



Tree City USA Community Tree Board
First Quarterly Meeting
2 hours

I. Meeting opened

II. Minutes read and approved from last meeting – 5 minutes

III. Treasurer's Report: 10 minutes

IV. Chairman's Report: 15 minutes

- a. Welcome and thank you for your willingness to serve!
- b. Announce any information from National Arbor Day Foundation or the Georgia Forestry Commission
- c. Report on City Council meetings attended
- d. Report on city business related to tree board
- e. Report on coordinated activities with city dept/personnel

V. Goal Setting Session – 45 minutes

- a. Review history of tree board – year formed, ordinance progression, key people, project successes and failures
- b. Review last year's activities i.e. Arbor Day activities, ordinance changes, fundraising, board member changes
- c. Review current Tree City USA application. Distribute a copy for every member.
- d. Members state 1-2 goals to start/complete within this year.
- e. Board prioritizes and selects a manageable amount of goals for year.
- f. Members brainstorm project steps and timeframes.
- g. Members decide and state their role(s) in determined goals.
- h. Members sign up for Committees/Projects.
- i. Distribute Tree Board Manuals.

VI. Arbor Day Celebration Report – 30 minutes

- a. These activities have been discussed, decided and organized at the Oct. quarterly meeting and at committee meetings from Oct. to now.
- b. Budget
- c. Final plans
- d. Last minute requests
- e. Press coverage/releases
- f. Tree bought/identified
- g. Persons to officiate
- h. Persons to help plant tree(s)
- i. Persons invited to attend
- j. Bands/entertainment lined up
- k. Door prizes donated/bought
- l. Tree City USA flag
- m. Proclamation being prepared
- n. Persons to read proclamation
- o. Proclamation to be printed in paper
- p. PLT/children's activities planned



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VII. Committee Reports: 15 minutes

- a. Ordinance
- b. Publicity
- c. Education
- d. Awards
- e. Programs

VIII. Old Business

IX. New Business

X. Meeting Closed