

[ILLINOIS TREE FARM PROGRAM]



ORIENTATION MANUAL

RECOGNITION PATHWAY



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2020 ORIENTATION MANUAL

A REQUIREMENT OF THE RECOGNITION PATHWAY PROGRAM

Version 1.8 – May 16, 2020

ORIENTATION DOCUMENT PURPOSE

This orientation document provides current information for new and existing leaders on membership, annual reporting requirements, organizational structure, executive officers, committees, leadership positions and responsibilities, expectations of committee members, by-laws, inspectors, finances, common acronyms, and the goals set according to our three-year strategic plan. It also allows new leaders to identify areas where they may wish to serve in Illinois Tree Farm Program leadership.

AMERICAN TREE FARM SYSTEM OVERVIEW

The American Tree Farm System®, 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, and habitat for wildlife; wood for sustainable building; and nature for hiking, hunting and fishing – all come from family forests. ATFS also 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 75 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.

These goals have been translated into four strategic priorities:

1. Stem the loss of America's woodlands.
1. Enhance the quality of America's woodlands.
2. Ensure decision makers and educators understand and value America's woodlands.
3. 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.

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.

ILLINOIS TREE FARM PROGRAM OVERVIEW

The Illinois Tree Farm Program began October 14, 1955 with the certification of Sinnissippi Forest, which was owned by former Illinois Governor Frank O. Lowden. Forest management at Sinnissippi started in a systematic way in the late 1930's with the establishment of the forestry curriculum at the University of Illinois at Urbana-Champaign. At that time the Lowden (Miller) family made an agreement with UI's Dept. of Forestry Head, Dr. Nelson Spaeth. In exchange for forestry assistance provided by the U of I Dept. of Forestry, Sinnissippi Forest could be used for experiments and studies on hardwood management, forest health, and suitability of conifers for northern Illinois. Sinnissippi Forest was later sold to the state of Illinois and is now part of Lowden-Miller State Forest.

The Illinois Tree Farm Program formally filed Articles of Incorporation with the Illinois Secretary of State’s office on April 20, 1993. In 2015, our state committee chose the *Recognition Pathway* option of certification – a Memo of Understanding with the American Tree Farm System was signed on May 14, 2016, solidifying this option.

IL FORESTRY FACTS	DATA / FIGURES	COMMENTS
IL Tree Farm #0001	Sinnissippi Forest (Ogle Co.) 2250 ± acres	Originally owned by former IL Governor Frank O. Lowden and his descendants (Miller)
# Certified Tree Farms	773	(Source: IL Tree Farm, May 2020)
# Acres Enrolled in ATFS	63,112	(Source: IL Tree Farm, May 2020)
# Tree Farm Inspectors	28	Mostly IDNR district foresters
Total Forest Land	5,023,000 acres	(Source: US Forest Service, 2019)
# Woodland Owners	177,000 ±	(Source: US Forest Service, 2015)

Mission Statement of the IL Tree Farm Program

To promote the tending and management of private woodlands while protecting ecosystem services; and to increase public understanding, benefits, and perceptions of forestry and professional foresters. Tree Farm is the sign of good forestry!

Goals of the IL Tree Farm Program

- Increase the number of certified Tree Farms here in Illinois through landowner outreach programs sponsored by the IL Tree Farm Program and our closely aligned partners.
- Increase the number of certified Tree Farm Inspectors to ensure our Tree Farmers are receiving adequate support and professional forestry assistance / guidance.
- Promote better public understanding of the ecological and economic benefits that Tree Farms and Tree Farmers provide for our local and rural communities.
- Protect and promote the rights of Tree Farmers to manage the forest resource.
- Accomplish exceptional forestry on the land by educating and motivating woodland owners to grow, harvest, and renew forest resources on a sustainable basis in an environmentally sound manner.
- Effectively communicate the benefits of excellent forestry by documenting and publicizing Tree Farm and Tree Farmer accomplishments.
- Provide working demonstrations of proper forest management so that other woodland owners can follow by our example.
- Build mutually supportive relationships between wood using industries and Tree Farmers.

Strategies of the IL Tree Farm Program

- Highlight and promote Tree Farmer issues through activism and effective communication.
- Develop a more effective and robust volunteer base through state and regional committees.
- Work in conjunction with other forestry and conservation-based landowner groups.

Program Delivery

The Illinois Tree Farm Program is delivered via our elected officers and our volunteer committee members; standing committees; statewide committee chairs and co-chairs; four regional committees; passionate Tree Farmers; and a cadre of dedicated Tree Farm inspectors (mostly IDNR district foresters).

Memos of Understanding

The Division of Forest Resources with the Illinois Dept. of Natural Resources (IDNR) has been the committee’s long-standing partner since the inception of the Illinois Tree Farm Program. To solidify this partnership, a MOU was signed by IDNR state forester, Mr. Tom Wilson, on April 18, 2016. The Illinois Tree Farm Program also has MOUs with AFF/ATFS, the Headwaters Invasive Plant Partnership, and University of Illinois Extension Forestry.

PARTNERS	DATE EXECUTED
Univ. of Illinois / NRES Extension Forestry	June 3, 2017
Headwaters Invasive Plant Partnership (HIPP)	May 22, 2016
American Forest Foundation / American Tree Farm System	May 14, 2016
IL Dept. of Natural Resources / Division of Forestry	April 18, 2016

Illinois Outstanding Inspector of the Year (OITY)

The IL Tree Farm Program has a long-standing tradition of recognizing the men and women who volunteer their time to serve as certified Tree Farm inspectors. Below is a list of Illinois Tree Farm inspectors who have unselfishly given back to the Illinois Tree Farm Program.

