

February 7, 2022 Virtual Board Meeting via Zoom 1:00-3:00 pm EST

\*\*\*PLEASE NOTE\*\*\*

The first section of these minutes are based on President Robin Hanes' notes; Secretary Alison Brill was unable to attend due to technology problems. The second part of these minutes are Alison's, taken from a recording of the meeting.

Attending: Barbara White, Robin Hanes, Michelle Cormier, Tim Maywalt, Mary Spear, Penny Kaiserlian, Mark Zollinhofer, JoAnn Dalley, Kathy Nepote

Secretary: Alison Brill

Request for Alison's minutes: She will do this when she is able.

President's Report: Robin Hanes

Robin met with Rob Farrell and felt that the meeting went really well. He has an office by the roof with windows so you feel you are in the trees. He had received the report Robin and Barbara prepared for him regarding the CATS nursery. It proposed that CATS have tree sales at the DOF. He agreed that we can have sales there. We will let him know the date the spring sale will take place and a few more arrangements will happen then.

The board discussion indicates a preference for having the sale on the main campus, front of the building. Dates of April 9, 16 or 23 were discussed.

**JoAnn called for a vote on the date of April 9, which was seconded by Mary. The vote for this date carried, 5 to 2 abstains.** (Barbara no longer has a vote that counts. Mark can't vote.)

Research has begun on the topic of Memorial Trees. Carol Carter, Edith McHenry and Marjie Giuliano have volunteered to work on researching how other communities' parks, gardens and nonprofits' officials set up and have experienced Memorial Trees Programs.

Highlights so far include:

Carol Carter spoke to Garden and Park officials from a number of locations.

\*Gardens can charge \$2-4,000 per tree. They sometimes offer a lifetime guarantee.

\*Others suggest a 5-year limit on replacing trees.

\*Sometimes replacement with the same tree isn't possible.

\*Sometimes there is an issue with the location over time and the tree must be removed.

\*One park to meet donors' trying to replace 5 trees.

\*Anne Little of Fredricksburg says they don't offer Memorial Trees because "It sets up expectations that can't be met."

Tim said city officials will have different information to report. Robin believes Edith is now working on this kind of community programs.

Mary added that she has a good list of questions our volunteers can use for the inquiries that she will send them.

Mark said the City Tree Commission just attached a donation button to the Tree Commission Website to facilitate donations to their Funds for the Forest account. They don't have a Memorial Tree

Program set up right now, though Robin said people do get memorial trees through Parks and Rec when requested. JoAnn said there is a group of Dogwoods that are said to be Memorial Trees by the Y. The possibility of offering trees as memorials when CATS does plantings was discussed.

Mary reported that Anne Benham, who previously proposed that CATS arrange a symposium on Global Warming, had a good suggestion for a speaker: Steven Matthews of Ohio State, an associate professor, who was recommended by a woman from the Institute for Applied Science, involved with the Tree Atlas.

Mary offered Anne the position of finding speakers for CATS membership meetings but Anne cannot do it.

Robin let the board know she has bought the book, Old Growth: The best writing about trees from Orion magazine, for board members. It is a little anthology of good writing she recently enjoyed. She thanked board members for what they are doing for CATS. A copy will also go to Anne for the library. One of the writers describes moving a group of trees near extinction to another location to see if they might survive better, in response to global warming.

Robin reported that Michelle saw Cedar trees being cut down at Chris Greene Lake Park. They had been damaged, but Michelle questioned the Parks and Rec staff about whether the trees required removal. The staff was unable to say why they were cutting them down. Michelle asked Robin if there is something that could be done about situations like this.

Kathy said she would talk to Jim Barbour, head of Albemarle Parks, since she is working with him about planting this year.

Barbara said she hopes we can plant a lot this year.

JoAnn suggested a volunteer be available for members to call so that one source communicates with officials about concerns. There was agreement that this is a good idea.

Tim said he is working on a class, based on trainee requests, informing members about how to deal with tree issues related to municipal government. There will be an Education Committee meeting about this on Friday, February 18.

Michelle said people come to her often with concerns about treatment of trees.

