

Pennsylvania Tree Farm Committee

Part 1

Committee Orientation Manual



The Pennsylvania Tree Farm Committee

Revised as of March 24, 2021

Direct questions about the Manual to

PFA@paforestry.org

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I. Introduction to the Manual

To provide the Pennsylvania Tree Farm Committee with the information needed to carry out its responsibilities two companion documents have been created. *The Pennsylvania Tree Farm Committee Manual—Part 1* provides information specific to the internal operations of the Pennsylvania Tree Farm Committee including the Committee’s purpose, composition, structure, and operating policies and procedures. *The Pennsylvania Tree Farm Committee Manual—Part 2* contains policies and procedures for conducting the tree farm certification process in compliance with the standards set forth by the American Tree Farm System.

The Pennsylvania Tree Farm Committee Manual—Part 1 is organized into four major sections. Section 1 provides an overview of the Committee in relation to the Pennsylvania Forestry Association and the American Tree Farm System. This section also includes a detailed description of the Committee. Section 2 provides policies and procedures related to the administrative functioning of the Committee. Section 3 contains administrative information that is updated on an annual basis; these updates do not require Committee review and approval. The reference materials in Section 4 provide more detailed, background information about the Committee, the American Tree Farm System, and Pennsylvania’s forests.

Part 2 of the Manual contains information related specifically to the Tree Farm Certification program/process. Part 3 of the Manual contains historical information that should eventually be consolidated with the Pennsylvania Forestry Association’s archives.

II. Pennsylvania Tree Farm—Committee Description

A. COMMITTEE BACKGROUND

In the 1701 Charter of Privileges for the residents of his colony, William Penn proposed maintaining one acre of forest for every five acres cleared and thus Penn's Woods was born. Since that early commitment to forest conservation, Pennsylvania's woods have gone through many transformations, including widespread deforestation as the Commonwealth's agricultural and industrial economy expanded. Despite this widespread devastation, a concern for conserving Pennsylvania's forests persisted. In 1947, Pennsylvania entered into the American Tree Farm System, the largest and oldest sustainable woodland system in America and the American Forest Foundation's signature program for the advancement of sustainable forest management on private lands.

When the Pennsylvania Tree Farm Committee was formed in 1947, membership consisted predominantly of representatives of the forest industry. A primary focus was outreach to private woodland owners to promote adoption of sustainable forest management practices in order to ensure an on-going supply of timber. Over time, however, the scope of the Commonwealth's timber industry changed and many private forest owners had less interest in harvesting their timber as a source of income. As of 2011, approximately 69%, or roughly 11.5 million acres of woodlands, is privately held by an estimated 738,000 owners. The average size of these private woodland parcels is approximately 15 acres. Many of these woodland owners do not see their property as a source of income and have little economic incentive to harvest timber. Yet, they have a powerful impact on the health of Pennsylvania's forest. Thus, encouraging sustainable forest management practices remains a primary goal of the Pennsylvania Tree Farm Committee.

Given the changing nature of the timber industry and the reasons individuals and families own woodlands, the Pennsylvania Tree Farm Committee initiated a strategic planning process in January 2012¹ with assistance from the national office of the American Tree Farm System. By 2014, the American Tree Farm System rolled out what was called the State's Voice/State's Choice program. The "Choice" was, on one hand, a third party certification process which validated that timber was grown and harvested following sustainable forestry management practices. Alternatively, a state could choose a "recognition" process which recognized good management practices even though landowners did not fully meet all standards set forth by the American Tree Farm System.

Since blending elements of the State's Voice/State Choice program was not permitted by the American Tree Farm System, after many passionate discussions the Pennsylvania Tree Farm Committee decided to remain a part of the American Tree Farm System and chose the Certification Pathway. The relationship between the Pennsylvania Tree Farm Committee and the American Tree Farm System was formalized with a Memorandum of Understanding. The American Tree Farm System provided initial financial support for a temporary program administrator. Eventually, the Pennsylvania Forestry Association entered into a contract with Versant Strategies for administrative services for day-to-day activities of the Tree Farm Program.

