

International Society of Arboriculture
Australia Chapter (ISAAC)

**Minutes of the Meeting of the ISAAC Executive Committee
July 25, 2002**

The fifth meeting of the Executive Committee of ISAAC for the year 2002, was a teleconference, held on Thursday, July 25, 2002.

The meeting commenced at 7.00 pm Australian Eastern Time.

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

Guest: Norris, Martin

Apologies: Sharp, Doug
Hallam, Craig

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 Amendments to the previous Minutes.

Nil.

2.2 Minutes of the previous meeting.

The Minutes of the previous meeting of the ISAAC Executive Committee, of June 13, 2002, have been read by the members of the executive.

2.2.1 Motion

That the Executive Committee accepts the Minutes of the previous meeting.

Moved by: Clive Sorrell.

Seconded by: Roger Greenwood.

The Motion was carried.

2.3 Matters arising from the previous Minutes

Nil.

2.4 Correspondence received

Nil.

2.5 Correspondence sent

Nil.

2.6 Reports from ISAAC Officers

2.6.1 President's report.

Nil.

2.6.2 Secretary's report.

Nil.

2.6.3 Treasurer's report.

Tony Lydon provided the following information:

A GST Registration Application has been sent by the ISAAC Directors to the Australian Taxation Office. When progress of the application was last checked, it had not been processed. As previously discussed, ISAAC might be subject to financial penalties due to prolonged clarification of directorships and company reporting matters. The ISAAC President, Roger Greenwood, will draft a letter to the relevant ATO department explaining ISAAC's circumstances. The Treasurer anticipates leniency from the ATO since ISAAC is a 'low-risk', 'low revenue', 'not-for-profit' organisation. As an 'authorised person', Roger Greenwood will also notify the ATO to amend the company contact details from 'Kienzel Services Pty Ltd', to a more suitable address.

Action: Roger Greenwood.

The Treasurer continued:

Final accounts for ArborCamp 2002 are not yet available. Follow-up with the ArborCamp administrators has ironed out several issues including stock left over, GST amounts paid, and invoices issued. Clarification regarding payment of invoices not showing an ABN has been passed back to the Burnley Students' Association. A letter has been written asking for the accounts to be prepared net of all expenses, including any further expenses required to resolve outstanding confusion or liability. ISAAC will then issue an invoice so that financial records are complete and the original invoices are held by the responsible party.

As noted in the previous Minutes, the Fungi & Trees Workshop presented by the Melbourne Arborists' Discussion Group (MADG), in liaison with ISAAC, produced an income greater than expected. This was largely due to the generosity of speakers, and excellent attendance. The net income from the workshop is \$2910.51.

TreeLogic, of Melbourne, has proposed that they charge ISAAC a \$25.00 'commercial rate' administration fee for each registration for the upcoming conference-related workshops by Francis Schwarze and Sharon Lilly. While ISAAC appreciates the need for TreeLogic to make a profit, Roger will speak to TreeLogic representatives to see if a better deal can be negotiated. \$2.50 has also been allocated by TreeLogic for 217 items in the mail-out.

Action: Roger Greenwood.

2.7 Reports from ISAAC sub-committees

2.7.1 Website Sub-committee.

A report was not provided.

The ISAAC Treasurer declared that publicity should be provided, at the ISAAC website, to the chapter's sponsors of this year's conference. Marcus Lodge will liaise with the ISAAC Webmaster to ensure that this occurs.

Action: Marcus Lodge.

2.7.2 Australian Tree-climbing Championships (ATCC) Sub-committee.

An update on the ATCC was not presented to the meeting because two of the organisers were absent from the meeting, having lodged their apologies with the executive.

Rodney Page will continue liaising with the other organisers when they return to their duties.

Action: Rodney Page.

2.7.3 Arborist Certification Sub-committee.

The Chapter hopes to conduct an Arborist Certification exam during the National Conference, in September.

Roger Greenwood and Martin Norris will liaise to organise it.

