

BOARD OF TREE EXPERTS**MINUTES****December 17, 2013**

The Board of Tree Experts met on this date at the Forest Tree Nursery in Jackson, N.J. at 9:35 p.m. to discuss the business of the Board.

Those present were:

Steve Chisholm, President	Jennifer Dalia, DAG
Joseph Greipp	Gary Lovallo
Barry Emens	Kevin Downes
Dave Johnson	Rich Wolowicz
Michael D'Errico, Program Coordinator	Don Swaysland

Open Public Meetings Act:

The open public meetings act was read by D. Johnson. D. Johnson made a motion to approve the minutes of the November 17, 2013 meeting. B. Emens seconded the motion which was unanimously approved.

Correspondence/ Administrative Report:

M. D'Errico reported that the "Branch Office" the board's annual newsletter to CTEs was developed and mailed out to current and retired CTEs. Included in the document is a highlight of board activities for 2013, a listing of the class of 2013, information on the upcoming CTE Dinner in January 2014 and information on obtaining a "seal".

Treasurers Report:

D. Johnson provided the Treasurer's reports for December:

December 2013
Balance 7/01/13 = \$ 15,398.65 (FY2014)
Disbursements = \$ 9,270.52
Receipts= \$ <u>8,600.00</u>
Checking Account balance = \$ 14,728.13

R. Wolowicz moved to accept the Treasurer's report as submitted. J.Greipp seconded the motion, with one minor change – the date of the asset balance should be changes from June 30, 2013 to December 17, 2013. Motion was approved unanimously.

General Public Comments:

Don Swaysland, Chief of the Forest Service asked the Board how funds are handled –mainly about the depositing of checks. D. Johnson then briefed the Board on how deposits are handled, noting that the procedure has and continues to follow the recommendations found in the last audit. D. Johnson also let the Board know that the Board's website had been updated with all current minutes being posted along with his new contact information.

Old Business:

A. Discussion on Impact Statements & Summary – DAG J. Dalia discussed the Impact and Summary Statements that had been drafted. She noted that the impact statements need to be edited to about half of what they are. Looking over the summary statements the DAG felt that they were very good and need little or no editing. The DAG will also review the summary statements and send them out through the chain of command. Board President S. Chisholm thanked and praised D. Johnson for his work in developing both the Summary and Impact statements.

B. Annual Dinner Meeting – M. D’Errico discussed the annual January meeting with the Board. The Board had a discussion on the topics to present as the meeting. The presentation part of the meeting might be considered a “stakeholders” meeting for the rules.

C. Draft Rules Discussion – see below

D. Draft Rules DAG Review Update – DAG J. Dalia gave a general overview of the drafted rules and the timing of the process. She discussed with the board that the rules have been restructured. This restructuring combines several sections and makes the document flow better. Once the review of the draft document is finished, DAG Dalia will send a revised copy to State Forestry Services and then ask for a sit down.

Other – B. Emens following up from a discussion at the November Board meeting, suggested that other sites for the field exam could be Mercer County’s Hamilton and Veterans Parks.

New Business:

A. Meeting Agenda for 2014 – D. Johnson discussed with the Board the upcoming 2014 Board meeting agenda. The Open Public Meeting Act is due by January 15, 2014. The Board discussed the current time and locations of the board meetings. Board President S. Chisholm polled the board about the third Tuesday of the month. All were in favor of keeping with that date. There will be no January Board meeting. The board shall meet 11 times in 2014 during the third Tuesday of the month. The Board did like the idea that was started in 2013 to have two night meetings in Edison. A schedule of dates will be developed and provided to the board at the same time it is submitted for the Open Public meetings act. This schedule will also be posted on the CTE web-site. B. Emens notified the board that he will be absent from the Board meeting in February and March, but would be available for a phone vote is necessary.

B. State Forestry Concerns – D. Johnson discussed the concerns that were submitted by email from State Forestry Services concerning the Rules and the Board’s Web-site. D. Johnson expressed to the board that the comments submitted were too general in nature and not specific enough. D. Johnson was looking for a red line version. DAG Dalia discussed the concerns with Board, and felt that the restructuring that had been done to the Rules satisfied some of the comments that were received from SFS.

C. Other – Don Swaysland spoke about the “Licensee of Record” and that the employer might have other ideas concerning supervisory duties. The board discussed. J Greipp spoke about his wife’s

nursing license and the use of a high end printer for copy proof paper. He will bring her documents to the next meeting for the board to examine. DAG Dalia asked about the DEP Commission's designee on the board. D. Johnson suggested we talk to the Division of Consumer Affairs about the licensees under their division and how those documents are developed and provided.

General Public Comments: None

Closed Session: None

Next Meeting - Tuesday, **February 18, 2014 at 9:30 am at Board of Tree Expert Office, Jackson, NJ**

R. Wolowicz moved to adjourn and K. Downes seconded the motion.

Meeting adjourned at 11:35 p.m.