

# Kansas Forestry Association Board Meeting



**Date:** November 18, 2020  
**Time:** 1:00 pm - 4:00 pm  
**Location:** [Join Zoom Meeting](#)  
Meeting ID: 920 0870 3677  
Passcode: KFA  
+1 312 626 6799 US (Chicago)  
Meeting ID: 920 0870 3677  
Passcode: 272231

## Agenda

- I. Call to Order/Welcome/Introductions – Tom Hogard, KFA President
  - i. Guests
- II. KFA Activity Reports
  - i. [Secretary's Report](#) – Sandy Chandler
    - Review/Approval of July Meeting Minutes
  - ii. [Treasurer's Report](#) – Sandy
    - [Receipts/Payments](#)
    - [2021 Budget](#)
- III. Old Business, Updates, and Reports
  - i. COVID 19 Updates – Executive Committee
    - 2021 Field Days and Events
    - Managing Carbon with Healthy Forests Workshop – Wayne White
  - ii. [Bylaws and Elections](#) – Carolyn Turney and Shane
  - iii. [Ag Summit Letter](#) - Tom
  - iv. Committee and Agency Reports
  - v. Other Items
- IV. New Business
  - i. ATFS Grants – 2021
    - [Outcome Based Grant](#) – KFA Tree Farm Inspector and Support
    - Grants Committee – Volunteers and Appointments
  - ii. Timber Cruising and Tree Farm – Shane
  - iii. Fall Newsletter – Shane
    - Bylaws, Elections, COVID & KFA, Timber Cruising & Inspections
  - iv. Other Items
- V. Next Meeting/Adjourn

## Kansas Forestry Association Board Meeting Minutes



**Date:** July 17, 2020  
**Time:** 9:00 am - 3:00 pm  
**Lunch:** On Your Own – Break at 11:30  
**Location:** [Join Zoom Meeting](#)  
Meeting ID: 976 3311 7815  
Password: KFA  
Dial by your location: +1 312 626 6799 US (Chicago)  
Password: 361863

### Agenda

- I. Call to Order/Welcome/Introductions – Tom Hogard, President KFA  
Board members: Each introduced self: Floyd Schmidt, Clint Thornton, Roy & Carolyn Turney, Bob Atchison, David Herbert, Ryan Rastok, Shane Neel, Sandy Chandler

Guest: Parks Brigman –Western Regional Tree Farm Manager

II. KFA Activity Reports

Secretary's Report – Sandy Chandler

Review/Approval of February Meeting Minutes

Correction:

Under Board Members Present: Correction to Ryan ~~Rasket~~ Rastok spelling.

Carolyn moved to approve with correction. Bob 2nd.

Motion passed.

Treasurer's Report – Sandy

Receipts/Payments

Sandy reported not much income or expense, since a dues renewal hasn't been sent out, and events cancelled due to COVID-19. She has sent out a few incentives.

Tom: asked about the sales tax. Sandy reported we had to pay sales tax on signs, and only has to pay sales tax once a year, since amount is small. Each town, each county has to be listed out.

A set price for signs is to include sales tax, since each county and/or city has different rates and it has to be reported by county/state codes.

Tom asked about the reserved funds: The Memorial Funds amount, for \$500.00. It was for the Managing Carbon with Healthy Forests Workshop. It was voted on at the Feb/March meeting to come out of Memorial Funds. And also for Forestry Fall Field day.

We are wanting to spend out the Memorial Funds funds. Fall field Day was cancelled, therefore the sponsorship hasn't been paid.

On the Managing Carbon, a check was sent but no refund was given back. Sandy doesn't know the status of that.

Bob stated that the meeting should occur next year. The grant has been extended and most likely in the summer. It is up to the board to leave it and sponsor next years.

Carolyn moved to approve the financial report, 2nd by Floyd. Passed

General account \$ amounts:

KFA/Tree Farm/Walnut Council	\$25,903.51
Memorial Honors Giving	<u>1,971.40</u>
Total	\$27,874.91

Sandy submitted her time and expenses to Shane. March to July 12th expenses:

Contract Payment: 13 hours:	\$195.00
Photo copies	2.30
Printing	<u>13.70</u>
Total	\$211.00

Carolyn moved to approve and 2nd by Floyd. Passed.

Sandy asked about the check for \$884.76 from American Forest Foundation. Didn't get Any documentation, email or no letter. Parks stated that it was for annual base funding.

The coordination is off since offices are closed, due to COVID-19. Bob asked about the \$1,000.00 that Kansas has received in the past. Parks wasn't sure this check included everything. Parks indicated there will be additional checks coming. This check would be put under program funding.

Tom asked how many tree farms there were. It was thought to be 140 tree farms. That is pretty close number.

### III. Old Business

#### COVID 19 Updates – Executive Committee (EC)

Cancelled Fall Field Day

Summer field day, pretty much everything has been cancelled

EC Meeting held and discussed the by-laws that need to be done, soon.

Tom discussed doing a mailing on the by-laws and also the elections of Board members.

Board members terms up: Debra McDaniels, Carolyn Turney, Wayne White,

Officers are elected by the board, for 2 year terms.

If mailing out the ballot for by-law changing, need to do with the election of board members, so we only have one mailing.

EC has talked about doing a sort of on-line voting, but not for this year. Not an option for this year, the by-laws have to change first. No on-line voting included in by-laws at this time.

Shane: Only 3 listed, not sure if he is missing someone. Dustin is still interested in helping when he can, but not always able to attend. Shane will check with him.

Clint Thornton would be willing to serve on the board, plans to be attending meeting. Need to check with Dustin. Clint could be listed as a new landowner, either as a landowner, Or manager of his family farm.

Will have election for 4 members; have a line for write in.

Shane will prepare and Carolyn will approve for the by-laws and elections.

Shane went thru by-law changes. Shane explained changes. Shane has talked to Printing Service at KSU and they will help the printing of by-laws and be able to include a postcard for voting.

Discussion on rather to stamp post card or not. Carolyn suggested that if they really want to vote, they would put the stamp on. Tom stated to send out postcard without stamp. Shane reaffirmed that was also what the EC recommended.

By-Laws were reviewed and discussed.

Bob mentioned that a lot of non-profit boards were taking all the details of membership out of by-laws and stating that it is up to boards to make the decisions on dues, membership status. This is the way non-profit groups are going. It varies a lot. Something for KFA/EC to look into.

Discussion was held. No decision made.

Will need 2/3 of postcards returned to have a passing vote.

Put KFA address on return postcard and Shane will work with Sandy to tally responses.

Shane asked about the cost of mailing. There is postage in the budget. Postage is covered in budget, but this might cost more.

Sandy stated if there is a motion to do the mailing that would cover the postage cost also.

Carolyn moved to send proposed by-law changes to active members by US Mail with unstamped postcard for them to return with an affirmative or negative on the changes along with the people up for election for the next 2 years.

