAAC Treasurer, John Cobbett, will establish a Merchandise Budget.

Craig Hinton has compiled a list of guidelines for improving presentation, procedures, and sales efficiency at future events.

Action: Cobbett, Hinton, Sharp.

Item ongoing.

Item 6.11 of the Minutes of September 9, 2003.

Creating a 'Welcome to ISAAC' kit for new members of the chapter.

The President, Craig Hinton, informed the meeting that he had requested action on this task from another member of the board, but nothing occurred.

The meeting decided that it is vital for the chapter to have a Director of Membership.

David Galwey accepted the position of ISAAC Director of Membership.

David will compile a new membership kit.

Action: David Galwey.

Item ongoing.

Items 7.2 & 7.2.1 of the Minutes of November 11, 2003.

The Secretary had completed and distributed both sets of Minutes and had tabled them at this meeting.

Both Items finalised.

Items 7.4.4 & 7.4.4.1 of the Minutes of November 11, 2003.

The Treasurer reported that the financial arrangements that were established between ISAAC and Parks & Leisure Australia (PLA) for the combined National Conference 2002, had been finalised.

Both Items finalised.

Item 7.4.6 of the Minutes of November 11, 2003.

The Treasurer, John Cobbett, had completed research into ISAAC's financial history, the current situation, and GST issues, and had been communicating with the Australian Taxation Office (ATO).

John is expecting to hear from the ATO and will report again to the board at a later date.

Action: John Cobbett.

Item ongoing.

Item 7.4.8 of the Minutes of November 11, 2003.

John Cobbett had been liaising with the Australian Securities & Investments Commission (ASIC) to ensure that all paperwork that ISAAC is required by law to submit, has been passed to the ATO.

John reported that the task is finished.

Item finalised.

Item 7.4.9.1 of the Minutes of November 11, 2003.

The Treasurer, John Cobbett, tabled his Report on the Chapter's Financial & Legal situation.

The report is included in these Minutes as Item 7.6.3 (refer below).

Item finalised.

Item 7.5.2.1 of the Minutes of November 11, 2003.

Craig Hallam provided the board with the financial results of the ISAAC National Conference & ATCC 2003.

The conference had been financially profitable, and enough money was raised from sales of chapter merchandise and from a Conference Dinner fund-raising auction, for the chapter to sponsor the Australian tree-climbing champions to the International Tree Climbing Competition (ITCC) 2004, in Pittsburgh.

Item finalised.

Item 7.5.3.1 of the Minutes of November 11, 2003.

Craig Hallam and Craig Hinton have been to Sydney for discussions with Sydney-based conference organisers about the forthcoming ISAAC National Conference & ATCC 2004

Item finalised.

Item 7.6.1.1 of the Minutes of November 11, 2003.

Clive Sorrell reported that he had obtained e-mailed permission from Sharon Lilly, the ISA's Director of Educational Goods & Services, to 'Australianise' (localise) the text and graphics in the ISA Consumer Education Brochures.

Clive will attempt the work himself, or arrange for the work to be done by others under his supervision.

The brochures are a valuable information and publicity resource that could be distributed to ISAAC members and others.

Action: Sorrell.

Item ongoing.

Craig Hallam offered to investigate the cost of printing a supply of brochures for local use.

Action: Craig Hallam.

Item 7.6.4.1 of the Minutes of November 11, 2003.

The Secretary, Clive Sorrell, will advise the ISA Western Chapter (ISAWC) that the ISAAC Board accepts their kind offer of providing an expenses-paid speaker for the ISAAC National Conference 2004.

Clive will request the ISAWC to supply the names of their recommendations.

Additionally, Clive will ensure that Derek Vannice, ISA Director of Certification, will be invited to Australia for the ISAAC conference to provide advice and support for the chapter's newly established ISA Certified Arborist program.

It is ISA Head Office protocol that they provide an expenses-paid representative to speak at chapter conferences. Whether this representative is additional to Derek Vannice, will be clarified.

Action: Clive Sorrell.

Item ongoing.

The ISAAC Board will eventually discuss the ISAWC offer of mentoring the Australia Chapter and will develop a proposal for presentation to the ISAWC Board.

Item ongoing.

The ISAAC Secretary will write to the ISAWC to request that they sponsor the ISA Director for Australia, Clive Sorrell, to attend the ISA Board of Directors' Meeting, in Pittsburgh, USA, during August 2004.

Action: Clive Sorrell.

Item 7.10 of the Minutes of November 11, 2003.

Work continues on drafting a range of ISAAC Protocols.

