



**MINUTES**  
**Board of Directors' Ordinary Meeting**  
**March 31 & April 1, 2006**

**1. DATES & VENUE OF THE MEETING**

Day 1: March 31, 2006.

Day 2: April 1, 2006.

City of Frankston, Council Depot, Buna Avenue, Seaford, VIC

**2. OPENING THE MEETING**

Day 1: the Chair declared the meeting open at 9:40 am.

Day 2: the Chair declared the meeting open at 9:45 am.

**3. PRESENT**

Atkins, John

Beattie, David

Cobbett, John

Hallam, Craig

Hinton, Craig (Chair)

Martin, Kiah

Norris, Martin

Sorrell, Clive (Minutes)

Young, Jeremy

**4. APOLOGY**

Sharp, Doug

**5. GUEST**

Nil

**6. APPROVING PREVIOUS MINUTES**

6.1 Tabling the Minutes of the December 9 & 10, 2005, Ordinary Meeting.

The Secretary tabled the Minutes of the previous meeting, determined that directors had read them, and called for corrections.

Corrections were not proposed.

6.1.1 Motion:

That the Minutes of the December 9 & 10, 2005, meeting of the board be accepted and approved for distribution.

Moved by: David Beattie.

Seconded by: Martin Norris

The Motion was carried.

## 7. **MATTERS OUTSTANDING FROM PREVIOUS MINUTES**

### Item 8.3.1.1 from the Minutes of the September 9, 2004, Ordinary Meeting.

The ISAAC Treasurer met with committees of the VTIO and of WOTT to discuss their financial procedures and reporting requirements.

David Beattie and John Cobbett will formulate guidelines for ISAAC sub-committee finances.

Item finalised.

### Item 9.8 from the Minutes of the February 4 & 5, 2005, Ordinary Meeting.

The board agreed to pursue proposals for presenting arboricultural workshops in Western Australia. The Tree Guild of WA will be required to assist.

The ISAAC President, Craig Hinton, will liaise with the TGWA on this matter.

Item finalised.

### Item 9.19 from the Minutes of the February 4 & 5, 2005, Ordinary Meeting.

Martin Norris proposed to survey those who completed the latest National Amenity Horticulture Training, to determine their opinions of the training.

Martin Norris will seek the assistance of John Atkins on this matter.

Item ongoing.

Action: Martin Norris.

### Item 9.20 from the Minutes of the February 4 & 5, 2005, Ordinary Meeting.

More detail in monthly reports was required from the Administration Office.

Item finalised.

### Item 9.5 from the Minutes of the April 20, 2005, Ordinary Meeting.

Several concerns had been raised about safety, organisational issues, and insurance at Arbor Camp Victoria and the involvement of the VTIO.

The VTIO Committee reviewed the issues and reported to the ISAAC Board.

Item finalised.

### Item 9.3 from the Minutes of the June 24, 2005, Ordinary Meeting.

A chapter budget was formulated allocating funds to different areas.

Item finalised.

### Item 9.4 from the Minutes of the June 24, 2005, Ordinary Meeting.

The ISAAC Treasurer informed the meeting that all important financial details of the chapter are published in the Annual Profit & Loss Statement.

A breakdown of ISAAC expenditure will be published in the chapter's newsletter.

Item finalised.

### Item 9.7 from the Minutes of the June 24, 2005, Ordinary Meeting.

Brisbane City Council will host ISAAC Conference & ATCC 2008.

Item finalised.

### Item 9.10 from the Minutes of the June 24, 2005, Ordinary Meeting.

There was a proposal for a 'Grandfather Board' to oversee the elected board.

The ISAAC Board is the elected executive committee.

A new board of past directors could act as advisors to the current executive.

The proposal will be developed in the chapter's Business Plan.

Item finalised.

### Item 9.12 from the Minutes of the June 24, 2005, Ordinary Meeting.

The treasurer will obtain insurance that protects directors performing ISAAC tasks.

Item finalised.

Item 9.19 from the Minutes of the June 24, 2005, Ordinary Meeting.

A member proposed inclusion of the term 'Arborist' as a category in the Yellow Pages telephone directory.