Roy 2nd. Motion passed.

Kansas Forest Action Plan Update – Bob Atchison

Sherry Fountain USDA Forest Service, responsible for Community Forest, Forest Stewardship, joined our meeting.

KFS Action Plan waiting to get final review to share. Once it is ready to review, there will be another link for everyone to get to it to review.

Managing Carbon with Healthy Forests Workshop – Wayne White

Bob reported for Wayne. Took Wayne's recommendations and included in the KFS Action Plan. It was postponed until next year. Shane was wanting to know if maybe we should ask the American Forest Foundation to have a booth there. It is still planned for June, in Wichita, but having some difficulty get it confirmed, with hotel and convention side.

Sherry Fountain, introduced herself. Thank for the invite.

Other Items: None

IV. New Business

Timber Cruising Trainings – Shane

COVID has pushed back the trainings. Shane has worked with Jarron Tindle, with ways to engage landowners to assess their own woodlands.

With COVID, doesn't think some would be wanting to do this, but working on a way.

Summer Newsletter – Shane

Due to COVID spring letter didn't go out. Too much has been cancelled.

Submitted article by Luke Terry Windbreak, Riparian Quality Enhancement Initiative, Parks Brigman, ATFS National Conference, will provide something.

Include something about riparian initiative, being a renewed grant.

Maybe something of interest about Kickapoo, about their grant, forest management plan. Some of it has been delayed because of COVID. David Herbert will provide an article.

Carolyn asked about the fall newsletter. Will need to have voting done by December 1st.

May want to have a blurb about the election and by-laws changes. Tom suggested it be in the summer newsletter. Need to have a time line for return of postcard.

Mailing goes out around Nov 1st to be received by November 15, and then the cards back by December 15.

Bylaws Mailings

Dues and Membership: Covered under old business

2020 Awards; put off until next year.

Alternative Educational Events to Field Days

Bob: Walnut council is virtual, need to make known to our members. Need to check with Charlie, check it out with Liz and then go forward with letting members know. Need to know the capacity it will accommodate.

Other virtual events:

Bob will try to check and see if any others are out there and provide links. Anyone else, let Bob know.

Shane will try to do some pod casts.

Committee Reports: None

Other items:

Sandy announced, Tim Caffrey, a member suggested to sell t-shirts or hats.

Discussion held: Logo wear is nice but can be expensive inventory.

Tom suggested a place to order individually: Café Press. Person can order whatever they want, could do individual items. Tom suggested to have logo available so individuals could order themselves. Tom will check into Café Press. Possibly just using it for advertisements.

Agency Reports

Jason Hartman - asked if we would be interested in virtual Ag Summit. Would like a letter to KDA to be a part of Ag Summit. To include forest products to encourage more forestry at Summit. Shane will draft a letter for Tom to sign off on. Suggestions welcome for input for letter.

Carolyn suggested information for Conference, if they have it to move more to Center of US so people could drive.

Shane got the annual report done for AFF.

Bob: COVID is affecting all plans to come back to KFS office. It must be approved by KSU. State office is hoping to come back in August. Employees were asked their opinions on working at main office. District offices are dealing differently since some are with NRCS, other state organizations. Katie had back surgery and is still out of commission. Finishing EQUIP applications.

Jason is continuing with advisory board. Carolyn is still a representative for KFA.

Working on an agency mission statement. Not ready to share but working on it.

VI. Next Meeting/Adjourn

Plan for next meeting: November, virtual meeting. Shane will do a Survey Monkey, to see when is best. Decide on Nov 4th or 18th. Could be in person and others could zoom. Shane will set up with KDWPT.

Tom adjourned meeting.

## Treasurer's Report

KANSAS FORESTRY ASSOCIATION  
PROPOSED BUDGET AND FINANCIAL REPORT CALENDAR YEAR 2020  
January 1, 2020 thru November 12, 2020

<b>BUDGET COMMITTEE WORKSHEET</b>	<b>Proposed Income</b>	<b>Actual Income</b>	<b>Remaining Balance</b>
<b>INCOME:</b>			
<b>General Income:</b>			
Donations: General	3,000.00	194.00	2,806.00
Forest Found Engagement Funds	300.00		300.00
Forest Found Fundraising Direct online	110.00	40.65	69.35
Forest Found Inspect Incentives	10.00		10.00
Forest Found Program Funding	1,000.00	884.76	115.24
KFA Membership signs			0.00
KFA Membership dues	1,000.00	400.00	600.00
Miscell	150.00		150.00
Sponsor Forestry Awards	400.00		400.00
<b>Sub-total General Income</b>	<b>5,970.00</b>	<b>1,519.41</b>	<b>4,450.59</b>
<b>Kansas Walnut Council:</b>			
Field Day Registrations	0.00		0.00
National Walnut Council Membership	350.00	270.00	80.00
<b>Sub-Total Walnut Council</b>	<b>350.00</b>	<b>270.00</b>	<b>80.00</b>
<b>PROPOSED TOTAL INCOME</b>	<b>\$6,320.00</b>	<b>\$1,789.41</b>	<b>\$4,530.59</b>
<b>EXPENSES:</b>			
<b>General: Admin Fees</b>			
KS Corporation Filing	40.00	40.00	0.00
Membership incentives	200.00		200.00
Member signs	500.00		500.00
Miscell (2019 Nat Wal meeting expense)	150.00	326.16	-176.16
Name Tags	30.00	8.95	21.05
Pay Pal Processing Fee	200.00	8.92	191.08
Postage	200.00	13.70	186.30
Printing	50.00	10.50	39.50
Webpage	160.00		160.00
Sales Tax		23.98	-23.98
<b>Sub-total General Admin Fees</b>	<b>1,530.00</b>	<b>432.21</b>	<b>1,097.79</b>
<b>Finance Contractor Payment</b>	<b>1,000.00</b>	<b>532.50</b>	<b>897.79</b>
<b>Tree Farm Signs</b>	<b>75.00</b>		<b>75.00</b>

KANSAS FORESTRY ASSOCIATION  
 PROPOSED BUDGET AND FINANCIAL REPORT CALENDAR YEAR 2020  
 January 1, 2020 thru November 12, 2020

	Proposed Expense	Actual Expense	Balance
<b>Field Days, Awards, Sponsorships</b>			
Kansas Agroforestry Award	100.00		100.00
Forest Stewardship Tree Farmer Award	100.00		100.00
Sponsored supported Forestry Awards			0.00
Kansas Walnut Council Sponsorships/Award	0.00		0.00
Kansas Walnut Council Field Day Expense	0.00		0.00
Kansas Walnut Council Workday Expense	150.00	59.08	90.92
Kansas Forest Service Fall Field Day (Use Memorial Honors Funds)	125.00		125.00
Agroforestry Field Day Sponsor	0.00		0.00
Event Registrations and Travel *	600.00	30.00	570.00
Managing Carbon through Healthy Forests (Use Memorial Funds)	500.00	500.00	0.00
<b>Sub-Total Field Days, Awards, Sponsorships</b>	<b>1,575.00</b>	<b>589.08</b>	<b>985.92</b>

<b>PROPOSED TOTAL EXPENSES</b>	<b>\$4,180.00</b>	<b>\$1,553.79</b>	<b>\$3,056.50</b>
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<b>RESERVE FUNDS (Uncommitted)</b>	<b>Begin 2020</b>	<b>Income/Exp</b>	<b>End Balance</b>
KFA/Tree Farm Current	25,946.27	\$765.62	26,711.89
Memorial Honors Giving	2,471.40	\$530.00	1,941.40
<b>Sub-Total of Un-Committed Reserve Funds</b>	<b>\$28,417.67</b>	<b>\$1,295.62</b>	<b>\$28,653.29</b>

\*additonal cost for AFF leadership conf.



