



MINUTES
of the
ISAAC Annual General Meeting
(AGM 2004)

November 4, 2004

1. VENUE OF THE MEETING

The ISAAC AGM 2004 took place in one of the Riverview Theatres, Parramatta, NSW.

2. OPENING THE MEETING

The Chair, ISAAC President Craig Hinton, declared the meeting open at 4:59 pm, and welcomed those present.

3. PRESENT

ISAAC directors, ISAAC members, and observers.

4. AGENDA ITEMS

4.1 Tabling Minutes of ISAAC AGM 2003.

ISAAC Secretary Clive Sorrell tabled Minutes of ISAAC AGM 2003 and called for amendments to them.

No amendments were proposed by the meeting.

4.1.1 Motion:

That the board and members approve the Minutes of AGM 2003.

Moved by: Hugh Taylor.

Seconded by: Adam Tom.

The motion was carried.

The Chair reminded members that all Minutes of ISAAC Board Meetings are posted at the ISAAC website.

4.2 Matters arising from the Minutes of AGM 2003.

No matters were raised.

4.3 A report from the ISAAC President.

President Craig Hinton tabled his report:

I am extremely pleased to present my report for 2004. Another challenging year has consolidated ISAAC's position. We resolved many long-standing and difficult issues so that now we are confident of a solid financial, legal, and membership position.

At its January meeting the Board held lengthy discussions about the chapter. We needed statements about our mission and reason for existence. Consequently, we developed and adopted the following Mission Statement, Goals, and Slogan:

4.3.1 ISAAC's Mission Statement.

ISAAC will promote professional practices in arboriculture, and foster awareness of the benefits of trees through research, technology and education.

4.3.2 ISAAC's goals.

To educate tree workers and tree managers.

To educate the public about the benefits of the trees.

To enhance ISAAC's role as the national arboricultural body in Australia.

To develop and institute arboricultural standards.

To encourage and support arboricultural research.

To develop strong relationships with related and like-minded organisations.

4.3.3 ISAAC's slogan.

ISAAC: promoting professional tree care.

4.3.4 Business Plan.

We also set ourselves an ambitious business plan for 2004. Hard work and perseverance have seen us deliver four of our business plan goals on time and substantial progress has been made in all of the others.

The goal	How to achieve the goal	Deadline	Responsibility	
ISAAC National Conference 2004	Mutually beneficial partnership with the NAAA.	Early November 2004	Hugh Taylor & Craig Hallam	<i>Achieved</i>
ATCC 2004	Partnership with the NAAA.	Early November 2004	Hugh Taylor & Rodney Page	<i>Achieved</i>
300 ISAAC members	Promotion of ISAAC benefits to state groups: arborist insurance scheme; arborist certification; etc.	by AGM	ISAAC National Administration Office	<i>Xx members as at October 27</i>
ISAAC National Conference 2005	Seek a partnership with a group in Perth or Tasmania.	September 2004	Craig Hallam	<i>Venue confirmed</i>
ISA Certified Arborist program growth	Organise examinations in each state. Involve local members.	Annual General Meeting 2004	Martin Norris	<i>QLD, WA, SA, Vic & NSW in last 14 months</i>
Promotion of ISAAC and trees	Australianise ISA Consumer Education pamphlets.	Annual General Meeting 2004	Clive Sorrell	<i>In progress</i>
Local mail-out of ISA journals	Obtain journals in bulk from USA and post locally via a mail house.	March 2004	John Cobbett & David Galwey	<i>Achieved</i>
ATCC 2004 to have 30 competitors	State-based competitions before ATCC 2004.	Before November 2004	Hugh Taylor & Rodney Page	<i>25 competitors with the first ever from WA</i>

4.3.5 Relationships.

The last twelve months has seen an ISAAC representative travel to every state in Australia, and to the ISA Board of Directors' Meeting in Pittsburgh, USA. We also had three climbers at the World Tree Climbing Championships.

Here in Parramatta, for the first time, a major meeting has been held between arboricultural groups from across the country. At ISAAC's invitation, representatives of ISAAC, IACA, SASA, NAAA, QAA, WATG, WOTT, VTIO, LGTRA, three local government groups, and TREENET, met to discuss a broad agenda of co-operation and mutual concern. The meeting will lead to closer bonds between the groups.

