

**Tree Board Meeting**  
**August 20, 2013**

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Present

- ✓ Sandy Ostheimer
- ✓ Barton Joffrion
- ✓ Laura Browning
- ✓ Teri Ferguson
- ✓ Corey Messina
- ✓ Trudy V. Hebert
- ✓ Diana Theriot
  
- ✓ David Luke, TPCG Advisor
- ✓ Chris Pulaski, TPCG Sr. Planner

Absent

- ✓ Bruce Verdin \* no contact
- ✓ Jo Ann Kirkpatrick \* called about absence

The meeting was called to order by Laura Browning, Chair at 11:35 a.m. Sandy Ostheimer, Vice Chair, led the invocation.

1. **Approval of minutes:** The minutes were reviewed by members present. Motion to accept by Trudy Hebert, second by Sandy Ostheimer. Motion Passed.
  
2. **Special orders** – Ethics training reminder. The following Board members have not completed the required Ethics Training and /or provided Chris Pulaski, TPCG Adviser with copy of certificate of completion. To date, the following members have completed the online training: Browning, Ostheimer, Joffrion, Hebert, and Kirkpatrick.
  
3. **Reports** –

Finance – The balance shown on the July 2013 report provided by Sonja Labat, Investment Officer, showed a balance of \$10,487.6. The Board will be seeking the support of the Houma Terrebonne Visitors and Convention Bureau for the publication of the marketing brochure on Prominent Trees of Terrebonne Parish.

Tree Ordinance – Final draft is near completion and Chris will send to board members to review and comment on.

Publications – Trudy Hebert reported that the tri-fold of *Prominent Trees of Terrebonne Parish* will be published. Laura Browning and Chris discussed with the Board hiring a graphic designer to present a professional quality finished product that coordinates with the new parish brand. Barton Joffrion proposed a motion to ask the Houma Area Visitors

and Convention Bureau to fund a grant to hire a graphic designer to finish the Tree Brochure project, second by Trudy Hebert – Motion passed.

Chair report – Meetings have been held with Sharon A. Alford to discuss the planned marketing brochure. The Apache Foundation request for funding for trees for the 2014 Arbor Day project has been submitted. Other partners will be discussed at the next meeting.

Liaison Report- Chris Pulaski reported that of the \$10,487.61 reported in the finance report, \$7400 is earmarked for the Downtown Development District Project. There will be a walk-through of the project and Chris will advise members if they wish to participate. He has met with Ann Picou to structure funding to increase the viability and timelines of the project. The Tree Board will commit to funding the Construction Drawings.

#### **Old Business**

- Trudy discussed Tree Board Publication. Working with Tourist Commission on Prominent Trees in the Parish – suggest that we apply for \$5,000.00 grant.
- 12x18 and fold in half.
- Adopt a parish tree and put on cover of the brochure.
- Need to send a release form letter to original tree owners once we get grant so they can be included.
- Need to set up a score card to choose trees for brochure. Could include history of tree, culture, size, species and condition.
- A PDF would be placed on the TPCG Web site at the Tree Board's Page.

#### **Strategic Planning – Revised Copy enclosed.**

- Mission
- Vision
- Core Values
- Strategic Goals
- Objectives

Motion to accept revision and edits as discussed in strategic plan.

Motion by Trudy, second by Sandy - passed

Corey suggested we consider Conoco Phillips Headquarters for next tree-mendous award.

Voice of Wetlands was discussed – approved to participate as non-profit.

**New Business**

- Motion to approve budget proposed by Sandy, second by Diane, passed. Proposed Budget for 2014:

Parish -	\$20,000.00
Grant and other sources -	<u>\$20,000.00</u>
	\$40,000.00

- Laura discussed the creation of an ad hoc committee to write and prepare a semi-annual report. Sandy, Corey and Laura will serve on the committee.
- An annual report has been submitted in the past and Chris will provide to Parish Council.
- Bob Thibodeaux's nonprofit , Acorns of Hope, will be traveling through Terrebonne Parish November 25-20, 2013. More details to follow.

Motion to adjourn by Barton Joffrion. Second by Trudy Hebert – passed.

Submitted by

Barton Joffrion, Secretary



