

# 2021-DATE? Agenda, Minutes, To Dos

## Attendance:

## Agenda / *Everyone Please Help with Note taking:*

### Business:

- Space Updates
- PA State Certification, should we have been updating these annually? & Do we need to update the Articles or Bylaws, address, board members, etc?  
<https://www.corporations.pa.gov/Search/CorpSearch>
- 2020 Taxes 990-N (Finally Filed on 12/14 2021 by Nykia - Let's get this on the calendar annually)
- 2021 Taxes 990-N (Due Date - May 2022 possibly)
- Liability insurance
  - Get clarity on what the PHS waiver would cover for Pruning Clubs
  - revisit email quote and actually follow up with purchasing something
  - can we afford

### Learning & Fun:

- Eli's request to look at a specific address and to meet up and look at trees together - pick date
- PHS's Advanced Pruning Workshop: Insert Date
- Training/Discuss Pruning Club Operations - Plan to create revised plans based on PHS updates

### Fundraising:

- Create donations procedures (including email templates we can just easily copy from Drive)
- Follow-up on sending thank you cards to donors or emails with the standard tax deductible letter
- Fundraising initiatives (PTSSD)

### Upcoming Events and Deadlines:

- Schedule Pruning Club Events - let's discuss how these are planned in the future and tasks
- Tree Tenders Advisory Council (new name, next mtg?)
- Spring 2022 Tree Planting
- Deadline for Fall Planting Applications April 30th? Jumpstart on Advertising

### Green Corps:

- PYN and UAC signing up to be a summer work site and timing
- Getting clearances on file for each board member

### Operations:

- Access to things
- Email management and monitoring
- General Communications
- PTP Calendar
- PHS Checklists Folder in Drive - Let's make checklists together
- Google has a not for profit account, we should look into this? Doesn't seem like they will just transfer over our current account, files, emails or email address though? We need to know the benefits vs. drawbacks.

### External Facing Communications:

- Website
  - Do we want to have brief bios online?
- Instagram
- Facebook
- MailChimp
- Canva
- Email

## 2021-12-14 Agenda, Minutes, To Dos

**Attendance:** Evan, Kara, Nykia, Jacelyn

### Agenda:

- Space
- Email Account
- Files
- Thanking Donors
- PTP Bank Balance
- Transferring Donations from PayPal & Venmo

### What Have We Completed Since Our Last Meeting:

- Emails/Messages to possible homes for tools: Jen, Eli, Kara, Jacelyn...
- Eli sent Thank you card **or emails** to **(some or all?)** donors from FB fundraiser - Eli
- 3 Drafts of an email to PBC about tools - Kara, Evan, and others
- Sent final edited draft to PBC - Nykia
- First draft of text to a possible donor - Evan
- Final Draft and Sent to Donor letter about PTP - Nykia
- Called to speak with Donor after receipt of PTP email follow-up - Jacelyn
- Advertise Friends of Palmer Park event - Jacelyn
- Email Volunteers about needing a space - Nykia (and Evan and Kara)
- Share on FB about needing a space - Nykia
- Made IG graphic about space needs and shared request there - Nykia
- PTP Pruning Club with Friends of Palmer Park: **Saturday, December 11th 9am - Noon & Lunch** - Palmer Park Pruning Club Event Participation: Kara, Evan, Jacelyn, Nykia
- Took Photos, Created Shared Album to Crowdfund photos, and Shared Photos on IG - Nykia
- Update website with new board members - Nykia
- Updated Events across web pages - Nykia
- Created and tested registration form for Spring 2022 - Nykia

### To Dos (Task + Who):

- Doodle - Nykia
- Email PBS - Kara
- Call Joe - Kara
- Call Joy - Kara
- Email Circle - Jacelyn
- Send Donation Thank You Emails for PayPal - Jacelyn
- Clean Up and Organize Email and Files, Label things, Create Filters, etc. - All
- Start a manual of sorts for PTP - Evan