YEAR NOMINATED	INSPECTOR'S NAME
2016	Mr. Kurt Bobsin
2015	----
2014	----
2013	----
2012	Mr. Randy Timmons
2011	Mr. Stephen Felt
2010	----
2009	Mr. Bob Wagoner
2008	Ms. Barrie McVey
2007	Mr. Bob Church
2006	
2005	
2004	
2003	
2002	Mr. Clint Patterson

Illinois Outstanding Tree Farmer of the Year (OTFY)

The IL Tree Farm Program has a long-standing tradition of recognizing excellence in forest stewardship and forest management. Below is a list, dating back to 1987, indicating the year the Tree Farmers were recognized, names of our outstanding Tree Farmers, the county where the Tree Farm resides, and the certified inspector who made the nomination.

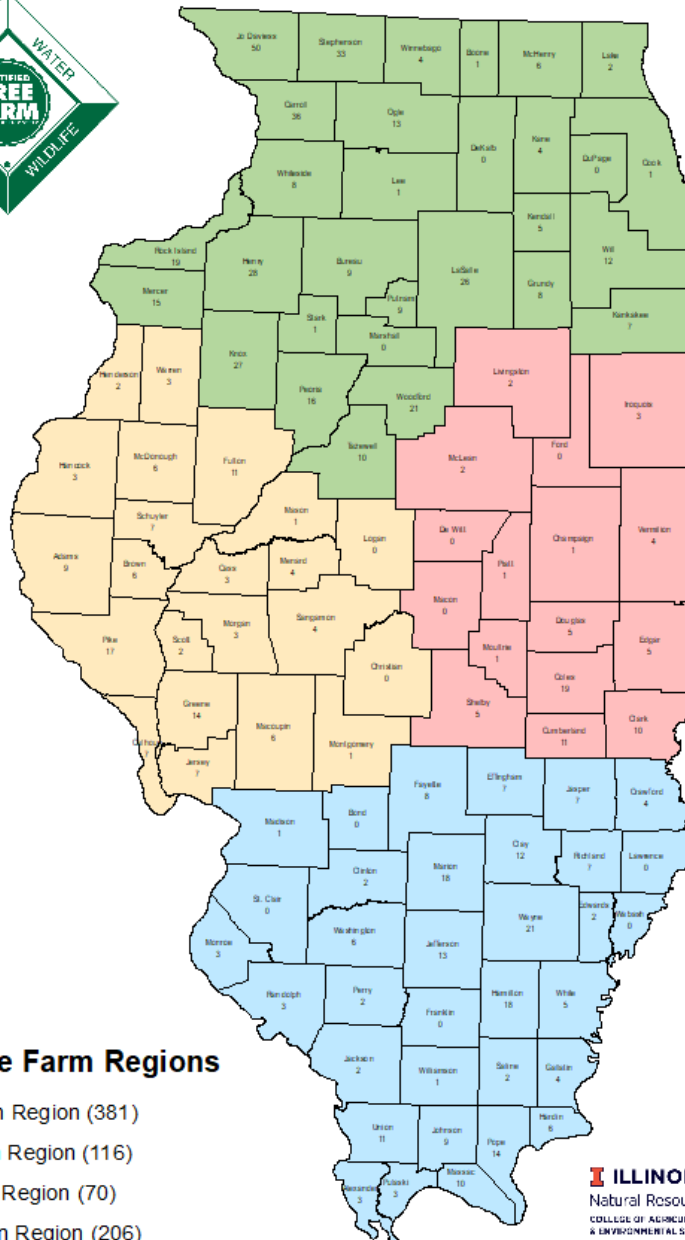
YEAR	TREE FARMER(S)	COUNTY	NOMINATING INSPECTOR
2020	<i>No nominations</i>	----	----
2019	McCully Heritage Project	Calhoun	Scott Lamer
2018	<i>No nominations</i>	----	----
2017	Gary & Debbie Stratton	Wayne	Mary Grapperhaus
2016	<i>No nominations</i>	----	----
2015	<i>No nominations</i>	----	----
2014	Tony & Jill Kreke	Effingham	Mary Grapperhaus
2013	Mike & Gail Cochran	Brown	Bob Church
2012	Ray & Beverly Herman	Crawford	Shane McDearmon
2011	Jerry & Marge Misek	Joe Daviess	Matt Siemert
2010	Greg & Pat Zak	Pike	Bob Church
2009	Dick & Betty Hegner	McHenry	David Griffith
2008	<i>No nominations</i>	----	----
2007	Bob & Pacie Trimble	Douglas	Rob Wagoner
2006	Jack & Beth Riley	Jefferson	David Johnson
2005	Wayne Wildy	St. Clair	Mark Brown
2004	Rollie & Lois Spaniol	Coles	Bob Wagoner
2003	Michael & Patti Johnson	Carroll	Ralph Eads
2002	Dale Shriver	McHenry	Tom Gargrave
2001	Doug Bleichner	Knox	Steve Felt
2000	Floyd Pagel	Effingham	Mary Grapperhaus
1999	Ray & Peggy Hanson Sr.	Henry	Steve Felt
1998	Jim Wright	Grundy	
1997	Glen Massie	Schuyler	Grant Haley
1996	Paul Waigand	Kane	Tom Gargrave
1995	Mr. & Mrs. Arlan Nielsen	Stephenson	Ralph Eads
1994	Roger & Mary Fruin	Edgar	Bob Wagoner
1993	Terry Wheeler	Hamilton	David Johnson
1992	Dick Herm	Tazewell	
1991	Bernard & Michael Podolsky	Wayne	David Johnson
1990	Paul & Kathy Easely	Shelby	John Churan
1989	John Lilja	Stephenson	Bob Church
1988	John Regan	Brown	Bob Church
1987	Lee & Joyce Ashby*	Pope	

