



## **Tree City USA Community Tree Board Fourth Quarterly Meeting**

- 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. Announce any information from National Arbor Day Foundation or the Georgia Forestry Commission
  - b. Report on City Council meetings attended
  - c. Report on city business related to tree board
  - d. Report on coordinated activities with city dept/personnel
  - e. Thank you for your service this year!
- V. Tree City USA Application** – 15 minutes
  - a. Necessary information
  - b. Documentation
  - c. Coordination
- VI. Arbor Day Celebration Planning** – 30 minutes
  - a. Goals of celebration
  - b. Budget
  - c. Location(s) for celebration
  - d. Press coverage/releases
  - e. Tree(s) identified
  - f. Persons involved
  - g. Bands/entertainment
  - h. Door prizes
  - i. Tree City USA flag
  - j. Proclamation
  - k. PLT/children’s activities ideas
  - l. Adult activities ideas
- VII. Committee Reports: 15 minutes**
  - a. Ordinance Review
  - b. Publicity
  - c. Education
  - d. Awards
  - e. Programs



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- VII. Annual Work Plan Review – 30 minutes**
  - a. Review goals for year determined in January
  - b. Review activities for year
  - c. Review tree board for year – number of members, number of meetings, meeting times,
  - d. committee structure, etc.
  - e. Discuss strengths, weaknesses, opportunities and threats (SWOT)
  - f. Discuss what is working/what is not working
  - g. Discuss recommendations
  
- VII. Old Business**
  
- VIII. New Business**
  
- IX. Meeting closed**