A prominent theme that arose from the meeting was our need to standardise, for example, the language we use and our manner of reporting.

4.3.6 Local Government.

At the recent TREENET Symposium it was proposed that a national group be formed to address a range of arboricultural issues identified by state-based groups. The issues will be applicable to all Local Government Officers responsible for tree management throughout Australia.

The purpose of the group is to provide a leading body representing the views and ideals of Local Government arboriculture. Its aim is to promote arboriculture to Australian governments, local, state and federal. This will be achieved by addressing identified issues, lobbying federal and state authorities for effective legislative changes to protect trees, and by promoting professional tree management through the dissemination of information.

This proposal sits well with the ISAAC Constitution, and the ISAAC Board will support the initiative.

4.3.7 New South Wales.

Our joint conference in 2004 established a strong link between ISAAC and the NAAA.

4.3.8 Western Australia.

For the first time, ISAAC has ventured to Western Australia. Craig Hallam, ISAAC Director for Major Events, and myself, travelled to Perth to establish a relationship with the local arboricultural industry.

We investigated the possibility of staging the ISAAC Conference & ATCC in Perth. Our gesture was warmly welcomed and resulted in a tree-climbing competition workshop later in the year.

For the first time, the WA Tree Climbing Championship conformed to ISA rules. There are three Western Australian competitors here in Parramatta to compete in the national championships.

Further tree-climbing and other workshops are planned for 2005.

4.3.9 South Australia.

The 7th ISAAC Conference & ATCC, held in Adelaide during 2003, was an outstanding success and enhanced ISAAC's relationship with the SASA.

The ISAAC stand for sales of books and other merchandise at TREENET during 2004, was a very successful venture.

The ISAAC Board is happy to support TREENET as a commitment to arboricultural research. The board will investigate ways of strengthening the relationship.

4.3.10 Queensland.

Craig Hallam, ISAAC Director for Major Events, and myself, travelled to Queensland to support the inaugural QAA Arbor Camp. WOTT representatives Kiah Martin and Rebecca Ramsden, and Victorian Arbor Camp driving force, Philip Kenyon, joined us there.

The Arbor Camp concept has been successful in Victoria and was well received in the picturesque surrounds of the Sunshine Coast.

We enjoyed successful sales at the chapter bookstand, and conducted an ISA Certified Arborist examination. We are planning another certification exam for Brisbane, during November.

I commend the Queensland Arboricultural Association for their organising skills and for their professional management of the camp.

4.3.11 Tasmania.

The ISAAC Board's Craig Hallam has been to Tasmania several times during the past year. While there he has successfully established relationships with several major councils. They are keen to develop links with ISAAC and tree climbing workshops are planned for 2005.

4.3.12 Victoria.

The Victorian Tree Industry Organisation, a Special Interest Sub-committee of ISAAC, has met regularly during 2004. The VTIO recently developed a Draft Tree Climbing Guideline. This is being reviewed. In 2005 the VTIO plan to take responsibility for Australian Arbor Camp and for the Victorian Tree Climbing Championships.

4.3.13 WOTT.

Women of the Trees, a Special Interest Sub-committee of ISAAC, continued to perform strongly by expanding their membership. Currently, WOTT has 170 members in eleven countries including: Australia, Canada, Finland, Germany, New Zealand, Norway, Slovak Republic, Spain, Sweden, United Kingdom, USA.

WOTT members are women in private enterprise, government agencies, utility companies, and consultants, students, educators.

Increased participation and feedback from members will help grow WOTT into a truly important means of connecting women in arboriculture.

A stronger voice at TCC events is required at every level and WOTT members are already making an impact in this area.

WOTT hopes to Influence manufacturers and suppliers of arboricultural clothing and safety apparel with the specific aim of improving the range and fit of clothing and PPE for women.

The group will establish links to connect women running arboricultural businesses, so that information can be shared.

4.3.14 The ISA.

In August, Doug Sharp travelled to Pittsburgh for the ISA Board of Directors' Meeting, to represent ISAAC. It was the first time the Australia Chapter had been represented in person for several years. Strengthening our relationship with the ISA has delivered benefits, including funding assistance for various local programs.