* Illinois' only Regional Outstanding Tree Farm winners. The Ashby's won this honor for the North Central Region (11 states) in 1988

IL Tree Farm Regions & County Distribution



Illinois Tree Farms by Region and County



Illinois Tree Farm Regions

- Northern Region (381)
- Western Region (116)
- Eastern Region (70)
- Southern Region (206)

Total # Tree Farms: 773

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 Natural Resources & Environmental Sciences
 COLLEGE OF AGRICULTURAL, CONSUMER
 & ENVIRONMENTAL SCIENCES

Prepared by: Julia Allison
 March 2020

Sponsorship, Partners, and Membership

The Illinois Tree Farm Program is sponsored by the American Forest Foundation and supported through the cooperative efforts of Tree Farmers, certified Tree Farm inspectors, IDNR Division of Forest Resources, U of I Extension Forestry, and volunteers with a vested interest in the sustainable management of our state’s forest resources.

Membership to the Illinois Tree Farm Committee is open to any interested individual or group who is dedicated to the advancement of sound forest management, the concept of keeping forests as “working forests,” and ATFS’s principles and ideologies towards the conservation and stewardship of our greatest renewable resources: our trees and our forests.

Suggested Committee Representation:

AGENCY / ORGANIZATION	AGENCY / ORGANIZATION	AGENCY / ORGANIZATION
Active Tree Farmers	Active Tree Farm Inspectors	IDNR Div. of Forest Resources
Univ. of Illinois Extension Forestry	National Wild Turkey Federation	IL Consulting Foresters
Illinois Walnut Council	IL Forestry Development Council	IL-NRCS State Forester
IL Forestry Association (IFA)	IL Farm Bureau	Northwest IL Forestry Assoc.
IL Society of American Foresters	Sawmills, Buyers, and Loggers	Pheasants Forever / Quail Forever
Coop. Weed Management Areas	AISWCD Forestry Committee	SIUC – Dept. of Forestry

Meetings & Minutes

The chairperson shall call regular meetings, preferably at a time, date, and location agreed upon at the previous meeting – the IL Tree Farm Committee meets quarterly. Committee meetings should be utilized to discuss Tree Farm policy, use of funds, general administrative matters, developing incentives for inspecting foresters, discussing and outlining action(s) to be taken, or for any other purposes that will utilize the full capabilities of the committee members in promoting the IL Tree Farm program. Meeting notices and agendas should be prepared and distributed at least five days in advance by the secretary or chairperson.

Publicity

The American Forest Foundation assumes responsibility for national publicity about the Tree Farm program. Local publicity, however, is the responsibility of the state committee or the cosponsoring organization(s). It is strongly recommended that the chair of the Communications Committee be assigned this responsibility.

TOP ISSUES FACING THE IL TREE FARM PROGRAM

The strength of our program depends on the active support of our volunteers and their willingness to move up the leadership ranks. We invite you to become active with one or more of these projects so that you can gain a better understanding of the program and help us continue to grow and improve our offerings to Illinois' Tree Farmers and certified Inspectors. Listed below are the top issues facing the Illinois Tree Farm Program:

- Database management, upkeep, and maintenance.
- Recruitment of new Tree Farmers
- Recruitment of new certified Tree Farm Inspectors
- Leadership development and recruitment
- Recognition of existing Tree Farmers
- Landowner Outreach & Education: Workshops, Field Days, Social Media, Websites
- Program funding

CORE VALUES OF THE IL TREE FARM PROGRAM

Serving the proud tradition of good forest management is the top priority of the IL Tree Farm Program. The **VALUES** we must provide to the Tree Farmers in our state are:

- **Information** – being a “go-to” organization for technical forestry advice. This is accomplished through a strong network of forestry and natural resource professionals, with our Tree Farm Inspectors and Tree Farmers at the forefront.
- **Recognition** – providing a means to distinguish certified Tree Farmers from other woodland owners as the outstanding stewards of the land that they truly are! From among these individuals, an elite corps of state, regional, and national Tree Farmers may gain recognition. We must also recognize our volunteer Certified Tree Farm Inspectors who do all the groundwork when it comes to recognizing Tree Farmers and inspecting / certifying Tree Farms.
- **Networking** – providing a forum for peer-to-peer information sharing through landowner workshops, field days, committee involvement, social media, and web-based content.
- **Value-added** – through certification of our forests to ATFS 2015-2020 standards. This may not be realized at present, but the current trend will lead to higher value in the foreseeable future!

IL TREE FARM PROGRAM ORGANIZATIONAL STRUCTURE

Elected Officers / Executive Committee

The following officers are recommended for the Illinois Tree Farm Committee: Chairperson, Vice Chairperson, Secretary, Treasurer, Program Administrator / Database Manager, and Communications Specialist. The minimum recommended term of office is two years for all officers. It is recommended that the vice chairperson succeed the present chairperson at the first regular meeting of the Tree Farm committee every other year. As soon as this succession takes place, elections should be held to elect a new vice chairperson and a new secretary, treasurer, and communications specialist. The executive committee will be responsible for guiding the program and authorizing interim expenditures of Tree Farm funds as necessary.

