

COMMUNITY FORESTRY ADVISORY BOARD

January 14, 2020

Members Present: Lachel Bradley-Williams, Chair; Emily Deeker, Jessica Gieseke, Vice Chair; Eric North, Mary Sweeney, Kendall Weyers, Lynn Johnson & Kaylyn Neverve

Members Absent: Scott Hofeling

Staff Present: Lynn Johnson, Lorri Grueber, Adam Klingenberg, Nicole Fleck-Tooze, Janet Ball and Chris Myers

Staff Absent:

Call to Order: Chairperson Lachel called the meeting to order at 4:01pm, recognized the Open Meeting Act posted on the wall. Motion to approve minutes from December meeting made by Eric, and second by Emily Deeker; voted and approved unanimously.

Guests present: Erin Chambers, Mark, Tyler, and Jacob, all students of Eric North, were in attendance

Public comments: no public comments.

Board training: Jocelyn Golden, assistant City Attorney, joined us to remind all of the meeting procedure for City Board meetings. Jocelyn stated that all meetings on behalf of the City are subject to the Open Meeting Act. It is a State Law that meetings must be held in public places that are supported by public funds. This means that meetings cannot be held in a coffee shop or other private locations.

An agenda, established by Parks staff, needs to be posted so the public knows of the meeting and can attend if interested. The agenda cannot be changed unless an emergency arises. Minutes must be kept and made available to the public within ten working days. The meetings must follow Roberts Rules of Order. Since we have a seven (7) member board, a quorum consists of four (4) members in attendance to vote on anything.

An Executive Session needs to be called to purchase real estate or if there is a problem with a board member. The public is excluded from executive sessions.

Public record communications must be kept. Meetings, including member meeting at a restaurant needs to be limited to three or less board members or it is considered a violation of the Open Meeting Act. This includes all e-mails sent out. Please do not use private email and don't communicate regarding board business. All private e-mail and TEXT from private cellular phones must be saved for ten (10) years. If questioned, the private computer and cell phone may have to be searched to see exactly what was sent pertaining to City business. This is very time consuming and very expensive so please do not use private equipment. IF you must e-mail from private equipment, be sure to include a City staff member such as Lorri, Adam or Lynn. Any incoming or outgoing e-mail to and from a City employee is automatically saved.

Eric asked if the agenda, prepared by Parks and Recreation staff includes input from the Board. Lynn suggested establishing an executive committee so they can add to the agenda. Staff directs the agenda based on past meetings and upcoming events and concerns, the board may suggest changes or additions to the agenda.

Strategic Items:

Nicole Fleck-Tooze joined us to discuss the working meeting results from the December meeting. She asked if everyone had a chance to read the typed list that was sent out. Eric said yes.

The Policies and regulatory group talked about public outreach and holding two events a year. We must hold an Arbor Day celebration to keep our Tree City USA distinction, the other event discussed is a tree planting event each fall.

Non board members can be invited to be on sub-committees.

Lorri asked the board members what they had in mind for the board. She stated that tree boards were formed to get Tree City USA designation. Staff does not have time to plan, promote and run events so we need board members help. Staff provides the frame work for the board but board members make things happen. Emily suggested putting together a position description for future board members outlining the time commitment and duties requested. The description should outline commitment request including sub-committee time. Mary asked how many board members are willing to put in more time than an hour each month for meetings. Eric stated he is interested in being on a policy committee but

has no interest in event planning. Nicole suggested a standing committee for events and one for policy. However, no more than three members can be on each committee to be in compliance with the open meeting act.

Lynn stated that the Lincoln/Lancaster County visionary document establishes policy and forwards the document to all boards. CFAB has not been directly involved in the past. Lynn offered to bring someone from planning to our February meeting to discuss vision and how to act on results, the CFAB management plan will be a result.

**Eric made a motion to create two (2) standing committees: (1) Outreach & Education and (2) Events
Mary seconded, voted and passed.

**Emily made a motion to support two (2) events each year: Arbor Day and a fall planting event
Jessica seconded, voted and passed

It was suggested to have a policy to develop the board agenda which would require an Executive Committee. Lynn stated that the executive committee consists of the Board Chair and Vice Chair. Lachel asked if it could be done via e-mail, and was told yes, as long as Lynn or Lorri are included on the e-mail so the agenda can go out one week in advance of the meeting. Board members should get their ideas for agenda items prior to the executive meeting. Lynn asked the chair and vice chair sit on separate committees so they have different prospective of necessary agenda items. Lachel and Jessica are currently both on the event committee and would like to wait until after Arbor Day to agree to this. Emily suggested adding another sub-committee chair.

**Eric made a motion to form an Executive Committee that shall include the Board Chair and Vice Chair to help approve the agenda for upcoming meetings. Mary seconded, voted and passed

Eric suggested carrying the last two agenda items until next month. All agreed
Kendall shared a letter with the board. He wrote a letter that he want to come from the board. Lynn said it was ok to submit the letter so it can be on February's agenda.

Motion to adjourn by Eric, seconded by Mary, meeting adjourned at 5:08 pm

Respectfully submitted,

Janet Ball
Office Specialist

Next meeting February 11, 2020