A list of the protocols, together with the names of the board members responsible for formulating them, follows:

Administration & Membership — David Galwey;
Arborist Certification — Martin Norris;
Arborists' Insurance Scheme — David Galwey (a draft exists);
ATCC — Rodney Page (a draft exists);
Awards & Recognition — Doug Sharp (a draft exists);
Chapter Insurance & Legal — Marcus Lodge;
Editorial Guidelines — Craig Hinton (a draft exists);
Education & Research — Marcus Lodge;
Events Organisation — Craig Hallam;
Finance — John Cobbett;
Merchandise — Doug Sharp (a draft exists);
Office Bearers' Responsibilities — Rodney Page (a draft exists);
Organisational Relationships — Craig Hallam;
Sponsorship — Craig Hallam (a draft exists);
Trauma Fund — Marcus Lodge; and
Website — Craig Hinton (protocol completed and approved by the board).

The deadline for submission of draft protocols is the next face-to-face meeting of the ISAAC Board, in June 2004.

Item ongoing.

Item 7.10.1 of the Minutes of November 11, 2003.

The Secretary advised the meeting that Jerri Moorman, of the ISA Head Office, had provided the website address where the ISA is posting their own Draft Policies & Procedures.

Clive suggested that the ISA website may be a useful resource when formulating ISAAC protocols.

Clive will e-mail the website address to the board.

Action: Clive Sorrell.

7.4 Correspondence received.

7.4.1 Correspondence from and to the ISA Head Office.

Clive Sorrell outlined the contents of communications that had occurred between himself and various ISA Head Office staff, particularly Jerri Moorman, Eric Duchinsky, and Melinda Jones.

Clive emphasised that all ISA staff were dealing with him in a constructively helpful manner with the express aim of improving relations with, and assisting, the ISA Australia Chapter.

7.4.2 Proposal from Melbourne Conventions & Visitors Bureau.

The Secretary read from an e-mail he had received from Caroline Thompson, Account Manager, Melbourne Conventions & Visitors Bureau.

Caroline offered to assist ISAAC with future conference publicity, planning and other support.

The Secretary asked the board to remember the bureau's offer when next preparing an ISAAC National Conference for Melbourne.

Clive will write to the bureau to acknowledge their offer.

Action: Clive Sorrell.

7.4.3 Proposed workshops of Dr Francis Schwarze.

The ISAAC President received a written proposal from the Managing Director of ENSPEC. The proposal was distributed to all members of the ISAAC Board.

ENSPEC's proposal concerns upcoming seminars and workshops to be presented by Dr Francis Schwarze, of Germany. They will be the last workshops or seminars that Dr Schwarze will present anywhere in the world.

The ENSPEC offer to ISAAC would be financially and promotionally advantageous to the chapter as an organisation, and to its members.

Potential members will be encouraged to join ISAAC.

In return, ENSPEC requires the full commitment of ISAAC to assist with, and to promote, the workshops.

The matter will be dealt with under Other Business, Agenda Item 17.7, of these Minutes of the Meeting.

7.4.4 Proposal regarding the ISAAC Arborists' Trauma Fund.

A proposal for managing and utilising the Trauma Fund was received from member Philip Kenyon.

The ISAAC President had distributed the proposal to the board for discussion at this meeting.

The matter will be dealt with in these Minutes under Agenda Item 17.7, Other Business.

7.5 Correspondence sent.

Nil.

7.6 Reports from ISAAC Office Bearers.

7.6.1 Report from the President.

Craig Hinton provided a lengthy explanation of why office-bearers of the board had found it necessary to terminate the chapter administration contract with Port Secretarial Services, of Port Adelaide, South Australia.

There had been serious lapses in administration of the chapter's membership and book-keeping procedures.

The ISAAC National Administration Office is now being managed, on a part-time basis, by Sue Slaughter, of Edwardstown, South Australia, who was selected because of book-keeping skills.

This arrangement may be temporary.

It is not satisfactory for one person to be responsible for the office because illness or other factors will cause chapter administration to cease.

It may become necessary for the board to fund an extra worker as a part-time administrative assistant.

The President requested that members of the board assist the new National Administration Office in whatever ways are possible.

7.6.1.1 Motion

That the ISAAC Board rent office space from ENSPEC, in Adelaide for use by the ISAAC National Administration Office, at a cost of \$150.00 plus GST, per month.

Moved by: John Cobbett.

Seconded by: David Galwey.

The Motion was carried.

The President thanked the Secretary for his ongoing liaison with the ISA Head Office, and for forwarding related correspondence to other members of the ISAAC Board.

The President expressed the board's gratitude to the Treasurer, John Cobbett, for his extensive effort investigating the chapter's administrative and financial status.

Appreciation was expressed to Craig Hallam for his strong commitment to the ISAAC National Conference 2003 from which the chapter had made an encouraging financial profit.

Craig Hallam was then thanked for his work on the upcoming national conference, and for his tireless endeavours rectifying problems of administration of the chapter.

