



Bel Aire Tree Board

**MINUTES
CITY HALL – COMMUNITY ROOM
MONDAY, April 23, 2018
7:00 P.M.**

I. Call to Order: Chairperson Gary Northwall called the meeting to order at 7:00 p.m.

II. Roll Call:

- **Members Present:** Mark Garriott, Sylvia McCombs, Gary Northwall, and Hilde Yops
- **Members Absent:** none
- **Guests Present:** none

III. Approval of Minutes from Previous Meeting:

MOTION: Hide Yops motioned to approve the minutes of the March 26, 2018 Tree Board meeting. Seconded by Sylvia Garriott. **Motion carried 4-0.**

IV. Board Member Reports:

- **Mark Garriott:** Noted planned to, but was unable to attend Tree Fest as planned due to inclement weather. Has visited location of this year's Arbor Day tree planned on South side of Bel Aire Rec Center.
- **Sylvia McCombs:** Shared update from Tree City USA recognition event in Lawrence, and presented poster contest poster, with winners for this year.
- **Gary Northwall:** Reported he had also planned to attend Tree Fest, but unable to attend due to inclement weather. Reported that the tree for Arbor Day celebration and recognition of the Bel Aire Lions club has been planted, plaque has been made and should be in the ground. Also noted a mature Southern Magnolia lives at the home on the corner of 48th and Woodlawn, and homeowner gave permission for a picture of that tree to be distributed.
- **Hilde Yops:** Shared update from Tree City USA recognition event in Lawrence, and discussed various visits to locations in Lawrence, and presented seeds from Kentucky Coffee Tree.

V. Old Business:

- A. Tree Board visibility in the Fall. Board discussed opportunity for increased Tree Board visibility in the Fall, possibly in coordination with National Night Out or Bel Aire Fall Festival, possibly handing out or selling saplings from KS Forrest Service.
 - a. Mark Garriott reviewed findings and pricing of saplings from KS Forrest Service. Will follow up regarding resale possibility. If saplings are available for sale or give away, some corresponding care materials should be made available as well. Gary suggested Tim Mc Donnell may be a good resource for information as well.
 - b. Fall Festival is scheduled for 10/20/2018. Mark Garriott will coordinate with Tristin Turhune regarding booth/table at Fall Festival.

VI. New Business:

A. Arbor Day Preparations Finalization

Gary reviewed plan for the day regarding presentations, and preparations. Tree Board members decided to show up around 9:15 to get the meeting space, refreshments, signs, etc. organized.

B. City Hall brochure display rack.

Board discussed looking for a display rack to house brochures and other materials at City Hall for pick up by Bel Aire residents. Gary noted he will look to find a rack at office supply stores, etc.

C. Office of Vice President

Brief discussion of necessity to nominate and place a Vice President for the Board. Nominations were taken from the floor and Mark Garriott nominated Sylvia McCombs to serve a one year term as Vice President. She accepted the nomination.

MOTION: Mark Garriott motioned to accept Sylvia McCombs as Vice President for a one year term. Seconded by Hilde Yops. **Motion Carried 4-0.**

D. Other

Brief review of Volunteer Hours Log template

VII. Adjournment:

MOTION: Sylvia McCombs motioned to adjourn. Seconded by Hilde Yops. **Motion carried 4-0.**

Meeting Adjourned: 8:25pm

Next Meeting: June 25, 2018, 7pm (ADDENDUM: informal discussion at Arbor Day celebration revised next meeting to be held May 30, 2018, 7pm).

Tree Board Hours since March 2018 Meeting:

Board Member	Date	Activity	Hours
Mark Garriott	3/31/18	Secretary Minutes Prep	1.5
	4/23/18	Board Meeting	1.25
Sylvia McCombs	3/28/18	Travel time: Wichita to Lawrence	2.5
	3/28/18	Tour	4.5
	3/29/18	Recognition Event	7.0
	3/29/18	Travel time: Lawrence to Wichita	2.5
	4/23/18	Board Meeting	1.25
Gary Northwall	3/27/18	Tree Board Email-follow up to Stacey/Mark	1.0
	4/2/18	Arbor Day Prep	.25
	4/3/18	Help Dave Leiker Design Arbor Day Poster/Discuss Tree	1.5
	4/4/18	Tree Board Emails	1.0
	4/9/18	Tree Board Emails, Sort through old Board documents	1.0
	4/9/18	Arbor Day Announcement & Prep	1.5
	4/11/18	Lions Club Meeting	1.0
	4/17/18	Prepare for City Council Meeting and attend CC meeting	2.0
	4/19/18	Travel to Creative Award for plaque pick up and drop off at Bel Aire City hall	1.0
	4/21/18	Arbor Day PPT work, Tree Board Meeting prep	2.5
	4/23/18	Pick up Sr Center key, print, meeting prep	1.0
	4/23/18	Board Meeting	1.25
	Hilde Yops	3/28/18	Travel time: Wichita to Lawrence
3/28/18		Tour	4.5
3/29/18		Recognition Event	7.0
3/29/18		Travel time: Lawrence to Wichita	2.5
4/23/18		Board Meeting	1.25
Total Hours:			53.25

Respectfully Submitted By: Mark Garriott, Secretary