The ISAAC President reported to the meeting that, generally, the arboricultural industry does not seem concerned about the issue. However, he will write to Yellow Pages requesting inclusion of a combined 'Arborist or Arboriculturist' category.

Item ongoing.

Action: Craig Hinton.

Item 10.5 from the Minutes of the June 24, 2005, Ordinary Meeting.

Stipulations are required for use of the ISAAC logo.

Guidelines will be produced by Doug Sharp.

Item ongoing.

Action: Doug Sharp.

Item 8.3 from the Minutes of the December 9 & 10, 2005, Ordinary Meeting.

The Membership Renewal Application form was amended as required.

Item finalised.

Item 8.4.2 from the Minutes of the December 9 & 10, 2005, Ordinary Meeting.

There is a proposal to form a national Australian Society of Consulting Arborists (tentatively named).

Discussions are continuing among various interested groups, with the ISAAC President involved on the chapter's behalf.

Item ongoing.

Action: Craig Hinton.

Item 8.4.4 from the Minutes of the December 9 & 10, 2005, Ordinary Meeting.

ISAAC is not in a position to assist the GreenX event during 2006.

Item finalised.

Item 8.12 from the Minutes of the December 9 & 10, 2005, Ordinary Meeting.

A survey will be distributed to collect responses from delegates attending ISAAC Conference & ATCC 2006.

Craig Hallam will action this matter.

Item finalised.

Item 8.16.1 from the Minutes of the December 9 & 10, 2005, Ordinary Meeting.

An ISAAC member requested that the board investigate provision of insurance for vehicles and other equipment.

Preliminary enquiries indicate that Fitzpatrick & Co. Insurance Brokers may provide a policy for arboricultural equipment, but not for vehicles.

John Cobbett will arrange a June meeting with Fitzpatrick & Co. to discuss the matter.

Item ongoing.

Action: John Cobbett.

Item 8.17 from the Minutes of the December 9 & 10, 2005, Ordinary Meeting.

ISAAC President, Craig Hinton, tabled a Chapter Business Plan for discussion.

Item finalised.

Item 8.19 from the Minutes of the December 9 & 10, 2005, Ordinary Meeting.

ISAAC directors will create brief Key Performance Indicators (KPI'S) specifying their work with the board.

Item ongoing.

Item 7.10 from the Minutes of the November 11, 2003, Ordinary Meeting; and Item 8.20 from the Minutes of the December 9 & 10, 2005, Ordinary Meeting.

Various ISAAC Protocols submitted as drafts, need finalising, and others are still to be drafted.

David Beattie is co-ordinating protocols development.

Refer below in these Minutes under New Items, Item 8.15.

Items finalised.

Item 8.26 from the Minutes of the December 9 & 10, 2005, Ordinary Meeting.

The Treasurer, John Cobbett, will establish a Research Fund category in the ISAAC accounting system. John will also investigate whether such a fund might gain tax-deductible status.

Item ongoing.

Action: John Cobbett.

Item 8.30 from the Minutes of the December 9 & 10, 2005, Ordinary Meeting.

Privacy issues will be included in the Administration Protocol being developed by David Beattie.

Item ongoing.

Action: David Beattie.

Item 8.31 from the Minutes of the December 9 & 10, 2005, Ordinary Meeting.

Legally binding responsibilities of ISAAC Directors, including those stated in the Companies Act, and confidentiality agreements, must be presented to each newly elected ISAAC Board immediately following each ISAAC Annual General Meeting.

A Confidentiality Agreement, and an Introductory Letter explaining how to obtain information, will be formulated in a protocol being developed by David Beattie.

Item ongoing.

Action: David Beattie.

Item 9.1 from the Minutes of the December 9 & 10, 2005, Ordinary Meeting.

ITCC competitors representing Australia should submit a report on their experience, to the ISAAC Board.

A report will provide necessary feedback to the board and may be published as an article in the chapter's newsletter.

Details of this requirement will be included in the ATCC Protocol being developed by David Beattie.

Item ongoing.

Action: David Beattie.

## **8. NEW ITEMS**

8.1 Resignations from the ISAAC Board of Directors.

Two directors, Hugh Taylor (NSW) and Colin Thornton (SA), resigned from the ISAAC Board. Their notifications were received by the board prior to this meeting.