Finally, the President thanks Doug Sharp for his production and distribution of an ISAAC Calendar of Events 2004.

7.6.2 Report from the Secretary.

Clive Sorrell reported that he had written to Mark Roberts, President of the ISA New Zealand Chapter (ISANZC), asking Mark to be his Proxy at the upcoming ISA Board of Directors Meeting (ISABoDM), during March, in Nashville, Tennessee, USA.

Mark is ISA Board Representative for New Zealand.

Last year, in similar circumstances, the ISANZC's Brad Cadwallader had kindly acted as official proxy for Clive.

The Secretary explained that, as ISA Board Representative for Australia, he is unable to attend the ISABoDM in March because of work commitments.

The Secretary outlined the seemingly peculiar travel funding policy of the ISA Head Office which makes money available solely for attendance at the March meeting of the ISA Board of Directors, but not for the meeting in Pittsburgh later in the year.

Clive had provided the ISAAC Board with a brief explanation of the ISA's funding policy in the previous Minutes, dated November 11, 2003, under Item 7.6.6.

ISA travel expense funding for attending an ISA Board of Directors Meeting will be an issue that Clive will have his proxy raise at the March ISABoDM.

Action: Clive Sorrell.

The Secretary requested that other members of the ISAAC Board provide him with questions or issues that can be taken to the ISABoDM by Mark Roberts on behalf of the board of the Australia Chapter.

Action: all ISAAC Board members.

Clive reported that the Amendments to the ISAAC Constitution, approved at the ISAAC Annual General Meeting 2003, should be incorporated into a revised document.

Craig Hinton announced that the amendments had been posted at the ISAAC Website.

John Cobbett offered to provide a copy of the Revised Constitution, for review.

Additionally, John will provide the Australian Securities & Investments Commission with a copy of the revised document.

Clive Sorrell will then send a copy of the new document to the ISA Head Office as stipulated in the ISA Constitution.

Action: John Cobbett and Clive Sorrell.

7.6.3 Report from the Treasurer.

The accounts of the ISAAC have been a shambles since the inception of the chapter.

At no time in the past were strict controls established.

To say the least, book keeping has been spontaneous, *ad hoc*, and without direction.

No blame can be placed on the previous Treasurer, David Galwey.

The current ISAAC Treasurer met with David several times to discuss the chapter's finances and legal obligations.

The situation was one of ongoing chaos, long before David took over.

It is understandable that David did not want to continue as Treasurer.

We obtained the MYOB records from the then ISAAC National Administration Office, Port Secretarial Services, of Port Adelaide.

Perusing these records it became obvious that the chapter had major problems and that the ISAAC National Board would be unwise to continue utilising Port Secretarial Services.

No Business Activity Statement (BAS) had ever been done for the chapter.

Tony Lydon registered ISAAC for GST in 2002, and back-dated, but never submitted, any BAS documents.

In accordance with the Motion, Item 7.12.3.1, of the Minutes of November 11, 2003, the ISAAC Treasurer will contact Tony Lydon's office to explain the board's response to his claim for payment of expenses.

Action: John Cobbett.

Port Secretarial Services gained the contract for the ISAAC National Administration Office from TLC Tree Solutions and inherited whatever could be obtained from Tony Lydon's office.

Port Secretarial Services did not have book-keeping skills, made errors, and did not identify the many problems afflicting the chapter's finances and administration.

On behalf of the chapter, John Cobbett obtained the services of Stantons Accounting & Tax Solutions to peruse past ISAAC accounting.

Because not one Business Activity Statement was lodged before, or the Goods & Services Tax paid, ISAAC may incur financial penalties.

Proper accounting has now brought the 2002/2003 books up-to-date and they will be up-to-date for the 2003/2004 financial year also.

All essential reporting to the Australian Securities & Investments Commission has been completed, including replacing outdated names and addresses of chapter directors.

Financial accounting has cost the chapter a lot of money in recent years, but we now have the books set up as they should be.

The Treasurer tabled the financial reports from Stantons Accounting & Tax Solutions: a Profit & Loss Statement, a Balance Sheet, and Business Activity Statements for July 2000 through June 2003.

The Secretary will arrange for the accountant's documents to be forwarded to Sue Slaughter for filing at the ISAAC National Administration Office.

Action: Clive Sorrell.

7.6.3.1 Motion.

That Stantons Accounting & Tax Solutions be retained as official accountants for ISAAC.

Moved by: John Cobbett.

Seconded by: Clive Sorrell.

The Motion was carried.

The Treasurer will compose an article for the chapter's newsletter to explain the chapter's financial arrangements and how we are now 'moving forward'.

Action: John Cobbett.

The Treasurer clarified the situation of the ISAAC bank accounts and updated the official signatories.

