

The Board of Tree Experts met on this date at the Forest Resource Education Center Building in Jackson, N.J. at 9:45 a.m. to discuss the business of the Board.

Those present were:

Stephen M. Chisholm, President	Jill Denyes, DAG
Richard Wolowicz, Vice President	Jennifer Dalia, DAG
David Johnson, Treasurer	Kevin Downes
Barry Emens	Mark Goggin
John E. Perry, Program Coordinator	Michael D'Errico
Gary Lovallo	

The open public meetings act was read by David Johnson. D. Johnson made a motion to approve the minutes of the September 18, 2012 meeting. B. Emens seconded the motion which was unanimously approved.

Treasurers Report:

Dave Johnson reported:

Balance 7/01/12 = \$	9,103.59 (FY2013)
Disbursements = \$	3,603.98
Receipts = \$	<u>9,065.00</u>
Checking Account balance = \$	14,564.61
USFS Grant = \$	5,000.00
Asset Balance 10/16/12 = \$	19,564.61

B. Emens moved to accept the Treasurer's report with G. Lovallo seconding the motion. Motion was approved unanimously.

Correspondence:

D. Johnson received two pieces of correspondence from TCI. Michael Virgil and John Verbrugge requested information on the professional seal.

Administrative Report:

J. Perry reported that the chairs and conference table in the board room were moved in the early part of the month.

Old Business:

A. Web Site – D. Johnson reported that the web site should be functioning by next month.

- B. Board Policies – Examination Procedures and Examination Proctor Policies: Discussion ensued with suggestions to modify the procedures and policies. D. Johnson moved to add: Proctors cannot divulge examination content, to the Examination Procedure Policy. B. Emens seconded the motion which unanimously passed. G. Lovallo moved to add to the Test Violation Procedures: Both proctors should accompany the violator(s) while a proctor from another group provides the proper coverage needed to insure that the test procedures are followed, to the Examination Proctor Policy. B. Emens seconded the motion which was unanimously approved. D. Johnson moved to add: If an applicant is late for the examination that person cannot take the examination, to the Examination Proctor Policy. R. Wolowicz seconded the motion which was unanimously passed.
- C. Maryland Conference – D. Johnson reported that the Occupational Safety Hazard in Maryland is a state law run by the state. Maryland arborists may take the New Jersey CTE or LTE examination and, if successful, may sit for the Maryland Tree License Examination.

New Business:

- A. Howard Taylor E-mail – D. Johnson read Howard Taylor's e-mail to the Board. D. Johnson will write a reply to Mr. Taylor.
- B. STF Banquet Board Attendance – D. Johnson moved to have the Board members fee for the N.J. Shade Tree Federation's awards banquet be paid by the Board. R. Wolowicz seconded the motion which was unanimously passed.
- C. Proposed Legislation – D. Johnson circulated proposed legislation concerning replacement costs of trees. Two bills are being proposed to expand, simplify or reduce licensing procedures.
- D. Annual Meeting – The location of the annual meeting was discussed and is to be finalized at the next scheduled Board meeting.

Other – A plan to move forward to have the rules enacted was discussed.

General Public Comments:

There being no further business, G. Lovallo moved for the meeting to be adjourned, B. Emens seconded the motion which was unanimously approved. The meeting was adjourned at 11:42 a.m.