The ISAAC President, on behalf of the board, expressed appreciation for their services to the chapter.

8.2 A report from the ISAAC President.

Craig Hinton's report as President was published in the recent edition of the chapter's newsletter, *The Bark*.

8.3 A report from the ISAAC Secretary.

Clive Sorrell tabled the following correspondence received:

- 8.3.1 An e-mailed notification from ISA Head Office staff member Jerri Moorman, dated March 29, 2006, stating that, at the ISA Board of Directors' Meeting (ISA BoDM), during March 2006, an 'Alternate Director Policy' had been approved and implemented within the ISA Governance structure.  
The e-mail explained that if a chapter's ISA Director is unable to attend an ISA BoDM or other board activity, the chapter has the option of sending a suitably qualified replacement director. Selection criteria is stipulated in the policy. The ISA requests the name of the designated alternative director.  
Advice that an alternative director will attend an ISA meeting is to be received by the ISA President and the ISA Executive Director seven days prior to a meeting.
- The meeting determined that any current ISAAC director may submit to the ISAAC Board an expression of interest in the role of ISA Alternate Director for Australia. Martin Norris, the incumbent ISA Director for Australia, will pursue this matter with board members.  
Item ongoing.  
Action: Martin Norris.
- 8.3.2 A 'Request for Payment' of fees owing was received from the Australian Securities & Investment Committee (ASIC). The ISAAC Treasurer, John Cobbett, will resolve the matter.  
Item finalised.  
Action: John Cobbett.

#### 8.4 A report from the ISAAC Treasurer.

John Cobbett tabled the following report:

- 8.4.1 The financial report to June 2005 was tabled at the December 2005 face-to-face meeting of the board.
- 8.4.2 We have reduced the chapter's accounting and auditing fees, which were \$12,092.00 in the 2003-2004 financial year, to \$5,280.00 in the 2004-2005 year.
- 8.4.3 To this date, sales of publications is \$24,345.00, compared to a total figure for last financial year of \$30,780.00.  
Stock on hand has increased by \$5,500.00. This figure is too high for the sales volume and will need to be reduced before year's end.
- 8.4.4 Telephone bills are about \$220.00 per month. This is not much of an increase.
- 8.4.5 There has been a fall in revenue because we did not present Arbor Camp this year. Fortunately, this has been offset by the sale of fluorescence meters.
- 8.4.6 David Beattie and the ISAAC Treasurer are working on the 2006-2007 budget forecast. It will be finalised before the end of June. We are extensively modifying the accounts chart to enable better reporting and the ability to provide an accurate monthly report to the Board of Directors. Next financial year we will implement checks and balances strategies to secure ISAAC's continued financial success. This will also safeguard ISAAC against financial mismanagement.
- 8.4.7 I want to increase Sue Slaughter's hours in the Administration Office from 22.5 hours per week, to 30 hours per week. The cost increase will be \$9,000.00 per year. When Sue started working in the office the chapter had approximately 150 members and did not have an insurance scheme for members. The office now has over 400 members and the Professional Indemnity and Public Liability insurance schemes to

administer. (Refer below in these Minutes under Other Business, Item 9.3, and Motion 9.3.1)

- 8.4.8 The board should consider moving the ISAAC Administration Office to a better location. I will investigate the cost of moving it, and additional rent, and then report my findings to the board.

Item ongoing.

Action: John Cobbett.

- 8.4.9 I have investigated the option of providing ISAAC Major Events with a debit card so that conference expenses and similar can be easily and instantly paid for via internet transactions. (Refer below in these Minutes to Item 8.11.1, a Motion.)

- 8.4.10 The status of ISAAC accounts:  
 Cheque account \$53,045.83  
 Major Events \$26,291.52  
 Trust account \$57,713.02  
 Trade Creditors \$3,009.46  
 Trade Debtors \$4,454.00

- 8.4.11 Life Membership incurs ongoing costs for the chapter. The ISAAC Treasurer, John Cobbett, explained how members holding Life Membership status create expenses for the chapter. The meeting debated the issue and resolved the following:

8.4.11.1 Motion:

That payments received for Life Membership status be set aside in a bank account earning high interest, and the interest gained be used to service the recurring costs of such memberships.

