



Michigan Society of American Foresters

**APPROVED Michigan SAF Executive Team
Mackinaw City, Michigan
Audie's Restaurant
February 5, 2014**

Attendance: Joyce Angel, Jason Darling, Chad Fate, Chris Hohnholt, Les Homan, Ernie Houghton, Don Howlett, Bernie Hubbard, Craig Kasmer, Glenn Moll, Lee Mueller, Lisa Parker, Georgia Peterson, Andy Van Dyke

10:15am – Bernie Hubbard called the meeting to order.

1. Anti-Trust Statement – Reminder that no one will discuss timber prices.

Bernie reminded us that no one would discuss timber prices.

2. Secretary's Report, Approval of last meeting minutes – Lisa Parker.

Lisa Parker reported that she had neglected to bring copies of the last Executive Team meeting on Wednesday, October 02, 2013 for approval. She asked for patience and said she will email those minutes to the team for review and approval as well as bring them to the next meeting.

3. Treasurer's Report – Lee Mueller

Lee reported that 2013 came in under budget and that we hadn't yet used all the funds. Don Howlett asked about the Project Learning Tree honorarium and whether we had 'misjudged'? Lee answered that yes, the honorarium as received was \$250.00, not the \$200.00 that had been expected. He went on to state that he had mixed feelings about the Project Learning Tree treasurer responsibilities, that it was much more work than expected. He was beginning to develop a routine, but had to deal with 'last minute unexpectedness' and that the position was probably double the time investment of the MSAF treasurer position. As Project Learning Tree had \$30,000.00 in cash assets, he felt they could afford to pay more and that he will track his hours in 2014 to allow for a better estimate in the future.

He submitted the MSAF 2013 Budget Status Report and explained that it reflected the budget and expenses for 2013 and there were 'carry-overs' i.e. checks that were written in 2013 but had not yet cashed at the time the report was created as of December 31, 2013.



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Glenn Moll made a motion to accept the Treasurer's Report.

Second: Chris Hohnholt

Discussion followed on the topic of the Fall Meeting (Conference?) line item and the discrepancy between expected and actual revenue amounts. Lee explained there had been a communication error between himself, Bernie Hubbard and Terry Sharik in the fall, with the ultimate result being an overpayment by Michigan Technical University to MSAF in the amount of \$785.46. Lee recommended that if MSAF is to reimburse Michigan Technical University that it be dealt with in the 2014 budget. Chris Hohnholt said he would talk with Terry Sharik and see if reimbursement was needed.

Glenn Moll again made a motion to accept the report.

Second: Chris Hohnholt.

Motion passed with a chorus of ayes.

4. Education Fund Report – Chad Fate

Chad Fate began by explaining that in 2013 there had been a budgeted item for a Project Learning Tree teacher sponsorship but that it was not used in 2013. It was given that Bill Botti of the Michigan Forest Association was not in need of funds at that time but that they would accept them in 2014.

Chad then reported that a check had been sent to SAF National in 2014 that represented gross raffle ticket sales in 2013 and that the scholarship checks (to the Student Chapters at Michigan State University and Michigan Technical University) were backdated. Les Homan commented that he understood there should be a state raffle proceeds split of two-thirds paid to SAF National and one-third retained with the State Chapter. Chad answered that we get back more from National than we send in and that we used to send 100% and we could vote to change this again.

Lee Mueller made the motion to accept the Report.

Second: Don Howlett.

Ernie Houghton requested that Chad Fate note within the MSAF Education Fund Ledger which conference (Spring or Fall) the raffle tickets were sold at.

Motion passed with a chorus of ayes.

5. Council Report/Presentation – Gary Vander Wyst, District V Representative

Ernie Houghton reported that he has rotated off as District V representative on the council and Gary Vander Wyst is his replacement. He also reported that the council has approved a balanced budget amendment. There was a large donation of unrestricted funds that helped to balance the budget and there have been large cuts that include a reduction of the number of meetings from four to three and the elimination of a national convention meeting so that there will be no national support for council members to attend. Also dropped was support for non-voting members to attend



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council meetings. There will be no raises for staff as the National office is stretched thin.

