



Bel Aire Tree Board

**MINUTES
CITY HALL – COMMUNITY ROOM
MONDAY, September 24, 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:** Nancy Loosle
- **Guests Present:** none

III. Approval of Minutes from Previous Meeting:

MOTION: Sylvia McCombs motioned to approve the minutes of the May 30, 2018 Tree Board meeting after fixing a typos. Seconded by Mark Garriott. **Motion carried 4-0.**

IV. Board Member Reports:

- Mark Garriott: Reviewed registration info for Fall Festival.
- Sylvia McCombs: Update on touching base with schools on Poster Contest
- Gary Northwall: Attended WSU program on “Training for Government Appointed Board Members” providing clarity on role of Chair.
- Hilde Yops: Stocked pamphlets at City Hall while Sylvia was on vacation.

V. Old Business:

- A.** Tree Board visibility in the Fall. Board is registered to have a booth at the Bel Aire Fall Festival; the city has waived the registration fee.
- a. Table – Mark will coordinate getting a table at the booth.
 - b. Laptop - Mark plans to bring laptop to have scrolling PowerPoint presentation prepared by Gary running. A booth near a power outlet was requested and Gary gave Mark a flash drive with the presentation.
 - c. Craft – Mark will coordinate a tree-related kid’s craft to be done at the booth.

- d. Flyers/Pamphlets – Sylvia will coordinate some relevant paper resources to be available at the booth.
- e. Candy – Sylvia will coordinate some candy for the table, tree-related if possible, individually wrapped. Mark to bring bowl for candy.
- f. Banner – Garry will drop off one of the Tree Board banners at Mark’s house to attach or otherwise display at the booth.
- g. Coverage – Mark intended to be at the booth for the duration of the event, and will email Nancy and Sylvia regarding split coverage as well.
- h. Save receipts for City of Bel Aire reimbursement; work to be good stewards of funds.

B. Poster Contest

- a. Sylvia reviewed the materials for the poster contest and has been working to contact the area schools. Has meeting set for one, has reached out to the others and is awaiting response; plans to make second contact efforts soon. Sylvia will send the PDF of the curriculum to the Tree Board members for review. Ultimately if the schools sign on to participate, Tree Board’s role will likely be in judging entries. More to come at next meeting.

VI. New Business:

A. Lion’s Club \$300 gift

- a. Discussion on using gift from Lion’s Club to purchase a tree for planting in Central Park. Consensus discussion to spend now and get the tree planning going during good tree planting season.
- b. Gary will touch base with the City regarding a few tree options that might be good selections and give them the go ahead to move forward spending the money.

VII. Adjournment:

MOTION: Mark Garriott motioned to adjourn. Seconded by Gary Northwall. **Motion carried 4-0.**

Meeting Adjourned: 8:15pm

Next Meeting: October 29, 2018, 7pm

Tree Board Hours since June 2018 Meeting:

Board Member	Date	Activity	Hours
Mark Garriott	9/24/18	Board Meeting	1.25
Sylvia McCombs	9/24/18	Board Meeting	1.25
	9/24/18	Arbor Day Poster Contest	1.0
	9/21/18	Arbor Day Poster Contest	1.0

	9/12/18	Brochure Rack Stocking (aggregate)	1.0
	8/22/18	Pick up documents from Extension Office	1.0
Gary Northwall	7/18/18	Tree Board Notes/Clean up Files	1.0
	9/10/18	Agenda prep for September Meeting	1.0
	9/24/18	September meeting prep	1.0
	9/24/18	Board Meeting	1.25
Hilde Yops	9/24/18	Board Meeting	1.25
	8/28/18	Stock Brochures, etc.	0.25
	9/4/18	Stock Brochures, etc.	0.25
	9/10/18	Stock Brochures, etc.	0.25
		Total Hours:	12.75

Respectfully Submitted By: Mark Garriott, Secretary