



Bill Adamsen &lt;bill.adamsen@gmail.com&gt;

## DRAFT Minutes from the CT-TACF Board Meeting 5/9

1 message

Bill Adamsen <bill.adamsen@gmail.com>

Wed, May 17, 2006 at 10:40 AM

To: david bingham , "Garrett A. Smith" , gayle kida , James W Gage , John Anderson , Pat van de Kamp , PHILIP ARNOLD DR , Robert Gregg , "Theodore J. van de Kamp" Cc: Sara Fitzsimmons , Leila Pinchot , Marshal Case

### Minutes of the CT-TACF Board of Directors Meeting Tuesday - May 9th, 2006

The Meeting was Hosted by Members of the Woodbridge Land Trust at the Center Building in Woodbridge, CT. With much thanks to Dr. Robert Gregg for making the Arrangements and bringing refreshments.

#### Call to Order

- Meeting called to order at 6:45pm

#### Roll Call

- Board Members Present: Rod Longley, Pat Van de Kamp, Bill Adamsen, Gayle Kida, Charles Dobos, David Bingham, Robert Gregg, Philip Arnold, Jim Gage, Garret Smith
- Others Present: Sara Fitzsimmons, Leila Pinchot, Michael Raymond, Lawrence Grotheer, Joe Calistro, Dr. Jim Sabshin, Mr. Robert Fries
- It was noted that 10/11 members of the Board of Directors was present constituting a quorum by meeting the requirements of Article V Section 6, that at least half the Directors be present.

#### Approval of Previous Meeting Minutes

- Request to review minutes was made, no questions. Motion by Robert Gregg to accept the minutes. Seconded by Jim Gage. There was no further discussion. The vote to approve was unanimous. Motion Carries.

#### Reports

- **Presidents's Report (Bill Adamsen)**
  - New England Science Coordinator. Bill introduced Leila Pinchot who has been hired via a Pew Charitable Trust Grant, as the New England Regional Science Coordinator to support CT, MA, ME and VT.
  - Strategic Plan Review. Garrett Smith remarked about adding a goal for more educational studies. He was referred to #12 of the plan and agreed. Motion was made by Robert Gregg, seconded by Philip Arnold and the **vote** to accept the strategic plan was passed unanimously.
  - Privacy Policy. The President (Bill Adamsen) opened the forum to a discussion on the privacy statement outlined in our meeting packet it contained 11 sections. A motion was introduced by David Bingham to accept the policy. The **vote** to approve was carried unanimously.
  - IRS Final Letter of determination. The President **reported** that we received a Final Letter of Determination acknowledging that we are now recognized as a "Public Charity" under 170(b)(1)(a)(vi) of the 501(c)(3). The full letter is available from the Documents Repository Section of the Chapter Website.
  - Board Committee Appointments (Organization Chart). According to the Bylaws, Article IV, Section 1 and Article V Section 3, the President recommends the Committees and the Board approves (or rejects). The President presented presented a request to accept his nominations for Committee Assignments. Gayle Kida as Tree Breeding Coordinator, Garrett Smith as Education Coordinator, Jim Gage as Finance Coordinator, and Bill Functioning in interim (until volunteers can be recruited) as Communications, Membership and Data Management Coordinators. These Coordinators are responsible for the budgets assigned to their Committees. They are expected to reach out to the membership to recruit members to assist them with their responsibilities. Motion to accept the organization chart was made by Robert Gregg seconded by Rod Longley. The **vote** to approve carried unanimously.
  - Orchard Agreements. The President reviewed the agreement reached with Great Mountain Forest Corporation (GMFC) and requested a Board Vote to approve. We have been notified that the GMFC board has voted to accept the agreement with the intent of completing a pollination in 2006, and installing a research orchard for planting in 2007. In reviewing the agreement the subject of the 60 days notice for CT-TACF to conclude orchard activities and remove materials was discussed. Should we try to extend that period? Sara Fitzsimmons advised that that would be sufficient time to do what was necessary. A motion was made by David Bingham and seconded by Robert Gregg. The **vote** to approve carried unanimously.
    - Bill reported that he had made progress working with three land trusts; The Greenwich Land Trust, The Litchfield land Trust and the Aspetuck Land Trust. All have interest in participating with orchards, all have interest in test orchards, but no specific plans have been identified for any of these groups as yet.
  - Intern Agreement. The President reviewed an application sent to Duke University for a fully funded summer intern to be paid through the Stanback Conservation Internship Program. He advised that they had not been successful in recruiting a candidate but both he and Sara Fitzsimmons (Program Administrator) held hope that an opportunity might yet arise. There was a move to authorize the President and Sara Fitzsimmons to try again to recruit students into an internship with CT-TACF. Sara will contact

Duke again and report back to the board. A motion was made by Robert Gregg to accept the agreement and seconded by Jim Gage. The **vote** to approve carried unanimously.

- **Chattanooga Board Meeting.** The President **reported** that he attended the Spring Meeting in Chattanooga. He circulated plans for new research operations facilities at Meadowview paid through a grant by Mrs. Price. He also reviewed other highlights from the meeting including his own appointment (by the Executive Committee) to prepare a process for analysis of the TACF Administrative facilities location evaluation when current TACF President retires in 2008. A full report was presented in the distribution packet.
- **Grant Requests and Status.** Bill reported that we expect to hear on the Norcross Grant by June.