National is still working to replace Michael Goergen but that he had stayed on long enough to broker the deal for the sale of the property in Maryland. Two of those payments have been received and the final payment is due at the signing of the purchase contract that has been scheduled for May, any delay will incur late fees. The National office is keeping the building footprint, a parking easement, the carriage house (which is rented out) and some small amount of green space.

The first payment was a few years ago and was used to fill a budget deficit and pay on a line of credit. The second payment was split between filling a budget hole, while the remainder went towards the office building restoration and into an endowment. There is a line item in the 2014 budget for an engineering study of the historic building as National is committed to the upkeep of it as an historic structure.

Lee Mueller asked what the plans were for the final payment from the sale. Ernie replied some would be diverted to the endowment and National was considering hiring a separate firm to handle these new funds.

Ernie informed us that the new Executive Vice-President position would heretofore be referred to as the Chief Executive Officer. Also that National elected to come under the new laws of incorporation for Washington, District of Columbia, meaning there will be new bylaws and no constitution although those new articles of incorporation have not yet been signed.

Discussion followed as to how this will change the governance structure and Ernie said the bylaws and the policies and procedures manual will cover much of the constitutional purpose and mentioned that bylaws are easier to amend than a constitution. It was clarified that the bylaws will become the major governing document.

Discussion then took place on the topic of the National budget with concern being expressed that the windfall from the property sale was used to plug budget holes in the past and what would be done in the future. Lee Mueller suggested the budget should be revamped.

6. LP Chapter Report

Jason Darling stated that there was not a lot to report on regarding old business. He was working on organizing the 2014 fall conference and working to create a 'leadership succession' document as well as draft an e-copy of the bylaws. He reported that the 2013 fall conference turnout was good. Lee Mueller mentioned that there had been a 2013 fall conference budget deficit but sponsorships covered this. Chris Hohnholt mentioned that Terry Sharik (of Michigan Technical University) "Thanked us all" and the proceedings from that conference were posted on the University website and should also be posted on MSAF's site as well. Bernie Hubbard commented that there were a lot of new faces and good interactions overall at that conference.



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7. UP Chapter Report

Andy Van Dyke reported that he has been busy planning the 2014 spring conference and had good ideas to help with the 2014 fall conference as well. He and Chris Hohnholt had been thinking there may be a need for an election for Vice-Chair in the fall as Tara Bal is currently in that position but will move to Chair as of January 20, 2015, thereby necessitating an election to fill her vacated position.

8. Other committee reports – Communications, Membership, Awards

Craig Kasmer reported on awards plaques and membership pins. There was no plaque to give the Forester of the Year recipient at the 2013 fall meeting so more were ordered and this expense was not expected and so not accounted for in the 2014 proposed budget. Also frames and pins need to be purchased and this should also be placed in the budget.

9. Old Business:

a. Green Book – Bernie Hubbard

Bernie asked Joyce Angel if these are being distributed. It was mentioned that Michigan State University Extension uses them and the question of whether there was a need for a reprint yet was asked. Both Ernie Houghton and Joyce Angle have a box. Georgia Peterson has placed a digital copy on the Michigan Forest Association 'WoodChip' thumb drive.

b. Michigan Forester – Tori Irving

Bernie Hubbard spoke with Tori, as she was not able to attend and reported that the latest issue should be published soon and that Tori had no other news.

10. New Business:

a. 2014 Budget Development – Lee Mueller

Lee told us that he would begin using a different software system for ease of use and less confusion. He informed us that the 2014 proposed budget was taken from 2013's actual expenses and let us know that he would like to keep a balanced budget and feels we need to fund raise.

Discussion of the proposed budget followed. The revenue side of the budget remained as the Treasurer proposed without any changes. The expenses ledger was discussed line by line with small changes in several items. Talk ranged over: green book printing, UP Auto Tour, Leadership Academy, Awards, Education Fund, and Meeting Support for Attendance. There was particular debate about the monies that are sent to the MSAF Student Chapters that revolved around criteria and goals. It was suggested that an application essay or funding proposals by the chapters should be required that would explain how the received funds would be used to promote active student involvement in MSAF.



