

Illinois Forestry Development Council – Meeting Minutes
March 8, 2018

Location: I-Hotel, Excellence Conference Room, Champaign, IL.

Attendees: Bill Gradle, Director (IFDC), Wade Conn (NRCS), Stan Curtis (FPI) Reinee Hildebrandt (IDNR), Paul Deizman (SAF/IDNR), Chris Whittom (IDNR), Roy Bailey (Tree Farmer/Contractor), Mike Brunk (Urban, City of Urbana), Scott Beckerman (IL Chapter, TWS), Tom Wilson (State Forester/IDNR), Rob Sproule, (IAA Oakpark), Dave Gillespie (IFA), Brendan Cain (U.S.F.S/Shawnee), Lydia Scott and Beth Corrigan(guests - Morton), Jim Zaczek, Chair (SIUC), Patti Cludray, Recorder (SIUC)

Call to Order: 10:10 – The March 8, 2018 meeting of the IFDC was called to order and members were welcomed by Jim Zaczek.

- The meeting Agenda, Minutes of the January 11, 2018 meeting of the IFDC and other documents were made available to the committee members. Minutes were reviewed and discussed by committee members. Jim asked if there were any additions or corrections; corrections were noted.
 - Pg 2 – misspelling of Reinee; wording correction of *For a Urban grant prospect to* from a federal grant.
 - Pg 3 – change *Tom Wieklyff* to Jim Tresoutik; change *Ullin* to Olney; add One at Steven... and one at Pittsfield, IL.
 - Pg 5 – correct spelling of McMahan.
 - Patti will make required changes to the minutes, for records.
- **MOTION:** Tom Wilson, made a motion to approve Minutes as written with corrections; seconded by Rob Sproule; Motion carries.
- Jim Zaczek announces to Council that he must leave by 1:30 p.m. so would like to make a change to the order of Agenda, moving the Forest Summit Planning ahead of the Committee Reports if possible. Council members are okay with this change.

Agenda Item:

Illinois Forest Action Plan (IFAP): Group discussion, led by Bill Gradle.

- Bill G. - After the last meeting it is clear that there are still issues with the IFAP as currently written. With the evident need for updates prior to F.S. approval and clarifications it has been decided to table work on the IFAP and pickup next fiscal year.
- Bill G. - Question for the Council is would we still like to have the IFAP in its current form printed for the June Summit. Further, if we do agree to have these printed, how many do we want to print?
- Patti presented various costs of printing formal copies of the document in color or black and white with the Council. Council discussed printing options.
 - Beth C., - pointed out that 3-ring binders will be given to each Summit participant would the council consider making 3 hole copies for the binder.
 - Tom W., - a copy of the IFAP for the binder would be much cheaper, since we are going to need to wait until a later date to do a formal printing.
- Council discusses and agrees that the copies for the Summit binder is a good idea, and it the way to go.
 - Bill G. – How many do we want to have copied and do we want to have all black and white or any color.
 - Wade C., - there are only a couple of pages that would actually benefit from color, but could be presented well in black and white.
 - Jim Z., - 60 are initially being invited to the Summit but may need more than that so would 100 copies be enough?
 - Bill G., - Are there any further issues or discussion:

- After Council discussion it is decided to have 100 copies (on 3 hole punched – bond) of the current IFAP made for the Summit. Patti will check on the costs of making the copies (will check on adding a color page or two). Patti will give Bill G. the information on costs and will have copies made, Patti will also purchase 100 – 1” binders with interior pockets and clear front sleeve, for the Summit (in Royal Blue or Green).

Agenda Item (moved forward on Agenda):

Forest Summit Planning: Rob Sproule passed out packets of Summit materials to the Council and opened discussion.