Moved by: John Cobbett.

Seconded by: Craig Hallam.

The Motion was carried.

Action: John Cobbett.

8.5 A report on the ISAAC Administration Office.

Nothing exceptional was reported.

8.6 A report on Standards Australia.

David Galwey, the member representing ISAAC on arboricultural committees of Standards Australia, had provided the board with a general progress report.

The ISAAC President will instruct David to report on a regular basis on all arboricultural working groups with which he is involved.

Action: Craig Hinton.

8.7 A report on the ISA Board of Directors' Meeting in March 2006.

The ISA Director for Australia, Martin Norris, tabled a report on his attendance at the ISA Board of Directors' Meeting that took place in the USA during March 2006.

Martin's report will be published in the chapter's newsletter, *The Bark*.

8.8 ISAAC to host ISA 2011.

Competing against a USA-based chapter, the ISA Australia Chapter won its bid to host ISA 2011 (the ISA's International Conference & International Tree Climbing Championships for the year 2011). An exhausting amount of work by some directors, most notably Craig Hallam, enabled ISAAC directors to present a 'knock-out' bid to the ISA Board of Directors, at a meeting in Hawaii.

The decision represents an overwhelming vote of confidence by the ISA in the capabilities of the ISAAC Board and chapter. It is rare indeed for an ISA International to be presented outside the USA.

The venue will be Brisbane, Queensland.

#### 8.9 Victorian Tree Industry Organisation (VTIO).

A report was not received from the VTIO Chair.

Consequently, the ISAAC President will write to the VTIO Chairperson to highlight the organisation's obligations to the ISAAC Board of Directors.

Item ongoing.

Action: Craig Hinton.

#### 8.10 Women of the Trees (WOTT).

Kiah Martin, ISAAC Director, WOTT Chair and WOTT Events Co-ordinator, tabled a report on the WOTT group.

WOTT is growing in strength as it gains new members throughout the world.

More information is available in WOTT News.

#### 8.11 ISAAC Conference & ATCC 2006.

Craig Hallam tabled a report on the status of this year's conference and tree climbing championships which will be held in Geelong, Victoria.

On the Friday of the conference, ISAAC will present an Asia/Pacific Forum preparing for next year's Asia/Pacific Leadership Workshop, in Singapore. (Refer also to Item 9.2 below in these Minutes, under Other Business.)

##### 8.11.1 Motion:

That the ISAAC Treasurer arrange provision of a debit card for ISAAC Major Events to enable efficient payment of event-related expenses such as airfares, accommodation and incidentals.

Moved by: Craig Hallam.

Seconded by: Clive Sorrell.

The Motion was carried.

Action: John Cobbett. (Refer also in these Minutes to Item 8.4.9, above, under A Report from the ISAAC Treasurer.)

#### 8.12 Overseas travel by directors of ISAAC.

Director Martin Norris informed the meeting that, as ISAAC becomes bigger and better, overseas travel by directors could become more necessary and more common. He requested discussion of the issue and formulation of a chapter protocol detailing with the rights and the responsibilities of those undertaking travel on behalf of the Australia Chapter.

The President, and the Secretary, explained that the fundamental rights and obligations of such travel are already stated in the ISAAC Constitution. Refer to Section II, Directors (g) (iv).

The Treasurer offered to produce Guidelines for International Travel.

Item ongoing.

Action: John Cobbett.

#### 8.13 ISAAC Trauma Fund.

Director Craig Hallam raised the issue of the Trauma Fund, for discussion.

Jeremy Young offered to upgrade the current Trauma Fund Draft Protocol. He will submit his work to the board for consideration.

Item ongoing.

Action: Jeremy Young.

8.14 A report from the ISAAC Director for Memberships.

David Beattie tabled a report on the current status of the chapter's membership.

8.15 ISAAC Protocols.

The meeting clarified the current status of protocols being developed for improving and rationalising the chapter's management.