Mark said the Tree Commission studies show 70% of land is privately owned. The Board agreed that we can do nothing about trees that are on private property. Since it can sometimes be difficult to tell what is publicly or privately owned, it would be useful to have copies of maps with this information.

Mark said the Tree Commission is trying to fight city code that allows new construction to be built right up against sidewalks without any trees included.

Barbara clarified that it is the responsibility of the President to order name tags and distribute them. She had found that seven trainees already have 25 hours of volunteer work.

Trainees receive certificates at the completion of class, hats after their first 25 hours of volunteering, and wooden name tags after their second 25 hours of volunteer work.

Possibly, CATS could give out the wooden name tags in December, which would account for the entire previous year's activities.

The Board agreed that members should be required to pay to replace lost or broken wooden tags. A notice from Libby would ask for names, after Robin finds the price for ordering small numbers of tags.

Past President's Report: Barbara White

Barbara thanked everyone in attendance who helped with pruning at the arboretum. Ten people showed up. Much was accomplished but a lot of work remains. The Projects Committee will come up with another date to continue work there.

DOF is encouraging everyone to participate in the "My Tree Counts" project. Barbara has summarized the information from the DOF website for distribution so that people know how to do it. It is an effort to get a statewide count of how many trees get planted. Individuals, HOAs, and tree planting projects should all keep counts to submit. Barbara believes that folks can include trees planted in the past several years, too, but will check with the DOF on how far back is acceptable.

Barbara particularly wants the Tree Commission to also be aware of this program, and will make sure Libby has the details to send out in a blast as well.

President Elect's Report: JoAnn Dalley

JoAnn had nothing to report specifically at this time, but did express how happy she was to be at the meeting with everyone.

Treasurer's Report: Michelle Cormier

Robin asked Michelle to hit the most important bullet points from FY 2021. These are:

- CATS now uses QuickBooks, which should allow for greater flexibility when treasurers turn over terms; it also means the information is archived in the cloud.
- 2021 income bounced back from pre-pandemic levels (and set a record, at least from as far back as 2018) to \$42,100.
- The spring and fall tree sales brought in another record amount (from 2018 forward) of \$5,770.
- CATS received a grant, written by Barbara, from Virginia Trees for Clean Water of \$4,578.
- Kaplan (sp??) supplied \$2,500, most of which has been spent on tree planting at Tenth and Page.
- CATS received \$7,500 in donations, three of which were over \$1,000 each.
- A "Donate" button has been added to the website. It links to PayPal. There has not been a lot of activity with it yet.

Michelle added that she is working on getting her arms around the many tech subscriptions -- 12-- that CATS uses, and thanked people for sending information helping with this. She will develop a spreadsheet.

One tech expense Michelle has been working on is the subscription to GoDaddy. We have three expenses with them: \$215/year (or two years? She's checking) for web hosting, \$190 annually for the SSL certificate (security), and \$240/year (or \$179/year if we pay for the whole year at one time) for the back door security package we adopted after our website was hacked. The total to GoDaddy is currently \$644 at the most, depending on whether the web hosting amount is for one or two years.

Michelle will share this summary at the next Members Meeting.

The January report has been sent out. CATS spent \$955 in January on various expenses, the bulk of which were tech subscriptions.

2022 income in January was \$5,643. Most of that was the grant of \$4,578. Dues collected amounted to \$1,020.

Robin and Michelle reported for Libby that of 147 currently listed members, 69 have paid dues, and 26 new trainee members don't need to pay them. That adds up to 95 paid members. Libby is emailing the unpaid members as well as thanking those who have paid, because many forget. Six trainees sent dues in. Libby tore up these checks after telling the trainees that their first year's dues are included in the class fee. One trainee left the \$20 as a donation.

Cash on hand today:

Money Market account:	\$25,135
Checking account:	7,720

Michelle and Barbara clarified that nonprofits should generally have one year's operating expenses on hand as reserves; for CATS that's about \$20,000. Two years' worth in the bank as reserve is also acceptable.

Michelle has not finished the final budget for 2022 since tech expenses are still being compiled. Administrative budget at the moment is \$3,840, a number Michelle feels comfortable with.

JoAnn suggested that Michelle (or Mary) generate a pie chart showing the breakdown of expenses. This is easy to read and not too technical and would benefit interested members.

