

# Kansas Tree Farm Committee/Kansas Forestry Association Orientation Manual

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## American Forest Foundation & American Tree Farm System Overview

### **The American Forest Foundation**

The American Forest Foundation (AFF) works on-the-ground with families, educators, and elected officials to promote stewardship and protect our nation's forest heritage. A commitment to the next generation unites our nationwide network of forest owners and educators working to keep our forests healthy and our children well-prepared for the future they will inherit.

To grow the next generation of leaders ready to inherit America's natural legacy, AFF also works with tens of thousands of educators every year through its environmental education program Project Learning Tree® (PLT). Project Learning Tree uses forests as a window on the world and provides educators with supplemental curriculum materials that can be integrated into lesson plans for all grades and subject areas. In an era where more and more children are disconnected from nature, more than 500,000 teachers nationwide have been trained to use this curriculum, opening a door to America's outdoor heritage. Thanks to these efforts, 75 million students have learned how to think, not what to think, about complex environmental issues and help them learn the skills they need to make sound choices about the environment.

The American Forest Foundation's work is about what type of country America will be 20, 50, 100 years from now. Will we still be a nation rooted in its natural heritage? Will our citizens understand that heritage, and feel connected to it? Will they have the skills required to understand complex environmental challenges? By promoting sustainable management of America's private forests, the American Forest Foundation addresses the fundamental cornerstones of healthy communities and a prospering nation.

The American Forest Foundation has five fundamental long-term goals:

1. To increase public awareness and understanding of the role that forests and the environment play in our lives, and build the skills and commitment needed to conserve and sustain them.
2. To develop and advance policies and programs that support conservation, environmental education, and sustainable forests.
3. To enhance the ecological, social, and economic viability of family forestland ownership.
4. To increase the number of family forest owners who sustainably manage natural resources.
5. To support research that fills gaps in our understanding of forest ecology, the socio-economic dimensions of forest ownership and management, and the impact of public policies on forest sustainability.

These goals have been translated into four strategic priorities:

1. Stem the loss of America’s woodlands.
2. Enhance the quality of America’s woodlands.
3. Ensure decision makers and educators understand and value America’s woodlands.
4. Nurture excellence in our education and woodlands networks of volunteers, committees and partners

The American Tree Farm System is AFF’s signature program that advances sustainable forest management on private lands from Maine to California, and is integral to achieving these goals and strategic priorities.

### **The American Tree Farm System**

The American Tree Farm System® (ATFS), a program of the American Forest Foundation, works nationwide and in partnership with local, state and national groups to provide hands-on support for America’s 10 million family forest owners, giving them the tools they need to manage healthy and sustainable woodlands. Clean air, clean water, habitat for wildlife, wood for sustainable building and nature for hiking, hunting and fishing – all come from family forests. And ATFS helps family forest owners meet stringent third-party standards for managing nearly 26 million acres of forestland.

ATFS is the largest and oldest sustainable woodland system in America, internationally recognized, meeting strict third-party certification standards. For 70 years, ATFS has enhanced the quality of America’s woodlands by giving forest owners the tools they need to keep forests healthy and productive. Stemming the loss of America’s woodlands is vital to our country’s clean water and air, wildlife habitat, recreational activities, and producing the wood and paper products we all need. ATFS provides landowners with the validation that they are doing right by their land, meeting the highest standards of sustainability and being good stewards for the future.

All ATFS external communication is informed by three powerful, emotionally resonant ideas that set us apart:

- We’re about the future.
- We work on-the-ground.
- We give people the tools they need.

*The American Tree Farm System grows stewardship from the roots.*

## Kansas Tree Farm Program Overview

*Since 1963, Kansas Tree Farmers have been managing and protecting their share of the 2.5 million acres of the state's private forestland. There are a little over 140 certified Tree Farmers in Kansas that meet AFF Standards of Sustainability on close to 8,000 acres of forestland. The program operates under the By-Laws of the Kansas Forestry Association (KFA) which serves as an "umbrella" group for the woodland owner groups in Kansas including Tree Farmers, Walnut Council members, and individual or associate members of KFA. KFA is non-profit 501c3. The KFA Board serves simultaneously as the State Tree Farm Committee, the Board for the Kansas Chapter of the Walnut Council and is the State Forest Stewardship Coordinating Committee. The Committee meets three times a year and in 2016 hired a quarter-time program director.*

*The Kansas Forest Service (KFS) is a major sponsor of the program and almost all of the inspections are accomplished through KFS foresters. The recognition program supports an annual Agroforestry Award and a Forest Stewardship Tree Farmer of the Year award combining recognition efforts of the USDA Forest Service Forest Stewardship Program and the American Tree Farm System(ATFS). The Kansas Program has selected the Recognition Pathway with the ATFS.*

### **AMERICAN TREE FARM SYSTEM**

#### **YEAR STATES JOINED**

**1941 - Alabama, Arkansas, California, Oregon, Washington**  
**1943 - Idaho**  
**1944 - Mississippi, Montana, North Carolina, Texas, Wisconsin**  
**1946 - Florida, New Jersey, Ohio, South Carolina, Tennessee**  
**1947 - New Mexico, Pennsylvania, Virginia**  
**1948 - Georgia, Maryland, Massachusetts, West Virginia**  
**1949 - Michigan, Missouri, North Dakota, Rhode Island**  
**1950 - Minnesota, New Hampshire**  
**1951 - Colorado, Louisiana, Nevada\*, Wyoming**  
**1952 - Maine, South Dakota**  
**1953 - Arizona\***  
**1955 - Kentucky, Iowa, Illinois, Utah\***  
**1956 - Connecticut, Vermont, New York, Indiana**