11/12/20

## 2020 Kansas Forestry Association Transaction Detail Report January 1 through November 12, 2020

Date	Num	Name	Memo	Paid Amount
<b>Income</b>				
<b>ACCT KS FORESTRY ASSOCIATION</b>				
<b>Begin Balance</b>				
01/01/2020		Begin Balance	2020 Beginning Balance	25,946.27
Total Begin Balance				25,946.27
<b>Donations</b>				
01/31/2020		National Walnut Council	Voluntary State Contributions	10.00
02/07/2020		Susan Willard	Donation	4.00
02/22/2020		Raymond Aslin	Donation	80.00
04/21/2020		Pay Pal	Jason Hartman, Tim Caffrey	25.00
05/20/2020		Deposit	Luke Terry Cottonwood level	50.00
07/21/2020		Deposit	Elsasser Properties (Tree Farmer)	20.00
08/16/2020		Pay Pal	Richard Paz, donation	5.00
Total Donations				194.00
<b>Forest Found Fundraising</b>				
08/10/2020		American Forest Founda...	Direct mailing for donations	40.65
Total Forest Found Fundraising				40.65
<b>KFA Membership dues income</b>				
02/07/2020		Susan Willard	Membership dues	20.00
02/13/2020		Kevin Church	Membership dues	20.00
02/22/2020		Raymond Aslin	Membership dues	20.00
02/22/2020		Gary Lawson	Membership dues	20.00
03/25/2020		Pay Pal	Shane Neel	20.00
03/27/2020		Pay Pal	Sandra Chandler	20.00
03/30/2020		Mark Janzen	Dues	20.00
04/07/2020		Deposit	Robert Rose, Kickapoo tribe	70.00
04/21/2020		Pay Pal	Hartman, T Caffrey	40.00
04/30/2020		Pay Pal	Thomas Buller	20.00
05/07/2020		Pay Pal	Kayla Garza	20.00
05/08/2020		John A Head	Membership dues	20.00
05/20/2020		Deposit	Philip Gipson Cottonwood Level	30.00
05/20/2020		Deposit	Luke Terry membership	20.00
07/21/2020		Deposit	James Gates	20.00
08/16/2020		Pay Pal	Richard Paz, membership	20.00
Total KFA Membership dues income				400.00
<b>Nat Wal Council Member Dues</b>				
01/31/2020		National Walnut Council	Dec 1, 2018 to Nov 30 2019	270.00
Total Nat Wal Council Member Dues				270.00
<b>Program Funding Income</b>				
07/06/2020		American Forest Founda...	Annual base funding	884.76
Total Program Funding Income				884.76
Total ACCT KS FORESTRY ASSOCIATION				27,735.68
<b>ACCT MEMORIAL HONORS GIVING BEG</b>				
01/01/2020		Begin Balance	2020 Beginning Balance	2,471.40
Total ACCT MEMORIAL HONORS GIVING BEG				2,471.40
Total Income				30,207.08
<b>Expense</b>				
<b>Administration Exp</b>				
<b>KS Corporation Filing Exp</b>				
03/02/2020	1169	Sandra Chandler	Annual Report filing	40.00
Total KS Corporation Filing Exp				40.00

11/12/20

**2020 Kansas Forestry Association  
Transaction Detail Report  
January 1 through November 12, 2020**

Date	Num	Name	Memo	Paid Amount
<b>Miscell</b>				
01/27/2020	1117	KSU Horticulture Dept	2019 National Walnut Council glasses	326.16
04/12/2020	1173	KSU Horticulture Dept	Bill for glasses, Nat Walnut Council meeti...	326.16
04/12/2020		KSU Horticulture Dept	Ck #1117 never received reissued	-326.16
Total Miscell				326.16
<b>Name tags</b>				
03/02/2020	1120	Carolyn Turney	David Hebert BOD	8.95
Total Name tags				8.95
<b>Pay Pal processing fee</b>				
02/07/2020		Susan Willard	Processing fee	1.00
02/13/2020		Kevin Church	Processing fee	0.88
03/25/2020		Pay Pal	Processing fee S Neel	0.88
03/27/2020		Pay Pal	Processing S Chandler	0.88
04/21/2020		Pay Pal	Processing fee	2.49
04/30/2020		Pay Pal	Processing fee	0.88
05/07/2020		Pay Pal	Processing fee	0.88
08/16/2020		Pay Pal	Processing Fee Richard Paz	1.03
Total Pay Pal processing fee				8.92
<b>Postage</b>				
07/23/2020	1175	Sandra Chandler	Mail incentives; extra stamps	13.70
Total Postage				13.70
<b>Printing</b>				
03/02/2020	1169	Sandra Chandler	Copies	8.20
07/23/2020	1175	Sandra Chandler	23 Photo copies	2.30
Total Printing				10.50
<b>Sales Tax</b>				
01/27/2020	1119	KS Retailers Sales Tax	Membership signs sold	23.98
Total Sales Tax				23.98
Total Administration Exp				432.21
<b>Finance Contractor Payment</b>				
03/02/2020	1169	Sandra Chandler	Nov 21, 19 to Feb 11, 2020	337.50
07/23/2020	1175	Sandra Chandler	March to July 2020	195.00
Total Finance Contractor Payment				532.50
<b>KS Walnut Council Exp</b>				
<b>Workday</b>				
01/27/2020	1118	Dillons	January 2020 workday supplies	59.08
04/12/2020	1172	Dillons	Work day, check lost	59.08
04/23/2020	1174	KSU Horticulture Dept	Dillon's check never received	59.08
04/23/2020		Deposit	Checks to Dillons never received, or cash...	-118.16
Total Workday				59.08
Total KS Walnut Council Exp				59.08
<b>Memorial Honors Giving Expense</b>				
03/06/2020	1170	Kansas Forest Service	2020 National Leadership Com Conf Neel	732.91
03/06/2020	1171	Kansas Forest Service	Managing Carbon conference sponsor	500.00
03/30/2020		American Forest Founda...	2020 Nat Com Conference S. Neel	-702.91
Total Memorial Honors Giving Expense				530.00
Total Expense				1,553.79
<b>Net Income</b>				<b>28,653.29</b>