The title of each protocol, the names of the ISAAC directors responsible for them, and protocol status, follows:

- Administration — David Beattie — ongoing;
- Australian Tree Climbing Championships — finalised and approved;
- Conference Speakers & Workshop Presenters — Clive Sorrell — ongoing;
- Editorial & Publications — finalised and approved;
- Event Organisation, Administration & Risk Assessment — Craig Hinton — ongoing;
- Financial Management — finalised and approved;
- Memberships — David Beattie — ongoing;
- Sponsorship & Support — Craig Hallam — ongoing;
- Standards Australia Representation — finalised and approved; and
- Statutory Reporting — finalised and approved.

Items ongoing (5).

Action: various directors.

8.16 ISAAC Policy Manual.

A draft document of the chapter's Policy Manual has been developed by Director David Beattie who continues to work on producing the final manual.

Item ongoing.

Action: David Beattie.

8.17 ISAAC Business Plan 2006 — 2011.

During the meeting, time and effort was devoted to developing a long-term Business Plan for the chapter. The President will continue working on the document and will report to the next meeting of the board.

Item ongoing.

Action: Craig Hinton.

8.18 ISA/ISAAC Educational Brochures.

Secretary Clive Sorrell will develop arboricultural education brochures for distribution to members, municipalities, etc. The brochures are to be 'Australianised' versions of existing ISA examples. The aim is to provide another ISAAC service to the membership and others.

A valuable suggestion from the meeting was that an attempt be made to provide space on each brochure to enable municipalities and other organisations to include their own logo on the documents.

Item ongoing.

Action: Clive Sorrell

**9. OTHER BUSINESS**9.1 ISA Leadership Workshops October 21 & 22, 2006.

Although ISA Head Office staff express the desire that chapter representatives attend their Leadership Workshops each year in the USA, ISAAC will not send a director due to the costs involved, the extensive travel times, and a perceived lack of value to the chapter compared to the gruelling commitment required when attending.

The meeting determined that the ISAAC Board maintains adequate contact with staff and officials of the ISA Head Office.

9.2 Asia/Pacific Leadership Workshop — Singapore, March 2007.

An ISAAC initiated event, the leadership workshop in Singapore next year will be supported by the ISA and by Brisbane Marketing. The venue will be the Australian Embassy.

It is a preliminary event to ISAAC 2008, the chapter's Asia/Pacific-focussed conference to be held in Brisbane. These two events follow an initial Asia/Pacific Forum at ISAAC Conference 2006, all three intended to prepare ISAAC for hosting ISA 2011, in Brisbane.

The ISAAC Treasurer will budget to send two directors to Singapore and will also seek financial assistance from the ISA Head Office.

Item ongoing.

Action: John Cobbett.

9.3 Proposal to increase staff time at the ISAAC Administration Office.

For reasons outlined above in these Minutes under New Items, Item 8.4.7, ISAAC Treasurer John Cobbett requested the board's approval to increase the employment of staff member Sue Slaughter at the chapter's Administration Office, in Adelaide.

The meeting discussed the matter and the following Motion was formulated:

9.3.1 Motion:

That the ISAAC Board agree to increase by one more day per week, the employment of Sue Slaughter, bringing her work commitment to a total of four days per week at the ISAAC Administration Office, and that her contract be amended to reflect this increase.

Moved by: John Cobbett.

Seconded by: Clive Sorrell.

The Motion was carried.

9.4 ISAAC Conference & ATCC schedule.

The meeting, guided by ISAAC Director for Major Events, Craig Hallam, agreed to the following locations for chapter conferences:

ISAAC 2007, during May, in Adelaide; and

ISAAC 2008, an Asia/Pacific conference, in Brisbane.

9.5 Monetary discounts for members.

The ISAAC Director for Major Events, Craig Hallam, sought discussion of the matter of discounts offered to ISAAC members and others.

9.5.1 Motion:

That discounts for ISAAC events are only available to ISAAC members, and to ISA members residing outside Australia. ISAAC subcommittees cannot offer discounts contrary to this. At its own discretion solely the ISAAC Board may choose to make discounts available to other persons, or to members of other organisations.

Moved by: Craig Hallam.

Seconded by: Clive Sorrell.

The Motion was carried.

**10. PROPOSED DATE & VENUE OF THE NEXT MEETING**

To be advised.

**11. CLOSING THE MEETING**

The Chair declared the March 31 meeting closed at 5.10 pm.

The Chair declared the April 1 meeting closed at 3:35 pm.