

**INTERNATIONAL SOCIETY OF ARBORICULTURE
AUSTRALIA CHAPTER (ISAA)**

**Meeting of the ISAA Executive Committee
January 10, 2002**

The first meeting of the Executive Committee of the ISAA for the year 2002, was a teleconference, held on January 10.
The meeting commenced at 7.00 pm Australian Eastern Summer Time.

Present: **Galwey, David**
 Greenwood, Roger (Chair)
 Hallam, Craig
 Lodge, Marcus
 Lydon, Tony
 Page, Rodney
 Plant, Lyndal
 Romanski, Jerry
 Sorrell, Clive (Minutes)
 Taylor, Hugh

Apologies: Nil

MINUTES

1. FORMAL MATTERS.

1.1 Attendance and apologies.

Attendance and apologies as noted above.

Accepted by: Clive Sorrell.

Seconded by: Roger Greenwood.

2. AGENDA ITEMS.

2.1 Minutes of the previous meeting.

The Minutes of the previous ISAA Executive Committee Meeting, of November 15, 2001, had been read by the members of the executive.

2.1.1 Motion.

That the Executive accepts the Minutes of the previous meeting.

Moved by: Roger Greenwood.

Seconded by: Clive Sorrell.

The Motion was carried.

2.2 Amendments to the previous Minutes.

Nil.

2.3 Matters arising from the previous Minutes.

Item 2.2 in the previous Minutes (those of the November 15, 2001 teleconference), the proposal that the ISAA combine with Parks & Leisure Australia (PLA) for an ISAA/PLA Conference 2002, was discussed briefly. The ISAA Secretary, as Chair of the Conference Sub-committee, had, since the previous teleconference, distributed information updating the executive on the current status of conference planning.

The ISAA Treasurer outlined the importance of the ISAA gaining financial profit from the conference. The Treasurer asked for an estimate of the likely financial returns to the chapter. Financial estimates are not yet available but the issue will be discussed with the PLA.

The Chair of the Sub-committee reported that a meeting with PLA representatives, to discuss this issue, would occur within a few days. The executive will be informed of the outcome.

The Treasurer asked for discussions with PLA to clarify whether the ISAA could develop an independent sponsorship deal, and be provided with space at the venue for ISAA sponsors.

The ISAA's Immediate Past-President voiced her concern that the conference fee to those attending a joint ISAA/PLA conference, combined with the need for the chapter to make some profit, may cause the fee to be too high for many ISAA delegates.

The ISAA President summed the situation up by declaring that, on the one hand, the ISAA must be part of a financially viable conference. On the other hand, the time is fast approaching when the chapter must fully commit to the joint conference, or withdraw and begin planning the usual, independent, chapter conference.

2.4 Correspondence received.

Nil.

2.5 Correspondence sent.

Nil.

2.6 Reports from ISAA Officers.

2.6.1 President's report.

Nil.

2.6.2 Secretary's report.
Nil.

2.6.3 Treasurer's report.
The ISAA Treasurer, Tony Lydon, tabled the following report:

ISAA Expenditure October — December 2001

<u>Paid to</u>	<u>Date of payment.</u>	<u>Payment method.</u>	\$
Officeworks	September 24	Visa	124.80
Officeworks	November 20	Cash	20.00
Officeworks	December 7	Visa	19.98
Officeworks	December 7	Visa	11.20
Officeworks	December 12	Cash	3.54
			179.52
October teleconference (via Telstra)		Visa	754.80
November teleconference (via Telstra)		Visa	351.25
			1106.05
Optus – (02) 98632909 — October		Visa	103.97
Optus – (02) 98632909 — November		Visa	35.97
			139.94
Australia Post	September 21	Cash	7.85
			7.85
<u>Conference Reimbursements</u> (previously notified):			
Total reimbursements due on Visa			18237.11
Amount reimbursed (via cheque #004)			16000.00
Total outstanding			2237.11
Total Reimbursements due			3670.47
ISAA Administration, November, 69'0 hrs @ \$25 p.h.			1725.00
ISAA Administration, December, 84'5 hrs @ \$25 p.h.			2112.50

The Treasurer reiterated that all future ISAA events must be self-funding, and whenever such events receive sponsorship a substantial profit must be produced for the chapter.

Additionally, the Treasurer reiterated that all members of the ISAA Executive Committee must abide by the chapter's financial protocols for all future financial transactions.

The Treasurer briefly outlined his Draft Budget for 2002. The document had been distributed to the executive via e-mail.

The Treasurer described the chapter's membership situation. His office is continuing to clarify discrepancies between the membership database maintained in Australia, and the one maintained by the ISA Head Office in the USA.

2.7 Reports from ISAA Sub-Committees.

2.7.1 ISAA/PLA Conference 2002 Sub-Committee.

Clive Sorrell, Chair of the ISAA/PLA Conference Sub-Committee, reported earlier in this teleconference. Refer to Item 2.3, above.