## Treasurer's Receipts and Payment

Time Report; Sandra Chandler  
July 7, 2020 to November 12, 2020

Date

Hours

17-Jul	2 Meeting, Zoom
20-Jul	0.5 Dues, mail, membership
3-Aug	2 July meeting minutes update
11-Aug	1.5 Post, finalize minutes
16-Aug	1.5 membership updates, bal w/bank, deposit
12-Nov	0.5 Budget reports

<b>Contract Payment</b>	<b>8 hours @</b>	<b>\$15.00</b>	<b>\$120.00</b>
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Photo copies

Postage

<b>TOTAL</b>	<b>\$120.00</b>
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## 2021 Budget

KANSAS FORESTRY ASSOCIATION  
PROPOSED BUDGET AND FINANCIAL REPORT CALENDAR YEAR 2021  
January 1, 2021 thru December 31, 2021

BUDGET COMMITTEE WORKSHEET	Proposed		
	Income	Actual Income	Remaining Balance
<b>INCOME:</b>			
<b>General Income:</b>			
Donations: General	2,000.00		2,000.00
Forest Found Engagement Funds	300.00		300.00
Forest Found Fundraising Direct online	110.00		110.00
Forest Found Inspect Incentives	10.00		10.00
Forest Found Program Funding	1,000.00		1,000.00
KFA Membership signs	225.00		225.00
KFA Membership dues	1,000.00		1,000.00
Miscell	150.00		150.00
Sponsor Forestry Awards	400.00		400.00
<b>Sub-total General Income</b>	<b>5,195.00</b>	<b>0.00</b>	<b>5,195.00</b>
<b>Kansas Walnut Council:</b>			
Field Day Registrations	0.00		0.00
National Walnut Council Membership	350.00		350.00
<b>Sub-Total Walnut Council</b>	<b>350.00</b>	<b>0.00</b>	<b>350.00</b>
<b>PROPOSED TOTAL INCOME</b>	<b>\$5,545.00</b>	<b>\$0.00</b>	<b>\$5,545.00</b>
<b>EXPENSES:</b>			
<b>General: Admin Fees</b>			
KS Corporation Filing	40.00		40.00
Membership incentives	200.00		200.00
Member signs	500.00		500.00
Miscell	150.00		150.00
Name Tags	30.00		30.00
Pay Pal Processing Fee	200.00		200.00
Postage	200.00		200.00
Printing	50.00		50.00
Webpage	160.00		160.00
<b>Sub-total General Admin Fees</b>	<b>1,530.00</b>	<b>0.00</b>	<b>1,530.00</b>

<b>Finance Contractor Payment</b>	<b>1,000.00</b>	<b>1,000.00</b>
<b>Tree Farm Signs</b>	<b>75.00</b>	<b>75.00</b>

KANSAS FORESTRY ASSOCIATION  
 PROPOSED BUDGET AND FINANCIAL REPORT CALENDAR YEAR 2021  
 January 1, 2021 thru December 31, 2021

	Proposed Expense	Actual Expense	Balance
<b>Field Days, Awards, Sponsorships</b>			
Kansas Agroforestry Award	100.00		100.00
Forest Stewardship Tree Farmer Award	100.00		100.00
Sponsored supported Forestry Awards	400.00		400.00
Kansas Walnut Council Sponsorships/Award	0.00		0.00
Kansas Walnut Council Field Day Expense	0.00		0.00
Kansas Walnut Council Workday Expense	150.00		150.00
Kansas Forest Service Fall Field Day (Use Memorial Honors Funds)	125.00		125.00
Agroforestry Field Day Sponsor (Use Memorial Honors Funds)	125.00		125.00
Event Registrations and Travel	600.00		600.00
<b>Sub-Total Field Days, Awards, Sponsorships</b>	<b>1,600.00</b>	<b>0.00</b>	<b>1,600.00</b>

<b>PROPOSED TOTAL EXPENSES</b>	<b>\$4,205.00</b>	<b>\$0.00</b>	<b>\$4,205.00</b>
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<b>RESERVE FUNDS (Uncommitted)</b>	<b>Begin 2021</b>	<b>Income/Exp</b>	<b>End Balance</b>
KFA/Tree Farm Current			0.00
Memorial Honors Giving			0.00
<b>Sub-Total of Uncommitted Reserve Funds</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>



### Kansas Forestry Association By-Laws Proposed Changes



The Kansas Forestry Association is proposing changes to the current by laws governing the organization. Below you will find a copy of the Current Bylaws in the left column and the Proposed Bylaw changes highlighted in yellow in the center column. There is a brief explanation of the changes in the right column to explain the reasoning and purpose of the proposed changes. The main purpose of the proposed changes are to clarify our current membership structure. More specifically:

1. The Kansas Forestry Association serves as an umbrella organization for the Kansas Chapter of the Walnut Council (KWC) and the Kansas Tree Farm Committee (KTFC).
2. Association Full membership dues are \$20 per year. Association members who are also members of the Kansas Chapter of the Walnut Council (KWC) or certified tree farmers through the Kansas Tree Farm Committee (KTFC), have a portion of their Association dues reimbursed by the KWC or the KTFC. They are considered Affiliate Members of the Association.
3. Full membership to KFA includes benefits such as printed newsletters. Affiliate members may optionally upgrade to Full membership by paying an additional \$10 per year. If someone is both a member of the KWC and KTFC, their combined reimbursements entitle them to a Full membership.

The other proposed changes are to clarify and better reflect board members roles and layout of the bylaws. Please review the proposed bylaw changes and **return your postcard with your vote for changes and election of board members by December 1, 2020**. If you have any questions or concerns regarding these changes, please contact Carolyn Turney at [crtorney61@gmail.com](mailto:crtorney61@gmail.com) or 620-342-1608 or Shane Neel at [shane@ksu.edu](mailto:shane@ksu.edu) or 785-617-0717. Thank you for considering these changes and we look forward to hearing from you with your returned postcard.

Sincerely,

Kansas Forestry Association Board of Directors

Current Bylaws	Proposed Bylaws	Explanation of Changes
<b>ARTICLE I - NAMES:</b>  A. The name shall be Kansas Forestry Association (hereafter called "Association") B. Kansas Chapter Walnut Council (hereafter called "Chapter") C. Kansas Tree Farm Committee (hereafter called "Committee") D. The "Association" shall hold a charter as an affiliate of the Walnut Council (hereafter called "Council") upon such terms, conditions and requirements as mutually agreed upon by the "Council" and "Association" E. The "Association" shall also hold a charter as an affiliate of the American Forest Foundation (hereafter called "Foundation") upon such terms, conditions and requirements as mutually agreed upon by the "Foundation" and "Association"	<b>ARTICLE I - NAMES:</b>  A. The name shall be Kansas Forestry Association (hereafter called "Association") <b>B. Kansas Chapter Walnut Council (hereafter called "Chapter")</b> The "Association" shall hold a charter as an affiliate of the Walnut Council (hereafter called "Council") upon such terms, conditions and requirements as mutually agreed upon by the "Council" and "Association" <b>C. Kansas Tree Farm Committee (hereafter called "Committee")</b> The "Association" shall also hold a charter as an affiliate of the American Forest Foundation (hereafter called "Foundation") upon such terms, conditions and requirements as mutually agreed upon by the "Foundation" and "Association"	To better understand the Kansas Walnut Council and Kansas Tree Farm System organizations with their national associated structure or governing body.

