



International Society of Arboriculture – Australia Chapter

MINUTES

of the

**Face-to-face Ordinary Meeting of the ISAAC Board of Directors
June 4, 2004**

1. VENUE OF THE MEETING

The meeting was held at Burnley College, The University of Melbourne, 500 Yarra Boulevard, Richmond, VIC 3121.

2. PRESENT

Cobbett, John
Galwey, David
Hallam, Craig
Hinton, Craig (Chair)
Lodge, Marcus
Norris, Martin
Sharp, Doug
Sorrell (Secretary & Minutes)
Taylor, Hugh

3. APOLOGIES

Page, Rodney

4. GUEST

Slaughter, Sue (ISAAC Administration Office)

5. PREVIOUS MINUTES

5.1 Tabling the Minutes of the Previous Meeting of March 11, 2004.

The Secretary tabled the Minutes of the Previous Meeting and determined that all members of the board had read them.

5.2 Call for amendments to the Previous Minutes of March 11, 2004.

The Secretary called for amendments to the Previous Minutes.
The board did not propose amendments.

5.3 Call for acceptance of the Previous Minutes of March 11, 2004.

The Secretary asked the board to accept the Minutes of the Previous Meeting, as tabled.

5.3.1 Motion:

That the Minutes of the March 11, 2004, Ordinary Meeting of the ISAAC Board of Directors, be accepted as tabled.

Moved by: Doug Sharp

Seconded by: Hugh Taylor

The Motion was carried.

6. MATTERS OUTSTANDING FROM PREVIOUS MINUTES

Item 6.11.12 from the Minutes of the September 7, 2003, Annual General Meeting.

There are two sections to this item:

A computer CD of tree climbing championship informational resources, such as equipment inventory, competition rules, protocols, forms, letters, scoresheets, etc., is to be included with the transportable ISAAC kit that is utilised at each competition. For various reasons this has not been actioned.

Item ongoing.

Action: Craig Hinton and Rodney Page.

Rodney Page is to compose a Tree Climbing Championship (TCC) Protocol before the next Australian Tree Climbing Championship (ATCC).

This has not been actioned.

Item ongoing.

Action: Rodney Page.

Item 6.5 from the Minutes of the September 9, 2003, Ordinary Meeting.

During the ISAAC National Conference & ATCC 2003 an ISAAC Sales & Information desk was established within the Trade Display venue. It was very successful at selling outdated and overstocked items held by the chapter.

Several possibilities for improving sales and information at future conferences, workshops and seminars, were discussed at the September 9, 2003, board meeting. Craig Hinton and Doug Sharp were to hold further discussions on future strategies for sales.

This item has not been fully actioned.

Item ongoing.

Action: Craig Hinton and Doug Sharp.

Item 6.11 from the Minutes of the September 9, 2003, Ordinary Meeting.

ISAAC Administration requires a 'Welcome to ISAAC' kit for distribution to new members of the chapter.

David Galwey, ISAAC Membership Director, is to formulate the contents of the kit.

This item has not been actioned.

Item ongoing.

Action: David Galwey.

Item 7.6.1.1 from the Minutes of the November 11, 2003, Ordinary Meeting.

Clive Sorrell, ISAAC Secretary, received approval from Sharon Lilly of the ISA Head Office to copy information contained in the ISA Consumer Information brochures.

Clive, and David Galwey, will 'Australianise' the brochures so they can be distributed to members and others by ISAAC administration as a promotional strategy for the chapter.

Clive and David reported to the meeting that they have been able to obtain electronic versions of the brochures which will considerably reduce the work required to produce Australian versions.

This item has not been finalised.

Item ongoing.

Action: David Galwey & Clive Sorrell.

Item 7.6.4.1 from the Minutes of the November 11, 2003, Ordinary Meeting.

Clive Sorrell reported that he had engaged in lengthy negotiations with executives of the ISA Western Chapter (ISAWC) regarding their offer to mentor the Australia Chapter and provide speakers for ISAAC conferences.