At this time, projected expenses for 2022 are \$20,695. Expenses for 2021 were \$20,900. Each of the several years' previous expenses were in the \$20,000 range.

Income is hard to predict. The only solid number is class dues at \$5120.

Other estimates are:

Tree sales:	\$5000
Communications:	300
Dues:	2500

Grants: 1130

Tree sales income may vary this year. Several factors have changed: the location of the sale, not holding the sale in concert with another group, the trees may not be leafed out yet, etc. Nonetheless, estimated tree sales income is \$5000.

Donations are always unknown, and there may be other grants.

At this time, Michelle feels comfortable estimating income for 2022 at \$14,130.

She estimates expenses as follows:

Administration:	\$3840
Communications:	2330
Education:	6450 (including a possible \$1800 grant for trees)
Projects:	5400
Tree sales:	2675

Therefore, present estimated expenses are \$20,700.

Another factor contributing to unknown expenses at this point is that CATS has requested a reduction in rent at the DOF nursery. No decision has been made.

Official approval of the 2022 budget was postponed to the March board meeting so that Michelle can have more time to accurately detail the tech subscriptions line item.

Mary suggested putting a "Donate" button not only on the website home page, but also on communications we send out, Tree Walk information, etc. just to remind people that they're getting something for nothing.

Education Committee: Tim Maywalt and Mary Spear

Tim mentioned that following the virtual winter ID class that Emily will teach on February 22, she offers in-person Tree Walks. He is concerned about having tree walks with Covid still rampant. Already, the maximum of 15 people have signed up for the in-person Tree Walk on February 26.

A discussion of the pros and cons followed. **JoAnn motioned, and Robin seconded that the Board vote on whether CATS should allow an in-person Tree Walk, with the requirements that all participants be vaccinated (including boosted) and bring proof thereof, and wear masks.** Everyone agreed that social distancing on a Tree Walk is impossible.

**The motion carried with 6 votes in favor of allowing a Tree Walk.**

HOWEVER, it was agreed that the final decision should be Emily's alone.

Robin volunteered to help Emily at the Tree Walk by checking vaccination cards and making sure Tree Walk participants wear their masks the whole time.

Mary brought up the fact that she has reserved 12 sessions at Ivy Creek for the training class and for (possible) in-person membership meetings beginning in September. In the past, CATS has made a charitable donation of \$1000 to Ivy Creek per year. Mary requested a charitable donation of \$500 this year to secure the ability to use the Ivy Creek facility on those 12 days.

Kathy had to leave the meeting, so asked that the Board resume discussion of this issue next month. All agreed.

Tim reported that there are no additional tree walks scheduled at this time.

The presentation for late March is on selecting, planting and caring for trees.

April's presentation will be on spring invasives.

The workshops that the Committee is preparing are mostly in-person, so those have had to be suspended for now.

#### Projects Committee: Kathy Nepote

Kathy reviewed the fact that January was tough because of weather. February has more events scheduled, mostly pruning. The Committee will be meeting soon to establish dates.

JoAnn added that Chris gathered a bunch of people to work on the Madison side of the Burnley project (owned by the City) while CATS works on the school side (owned by the County).

#### Communications Committee: Penny Kaiserlian

Penny reported that the first mailing using MailChimp has gone out. Most responses have been positive. There is another meeting scheduled to continue working on it.

Robin noted that she had trouble registering for an event through the link provided in MailChimp. There was a discussion about why this might happen, but it is not clear. Penny said that some folks had trouble no matter how she gave them the link. The glitch may be associated with the person having a Gmail account, but this is unknown.

#### Miscellaneous Business:

JoAnn mentioned an educational opportunity through the annual Landowner Woods and Wildlife Conference in Culpepper on February 26. She will attend and plans to take material about CATS for a self-serve table.

As to Drobox, Mary and Tim determined that we need the subscription allowing six users, which costs \$204. JoAnn asked for the log-in credentials; Mary will send her those.

SurveyMonkey does not respond to any attempted contact from Tim. We only needed it for one month, so he is trying to cancel. Michelle will involve the credit card used to pay them initially and see if that gets any reaction.

Meeting adjourned.

Respectfully submitted,  
Alison Brill