## 2021-11-28 Agenda, Minutes, To Dos

**Attendance:** Evan, Kara, Jacelyn, Jen, Nykia

### **Agenda / Take Notes Here Too:**

- Describe, Discuss, Do: How to submit a tree planting event application request to PHS (November 30th, application packets DUE for Spring 2022 planting. Bookmark this page for all forms and instructions:  
<https://www.notion.so/Spring-2022-Philadelphia-Tree-Applications-d8ae1f0233f84f72b1b9e15df751e543>)
  - How do we solicit applications?
  - How do we collect/receive applications from property owners?
  - Where do we find the PHS Tree Planting Application?
  - Where / how do we store the application information for a tree planting (Show Google Drive)?
  - Where can we find completed tree applications to submit to PHS?
  - How do we submit our application to PHS?
  - When is the Spring 2022 Tree Planting? **April 24th, 2022 Tree Planting 9am-1pm (7:30 for us)**

### **To Dos (Task + Who):**

- Prep Spring 2022 Planting Files - Kara
- Double-check with Kara Spring 2022 Planting Files - Jen and Jacelyn
- Answer questions if any arise - Nykia

# 2021-11-22 Agenda, Minutes, To Dos

**Attendance:** Nykia, Evan, Kara, Jacelyn, Eli

## Agenda:

- Planting debrief
  - Everyone shared thoughts
- Training
  - Advanced Tree Tenders Training (PHS)
  - Advanced Pruning Workshop (PHS) - coming up in January
- Wrapping up
  - Thank you message to volunteers, tree survey, google image
  - Thank you to new tree recipients, water reminder, donate to PTP and or PHS, tree survey
  - Asking our volunteer base for possible space for our tools, maybe something more permanent
  - Anything else?
  - Mulch needs to be taken
- New location for tools needed
  - Eli: friend Chief of Staff PPR: Towey Rec Center (1832 N. Howard St.)
  - Jacelyn: Pops, Julianne PHS
  - Jen: Should we engage PBC further
  - Kara: Get into the building anytime we need to get in.
  - Dana: Ask Lisa Maiello
  - Nykia: Cione or Shissler
  - Jacelyn: NKCDC (19134 space)
- Spring Planning
  - Push out request for applications
  - Spring Tree Planting
  - **April 24th, 2022 Tree Planting**

## New Ideas, Improvements:

- Update Leader Responsibility list with new PHS information and our own
- A one month out checklist, three weeks out checklist, one week out checklist, a night before checklist (milestone checklists) - have a meeting to craft the things - Eli
- Calendar planning out a year - wishlist - Jacelyn

## To Dos:

- ☐ Jasper St 3555 Tree application needed because they got a tree, Redbud - Jacelyn
- ☐ Email Jehane about updates to those 2 trees - Jacelyn
- ☐ Update the spreadsheet 2 addresses removed, 1 needs to be added - Nykia
- ☐ Help with emails - Kara
- ☐ Advertise Palmer Park Pruning Event: Saturday, December 11th 9am - Noon & Lunch (Davey, Bartlett, Asplundh, Friends of Palmer Park, Esmeralda for PPR know about it, may chip on site, Friends of Palmer Park advertising?, ask about using logos)
- ☐ Eli asked homeowner at ... address to send pictures
- ☐ Tree tour, neighborhood tree inspection, PTP Board Walking Outing
- ☐ Advertise tree application deadline this week, with a Sunday deadline - Nykia

## 2021-11-07 Agenda, Meeting Minutes, and To Do Items 7-8pm

**Attendance:** Jacelyn, Nykia, Eli, Jen, Kara

### Agenda Discussion Points:

- Rehome PTP tool library by end of November (*We can only spend 10 minutes talking about this*)
  - Brainstorm possible locations
    - Should we ask the NKCDC if they have a lot we could operate out of for the planting if we need to locate elsewhere? What about the lot right next to Father & Sons? Do they have another location perhaps that we could drop the mulch at and have people go get it there instead of the brewery - maybe a lot they are greening or will be?
  - Reach out to people for help

### **Notes:**

- Jacelyn asked new owner at Close at hand, Josh, will look tomorrow at the space, measure.
- Viking Mill: Jen asked about 1st floor area that they have, we would need to build and buy a shed? Dave, Bob, Mike... **Josh says not interested.**
- Jen says she will ask Jaimie Gukas and NSNP?
- Jen says ask Jeff Carpineta (Emerald Street Garden and caddy corner lot - Emerald and Dauphin)
- Jacelyn will contact NKCDC?

