

**Maine Division Society of American Foresters
Executive Committee Meeting
April 3, 2009
204 Nutting Hall, UMaine Campus, Orono**

Attendance: Jake Metzler, Ken Laustsen, Spencer Meyer, Wil Mercier, Ron Lemin, Jeremy Leicy, Sue Aygarn, Katie Manende and Bill Livingston. On Skype: Henry Whittemore, Dave Maass and Laura Audibert.

Jake opened the meeting at 8:43 AM with an anti-trust statement. Ken added the All Things Wood Expo to the agenda.

Secretary's Report

The group reviewed the minutes Laura had emailed around. They were amended to add Abigail Curtis' name under the Communications Committee report, as the Bangor Daily News contact. Under Tellers, Auditing, Forest Practices, the third sentence was amended to read, "Dave mentioned that it is very hard for the MESAF ExComm to make any policy decisions,...." Wil motioned to accept the minutes as amended, Jeremy 2nd, unanimous approval. Laura will fix the minutes and post them on the website.

Treasurer's Report

The dues collected so far are ~\$1200, on par with last year. So far, \$3,115 has been paid to the NESAF hotel. We have paid for 12 new student memberships, totaling \$240. Two students attended the NESAF meeting under the Marc Johnson scholarship, although MESAF donated the funds since the fund could not pay out this year. Other students attended using \$384 of the \$500 MESAF donated to their travel fund. In the future, if the Marc Johnson fund cannot pay out, MESAF will pay. We have paid \$100 for the Forest Health workshop coming in June.

MESAF had transferred \$1000 to the Forestry Awareness account for Envirothon expenses. So far, \$789 has been spent.

Laura will email Bill the names and addresses of NESAF attendees who paid for the field trip, so he can reimburse them.

The NESAF meeting income includes \$5,669 received through on-site registrations (cash and checks only), \$4,576 in sponsorship/exhibitors, \$225 for the ice arena refund and \$1,859 in raffle/silent auction sales. So far there has been \$3,305 in expenses. Ron reported that the anticipated invoice from the hotel will be \$31,091. Roughly \$42,000 will be coming from national, so we should net \$10,000 +. Ken mentioned that national hasn't sent us a check yet because they are trying to settle credit card issues. The funds are not completely clear at this time. There are some outstanding sponsor fees, including \$250 from Landmark and \$300 from Mason, Bruce & Girard.

Bill is working with Ken on taxes forms. The 1099 form will be going to the IRS by May 15. They will get word back from the accountant.

Spencer motioned to accept the Treasurer's Report as presented, Jeremy 2nd, unanimous approval.

NESAF Update

Spencer reported that the Winter Meeting was a success. Ron said that everyone did a good job, folks were happy. Laura added the need for putting receipts in the registration packets. Katie

noticed that national still carries the student membership rate for former students that now have jobs. For the future, Spencer suggested having a laptop at the registration table to sign folks in and take payment on-site.

Spencer mentioned that NESAF has prepared a position statement on high grading. He will email it around for comment. **ExComm members should get comments to Spencer ASAP**. National is working on one too, which may supersede this one. NESAF will take action at their June 10 meeting.

By-law Update and Acceptance

The email voting referendum passed last year, which required a bylaw revision. This revision needs to be signed by a MESAF chair and witnessed by two excomm members. Jake signed it and Jeremy and Katie witnessed. **Ken** will scan the signed version for **Laura** to post on the website.

Setting up Paypal/other for credit card payments

Rather than using Paypal, Spencer and Bill have investigated and set up on-line registration for the Forest Health field trip using RegOnline.com. This business charges \$4.95 per registrant and it handles credit card payments for a 3% (of credit card transactions) fee. They have set up a website for the Forest Health field trip and registrants can sign up for one or two days. Lodging must be handled by the registrants on their own. The site can handle discounted MESAF registrants. If folks choose to pay by check, they are instructed to send the check to Bill L. Payments from the company are made a few days into each new month. Spencer said the service fees were not cheap, but they were well within our budget. Spencer set up the account with the CFRU credit card and the service will likely be used again in the future.

Bill suggested getting Laura a debit card for the MESAF account so she does not need to make large purchases with her own funds. Laura's signature will also be on the account. Both Bill and Laura will get separate debit cards.