New systems have been established to rectify past problems that created discrepancies between the ISA membership dues collected, and the amount forwarded to the ISA Head Office.

A separate bank account will be established, a Trust Account for money that is collected in the form of a liability, such as Arborist Insurance premiums, ISA membership dues, and for other money that is assigned as an expense to ISAAC, and is not General Funds.

Action: John Cobbett.

John advised the board to establish an ISAAC Director of Memberships whose role will be liaison with Eric Duchinsky, ISA Director of Memberships, to troubleshoot members' problems in co-operation with the ISAAC National Administration Office, to develop a clear understanding of what is required by the chapter's members, and to deal generally with member-related issues.

7.6.3.2 Motion.

That the board create an ISAAC Director of Memberships, and that David Galwey be nominated for the position.

Moved by: John Cobbett.

Seconded by: Clive Sorrell.

The Motion was carried.

David Galwey accepted the position of ISAAC Director of Memberships.

The Treasurer will liaise with Eric Duchinsky, ISA Director of Memberships, to reconcile memberships, membership dues, ISA invoices in relation to membership dues, and so on. The chapter has never done this before.

Action: John Cobbett.

The chapter's board should establish a system with the ISA Head Office whereby ISA journals are delivered in bulk to the ISAAC National Administration Office and distributed locally from there to our members.

This will enable the chapter's administration to have more control over, and a better understanding of, problematic issues that occur with the journals in relation to chapter members.

Postage costs for this system could be reimbursed by the ISA Head Office.

Action: John Cobbett & David Galwey.

The Treasurer emphasised to the board that he will impose strict controls on the chapter's finances, and that all moneys in the Trust Fund will be guaranteed and new controls over these funds will be adhered to.

All chapter matters involving money must be presented first to the Treasurer for consideration.

The chapter is now in a stable financial position for the first time in its history.

There are opportunities for generating income.

Establishing internet banking for the chapter would create convenience and proper reporting.

7.6.3.3 Motion.

That the Treasurer establish internet banking for the chapter's ANZ Bank account, with the Treasurer as the only person authorised to perform transactions, but with all members of the ISAAC Board having monitoring access, and that access to internet banking be reviewed immediately following each Annual General Meeting, or immediately following any change in members of the ISAAC National Board of Directors.

Moved by: Craig Hallam.

Seconded by: Doug Sharp.

The Motion was carried.

Action: John Cobbett.

7.6.3.4 Motion.

That Sue Slaughter, of the ISAAC National Administration Office, be provided with monitoring access to the internet banking account.

Moved by: Craig Hallam.

Seconded by: Doug Sharp.

The Motion was carried.

Action: John Cobbett.

The Treasurer will liaise with Sue Slaughter to ensure that the chapter's National Administration Office establishes a 1-300 telephone number. This will enable anybody to telephone the office, from anywhere in Australia, for the cost of a local call.

Action: John Cobbett.

The Treasurer will formulate, and present to the board each year, an Annual Budget.

A Draft Annual Budget will be prepared for each following year.

7.7 Report from the ISAAC Conference 2004 Sub-committee.

Board member Hugh Taylor reported that he is working closely with Robert Sutton of the National Arborists' Association of Australia (NAAA) and Parramatta City Council at organising the ISAAC National Conference & ATCC 2004.

Hugh explained that the two organizations are enthusiastically involved in the preparations.

Hugh tabled promotional brochures illustrating the various venues and facilities that will be provided at cheaply by Parramatta City Council for the ISAAC National Conference & ATCC 2004.

The ISAAC Board members were impressed with the proposed facilities and grateful for the support and generosity of Parramatta City Council.

Dates for the conference and the ATCC were confirmed.

The two days allocated to the conference will be November 4 & 5.

The ATCC will be presented November 6.

The ISAAC Board decided that it would be too time consuming and costly to undertake a broadscale mail-out soliciting potential conference organisers, so the mail-out will target a select few companies.

The board agreed that it is not essential that the conference focus on a particular arboricultural theme. Themes are too limiting.

Details of potential speakers for the conference are being compiled and the organisers will provide the list to the ISAAC Board for consideration to enable final decisions.

Action: Craig Hallam & Hugh Taylor

The board expressed its appreciation to Craig Hallam and Hugh Taylor for the splendid effort they are contributing to organising this year's conference and ATCC.

7.8 ISAAC Merchandise.

Doug Sharp informed the board that his production and distribution of an ISAAC Calendar of Events had proven popular.

Doug offered to produce such a calendar each year and the board agreed with the proposal.

Until the board decides on the new chapter logo, Doug has delayed ordering name badges for the board to wear at events.

The stock of chapter merchandise, such as caps, shirts, and jackets, will have to be sold as soon as possible, or utilised for gifts, because they are badged with the old logo.