**1957 - Oklahoma**

**1958 - Delaware**

**1959 - Nebraska**

**1963 - Kansas**

**1974 - Alaska\***

- **First Tree Farm: June 12, 1941 in Montesano, Washington**
- **First State Tree Farm Program: Alabama**
- \* **Alaska, Arizona, Hawaii, Nevada and Utah currently have no Tree Farm Program**

## Kansas Forestry Association Board

First Name	Last Name	Title	Organization Name	Representing	Address	City	St.	Zip Code	email	Phone	Term of Off
Bob	Atchison	Prog. Admin/Treas/Rural Forestry Coord.	Kansas Tree Farm Comm./KS Forest Serv.	Kansas Forest Service	2610 Claflin Rd	Manhattan	KS	66502	atchison@ksu.edu	(785) 532-3310	descr. of KFS
Charles	Barden	Extension Forester/Walnut Council Pres.	Kansas State University	Coop. Ext. Service/Walnut Council Pres.	2021 Throckmorton Hall	Manhattan	KS	66506	cbarden@ksu.edu	(785) 532-5780	2015
Larry	Biles	State Forester	Kansas Forest Service	Kansas Forest Service	2610 Claflin Rd	Manhattan	KS	66502	lbiles@ksu.edu	(785) 532-3309	N/A
Wayne	Lukert	President, Shawnee CO Cons Dist	Kansas Association of Conservation Districts	Local Gov./Eniron. & Cons. Organizations	4350 Docking RD	Topeka	KS	66610	<a href="mailto:wdlukert@yahoo.com">wdlukert@yahoo.com</a>	(785)256-6229	2017
Katy	Dhungel	District Forester	Kansas Forest Service	Kansas Forest Service	202 West Miller RD	Iola	KS	66749	<a href="mailto:kdhungel@ksu.edu">kdhungel@ksu.edu</a>	(620)365-2901	Ext 1306 2015
Jeanna	Leurck	Landowner Asst. & FSP Prog. Manager	USDA Forest Service	US Forest Service	740 Simms St	Golden	CO	80401	<a href="mailto:jeannalleurck@fs.fed.us">jeannalleurck@fs.fed.us</a>	(303) 275-5239	N/A
Leonard	Ellis	Logger	Independent Forestry Service	Forest Industry/Consultants	528 N Barker	Florence	KS	66851	none	(620) 203-0731	2017
Jim	Hays	Conservation Projects Coordinator	The Nature Conservancy	Environ. & Cons. Org./Landowner Trusts	700 SW Jackson, Suite 804	Topeka	KS	66603	<a href="mailto:jim_hays@tnc.org">jim_hays@tnc.org</a>	(620) 388-4613	2015
Mark	Janzen	Plant Materials Specialist	Natural Resources Conservation Service	NRCS & State Technical Committee	760 S. Broadway	Salina	KS	67401	<a href="mailto:mark.janzen@ks.usda.gov">mark.janzen@ks.usda.gov</a>	(785) 823-4595	2017
Dennis	Morris	Vice President	Kansas Forestry Association	Forest Landowners	2330 NW 35th St	Topeka	KS	66618	<a href="mailto:dennis.morris@att.net">dennis.morris@att.net</a>	(785) 633-9030	2017
Richard	Rees	Landowner	Kansas Christmas Tree Growers	Forest Landowners	2881 31st St	Grantville	KS	66429	none	(785) 246-3388	2015
Larry	Rutter	KS Tech. Comm. Rep./WC Treasurer	Kansas Tree Farm Committee & Walnut Council	Forest Landowners	5197 114th St	Meriden	KS	66512	<a href="mailto:lrutter@embarqmail.com">lrutter@embarqmail.com</a>	(785) 484-2509	2015
Dustin	Mingarell	Public Land Section Chief	Kansas Department of Wildlife and Parks	State Fish & Wildlife Agency	300 SW Wanamaker RD	Topeka	KS	66606	<a href="mailto:dustin.mengarelli@ksoutdoors.co">dustin.mengarelli@ksoutdoors.co</a>	(620) 672-0757	N/A
Carolyn	Turney	Chair/President	Kansas Tree Farm Comm./KS Forestry Assoc.	Forest Landowners	1426 County Rd E	Emporia	KS	66801	<a href="mailto:crtorney@seamless.net">crtorney@seamless.net</a>	(620) 342-1608	2017
Roy	Turney	Landowner	Kansas Tree Farm Committee	Forest Landowners	1426 County Rd E	Emporia	KS	66801	<a href="mailto:crtorney@seamless.net">crtorney@seamless.net</a>	(620) 342-1608	2017
Carla	Wikoff	Agricultural Prog. Specialist	Kansas State FSA Office	Farm Services Agency	3600 Anderson Ave.	Manhattan	KS	66503	<a href="mailto:carla.wikoff@ks.usda.gov">carla.wikoff@ks.usda.gov</a>	(785) 564-4770	N/A
Jim	Reitz	Environmental Specialist	Kickapoo Tribe	Tribal Representative	1107 Goldfinch	Horton	KS	66434	<a href="mailto:jim.reitz@ktik-nsn.gov">jim.reitz@ktik-nsn.gov</a>	(785) 547-7777	2017
Luke	Terry	Forestry Contractor	Custom Forestry Applications	Forest Industry/Consultants	2284 250th Street	Robinson	KS	66532	<a href="mailto:nek.forestry@hotmail.com">nek.forestry@hotmail.com</a>	785-547-7777	2017
Kevin	Church	Forestry Consultant/Mill Owner Buyer	Tallgrass Custom Wood Products	Forest Industry/Consultants	1367 Road 205	Emporia	KS	66801	<a href="mailto:tallgrasswood@gmail.com">tallgrasswood@gmail.com</a>	(620) 343-0944	2017
*KFA board simultaneously serves as the committee and boards for State Forest Stewardship Coordinating Committee, Kansas Tree Farm Committee, and the Kansas Chapter of Walnut Council Board.											
Board members must be 1) owner/operator of certified Tree Farm, 2) member of KS Chapter of Walnut Council or 3) member of Kansas Forestry Association											
4 Board of Directors serve 2 year terms and the others 3 years or more.											
The year before a BOD's Term expires (July meeting) the BODs nominate a list of qualified candidates. Ballots are mailed to membership by Nov 15th and new BODs are determined by Dec. 15th.											