In 2017, the Pennsylvania Tree Farm Committee and the Pennsylvania Forestry Association began refining their working relationship to accommodate the new certification program that would now be available to the state's woodland owners.

¹ A copy of the plan is provided in Part 3 of the Manual.

During 2021, the Pennsylvania Tree Farm Committee is undergoing an independent third-party assessment process conducted by the American Tree Farm System and PricewaterhouseCooper to assure that its certification program complies with international standards for tree farm certification. As part of this assessment process this Manual, which guides the work of the Pennsylvania Tree Farm Committee, is being reviewed and, as necessary, updated.

B. COMMITTEE RELATIONSHIPS

As of 2017, the Pennsylvania Forestry Association works in cooperation with the American Forest Foundation to implement a tree farm certification program under the auspices of the American Tree Farm System. The Pennsylvania Tree Farm Committee is a standing committee of the Pennsylvania Forestry Association and is the entity responsible for overseeing and managing Pennsylvania’s Tree Farm Certification Program. As the organizational chart in Figure 1 indicates, the Pennsylvania Tree Farm Committee functions at the intersection of two organizations. In the operation of its internal, administrative affairs, the Tree Farm Committee is accountable to the Pennsylvania Forestry Association. The Committee’s authority to grant third party certification derives from its affiliation with the American Tree Farm System.

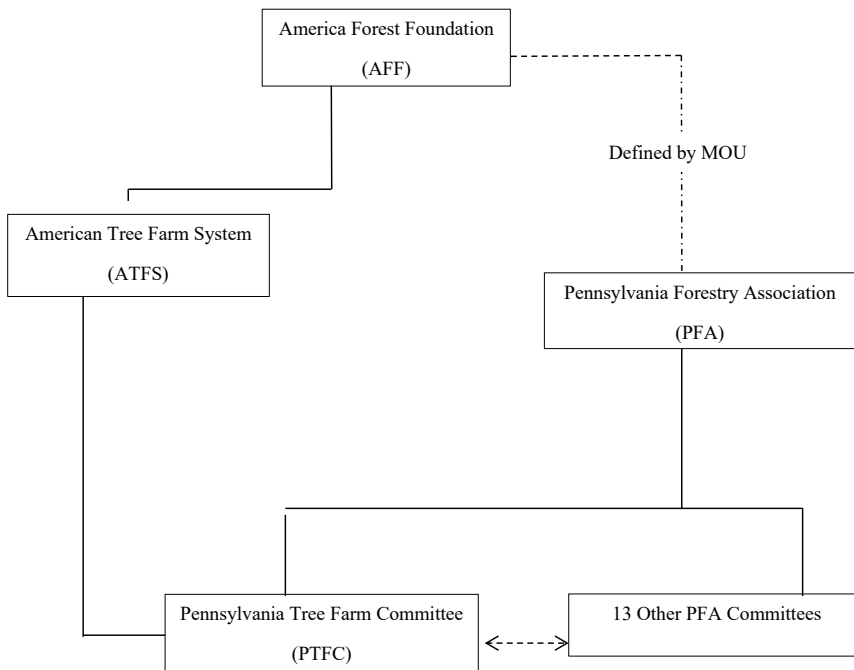


Figure 1. Pennsylvania Tree Farm Committee Organizational Relationships

C. COMMITTEE AUTHORIZATION AND SPONSORSHIP

The Committee is established in accordance with the bylaws of the American Tree Farm System (ATFS) and the bylaws of the Pennsylvania Forestry Association (PFA), the sponsoring organization of the PTFC. A Memorandum of Understanding (MOU) has been established between ATFS and PFA and is to be reviewed every two years (see Item 1.4.1).

The Chair of the PTFC is responsible for working with the PFA board, legal counsel, and Treasurer to initiate the MOU renewal process and to assure that the terms of the MOU meet the needs of Pennsylvania Tree Farmers.

D. COMMITTEE PURPOSE and RESPONSIBILITIES

The purpose of the Pennsylvania Tree Farm Committee is (1) to administer the American Tree Farm System (ATFS) program in the Commonwealth of Pennsylvania by adhering to the obligations set forth by ATFS, and (2) to advise the Pennsylvania Forestry Association Executive Committee on matters related to Tree Farm Certification.