Doug will not commission a new batch of merchandise until the new logo is produced.

7.9 Proposal to re-name and re-logo the chapter.

The board discussed the long-winded name of the International Society of Arboriculture – Australia Chapter (ISAAC).

The board realises that the acronym ISAAC is meaningless to all except the membership.

Members of the board suggested that the chapter be called 'Arboriculture Australia' (AA) and that the official name, 'International Society of Arboriculture – Australia Chapter' be included in much smaller lettering as a subtext.

Extensive debate ensued.

The point was forcefully made that the acronym 'ISAAC' has been in use for at least two years, forms the website address, is easy to use, brief, and its meaning is recognised by the membership and now by many others.

The meeting conceded that the chapter should retain its official name 'International Society of Arboriculture – Australia Chapter' for use on the letterhead and other documents.

The acronym 'ISAAC' will be retained for general use.

Regarding the logo, it was agreed that the original one must be replaced. It consists of a generic design utilised by several ISA chapters, with the chapter name the only difference between them.

The wording on the old logo states 'Australia International Society of Arboriculture' (thus abbreviated to 'AISA') and has a nondescript, generalised, tree shape within it.

There is nothing modern, forceful, or concise about the old logo.

Board members agreed that a new logo must be produced soon, well before the annual conference, and that it will state 'ISAAC'.

The full title of the ISA Australia Chapter will be included as a subtext to the ISAAC acronym on letterheads and other printed documents where small lettering will display clearly.

On clothing, because the logo must be machine stitched into the fabric, only the acronym 'ISAAC' will be utilised, for clarity, with perhaps a graphic image accompanying the letters.

The board, having reached consensus on a general concept for a new logo, decided that its design might require the services of graphic designer.

7.9.1 Motion.

That a professionally designed logo, based on the acronym 'ISAAC', be produced.

Moved by: Craig Hallam.

Seconded by: Hugh Taylor.

The Motion was carried.

Action: John Cobbett, Craig Hinton & Doug Sharp.

7.10 Proposal for a 'Business (or Corporate) Membership' category.

Craig Hallam proposed that the chapter institute a new category of membership to be called 'Business Member'.

Martin Norris strongly supported the proposal and informed the board that Parks & Leisure Australia (PLA) had been very successful in obtaining more members recently with a new strategy targeting businesses.

Martin tabled an outline of the PLA category for the board's consideration.

The meeting agreed with the proposal and lengthy discussion ensued about various sub-categories that could exist within the Business Member category. That is, the number of company employees involved, the different benefits that could accrue to each sub-category, the cost of each sub-category, and so on.

Craig Hallam formulated the various options into a chart on a whiteboard for consideration by the board.

Craig Hallam will produce a draft of options and distribute it to the board in an e-mail, for further discussion

The decision must also be made as to whether the category of membership is to be referred to as 'Corporate' or 'Business'.

Action: Craig Hallam.

7.10.1 Motion.

That ISAAC introduce a 'Business (or Corporate) Member' category of chapter membership, the structure of which will be outlined and distributed to the board for discussion and decision.

Moved by: Craig Hallam.

Seconded by: Clive Sorrell.

The Motion was carried.

Action: John Cobbett, Craig Hallam & Martin Norris.

7.11 Report on the ISA Certified Arborist program.

Martin Norris, Chair of the chapter's ISA Certified Arborist Sub-committee, reported on last year's certification examination in Adelaide.

It was the first trial of the 'Australian' version of the ISA examination, the result of Clive Sorrell's editing of the original North American version.

Clive was Proctor for the examination, it had been presented in a first-rate venue, all procedures worked efficiently, and several candidates had since obtained their 'ISA Certified Arborist' authorisations and related paraphernalia from the ISA Head Office.

A few unsuccessful candidates from the Adelaide examination are required to re-sit certain domains of the examination (termed 'Domain Re-sit').

Martin and Clive have arranged for the next examination to take place at Burnley College, during February.

Martin ascertained that those who had not achieved overall success in an examination, could undertake a Domain Re-sit at a public library, anywhere in Australia, supervised by staff of the library.

This is marvellously convenient for the candidates and for ISAAC board members working on the certification program.

Fee payments by candidates will be managed by the Treasurer, John Cobbett who announced that fees will not alter as a result of varying monetary exchange rates.

The board was informed that an employee of ArborCentre, in Perth, is conferring with Martin Norris to present an examination in Western Australia for the first time.

The chapter has the potential to make a substantial income from the Certified Arborist program.

7.12 State-based arboricultural groups.

Discussions have occurred as a group of individuals seek to establish a Victoria-based arboricultural organisation affiliated with ISAAC. In a sense, an ISAAC 'chapter'.