It became apparent that the two ISAWC members who made the offers of assistance sought to be invited to Australia instead of others.

Item finalised.

Item 7.10 from the Minutes of the November 11, 2003, Ordinary Meeting.

ISAAC Board members have not submitted chapter protocols.

Item ongoing.

Action: Various members of the ISAAC Board.

Item 7.6.2 from the Minutes of the January 31 & February 1, 2004, Ordinary Meetings.

Clive Sorrell reported that Mark Roberts, President of the ISA New Zealand Chapter, in his role as Proxy for Clive at the ISA Board of Directors' Meeting, during March, in Nashville, USA, had tabled the following Motion on behalf of the ISAAC Board:

‘That the ISA Travel Funding Assistance Policy be amended to state that a director is eligible to apply for funding assistance to attend *either* the March meeting *or* the August meeting of the ISA Board of Directors.’

It had been ISA policy to provide travel funding assistance only for the March meeting. The ISA Board had been convinced by the arguments put forward by Clive and Mark and the motion was carried. Accordingly, the ISA Travel Funding Assistance Policy will be amended.

Item finalised.

Item 7.6.3.1 from the Minutes of the January 31 & February 1, 2004, Ordinary Meetings.

There are two sections to this item:

The ISAAC Treasurer was to compose an article for the chapter's newsletter to explain the chapter's financial situation and the financial arrangements that were recently instituted.

The article has not been forthcoming.

Item ongoing.

Action: John Cobbett.

The ISAAC Treasurer was to establish a new bank account for the chapter as an account for funds collected in the form of a liability.

John Cobbett reported that the account has been established.

Item finalised.

Item 7.6.3.2 from the Minutes of the January 31 & February 1, 2004, Ordinary Meetings.

There are two sections to this item:

John Cobbett or David Galway were to liaise with the ISA Director of Memberships to reconcile ISAAC memberships, dues, ISA invoices pertaining to ISAAC memberships, and so on.

John Cobbett reported that these matters had been actioned and clarification of membership data had been achieved.

Item finalised.

The ISAAC Treasurer was to arrange for the Administration Office to have a '1300' telephone number to reduce expenses for members and others contacting the office. John Cobbett announced that he has arranged for a 1300 telephone number to be installed at the ISAAC Administration Office.

Item finalised.

Item 7.7 from the Minutes of the January 31 & February 1, 2004, Ordinary Meetings.

ISAAC Events Director, Craig Hallam, and ISAAC National Conference 2004 Co-ordinator, Hugh Taylor, provided the board with an update on conference and ATCC planning.

The Adelaide-based company, SAPMEA, utilised by the board last year to administer ISAAC National Conference 2003, will administer this year's conference in Parramatta, Sydney.

A report on the status of conference planning was tabled by Hugh Taylor for the board's consideration and discussion. His report is included later in these Minutes under Item 7.4

Item finalised.

Item 7.9.1 from the Minutes of the January 31 & February 1, 2004, Ordinary Meetings.

A new ISAAC logo was tabled by Craig Hinton for consideration by the board.

6.1 Motion:

That the tabled logo, its colour scheme, and its suitability for greyscale reproduction, be adopted by the ISAAC Board as the official chapter logo.

Moved by: Doug Sharp.

Seconded by: Craig Hallam.

The Motion was carried.

Item finalised.

Item 7.7 from the Minutes of the January 31 & February 1, 2004, Ordinary Meetings.

Craig Hallam and Clive Sorrell reported that the chapter's 'Application for Membership' form has been reformatted to include the new Corporate Membership category, and other amendments.

The document is now in the hands of a professional designer who will produce drafts of the new form which Craig Hallam will distribute for the board's comments.

Otherwise, the only remaining work to be completed on the form is the artwork and layout. It is expected that the new form will be ready for use by the ISAAC Administration Office, and by the board, within one month of this meeting.

Item ongoing.