SAF Insurance

Ken explained the problems encountered with the field trip and hockey game for the NESAF meeting. **Ron** now has the paperwork with the proper information and timeline needed to submit any meetings to the insurance company for approval or further work. **He** will email it to the group. Field trips are generally considered "special events" which require additional coverage, usually between \$500 and \$1000 per event. The trip description needs to be submitted at least 60 days in advance. The trips must be open to members and non-member natural resource professionals. National insists that we deal directly with the insurance company, whose contacts are Judith Haberman and Dan Zigler. We must run all our meetings (spring, fall, Forest Forums) through this company for approval. Spencer suggested having one person be the contact with the company, to keep the terminology and understand consistent. **Bill** and **Spencer** will handle the insurance issue for the Forest Health field trip. **Laura** will be the insurance contact for future meetings. Jake stressed the importance of advanced planning for our meetings. The Envirothon and other events at which MESAF members volunteer are not subject to the insurance requirement, since MESAF is not accepting payment for any services.

2009 Spring Meeting Details

The Forest Health field trip will be one of our meetings, a GIS workshop will be the other. We will only have two this year, since many of us worked on the NESAF meeting. Jake decided not to pursue the biomass workshop with Rob Bryan.

Both the Forest Health and GIS workshops will have on-line registration. The flyers will mention on-line registration and that those without on-line access should call Laura to sign up. **Bill** or **Spencer**

will get credit assignments for the Forest Health workshop, **Laura** will get the credits for the GIS workshop. **Laura** will do the name badges for the GIS workshop only. An email to the NESAF membership list for the Forest Health workshop will be made soon. Ken mentioned that any meeting info can be emailed to Greg Lord at the MFS for sending to his listserve. The spring mailing will consist of two pages of field trip info and Jake's chair letter. The mailing will go out on April 17 and **Wil** will get Laura the GIS info by April 10. The MESAF website will have links to the Forest Health and GIS registration websites.

All Things Wood Expo

It will be held on May 30 at USM Gorham. Should we attend? **Dave M.** volunteered to staff the MESAF booth, **Bill** may help out. **Sue** will get back to the group with confirmation of the date.

(Sue and Spencer got the details after the meeting and the Wonders of Wood Expo will be held on September 19 at USM Gorham.)

Committee Reports

Forestry Awareness Program

Sue Aygarn reported that the Forest Education Network is active. The next event is a Forest Field Day at Bangor Christian Academy planned for April 1. Sue is in charge with at least one other volunteer helping. Leonard's Mill will have its Children's Days again over the last weekend in May. Carol Redelsheimer is in charge of one day, Justin Waskiewicz in charge of another, and Sue is seeking more volunteers. The state Envirothon meet will be held on the last Friday of May, and the MESAF Executive Committee's support for reimbursing travel expenses for the state competition is greatly appreciated by the Envirothon staff. Other activities on the schedule include a FIG plot training in Blue Hill and Jake Maier's involvement with Kid's Peace. Jake is getting the kids involved in a stand thinning project at the Great Mountain Forest Trust, and Sue is checking if the concept can be used in other areas, especially associated with FIG. **Sue** will also check with SAF's insurance agency on whether there are concerns about the volunteer efforts with kids or not. *(this section recorded by Bill L.)*

Communications

Tony was not present to make a report.

Student Chapter

Jeremy reported that some students will be at the Envirothon training on April 16 to help out. They have invited Shavonne Sargent to be a guest speaker at one of their chapter meetings. They made \$408 in profit from the calendar sales. Officer elections will take place in two weeks. The students will be meeting with prospective students in a few weeks. This is beneficial for everyone. This is Jeremy's last meeting, he will be going back into the service and likely head to Afghanistan. Ron motioned and Jake 2nd to formally thank Jeremy for his service to SAF and to our country. The motion passed unanimously. The group wished Jeremy well.

Forest Policy Issues — Update to Maine's 'current' document

The issue was tabled in the interest of time, but Dave asked what it was about. **Dave** offered to pick up the ball on revising the Goals and Standards document first prepared in the 1980s. It will likely be a multi-year project.

Dave motioned and Wil 2nd to add Laura's name to the MESAF checking account. Unanimous approval. **She** will sign the paperwork next time she is in Orono.

Jake will work with Gary on the role of the Nominating Committee. Jake asked for names of potential candidates, Henry offered Don MacKay.

Next Meeting

The next meeting will be on August 3, 2009 in Orono.

Adjourn

Wil motioned to adjourn at 11:26 AM, Jeremy 2nd. Adjourned.

Submitted by

Laura Audibert