



Tree City USA Community Tree Board
Fifth 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. 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. **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, committee structure, etc.
 - d. Discuss strengths, weaknesses, opportunities and threats (SWOT)
 - e. Discuss what is working/what is not working
 - f. Discuss recommendations
- VI. **Committee Reports:** 15 minutes
 - a. Arbor Day
 - b. Ordinance Review
 - c. Publicity
 - d. Education
 - e. Awards
 - f. Programs
- VII. **Old Business**
- VIII. **New Business**
- IX. **Meeting Closed**