Action: Craig Hallam and Clive Sorrell.

Item 7.12.2 from the Minutes of the January 31 & February 1, 2004, Ordinary Meetings.

Craig Hallam reported that the Victorian Tree Industry Organisation (VTIO) has held a couple of meetings since its inauguration in February.

Craig will continue reporting to the ISAAC Board regarding the VTIO's activities and will ensure that the board receives minutes of the group's meetings.

Item finalised.

Item 7.17.1 from the Minutes of the January 31 & February 1, 2004, Ordinary Meetings.

Rodney Page, who was not present for this meeting, has yet to provide the board with his proposals for altering some rules of state and national tree climbing competitions.

Item ongoing.

Action: Rodney Page.

Item 7.17.3 from the Minutes of the January 31 & February 1, 2004, Ordinary Meetings.

There are four sections to this item:

The board wants all chapter merchandise to be stored at the ISAAC Administration Office, in Adelaide.

Doug Sharp reported that this matter has not been finalised.

Item ongoing.

Action: Doug Sharp.

The board requires 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, pens, paper, chapter signs, etc.

Craig Hinton reported that this matter has not been finalised but that he will discuss the matter with the ISAAC Treasurer and with the Director of Merchandising.

Item ongoing.

Action: John Cobbett, Craig Hinton and Doug Sharp.

Doug Sharp, ISAAC Director of Merchandising, has not finalised arrangements with the ISAAC Administration Office to establish an efficient system of merchandise procurement, storage, and sales.

The meeting was informed that Doug, with the ISAAC President and the Treasurer, will continue working on this issue.

Item ongoing.

Action: John Cobbett, Craig Hinton and Doug Sharp.

The board had authorised procuring several copies of the book 'Fungal Strategies of Decay in Trees', by Dr Francis Schwarze, because delegates to his upcoming workshops will want to purchase them. However, during this meeting the board decided against purchasing the books because the organiser of the workshops already has a supply of the books.

Item finalised.

Item 7.17.5 from the Minutes of the January 31 & February 1, 2004, Ordinary Meetings.

Members of the ISAAC Board are to formulate an ISAAC Trauma Fund Protocol. Rodney Page has distributed a draft of the protocol but the matter has not been finalised.

Item ongoing.

Action: Marcus Lodge, Rodney Page and Hugh Taylor.

Item 7.17.7 from the Minutes of the January 31 & February 1, 2004, Ordinary Meetings.

The ISAAC Secretary invited Melinda Jones, Chair of the ISA International Development Committee, to Australia for discussions with the ISAAC Board. Melinda expressed interest in the invitation but advised that approval of the trip is now a matter for the ISA Board in the USA.

Item finalised.

Item 7.17.8 from the Minutes of the January 31 & February 1, 2004, Ordinary Meeting.

The board decided that there are local people with skills to offer tree climbing workshops on behalf of ISAAC. Therefore, the board rescinded its earlier decision to invite a person from overseas.

Item finalised.

Item 7.17.9.3 from the Minutes of the January 31 & February 1, 2004, Ordinary Meeting.

To promote the chapter, ISAAC is to be a presence at trade displays and other arboricultural events. For example, GreenEx and Treenet.

The ISAAC Director for Major Events, the Director of Merchandising, and the ISAAC President, will hold further discussions on this issue.

Item ongoing.

Action: Craig Hallam, Craig Hinton and Doug Sharp.

7. NEW ITEMS

7.1 Correspondence received.

7.1.1 An invitation to send Australia Chapter competitors to the International Tree Climbing Championship 2004, was received from the ISA.

The Secretary advised the board that the deadline for lodging competitor documents is June 15.

The ISAAC Treasurer, John Cobbett, reported that funding has been made available to the competitors and that he has registered their names with the ISA Head Office

Item finalised.

7.2 Attendance of the ISA Board Member for Australia at ISA Board of Directors' Meetings.

Clive Sorrell, ISA Board Member for Australia, is expected to attend the August meeting of the ISA Board, in Pittsburgh, USA.