### **Questions:**

- Square Footage Needed? Who needs access? Parking? **10x20 approximately**
- Wish List:
- Penn Treaty Park Tree Planting next Saturday, November 13 10-3pm two shifts (*2 mins*)
- Financials: Deposit New Checks (*less than 1 min*) **Nykia gave checks to jacelyn 11/11/21**
- Fall Tree Planting: Questions, Logistics (*the remaining time together*)

### Communications & Documents

- Have property owners been informed of approvals and denials?
  - PHS sent emails, but we didn't yet
  - Eli says tree pits are starting to get cut
  - Eli will send the email and Nykia will show her where the things are
- Has the brewery affirmed we can host the planting there this month?
  - ~~No not yet~~ **YES!**
- Do we need to send the standard email to our leaders, will you join us to lead, here's the latest training, thanks for being a leader, bring a truck if you have one, etc...?
  - Leaders training from Zoom
  - **Someone needs to figure this out Jacelyn DONE!**
- Advertise Event: Tree Planting Flyer Graphics sized for Email, Facebook, Instagram, and Twitter Needed. Post on our FB group and page and share with FNA, EKNA, ORCA, SNBL, NKCDC FB's, tag on Twitter same groups if present, tag on the posts

### Logistics: Pre-Planting

- Do we need to inventory food related supplies (may depend on if restaurants provide utensils and napkins?) or any other supplies? Name Tags maybe? Swag items to give away.
- Have we reconciled approvals, denials and cancellations to create our actual planting list?

### Logistics: Friday Tree Pick Up

- Did we sign up for a time slot? **(We hope 9-9:30, No, not yet) Registered 8:30 pick up time.**
- Has NKCDC affirmed that they will help with Tree & Mulch Pickup on Friday? **Yes**
- What do we need to bring in terms of supplies and paperwork (our planting list, a pen, tree tags, staplers, PTP bungees, extra tarps)? **Yes, those things**
- Who will be able to help with tree pickup? **(Jen and a roommate, Jacelyn,, Nykia in AM)**
- Where will/can trees be stored?
- Where can mulch be dropped? **Behind the pig**
- Who can help tag trees with addresses after tree pickup (will we do this Friday afternoon or Saturday)? **Kara in afternoon at Brewery; Jacelyn, Jen...**

### Logistics: 1900 Block of Madison St 19134 Special Tree Planting

- Who is going there?
- How many folks do we need?
- How will the 6? trees get there? When? Who will transport?
- Do we need a group with tools and volunteers?

### **Notes:**

- **Jen could get two friends to help who live up there (Karen & Noel).**
- PP&R and PHS

### Logistics: Tree Planting Day

- What time can we arrive?
- Crowd Control: How many sign in/registration tables, same as last time, two across the street with pre registered peoples names with some blank spots (pens, clipboards, printed registration lists with space for people to sign in, printed liability waiver to read...)? What to include on those tables or should we have a separate table for clean gloves, sanitizer, and bottles of water for the road???, any other paperwork we want to share about trees or stuff PHS hands over?)?
- Crowd Control: Teams Table: where people get assigned to a group, where team leaders get their team vest, who will be at that table, needs to be someone who has it together, can take pressure, and keep things organized across groups and can help to move people out the door...? Would be great to have two people again. Should they send people to fill trucks or bag mulch??
- Crowd Control: Managing vehicular traffic: Can we get street closed technically? Should we get a permit or are there deliveries for any businesses that day? Could we have a person directing at either end and one to assist trucks with parking at their groups? **(Eli - Traffic Control - Bring a triangle thing)**
- Crowd Control: Do we need megaphones? If so we may need batteries. Check the size to buy.
- Crowd Control: Signage, do we need improvements here? Yes, but let's all take note during day
- Crowd Control: Signage for people to find their leaders, flag pole-esque? **(GREEN HARD HATS)**
- Food: Use PTP credit card for food purchases
- Food: Have we had breakfast since COVID? Should we? **Yes**
- Food: Are we giving out to-go food items like usual since covid? Where from this time, same-same or different? **Same**
- Food: Should we pay for drink tickets vs a general donation? (would it help out relationship?)