Illinois Tree Farm Committee (Executive Committee + Volunteer Committee Members)

The Illinois Tree Farm Committee consists of five elected officers (i.e., the executive committee) and all volunteer members who are willing to *actively* serve on our statewide committee. Only “active” volunteer committee members and elected officers are allowed to vote on issues and make motions at our quarterly state committee meetings. Elected or volunteer committee members who miss more than three consecutive meetings will not be allowed to vote or make motions.

Program Administrator

Every state Tree Farm committee needs a designated Program Administrator to handle tasks such as database management, mailing lists, mandatory inspections, and 004 Form filing and management. Ideally, this person is employed by a co-sponsoring organization and is directed to spend an adequate portion of their time administering the state’s Tree Farm program.

Standing Committees

Each state Tree Farm program establishes their own slate of standing committees to meet ATFS reporting and program requirements. Since 2016, the Illinois Tree Farm Committee has operated using the following committees: Landowner Outreach & Engagement; Tree Farmer Recruitment & Retention; Inspector Relations & Recruitment; Leadership Recruitment; and Recognition & Awards.

Regional Tree Farm Committees

Regional Tree Farm Committees (North, Southern, West, and East-Central) have been assembled to reach out to Tree Farmers in smaller geographic areas of the state. Regional committees are expected to sponsor or co-sponsor a minimum of one workshop or field day every year and are also responsible for promoting the Tree Farm program within their geographic area.

Certified Tree Farm Inspectors

The Division of Forest Resources with IDNR has been the committee's long-standing partner since the inception of the IL Tree Farm Program. Therefore, it should come as no surprise that IDNR district foresters constitute the bulk of our certified Tree Farm inspectors and serve on many of our committees.

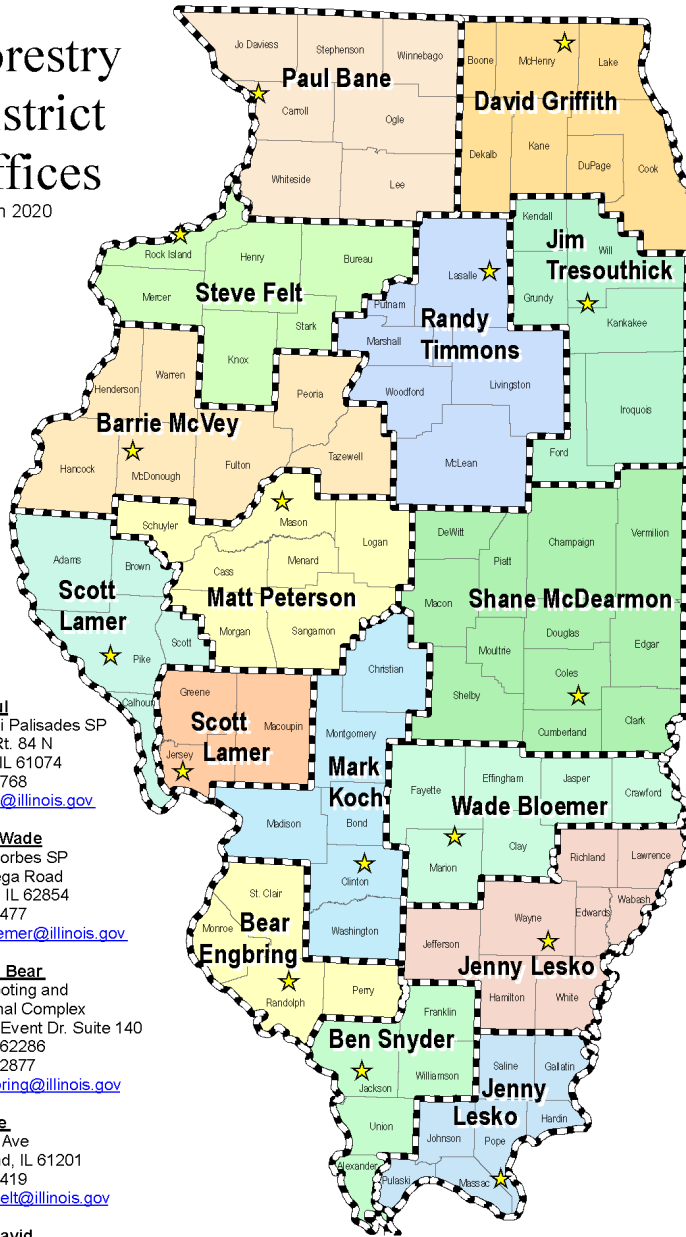
All registered or graduate professional foresters are invited to become Tree Farm inspectors and all future inspectors must attend an Inspector Training Workshop to be instructed in Tree Farm procedures. Facilitators have been trained by ATFS to carry out these workshops in most states. Official inspection forms, instructions and a copy of the current Tree Farm Inspector manual will be supplied by ATFS through the state Tree Farm committee. All inspectors must successfully complete the Certifier Training Program. Inspectors must complete the refresher training every five years, which will coincide with AFF Standard revisions.