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Also explored was the topic of a new “Development Coordinator/Committee” position on the Executive Team that would be responsible for contacting potential sponsors and donors and coordinating efforts between the UP and LP Chapters. This would eliminate the duplication of efforts at soliciting donations, for example: cash for scholarships and raffle items. The possibility of grant writing was also raised.

Ernie Houghton made the motion to approve the amended proposed budget.
Second: Don Howlett
Motion passed with a chorus of ayes.

It was requested that agenda item **c. Spring Conference Update** be moved up as those responsible for reporting needed to leave the meeting after the lunch break.

b. Spring Conference Update

Chris Hohnholt and Andy Van Dyke told us that the planning is in good shape, the speakers were lined up, and field tour destinations had been identified with several options being considered as some locations had better access than others. This insured the organizers would be able to respond to the weather vagaries effectively. Transportation issues were being ironed out and insurance needs were being investigated for the field tour portion of the conference. The presenter’s topics and abstracts were finalized and the Continuing Forestry Education credits were approved.

12:17pm - Bernie Hubbard adjourned the meeting for lunch.

1:30pm - Bernie Hubbard reconvened the meeting.

8. Other committee reports – Communications, Membership, Awards continued:

a. Science and Technology vacancy

This vacancy remains. The responsibilities include timely dissemination of forestry science and technology news from the National Board as well as technological and educational outreach.

10. New Business continued:

c. Conference Revenues

Bernie Hubbard reminded us that a few years ago a motion was passed to the effect that conference organizers must plan on \$1,500.00 in conference revenues. Proceeds from our conferences are essentially some 60% of our budget as currently conceptualized so if we don’t aim for a \$1,500.00 buffer, many budget items would need to be eliminated. Ernie Houghton added that organizers must plan for a certain margin



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over costs and for attendance uncertainties, especially if we are trying to run a balanced annual budget.

Discussion followed on the topic of how to keep costs down and the results from past conferences.

d. Fall Conference

Jason Darling informed us that the LP Chapter organizers would build upon the UP Chapter Spring Conference Regeneration topic, and that David Neumann will be helping. If there were to be a field component, Jason would like help with site selection after the topics are nailed down and felt it is most important not to duplicate but complement the Spring Conference.

Discussion followed on the topic of setting the date resulting in the decision to shoot for the week of October 20-24, 2014. Jason clarified that the organizing team would include Chad Fate, David Neumann, Joyce Angel and Lee Mueller.

e. Leadership Academy– Bernie Hubbard

Bernie noted that we have talked quite a bit on this topic already. The dates would be August 03 – 06, 2014 in Iowa. There need to be five MSAF members to participate and help organize: Lee Mueller, Bernie Hubbard, Georgia Peterson, Ernie Houghton, and Bill Cook. As to the question of who will attend, possibilities include: Jason Darling, Lisa Parker, John and Tricia St. Pierre, Ben Stein, Jocelyn McClure and Julie Crick. Jason commented that the list of new executive officer nominees may be appropriate and could be pulled from the names above.

f. Awards and Fellow/Field Forester nominations

Bernie Hubbard brought up the fact that we had no nominations for Fellow or Field Forester Awards last year and that as a State Society we are deficient in nominations. Fellow nominees should have local, state, and national involvement. Ernie Houghton mentioned that the National district wide Presidential Field Forester award is more casual but that the Fellow is more formal and experience must be exact. Don Howlett would like to see active SAF participation as part of the basic criteria for nomination.

g. Auto Tour Update – Glen Moll

Glenn reported that there is an order by the Michigan Department of Transportation for 11,000 brochures and asked Don Howlett what stage the 'app' development was at. Glenn also let us know that a new print company is needed and so credit references would be required. The question of whether bids should be sought was brought up. Glenn informed us that there are some map edits that need to be made and he needed to know if we should wait for the 'app' to be ready to print a large run. If it is the case that we elect to wait, then we could choose a small print company



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and get only a few, but that it seems important to use a Certified Printer (sustainably sourced paper and safe enviro-friendly disposal of chemicals, etc.). The entire run should cost about \$4,000.00 but if we do it in more than one batch it will cost more.