### Kansas Forestry Association By-Laws Proposed Changes

Current Bylaws	Proposed Bylaws	Explanation of Changes
<b>ARTICLE II - OBJECTIVES:</b>	No Proposed Changes	
<b>ARTICLE III - MEMBERSHIP:</b>  A. "Association" members must be: 1. A member/owner of a Kansas certified tree farm through the American Tree Farm System and/or 2. A member in good standing of the "Chapter", or 3. A member in good standing of the "Association"  B. <u>Dues</u> 1. "Chapter" and "Council" annual membership dues shall be established by the "Chapter's" and "Council's" Board of Directors respectively. The total assessment of dues paid to the "Council" annually will include "Chapter" dues. 2. "Chapter" dues returned to the "Chapter," by the "Council" will be forwarded to the "Chapter". The "Chapter" will in turn pay each "Chapter" member's "Association" dues, from these returned dues. 3. "Association" annual membership dues will be paid annually by the "Committee" for each certified tree farm owner/operator of record. 4. "Association" annual membership dues for other interested individuals or organizations shall be twenty dollars (\$20.00) annually, to be paid in January of each year. 5. "Association" members have an opportunity to increase their giving in additional membership levels.	<b>ARTICLE III - MEMBERSHIP:</b>  A. "Association" members must be: 1. An Affiliate Member i. An owner of a Kansas certified tree farm through the American Tree Farm System or ii. A member in good standing of the "Chapter" iii. An appointed organizational representative 2. A Full Member i. A member in good standing of the "Association" ii. A member of the "Committee" and the "Chapter" iii. An Affiliate member who has upgraded their membership 3. A Lifetime Member i. "Association" members who have donated at least \$1000 for one year during their membership  B. <u>Dues</u> 1. "Chapter" and "Council" annual membership dues shall be established by the "Chapter's" and "Council's" Board of Directors respectively. The total assessment of dues paid to the "Council" annually will include "Chapter" dues. 2. "Association" annual membership dues for other interested individuals or organizations shall be a Full membership fee annually, to be paid in January of each year. 3. Affiliates in good standing can upgrade to Full membership for an additional fee annually, to be paid in January of each year. i. "Chapter" dues are provided to the "Association" treasurer, by the "Council". ii. "Committee" contributes affiliate membership dues to the "Association" for each certified tree farm owner/operator of record. 4. "Association" members have an opportunity to increase their giving at additional donations levels.	<p>The Kansas Forestry Association is an umbrella organization for the Kansas Chapter of the Walnut Council and the Kansas Tree Farm System. With this membership can be confusing as members can belong to 1 organization or all 3 organizations together.</p> <p>Currently the National Walnut Council dedicates \$10/member annually for Kansas Chapter dues for those who specified Kansas membership. The American Tree Farm System contributes a set contribution (currently \$1000) to the Kansas committee. A full member of the Kansas Forestry Association pays \$20 annually or is a member of both the Chapter and the Committee. To more equally charge for membership across each organization and to recoup some of the costs of mailing of a hard copy of the newsletter, KFA is proposing that Walnut Council Members or Tree Farmers pay an additional \$10/year to upgrade from an Affiliate Member to a Full member. If a member of KFA is both a WC member and tree farmer, then no additional dues will be required and they are considered Full members.</p>



### Kansas Forestry Association By-Laws Proposed Changes

Current Bylaws	Proposed Bylaws	Explanation of Changes
<p>6. The "Association" Board of Directors may set dues annually, but any increase in dues may not exceed 50% with only Board approval. Any increase in dues paid to the "Association" greater than 50% must be ratified by a 2/3 vote of "Association" members present and voting. "Association" annual membership dues received prior to October 1 each year shall be applied to "Association" membership for the current fiscal year. "Association" annual membership dues received after September 30 each year shall be applied to "Association" membership for the succeeding fiscal year.</p> <p>7. "Chapter" / "Committee" funds transferred for "Association" membership shall be conveyed to the "Association" Treasurer.</p> <p>8. Individuals failing to pay dues for one (1) "association fiscal year shall be removed from the "Association" rolls. These individuals will lose their rights to participate in "Association" board meetings, hold any "Association" office and voting privileges.</p> <p>9. Delinquent individuals may be reinstated by payment of current dues, without penalty</p>	<p>5. The "Association" Board of Directors may set dues annually, but any increase in dues may not exceed 50% with only Board approval. Any increase in dues paid to the "Association" greater than 50% must be ratified by a 2/3 vote of "Association" members present and voting. "Association" annual membership dues received prior to October 1 each year shall be applied to "Association" membership for the current fiscal year. "Association" annual membership dues received after September 30 each year shall be applied to "Association" membership for the succeeding fiscal year.</p> <p>6. Individuals failing to pay dues for one (1) calendar year shall be removed from the "Association" rolls. These individuals will lose their rights to participate in "Association" board meetings, hold any "Association" office and voting privileges.</p> <p>7. Members who are delinquent may be reinstated by payment of current dues, without penalty.</p>	<p>Numbers 6, 8, and 9 became 5, 6, and 7 in the new bylaws.</p> <p>Number 7 was incorporated into Number 3 for organizational purposes.</p>
<p><b>Article IV - OFFICERS:</b></p> <p>A. <u>Officers</u></p> <p>1. "Association" officers shall consist of a President, Vice-President, Kansas Forest Service Representative, KSU Extension Representative, Chairperson of the "Committee," President of the "Chapter" and two (2) or more at large officers. A minimum of eight (8) Officers/Directors.</p> <p>2. "Association" officers shall function as the "Association" Board of Directors.</p>	<p><b>Article IV - OFFICERS:</b></p> <p>A. <u>Officers</u></p> <p>1. "Association" officers shall consist of a President, Vice-President, Kansas Forest Service Rural Forestry Coordinator, KSU Extension Representative, Chairperson of the "Committee," President of the "Chapter" and two (2) or more at large officers. A minimum of eight (8) Officers/Directors.</p> <p>2. "Association" officers shall function as the "Association" Board of Directors.</p>	<p>The Kansas Forest Service Representative as an officer needed to be clarified as the Rural Forestry Coordinator to accurately reflect the current structure.</p>