In fulfilling its purposes, it is the responsibility of the Pennsylvania Tree Farm Committee to:

1. administer the inspection and certification of new tree farms in conformance with the requirements set for by the National Operating Committee of ATFS;
2. conduct required and voluntary re-inspection and recertification of existing tree farms in conformance with the requirements set for by the National Operating Committee of ATFS;
3. coordinate/oversee the ATFS assessment of the PTFC's conformance to the certification standards;
4. support/offer education and training activities for landowners and tree farm inspectors;
5. inform landowners about the purpose and process of certification,
6. promote the American Tree Farm Certification Program;
7. select an annual recipient of the Outstanding Tree Farmer of the Year Award and the Outstanding Tree Farm Inspector of the Year Award in accordance with the requirements specified by the ATFS;
8. identify other award opportunities as may be offered by the ATFS;
9. coordinate with the PFA Board on fund-raising initiatives to support the Committee's purpose, and
10. undertake other tasks as necessary to accomplish the goals of the Committee.

E. COMMITTEE MEMBERSHIP—ELIGIBILITY REQUIREMENTS

Membership on the Committee is by appointment by the PFA board of directors. In order for a person to be appointed to serve on the Committee, that person must:

- Be a member of the Pennsylvania Forestry Association or a designated representative of a relevant organization;
- Be willing to serve on a voluntary basis,
- Be committed to the value of certification, and
- Be an individual in a field with a concern for forest management, or an individual who by interest, experience or expertise can contribute to the Committee's purpose.

F. COMPOSITION OF COMMITTEE MEMBERSHIP²

1. Designated Committee Positions (Voting Members)
 - a) The Committee has no fewer than the number of members needed to fill the positions of:
 - Committee Chair
 - Vice Chair
 - Secretary
 - Immediate Past Committee Chair (or Co-Chairs)
 - Inspection Coordinator
 - Inspector Training Coordinator
 - Area Chairs
 - Outstanding Tree Farmer of the Year (during year award is given)
 - Outstanding Tree Farmer Inspector of the Year (during year award is given)
2. *Ex officio* PFA Members (Non-voting)
 - President of the PFA
 - Program Administrator
 - PFA Treasurer
 - Designated Liaisons with other PFA Committees
3. Designated Representatives of Allied Organizations (Non-voting)
 - American Tree Farm System
 - Penn State Center for Private Forests and the Penn State Cooperative Extension.
 - PA Department of Conservation and Natural Resources, Bureau of Forestry
 - Pennsylvania Sustainable Forestry Initiative Implementation Committee
 - U.S. Forest Service, Northeastern Area State and Private Forestry
 - USDA Natural Resource Conservation Service, State Forester
4. Temporary *Ad Hoc* Participants (Non-voting)
 - a) The Committee may, from time to time, invite individuals to work on programs and projects requiring additional help or expertise.

G. COMMITTEE STRUCTURE

To facilitate the work of the Tree Farm Committee, the Committee Members are organized into:

- A Leadership Team vested with responsibility for the day-to-day, routine operation of the Committee and the Tree Farm Certification Process.
- Task Forces responsible for addressing specific goals, objectives, initiatives, and/or projects of the Committee.

² See item IV.A for a list of current Committee Members.

The Leadership Team consists of the individuals serving in the Designated Committee Positions, the immediate Past Committee Chair serving in an advisory capacity, and the Program Administrator providing staff support.

Members of the Committee may, from time to time, be asked to serve on Task Forces charged with responsibility to address specific issues of concern to the Committee. The need for a Task Force may be initiated by any member of the Full Tree Farm Committee or by a member of PFA who sees a need to address a specific issue or to coordinate efforts among PFA committees. The duration of each Task Force is determined by the scope and complexity of its work. A Task Force disbands upon completion of its work.³

H. DESIGNATED MEMBERSHIP POSITION DESCRIPTIONS

1. Committee Chair/Co-Chair

a) Term of Office: The Committee Chair serves a two year term and can be reappointed for an additional two-year term. When the Committee Chair's term of office is completed, they serve an additional year in an ex officio capacity.