Some Victorians have decided that the state needs a local group to focus on local events and issues.

In response to this, a meeting has been arranged for this evening, following today's meeting of the board, to discuss the proposal with some of the people involved.

Craig Hallam displayed a flow-chart outlining a proposed structure of ISAAC linking to state-based 'sub-groups'.

Certainly, at least one member of the ISAAC Board should sit on the committee of any group or sub-committee linked to the chapter, for reporting back to the national board.

For example, a board member should represent the national chapter on committees such as Women of the Trees (WOTT), Arbor Camp, ISAAC National Conference, state climbing championships, the Australian Tree Climbing Championships (ATCC), etc.

The board agreed that state-based groups will benefit the membership of the chapter.

The Treasurer explained that state-based, ISAAC-affiliated, sub-groups or sub-committees can manage their own finances, and have access to ISAAC money, but it will be held in ISAAC bank accounts.

Budgets are to be prepared for all events and activities, but there is a risk that ISAAC may lose money if an event is a financial failure.

7.12.1 Motion.

That the ISAAC Board form a sub-committee to establish a state-based arboricultural group in Victoria and for this to be a model for other state-based groups.

Moved by: Craig Hallam.

Seconded by: Clive Sorrell.

The Motion was carried.

The board discussed proposals for profit sharing with affiliated groups.

It was decided that ISAAC should take 20% of any gross turnover to cover administration and other expenses.

Craig Hallam proposed that an ISAAC-controlled 'General Fund' should receive 15% of the remaining profit, and the affiliated group should receive 85% of the profit which will then be held in ISAAC bank accounts and utilised to fund other events or projects presented by that group.

Where a special event sub-committee generates a financial loss, the loss shall be deducted from the sub-committee's retained funds.

If funds are insufficient, ISAAC will provide a loan to cover the loss.

The loan shall be recovered from future profit-making events of the sub-committee.

Special interest sub-committees shall hold formal, properly constituted, meetings which produce Minutes of each meeting.

The Minutes shall be received by the ISAAC National Secretary and by the ISAAC National Administration Office.

All events will require that a written proposal and budget is submitted to the ISAAC Board for consideration.

The special event sub-committee shall provide quarterly financial and activity reports to the ISAAC Board.

7.12.2 Motion.

That the ISAAC Board form a 'Special Interest Group Sub-committee' that will manage events in Victoria, and that Craig Hallam be appointed ISAAC Board Representative on the sub-committee.

Moved by: Clive Sorrell.

Seconded by: Martin Norris.

The Motion was carried.

Craig Hallam accepted the appointment and will help formulate the sub-committee.

Action: Craig Hallam.

7.13 ISAAC Mission Statement.

The board, after lengthy discussion of the chapter's role, that is, its 'reason for being', decided on the following Mission Statement:

ISAAC will promote professional practices in arboriculture, and foster awareness of the benefits of trees through research, technology and education.

7.14 ISAAC Goals.

Considering the ISAAC Mission Statement (refer above to Item 7.13 of these Minutes) the directors agreed that the National Board and the chapter's membership should work toward particular goals.

Therefore, ISAAC will:

- educate tree workers and tree managers;
- educate the public about the benefits of the trees;
- enhance ISAAC's role as the national arboricultural body in Australia;
- develop and institute arboricultural standards;
- encourage and support arboricultural research; and
- develop strong relationships with related and like-minded organisations.

7.15 ISAAC slogan.

The board decided that the chapter's catchphrase, or slogan, will be "ISAAC: promoting professional tree care."

7.16 ISAAC Business Plan 2004.

The following chart outlines the board's plans for ISAAC business during the year 2004:

The goal	How to achieve the goal	Timeline	Person(s) responsible
ISAAC National Conference 2004	Mutually beneficial partnership with the NAAA.	Early November 2004	Hugh Taylor & Craig Hallam
ATCC 2004	Partnership with the NAAA.	Early November 2004	Brett Hamlin & Rodney Page
300 ISAAC members	Promotion of ISAAC benefits to state groups: arborist insurance scheme; arborist certification; etc.	by AGM	ISAAC National Administration Office
ISAAC National Conference 2005	Seek a partnership with a group in Perth or Tasmania.	September 2004	Craig Hallam
ISA Certified Arborist program growth	Organise examinations in each state. Involve local members. (Offer commission?)	Annual General Meeting 2004	Martin Norris
Promotion of ISAAC and trees	Australianise ISA Consumer Education pamphlets.	Annual General Meeting 2004	Clive Sorrell
Local mail-out of ISA journals	Obtain journals in bulk from USA and post locally via a mail house.	March 2004	John Cobbett & David Galwey
ATCC 2004 to have 30 competitors	State-based competitions before ATCC 2004.	Before November 2004	Brett Hamlin & Rodney Page

7.17 Other business.

7.17.1 Changes to tree climbing competition rules.

The board discussed certain rules and procedures of the state-based, and national, tree climbing competitions.