### Kansas Forestry Association By-Laws Proposed Changes

Current Bylaws	Proposed Bylaws	Explanation of Changes
<p>3. All Board of Directors members must be "Association" members, in good standing.</p> <p>4. The Board of Directors shall direct and supervise the actions and activities of the "Association".</p> <p>5. "Association" Board of Directors members will receive no salary, but may be reimbursed for Board authorized expenses.</p> <p><b>B. Officers' Duties</b></p> <p>1. <u>President</u> shall be responsible for guiding "Association" activities and presiding at "Association" board meetings.</p> <p>2. <u>Vice-president</u> shall assist the President and serve as President in the President's absence. The Vice-president shall automatically succeed to "Association" President and a new Vice-president will be elected.</p> <p>3. <u>Secretary</u> shall be appointed by the Board of Directors. He/she shall keep and distribute minutes of "Association" business meetings and have custody of "Association" records. He/she will not be required to be an "Association" member and will serve as a non-voting member of the "Association" Board.</p> <p>4. <u>Treasurer</u> shall be appointed by the Board of Directors. He/she shall be responsible for the fiscal affairs of the "Association", including authorized disbursements, maintaining financial records and completing required financial reports. He/she will not be required to be an "Association" member and will serve as a non-voting member of the "Association" Board.</p> <p>5. <u>Kansas Forest Service</u> representative shall be appointed by the Kansas State Forester and be responsible for representing the Kansas Forest Service as a Program Administrator and a non-elected, voting Board member.</p> <p>6. <u>Kansas Forest Service</u> Rural Forestry Coordinator is a non-elected, voting Board member.</p>	<p>3. All Board of Directors members must be "Association" members, in good standing.</p> <p>4. The Board of Directors shall direct and supervise the actions and activities of the "Association".</p> <p>5. "Association" Board of Directors members will receive no salary, but may be reimbursed for Board authorized expenses.</p> <p><b>B. Officers' Duties</b></p> <p>1. <u>President</u> shall be responsible for guiding "Association" activities and presiding at "Association" board meetings.</p> <p>2. <u>Vice-president</u> shall assist the President and serve as President in the President's absence. The Vice-president shall automatically succeed to "Association" President and a new Vice-president will be elected.</p> <p>3. <u>Secretary</u> shall be appointed by the Board of Directors. He/she shall keep and distribute minutes of "Association" business meetings and have custody of "Association" records. He/she will not be required to be an "Association" member and will serve as a non-voting member of the "Association" Board.</p> <p>4. <u>Treasurer</u> shall be appointed by the Board of Directors. He/she shall be responsible for the fiscal affairs of the "Association", including authorized disbursements, maintaining financial records and completing required financial reports. He/she will not be required to be an "Association" member and will serve as a non-voting member of the "Association" Board.</p> <p>5. <u>Kansas Forest Service</u> representative shall be appointed by the Kansas State Forester and is a non-elected voting board member.</p> <p>6. <u>Kansas Forest Service</u> Rural Forestry Coordinator is a non-elected, voting Board member.</p>	<p>The language of the Kansas Forest Service representative needs to be simplified to an appointed, voting board member.</p>

### Kansas Forestry Association By-Laws Proposed Changes

Current Bylaws	Proposed Bylaws	Explanation of Changes
<p>7. "Chapter" President shall represent the Kansas Chapter Walnut Council on the "Association" Board of Directors.</p> <p>8. "Committee" Chairperson shall represent the Kansas Tree Farm Committee on the "Association" Board of Directors.</p> <p>9. <u>Directors</u>: Two (2) or more Directors may be elected and serve as at large Board members.</p> <p>10. Officers shall perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the "Association".</p> <p>C. <u>Terms of Service</u></p> <p>1. "Association" Board Officers shall be elected from among the "Association" membership. "Association" Board officers shall be elected for a two (2) year term of office.</p> <p>2. The "Association" Secretary and Treasurer will serve at the pleasure of the "Association" Board of Directors without term limits.</p> <p>D. <u>Nomination and Election of Board Officers</u></p> <p>1. Thereafter elections shall be conducted to replace Directors as needed.</p> <p>2. The procedure for electing Directors shall be:</p> <ol style="list-style-type: none"> <li>Prior to October 1, the "Association" Board of Directors shall develop a slate of qualified candidates to fill upcoming vacancies on the "Association" Board of Directors.</li> <li>Ballots shall be provided to the "Association" membership, by November 15th.</li> <li>Completed ballots shall be returned to the secretary and counted by December 1 of that year. Determination of the new director(s) shall be made on or before December 15 for the succeeding year. Balloting ties will be resolved by coin toss between tied candidates.</li> <li>New Directors shall begin their term of service effective January 1 of the succeeding year, following the election.</li> </ol>	<p>7. "Chapter" President shall represent the Kansas Chapter Walnut Council on the "Association" Board of Directors.</p> <p>8. "Committee" Chairperson shall represent the Kansas Tree Farm Committee on the "Association" Board of Directors.</p> <p>9. <u>Directors</u>: Two (2) or more Directors may be elected and serve as at large Board members.</p> <p>10. Officers shall perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the "Association".</p> <p>C. <u>Terms of Service</u></p> <p>1. "Association" Board Officers shall be elected from among the "Association" membership. "Association" Board officers shall be elected for a two (2) year term of office.</p> <p>2. The "Association" Secretary and Treasurer will serve at the pleasure of the "Association" Board of Directors without term limits.</p> <p>D. <u>Nomination and Election of Board Officers</u></p> <p>1. Thereafter elections shall be conducted to replace Directors as needed.</p> <p>2. The procedure for electing Directors shall be:</p> <ol style="list-style-type: none"> <li>Prior to October 1, the "Association" Board of Directors shall develop a slate of qualified candidates to fill upcoming vacancies on the "Association" Board of Directors.</li> <li>Ballots shall be provided to the "Association" membership, by November 15th.</li> <li>Completed ballots shall be returned to the secretary and counted by December 1 of that year. Determination of the new director(s) shall be made on or before December 15 for the succeeding year. Balloting ties will be resolved by coin toss between tied candidates.</li> <li>New Directors shall begin their term of service effective January 1 of the succeeding year, following the election.</li> </ol>	



