

**Michigan Board of Foresters**  
**MINUTES**  
**Thursday, November 1, 2018**  
**DNR Gaylord Customer Service Center**  
**1732 West M-32, Gaylord, MI**  
**10:00 am – 3:00 pm Eastern time**

**Attendees:** Deb Begalle, Brenda Haskill, Lindsey Henski (until the Secretary of the Board position was filled), Bill Botti, Jerry Grossman, Melinda Jones, Todd Penrose, Joyce Angel, Jim Schmierer (phone). Members of the public: Bill Hollenbeck, Francis Hummel, Tim Chick.

**Welcome:** Deb Begalle called the meeting to order at 10:05 am. Introductions were made.

**Brief Historical Review of the Registered Forester Program**

Deb Begalle noted for the members of the public that this meeting is not to discuss public land management but to set and initiate the activities of the Michigan Board of Foresters for the Registered Forester program.

Brenda Haskill provided some background on how this Board came to be. LARA used to oversee the Registered Forester Program. For a variety of reason, they were looking to dissolve the program. Therefore, with the help of multiple partners in a work group for the previous 5 years, a new bill was signed by the governor keeping the program and the Department of Natural Resources (DNR) now administers the Registered Forester Program.

The Registered Forester Program is still a voluntary program. A lot of work went into the criteria for who can be a registered forester. Educational qualifications or a combination of education and experience were discussed.

Fees have increased from \$90 to \$200 every two years. The increase in fees will cover the cost of administration, marketing, and outreach. The program needs to be self-supportive.

You can view the bill at [Public Act 116 of 2018](#). Page 5 list the duties of a registered forester.

**Reminders & Review**

Review the Michigan Open Meetings Act Requirements:  
[https://www.michigan.gov/documents/ag/OMA\\_handbook\\_287134\\_7.pdf](https://www.michigan.gov/documents/ag/OMA_handbook_287134_7.pdf)

The board was notified and will receive regular reminders that when emailing the group, **if a response is needed, “reply all” is NOT to be used**. Responses are to be singular to the person who sent the email asking for input. This will follow open meetings guidelines.

DNR Registered Forester Program website: [https://www.michigan.gov/dnr/0,4570,7-350-79136\\_79237\\_80945\\_87158---.00.html](https://www.michigan.gov/dnr/0,4570,7-350-79136_79237_80945_87158---.00.html)

**Board Officer Positions**

Nominations for Chairperson, Vice-Chairperson, and Secretary are for terms of 2-years.

So moved by Brenda Haskill to appoint Jerry Grossman as Chairperson. Motion supported by Joyce Angel. Vote on the motion: Brenda Haskill, ayes; Bill Botti, ayes; Jerry Grossman, ayes; Melinda Jones, ayes; Todd Penrose, ayes; Joyce Angel, ayes; Jim Schmierer (phone), ayes. Motion passes, Jerry Grossman is Chairperson.

So moved by Jerry Grossman to appoint Joyce Angel as Vice-Chairperson. Motion supported by Brenda Haskill. Vote on the motion: Brenda Haskill, ayes; Bill Botti, ayes; Jerry Schmierer (phone), ayes. Motion passes, Joyce Angel is Vice-Chairperson.

So moved by Bill Botti to appoint Brenda Haskill as Secretary. Motion supported by Todd Penrose. Vote on the motion: Branda Haskill, ayes; Bill Botti, ayes; Jerry Grossman, ayes; Melinda Jones, ayes; Todd Penrose, ayes; Joyce Angel, ayes; Jim Schmierer (phone), ayes. Motion passes, Brenda Haskill is Secretary.

Jerry asked for any modifications to the agenda as written. A public comment period will be added before lunch and at the close of the meeting. A general board discussion period will also be added to the agenda.

So moved by Melinda Jones to approve the changes to the agenda, Todd Penrose second. Vote on the motion: Brenda Haskill, ayes; Bill Botti, ayes; Jerry Grossman, ayes; Melinda Jones, ayes; Todd Penrose, ayes; Joyce Angel, ayes; Jim (phone), ayes. Motion passes.

### **Violations Committee**

The Violation Committee can be set by the Chairperson. Jerry Grossman requested Todd Penrose, Melinda Jones and Brenda Haskill to be the violations committee.

Historically, LARA reported approximately 1 violation in 10 years. However, with the web interface, the public is reaching out. There have been no official complaints filed to date. There is a procedure to follow for complaints with an associated timeline.

### **Any Other Subcommittees Other than the Violations Committee**

An Executive Committee will consist of the Chairperson, Vice-Chairperson and Secretary.

The creation of additional committees is tabled. Reminder that a committee is not a quorum. Review the Public Meetings Act regarding quorums.