Within his/her particular working area, every inspecting forester is encouraged to initiate and conduct new inspections of properties that may qualify as Tree Farms. Requests from landowners for certification should be referred to the appropriate regional chair who, in turn, should assign them to an inspecting forester for action.

ILLINOIS' CERTIFIED TREE FARM INSPECTORS (28 ACTIVE)			
NAME	AFFILIATION	NAME	AFFILIATION
Allen, David	Retired; IDNR	Hayek, Jay	UI Extension forester
Bane, Paul	IDNR district forester	Johnson, David	Retired; IDNR forestry
Bloemer, Wade	IDNR district forester	Koch, Mark	IDNR district forester
Bobsin, Kurt	Retired; IDNR forestry	Koett, Luke	Consulting forester
Brown, Mark	Retired; IDNR forestry	Lamer, Scott	IDNR district forester
Craft, Cole	Consulting forester	Lesko, Jennifer	IDNR district forester
Dalsin, Gerald	Consulting forester	McDearmon, Shane	IDNR district forester
Deizman, Paul	IDNR forestry manager	McVey, Barrie	IDNR district forester
Dowse, Jamie	Consulting forester	Peterson, Matt	IDNR district forester
Felt, Stephen	IDNR district forester	Siemert, Matt	Retired; IDNR forestry
Gargrave, Tom	IDNR state forester	Snyder, Benjamin	IDNR district forester
Grapperhaus, Mary	Retired; IDNR forestry	Timmons, Randall	IDNR district forester
Griffith, David	IDNR district forester	Tresouthick, Jim	IDNR district forester
Harris, Jeff	Consulting forester	Wieneke, Terry	IDNR forestry tech.

Forestry District Offices

March 2020



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IL TREE FARM PROGRAM OFFICERS & COMMITTEES

2020 EXECUTIVE COMMITTEE ELECTED OFFICERS			
ELECTED POSITION	NAME	AFFILIATION	CONTACT INFORMATION
Chairman	Mr. Steve Felt	IDNR District Forester & Inspector	Work: (309) 788-0419 stephen.felt@illinois.gov
Vice-chair	Mr. Paul Deizman	IDNR State Forester & Inspector	Cell: (217) 381-9619 paul.deizman@illinois.gov
Secretary	Ms. Barrie McVey	IDNR District Forester & Inspector	Work: (309) 776-5271 barrie.mcvey@illinois.gov
Treasurer	Mr. Jay C. Hayek	Univ. of IL Extension Forester	Work: (217) 244-0534 jhayek@illinois.edu
Landowner Database "Program Admin."	Mr. Kurt Bobsin	IDNR (retired) & Inspector	kwbobsin@gmail.com
Communications Specialist	Mr. Jeff Harris	Consulting Forester & Inspector	Cell: (618) 401-2295 jeffrey.harris24@gmail.com

IDNR: Illinois Dept. of Natural Resources / Division of Forest Resources.

2020 STANDING COMMITTEES			
COMMITTEE	CHAIR* / CO-CHAIR†	AFFILIATION	EMAIL
Landowner Outreach & Engagement	Ms. Berg-Vogel* Mr. Jeff Harris† Mr. Jay Hayek	UI Extension; Tree Farmer Consulting Forester & Inspector Univ. of IL Extension Forester	mbergv@illinois.edu jeffrey.harris24@gmail.com jhayek@illinois.edu
Tree Farmer Recruitment & Retention	Mr./Mrs. Kreke† Mr. Jay Hayek*	IL Outstanding Tree Farmer (2014) Univ. of IL Extension Forester	tonynjill@illinoisfiberconnect.com jhayek@illinois.edu
Inspector Relations & Recruitment	Mr. Steve Felt* Ms. Grapperhaus Mr. Tom Gargrave†	IDNR District Forester & Inspector IDNR (retired) & Inspector IDNR Regional Forester	stephen.felt@illinois.gov mgrapper58@gmail.com tom.gargrave@illinois.gov
Leadership Recruitment	Mr. Paul Deizman† Mr. Steve Felt*	IDNR State Forester & Inspector IDNR District Forester & Inspector	paul.deizman@illinois.gov stephen.felt@illinois.gov
Recognition & Awards	Ms. Barrie McVey† Ms. Grapperhaus*	IDNR District Forester & Inspector IDNR (retired) & Inspector	barrie.mcvey@illinois.gov mgrapper58@gmail.com

2020 REGIONAL TREE FARM COMMITTEES		
REGION	MEMBERS	# TREE FARMS
Northern	Steve Felt John Torbert Dave Asbury Paul Bane	381
West-central	Barrie McVey Jack Wohlstadter Michelle Berg-Vogel	116
East-central	Ray Herman Bob Wagoner Kurt Bobsin Jay Hayek	70
Southern	Kreke's Jeff Harris Mary Grapperhaus Wade Bloemer	206

“VOLUNTEER” STATE COMMITTEE MEMBERS		
FULL NAME(S)	AFFILIATION	CONTACT INFORMATION
Mr. Tony Kreke Mrs. Jill Kreke	IL Tree Farmers of the Year (2014)	tonynjill@illinoisfiberconnect.com
Mr. John Torbert	Tree Farmer	jhtorbert@gmail.com
Mr. Dave Asbury	Tree Farmer	patriaasbury@yahoo.com
Ms. Michelle Berg-Vogel	UI Extension & IL OTFY (2019)	mbergv@illinois.edu
Mr. Matt Pustejovsky	Tree Farmer	stjohnshollow@outlook.com