Bernie Hubbard stated that a rest area employee from the Michigan/Indiana border told him that the MSAF Auto Tour is their most popular brochure.

h. Auto Tour App Update – Don Howlett

Don reported that at the Fall Executive Team meeting, it appeared that the ‘app’ was nearly ready to go with only a few tweaks needed. That is still the same situation. The Northern Michigan University professor that is developing this for MSAF is doing it for free and has mentioned that perhaps he will bring in a student to help wrap it up as well as find a stipend for the student to develop an IOS (Apple) ‘app’ too. Terry Sharik (via Chris Hohnholt) is working to help find a home server. Don said that is the key, without a home, the ‘app’ is dead in the water. He expressed surprise that it was not yet finished, and said perhaps he should have leaned on the developer a little more. There is a small cost associated: a one-time developer license, of \$25.00 for Android, and \$100.00 for IOS. Lee Mueller suggested that we talk to National to use their developer account as they already have an Android-only ‘app’.

Don felt that it shouldn’t take more than a few hours to tweak and finish, then it will need to be loaded to a server and a QR code created. Glenn confirmed at Bernie’s request, that we have run out of Auto Tour brochures and that there is an order for 11,000 pieces and perhaps a 3 or 4 week lag time for printing. Chad Fate reminded the Team that we would need to place a ‘social media link’ in the brochure as well.

Bernie decided we should table the decision to print until the March meeting.

i. Lower Peninsula Leadership

This discussion began with Lee Mueller stating that with Georgia Peterson moving from the LP Chapter Secretary/Treasurer position into State Chair, it leaves only Jason Darling as LP Chapter Chair with no Vice-Chair, Secretary, or Treasurer. Possible nominees to fill these vacancies include: Ben Stein, Jocelyn McClure, and Tricia St. Pierre.

Chad Fate mentioned that perhaps the LP Chapter bylaws should be changed to mimic the UP Chapter and the State Society. Both have two-year terms that actually end up as a service period of six years because the Vice-Chair position is a ‘feeder’ for the Chair position and both pre- and post- positions are passive. However the perception is that it is a long time commitment.

Discussion continued on the topic of the system used by MSAF and UP Chapters as well as National and what other states are doing. Jason Darling asked that with nobody in the position, was it necessary to have an election, because it is an emergency situation, couldn’t we just place someone as Interim?



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Lee Mueller stated that he was going to lob a grenade into the discussion and went on to ask; If we are having trouble filling the LP positions, is it time to disband the chapter? He went on to bring up the possibility of a five-year strategic plan, which was met with a positive response by Bernie. He had one more suggestion; that if there was not enough membership to fill an LP Chapter board, perhaps there should be only an LP Chapter representative.

j. Development Coordinator/Committee

Don Howlett stated that there are so many things that MSAF is looking to sponsors for help with: conferences, raffle fund, auto tour, education fund, green book, and leadership academy. There is just a boatload of things that we are asking the same donors for and it seems as if we need one person to focus fundraising efforts, that we need development focus so that we are coordinated and strategic – particularly if we are going to tie our budget to fundraising. Members commented that this topic should be connected to a five-year strategic plan.

Ernie Houghton moved to create two committees – strategic planning and development, with the State Chair assigning members.

Second: Joyce Angel.

Motion passed with a chorus of ayes.

Bernie Hubbard named himself, Georgia, Lee and Doug Heym to the Strategic Planning Committee.

Don Howlett made a motion to adjourn.

Second: all.

Motion passed with a chorus of ayes.

3:45pm - Bernie Hubbard adjourned the meeting.

ATTACHED: Treasurer's Reports

- a. 2013 Year-End Summary
- b. 2014 Proposed Budget