Updates will be distributed by the chairperson before the next teleconference.

Action: Clive Sorrell.

2.7.2 ArborCamp Sub-Committee.

Roger Greenwood, Chair of the ArborCamp Sub-Committee, reported that a mail-out advertising ArborCamp 2002 is being prepared, and that the Student Association of The University of Melbourne's Burnley College, will be employed to handle administrative duties for the event.

An ArborCamp Budget will be produced soon and distributed to the ISAA Executive for approval.

Action: Roger Greenwood.

2.7.3 Australian Tree Climbing Championships (ATCC).

Rodney Page reported that all competitors at last year's ATCC in Canberra had been sent a letter containing the results of the competition, thanking them for participating, and congratulating their achievements.

He will send a letter of thanks to all who assisted in judging the events, and another letter will be despatched to thank sponsors.

Action: Rodney Page.

2.7.4 ISAA Arborist Certification Sub-Committee.

A report was not available for this meeting. The Arborist Certification Sub-Committee will report at the next meeting.

Action: Tony Lydon.

2.7.5 ISAA Website Sub-Committee.

A report was not available for this meeting. The Website Sub-Committee will report at the next meeting.

Action: Marcus Lodge.

2.7.6 ISAA Newsletter ('The Bark') Sub-Committee.

A report was not available for this meeting. The Newsletter Editor will report at the next meeting.

Action: David Galwey.

3. MOTIONS ON NOTICE

Nil.

4. OTHER BUSINESS

4.1 Insurance for ISAA members.

David Galwey expressed his opinion that the chapter should be offering 'deals' to its members as bonuses for belonging to the ISAA, thus helping to retain existing members, and attracting new ones.

Working towards this aim, David had enquired about insurance schemes that may be helpful to ISAA members working in arboricultural enterprises, aiming for the chapter to facilitate provision of an arboriculture-focussed insurance deal.

His enquiries are continuing with a particular member of the insurance industry, and David will report his findings, via e-mail, to the ISAA Executive Committee for future discussion.

All of the ISAA Executive Committee members present for this meeting voiced their support and recommended that David pursue the matter.

Tony Lydon, ISAA Treasurer, already has information about insurance for arborists because of his enquiries on behalf of the NSW-based National Arborists Association (NAA). Tony and David will liaise and discuss the matter further.

Action: David Galwey and Tony Lydon.

4.2 ISAA Executive Committee meeting at ArborCamp 2002.

A face-to-face meeting of the ISAA Executive Committee during ArborCamp 2002, had been proposed.

The Treasurer explained that, because of the many activities and distractions of ArborCamp, it would be more appropriate for the executive to meet away from the event, to enable full concentration without interference.

Various options regarding dates, times, and venues for the proposed meeting were canvassed, as well as costs to interstate executive members. A final decision about where and when to meet, was postponed.

4.3 Contacting ISAA members

The ISAA President wants to obtain the telephone numbers of all ISAA members so that they can be contacted directly by the executive. The President hopes to utilise this method to establish the needs of existing members, and to determine whether members are experiencing problems with their chapter.

The president's aim is to resolve outstanding grievances before the ISAA embarks on a major drive for new members.

Individuals on the ISAA executive, and members willing to assist in the task, will undertake the task of telephoning all members.

Tony Lydon, manager of the ISAA Administration Office, was asked to provide the president with the membership database information.

Tony will forward to the president, via e-mail, the current details of all financially subscribed members.

Action: Tony Lydon and Roger Greenwood.

4.4 ISAA Conference 2008.

It has been suggested that the ISAA play host, in the year 2008, to the ISA World Conference. Only one ISA World Conference has been held outside North America. The ISA has stipulated that its world conference will only occur outside North America at 8-year intervals.

The person in Australia who is willing to drive the planning for the ISA World Conference 2008, is based in Melbourne. Consequently, if the ISAA succeeds in its bid to host the conference, the venue will be Melbourne.

4.5 ISAA financial statements.

David Galwey asked whether the ISAA Treasurer could provide the Executive Committee with regular financial statements so that the executive can monitor the chapter's income and expenditure.

The treasurer confirmed that, eventually, his office will commence the process of providing financial statements to the executive. They will be issued monthly.

The ISAA Secretary will include the financial statements in the Minutes of meetings of the executive.

Action: Tony Lydon and Clive Sorrell.

5. MATTERS PENDING

Nil

6. MOTIONS WITHOUT NOTICE

Nil.

7. NEXT MEETING OF THE ISAA EXECUTIVE COMMITTEE

The next meeting will be called at a date that will be announced by the ISAA President.

Action: Roger Greenwood.

8. CLOSE OF THE MEETING

The meeting closed at 8.25 pm Australian Eastern Summer Time.
