



TREE BOARD REGULAR MEETING
May 22, 2018- 5:00 P.M.
Maple Room Community Recreation Center
250 N. 11th Street, Windsor, CO 80550

Minutes

A. CALL TO ORDER

Chair Alison O'Connor called the meeting to order at 5:08 pm

1. Roll Call

Alison O'Connor
Rebekah Wilson
Wendy Ball
Sue Bielawski
John Pankonin

Also Present: Town Forester Ken Kawamura
 Administrative Specialist Kristy Zulkoski

2. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board

Mr. Pankonin moved to approve the Agenda. Ms. Wilson seconded the motion. All members present voted Aye. Motion carried.

3. Liaison Reports

No Report

- Inquired about who the new Liaison is, unaware at this time.
- Mr. Adam's term ended in March, election held in April.
- Could ask Eric to see if he knows who the new member may be.

4. Public Invited to be Heard

No Report/Hearings

B. CONSENT CALENDAR

1. Minutes from April 24, 2018
 - June 26, 2018 meeting is Sick Tree Day.

Ms. Bielawski moved to approve the April 24, 2018 minutes as presented. Mr. Pankonin seconded the motion. All members present voted Aye. Motioned carried.

C. BOARD ACTION

1. None

D. BOARD DISCUSSION

1. TPT/ECCFC Update-Alison
 - Coming up at the end of June, same time as Sick Tree Day, so very busy time.
 - In charge of lunch on Thursday-Cannot bring food for that many people, so the Ranch will do their own catering and provide all the service and food. Picked out

a taco bar. Only responsibility that day will be to provide snacks/coffee, breakfast and afternoon treats. Have about \$5.00/person to work with for purchasing bulk treats.

- Keith sent the registrations-very poor at this point, maybe 10-12 people registered. Continuing to push and just sent out another email.
- Morning introductions on Thursday.
- Ken and Alison will do presentation together on history of Town of Windsor Forestry and brief introduction.
- Inquired about having an elected official there to do brief introduction/welcome-possibly the Mayor, Ivan, or Eric.
- Responsibility for Friday to get breakfast burritos for the crowd-Pollos El Guero is very reasonably priced \$3.00/each, Sue will call and find out exact pricing/bulk and place order. Keith said 150, but based on attendance numbers now, will go with 100. Pick-up will need to be at 7:30 that morning.
- Needs to bring door prizes/gift pack-Sick Tree Day hats, shirts, portfolios (Ken).
- Board will attend both June 28th and 29th Thursday-presentation and play host, Friday-Good to have entire board there for rotation centers at the park, role to talk about what we do and why the town is so great, ends at noon.
- Wednesday-Meet and greet/Board meeting. Thursday-Optional dinner/Happy Hour.
- Go directly to the Ranch on Thursday 7:00 AM to help with registration, welcome is at 8:00, located in 4H building. Friday starts at 8:30 am, be at Main Park at 7:30 am.
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2. Sick Tree Day

- Tuesday, June 26th-will replace our regular meeting.
- Asked the Board to show up at 4:30 where the tree sale was held. Ken sent out save the date, about 6 responses so far.
- Break into 5-6 groups made up of Board members and industry professionals, have 50-60 calls that are split up among groups, usually do 8-10/group. Have to be in town limits, go to houses, maybe 10-15 minutes, take notes, give them a form, dinner afterwards.
- Should wear shirts/nametags-Ken will work on providing those who don't have items.
- Kristy Zulkoski posted event on Facebook.
- Plan on 4:30-9:00 PM. Wrap up calls around 7:30, dinner following. Sue will look into Pueblo Viejo for 30-35 people.
- Ken will work on vehicles/buses and staff to drive. Industry will arrive around 4:45 PM
- Never not sold out-Public will call the CRC to register. Forms need to be filled out correctly with all necessary info, Ken and Kristy will work on notifying front desk. Capped at 50, cannot reserve a time.
- Wendy will work on mapping out locations to create grouping routes.
- Ken will order hats.

3. Talking Trees with the Tree Board

- Scheduled for June 2 from 9:00-10:00 am.
- Posted on Facebook and Ken presented flyer-will send to all board members, Alison will forward to library to post.

- Alison will email Bill and Mary to remind them.
- Done quarterly-September and December.
- Discussed table presentation-table skirt, posters, flags. Ken will look into getting logos on table skirts.
- Will provide coffee.

E. COMMUNICATIONS

1. Communications from Town Staff

- Parks, Recreation & Culture nominated for NPRA Gold Medal for second year in a row-hired company to create video for submission.

2. Communications from Chairperson and Board

- Future meetings-
June 26th-Sick Tree Day
July 24th- Tree Board Meeting
August 28th-Tree Board Meeting
- September 25th meeting will be held at Highlands Park. Proposed to involve Park and Rec Board, Alison will email Eric and Town Board Chair. Brief wrap-up assessment afterwards.
- August 14th –Informal Q&A ask the experts about gardening.

F. ADJOURN

Mr. Pankonin moved to adjourn; Ms. Bielawski seconded the motion. All members voted aye. Motioned carried. Meeting was adjourned at 5:59 pm.

Submitted by:

Kristy Zulkoski, Administrative Specialist
Parks, Recreation & Culture