- Rob S., Summit committee has met a number of times since the last meeting of the IFDC and have moved forward on a number of things. Information presented in the packets needs to be reviewed by the Council and the Summit committee. The packets include:
 - Invitation; Current Invitee list; proposed Agenda for the Summit; working budget of the Summit; detailed Agenda Breakdown; and Proposed Outcomes.
- Rob S., the Planning Committee needs council clarification to finalize speakers, program topics, invitees, etc.
 - Tom W., Dir. Rosenthal's office was contacted and dates of the Summit were given to him, but there has been no confirmation yet.
 - Bill G., he has been formally invited; so we are still waiting for Dir. Rosenthal, Ivan Dozier, Senator Barrickman and of course Tom Wilson have been contacted as speakers. It is on Ivan Dozier's calendar, Barrickman sounded positive, wanted something in writing. Rob S., these are the planned speakers, but we will have a plan B.
- Rob S., carefully review the invitee list and let us know of any omissions.
 - Reinee H. Chris Whittom needs to be added to the list. Lydia, there are about 80 names on the list; consider who should not be included if we want to stay at 60 invitees. Paul D., do you need this done by today?
 - Beth C., could the Summit budget handle additional guests? Jim Z., right now the Council has agreed to pay for 50 rooms. Rob S., if we have multiple invitees from the same agency, for example there are 5 from SIU, perhaps we could limit the number of hotel rooms that are provided. Brendan C., Agencies; i.e. Forest Service will pay for their own rooms (due to gift restrictions). Beth C., since Agencies will be paying for their own room, we can pull those out of the invitees who need rooms and we can have a better count. Jim Z., we are not going to be using all of the budget in some of the lines; so we will probably be okay.
 - Beth C., Some IFDC membership spots are vacant so we may fill with other guests. Over the lunch break, we can take that time to talk and make more changes.
 - Jim Z., Could the registration form include a line asking invitees if they need lodging. Reinee H., or, if they are willing to pay for their own lodging. Beth C, the planning committee can work on the invite details, but we want to get this out ASAP.
- Rob S., Let's look at the program, this was developed based on Council discussion. Council wants to make sure the design of the program is what the Council had in mind.
 - There will be 4 breakouts with everyone cycling through. There will be a facilitator for each breakout session. This program was designed to get everyone engaged in topics that are of interest and fit everyone. We would like to develop a pre-survey asking people what they hope to get out of the conference. That way we will have a better idea on how the sessions should be facilitated. Are there any comments on the basic 4 sections as shown on page 1 of the Summit Program Agenda?
 - Reinee – topic B Forest Health – should include species selection and nursery production. Topic C suggest adding 2 professionals in each field, topic D. Funding and Advocacy can be a real challenge in Urban Forestry. Additionally are the facilitators on the list or do they need to be added.
 - Beth, we think that there are enough experts on the list, to cover all of the topics.

- Reinee—suggests good facilitators, if they are not already on the list, Jill Johnson, and Lisa Bourbon, FS, has good abilities.
 - Dave Gillespie, the NRCS used to have some really good facilitators who went through training, might want to check into that.
 - Rob S., the role of the facilitators is to keep the conversation on topic and in line.
- Rob S. So getting back to the overall structure of the Summit, does the council like what they see so far?
 - Jim Z., yes this looks good.
 - Beth C., the council wants to make sure the topics matched the Action Plan threats. We are hoping that Tom Wilson will outline the break-out sessions in his opening.
- Rob S., Moving on to the Outcomes Section: This goes into what we want to get out of this Summit and how do we measure the success. There are things we need to address; we want this information to be beneficial and go beyond the breakout sessions.\
 - Rob S., The Closing Document, Points of Discussion:
 - Council should be involved in moving work items forward over the next year or two. Beth and I think we should agree on these outcomes before the Summit.
 - Beth, to clarify, why we value the input and what we are going to do with it information.
 - Jim Z., so we are looking at the goals of the IFDC related to the FAP in the future and the need to address threats with sources / ideas for funding: Question, will there be a Summit document produced.
 - Question: Are the sessions going to be recorded? Scott B., the entire idea of recording sessions puts off free discussion. Jim Z., people may not want to be as honest if they are recorded. Brendan C., it is important the people are at ease and honest, products/ideas that come out of these sessions will stir discussion and may affect actions in the future.
 - Reinee, how about recording the facilitator's summary reports? Mike B., it may be difficult to do that both for the facilitators and the person who would record, at the event, time issues, etc.
 - Beth C., Not sure an exact record of every word is important, minutes of the sessions and this Summit are not being recorded, and this should be more a gathering of thoughts and ideas.
- Beth C., to the Council, overall do the 4 topics look okay to everyone, and is the format of the breakout sessions what the council had in mind?
 - Mike B., Topic D. Funding issues are very different for example traditional and urban forestry. Discussion: The intent of these breakout topics is to bridge subjects and address many facets and concerns.
- Rob S., We want to be clear whose event this is IFDC/IDNR anything we produce we want to be sure and recognize the sponsors with logos/acknowledgements. A question has been raised, are any other sponsors invited to be part of this event? Do we want to give other organizations the opportunity to sponsor a portion of the event or to be part of it? Discussion by council members.
 - Jim Z., do we want to corporatize this Summit?
 - Tom W., if vendors are invited the nice thing is they talk about their products, goods and services.
 - Jim Z., only concerns on additions to sponsors noted in the binder, if something controversial comes up; then you are just putting information in there because you have been influenced.
 - Mike B., is the break even long enough to have vendors set up. Tom W., Vendors can set up in the common area, and you could give them a 2 minute spot at lunch.
 - Reinee – is our budget okay, would sponsors help with food or alcohol? We are good with the food, but no on the alcohol since running funding through SIU.
 - Wade C., So could we offer sponsors the opportunity to submit an amount to the budget for certain uses/amounts.

