

Winterville Tree Commission
Friday, May 18, 2018
Meeting Minutes

Present: Holly Campbell, Bob Bonsall, Averil Bonsall, Roger Cauthen, Seth Hawkins, Seth's interns – Logan and Sarah

This meeting had two main objectives:

1. To develop a final draft of the by-laws
 2. Complete a proposed budget final draft
- **Approval of minutes:** The minutes of the April 27, 2018 Meeting were unanimously approved.
 - **Welcome to Seth and his interns**
 - **Budget:**
 - Roger met with Mayor Dodd Ferrelle this month and discussed the City budget in relation to his work as City Arborist.
 - There is now a proposed section in the budget – Trees and Landscape.
 - Roger will get Dodd's feedback on a separate line item for the Tree Commission, in the region of \$250-\$500 to cover our programs and activities.
 - Some of the programs suggested were:
 - Two tours – different seasons
 - GPS tours
 - Fall tree-walk associated with a concert - as a fundraiser – and perhaps generate enough interest to develop a training program for citizen volunteers i.e. Tree Ambassadors. This would cover topics such as pruning, mulching, and increase awareness of the importance of trees. This would/could be a group that would be trained to help Roger.
 - Roger has noticed that there are often walkers out in early morning, and perhaps we could incorporate some of these walkers into this program, add exercise stations to the walk routes.
 - We need to develop programs that will bring in funding, with the intent of developing larger projects
 - Bob and Averil will work on a proposed draft, based on the discussion we had about our various programs and activities.
 - Holly gave Averil her receipts for this year's past programs, to give an idea of what we are spending. Averil also has receipts.

- **Bylaws:**

- Discussion of adding voting members to the Tree Commission:
 - We returned to our previous discussion of adding Roger and Seth as voting members, and it was decided that since both are ex officio members by virtue of their employment, there is always a possibility of bias in such a situation, and it is better for them to be non-voting members.
 - We did decide that we could invite people to be ad hoc members as need arises e.g. planning of the Fire Fly trail.
- Using the Jefferson Heritage Tree Council Bylaws as a model we discussed the wording for Purpose and Mission.
- We then discussed the Winterville Tree Commission draft bylaws and made changes line by line. Holly will prepare a new draft reflecting these discussions (to be attached)
- It was emphasized that Dodd is the administrator and an ex officio member; Tom Doonan is an ex officio member, as are Roger and Seth.
- It was also agreed that Roger, as City Arborist, be our Commission Coordinator.
- We decided that our meeting minutes should be posted on our website (Averil will discuss this with JoAnn Snow), and that the minutes should be sent to Dodd and all ex officio members of the Commission.

- **Seth's goal to development of management plans for smaller towns, using Winterville as a beta:**

Seth explained the advantages that would follow the application of the USDA Forestry Service i-Tree analysis tools to the tree canopy cover and city-owned trees in Winterville. He intends to perform the i-Tree analysis this summer with the aid of his two interns who attended this meeting. Roger will aid Seth in obtaining Winterville-specific information, much of which had already been used in the preparation of the Tree City USA application.

- **Landmark Tree Program** – The definition of this is set out in the Tree Ordinance. Seth will discuss this and the Commemorative tree program at the July meeting.

- **Recap from Marigold Festival:**

There was much very good feedback from the Tree Tags that we placed on some of the trees in Pittard Park. Roger suggested permanent tags, and this will be researched. It was also suggested that we have an app for this or use QR codes.

- **Other Items:**

- Bob and Averil will continue with a two-page synopsis of the Tree Ordinance.
- It was suggested that a brochure explaining the WTC and its programs be developed.
- Seth would like his own separate booth at the Winterville Festival next year, and this could include the WTC staff.
- Perhaps we could have an Urban Forestry truck (??) in the Parade next year, and be part of that entry.
- Roger suggested that a Tree USA sign should be placed at Winterville Five-Points because City limit signs already have Purple Heart signs.
- Seth suggested a Tree Climbing Competition (organized by Sean Doonan) would be a great event for WTC.
- Holly suggested that we do a presentation for the Athens Tree Council, and will set this up. Also, perhaps we could be part of their tree sale.
- A follow-up meeting to the Tree Tour will be organized by Bob in the Fall.

- **Meeting dates:**

- Next meeting – will be held on **June 29th** (Seth will not be there – He'll be getting married!) We will finalize the bylaws, and the budget (which will be reviewed ahead of time by email correspondence)
- The July meeting was changed to Friday, **July 20**
- August meeting was left as **August 24th**
- September meeting was set for **Sept. 21st**