- Food: Are people allowed to eat in the outdoor dining areas? **Yes**

## **To Dos:**

### ☐ **Fall Tree Planting**

- ☒ Integrated our social media accounts into MailChimp (Twitter, Facebook, and Instagram) — **Nykia**
- ☒ Updated Passwords for a few accounts, to share logins on our important doc — **Nykia**
- ☒ Regain access to the PFCU account — **Nykia**
- ☒ Posted tree planting flyer to IG, Twitter and our Facebook Page — **Nykia**
- ☒ Posted the planting flyer to our Facebook Group — **Jacelyn**
- ☒ Communicate with Brewery to determine Planting logistics — **Jacelyn**
- ☒ Update website with upcoming planting and any other events, and other updates... DONE on 11/14/2021 — **Nykia**
- ☒ Make Maps and Turn By Turn Directions — **Kara**
- ☒ Map trees in MapQuest Route Planner, shortest distance, allow reordering, begin and end at 2440 Frankford Avenue, Philadelphia, PA 19125, save link to digital map in a google doc for printing, save maps as PDFs with at least the large map — it may need repositioning to zoom in best, print with the tips, if two trees at same address, just use address once, print to PDF, will be printed double-sided — **Kara**
- ☒ Make Leaders Numbers DOC for PTP file like we had back in Fall 2020 — **Kara, Nykia, Jacelyn**
- ☒ Assign Leaders to Groups — **All**
- ☒ Group Teams of Trees — **Kara & Nykia**
- ☒ Plot Trees in BatchGeo — **Kara**
- ☐ **Reconcile tree planting list - make sure that at least what we submitted was considered - Name**
- ☒ Make Advertisement in Canva for FB, IG, Twitter, and Newsletter/Emails — **Nykia, Jen, Jacelyn, Eli**
- ☒ Make MailChimp to send inviting people to register — **Nykia & Jen**
- ☒ Copy former Google Tree Planting Form and update content to match current words and requirements that PHS has on their Registration Form, liability waiver, etc and make live, send tests to folks internally, make sure it works, blast it in all the places on the internet, share with partners to share, etc. What cap for number of registrants, make sure we set it, if we have one.
- ☒ Food: Ask Marie if she will organize buying food including breakfast — **Nykia**
- ☒ Send link to register for Penn Treaty Park tree planting next Saturday, Nov. 13th (Kara and Eli) — **Nykia**
- ☐ **Print All The Things! - Nykia**
  - ☒ Team Maps — 3 copies each (Kara, Leader, Driver)
  - ☒ Team Planting List for volunteers with addresses — 3 copies each
  - ☒ Team Map URL/Leader List — 2 copies (registration table, team table, wall near garage)
  - ☒ Complete Planting List — 3 copies (Kara at Table, Jacelyn & Nykia on call & for tree pickup)
  - ☒ Friday's Species PickUp List
  - ☒ Team Leaders Contact List — 3 copies (Jacelyn, Kara, Nykia)
  - ☒ Tool List for Morning Distribution
  - ☒ Add 1 flat shovel per group & mulch pitchforks and shovels to mulching area



- ☒ ~~Registration list with room to sign in 4 parts A to M & N to Z~~
- ☒ ~~Waiver Information (PHS gave this to us, just tape to table?)~~
- ☒ ~~Breakfast Table Signage (ask Marie what we need)~~
- ☒ ~~Make & Print Lunch Table Signage (ask Marie what we need) Edited Last Years~~
- ☒ ~~Make & Print Team Wall Signs (2 per with arrows ><)~~
- ☒ ~~Make & Print Instruction List (Steps for wall signage)~~
- ☐ Mulch List - what mulch list - no idea what I'm talking about?
- ☒ ~~Oh Shoot Social Media Sing (3)~~
- ☒ ~~Tree Wraps~~
- ☐ ...
- ☐ Make Thank You List - Jacelyn

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## 2021-10-21 Meeting Agenda & Minutes/To Dos

- Onboarding new board members: **New members emailed** with task list and doodle for next meeting
  - Link to spreadsheet
  - Regularly scheduled meetings for new folks
- Fall Planting
  - Sonja's block: E. Madison St.: **Jacelyn emailed Marisa** and PHS about making a special event for that block. Food? Breakfast? Invite to the brewery? Jacelyn emailed Marisa about Sonja's block planting.
  - Tree pickup email, reserve a pick up time. **Jacelyn emailed NKCDC** to secure the truck to pick up trees.
  - Mulch pick up
  - Where will we be putting the trees? Garage is the best.
- Brewery: We need to schedule a meeting with Bill and Nancy to go over planting logistics (where to store trees and mulch) and tool storage. **Emailed Bill and Nancy.**
- What to do about the 2 who could not come: **Both were emailed** to set up times to chat.
- Nykia filled out the form for planting day to PHS.
- Jacelyn emailed 2739 E. Pacific St. property owner to inquire about dead tree removal.
- **Need someone to create this:** Mailchimp email needs to be created to invite people to the November planting, share the information about the Planting Crew Leader Training, November 10th, send links for how to plant a tree, how to mulch a tree and how to care for a tree. Share registration for attending the event.