Clive advised the ISAAC Board that, due to work and other commitments, he will not attend.

There are two ISA Board meetings each year, plus ISA Leadership Workshops that chapter representatives are expected to attend.

Clive will explain to the ISA that it is difficult, and often impossible, for the Australia Chapter to send a representative because of the lengthy travel requirement, the time commitment, and the expense.

Doug Sharp enquired whether the board would approve his attendance at the next ISA Board of Directors' Meeting, in lieu of Clive, if he can obtain financial and other support from his employer.

The meeting agreed to wait until Doug has a response from his employer before discussing the matter further.

Clive agreed to step aside, temporarily, as ISA Board Member for Australia, to enable Doug to attend the August meeting.

Item ongoing.

Action: Craig Hinton, Doug Sharp, and Clive Sorrell.

7.3 Report from the ISAAC Treasurer.

The following report was tabled by John Cobbett:

- 7.3.1 The Treasurer acknowledges the support he received from the ISAAC Administration Office and from Stanton's Accounting.
- 7.3.2 The Treasurer tabled the ISAAC Profit & Loss Statement for March 2004. Finally, we have an accurate Profit & Loss Statement. There are only a couple of outstanding issues that need to be finalised including the accounts for Arbor Camp Victoria, and for Women of the Trees. ISAAC accounts will be completely up-to-date by June 30, 2004. The aim of the new set of accounts is to make them as simple and transparent as possible.
- 7.3.3 Our overall sales figures have reduced because they no longer include overseas dues, as sales. These amounts go directly to the ISA. ISAAC Arborist Insurance Scheme funds, as sales, now go directly to Fitzpatrick Insurance. In the past, both foregoing items distorted our sales figures. There may be a slight profit on overseas dues because of monetary exchange rate variations. These funds are used to pay for mailing the ISA's Journal of Arboriculture and Arborist News. The ISA now bulk mails the two journals to the ISAAC Administration Office from where they are mailed to our members. This is working well.
- 7.3.4 We are accountable for give-aways and promotional items. The cost of these items will be transferred in the accounts from 'Stock On Hand (Merchandise)', to 'Advertising'.
- 7.3.5 All creditors have been paid.
- 7.3.6 The Cheque Account Balance is \$12,082.60.
- 7.3.7 The Cash Management Account Balance is \$23,427.00 (taking into account what is owed to Fitzpatrick Insurance for the ISAAC Arborist Insurance Scheme payments).
- 7.3.8 The Australian Securities & Investments Commission (ASIC) asked that ISAAC provide an audited set of accounts for the years 2001/2002 and 2002/2003. The auditor starts work on this tomorrow.
- 7.3.9 We have settled all accounts with TLC (Administration) one of our previous providers of administration service.
- 7.3.10 I want somebody else to investigate options for insuring our tree-climbing competitions. Marcus Lodge offered to talk to SASA about their recent experience with insurance of their event.
Item ongoing.
Action: Marcus Lodge.
- 7.3.11 ISAAC has provided the Victorian Tree Industry Organisation with Arbor Camp funds for recent mail-outs to publicise the group. I am reluctant to provide more funds until this group shows that they can raise funds of their own.

7.3.12 ISAAC will have limited income over the next six months. Therefore, I will keep expenses to a minimum. Our only income will be from late memberships, the ISAAC Arborist Insurance Scheme, and the Victorian Tree Climbing Competition.

7.3.12.1 Motion:

That the Report from the ISAAC Treasurer be accepted as tabled.

Moved by: Martin Norris.

Seconded by: Marcus Lodge.

The Motion was carried.

7.4 Report from the Chair of the ISAAC Annual Conference 2004 Sub-committee.

Hugh Taylor tabled a report from the sub-committee outlining the proposed speakers and the topics of the papers they may present during the conference. Some of the speakers and their topics are confirmed, others are not.

