

**INTERNATIONAL SOCIETY OF ARBORICULTURE
AUSTRALIA CHAPTER (ISAA)
Teleconference of the Executive Committee
September 14, 2001**

The 3rd meeting of the Executive Committee of the ISAA for the year 2001, was a teleconference, held on September 14. It commenced at 6.00pm AET.

The meeting was entirely devoted to discussing and planning 'ISAA Conference 2001'.

Present **Cody Roy**
 Greenwood Roger (Chair)
 Lodge Marcus
 Lydon Tony
 Page Rodney
 Sharp Doug
 Sneyers André
 Sorrell Clive (Minutes)

Apologies Nil

MINUTES

1. FORMAL MATTERS

1.1 Attendance & Apologies.

Attendance and apologies as noted above.

Accepted by Roger Greenwood.

Seconded by Clive Sorrell.

2. AGENDA ITEMS

2.1 Conference speakers

Clive Sorrell explained the current status of the program and of the speakers listed in the Preliminary Program that was disseminated.

Several speakers have confirmed that they were willing to speak at the conference. Clive sent to them, and has received back, a 'Speaker Profile'

from each of these, advising of their requirements for presentation resources at the conference, specifying correct names and titles, the titles of their papers, and so on.

Some speakers listed in the Preliminary Program are not Clive's 'clients'. Lyndal Plant and David Balsamo will be contacted by Roger Greenwood to try to clarify the situation.

2.2 Conference exhibitors

An update on the status of exhibitors, was not provided.

2.3 Conference mail-outs

Brochures promoting the 'ISAA Conference 2001', and a Preliminary Program of Speakers, has been distributed widely. Roger Greenwood, Clive Sorrell, Tony Lydon, and the ISAA Administration Office, obtained and utilised databases of individuals who were targeted to receive conference mail-outs.

2.4 Post-conference Tour of Trees

André Sneyers requested an estimate of the number of people likely to participate in the Tour of Trees. He suggested that two small buses be utilised for the tour. Clive Sorrell did not like the suggestion because, for past tours, a single bus had been used, very successfully, as it enabled an on-board official to provide commentary as the tour progresses, and it enhances socialising and networking opportunities among the participants. André countered that some delegates on the tour may have to depart Canberra in the afternoon, and that these could leave on one of the buses when necessary.

Discussion ensued, and it was decided to leave the one bus or two buses decision, to André, organiser of the tour.

Clive Sorrell requested details of the proposed tour, for pre-conference publication. André said that an itinerary had not been determined. Tony Lydon suggested that the focus of the tour should be 'fun' not 'education'. All agreed.

André said that he would provide Clive with an itinerary within 24 hours.

2.5 Accommodation

Questions were raised about the number of hotel rooms that might be required by conference speakers, and delegates.

Tony Lydon informed the committee that a number of rooms were reserved at two hotels in Canberra, both relatively expensive, and that a deposit had been paid to secure the rooms.

André Sneyers declared that it might be difficult to find other hotel accommodation because Canberra was to be the venue of a number of important events in October.

Tony has booked 12 double rooms, and 12 'Queen' rooms, at Canberra's 'Crowne Plaza Hotel', 30 rooms at the 'Regis Hotel', and 36 beds at a 'back-packers' lodge.

Discussion ensued about:

the 'unknown quantity' of rooms required;

that fact that the ISAA is obliged to pay for the relatively expensive rooms held by the 'Crowne Plaza Hotel', irrespective of whether they are utilised;

whether the reserved number of rooms should be reduced or increased;

the necessity of ascertaining the accommodation requirements of the official speakers; and

re-iteration of the past decision by the executive to not reimburse the official speakers for the cost of their accommodation, but to waive the conference fee for them, and to provide them with \$300 of financial support if they originate within Australia, and \$500 if from overseas.

The ISAA Treasurer, Tony Lydon, stated that he is prepared to re-consider, post-conference, the matter of financial support for official speakers.

2.7 Promotional items

Doug Sharp is working at finalising promotional items for inclusion in the packages presented to delegates at the conference.

Tony Lydon expressed concern that the ISAA, post-conference, may be left with unsaleable items, and warned that the items, and their cost, must be carefully considered.

Rodney Page sought assurance that promotional shirts, some with the word 'Judge', and others labelled 'Competitor', will be provided to participants in the ATCC. This will be done.

2.8 Proceedings of the conference

Clive Sorrell will edit the Proceedings of the Conference.

Clive is formulating a document 'Guidelines for Formatting a Paper for the Conference Proceedings' and this will be sent to all speakers so that papers, when submitted, are consistent in layout and style.

It was proposed that the proceedings be produced on CD-rom for presentation to delegates at the conference. Clive Sorrell declared that he had asked for opinions of the idea and the responses were unfavourable. Delegates want to write notes on printed proceedings while attending presentations by conference speakers.

Doug Sharp offered to produce printed proceedings, free-of-charge, and to transport them to Canberra. His offer was accepted by the Executive Committee.