- **Finance - Treasurer (Jim Gage)**

- **2005 Financial Report.** Presented by former Treasurer (Bill Adamsen) along with the letter of audit (both available on Chapter Web Site) from John Baker, Treasurer of the Litchfield Audubon. There were no further questions. A motion was made to accept the report. The **vote** to accept carried unanimously.
- **2006 Budget.** The Treasurer (Jim Gage) presented the 2006 budget. A motion was made to accept the report. The **vote** to accept carried unanimously
- **2006 Current Balance Sheet.** The Treasurer (Jim Gage) presented the balance sheet. A motion was made to accept the report. The **vote** to accept carried unanimously
- **Chapter Reserves.** The Treasurer discussed the opening of a money market account EIN to the CT Chapter. A motion was made to accept the report. The **vote** to accept carried unanimously

- **Tree Breeding Coordinator (Gayle Kida)**

- **Five Year Plan.** Gayle Kida presented her five year budget proposal spreadsheet estimating costs and equipment for orchard spending. The board congratulates Gayle on her great work and dedication to the chapter and it's goals.
- **Pollination Planning.** With the June pollination ahead of us, the most important goal is to identify potential Mother trees, validate their worth and recruit volunteers to select and pre-bag them. This effort will be coordinated by Gayle and Leila with a detailed plan to be presented to the chapter. Gayle provided pollination bags and secure ties to all who requested them.

- **Orchard Manager Reports**

- **Woodbridge Land Trust.** Philip Arnold reported on their progress and publicity for the local planting. They presented photographs of the orchard and newspaper articles. The Beecher School's third grade students also came to the site.
- **Salem Land Trust.** Bill Adamsen provided an overview of the planting at David Bingham's orchard.

- **Education and Events Coordinator Report (Garrett Smith)**

- **The Coordinator (Garrett Smith)** mentioned attending the Winchester Land Trust Meeting, primarily to meet Walt Landgraf, the Peoples State Forest Coordinator who was the lecturer. Walt has been a great source of potential "Mother Trees" in Northwest CT and Garrett was working to maintain the relationship. At that meeting Garrett met Tim Abbott, the Program Director for the Litchfield Hills Greenprint - Trust for Public Land. Tim can possibly be a great resource for us in understanding how to optimize our work with Land Trusts. Contact 860.672.6678 or 860.605.5625(m).
- **Events.** Garrett expressed appreciation for the members that attended the Hartford Flower Show. This event could be very successful for us as it attracts a huge number of interested CT residents. Bill suggested training for next years event to maximize the potential to secure memberships.
- **Completed Lectures.** Garrett mentioned a lecture Bill Adamsen provided to the Litchfield Library and Litchfield Land Trust. Copies of the presentation were made available on CD.
- **Upcoming Lectures.** Garrett requested that anyone with contacts that could help request presentations should contact him to schedule (tentative West Hartford).
- **Annual Meeting.** Garrett is planning the 2006 annual meeting and requested members contact him with ideas for the event. Garrett and Leila were working to secure facility space at Yale for (tentatively) Saturday November 11th.
- **Pat van de Kamp** reported that the Stamford Nature Center had featured a planting with kids at the center during their "Take a Hike week". Pat also mentioned that Rosemary Choate has been working with Sara Fitzsimmons to develop a "Demonstration Orchard". She has also been successful in getting "Earthplace" to feature an American chestnut Planting Day ... details to be supplied as they're developed.

- **Communication Report (Bill Adamsen)**

- **Web-site Strategy.** Bill outlined the strategy of using the web site as the primary communication tool of the chapter, including news, document repository and calendar.
- **Web-Site Metrics.** Bill outlined at a high level the traffic reports which show a continuing growth of traffic as we secure better placement on search engines (content driven) and gain links on the web sites of other organizations (relationship driven)
- **Newsletter.** Bill will be working with Leila to develop a newsletter by Friday May 19th for distribution to the membership immediately thereafter. Primary goal of the newsletter is to create awareness of the existing activity, and make the membership aware that we need assistance with pollinations. The latter will be accomplished via a return card or alternative reader response mechanism. All Directors are advised to get their years events to Bil by Friday May 19th for inclusion in the Newsletter Calendar.

- **Membership Report (Bill Adamsen)**

- **Membership List.** The membership list ... sorted by County, Town, Name ... is contained in the distribution handout with the very important distribution and use caveat on the first page. Directors should attempt to get e-mail addresses where possible. The future approach to marketing will be via e-mail to save postage related costs, and improve the timeliness of communications.

### **Other Unfinished Business**

- **Bylaws Review.** John Anderson (not present) had advised by phone call and e-mail that he was still working on the required changes. Anticipation is to have those ready for the Annual Meeting in November.

### **New Business**

- Next meeting date: September 2006, date to be selected and members will be notified. This coincides with approval of approach for the Annual Meeting and Board Approval of the nomination of Officers (from the Nominating Committee).
- There was no new business besides the next meeting date

**Adjournment**

- A motion was made to adjourn at 8:45

**Action Items**

- Leila will contact Yale to attempt to secure November 11th for the Annual Meeting.
- Bill will sign and return the Orchard Agreement to Great Mountain Forest.
- Gayle and Leila will work up a pollination plan for distribution.
- Sara and Bill will continue to try and secure an intern for the Summer.
- Bill will work up a draft Newsletter by May 19th and review with Leila
- Directors will get their year's events to Bill by Friday May 19th for inclusion in the Newsletter Calendar.
- Garrett will work to solicit ideas for Annual Meeting Speakers, and develop a draft agenda for the Annual Meeting.
- Garrett will work to secure additional speaking engagements for the speaker's bureau
- November Board Minutes to be changed to Approved

Mail Copy to Rod Longley, Charles Dobos

--

Bill Adamsen  
917.796.4284 (m)

---