

TOWN OF ERIE
TREE BOARD AGENDA
Wednesday October 8, 2014
7:00pm
Community Room
Erie Town Hall

The Meeting for September 10 was cancelled so the agenda was shifted to the October meeting.

CALL MEETING TO ORDER:

**ROLL CALL;
Gabe Colbeth
Marc Cowell
Masako James
Jacob Paul
Kim Tuck
Julian Turcotte
Joe Zintel
Jennifer Kramer**

APPROVAL OF MINUTES FROM AUGUST 2014 MEETING:

PUBLIC COMMENT AND NON-AGENDA ITEMS:

GENERAL BUSINESS

**Great Outdoors, September 6
 What went right what went wrong**

Review of Master Calendar (Attached)

Quarterly Review of Web Site

Discussion of Tree Incentive Programs

The next meeting will be November 12, 2014

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TOWN OF ERIE TREE BOARD
MASTER CALLENDAR

AUGUST 2011

Board Meeting August 10

Discuss possible Grant Opportunities

Discuss fall tree planting workshop

Planning for Great Erie Outdoor Adventure in September

* See poster planning schedule

* See Arbor Day Planning Calendar for specific tasks.

SEPTEMBER 2011

Board Meeting September 14

Discuss initial Budget request

Complete Grant Requests

Finalize fall tree planting workshop

BOT meeting, present accomplishments for prior year, objectives for next year and budget request

* See Arbor Day Planning Calendar for specific tasks.

OCTOBER 2011

Board Meeting October 12

Discuss Priorities for Tree

Planting and use of Tree

Fund in 2012

Quarterly Review of Website

* See Arbor Day Planning Calendar for specific tasks.

*See Poster planning

*See Trees across Erie

NOVEMBER 2011

Board Meeting November 9

Finalize priorities and initiatives for 2012

*See Trees across Erie

* See Arbor Day Planning Calendar for specific tasks.

* See poster planning schedule

DECEMBER 2011

Board Meeting December 14

Preliminary discussion of date and plans for Arbor Day

Invite Staff to Pre Arbor Day meetings

*See Trees across Erie

* See Arbor Day Planning Calendar for specific tasks.

* See poster planning schedule

JANUARY 2012

Board Meeting January 11

Follow-up discussion of Arbor Day site

Quarterly Review of Website

* See Arbor Day Planning Calendar for specific tasks.

* See poster planning schedule

FEBRUARY 2012

Board Meeting February 8

Discuss and plan Arbor day events

All TB members check expiration dates.

* See Arbor Day Planning Calendar for specific tasks.

* See poster planning schedule

MARCH 2012

Board Meeting March 14

Discuss Arbor Day activities

Discuss Town Fair Activities

Request table at town fair from town clerk

* See Arbor Day Planning Calendar for specific tasks.

* See poster planning schedule

APRIL 2012

Board Meeting April 11

Finalize Arbor Day

Schedule volunteers for Trees across Erie distribution

Quarterly Review of Website

Schedule TB members for Town Fair

* See Arbor Day Planning Calendar for specific tasks.

* See poster planning

*See Trees across Erie schedule

MAY 2012

Board Meeting May 9

Summarize Arbor Day lessons learned

Summarize Trees across Erie

Finalize plans for Town Fair

Discuss election of officers in June

JUNE 2012

Board Meeting June 13

Election of Officers

Contact Town Clerk to schedule annual report

Write Goals and Priorities for the next 12 months

Draft Annual Report

JULY 2012

Board Meeting July 11

Finalize Annual Report to BOT

Finalize Goals and Objectives

Discuss fall tree planting workshop

Quarterly Review of Website

* See Arbor Day Planning Calendar for specific tasks

Arbor Day Planning

JANUARY

Review with the town selection and procurement of:
trees for planting at Arbor Day and School Functions
handouts
giveaways
raffle items
children's activities

Review Plans for Educational Outreach Program for the schools
Contact State Forestry to Arbor Day celebration
Invite Boy Scouts and Girl Scouts to participate

FEBRUARY

Decide on information for flyer, newspaper, utility bill and town website
Decide on Refreshment Budget
Contact Town Clerk for Proclamation

MARCH

Finalize literature and forward to Town Staff for approval
Arbor Day Brochure
Newspaper announcement
Website Announcement

APRIL

Attend BOT meeting to accept Arbor Day Proclamation Assign Tree Board members and duties at Arbor Day function

MAY

Send Thank You Notes to
Newspaper
Scouts

JUNE

JULY

AUGUST

SEPTEMBER

OCTOBER

Review with Town Potential Sites for next year

NOVEMBER

Select Site and Date

DECEMBER

**Arbor Day Poster Contest
Timeline 2010**

October 2009	Select Tree Board Chairperson for Contest
October 2009	Contact Donna Davis to coordinate
November 2009	Contact 5 th Grade Teachers
January 2010	Remind Teachers
February 5, 2010	Pick up entries from schools
February 10, 2010	Vote to determine school winners
February 12, 2010	Scan Winners into database
March 5, 2010	Deadline for School Winners to Colorado coordinator

Trees Across Erie Timeline 2009

October	Receive list of trees offered and pricing from TOC
October	Prepare Order Form for homeowners
October	Notify Town Staff, Nancy, Christine, Fred, Ron, Mike
October	Prepare Publicity announcement
October	Submit Order Form to Fred Deil for inclusion on Town Web
October	Submit Publicity Announcement to Fred Deil for posting on Web site and Erie Review
October/November	Take orders from homeowners, update master order from TOC and notify TOC as tree supplies are reduced.
December 15	Final cut-off for orders.
December 15	Submit final order to TOC
January	Issue letters of confirmation, issue refunds
January 5	Submit final payment to TOC.
April 13	Pick up trees, deliver to Erie
April 19	Homeowners pick up trees