EXPECTATIONS, ROLES, AND RESPONSIBILITIES

The Illinois Tree Farm Committee recognizes that your time is extremely valuable. Our state committee only meets four times a year and we must ensure that our volunteer members are able to contribute in a productive and positive way to promote our state program. Therefore, the Illinois Tree Farm Committee has identified the following minimum expectations for all current and future committee members:

- Must attend a minimum of one state committee meeting every calendar year.
 - Executive officers are expected to attend every meeting.
- Must be willing to *actively* participate on at least one standing committee.
- Must be willing to *actively* recruit new Tree Farmers and Inspectors.
- Must be willing to *actively* recruit new volunteers to serve on either the state committee or a regional committee.
- Come prepared to meetings by reading materials distributed prior to the meeting.
- Complete assignments, commitments, and projects within agreed upon deadlines.
- Give advance notice in cases of necessary absence from committee meetings.
- Offer up a particular skill set that you feel will be of great benefit to the Illinois Tree Farm Committee.

Elected Officers: Duties & Key Responsibilities

Chairperson

- Serves as official liaison with AFF and ATFS and responds promptly to information requests from the national office.
- Calls regularly scheduled committee meetings and facilitates discussion and implementation of the committee's annual plan of work.
- Oversees committee progress, dispute resolution, advocacy efforts, and financial accountability.
- Works with vice-chair to distribute responsibilities / workload in an equitable manner.
- Prepares meeting agendas and presides at state committee meetings.
- Appoints special committees as needed to facilitate efficient operations.
- Final sign-off and/or approval of official nominations, proposals, or decisions to ATFS Program Support Office.
- Responsible for submitting mandatory reports and roster to the National office.
- Responsible for drafting the committee's annual Plan of Work.
- Responsible for maintaining / updating the committee's Strategic Plan.
- Responsible for distributing Volunteer Form at each committee meeting to record volunteer hours and mileage for grant matching and annual reporting purposes.
- Responsible for mailing "Welcome Letter Packets" to new Tree Farmers.

Attributes of an Effective Chairperson

- Must be interested in and knowledgeable about the IL Tree Farm program.
- Must possess effective interpersonal communications skills!
- A "people" person with the ability to listen, delegate, and foster a positive and cordial working environment for the volunteer members of the state committee.
- Must have ample time to devote to the IL Tree Farm program.
- Supported by co-sponsoring organization.
- Supported by his/her employer.
- Believes in Tree Farm and what it stands for!
- Able to identify, encourage, and prepare upcoming volunteer leaders.

Vice-Chairperson

- Assists the chairperson to distribute workload and committee assignments in an equitable manner.
- Ensures regional committees are actively promoting TF program at the local level.
- Responsible for maintaining / updating the Orientation and Leadership Manuals.
- Responsible for ordering Tree Farm materials, logo items, and signage.
- Responsible for conducting statewide meetings in the absence of the chairperson.

Secretary

- Maintains a current and ongoing list of motions passed and the major actions taken by the state committee, so a record of approved motions or actions is readily available for reference at state committee meetings.
- Responsible for keeping an accurate written account of statewide committee meetings.
 - Required to distribute meeting minutes within 2 weeks after committee meetings.
- Responsible for monitoring equipment inventory.
- Responsible for keeping track of committee meeting attendance.

Treasurer

- Maintains the state committee's financial ledger ensuring all income and payments are properly documented and accounted for.
- Directs expenditures of funds as approved by the state committee.
- Responsible for documenting, assembling, and distributing up-to-date quarterly financial statements to all active members of the state committee.
- Responsible for assembling the committee's end-of-year financial ledger that documents all income and incurred expenses broken down by specific categories as specifically requested / outlined by the Chairperson.
- Responsible for processing mileage reimbursement requests by volunteer committee members.

Communications Specialist

- Oversees all social media accounts and web-based content.
- De facto chair of the Landowner Outreach & Engagement committee.
- Responsible for all updates and modifications to the statewide Communications Plan.
- Responsible for Landowner Outreach & Engagement initiatives set forth by the state committee and the Communications Plan.
- Responsible for fielding / forwarding requests from Tree Farmers and volunteers generated by social media and websites.

Program Administrator

- Responsible for the management of the IL Tree Farm database.
- Responsible for Tree Farmer and Inspector mailing lists.
- Responsible for assigning mandatory / annual Tree Farm inspections.
- Provides ATFS inspection progress reports on a quarterly basis.
- Responsible for 004 Form filing, issuing, and management.
- Checks quality and accuracy of new certifications and reinspections.
- Helps recruit and train inspecting foresters.

Standing Committees: Roles & Responsibilities

1. Landowner Outreach & Engagement

- Host annual Tree Farm Field Day to recognize Outstanding Tree Farmer of the Year.
- Host, co-host, or sponsor a variety of forestry workshops and field days at the regional committee level.
- Maintain an active social media and website presence in order to stay connected with landowners, Tree Farmers, foresters, inspectors, natural resource professionals, and volunteers.
- Respond promptly to requests from interested woodland owners and volunteers.
- Inform landowners of TF certification requirements.

2. Tree Farmer Recruitment & Retention

- Identify novel ways to actively recruit new Tree Farmers.
- Reward new certified Tree Farmers with a one-time subscription to ATFS' *Woodland* magazine.
- Distribute ATFS brochures at forestry field days, workshops, conferences, state fair, and other venues where woodland owners may be in attendance.
- Recognize current Tree Farmers who are going above and beyond.
- Nominate annually for Outstanding Tree Farmer of the Year (OTFY) award.
- Periodically remind our Tree Farmers to visit our Facebook page and website.