### Sunday, September 19

At Jacelyn's house

4:45-

### Wrapping up Green Corps:

#### Fall 2021 Planting

- Organize planting list
- 

#### Spring 2021 Planting

- Application downloading
- Spreadsheet updating
- Planting Application with accurate totals
- Due date

### Hagert Street Playground Pruning Club

- Date: Sunday, October 17
- Time: 9-12
- Advertise in IG, FB, Email

### Board Job Descriptions

- Nykia will combine the past lists, categorize/organize tasks. Jacelyn will fill in and edit when done before 9/25.

### Brewery

- Meeting:
- Pruning
- Fruit

#### Pruning Clubs

- Hagert Street
- Cumberland St possibly

## Monday, May 10: Phone Call

#### UAC: Work Ready Summer 2021

- Nykia unzipped the files that Bryanna sent today.
- Jacelyn to fill out paperwork and return to UAC.
- Nykia organized Green Corps files

#### Fall 2021 Tree Planting Applications

- Fill out cover sheet for PHS
- Download each application to PDF from the cloud
- FILE NAMES: N 20th St -100.pdf
- 2518 Coral Street can only apply for 1 tree
- 74 E Laurel is in 19123, Is this a mistake? NLNA
- 2618 Jasper St. Pit on Harold, but really small

#### TO DO: Must inform Denials

#### Saturday, May 22, 2021 Hackett Tree and Garden Care Event

- Jacelyn will be providing two 30 min hands-on educational experiences to groups who are interested in adopting street trees at Hackett with the Friends of Hackett.

## Monday, April 19, 2021 telephone conversation

#### Pit Cuts

- Not all pits are cut, they are behind, hiring an additional crew, some pits are cut but concrete remains, etc.
- Jacelyn will email Jehane (PHS) a list of known addresses where concrete is not yet cut based on emails received from a few homeowners

- Jehane will hopefully share what she knows isn't yet done
- Jacelyn will draft an email to send to homeowners about this issue and will give them a deadline to report uncut pits to us
- Nykia will wait to make the maps and will wait to make the tree wraps until later this week

#### Volunteers

- Looks like we have at least 11 leaders registered
- 50 so far
- Nykia sent out Twitter and Facebook posts
- Nykia will draft a mailchimp to collect additional volunteers (Sent 4/20)
  - Email subject line drafts
    - Yikes, we hope you will join us, THIS Sunday to plant 45 trees!
    - Shhh, we almost forgot to ask you to help us plant 45 trees this Sunday!!!
    - We're doing it again, hopefully you will too, 45 trees this Sunday!
    - It's that time again, register to help plant 45 trees this Sunday!
    - Last minute much? Register to plant 45 trees this Sunday!
    - Last minute much? Register to plant 45 trees 🌳 this Sunday!

#### Tree Pick-Up is Friday

- Jacelyn will be there, but may have Reed
- Nykia double booked, will find a replacement to help with unloading trees
- NKCDC will pick up and drop off trees
- Jacelyn will ask the Brewery about tree drop off on Friday
- NKCDC will pick up and drop off mulch behind the pig

#### Saturday

- Nykia and Jacelyn will wrap the trees
- May pick up print job at Staples vs printing at home to save on time
- Nykia has to make sure all things that need to be printed are complete

#### Sunday

- Arrive at WHAT TIME to set up?

