



Sample Tree Board Agenda and Ideas

Here is a sample tree board meeting agenda and some ideas for future meetings. Modify from monthly to quarterly depending on when your tree board meets.

January

- 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 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**

February – Discuss your upcoming Arbor Day celebration including the budget, final plans, last minute requests, press coverage/releases, tree bought/identified, persons to officiate, persons to help plant tree(s), attendees, bands/entertainment lined up, door prizes donated, Tree City USA flag (Georgia Forestry Commission representative present), Proclamation being prepared, ceremonial program, children’s activities planned, etc.

March – Have an Arbor Day wrap-up report

April – Plan your own, or attend an educational workshop

May – Review your annual work plan including goals for the year determined in January, tree board – number of members, number of meetings, meeting times, committee structure, etc. Discuss strengths, weaknesses, opportunities and threats (SWOT), what is working/what is not working?, make recommendations.

June, July, August – Many tree boards take off for the summer months.

September – Invite a speaker and learn about an existing or new program which could be relevant to the community.

October – Start working on the Tree City USA application and begin planning your Arbor Day celebration for the following year. Plan to attend the Georgia Urban Forest Council conference held annually in the fall.

November – Review your tree ordinance

December – Many tree boards are off for the holidays.