The ISA Board has significantly improved its relationship with the Australia Chapter. We look forward to further improvements and assistance.

4.3.15 Services for members.

4.3.15.1 Finance.

The Treasurer will provide a detailed report on finance and the hurdles we overcame during the past twelve months. I am confident, now, in saying that we know exactly the status of the chapter's financial situation.

4.3.15.2 ISAAC Administration.

Your board of directors implemented a 1300 telephone number at the national Administration Office, allowing members to call from throughout the country for the cost of a local call. The office is currently open only on Wednesday and Friday. The board has decided not to increase opening times.

4.3.15.3 ISAAC Arborist Group Insurance Scheme.

The arborists' insurance scheme is delivering savings to members and helping increase membership of the Australia Chapter.

Recent introduction of full professional indemnity insurance cover for consulting arborists, will promote membership of the scheme.

4.3.15.4 ISAAC merchandise.

Book sales are steadily increasing and generating reasonable cash flow for the chapter.

Next year we will significantly expand the range of books available from the chapter office. This results from establishing a distribution deal with the CSIRO.

4.3.15.5 ISAAC Website.

Average website traffic has more than doubled in the past twelve months. The site received about 40 hits per day leading up to the conference.

4.3.16 ISA Certified Arborist Program

We delivered certification examinations in Queensland, Western Australia, South Australia, Victoria and New South Wales. Seven examinations during the past fourteen months.

The program is proving increasingly popular and the ISA Certified Arborist Study Guide is our most popular book.

4.3.17 ISAAC Tree Climbing Championships (TCC's).

ISAAC TCC's , state and national, continue to be popular, receiving strong fields in Victoria and in the national event.

State competitions elsewhere vary somewhat in their level of success, but they manage to provide top competitors at the national level.

The recent move to international TCC rules in Western Australia, then that state's first enrolments for the national competition, this year, is exciting.

Our chapter's representatives at the international championships in the USA this year, made us proud. Congratulations to Kiah Martin, Cherrie Neale and Brett Hamlin for strong performances.

4.3.18 General comment.

As I alluded to in the chapter newsletter, *The Bark*, several times over the past year, the burden of running your organisation currently sits heavily on the shoulders of the current directors and a few other volunteers. To take full advantage of the groundswell of support for ISAAC we need more people to take on some of the challenges and rewards of being involved. There are jobs, large and small, that need doing. The more help your board gets, the more the ISAAC Board can deliver services to members and industry.

I look forward to another successful year in 2005, and thank you for your support of the chapter.

4.4 A report from the ISAAC Treasurer.

Treasurer John Cobbett tabled his report:

I was appointed ISAAC Treasurer following last year's AGM and although very apprehensive at first I am enjoying my role as your Treasurer.

After a month of wading through past and present accounts and financial statements it became very clear that our system (or lack of one) needed a complete overhaul. My first task was to replace our administration service with someone who had good book keeping and organisational skills. We appointed Sue Slaughter of Peckham Bookkeeping and with her assistance we started rebuilding from the ground up. Our prime objective was to turn the organisation into a successful business by introducing systems and checks that would prevail for the next 10 years and beyond.

Working through the accounts uncovered the following:

4.4.1 We had never done a BAS, although we were registered for GST.

4.4.2 We were years behind with our reporting to the ASIC.

4.4.3 Our MYOB accounts were a complete shambles and needed to be completely rebuilt.

4.4.4 We needed to update all the ASIC records, remove old addresses and directors and list all the new directors and current business details.

- 4.4.5 There was no clear indication of who were the signatories on any of our three bank accounts.

Each day there was a new problem and a new challenge.

I am pleased to say that we have achieved a lot in the past year and introduced many initiatives:

- 4.4.6 Proper accounting has brought the 2002/03 and 2003/04 books up-to-date.
- 4.4.7 We have settled all our past BAS's.
- 4.4.8 All essential reporting to the Australian Securities & Investments Commission has been completed.
- 4.4.9 Prosecution of past directors was avoided.
- 4.4.10 The accounts have been audited and they will be audited every year.
- 4.4.11 Two bank accounts were closed and a separate bank account has been established. This new account is used as a Trust Account for moneys collected in the form of a liability, such as the ISAAC Arborist Insurance Scheme premiums, and ISA (USA) membership dues. The Trust Account will hold all funds raised by state based sub-committees such as Arbor Camp, WOTT, TCC's and the Trauma Fund. You can be confident that money raised by your local ISAAC sub-committee will be held outside ISAAC's general bank accounts and guaranteed to be there when you need it.
- 4.4.12 We introduced Internet banking, EFTPOS facilities, and a 1300 telephone number to improve Administration Office service to members.
- 4.4.13 The ISAAC Board of Directors has imposed strict controls on chapter finances. It is the memberships money and it must be used wisely and prudently.

