



Tree City USA Community Tree Board
Second Meeting of Calendar Year
1 hour

- I. Meeting opened**
- II. Minutes** read and approved from last meeting
- III. Treasurer's Report:** 5 minutes
- IV. Chairman's Report:** 10 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
- V. 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
- VI. Committee Reports:** 15 minutes
 - a. Ordinance
 - b. Publicity
 - c. Education
 - d. Awards
 - e. Programs
- VII. Old Business**
- VIII. New Business**
- IX. Meeting Closed**