**KANSAS FORESTRY ASSOCIATION  
BY-LAWS**

**ARTICLE I  
NAMES:**

- 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”

**ARTICLE II  
OBJECTIVES:**

- A. To improve and promote Kansas forest and agro-forestry management, clean water, recreational opportunities and wildlife habitat through education, advocacy and forest stewardship.
- B. To promote the culture and use of black walnut (*Juglans*) species and other fine hardwoods, as well as assist in carrying out the objectives of the “Council”.
- C. To improve the management and utilization of hardwood and softwood species through sustainable forestry best management practices.
- D. The “Association” will be organized as a non-profit L. L. C. in the State of Kansas and in compliance with the I. R. S. Code section 501 (c) 3, with funds for the “Association” being obtained from dues, donations, grants and fundraising activities approved by the “Association’s” Board of Directors.

**ARTICLE III  
MEMBERSHIP:**

- A. “Association” members must be:
  - 1. Owner/operator of a certified tree farm in Kansas, and/or
  - 2. A member in good standing of the “Chapter”, or

3. A member in good standing of the “Association”.

B. Dues

1. “Council” annual membership dues shall be established by the “Chapter’s” and “Council’s” Board of Directors. 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 shall be ten dollars (\$10.00) annually, to be paid in January of each year.
5. “Association” annual membership dues for other interested organizations shall be fifty dollars(\$50.00) annually, to be paid in January of each year.
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.
7. “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.
8. “Chapter” / “Committee” funds transferred for “Association” membership shall be conveyed to the “Association” Treasurer.
9. Individuals failing to pay dues for one “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.
10. Delinquent individuals may be reinstated by payment of current dues, without penalty.

Article IV  
OFFICERS:

A. Officers

1. “Association” officers shall consist of a President, Vice-President, Treasurer, Kansas Forest Service Representative, KSU Extension Representative, Chairperson of the “Committee,” President of the “Chapter” and two or more at large officers. A minimum of eight Officers/Directors.
2. “Association” officers shall function as the “Association” Board of Directors.
3. All Board of Directors members must be “Association” members, in good standing.

4. The Board of Directors shall direct and supervise the actions and activities of the “Association”.
5. “Association” Board of Directors members will receive no salary, but may be reimbursed for Board authorized expenses.

**B. Officer’s Duties**

1. President shall be responsible for guiding “Association” activities and presiding at “Association” board meetings.
2. Vice-president 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.
3. Secretary 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.
4. Treasurer shall be responsible for the fiscal affairs of the “Association”, including authorized disbursements, maintaining financial records and completing required financial reports.
5. Kansas Forest Service 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.
6. “Chapter” President shall represent the Kansas Chapter Walnut Council on the “Association” Board of Directors. The president of the Kansas Chapter Walnut Council or his/her designee shall represent the “Association” and “Chapter” at the National “Council” annual meeting.
7. “Committee” Chairperson shall represent the Kansas Tree Farm Committee on the “Association” Board of Directors. The chairperson of the Kansas Tree Farm Committee or his/her designee shall represent the “Association” and “Committee” at the American Tree Farm System annual Leadership Conference.
8. Directors: Two or more Directors may be elected and serve as at large Board members.
9. Officers shall perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the “Association”.

**C. Terms of Service**

1. “Association” Board Officers shall be elected from among the “Association” membership. “Association” Board officers may be elected for a three year term of office.
2. The “Association” Secretary will serve at the pleasure of the “Association” Board of Directors without term limits.

**D. Nomination and Election of Board Officers**

1. The “Association” is a merger of two (2) existing organizations (Kansas Tree Farm Committee and Kansas Chapter Walnut Council) representing forestry interests in Kansas. The initial Directors shall be appointed from the existing organizations. Four Directors may serve for two years and the remainder for three or more years from the time of appointment.
2. Thereafter elections shall be conducted to replace retiring Directors.
3. The procedure for electing Directors shall be:



- a. 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.
  - b. Ballots shall be provided to the “Association” membership, by November 15th.
  - c. Completed ballots shall be returned 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.
  - d. New Directors shall begin their term of service effective January 1 of the succeeding year, following the election.
4. If a Board member, for any reason, is unable to complete his/her term, the Board shall either:
- a. Appoint a member to serve the remainder of the vacated term, or
  - b. Call for a special election of a new Director by the “Association” membership.