7.4.1 There will be two speakers from the USA, one being the official ISA representative, Derek Vannice, ISA Director of Arborist Certification, the other, Dave Dockter.

7.4.2 There will be one speaker from the UK.

7.4.3 The sub-committee is trying to obtain speakers from each state and mainland territory of Australia.

7.4.4 Conference planning and organisation is progressing well.

7.4.5 The ISAAC Board of Directors will meet, pre-conference, on November 3.

7.4.6 An ISA Certified Arborist examination will be offered November 3.

7.4.7 The conference program will occur November 4 & 5.

7.4.8 The ISAAC Annual General Meeting will be held November 4.

7.4.9 The ISAAC Conference Dinner is scheduled November 4.

7.4.10 Preliminary procedures preparing competitors for the Australian Tree Climbing Championships, with a social gathering for drinks, will occur November 5.

7.4.11 The Australian Tree Climbing Championships are scheduled November 6.

7.4.12 The first official meeting of the newly elected ISAAC Board of Directors, a brief 'getting to know you' gathering, is scheduled November 6.

7.4.13 On the evening of November 6, the ISAAC Board of Directors will host a post-conference dinner for official guests and conference speakers.

7.4.14 A post-events tour might be offered November 7.

The ISAAC Board of Directors expressed gratitude to Hugh Taylor and Craig Hallam for the extensive amount of volunteer work they are contributing to organise the ISAAC National Conference & ATCC 2004.

The board spent time discussing the list of proposed speakers for the conference.

7.4.15 Motion:

That the list of speakers and their topics tabled in the draft conference program, be approved by the board.

Moved by: John Cobbett.

Seconded by: David Galwey.

The Motion was carried.

7.4.16 Motion:

That ISAAC financially compensate its directors for the expense of 4-nights' accommodation in Sydney, for the Conference Dinner, and for the conference registration fee.

Moved by: Craig Hallam.

Seconded by: Hugh Taylor.

The Motion was carried.

ISAAC directors will submit their claims for reimbursement of conference expenses, to the ISAAC Treasurer, John Cobbett, immediately following the event.

7.5 Report from the ISAAC Director of Merchandising.

Doug Sharp tabled the following report:

- 7.5.1 The board should consider production of an ISAAC logo sticker that could be inserted in an edition of the chapter's newsletter for use by members. This idea was discussed by the meeting and general approval was voiced. Doug will now pursue the matter and provide the board with a costing and design proposal.
Item ongoing.
Action: Doug Sharp.
- 7.5.2 Stored, old, ISAAC merchandise will be disposed of by utilising a promotion in the chapter's newsletter.
Item ongoing.
Action: Doug Sharp.
- 7.5.3 ISAAC signs for sales and information desks at arboricultural venues, and a sales kit, will be arranged in time for the Treenet Symposium, in Adelaide, during September.
Item ongoing.
Action: Doug Sharp.
- 7.5.4 Doug will produce an ISAAC Wall Planner 2005 for distribution to members and others. Hugh Taylor suggested that historical photos of arboricultural activities might be a suitable theme. The board agreed and approved production of the planner.
Item ongoing.
Action: Doug Sharp.

7.6 Report from the ISAAC Director of Memberships.

David Galwey tabled the following report:

- 7.6.1 I have been in regular communication with Sue at the ISAAC Administration Office. Sue is handling most membership issues herself. When something comes along that she can not deal with, it is passed to me. So far, between us, we have been able to resolve all issues. Most were old and arose from mail-out problems with our previous administration office. Few problematic issues have arisen from our present administration systems.
- 7.6.2 I have had e-mail and telephone contact with the ISA Director of Memberships, Eric Duchinsky, whenever this has been necessary. Liaison with Eric will continue.
- 7.6.3 Bulk mail-outs of ISA journals, a new approach this year, is going well. The ISA now sends all the journals to our administration office, as a bulk lot, and ISAAC handles the individual mail-outs to members. This system seems to have solved the past problem where some members were not receiving journals.
- 7.6.4 Membership numbers are rising, although many (57) 2003 members have not renewed. We will do another renewal notification mail-out to these people.
- 7.6.5 We will compile a 'New Member Welcome Kit' before the next subscription renewal season. The first subscription renewal notification will go out in October. Rather than sending the usual 'Application for Membership' form as a renewal notification to existing members, we will design a specific renewal form requiring minimal new information (e.g., a change to a member's details) for easier completion.
- 7.6.6 The ISAAC Arborist Insurance Scheme has attracted new members and will continue to do so.

