

**INTERNATIONAL SOCIETY OF ARBORICULTURE – AUSTRALIA CHAPTER  
(ISAAC)**

**MINUTES**

of the

**1<sup>st</sup> Meeting of the Newly Elected ISAAC Board 2003/2004**

- 1. DATE OF THE MEETING**  
September 9, 2003
  
- 2. VENUE OF THE MEETING**  
Sir Donald Bradman Room, Adelaide Cricket Ground, Adelaide, South Australia.
  
- 3. PRESENT**  
Cobbett, John  
Galwey, David  
Hallam, Craig  
Hamlin, Brett  
Hinton, Craig (Chair)  
Lodge, Marcus  
Norris, Martin  
Page, Rodney  
Sharp, Doug  
Sorrell, Clive (Minutes)
  
- 4. APOLOGIES**  
Nil
  
- 5. GUEST**  
Cathy Home, of Port Secretarial Services (the ISAAC National Administration Office).
  
- 6. AGENDA ITEMS**  
A formal Agenda was not provided. This was an *ad hoc* meeting held opportunistically in response to the election of the new ISAAC Board 2003/2004 and before the board dispersed after the ISAAC National Conference 2003.
  - 6.1 The board met, and had brief discussions with, Cathy Home who manages the ISAAC National Administration Office (Port Secretarial Services) based in Port Adelaide. Cathy had not met most of the board before.

- 6.2 The ISAAC Board discussed possible locations for next year's ISAAC National Conference & ATCC 2004. Because members of the Sydney-based National Arborists' Association of Australia (NAAA), and representatives of the City of Parramatta, had approached the board with a verbal expression of interest in hosting the events, the board agreed that Parramatta would host next year's events.
- 6.2.1 The ISAAC Board will produce a planning schedule to ensure that organisational tasks are completed in a timely manner for the National Conference & ATCC 2004. Board member Craig Hallam is Chair of ISAAC's National Conference Sub-committee.
- 6.2.2 The ISAAC Board needs a Sydney-based member to liaise with the NAAA and with the City of Parramatta, and to report to the board. It was decided that Hugh Taylor, a former member of the ISAAC Board, would be invited to re-join the board for this purpose.
- 6.3 During the ISAAC National Conference & ATCC 2003 in Adelaide, individuals representing arboricultural interests in Western Australia and the Northern Territory sought to establish closer ties with the ISA-Australia Chapter, hoping to host future ISAAC national events. The board is keen to raise the chapter's profile in both regions but currently there are few ISAAC members there. Consequently concern was voiced about attracting sufficient delegates if events were based in either Perth or in Darwin.
- 6.4 For the benefit of the board Clive Sorrell and Martin Norris discussed the recent ISA Certified Arborist examination that had been conducted in a meeting room of the Corus Grosvenor Hotel in Adelaide. This was the first examination utilising the new Australian Question Bank that had been regionalised and edited by Clive Sorrell. The examination process and the venue were successful. It was noted that improvements will be instituted when conducting future examinations. The board discussed ways of promoting certification. Martin Norris will continue his work as Chair of the ISA Certified Arborist Sub-committee.
- 6.5 During the ISAAC National Conference & ATCC 2003 an ISAAC sales and 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. Doug Sharp and other members of the board will discuss future possibilities.

- 6.6 The board will decide on a new logo for the ISA-Australia Chapter. Several options have been received and they are available for viewing at the ISAAC Website.  
The board hopes to re-launch the chapter, with a new logo, during January 2004.
- 6.7 For publicity, it was proposed that the chapter produce a '2004 Calendar of Arboricultural Events' for distribution to current and past members and others.  
Doug Sharp will co-ordinate development of the calendar and of a re-vamped range of chapter products bearing the new logo.
- 6.8 Several protocols essential to the professional functioning of the chapter are to be written and finalised. This issue will be discussed as a priority during the next meeting of the board.
- 6.9 In accordance with Item 6.7.1.2, Motion 2, of the Minutes of the ISAAC Annual General Meeting 2003, the meeting decided that specific members of the ISAAC National Board of Directors 2003/2004 will serve the following terms:

Cobbett, John (Treasurer)— three years.  
Galwey, David — two years.  
Hallam, Craig — three years.  
Hamelin, Brett — one year.  
Hinton, Craig (President) — three years.  
Lodge, Marcus (Vice President) — one year.  
Norris, Martin — two years.  
Page, Rodney — two years.  
Sharp, Doug — two years.  
Sorrell, Clive (Secretary) — three years.  
Thomas, Ruth — one year.

All members of the board may again be nominated during a future AGM.

- 6.10 A long-term issue involving a claim for financial reimbursement by member Adam Tom (former President and Representative to the ISA Board of Directors) was settled amicably.  
The board agreed with Adam's request that instead of payment he be granted Life Membership of the Australia Chapter, and that the remaining money be contributed to the ISAAC Tree-climbing Champions' Travel Fund.

The ISAAC Treasurer, John Cobbett, will send a letter to Adam Tom officially accepting his offer.

The ISAAC Vice President, Marcus Lodge, will create a 'Certificate of Life Membership' for presentation to Adam Tom.

- 6.11 The ISAAC President, Craig Hinton, outlined the need for a new 'Welcome to ISAAC' membership kit.

Craig Hinton will formulate the contents of the kit.

- 6.12 Ongoing members of the board complained about problems they were having with the ISAAC National Administration Office (Port Secretarial Services).

The problems generally were lack of responses to requests for action, complaints received from members about lack of service, and so on.

The board decided that an itemised list of failings, collated by the Secretary, would be presented to Port Secretarial Services. The company would then be given three months to improve service to the chapter's board and members.

## **7. DATE OF THE NEXT MEETING**

The next meeting of the ISAAC National Board of Directors, a face-to-face meeting, is tentatively scheduled for January 30 & 31, 2004. The venue will be the Northern Melbourne Institute of TAFE, Fairfield, Melbourne.