ARTICLE V  
MEETINGS:

- A. The “Association” Board of Directors will meet a minimum of three times annually. All meetings shall be open to the general “Association” membership and the annual American Tree Farm System Plan of Work will be the basic agenda document for these meetings.
- B. Additional agenda items may be added if received at least two weeks prior to the scheduled Board meeting.
- C. A quorum shall consist of a simple majority of Officers/Board members.
- D. Review or Reconsideration of Board Action(s)
  1. Any “Association” Board action may be challenged by “Association” membership, upon receipt of a challenge petition signed by fifteen percent (15%) or more “association” members.
  2. Reconsideration of a Board action will require either:
    - a. Two-thirds majority of members present and voting at any “Association” meeting, provided the membership is given clear notice of the issue to be reconsidered at least fifteen days in advance of the meeting, at which time the action will be voted on with a quorum present or;
    - b. Two-thirds majority of “Association” members voting.

ARTICLE VI  
COMMITTEES:

- A. Ad hoc Committees may be formed by the “Association” Board of Directors as needed.  
(i.e. Audit/Trustee Committee, Nominating Committee and etc.)

- B. Committees and their Chairpersons will be appointed by the “Association” Board of Directors. Chairpersons are responsible for submitting Committee reports as requested by the “Association” President or Board of Directors.

ARTICLE VII  
PARLIAMENTARY AUTHORITY:

- A. The “Association” shall use “Robert’s Rules of Order Simplified and Applied”, “Second Edition” as its parliamentary authority.

ARTICLE VIII  
AMENDMENTS:

- 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 days in advance of the meeting; or
  - 2. Two-thirds majority of “Association” members voting by mail.

ARTICLE IX  
ADDITION OR WITHDRAWAL OF ORGANIZATIONS REPRESENTED ON THE “ASSOCIATION” BOARD OF DIRECTORS:

- A. Addition of an organization may occur as follows:
  - 1. Other Kansas forestry organizations desiring to join the “Association” Board of Directors may petition the “Association” Board of Directors for a seat on the “Association’s” Board.
    - a. Petition shall be in writing, including forestry relatedness, current membership roster and financial condition report of organization, at a minimum.
    - b. “Association” Board of Directors will evaluate the petition at a regular “Association” Board of Directors meeting and vote upon acceptance or rejection of petition.
    - c. A simple majority vote with a quorum present and voting is sufficient for acceptance or rejection of the petition.
  - 2. If accepted by the “Association” Board of Directors, the “Association” By-laws will be amended to include the new organization and placed before the membership as outlined in Article VIII, A of these “Association” By-laws.
- B. Withdrawal of an organization, from the “Association” Board of Directors may occur as follows:
  - 1. Withdrawal of any organization from participation in the “Association” will require the organization desiring to withdraw to submit a petition to the “Association” Board of Directors.

ARTICLE X  
TERMINATION OF ASSOCIATION:

- A. Should the “Association” terminate existence for any reason:
  - 1. Assets of record, minus any termination expenses, shall surrender to the Kansas Forest Service, and
  - 2. Kansas Tree Farm Committee assets of record shall surrender to the “Foundation”, and
  - 3. Kansas Chapter Walnut Council assets of record shall surrender to the “Council”.

ARTICLE XI  
LIMITATIONS:

- A. Neither the “Committee” nor the “Chapter” shall have authority to make commitments for, or on behalf of, the “Foundation” or the “Council” respectively.
- B. The “Association” Board of Directors or its officers shall in no case obligate the “Committee” or the “Chapter” financially beyond the available funds in the “Association’s”, “Committee’s” and/or “Chapter’s” treasuries.
- C. “Association” By-laws and Board of Directors decisions may not conflict with either “Council” or “Foundation” By-laws.

## Kansas Tree Farm Program/KFA Administration and Procedures

### **SPONSORSHIP**

The Kansas Tree Farm Program is sponsored by the American Forest Foundation, Kansas Forest Service, KSU and the Kansas Forestry Association and through the cooperative efforts of forest products industry, organizations and individuals interested in the sustainable development and management of the state's forest resources.

### **MEMBERSHIP - STATE TREE FARM COMMITTEE/KFA Board**

Membership is open to any interested individual who can contribute to the advancement of forest management through the Tree Farm concept.

#### **Suggested Committee Representation**

- Active Tree Farmer(s)
- State Forestry Agency Leader(s)
- State Forestry Association Executive(s)
- State Extension Forester
- Industry Representation
- Consulting Forester Representation
- SFI® Program Implementation Committee (SIC)
- Society of American Foresters (SAF) State/Local Chapter
- NRCS Forester or SWCD State Association Representation
- Project Learning Tree State Coordinator
- Forestry School Student Liaison
- Conservation organization representatives
- Group Managers (if applicable)

Individuals may continue to serve as long as they maintain an active interest, or as otherwise provided for by the committee within the constraints of KFA By-Laws.

## **OFFICERS/Board Members**

The Chair and Vice- Chair of the Tree Farm Committee must be members of the KFA Board. The office of Secretary-Treasurer will serve simultaneously for KFA and Walnut Council. The recommended term of office is three years for all officers. It is recommended that the Chair-elect or Vice chair succeed the present chair at the first regular meeting of the Kansas Forestry Association every other year. As soon as this succession takes place, elections should be held to elect a new chair-elect and a new secretary-treasurer. Board members and officers must be 1) owner/operator of certified Tree Farm, 2) member of KS Chapter of Walnut Council or 3) member of Kansas Forestry Association. Four Board of Directors serve two year terms and the others three years or more. The year before a BOD's Term expires (July meeting) the BODs nominate a list of qualified candidates. Ballots are mailed to membership by Nov 15th and new BODs are determined by Dec. 15th.