7.7 Report from the ISAAC Administration Office.

Sue Slaughter tabled the following report:

- 7.7.1 Considering the administrative challenge that the new board and I were faced with in December, 2003, seven months on I can say that we have progressed positively towards creating and maintaining an efficient and organized administration office. We have issues to resolve with ASIC; we need to create written procedures for various administrative tasks; we need forms and kits to be established; we need a '1300' telephone number installed at the office.
- 7.7.2 ISAAC accounts. Steve Szetey, the chapter's accountant, did not find problems with the MYOB data entries for the period January 2004 to March 2004. I email the data file to Steve on a 3-monthly basis. When he has checked the file, he lodges the quarterly BAS.
- 7.7.3 ISAAC membership. Total members for the year 2003, was 248.

Twenty members who joined late in 2003 will be included in the figure for 2004.

The number of members who are not at the address we have for them, is four.

On the date of December 31, 2003, the number of members scheduled to renew their membership, was 224.

At June 1, 2004, the total number of financial members was 195.

A number of former members have lapsed by not returning their renewals. I am in the process of sending Renewal Reminder notifications.

7.7.4 ISAAC Arborist Insurance Scheme.

Since inception of David Galwey's spreadsheet for quotes, renewals and invoicing, the ISAAC Arborist Insurance Scheme has become much more efficient. It used to take me up to one hour to manually calculate a quote. Now, quotes take 10 minutes and renewals take 20 minutes.

During the January to May 2004 period, three new members joined the chapter due to the arborist insurance scheme.

Here is some insurance scheme detail:

The number of new insurance policies issued during the period January 2004 to May 2004, was 7.

The total number of insurance policies issued at May 31, 2004, was 25.

The number of renewal notifications sent out, was 24.

The number of paid renewals at June 1, 2004, was 21.

Total income from insurance renewals = \$52,167.00

The amount of insurance fee income that is owed to Fitzpatrick's Insurance Brokers = \$48,271.50

The amount of insurance fee income that is owed to ISAAC = \$3,895.50

The total ISAAC administration expenses = \$160.00 (this includes my time, postage, telephone and fax).

7.7.5 Distribution of ISA publications to members.

Since April 2004 the ISA's publications Arborist News and the Journal of Arboriculture have been dispatched in bulk by the ISA directly to the ISAAC Post Office Box. From there they are packaged individually by a Mail House and posted to our members.

The publications should be sent directly from the ISA to the Mail House because the current system wastes time that I should be spending in the ISAAC office, and it is physically onerous.

The system is that I have to leave the office to collect heavy boxes of publications from the post office, load them into my car, unload them at the office, unpack the publications, count the number of publications needed for posting to members, load these into my car, and deliver them to the Mail House.

I have discussed options with the Mail House and they are quite happy to receive the publications directly from ISA Head Office. Then, staff at the Mail House will telephone me when publications arrive, I will e-mail members' addresses to the Mail House, they will package and post them, and I will collect leftover copies.

I also spoke with staff at the Mail House about inserting flyers in the publications for distribution to our members. The extra cost for this is

approximately \$5.00 per 200 Members. Their only stipulation is that we must leave a blank margin at the bottom of the page of the flyer. This is because our flyers will be size A4, but the ISA publications (being from the USA) are not. Therefore, to enable an A4 flyer to fit into the plastic postal wrap with the ISA publications, 22 millimetres has to be trimmed from the bottom of any flyer. Staff at the Mail House will do the trimming for us.