## Kansas Forestry Association By-Laws Proposed Changes

Current Bylaws	Proposed Bylaws	Explanation of Changes
E. If a Board member, for any reason, is unable to complete his/her term, the Board shall either: 1. Appoint a member to serve the remainder of the vacated term, or 2. Call for a special election of a new Director by the "Association" membership	E. If a Board member, for any reason, is unable to complete his/her term, the Board shall either: 1. Appoint a member to serve the remainder of the vacated term, or 2. Call for a special election of a new Director by the "Association" membership	
<b>ARTICLE V - MEETINGS:</b>		No Proposed Changes
<b>ARTICLE VI - COMMITTEES:</b>		No Proposed Changes
<b>ARTICLE VII - PARLIAMENTARY AUTHORITY:</b>		No Proposed Changes
<b>ARTICLE VIII - AMENDMENTS:</b> A. These By-laws may be amended at any "Association" meeting by either: 1. Two-thirds vote of the "Association" membership present and voting, provided such amendment(s) have been sent to all "Association" members of record at least fifteen (15) days in advance of the meeting; or 2. Two-thirds majority of "Association" members voting by mail.	<b>ARTICLE VIII - AMENDMENTS:</b> A. These By-laws may be amended at any "Association" meeting by either: 1. Two-thirds vote of the "Association" membership present and voting, provided such amendment(s) have been sent to all "Association" members of record at least fifteen (15) days in advance of the meeting; or 2. Two-thirds majority of "Association" members voting by mail or online application.	KFA wanted to add an option to vote on suggested amendment changes online to save on mailing costs and to provide flexibility with the voting process.
<b>ARTICLE IX - ADDITION OR WITHDRAWAL OF ORGANIZATIONS REPRESENTED ON THE "ASSOCIATION" BOARD OF DIRECTORS:</b>		No Proposed Changes
<b>ARTICLE X - TERMINATION OF ASSOCIATION:</b>		No Proposed Changes
<b>ARTICLE XI - LIMITATIONS:</b>		No Proposed Changes



Please read through the proposed bylaws changes in the attached document. Then please indicate whether you support the proposed changes or whether you oppose the changes. Also, please mark the board members ballots whether you support reelection to the board or oppose. Then mail your ballot back to KFA at 2610 Claflin Road, Manhattan, KS 66502. If you have any questions please contact Carolyn or Shane. Thank you!

**Kansas Forestry Association  
Bylaws Amendments**

- ☐ I support the proposed bylaws changes as indicated in the mailing.
- ☐ I oppose the proposed bylaws changes as indicated in the mailing.

**Kansas Forestry Association  
Board Member Elections**

- ☐ **Yes** reelection Carolyn Turney
- ☐ **No** do not reelection Carolyn Turney
- ☐ **Yes** reelection Wayne White
- ☐ **No** do not reelection Wayne White



2610 Claflin Road  
Manhattan, KS 66502

## Ag Growth Summit Letter



2610 Claflin Rd  
Manhattan KS 66502  
785.532.3310  
[www.ksforestryassociation.org](http://www.ksforestryassociation.org)



September 18, 2020

Kansas Department of Agriculture  
Attention: Secretary Mike Beam  
1320 Research Park Drive  
Manhattan, Kansas 66502

Dear Secretary Beam,

I am writing to you on behalf of the Kansas Forestry Association, in reference to the Kansas Department of Agriculture Kansas Ag Growth Summit. Thank you for putting together this educational event and networking opportunity for the producers and landowners of Kansas. This is a valuable opportunity for producers, professionals, and small operation managers to become aware of current best practices and to collaborate with peers for all land management practices in Kansas.

The agenda for the summit includes many valuable sectors that directly reflect the many products of Kansas agricultural production. However, we feel there is a void in the specialty crop sector with regards to forestry products. There is an opportunity to expand the woodland products offerings to include traditional forest products (lumber and timber sales), fruit & nut production, and nursery trees, in addition to Christmas tree production. We would like to support you in this effort of growth for the Ag Summit and be a part of exploring the offering of additional forestry products as a part of the agenda.

Please share any interest you may have in looking at this for the 2021 program and advise how we can assist you in making this a possibility. Thank you for your time and consideration of this request. We look forward to your reply.

Respectfully,

*Tom Hogard*

Tom Hogard  
KFA President

## **American Tree Farm System 2021 Outcome-Based Grant Request for Proposals**

### **Section 1: Introduction**

The American Forest Foundation (AFF) invites all American Tree Farm System (ATFS) state committees in good standing to submit a request for an Outcome-Based Grants (OBG) in 2021.

AFF has identified several important outcomes to focus funding for Outcome-Based Grants in 2021, all of which are aligned the central value propositions of the American Tree Farm System: 1) to grow certification where there is demand for ATFS certified fiber and willingness to share costs associated with certification, 2) to monitor, report, and verify landowner's contributions to conservation impact, and 3) to sustain an engaged conservation base that is primed to deliver conservation impact over time.

The OBG program is intended to augment regular program funding in service of mutually held goals of the national organization and state affiliates. Projects should be in line with state program annual goals or strategic plans, and be achievable by state leaders, partners and volunteers based on capacity and conditions within the state program. States should work with their ATFS Regional Manager throughout the proposal development process to ensure that grant goals and outcomes align with AFF's strategic priorities and are complemented by support from dedicated regional capacity.

States will choose one or more of the following outcomes for their proposal:

1. Projects to increase inspector participation, recruit new inspectors, or generally enhance the inspector value proposition.
2. Certification growth, where there is both demand from one or more companies and a willingness to bear a portion of the cost of certification.
3. Projects to engage landowners in producing new conservation impacts or enhancing current practices.
4. Projects to measure, report, and verify conservation impacts that your Tree Farmers are currently producing.

Required application elements vary by outcome and will be described further in the "How to Apply" Section on page 4.

### **Section 2: 2021 Eligibility Guidelines**

Only state Tree Farm programs are eligible to apply for these funds. Anyone within the state Tree Farm program or its partners may develop applications. The current Chair, Vice or Co-Chair of the state program must approve all requests. Since requests are submitted electronically, an e-mail from the Chair, Vice or Co-Chair stating approval of the request is sufficient.

Applicants must also be able to answer YES to the following questions.

- Is this a new idea that has not been piloted before in your state?
- Is this funding additive to your regular operating budget? OBG awards are not to be used to support standard operations or program activities that would occur with or without grant support.
- Has your ATFS Regional Manager played a key role in developing your proposal or project idea?

In addition, state programs must be up-to-date on all annual program, financial, and previous grant reporting.

### **Section 3: Grant Award Amount and Match**

- The maximum award per grant is \$10,000 and Committees may submit up to two proposals. Each request must be submitted using its own form.
- Committees may be awarded a maximum of two Outcome Based Grants for a maximum total award of \$20,000.
- AFF may choose to award partial funding on a case-by-case or contingency basis.
- Priority will be given to requests that include at least a 50% matching contribution (i.e. for every \$2 of grant funding, committees contribute \$1 cash or in-kind). Examples of matching contributions include cost-sharing, third party donations/sponsorship, cash, in-kind volunteer hours, and forgone overhead.
- Awarded funding is a one-time investment. Project activity should be completed by December 31, 2021 in order to provide sufficient reporting on activities.