## **EXECUTIVE COMMITTEE**

The Executive Committee for KFA/Tree Farm/Walnut Council includes the President, President-Elect, Chair of Tree Farm Committee and the Program Administrator. The Executive Committee is responsible for guiding the programs and authorizing interim expenditures of funds as necessary.

## **PROGRAM DIRECTOR**

The Program Director is a quarter-time position that oversees overall operations of KFA/Tree Farm/Walnut Council. Specific tasks include oversight of database manager, mailing lists, 004 Form filing and management, and volunteers, ordering of materials, logo items and signs. They are responsible for annual reporting, scheduling and conducting 3 KFA Board meetings annually, developing and implementing an annual Plan of Work, field day organization, grant writing, development of a Peer-to-Peer Mentoring Program, field day organization and recognition programs.

## **MEETINGS**

There are three KFA Board meetings each year in February, July and November. An Agroforestry Field Day in May, Walnut Council Meeting in June and Fall Field Day in October. Meeting notices and agendas should be prepared and distributed at least 10 days in advance by the Program Director at the direction of the President/Chair.

Minutes of committee action should be promptly prepared and distributed by the secretary- treasurer. Copies of the minutes should be sent to the Director of the American Tree Farm System, 1111 19th Street NW, Suite 780, Washington, DC 20036. A year-end financial report is required for audit purposes, and must be submitted prior to the release of pass-through funding for the following year.

### **PUBLICITY**

The American Forest Foundation assumes responsibility for national publicity about the Tree Farm program. Local publicity, however, is the responsibility of the Kansas Forestry Association and the Kansas Forest Service. It is strongly recommended that one member of the Tree Farm committee be assigned this responsibility.

### **TREE FARM INSPECTORS**

All professional foresters and natural resource professionals that meet ATFS inspector qualifications are encouraged to become Tree Farm inspectors, and must attend an Inspector Training Workshop to be instructed in Tree Farm procedures. The K-State Research and Extension Forester serves as the inspector training facilitator. Official inspection forms, instructions and a copy of the current Tree Farm Inspector manual will be supplied by AFF through the state Tree Farm committee.

In Kansas, Kansas Forest Service, District Foresters are responsible for conducting Tree Farm inspections in each of their respective districts. Requests from landowners for certification should be referred to the appropriate forester based upon the location of the prospective Tree Farm. Active Tree Farm Inspectors receive a complimentary subscription to Tree Farmer magazine.

## **Kansas Tree Farm Committee**

### **Brief Summary of Core Roles and Responsibilities:**

1. Chair/President – conducts regularly scheduled meetings and facilitates discussion and implementation of the committee’s annual work plan. Oversees committee progress, dispute resolution, advocacy efforts, and financial accountability. See expanded list of duties below.
2. Vice Chair – assists Chair and assumes duties as needed; often assumes chairmanship upon completion of term.
3. Program Director – Oversees Tree Farmer and volunteer database management, mailing lists, 004 Form filing and management, field information requests from Tree Farmers and volunteers, ordering of materials, logo items and signs. They are responsible for annual reporting, scheduling and conducting 3 KFA Board meetings annually, developing and implementing an annual Plan of Work, field day organization, grant writing, development of a Peer-to-Peer Mentoring Program, field day organization and recognition programs.
4. Secretary/Treasurer – sends out meeting minutes for review, records meeting minutes and distributes to all Tree Farm committee members and AFF staff. Ensures timely payment of approved invoices, completes and distributes Treasurer’s reports at each meeting and provides yearly Tree Farm financial statements.
5. Reinspection Chair – The K-State Research and Extension Forester oversees state inspection progress, reviews AFF inspection progress reports, recruits and trains inspecting foresters, checks quality and accuracy of new certifications and reinspections.

### **Leadership Roles and Responsibilities KFA/KS Tree Farm will consider:**

1. Fundraising Coordinator – Works with Program Director to ensure proper and timely submission of grant proposals to AFF and outside funders, organize fundraising events
2. Outreach, Education, and Advocacy Coordinator(s) – One or multiple positions. Landowner outreach workshops, field days, publicity, and works closely with Newsletter coordinator to ensure coverage of dedications, leadership news, recognition, advocacy, and other state activity

3. Recognition Coordinator – holds yearly district/state Outstanding Tree Farmer, Inspector, and Field Leadership contests, coordinates judging and presentation logistics, handles regional and national contest submission (if applicable)
4. Newsletter (Communications) Coordinator – solicit articles, pictures and materials, handle contracts and logistics for printing, distribute newsletter (including AFF staff), and ensure information obtained through returned mail services is communicated to person responsible for database
5. Liaison to the Kansas State NRCS Technical Committee – Larry Rutter

### **ROLES OF THE STATE TREE FARM COMMITTEE CHAIR**

- Conducts annual meetings effectively, ensuring all voices are heard
- Ensures funding and financial accountability
- Ensures completion of the required sample inspections
- Trains the new state chair
- Manages and guides the state Tree Farm committee (publicity, education, fund raising)
- Ensures implementation of effective publicity and education programs to further good media and public relations with the natural resource community
- Provides KFA Board and partners with the tools, supplies, and training to carry out the mission of the American Tree Farm System
- Recruits and develops effective Board members
- Ensures appropriate recognition is given to key state Tree Farmers, Tree Farm program supporters, and Tree Farm program volunteers, Walnut Council members, and forest industry representatives.
- Responds promptly to information requests from AFF
- Final sign-off and/or approval of official nominations, proposals, or decisions to ATFS Program Support Office.