### **Discussion on Bylaws**

Brenda Haskill provided sample bylaws. Jerry Grossman suggested a 5-minute recess to review the bylaw samples. After the recess, Jerry Grossman requested Bill Botti and Brenda Haskill develop a draft of bylaws for review via email and possibly formal acceptance by the board at the next meeting. It was agreed that there to should be language in the bylaws regarding having an executive committee. Once the draft is developed and reviewed by the board, it should also be reviewed by someone with in depth knowledge of the open meetings act.

### **General Discussion**

How much historical information does the board have access to? The current list of registered foresters doesn't appear complete. The list is current, for all members who paid their dues as of May 2018. Brenda Haskill will compile a list of prior members.

The Board will discuss data and information retention with the DNR and write something into their bylaws.

### **Public Comment**

Public was in attendance with questions on forest management activities in Crawford County. Deb Begalle was able to have them speak with DNR FRD staff once it was

determined that they were attending a meeting at would not serve their needs.

### **Continuing Education**

Discussion on the variable options for continuing education credits such as Society of American Foresters, Sustainable Forestry Initiative, and International Society of Arboriculture.

Tracking of continuing education credits and verification of continuing education credits was discussed at length. Various options are available. Keeping the process simple and cost effective for the Forest Resource Division staff is important. Melinda to investigate getting comparison course evaluation information to compare ISA, Michigan SFI and SAF (category 1?) credit hours. Possibility of approving a policy regarding continuing education credits at next meeting. Jim spoke to the great opportunity this offers for foresters from all areas to work across sectors as they acquire their 24 credit hours every 2 years.

When and how does the board request evidence of CE and what percentage of program participants do we audit every 2 years?

### **Application and Reinstatement of Registered Foresters**

The secretary of the board will receive new applications either directly or from FRD staff and will verify each one for qualifications. The secretary will then make a recommendation to the Board to either accept or deny their application with appropriate follow up. Deb will request guidance from FRD legal staff about handling the applications within 30 days and what could fall within open meetings guidelines.

An application from Hunter Fodor was accepted by the Board and he will be notified that he is now a registered forester. Brenda will work with FRD staff to send him an invoice for the \$200 program fee, his official certificate of registration, and an official registered forester number. Brenda will start a number sequence different from the LARA sequence to easily differentiate between new members and old members.

Three registered foresters have contacted Brenda and need to reinstate themselves after failing to pay their fees to LARA before the program moved to DNR. They will be instructed to fill out the application form to re-apply and once verified and approved they will be invoiced for \$200. Brenda will get a list of all foresters that did not renew with LARA before the program changed to FRD and those individuals will be contacted for reinstatement.

### **Current list of Registered Foresters**

The board reviewed the list of current registered foresters provided by Brenda. It was noted that there may be some discrepancies in information on the list. There was discussion regarding the option to grandfather in all program participants and how to determine validity of the information LARA transferred.

It was decided to send all current registered foresters an update form with a short newsletter detailing program changes, continuing education credit reminders, a link to the bill, and any other relevant information. Brenda will work with FRD forms staff to develop an update form that is an abbreviated version of the application. The short newsletter and the update form will be emailed, or land mailed to all registered foresters before December 5, 2018. The board shall review a draft of both pieces before circulation.

## **Renewal Form**

Brenda will develop and work with forms staff to put together a “renewal form” that will include a check box and a list box to fill in for continuing education classes taken. Will have a draft at the next meeting for review.

## **Required Reports**

Jerry suggests a quarterly report of the balance in the account. Brenda recaps the starting balance of zero from LARA.

Annual reports shall run on a calendar basis. January 1<sup>st</sup> – December 31<sup>st</sup>. Reports to the State forester by January 31 related to page 4 of the bill, Sec. 53507. Executive committee shall take the lead on this task. First reports shall take place in January 2019.

Jerry will prepare report formats and initial report in cooperation with executive committee for review and adoption at our next meeting.

Regarding a financial report: PA 116, sec. 53519 (2) The state treasurer shall promptly transfer to the forest development fund the fund balance from registered forester fees in the licensing and regulation fund created in section 3 of the state license fee act, 1979 PA 152, MCL 338.2203. Brenda noted that the starting balance is zero per FRD financial staff. LARA communicated to FRD staff that they had no funds to transfer. Deb is going to investigate further.

## **FAQ's on the Website**

The group discussed and provided recommendations for changes and additions to the FAQ page. Brenda will make those changes and additions and provide a new PDF to the FRD webmaster to be updated to the registered forester webpage.

## **Public Comment**

One individual remained with some basic questions about the registered forester program and minor details. He commended the board for their work and process they completed this day.

## **Next Meeting**

The next meeting of the Michigan Board of Foresters will take place on February 6, 2019 at the DNR Customer Service Center in Gaylord, MI starting at 10 am. A conference call line will be available for those who are unable to attend in person. Brenda will see that the Open Meetings Act is followed for announcing the meeting and the Board of Foresters webpage is updated with the next meeting date and draft minutes from this meeting.

So moved by Bill Botti to adjourn the meeting at 2:40 pm Eastern Time. Motion supported by Jim Schmierer. No voted needed to adjourn the meeting.