### **Section 4: Deadlines and Important Dates**

- Complete and submit grant proposals by December 1, 2020 to [operations@forestfoundation.org](mailto:operations@forestfoundation.org).
- You will be notified by early January 2021 of the status of your request.
- If approved, sub-award agreements will be sent out for authorization by state programs in late January. If formal committee vote is required to authorize and execute a grant agreement, please plan your committee meetings accordingly to expedite execution so that grant activities can begin promptly. Your committee must be up-to-date on all previous annual reporting and grant reporting in order to receive your funds.
- Implementation of the project should be completed by **December 31, 2021**. AFF will retain any unused funds.
- Reporting of grant activities, even if the project is incomplete, must be submitted by January 10, 2022. Required reporting templates will be included in sub-award agreements.

### **Section 5: Sub-award agreements and reporting**

Funds will be awarded to state programs via sub-award. Funds paid on a reimbursement basis unless a state program's financial situation indicates a need for advances.

In order to demonstrate the effectiveness of the Outcome-Based Grant program and to ensure future support for these funding opportunities, we must have a record of measurable outcomes, successful projects and an understanding of lessons learned and best practices. Therefore, all grant awards will include reporting requirements. Depending on the scale, duration of the project, and amount awarded, reports may be required as frequently as quarterly (for large awards and long-term projects) or simply a final report summarizing key accomplishments, expenditures, and challenges. States may also be asked to key learnings from grant projects at AFF's National Leadership Conference and other venues.

Please Note: If there are any special circumstances that require deviation from the schedule of funds distribution and project completion/reporting, it is imperative that the state program contact its ATFS regional manager in a timely manner before any reporting deadlines. ATFS will withhold new funding for states that have received grant funds in previous years but have not provided a full report on said projects.

### **Section 6: How to Apply**

Application elements including basic information, narrative, and budget are described in the following pages. Please submit your application's basic information and narrative in a Word document. Budgets may be submitted in Excel. You may have as many contributors your application as you want, but please submit a clean copy (no track changes) for your final version.

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Please submit applications to [operations@forestfoundation.org](mailto:operations@forestfoundation.org) with the subject line “OBG application for [your state]”. Applications are due by December 1, 2020.

### Basic Information

#### I. Primary Contact

Please designate a primary point of contact for this application.

Primary Contact:

First Name:

Last Name:

Email:

Phone:

State:

#### II. Project Title and Ranking

Please provide a short (10 words or less) title for your project. If you are submitting more than one proposal, please indicate whether this is your first or second preference for funding.

#### III. Project Description

In a paragraph, please provide a general description of your project.

#### IV. Specified Outcome

Please select *one* primary outcome your project is intended to produce. Please select only one.

\_\_\_\_\_ Projects to increase inspector participation, recruit new inspectors, or generally enhance the inspector value proposition.

\_\_\_\_\_ Certification growth, where there is both demand from one or more companies and a willingness to bear a portion of the cost of certification.

\_\_\_\_\_ Projects to engage landowners in producing new conservation impacts or enhancing current practices.

\_\_\_\_\_ Projects to measure, report, and verify conservation impacts that your Tree Farmers are currently producing.

### Application Narrative Describing Outcome-specific Activities and Deliverables

In a change to previous years' processes, we will ask that project activities and associated metrics meet criteria specific to each outcome. Please answer the questions corresponding to the *primary* outcome (1, 2, 3, or 4) your project is designed to achieve. Please limit responses to one single-spaced page or less.

Outcome 1: Projects to increase inspector participation, recruit new inspectors, or generally enhance the inspector value proposition:

- How many qualified inspectors do you currently have in your state? Of those, approximately what percentage complete inspections?
- What is your goal with this project? More inspectors? More inspectors doing inspections? Something else?
- If you are successful in achieving your goal, what will be the outcome? For example, will your state program be able to complete more inspections/reinspections per year, and if so, how many more than it does currently? How many more landowners will receive an inspector visit than currently do? Will information delivery to landowner improve, and in what way?
- Describe the main activities that you will do to help achieve the desired goal and outcomes.
- How will you know that your project has been successful?

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- What capacity will you require or want from your ATFS regional manager to make this project a success?

Outcome 2: Certification growth, where there is both demand from one or more companies and a willingness to bear a portion of the cost of certification.

- Identify the company/companies in your state/region with demand for ATFS-certified fiber.
- How do they contribute to maintaining Tree Farm in your state? If financially, specify amount and frequency. If in-kind, specify function and approximate time.
- What is your current rate of annual program growth? What is your target rate for increase, and over what time period?
- Describe the main activities that you will do to grow certification. How will you generate landowner leads (i.e. landowners interested in/eligible for certification)? How quickly will you be able to match them with an inspecting forester? What is your current estimated time to move a landowner from the acquisition (expresses interest) to the enrollment phase? Under this pilot, how will you ensure this time is minimized (2-4 weeks is ideal, no more than 6 weeks)?

*Please note: For certification growth projects, AFF will require reporting on the number of eligible landowner leads generated, the number of these that received inspector visits, and the number that followed through to enrollment.*

- What capacity will you require or want from your ATFS regional manager to make this project a success?

Outcome 3: Projects to engage landowners in producing new conservation impacts or enhancing current practices.

- What is your goal with this project?
- If you are successful in achieving your goal, what will be the outcome? What will landowners do differently as a result?
- Describe the main activities that you will do to help achieve the desired goal and outcomes.
- How will you know that your project has been successful?
- What capacity will you require or want from your ATFS regional manager to make this project a success?

Outcome 4: Projects to measure, report, and verify conservation impacts that your Tree Farmers are currently producing.

- What specific conservation outcomes are you interested in learning more about?
- Describe the main activities that you will do to help achieve the desired goal and outcomes.
- How will you know that your project has been successful?
- What capacity will you require or want from your ATFS regional manager to make this project a success?

### Budget

All applicants are required to submit a detailed budget showing anticipated spending, additional revenues (if applicable) and matching funds (in your own format) for your proposal. Excel files are preferred.

#### I. Total Requested (\$10,000 max.)

Please enter the total amount requested from AFF for this application. Enter dollars, decimal and cents only with no symbols. For example: 10,000.00

#### II. Total Match (Enter dollar amount.)

State Tree Farm committees are required to provide a 50% match of funds requested (i.e. for every \$2 of grant funding, committees contribute \$1 cash or in-kind). Examples of matching contributions include cost-sharing, third party donations/sponsorship, cash, in-kind volunteer hours, and forgone overhead. Enter dollars and cents only with no symbols. For example: 10,000.00

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III. Co-Sponsors of this Project

Identify the third party or co-sponsor if they are providing matching funds or support. Participant payments are encouraged and should be included in the match category.

IV. Additional Budget Explanations

**Section 8: Approval and Submission**

Please have your committee's Chair, Co-chair or Vice Chair authorize this proposal in the signature block below to provide confirmation that they approve the application.

**Please submit applications to [operations@forestfoundation.org](mailto:operations@forestfoundation.org) with the subject line “OBG application for [your state]”. Applications are due by December 1, 2020.**

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Name

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Signature

Thank you for your submission.