## Thursday, April 8, 2021 - 8pm-9:30

- Nykia and Jacelyn were in attendance.
- Nykia grouped trees, see number of trees per team below. We will have 9 teams.
  - A=5
  - B=5
  - C=6
  - D=5
  - E=5
  - F=5
  - G=4
  - H=6
  - I=4
- Jacelyn began drafting the letter to leaders and drivers.
- Jacelyn downloaded the PHS COVID-19 waiver from the volunteer hub.
- Nykia copied, updated and edited the registration form for the Spring 2021 planting, here is the link: <https://forms.gle/dMWcbJAGLzbzyJ2g7>
-

# Wednesday, March 24, 2021 - 5:30-6:30

Jacelyn and Nykia

- Update all emails from applications to Mail Chimp- Jacelyn
- Spring Tree Planting
  - Get a save the date and registration out asap - Nykia/Jacelyn did the save the date email
  - How many trees **45**
  - How many groups **9**
  - How many volunteers do we need **4-5 per team (36-45) and 10 per school (20)**
  - Notify tree applicants about when it is happening **Jacelyn to create that email and send to approved properties. Send them the registration link and how to care for their new tree documents.** Send to tree recipients
    - [https://drive.google.com/file/d/1GQtlDgQ9dQBbXm\\_gbMGm7oODs8mC0kYj/view?usp=drivesdk](https://drive.google.com/file/d/1GQtlDgQ9dQBbXm_gbMGm7oODs8mC0kYj/view?usp=drivesdk)
    - [How to care for you tree](#)

Email the leaders list, trucks needed, etc **Jacelyn is creating email 4/8**

- Announce the planting Crew leader training
  - **April 14, 6-7:30 pm – Planting Crew Leader Training** - geared at those leading planting teams, new group leaders, and experienced leaders who are holding their own volunteer leader training (train the trainer). We'll review planting technique, safety, and tips for working with volunteers.  
[Register here for this training](#)
- Denials list - Jacelyn needs to update that
  - MATT's NOTES
  - **2642 Agate Street - NO** - Almost the entire front of the house is steps up to the door. It is a higher front door with a right-to-left set of steps to the door. A 3' sq tree pit cannot be placed in front of the house and be ADA compliant.  
UNLESS: if they own the lot next door (which is a fenced in yard with planters). A tree could be placed in front of that lot and meet all requirements. **(They don't own the lot).**
  - **828 Belgrade St - NO** - The site is ADA Compliant with a tree pit, but the entire property falls within 12.5' of a utility pole - the requirement is 15' away.
  - **1237 Day Street - MAYBE** - I believe a 3' sq tree pit can be installed on this site, 5' from the driveway, and still be 3' from the steps UNLESS the white line painted on the curb is where they decided 5' from the driveway was. Then the pit would be too close (My 5' measurement starts at the beginning of the sidewalk square that's edge aligns with the pillar next to the driveway).
  - **1139 E Berks St - NO** - To be clear of 15' from the utility pole, the tree pit would be too close to the steps, practically corner to corner, and not have ADA clearance.
  - **2176 E Cumberland St - NO** - The entire property is within 15' of a utility pole.
  - **2206 E Fletcher St - MAYBE** - I'm not sure if a basement window escapement counts as a doorway, but if not, I believe this site can fit a 3' sq tree pit, and remain 3' from the stairs. Considering that the pit needs to be 5' from their driveway, the pit would have its majority in the space between the steps and the escapement, but it would still have 3' ADA walkway clearance. If the basement escapement counts as a doorway, then this site is probably a no.

- **2331 E Fletcher St - YES** - A 3' sq tree pit should be able to be placed between the water and gas access points. They would have to actually cut the square out, rather than just break a whole sidewalk square out. They would be within 18", so would need to be "hand dug"
- **2356 E Gordon St - YES** - I think they denied it because of the little shed on the sidewalk, but even with that there, a 3' sq tree pit would still leave a little over 3' of ADA access. They couldn't just break out a whole square of sidewalk, but they could easily cut out a 3' square between the utility access points.
- **2343 E Clearfield St - NO** - Any acceptable planting locations are within 30' of a traffic light. That only leaves in front of the steps, which is also within 15' of another tree.
- JEN's
  - See the spreadsheet
- Email Jehane and Mindy asking for latest list of tree approvals and denials (Just uploaded to VH Friday, 4/2)
- Board Interest Form Follow-Up
  - **Jacelyn will email the other three about their interest as a follow up!!! 4/9**

## Sunday, March 7, 2021 - 6:30-7:30pm

Jacelyn and Nykia

### Agenda:

1. Put a call out for volunteers to join the working board.
  - a. We have several emails to return.
2. Let's make lists of tasks and jobs.

Chloe Haven-Tietze: [chaven.tietze@gmail.com](mailto:chaven.tietze@gmail.com)

Leah Christians: [leahdchristians@gmail.com](mailto:leahdchristians@gmail.com)

- Works in marketing and has organizing and events planning experience.