The groundwork laid recently will ensure that ISAAC is a successful organisation into the future.

It is important that we continue to increase revenue so that we can better serve our members, the tree industry, and others. We have improved the chapter's financial bottom line through initiatives such as:

- 4.4.14 A better national conference, establishment of the ISA Arborist certification program in Australia, improved sales of merchandise, establishment of a Corporate Member category for the chapter, and the

ISAAC Arborist Insurance Scheme which now includes Personal Indemnity Insurance. We have continued success with our state-based and national tree climbing competitions and with Australian Arbor Camp.

All these initiatives resulted from your board's foresight and work.

- 4.4.15 We strive to become the premier arboricultural organisation in Australia but it will take more than the initiatives outlined above. We need others to work at formulating fund-raising ideas, industry assistance ideas, and membership benefit ideas, for example. We need to give you, the members, more, but the ISAAC Board needs more from our membership. Get out there and encourage people to join and get involved, talk to your friends and colleagues about the importance of a strong ISAAC and build your organisation. Membership of the Australia Chapter costs only \$110.00
- 4.4.16 I am firmly of the opinion that the tree industry needs a national voice. To achieve this goal we must have a strong, well organised, administration and sound financial policies.
My objective is to make the organisation financially strong through a more professional, business-like, approach.
Your board members are working as hard as necessary to make ISAAC successful. Please share our passion for success.
- 4.4.17 On behalf of the ISAAC Board, I express thanks to Sue Slaughter who is your ISAAC Administration Office, and to Steve Szetey of Stanton's Accounting and Tax Solutions. Both provided your treasurer with a special effort during the year. They do a fantastic job for ISAAC.
- 4.4.18 The auditor has not yet returned the final audited financial reports for 2003-2004. I hope to have these ready for the next issue of The Bark.

The Treasurer invited questions from the audience. None were forthcoming.

4.5 Pre-notified questions from members.

No questions were received prior to the meeting.

4.6 Matters arising from the meeting.

No matters were raised.

4.7 Some directors of the ISAAC Board relinquish office.

In accord with the ISAAC Constitution, three members of the board were required to relinquish office, but were entitled to stand again for re-election to the board. The directors who relinquished office are: Marcus Lodge, Hugh Taylor, Colin Thornton.

4.8 Election of new directors to the ISAAC Board 2004/2005.

The ISAAC Board, having already one vacant position and now three positions relinquished, had four positions available.

- 4.8.1 The ISAAC Administration Office received documents nominating the following members to the ISAAC Board for the year 2004/2005:

David Beattie
Bruce Moorman
Hugh Taylor
Colin Thornton

- 4.8.2 The Secretary proposed that the four nominees, being fully subscribed members of both the ISA and of its Australia Chapter, be accepted by the meeting to join the ISAAC Board of Directors.

4.8.2.1 Motion:

That David Beattie, Bruce Moorman, Hugh Taylor and Colin Thornton, be elected to the ISAAC Board of Directors.

Moved by: Richard Forbes.

Seconded by: Jenny Boyer.

The Motion was carried.

Craig Hinton welcomed the four directors to the board.

5. OTHER BUSINESS

- 5.1 Proposal that Alice Springs be considered as a venue for an ISAAC Conference & ATCC.

Member Philip Kenyon proposed that ISAAC investigate presenting its national conference and tree-climbing championships in Alice Springs, Northern Territory. The Chair responded that the proposal will be minuted and considered by the ISAAC Board.

6. CLOSING THE MEETING

The Chair thanked participants for attending, and then declared the meeting closed at 5:35 pm.

Distribution of the Minutes: ISAAC Board; ISAAC Administration; ISAAC Website.