2.9 Official forms for the Annual General Meeting (AGM)

Clive Sorrell, ISAA Secretary, informed the executive that it is mandatory that the chapter provide the membership with particular official documents prior to the AGM, for presentation at the meeting. The documents are:

- 2.9.1 'Notification of the ISAA Annual General Meeting';
- 2.9.2 'Agenda for the ISAA Annual General Meeting';
- 2.9.3 'Nomination of an ISAA Member to the Executive Committee';
and
- 2.9.4 'Proxy Vote' form (for absent members who want to vote on various issues at the AGM).

Clive reported that he has created the forms, guided by the ISAA Constitution, and has forwarded them to ISAA Administration, in Sydney, from where the forms will be distributed to the membership.

2.10 Meeting & assisting arriving speakers

Clive Sorrell, Rodney Page, André Sneyers, and Lyndal Plant, will be rostered to meet official speakers at their arrival locations, and to escort them to the accommodation and conference venues.

Doug Sharp inquired whether there is a plan to give speakers a gift after their conference presentations. The idea was discussed.

Roy Cody offered to create turned-wood candlesticks, free-of-charge, as gifts for the speakers. Clive Sorrell specified that the gifts should be made from the wood of Australian trees.

2.11 Master of Ceremonies schedule

The task of introducing and thanking conference speakers during presentation of the conference program, will be allocated to various members of the Executive Committee, as in past years. Roger Greenwood will produce a roster for such a purpose, divided into two-hour blocks, when the program is finalised.

2.12 Australian Tree-climbing championships (ATCC)

Rodney Page confirmed that entry applications are being received from potential competitors, male and female, from across the country.

Thirty competitors can be accepted.

A venue for the ATCC has been confirmed.

Roy Cody will produce the award trophies. Rodney Page proposed that a sponsor be found to reimburse Roy for the expense of the trophies. The proposal was applauded and agreed upon.

André Sneyers advised that a large sign, promoting the ISAA, its activities, and its need for more members, should be erected at the ATCC venue. André will attempt to organise the sign. Clive agreed to provide images, and information for the sign.

Rodney Page requested photographs of past climbing championships for posting at the ISAA website.

2.13 Sponsorship for the ATCC

David Balsamo was not present to provide an update. Roger Greenwood will contact him to ascertain the status of sponsorship.

2.14 ISA Arborist Certification

Adam Tom was not present to provide an update. Roger Greenwood will contact him to ascertain the status of the certification program.

2.15 Lunches, refreshment breaks, and the post-conference official dinner

It was agreed by those present that more than 60 minutes is necessary for the lunch periods of the conference, and that 30 minutes would be suitable for each day's morning and afternoon breaks in the proceedings.

Other considerations when finalising the Conference Program, are that the AGM will follow the proceedings of Day 1 of the conference, and that following the end of Day 2, some delegates and members of the Executive Committee must prepare for the ATCC, and the Post-conference Dinner will take place.

2.16 Minutes of the Annual General Meeting

Tony Lydon advised that a staff member from the ISAA Administration Office will be responsible for recording and producing the Minutes of the AGM.

3. OTHER BUSINESS

Tony Lydon, ISAA Treasurer, announced that he would be absent, and overseas, during the conference and the AGM. He provided a brief update on the situation with the ISAA Audit.

Tony reported that an Auditor's Report will be forthcoming, and that the report will be presented at the AGM.

He announced that the auditor apologises to the Executive Committee because of the exceedingly lengthy process of auditing the ISAA, and because the auditor is finding it very difficult to have to criticise members of the ISAA Executive Committee, although it will be unavoidable.

Apparently, at the end of 1999, following the annual conference, the ISAA was \$12,000 in debt. By the arrival of early 2000, the chapter was less in debt, and since then it seems that the financial situation of the ISAA is not quite as dire.

However, the chapter is 'poverty-stricken', and questions have been raised by the auditor: the ISAA has not paid taxation, and as a constituted company, the chapter may be presented with a taxation bill. There are other outstanding debts that require further clarification.

The Treasurer believes that the ISAA will be able to surmount its current financial difficulties, but that this will require the election of dedicated, hard-working, individuals to the ISAA Executive Committee. Further, Tony reported that the current ISAA President, Lyndal Plant, is attempting to clarify the ramifications of the ISAA being a constituted company.

The Treasurer proposed:

That the ISAA Constitution be changed to delete the requirement that members of the ISAA Executive Committee are also required to be Directors of the Limited Company.

Seconded by Clive Sorrell.

Accepted.

Proposals to alter the constitution must be presented to the members at an Annual General Meeting, and a vote taken on the proposal. The proposal will be included in the Agenda of the Annual General Meeting 2001.

The Treasurer further announced that:

the ISAA had not been registered for GST;

that the auditor has suggested that the chapter would be considered 'small fry' regarding GST requirements;

that the ISAA may have to accept a GST fine of perhaps \$500;

that the chapter will be registered and will pay GST in future; and

all such issues will be resolved by the audit.

4. NEXT MEETING

The next meeting, of the post-AGM, newly-elected, Executive Committee of the ISAA, will be called by the Incoming President, Roger Greenwood, as soon as possible after the conference.

The meeting closed at 7.25pm AET.