3. Inspector Relations & Recruitment

- Identify novel ways to actively recruit new Tree Farm inspectors.
- Nominate annually for Outstanding Inspector of the Year (OITY) award.
- Train inspectors and ensure our inspectors maintain their active status.
- Inform inspectors of TF Inspector certification and recertification requirements.
- Provide incentives such as memberships or ATFS' *Woodland* magazine subscriptions to active TF inspectors.

4. Leadership Recruitment

- Identify and actively recruit new volunteers, inspectors, and Tree Farmers to serve on the state committee.
- Actively recruit volunteers, inspectors, and Tree Farmers to serve on regional committees.

5. Recognition & Awards

- Nominate annually for Outstanding Tree Farmer of the Year (OTFY) and Outstanding Inspector of the Year (OITY) awards.
 - Submit IL State Fair AgDay Award Presentation paperwork to IL Dept. of Ag.
- Submit qualified inspectors for Hard Hat awards.
- Submit OTFY and OITY for regional and national recognition when appropriate.
- Submit Outgoing Chair Plaque requests, OTFY Plaque requests, and OTFY gift cards.
- Develop in-house awards to recognize those individuals at the state committee level who go above and beyond the call of duty to promote the IL Tree Farm Program.

IL TREE FARM: ANNUAL REPORTING REQUIREMENTS

Annual Reporting Requirements

The elected chairperson or their designate is responsible for the following annual reporting requirements:

1. Annual Program Health & Financial Report (Due: March; submit online)
2. Communications Plan (Due: March; submit online).
3. Annual Strategic Plan Updates (Due: March; submit online).
4. Financial Ledger (Due: March; submit online).
5. Volunteer Time Reporting (Due: March; submit online).
6. Submit State Roster (Due: November 1; submit via email to Sara Anrrich).
7. Mandatory Inspections (Due: December 1).

Strategic Plan (updated annually or every 3 years)

Our state committee drafted our initial three-year *Strategic Plan* in July 2015 and it extends to August 2018. This plan was uploaded and submitted to Ms. Sara Anrrich on May 23, 2016. It is important to remember that our strategic plan is a living, breathing document that must be updated and submitted to the National office every year.

Communications Plan (updated annually)

Our Landowner Outreach & Engagement Committee (a.k.a., Communications Committee), lead by **Mr. Jeff Harris**, drafted our initial *Communications Plan*. This plan was submitted to Ms. Anrrich on Saturday, June 11, 2016.

Financial Ledger (updated quarterly)

The treasurer, **Mr. Jay Hayek**, is responsible for providing a financial ledger to the chairperson for submission to the national office by March of every calendar year. The financial ledger shall include a detailed list of all financial transactions: dates; deposits; expenses; payees; check numbers; expense / deposit descriptions; balances; expenses categories; total expenditures; total balance; end of year expenditures; and end of year balance(s). An Excel spreadsheet has been assembled for this purpose and must be used by the treasurer for the aforementioned purposes.

IL TREE FARM COMMITTEE: FINANCES & BUDGET

Funding Sources

The Illinois Tree Farm Committee receives basic operating funds from the American Tree Farm System – the amount varies from year to year. Listed in the table below are examples of funding we've received from the national office over the past four years.

CY	DESCRIPTION	AMOUNT
2019	ATFS Total Passthrough Funding	\$6,000.00
2018	ATFS Total Passthrough Funding	\$5,745.12
2017	ATFS Total Passthrough Funding	\$5,923.20
2016	ATFS Total Passthrough Funding	\$5,334.66
2015	ATFS program funding & CY'14 Direct Mailing Campaign	\$5,401.06
2015	AFF Inspection Payments (last year for this funding)	\$3,500.00