### **QUALITIES OF AN EFFECTIVE STATE TREE FARM COMMITTEE CHAIR**

- Interested in and knowledgeable about the Tree Farm program
- Ability to communicate electronically
- Supported by a cosponsoring organization
- Supported by his/her employer



- Has the time to devote to the program
- A strong people person
- A leader and an organizer
- Involved in the program or willing to become involved
- Believes in the program, what it stands for and is will devote time to the cause
- Able to identify, encourage, and prepare upcoming leaders of the committee

Example Agenda for Kansas Forestry Association/Tree Farm/Walnut Council Meetings

Date & Location

9:00 am	Executive Committee meeting	
10:00 am	Call to order, welcome, introductions	KFA President
10:10 am	Minutes of previous meeting	KFA President
10:20 am	Treasurer's Reports	Treasurer
10:30 am	New Business	
	<ul style="list-style-type: none"> <li>• Item 1</li> <li>• Item 2</li> <li>• Item 3</li> </ul>	
12:00 pm	Lunch & Committee meetings	
1:30 pm	Committee Reports.	
2:30 pm	Old Business/Review of Annual POW	
3:00 pm	Calendar & Adjourn	

## **Example of KFA/Tree Farm/Walnut Council Meeting Minutes**

Minutes

Kansas Forestry Association Board Meeting

July 23, 2015 – Topeka, 9 AM – 3 PM

Kansas Department of Wildlife, Parks and Tourism Region

300 SW Wanamaker Road

Topeka, KS 66606

### **Welcome/Introductions: Carolyn Turney, President KFA**

**Members Attending:** Carolyn Turney, Roy Turney, Larry Rutter, Kevin Church, Katy Dhungel, Ryan Neises, Jim Hayes, Richard Rees, Wayne Lukert, Robert Atchison, and Dennis Morriss.

Introduction and welcome to Jennifer Williams, newly hired communications coordinator of the Kansas Forest Service.

### **Review/Approval of February 12<sup>th</sup> Meeting Minutes:**

Wayne Lukert moved to accept the minutes as received. Richard Rees 2<sup>nd</sup> the motion. Motion approved.

### **Walnut Council and KFA Treasurer Report: Robert Atchison**

Prepared by: Sandy Chandler

Treasurer report moved to accept by Jim Hayes. Roy Turney 2<sup>nd</sup> to accept. Motion passed.

Acct Begin Balance: \$13,041.31

Acct Kansas Forest Products: \$8,298.45

Acct Memorial Honors Giving: \$1,313.30

Acct Walnut Council Funds:	\$5,293.59
Total Income:	\$40,024.38
Total Expenses:	\$1,836.59
Balance of KFA accounts:	\$38,187.79

Board reviewed the time report for Sandra Chandler and contracted payment amount, as well as reimbursement for copies and Kansas Corporation filing. Total for contract payment is \$540.00, copies: \$5.80, and Kansas Corporation filing: \$40. Total for reimbursement is \$585.80.

Richard Rees moved to reimburse Sandra the full amount of \$585.80. Ryan Neises 2<sup>nd</sup> the motion. Motion carried.

Carolyn Turney spent \$493.72 on 500 Kansas Forestry Association bumper stickers. Wayne Lukert moved to reimburse Carolyn this amount. Richard Rees 2<sup>nd</sup> the motion. Motion passed.

**Robert Atchison:** Reported on the Standards of Sustainability for Tree Farm Inspection event that was held at the Kansas Forest Service, 2610 Claflin Rd. Manhattan, KS on July 7, 2015. All district foresters are now certified. The forms that should be submitted are now becoming online based. Inspections are due towards the end of November. Kevin Church asked how many inspections will be done in the next two years. Bob replied that it depends on what you're going by. The American Tree Farm System grant is written with 20 new tree farms each year for the next three years in the verbiage. Bob suggests shooting for 10 new farms per year. It's okay if those high numbers aren't reached, it's a goal. Jim Hayes asked what an inspection looked like. Katy Dhungel answered with what an inspector would do. Kevin Church asked what the relationship of Forest Stewardship and Tree Farm is. Their goals are very similar. Wayne Lukert asked what the benefit is to the landowner. Katy Dhungel responded with: help with management, federal cost share for planting and thinning, and recognition.

**Carolyn Turney:** Presented on the upcoming Fall Forestry Field Day, to be held on Saturday October 17, 2015 in north Greenwood County. The areas that we are trying to attract are Eureka and El Dorado, and possibly Burlington, Emporia, and Wichita. Katy Dhungel proposed putting together a flyer for publicity for the event, and including kid-friendly activities such as baby animals, and bounce houses. This will draw the

youth, and school aged children, and their parents. Possible 4-H participation, as well as Future Farmers of America (they could earn points for this.) We could reach out to the Education Coordinator at the Zoo of Emporia to see if they would bring live animals. The KFA could contact local farm bureaus for donations and publicity regarding the event. Ryan Neises proposed having rangeland management as an aspect of the event, and Kevin Church proposed having more of an industry aspect there. “Forestry Activities in Your Area” type information for attendees, highlighting things that are going on in their area that they don’t even know about. Katy Dhungel proposed having a presentation about Tree Farms and the benefits of that recognition.