I can think of several examples of useful flyers we could utilise as notifications to our members. One example would be to insert a flyer in November's journals forewarning of imminent membership renewals.

In response to the foregoing statements, the board discussed Sue's proposal and agreed that they should be implemented.

7.7.5.1 Motion:

That the ISAAC Administration Office contact ISA Head Office to arrange for membership publications to be bulk-mailed directly to ISAAC's Mail House in Adelaide, and that board members ensure that sufficient blank space is retained at the bottom of flyers, for trimming.

Moved by: Clive Sorrell.

Seconded by: David Galwey.

The Motion was carried.

7.7.6 1300 telephone number for the ISAAC Administration Office.

I am waiting to hear from the ISAAC Accountant, Steve Szetey who is asking the Australian Tax Office whether ISAAC is actually classified as a non profit organisation. There are benefits in being non profit: line rental per line per month is \$19.50 each as opposed to normal business line costs of \$30.00 to \$40.00 per month.

When this is determined, I will organize installation of 2 lines for the 1300 telephone number.

7.7.7 The ISAAC Administration Office and the systems established have improved considerably, and I am confident that with the ongoing help and support of the ISAAC Board of Directors, the office will continue to improve and better assist the chapter's members and board.

The board expressed its thanks for Sue's invaluable contribution administering the Australia Chapter and improving its response to members.

The directors have confidence in Sue and her good work and consider her a delight to work with.

7.8 Updating and clarifying the ISAAC mail-out database.

Members of the board raised the issue of discrepancies, outdated content, and errors in the chapter's mail-out database held by the Administration Office.

John Cobbett will liaise with administration to seek clarification of the matter and to ensure that the database is updated.

Item ongoing.

Action: John Cobbett.

7.9 Monetary proceeds from the MADG Fungi & Trees Workshop of 2002.

The amount of \$1,875.00 was presented to ISAAC following the Fungi & Trees Workshop organised by the Melbourne Arborists' Discussion Group (MADG) in May 2002.

David Galwey questioned the treasurer about the location of the money.
John Cobbett will investigate and report to the board.

Item ongoing.

Action: John Cobbett.

7.10 Venue for the ISAAC National Conference & ATCC 2005.

Craig Hallam and Craig Hinton provided the meeting with a verbal report on their experiences and opinions regarding their visit to Perth, WA. They had inspected potential venues for next year's conference and tree climbing championships, and held discussions with local arboricultural representatives.

The two informed the board that, generally, Perth conference venues are expensive and that it will prove very difficult to obtain approval for use of an appropriate site for the Australian Tree Climbing Championships.

Additionally, the two reported that it is unlikely a conference organising and funding partnership would be available in Perth.

Members of the board raised the probability of attracting a low number of conference delegates to Perth because of its distance from the east of the continent and the expense of getting there.

Nevertheless, the board envisages opportunities for introducing ISAAC to Western Australia, that there is good potential for increased membership of ISAAC in the state, and a need to update arboricultural skills and professionalism there.

7.10.1 Motion:

That the ISAAC National Conference & ATCC 2005 be held in Perth, Western Australia, subject to the outcome of a feasibility study conducted by Craig Hallam, Craig Hinton and Martin Norris.

Moved by: David Galwey.

Seconded by: Doug Sharp.

The Motion was carried.

Item ongoing.

Action: Craig Hallam, Craig Hinton and Martin Norris.

7.11 ISAAC protocols.

The ISAAC President, Craig Hinton, berated members of the board over the lengthy delay in submitting draft protocols for managing the chapter. He declared that the issue is taking too long to finalise.

Following lengthy discussion the Victoria-based members of the board (John Cobbett, David Galwey, Craig Hallam, Craig Hinton, Martin Norris, Doug Sharp, and Clive Sorrell) decided to meet as a group in order to work at composing drafts of protocols. It was agreed that the convenient venue for the meeting would be Burnley College, The University of Melbourne.

