



Tree City USA Community Tree Board

First Meeting of the 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. Welcome and many thanks 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 – 30 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. Committee Reports:** 15 minutes
 - a. Ordinance
 - b. Publicity
 - c. Education
 - d. Awards
 - e. Programs
 - f. Arbor Day
- VII. Old Business**
- VIII. New Business**
- IX. Meeting Closed**