



Tree City USA Community Tree Board
Eighth 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
 - e. Thank you for your service this year!
- V. **Tree City USA Application** – 10 minutes
 - a. Necessary information
 - b. Documentation
 - c. Coordination
- VI. **Committee Reports:** 15 minutes
 - a. Ordinance Review
 - b. Publicity
 - c. Education
 - d. Awards
 - e. Programs
 - f. Arbor Day
- VII. **Annual Work Plan Review** – 20 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
- VIII. **Old Business**
- IX. **New Business**
- X. **Meeting closed**