**Ryan Neises:** Presented on the website: <https://www.treefarmssystem.org>. Fees include \$15/year for the .com registry and \$15/year for the .org designation. The hosting costs \$100 annually and is up shortly in August. The current website doesn’t encompass the KFA and Walnut Council, so it needs a new domain name and the options discussed were:

- 1.) [www.KSForestry.org](http://www.KSForestry.org)
- 2.) [www.KansasForestry.org](http://www.KansasForestry.org) if “KSForestry.org” wasn’t available

Wayne Lukert moved that “KSForestry.org” should be the new website domain name. Jim Hayes 2<sup>nd</sup> the motion. Motion passed contingent on follow up from Kansas Forest Service, particularly Larry Biles, if he thinks there is a reason it shouldn’t be that similar to the KFS web address.

**Carolyn Turney:** Reported on the part-time Kansas Forestry Association Program Director position announcement. This needs to be posted by August 3<sup>rd</sup> through possibly Kansas State channels and Kansas Works. The chosen candidate would be on board by January 2016. Ryan Neises proposed the primary duties need to be reworked into bullet points instead of paragraph/narrative form.

- Database Maintenance
- Fundraising
- Grant writing/acquisition and reporting
- Meeting planning, and training scheduling

Also, that the “preferred qualifications” be included. Changing the verbiage for qualifications “must possess” to “should possess” as to not limit the possible candidates, and instead of “biological sciences” for the bachelor’s degree, it should say “natural resource sciences” or “environmental sciences”. The applications will go to the Kansas Forestry Association.

The KFA mission statement came into discussion during this topic, and the board agreed that it needs a clear and concise mission statement. This would possibly be one of the first duties of the chosen candidate for the program director position.

**Robert Atchison:** Presented on the Tree Farm Committee Orientation Manual

Board Elections are coming up in November. Board members up for re-election should let him know if they want to run again by September 1<sup>st</sup>. Ryan Neises proposed that the Agroforestry/Tree Farmer/Stewardship award winner serve one year on the KFA board. Kevin Church didn’t think that one year was enough time for a person to really get a feel for the goals and activities of the board and make things happen. Discussion ensued.

**Robert Atchison:** Nominations for Forest Stewardship Tree Farmer of the Year award – Cal Ammons. There is no Agroforestry award because there were no nominations.

Katy Dhungel moved to approve Cal Ammons as the award winner. Larry Rutter 2<sup>nd</sup> the motion. Motion passed.

**Robert Atchison:** American Tree Farm System (ATFS) grant discussion. Jim Hayes moved to extend the deadline on the grant. Dennis Morriss 2<sup>nd</sup> the motion. Motion approved.

Reaching out to landowners and encouraging peer-to-peer mentorship by landowners who have more than 100 acres. The possibility of having a meeting of landowners in the Delaware area was proposed. KFA board members who are landowners would be a good place to start in looking for mentors. Carolyn Turney mentioned that the “mentors” should be provided with a framework, or a plan to follow in this so they aren’t left to their own devices in mentoring. This was agreed upon.

**Robert Atchison:** KFA/Tree Farm Strategic Planning Review

Executive (Carolyn, Bob, Dennis, Charlie)

Fund Raising (Bob, Carolyn, Dennis, Jeanna)

Finance (Ryan, Charlie, Jim, Kevin, Richard)

Outreach & Education (Charlie, Dennis, Roy, Katy)

No one had anything new to review or discuss from the committees.

**2015 Plan of Work:** much is completed on this. KFA would like to send its members quarterly newsletters or at least a letter.

Next Meeting – scheduled for Thursday November 12, 2015, Kansas Department of Wildlife, Parks and Tourism Region. 300 SW Wanamaker Road Topeka, KS.

Respectfully submitted,

Jennifer Williams

Communications Coordinator

Kansas Forest Service

## KEY FACTS AND FIGURES

### About Family Forest Owners

#### **Kansas Data** (2011-2013; 10 acres or greater)

There are an estimated 62,000 woodland owners in Kansas responsible for the management of 2,188,000 acres of woodlands. 80% of the ownerships and 41% of the area occurs in woodlands sizes between 10 and 49 acres. Wildlife, beauty, nature, water and legacy are the top 5 reasons people own woodlands. Some of the most common activities include treating invasives, tree removal, grazing, prescribed fire and wildlife management. Some of the greatest concerns are property taxes, legacy, trespassing, drought, insects, vandalism and invasive plants. Most of the woodlands are owned by people between 55 and 74 years of age.

#### **National Data**

Most of America's forests, 56 percent, are not owned by the government, they are owned privately.

- 11 million Americans own 423 million acres of forest – that is 56 percent of all the forestland in the United States, an area about the size of New England, Texas, and California *combined*. These owners include families, individuals, industry and other private groups .
- Of the total private forest acreage, 262 million acres are owned by more than 10 million families and individuals (62% of total private forests).
  - More than eight million of these forest owners have fewer than 50 acres each.
- America's family forest heritage is overwhelmingly protected by hard-working, middle-class Americans. 82 percent of family forest owners make less than \$100,000 a year, according to U.S. Census data provided by the National Forest Service.
- Many of these families nevertheless take a massive estate tax hit when their forest heritage is passed down.
  - If Congress lets the estate tax limit for forests revert to 2001 levels, the number of family forests with an estate tax bill will jump 400 percent.

- In 42 percent of the cases where federal estate tax is due on family forestland, timber or land is sold to pay part or all of the tax, according to a study led by Forest Service Staff and published in the *Journal of Forestry* (2006). Most of the time that is because other assets are not available.

## **The Benefits of Family Forests**

Family forests are an invaluable natural resource.