Action: Roger Greenwood and Martin Norris.

2.7.4 Newsletter Sub-committee.

The ISAAC newsletter Editor, David Galwey, confirmed that an edition of The Bark will be produced and distributed one month prior to the National Conference and the Annual General Meeting (AGM) of the Chapter.

Official documents for the AGM will be produced by the ISAAC Secretary, Clive Sorrell, and then sent to David for inclusion with the newsletter.

Action: David Galwey, Doug Sharp, and Clive Sorrell.

2.7.5 Membership Promotion Sub-committee.

Roger Greenwood will continue his work preparing for a membership promotion drive. He has solicited assistance from the executive and received offers of help.

Roger must first update and organise the membership database.

Action: Roger Greenwood.

2.7.6 ISAAC/AIH/PLA Conference 2002 Sub-committee.

The Chair of the ISAAC Annual National Conference Sub-committee, Clive Sorrell, reported that conference organising is progressing well and that registrations are being processed by the conference organisers, Waldron Smith.

Clive announced that, during the conference's Gala Dinner, an Awards Ceremony will be held. He asked the ISAAC Executive Committee to consider which individuals in Australian arboriculture deserve an award, and to nominate them. Additionally, notification of the award should be advertised in the chapter's newsletter together with a call for nominations from the membership.

The Treasurer, Tony Lydon, pointed out that the Chapter has not formulated an awards procedure or protocol. Therefore, the President proposed that, during this year's awards ceremony, the ISAAC offer only an 'Expression of Thanks', or present a 'Certificate of Appreciation', to nominated individuals.

Tony Lydon declared that each Life Member of the Chapter could be presented with an 'ISAAC Life Membership Certificate'. The executive members agreed.

Marcus Lodge offered to produce certificates for the awards ceremony.

It is necessary to develop an ISAAC Awards Protocol.

Action: Marcus Lodge, and all other members of the Executive.

3. MOTIONS ON NOTICE

3.1 Co-opting an ISAAC member to the Executive Committee.

Motion: That Martin Norris, Open Space Planner, Shire of Wellington, in Victoria, be co-opted to the ISAAC Executive Committee to fill a vacant position on the executive.

Moved by: Roger Greenwood.

Seconded by: Tony Lydon.

The Motion was carried.

The executive welcomed Martin Norris as a new member of the committee. Martin will Chair the ISAAC Arborist Certification Sub-committee.

3.2 Participation of the ISAAC Webmaster in meetings of the Executive Committee.

Motion: That Craig Hinton, Webmaster of the ISAAC website, attend and participate, whenever he is able, in meetings of the ISAAC Executive Committee.

Moved by: Roger Greenwood.

Seconded by: David Galwey.

The Motion was carried.

4. MOTIONS WITHOUT NOTICE

4.1 Compensation for ISAAC members who missed out on the 'Early Bird' Registration Fee for the conference because of membership database irregularities.

Motion: That ISAAC members who did not receive registration forms in time to take advantage of the 'Early Bird' registration fee for the upcoming ISAAC/AIH/PLA Conference 2002, have the monetary difference between the 'Early Bird' fee and the regular fee refunded by ISAAC if Parks & Leisure Australia will not do so.

Moved by: Roger Greenwood.

Seconded by: Clive Sorrell.

The Motion was carried.

4.2 Note of appreciation for service to ISAAC Administration.

Motion: That the ISAAC Executive Committee, on behalf of the membership, salute Annie Black, of the ISAAC Administration Office, for her excellent work on behalf of the Chapter.

Moved by: Tony Lydon.

Seconded by: Roger Greenwood.

The Motion was carried.

5. MATTERS PENDING

All matters pending from the previous Minutes have either been actioned, or will be actioned soon.

6. NEXT MEETING OF THE ISAAC EXECUTIVE COMMITTEE

The next meeting of the ISAAC Executive Committee will occur at 7.00 pm on Thursday, August 22, 2002.

7. CLOSE OF THE MEETING

The meeting closed at 8.33 pm.
