

February 6, 2023 Charlottesville Area Tree Stewards Virtual Board Meeting via Zoom 1:00-3:00 pm EST

Attending: JoAnn Dalley, Robin Hanes, Gregg Korbon, Michelle Cormier, Alison Brill, Mary Spear, Kathy Nepote, Penny Kaiserlian, Barbara Monfort, Barbara White, Jean Umiker-Sebeok, Helen Gregory, Marion Baab

Secretary: Alison Brill

The motion was made, seconded and passed to approve the January 2023 minutes as submitted.

President's Report: JoAnn Dalley

The Board agreed that beginning in March board meetings will convene half an hour later at 1:30 pm EST.

JoAnn mentioned the Woods & Wildlife Conference at the Daniel Technology Center in Culpeper on February 25. She is going and will set up a self-serve CATS information table there. If anyone would like to carpool with her, please send her an email.

Past President's Report: Robin Hanes

Robin and Barbara W raised the issue of the MOU that CATS signed with the City; Kathy reviewed the history of the document and explained that she is using a version of the waiver with the City when doing projects in the County until a county-specific one is written.

The main outstanding issue with the City at this time is the CATS shed, which is on City property, and whether CATS has official permission to have it there. The Board is also concerned about whether the shed is insured.

JoAnn agreed to follow up with the City and the County as to the MOUs and also to check the insurance policy regarding whether the shed and its contents are covered.

President Elect's Report: Gregg Korbon

No report at this time.

Treasurer's Report: Michelle Cormier

January income: \$400 (mainly membership dues)

January expenses: \$317 (mainly technology subscriptions)

Michelle reviewed the nametag expenses, past and upcoming, and the funds Mary requested for printing the class certifications each year.

Charges for Moodle were discussed.

Mary explained that CATS has the option to pay Zoom an extra \$50 on occasion to add additional spaces for our classes, which are filling beyond our current capacity. The donations coming in from the classes can pay for the additional Zoom fees, and then some. Mary can monitor how many people sign up for online events and decide on an ad hoc basis whether to upgrade Zoom. The Board agreed to her strategy. The one-time Zoom charges will be a line item under Technology for budgeting purposes.

The Board considered various ways of setting up meetings on Zoom vis-a-vis its interaction with TIF. They decided to try adding a Zoom link to meetings and online events on the website calendar a few days before events so that members may access the link from there.

The 2023 projected budget was discussed.

Mary presented the main points included in the Communications budget, including printed materials (e.g., Tom Wild's tree ID wheel and the trifold brochure, which needs updating) and advertising. Printed materials will be budgeted under Tabling.

The Education budget was submitted identical to 2022. Board members suggested ways to adjust the budget and plan for the unknown about whether grants will or will not add to the final budget. Barbara M said that she would update and resubmit her proposed 2023 budget based on this discussion.

The Nursery and Tree sales budget as well as the Projects budget are largely covered by grants.

Rent at VDoF is paid up.

Projects Committee: Kathy Nepote

Barbara is pursuing a grant in order to purchase trees to plant at Chris Greene Lake park.

Due to the length of this meeting so far and its focus on budgetary matters, Kathy recommended that folks consult the calendar for complete current project information.

Communications Committee: Mary Spear

Mary reported that the CATS website was down for two days last week. The web hosting service, GoDaddy, was at fault because of an SSL certificate issue. It has been fixed but perhaps CATS should consider a different provider given this mistake by GoDaddy.

Mary has located a website developer. Plans to redo the website are coming together. Chris Vanden Wymelenberg (a/k/a Chris Van), Mary and Rebecca will take the lead. As the redesign progresses, Mary will contact those most responsible for the content of various pages for input. The projected timeline for the website redesign is six months.

Joe Simard would like to retire. Barbara W volunteered to take over some of his TIF management duties along with Walter Morgan.

Rebecca Cox may become involved in the Facebook account as administrator. She is going to set up a CATS Instagram account, which she will link to the website and Facebook.

Jacki Vawter no longer wishes to be Facebook administrator.

Chris Stroupe volunteered to post meeting minutes to the website. He may also help line up speakers along with Natasha Heller. Both are members of the 2022 class.

Barbara M and Mary plan to coordinate tabling between Education and Communications to potentially increase the volunteer staff and reduce the amount of work falling to Anne B.

The library has been moved. An opening may be planned.

Education Committee: Barbara Monfort

The Committee reached out to former tree walk leaders; they all agreed to lead walks again. Another new tree walk leader workshop has been tentatively scheduled for March 4.

On Friday, there will be a meeting with 2022 class grads who have indicated an interest in helping with tree basics classes.

Barbara M, Mary, and Anne will meet at the library to discuss coordination of future tabling events.

Tree Commission Liaison: Jean Umiker-Sebeok

The Tree Commission has arrived at its last phase of preparation of their annual report to the City. Jean hit on many of the key points but was not in a position to disclose details before the final report is done.

Jean needs to report twice per year to the Tree Commission about happenings at CATS, once on March 7 (this year) regarding CATS's Arbor Day plans and once in December with a summary of the year's activity. Arbor Day plans were discussed, and it was suggested that Jean have access to the CATS annual report to help with her year-end report to the Commission in December.

Additional/unfinished Business: JoAnn Dalley and Robin Hanes

JoAnn would like to talk more fully about the memorial trees documents at the March meeting. Robin outlined a couple of concerns she became aware of with the documents by speaking with lawyers and said she may talk to another lawyer for additional input.

JoAnn called for a discussion at the next meeting of how to handle letters the president needs to write between board meetings when she needs immediate feedback and/or approval from the Board for sending such letters.

The next board meeting will be on March 6, 2023.

Meeting adjourned.

Respectfully submitted,
Alison Brill