- Rob S., so, sponsorship could be open for vendors, but not open to sponsorship of Summit itself, just breaks, etc., within the Summit, i.e. options to cater food for breaks, or alcohol, etc. Council is in agreement, further discussion on this.
 - Jim Z., if there are going to be other sponsors, how the meeting and breakout sessions will be set up. Bill G., there are 3 breakout rooms (Leadership, Loyalty and Excellence) and the big Chancellor's ballroom (that room will be divided). We will keep one room for staging.
- Rob S., so the committee's goal will be to get the pre-survey out to the invitees right away; find out if we have access to enough trained facilitators. Council discussion.
 - Bill G., the RC& D no longer has that facilitator training program, but will ask Mr. Dozier if they still have any facilitators. Robs S. so we need to identify the facilitators right away and make sure they are on board. Bill G., we have a lot of good people on the council, could they be facilitators? Rob S., but don't we want our members as participants. Jim Z. Maybe we could hire professional facilitators. Brendan C., we may have 1 or 2 trained facilitators on the Shawnee, he will check.
- Rob S., the Summit planning committee will be holding a meeting right after the IFDC meeting adjourns so we can move forward quickly on some of these issues.
 - Bill G., We will try to get clarification on speakers as soon as possible. Right now it looks like we have Ivan Dozier as the breakfast speaker, and Tom W will be speaking and give charge to the breakout sessions. We will discuss the amount of time allotted to each speaker; Tom W., 45 minutes is too much, 20 – 30 minutes each would be enough for speakers.
 - Paul D., questions, will IFAP be introduced and are the invitees getting the IFAP? Rob S., yes, this will be part of the pre survey.
- Rob S., are there any further questions the Summit committee can cover for the Council at this time.
- Jim Z., thanks Rob and the Committee for their hard work and presentation to the Council; you have done a really good job.

Agenda Item:

Supplemental Statement of Economic Interest presented by Tom Wilson.

- Tom W., annually, certain employees and representatives (administrators, directors, chairs, council / commission members, etc.) within all state organizations are required by law to provide a supplemental statement of Economic Interest. If anyone received this request they need to be completed as soon as possible.
 - Bill G., questions, who are these requests sent to and where / how are they sent. Tom W., Will need to check and see who the requests were sent to. Jim Z., notes he received one for SIU.
 - Paul D., I took this as, if you are on 3 different commissions / councils you only needed to submit one form.
 - Rob S., were these sent out last year? Tom W., yes.
 - Jim Z., this is different than the ethics that all state employees have to do, you get an email with a PIN. There are only 3 questions on this form, so it is quick and easy to do.

11:35 NOTES:

- Brendan Cain, left the meeting but should return in 30 – 45 minutes.
- Council agrees to continue meeting; will break for lunch after all Agenda items have been discussed.

IDNR Report presented by Tom Wilson.

- Interviews ongoing for Mason State Nursery clerical position. There are 5 good candidates, in the process of offering the top scoring person the position. Nancy will still be available to help and train the new person.
- Jumping into hearing on Dicamba Draft issues this coming Monday. There will be a report, site specific to the DNR – Credible reports will be forwarded to the DOA. We will see what happens. FYI: that this

meeting is happening, there will be a webinar on Monday and the hearing will be recorded on SharePoint.

- Still working with the e-payment system, hoping for this to be in place for the spring.
- Prescribed burns are starting. Dr. Ruffner, SIU, is working with Touch of Nature, Carbondale. There have been good burns and good turnout.
- Jim Z., asks for further questions, comments; thanks Tom for these reports.

Committee Reports:

Legacy Report submitted by Chris Whittom.

- No new updates at this time.

Stewardship Report submitted by Chris Whittom, IDNR.

- No committee meeting.
- Looking at getting renewal letters out to districts. Want to make sure that the letters go to those who have updated everything in database.
- Jim Z., asks for further questions, comments; thanks Chris for these reports.

Urban Committee Report submitted by Rob Sproule, IAA

- Met last week continuing to formalize member list with MOU(?)
- Work plan was not developed for the year. Urban Committee will use the Summit as an opportunity to develop a work plan.
- Jim Z., thanks Rob for this report.

Other Business

- RCPP – Bill G., Not much has been happening, since last report
 - January 19, all applications received are ranked. March 23, ranking will be ready, results will be discussed with Bill and they will decide who to fund.
 - First distribution round totaled about \$600,000 (39 application= funding). This left 1.2 million for the next 4 years.
 - Some requests for funding will be coming from the NW. corner of the State. Last year there was a pot of money to fund projects up there and this year that money is no longer available, so we anticipate getting requests from that region. Are there any questions.
 - Paul D., When will the next group/batch of applications be due. Bill G., March 30, 2018.
 - Stan C., so anyone who wasn't funded could sign up again. Bill G., Yes.
- Jim Zaczek calls for any further discussion or other business, if not calls for motion to adjourn for lunch.

11:55 LUNCH provided by the IFDC.

MOTION: Tom Wilson makes motion to adjourn; seconded by Scott Beckerman. Motion carries.

- The May meeting of the Illinois Forestry Development Council is adjourned at 1:00 p.m. The next meeting of the Council will be held on May 10, 2018, location TBA.