Rodney Page and Brett Hamlin offered to review some of the rules of competition. For example, the Australian Tree Climbing Competition (ATCC) might have the five highest scorers enter the Masters' Challenge, if time allows.

Also, procedures need clarification for when a tie occurs in the scoring of two competitors.

The two board members most active in tree climbing competition planning and procedures, will review the rules and submit their proposals to the board as soon as possible.

Action: Brett Hamlin & Rodney Page.

7.17.2 Seminars of Dr Francis Schwarze.

The ISAAC Board approved the mutually advantageous proposal received from ENSPEC (refer to Item 7.4.3 if these Minutes) in relation to the tree fungi workshops of Dr Francis Schwarze.

The board envisages that this joint venture will establish a precedent for guidelines for similar, future, endorsements.

7.17.3 ISAAC merchandise.

The board discussed merchandising issues. Specifically, the quantity and types of merchandise that the chapter should stock for sale and for promotional offers.

It was decided that chapter merchandise such as books, shirts, caps, and so on, should be stored, as a bulk repository, in large plastic boxes at the ISAAC National Administration Office.

Action: Doug Sharp.

The board realises that it must compile a 'Sales Kit' to facilitate merchandise sales at all venues. The kit will contain items such as a Tax Invoice Book, a credit card swiper, a stock list, a cash float, a copy of the ISAAC Merchandise Protocol (to be formulated), pens, paper, chapter signs, etcetera.

ISAAC Director Doug Sharp will liaise with the ISAAC National Administration Office and with the ISAAC President to establish an efficient system of merchandise procurement, storage and sales.

Action: Craig Hinton & Doug Sharp.

The board will procure several copies of the book by Dr Francis Schwarze because delegates will want to purchase them at his upcoming workshops.

Action: Doug Sharp.

7.17.4 Moreton Bay fig tree (*Ficus macrophylla*) at Frankston.

The City of Frankston, Victoria, purchased a property on which stands a large Moreton Bay fig tree.

Two home units will be constructed on the site. Construction will be completed by October 2004, and the homes will be auctioned during December 2004.

Craig Hinton, ISAAC President, explained to the meeting that the site could be utilised as a 'Demonstration Project' for protecting an established, large, tree at a development site.

The project will be widely publicised in various media, possibly including the nation-wide commercial television program 'Burke's Backyard'.

Craig Hinton requested that the Board of Directors endorse ISAAC's involvement with the tree protection and housing development work.

ISAAC will receive publicity by being associated with this major public project, advertising that large trees can, with professional arboricultural advice, be retained in good health following site development.

Support and participation by ISAAC in the tree protection enterprise at Frankston conforms to the ISAAC Mission Statement (see Item 7.13 of these Minutes).

The tree is not a perfect specimen but potentially it could have a lengthy life, and local residents are keen to retain it.

Clive Sorrell argued that the ISAAC Board should not become viewed as emotional 'tree huggers' trying to protect any tree at any cost.

It was agreed that the main point in this case is endorsement of the protection project, not of the tree itself.

Some advantages of supporting the project would be to:

- demonstrate that medium-density development can occur in close proximity to large, established trees without harm to the trees;

- endorse the principles of sustainable design and this is the way of the future;

- encourage architects, engineers, and other professionals to do the same on future projects;

- increase awareness of trees at residential sites;

- educate the public and various professionals whose decisions have an impact on trees; and

- raises the profile of the ISA and of its Australia Chapter.

Chapter endorsement of the Frankston Moreton Bay fig project will consist of links and publicity on the project's and on the ISAAC website.

7.17.4.1 Motion.

That ISAAC endorse the Save the Frankston Moreton Bay Fig Tree Project and write to project managers offering our support.

Moved by: Lodge

Seconded by: Norris

The Motion was carried.

Action: Craig Hinton.

7.17.5 Arborists' Trauma Fund.

An Arborists' Trauma Fund has been established, a 'nest egg' for providing emergency, short-term, financial help for a tree worker or dependents after a work-related accident.

A proposal outlining management and utilisation of the fund has been received by the ISAAC President, Craig Hinton (refer to Item 7.4.4 of these Minutes).

Craig edited the document and distributed it to members of the board for consideration and discussion at this meeting.

Discussion of the fund centred around the following issues:

what situations entitle a tree worker or dependents to receive money from the fund?

how will evidence of need be assessed?

should only ISAAC members have access to the fund, or any tree worker?

when a reasonable amount of money is accumulated in the fund, what amount should be granted in relation to a particular situation?

how can equity be assured on a case-by-case basis?

should the grant of money be an interest-free loan?

for what duration should funding be granted?

should the maximum funds available to one party be a set amount, or a percentage of the total amount held in the fund at a particular time?