Patrick Sherlock: [pasherlo@gmail.com](mailto:pasherlo@gmail.com)

Evan Graves: [evan.w.graves@gmail.com](mailto:evan.w.graves@gmail.com)

Eric Baratta: [eabaratta@gmail.com](mailto:eabaratta@gmail.com)

Rachel Hanlon: [hanlon.rachel@yahoo.com](mailto:hanlon.rachel@yahoo.com)

- Email draft: Dear blank, Thank you for your interest in volunteering with Philly Tree People. We're hoping you can spend a few minutes filling out this google form telling us about your experience with trees, experience with Philly Tree People, volunteering in general and about why you are interested. Here are some upcoming events that may interest you, 2 Penn treaty things, our tree planting, etc.
- Currently, PTP operates as a working board, what this means is that each board member works towards the organization's goals in a hands on manner, is involved in democratic group decision making, and helps with planning and implementing 2 community tree planting events a year, several pruning club events, and running the PTP Green Corps job training program. We're on a city wide advisory committee to discuss issues that arise across organizations that perform similar functions and also involved in the new PPR policy driven Philly Tree Plan as an invested community organization to help raise the tree canopy in the city of Philadelphia. For 13 years, we've been a board made up of its 3 original founders and then one of us moved away. For a short time we had another long time volunteer and neighbor as a board member, who has also moved away. Now we are down to two founders and need to expand and share responsibilities

with others and see looking to grow our board / volunteer base to spread out essential tasks across more invested people.

- **Questions for Google Form**

- Name, zip code you live in, have you volunteered with us before, other volunteering experiences, skills that you can offer (email marketing, bookkeeping/accounting, social media, graphic design, tool maintenance and care, tree pruning and planting, community outreach/organizing, event planning, fundraising, grant writing, teaching) how many hours per week/month are you available, Technology experience: Microsoft Suite, Google apps., photography/video, GIS, itree, or other tech skills.
- Do you have a favorite tree? Why?
- Are you a tree tender? If not, willing to become one?
- Are you a certified arborist or do you have any formal education or training in arboriculture or horticulture? Yes No tell us about it if applicable.
- Jacelyn will send a follow up, saying we're going to follow up **DONE**
- Nykia will make the form **DONE**
- Email is partially drafted above for the 2nd follow.up email.
- Level of commitment, trial sort of, help us, don't have to officially be in the board

3. Denials and reinspections.

- a. We have to look at all of the emails
- b. We have no idea
- c. We need to follow up about this yes and no and Fall reinspections if there were some yes's

4. Email accepted locations?

5. PHS emailed everyone. Do we want them to continue to do so?

- a. It's weird that they are doing that
- b. How did their come about via email?
- c. We thought they stopped doing this via mail?
- d. Let's read the emails and form an opinion and ask about it
- e. Are they doing this across the board?
- f. Do they want us to stop emailing?
- g. It's confusing!
- h. Let's ask PHS what they are doing with emailing, so we know for sure and can figure out our next steps. Let's read their emails.
- i. Raise this at TTAC...
- j. Read the TTAC meeting minutes

6. PHS funds for tools: \$400

- a. Do we need to make any tool purchases? Yes!
- b. Pick axes
- c. Pole loppers
- d. Larger saws
- e. Hand saws to replenish
- f. Is there a deadline? Before the end of March.
- g. Nykia responded and said yes and will get back to you.

7. Tool inventory

- a. Scheduled for Sunday, March 14th 10am-12pm
- b. Determine what we need

8. Paying Carlos for tool sharpening

- a. Jacelyn will Get a check
- b. Find out the amount and write an invoice

9. Penn Treaty Park Events

- a. There are 4 different ones
- b. March 20th and April 10th
- c. March 13th Live stake planting

10. PTP Spring Tree Planting April 25th 2021

- a. We need a meeting just to cover all of this
- b. Emails about approvals and denials
- c. Ask Marie about food
- d. Tree planting registration again with form for volunteers at check in
- e. Advertise for this
- f. Jacelyn to email Nancy **DONE**
- g. Email leaders
- h. Email drivers

11. Green Corps

- a. March 12th deadline for form
- b. Jacelyn will complete this **DONE**

12. Financial statements

- a.