Clive Sorrell will arrange the meeting.

Item ongoing.

Action: Clive Sorrell.

7.12 Logo for the Australian Tree Climbing Championships (ATCC).

The board discussed a couple of ATCC logo proposals that Craig Hinton tabled at the meeting.

7.12.1 Motion:

That the ISAAC Board of Directors submit a draft ATCC logo to a graphic designer, for refining.

Moved by: John Cobbett.

Seconded by: Hugh Taylor.

The Motion was carried.

7.13 Proposal for tree climbing workshops.

The ISAAC President, Craig Hinton, informed the meeting that he will liaise with board member Rodney Page, and ISAAC member Tom Greenwood, to ensure that they organise ISAAC workshops for tree climbers.

Item ongoing.

Action: Craig Hinton and Rodney Page.

7.14 ISAAC Arborist Insurance Scheme.

7.14.1 David Galwey informed the meeting that he will produce a flyer to promote the insurance scheme.

Item ongoing.

Action: David Galwey.

7.14.2 David advised the board that he will be seeking clarification from the scheme's brokers, Fitzpatrick Insurance, to ascertain exactly what scenarios are covered by the insurance. He will then inform the board.

Item ongoing.

Action: David Galwey.

7.15 ISAAC publications: The Bark and E-news.

The President, Craig Hinton, addressed the meeting, asking the board for advice and help to produce, on a regular basis, good quality publications, such as the chapter newsletter The Bark. He wondered whether the work could be paid for and outsourced.

7.15.1 The ISAAC President can not sustain the volunteer workload of editing the chapter newsletter in addition to producing ISAAC E-news, being ISAAC Webmaster, and performing his duties as president of the chapter.

Members of the board sympathised and suggested that, as a start, Craig should compose an article for the newsletter and for the website in which he explains the reasons for intermittent production of the newsletter. At the same time the article could inform the chapter's members that alternative options are being considered by the board.

The president agreed with the proposal.

Item ongoing.

Action: Craig Hinton.

Director Doug Sharp offered to produce the next few editions of the newsletter instead of Craig Hinton. The board readily agreed and thanked Doug for his offer.

Item ongoing.

Action: Doug Sharp.

Secretary Clive Sorrell offered to contact the ISA Head Office seeking e-mail addresses of editors of newsletters produced by other ISA chapters. Clive

suggested that electronic exchange of newsletter articles between chapters, may be possible.

Item ongoing.

Action: Clive Sorrell.

8. MATTERS ARISING FROM THE MEETING.

8.1 ISAAC website information on arboricultural education.

Responding to a suggestion by Director Martin Norris, the board discussed the value of providing chapter members, and others, with information on arboricultural education options by posting details at the ISAAC website.

The board agreed with the importance of the suggestion, expecting such a service to be helpful to users of the chapter's website.

Martin offered to discuss the matter further with the ISAAC Webmaster, Craig Hinton.

Item ongoing.

Action: Craig Hinton and Martin Norris.

8.2 Security and safety at ISAAC-sponsored events.

The board discussed past experiences of security and safety issues at arboricultural events sponsored, or organised, by ISAAC.

Directors at the meeting requested that the board institute protocols for future events.

John Cobbett offered to investigate the ramifications, the obligations and the standing of the chapter's directors' under the law when involved with arboricultural events such as the annual conference, the Australian Tree Climbing Championships, and the state-based championships.

John will provide the board with a report.

Item ongoing.

Action: John Cobbett.

9. DATE OF THE NEXT MEETING.

The next meeting of the ISAAC Board of Directors will be a teleconference. The President or the Secretary will notify the directors when a date and time is decided.

However, the board did determine that the next face-to-face meeting will occur immediately prior to the ISAAC National Conference, in early November 2005.

10. CLOSE OF THE MEETING.

This face-to-face Ordinary Meeting of the ISAAC Board of Directors closed at 6.10 pm.