



**Liaison Committee Report**  
**Prepared by: Steve Geist, Chair**  
**Date Submitted: November 20, 2015**

***The Liaison Committee is charged with the following***

**Basic Function:** To establish and maintain a sound, dynamic relationship between ISA Chapter Officers, members and other supporting organizations and the TREE Fund Board and Staff. Each Liaison serves as the primary communication link between their supporting organization and the TREE Fund. Liaisons are an essential part of the TREE Fund leadership team and must have the appropriate forums for relating information and issues to both their organization and the TREE Fund.

**Responsibilities:**

- Participate in their Chapter's Board meetings;
- Utilize their Chapter's communications tools to keep the membership informed about current TREE Fund opportunities, events and achievements;
- Establish regular, proactive communication with the TREE Fund Board and staff regarding relevant opportunities and issues within their Chapter;
- Facilitate the inclusion of a TREE Fund exhibit booth at their Chapter's annual conference or meeting;
- Ensure that time is scheduled on the agenda of their Chapter's general membership program for a TREE Fund presentation;
- Assist the TREE Fund Development Committee members and staff with identification and solicitation of potential funding sources and donors within your Chapter;
- Encourage strategic alliances with other stakeholder groups to enlist their support of the TREE Fund;
- Assist their Chapter in reaching its goal in the TREE Fund Chapter Challenge program by involving the membership in fundraising projects such as Tour des Trees, "Raise Your Hand for Research" auction, local auctions, golf tournaments, etc.;
- Communicate to the TREE Fund Research Committee research and education topics of special concern to their Chapter members;
- Encourage past TREE fund grant recipients to participate in Chapter education programs to communicate research results and the value of TREE Fund-sponsored projects; and
- Be an advocate for the TREE Fund and arboriculture research and technology transfer in general.
- **Provide mentorship for TREE Fund scholarship recipients within your chapter. Also be available to assist in mentoring scholars from other chapters with your specific area of expertise.**

**Related Strategic Initiatives:**

- Identify and Connect to New Resources
- Evaluate Potential Relationships with Possible Funding Sources
- Ensure User Groups Know What We Have Accomplished
- Target Constituencies for Feedback

**Meetings: Please include dates, those who participated, topics and actions.**  
**Meeting Attendance and Known Liaison Status**

		Liaison Status	Dec 8 2014	Feb 9, 13	Apr 19, 20	Sept 15, 17
<b>Florida</b>	Eric Hoyer	1	X	X***	X***	X
<b>Illinois</b>	Mark Younger	1	X	X		
<b>Indiana</b>	Tom Ordway	1	X	X		
<b>Kentucky</b>	Dave Leonard	2	X	X		X
<b>Michigan</b>	Kathy Gilmour	3	X*	X	X	X
<b>Mid-Atlantic</b>	Doug Peterson	3		X	X	X
<b>Midwestern</b>	Jeff Iles	3			X	X
<b>Minnesota</b>	Ryan Gustafson	1	X	X		X
<b>New England</b>	Jeff Carney	3	X	X	X	
<b>New Jersey</b>	Steve Chisholm	2	X		X	
<b>New York</b>	Frazer Pehmoeller	1		X		
<b>Ohio</b>	Laurie Skul	3	X**	X**	X****	X
<b>Ontario</b>						
<b>Pacific Northwest</b>	Wendy Robinson	1		X	X	X
<b>Penn-Del</b>	Kristin Wild	1	X	X	X	X
<b>Rocky Mountain</b>	Steve Geist	1	X	X	X	X
<b>Southern</b>	Beau Brodbeck	1	X	X		X
<b>Texas</b>	Gene Gehring	3				X
<b>Utah</b>	Shirl McMayon	3				X
<b>Western</b>		2	X	X		
<b>Wisconsin</b>	Adam Alves	2				
<b>Staff</b>	Mary DiCarlo		X	X	X	X
<b>Staff</b>	Karen Lindell		X	X	X	X

1 – In place, stable no known change in next 12 months.

2 – Vacated or looking to vacate and appoint new liaison within 6 months.

3 – New liaison within the past 12 months.

\*Michigan represented by Annie Kruse.

\*\* Ohio Both Beth Buchanan and Laurie Skul attended.

\*\*\*Florida represented by Andy Kittsley

\*\*\*\* Laurie Skul

**September 2015 Conference Call**

Thanked everyone for their participation at the ISA Annual Conference and special events. Updated the liaisons on our successes. Scholarship mentoring program rolled out and emphasized. Brought up the importance of liaison participation on the conference calls. Disseminate information about TREE Fund Spring Cycle Awards to chapter via newsletter, website, and/or e-blast.

**Accomplishments:**

- Scholars are being contacted by respective liaisons.
- TREE Fund staff worked very hard at securing a liaison from the Texas Chapter.
- Strong participation of liaisons in all our special events both at conference and STIHL Tour des Trees.

**Objectives for the first quarter of 2016:**

- Welcome and orient new liaisons to the committee. Determine who we have, what their term of office is with their chapter. Provide orientation materials.
- Work to identify leaders within the liaison committee.
- Continue follow-up on the scholarship mentoring program.
- Begin campaign for 2016 special events.

**Next Meeting Date:**

December 2015 and February 2016.