2020 Proposed Budget

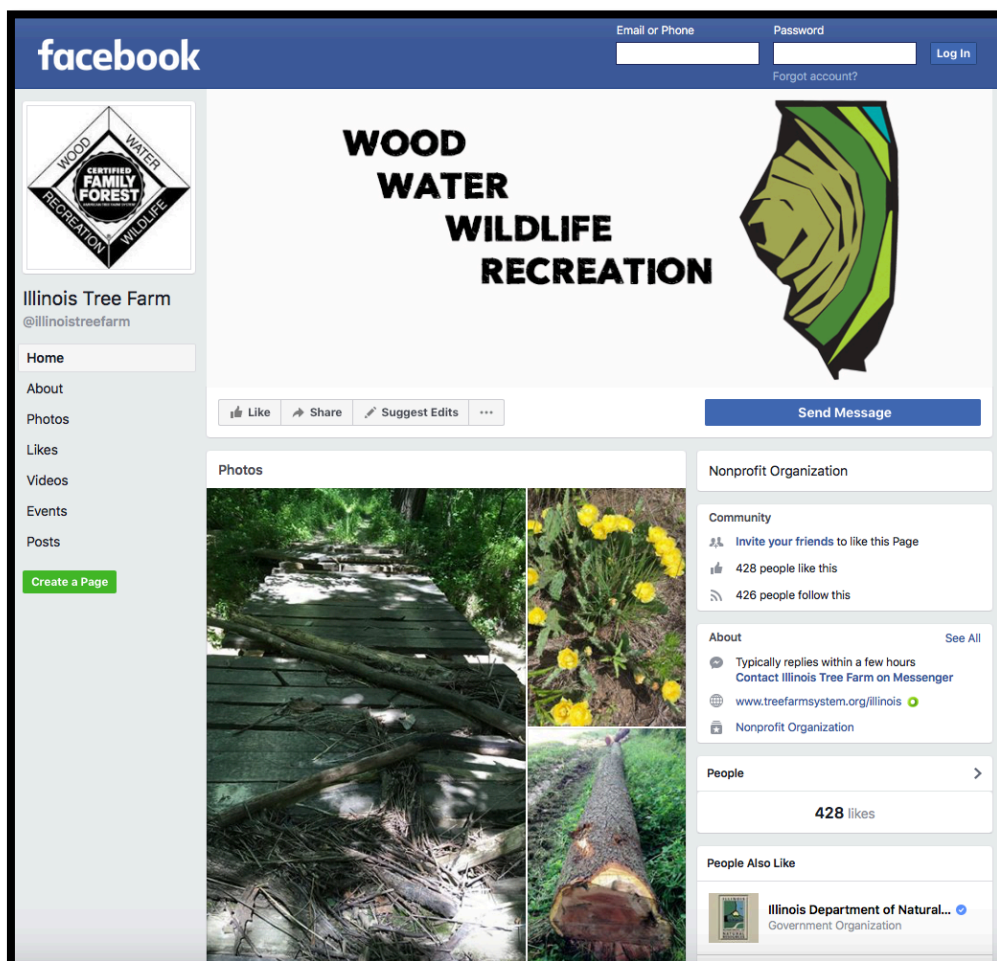
BUDGET ITEM	DOLLAR AMOUNT	BUDGET ITEM	DOLLAR AMOUNT
Projected Income		National Leadership Conf.	
ATFS Program Funding	\$6,000.00	NLCC Registration Fee(s)	\$1,000.00
NLC Travel Grant	\$1,500.00	NLCC Travel Expenses	\$2,000.00
	\$7,500.00		\$3,000.00
Inspector Incentives		Administrative Costs	
Training & Travel	\$1500.00	Meeting Mileage Reimbursements	\$1,700.00
Equipment, Gear, Clothing	\$2000.00	Annual Sec. of State Fee	\$10.00
	\$3500.00	ITFP Trailer License & Insurance Fee	\$150.00
Committee Budgets		Misc. Expenses	\$300.00
Regional Committees	\$300.00		\$2,160.00
Communications	\$100.00	New Tree Farmer Incentives	
Awards / Recognition	\$300.00	Woodland Owner Magazine	\$400.00
Promotional Materials	\$200.00		\$400.00
Annual Field Day	\$1000.00		
	\$1900.00	CY'20 Proposed Budget	
		Proposed Expenses	\$10,960.00
		Projected Income	\$7,500.00
		Difference (+/-)	[\$3,460.00]

TF RESOURCES, SOCIAL MEDIA, AND WEB-BASED TOOLS

The American Tree Farm System has an excellent website found at www.treefarmssystem.org that provides information and outreach to landowners; and resources for certified inspectors who work with Tree Farmers. Just some of the many available resources including taking action in advocacy, developing your own map and goals/objectives for your land (My Land Plan: <https://mylandplan.org>), a forest management plan template, and descriptions of the certification standards. State committee members will also have access to the “Leaders Only” page on the www.treefarmssystem.org website.

In addition, the Illinois Tree Farm Program maintains the following shared Box folder, website, and Facebook page:

- IL Tree Farm Box Folder: <https://app.box.com/v/treefarm> 
- Illinois Tree Farm Website: www.treefarmssystem.org/illinois
- Facebook Page: www.facebook.com/illinoistreefarm/ 
 - Please email Jeff Harris (jeffrey.harris24@gmail.com) to submit Facebook content, photos w/ captions, workshop announcements, stories, etc.



FREQUENTLY USED ACRONYMS

ACRONYM	DEFINITION / EXPLANATION
AFF	American Forest Foundation; Parent organization under which the American Tree Farm System operates.
ATFS	American Tree Farm System; established in 1941.
CMS	Central Management Services (Illinois' largest state agency)
CREP	Conservation Reserve Enhancement Program; USDA Farm Bill Program.
CRP	Conservation Reserve Program; USDA Farm Bill Program administered by the Farm Service Agency.
DFs	District Foresters; Division of Forest Resources within IDNR.
EQIP	Environmental Quality Incentives Program; USDA Farm Bill Program administered by the Natural Resources Conservation Service.
FIA	Forest Inventory and Analysis; USDA Forest Service continuous forest inventory monitoring system.
FSA	Farm Service Agency; USDA agency.
IAA	Illinois Arborist Association
IDNR / DNR	Illinois Dept. of Natural Resources
IDOA	Illinois Dept. of Agriculture
IEPA	Illinois Environmental Protection Agency
IFA	Illinois Forestry Association
IFDA / FDA	Illinois Forestry Development Act; IDNR's flagship forestry program.
ISA	International Society of Arboriculture; headquartered in Champaign, IL
ITFC	Illinois Tree Farm Committee
JCAR	Joint Committee on Administrative Rules
NIFA	Northwest Illinois Forestry Association
NRCS	Natural Resources Conservation Service; USDA agency.
RCPP	Regional Conservation Partnership Program; USDA program.
TF	Tree Farm
USDA	United State Dept. of Agriculture
USFS	United States Forest Service; USDA agency.

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