- 25 percent of America’s fresh water comes from private forests — giving people downstream a cleaner, healthier, and affordable supply. Every dollar invested in watershed conservation in the Catskill Mountains avoided eight dollars of water treatment infrastructure spending.
- Private forests provide crucial habitat for endangered and threatened species: 60 percent of all at-risk species rely on private forests.
- America’s forests are even slowing the pace of climate change—by sequestering 10 percent of the nation’s annual carbon dioxide emissions. This could be as much as 20 percent with the right incentives.
- Private forest land store more total carbon than National Forests.
- Wood building materials—the vast majority of which are harvested from private forests—are a boon for climate protection, as well, by reducing energy use and carbon emissions in manufacturing from 70 percent to as much as 88 percent.

In addition to providing these irreplaceable environmental benefits, family forests are the economic lynchpin of small towns and rural areas around the nation.

- Forestry and other related industries employ 2.8 million people nationwide, and provide essential products such as lumber, furniture, paper, and heating fuel.
- Every 1,000 acres of private forests supports eight good paying jobs. Responsible management and use of our private forests will not only sustain nature’s benefits, but sustain small towns and rural areas as well.
  - Each job created in private forests creates an additional 2.95 jobs.



## American Tree Farm System

- The American Tree Farm System is the largest and oldest sustainable woodland system in America. It celebrates its 70<sup>th</sup> anniversary in 2011.
- Family forest owners, with more than 88,000 certified Tree Farms, take care of their land as part of the American Tree Farm System, managing nearly 26 million acres.
- ATFS certification is internationally recognized and meets third party verification and audit standards.
- ATFS-certified family forests meet nine standards of sustainability and are managed for multiple purposes: water, wildlife, wood, and recreation.
- ATFS is the sustainable forest certification program of the American Forest Foundation.

## KNOW ATFS STATISTICS!

### Definitions

**Private Forest Owners:** There are 11 million of these owners and they own 56% of the forest land in the US. These owners include families, individuals, industry and other private groups that own forest land.

**Family forest owners:** Family forest owners are a subset of private forest owners, representing 62% of the total private forest ownership. There are more than 10 million of these owners and they own 35% of all forest land in the US, more than 262 million acres. This owner group includes families, individuals, trusts, estates, family partnerships and other unincorporated groups of individuals.

### American Tree Farm System

As of 2011, the American Tree Farm System represents Tree Farmers who sustainably manage:

- more than 88,000 certified Tree Farm properties

- representing nearly 26 million acres.

Currently we do not have an accurate way of determining the individual number of Tree Farmers vs. properties.

- Largest and oldest sustainable woodland system in America, internationally recognized, meeting strict third-party certification standards.

### **Private Forest Owners**

- Most of America's forests, 56 percent, are not owned by the government, they are owned privately. The combined ownership of the federal government, state and local governments is 43 percent.
- 60 percent of private forest owners are 55 years or older (more than 15 percent of private forest land is owned by someone 75 years or older).
- 25 percent of America's fresh water comes from private forests
- Every dollar invested in watershed conservation in the Catskill Mountains avoided eight dollars of water treatment infrastructure spending.
- 60 percent of at-risk wildlife depends on private forests
- Private forest land store more total carbon than National Forests
- 92 percent of wood and fiber comes from private forests
- Every 1,000 acres of private forests supports eight good-paying jobs.
- Each job created in private forests creates an additional 2.95 jobs.

### **Family Forest Owners**

- Family forest owners own 35 percent of America's forests which is the largest ownership group in America. This is more than the percent of forest land owned by the federal government (33%).
- 82 percent of family forest owners make less than \$100,000 a year.
- In 42 percent of the cases where federal estate tax is due on family forestland, timber or land is sold to pay part or all of the tax.
- More than eight million of these forest owners have fewer than 50 acres each.

- Only 24 percent have received advice or information about the management of their land in the past five years.
- Of the 44 percent that harvested trees for commercial purposes, only half used a professional forester in their last harvest.
- Seventy percent are “conservation-minded” and 76 percent are concerned about legacy.

### **General Forestry in America**

- America’s forests are slowing the pace of climate change, storing up to 10 percent of carbon emissions. Forestry and other related industries employ 2.8 million people nationwide, and provide essential products such as lumber, furniture, paper, and heating fuel.

## **Kansas Forest Action Plan- A Road Map for KFA/Tree Farm/Walnut Council**

Kansas forests and woodlands make up a small but important percentage of the Kansas landscape (10%) and are critical to public health and well-being. Woodlands and the wildlife that inhabit them are under increased threats from insects, disease, invasive species and conversion to other land uses. To address problems before they arrive and to target resources efficiently, broad public input was sought using expert’s best thinking to create the Kansas Forest Action Plan.

The plan identifies the top 7 threats and opportunities facing Kansas forests, woodlands and related natural resources, high priority areas and strategies for protection and management. This new approach helps the Kansas Forest Service prioritize and allocate funds and resources to produce the highest returns with respect to the ecological, social and economic benefits derived from our forests and agroforestry resources.

The Plan also guides the work and focus of the Kansas Forestry Association, Kansas Tree Farm Committee, and the Walnut Council. The plan may be access on the Kansas Forest Service Web site at [http://www.kansasforests.org/kansas\\_forest\\_services/](http://www.kansasforests.org/kansas_forest_services/) at the bottom of the page. Hard copies may be obtained by contacting the Kansas Forest Service at 785-532-3300 or by e-mail at [atchison@ksu.edu](mailto:atchison@ksu.edu).