The ISAAC Treasurer will ensure that Trauma Fund money is declared as an item in the chapter's financial records.

For rapid processing, the ISAAC Board of Directors will assess requests for assistance from the Trauma Fund.

Members of the ISAAC National Board of Directors will formulate a Protocol for managing the fund and distribute their proposal to the board for consideration.

Action: Marcus Lodge, Rodney Page & Hugh Taylor.

7.17.6 ISA Director of Memberships.

Clive Sorrell reiterated to the board that the ISA Director of Memberships, Eric Duchinsky, has offered to help the Australia Chapter, financially and as an advisor, with local membership matters.

David Galwey will investigate a proposal for a new 'Welcome to ISAAC' kit for new members of the chapter.

David will determine the contents of such a kit, and the cost, then he or the ISAAC Treasurer will approach Eric Duchinsky for financial help.

Action: John Cobbett & David Galwey.

David will liaise with Eric Duchinsky to ascertain what other assistance the ISA Head Office is willing to provide to assist or promote membership of the Australia Chapter

Action: David Galwey.

7.17.7 ISA Director of International Development.

The Secretary announced that Melinda Jones was appointed ISA Chair of the International Development Committee, a new position at ISA Head Office.

Melinda had e-mailed the ISAAC Secretary to arrange a future telephone conversation to discuss the ISA's international development plans, and how assistance may be provided to chapters external to North America.

During the upcoming telephone discussion, Clive Sorrell will request that Melinda, or another member of the ISA International Development Committee, visit Australia to attend meetings with the ISAAC Board.

Action: Clive Sorrell.

7.17.8 Tree-climbing workshops.

The ISAAC Board discussed the advantages of having an International Tree Climbing Competition (ITCC) competitor visit Australia to present tree-climbing workshops and to provide advice on competition planning and presentation.

The ISAAC Secretary will contact ISA Head Office to determine whether such a venture is feasible.

Action: Clive Sorrell.

7.17.9 Sponsorship of ISAAC.

Craig Hallam tabled an outline of a proposed structure for the ISAAC's sponsors.

The proposal lists rewards for sponsoring the chapter.

The board accepted that an 'ISAAC Gold Sponsor' must have year-round sponsorship privileges.

Discussion ensued regarding envisaged problems with sponsorship of Arbor Camp or of other events organised by ISAAC sub-committees.

7.17.9.1 Motion.

That \$2,000.00 of funding from an ISAAC Gold Sponsor be granted to the ISAAC Arbor Camp Victoria, and the Arbor Camp Sub-committee can organise other sponsorship, but the ISAAC Gold Sponsor must remain the primary sponsor of the event.

Moved by: John Cobbett.
Seconded by: Doug Sharp.
The Motion was carried.

7.17.9.2 Motion.

That \$1,000.00 of funding from an ISAAC Gold Sponsor be granted to the ISAAC VTCC, and the VTCC Sub-committee can organise other sponsorship, but the ISAAC Gold Sponsor must remain the primary sponsor of the event.

Moved by: John Cobbett.
Seconded by: Doug Sharp.
The Motion was carried.

7.17.9.3 Motion.

That ISAAC financially support arboricultural events around the country and sponsor such events in principle.

Moved by: John Cobbett.
Seconded by: Rodney Page.
The Motion was carried.

The board agreed that, for self promotion, ISAAC should have a presence at trade displays such as GreenEx, and at other arboricultural events, such as Treenet.

Action: Craig Hallam, Craig Hinton & Doug Sharp.

7.17.10 Nomination for an ISAAC Award.

A member of the board vaguely recalled that Brisbane-based member Maureen See had been nominated for an ISAAC Award.

Nobody on the board knew the location of a documented nomination, or what the nomination was specifically for.

The ISAAC Secretary will contact the administration office to determine whether Maureen See had indeed been nominated, by whom, for what reason, and in what form.

This issue must be clarified prior to the next Annual General Meeting.

Action: Clive Sorrell.

8. NEXT MEETING.

The next two-day, face-to-face, meeting of the ISAAC National Board of Directors will occur Friday, June 4, and Saturday, June 5, 2004.

The venue will be Burnley College, The University of Melbourne.

At least one national teleconference will occur before the face-to-face meeting. The ISAAC President, or the Secretary, will notify the board of the date(s).

David Galwey will ensure that all members of the board have access to Telstra's inexpensive telephone loop prior to the teleconference(s).

9. CLOSE OF THE MEETINGS.

The meeting of January 30 closed at 5.15 pm.

The meeting of January 31 closed at 1:30 pm.