b) Responsibilities: The Chair's overall responsibility is to coordinate all aspects of the Tree Farm Certification Committee's work and to coordinate the Tree Farm Committee's work with PFA Board of Directors, other PFA Committees, and the ATFS. In carrying out these broad responsibilities, the Chair works with the Program Administrator and Committee members to:

- Set annual goals, objectives, and work plan;
- Develop an annual budget;
- Prepare meeting agendas and schedule meeting in cooperation with the Program Administrator;
- Conduct meetings;
- Prepare annual reports;
- Facilitate the exchange of information with other PFC committees;
- Represent the Committee to the PFA Board of Directors;
- Serve as a liaison to the American Tree Farm System;
- Oversee the PA Tree Farm Certification assessment process;
- Serve as a liaison with other forestry-oriented organizations as appropriate;
- Attend forestry-oriented events as a representative of the Tree Farm Committee as appropriate and feasible; and
- Submit monthly articles to *News You Can Use*, and quarterly articles to PFA magazine and *Forest Leaves* publications

c) Qualifications

- Interested in and knowledge about the Tree Farm Certification program
- Ability to communicate electronically
- Supported by his/her employer [?]

³ For a list of Task Forces see item IV.C.

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

2. Vice-Chair

a) Term of Office: The Vice-Chair serves a two-year term of office and can be reappointed for an additional two-year term. The Vice-Chair is appointed to the Chair position at the end of the current Chair's term of office.

b) Responsibilities: The overall responsibility of this position is to provide continuity of Committee leadership and to assist with the Committee's work. In carrying out these broad responsibilities, the Vice-Chair is prepared to:

- Assume the Chair's responsibilities if the Chair is unable to fulfill his/her duties;
- Assume the position of Committee Chair at the end of the current Chair's term of office;
- Assist with work related to annual goals and objectives where additional help may be needed; and
- Assume, on occasion, responsibility for a particular Committee initiative.

c) Qualifications: In addition to meeting the qualifications of the Committee Chair position, the Vice-Chair must also be able to make a five year (and potentially nine year) commitment to the Committee (two years as Vice-Chair, two years as Chair, and one year as an *ex officio* Committee member). Is a member of PFA.

3. Secretary

a) Term of Office

b) Responsibilities: The Secretary contributes to the work of the Committee as determined by the Committee's annual work plan.

c) Qualifications

- Is a member of PFA;
- Is able to attend in-person and virtual meetings; and
- Has access to and skill in using Microsoft Word or an equivalent word processing program.

4. Inspection Coordinator

a) Term of Office: There is no term limit on this position.

b) Responsibilities: The overall responsibility of this position is to assure that PA Certification process and standards conform to the national standards of the American Tree Farm System. It is the Inspector Coordinator's responsibility to:

- Manage Pennsylvania's Tree Farm Certification program
 - devise a feasible plan for coordinating certification/recertification within the state;
 - coordinate with Area Chairs and/or Inspectors to provide Tree Farm inspections to Tree Farm members on a five year basis;
 - review, and approve Inspection Reports;
 - submit Certification data to the Program Administrator for recording in the PFA and ATFS data bases;
 - help to identify candidates for Tree Farmer of the Year Award;
 - help coordinate the periodic assessments of the PA Tree Farm certification audit as required by ATFS;
- Work in conjunction with the Inspector Training Coordinator to:
 - develop a 5-year certification and recertification;
 - project the number of inspectors that are needed to meet the 5-year certification/recertification schedule;
 - recruit and train inspecting foresters;
 - help to identify candidates for Tree Farm Inspector of the Year Award, and
 - recommend to the Committee new or revised procedures to streamline the inspection and certification process.

c) Qualifications:

- Extensive knowledge of current ATFS standards;
- Ability to use the ATFS database;
- Knowledge of PA Tree Farm Certification process; and
- Able to communicate and coordinate qualified Inspectors.

5. Tree Farm Inspector Training Coordinator

a) Term of Office: There is no term limit on this position.

b) Responsibilities: The responsibility of this position is to oversee the training and credentialing of foresters and forestry students who are qualified to conduct Tree Farm inspections. In carrying out this responsibility, the Inspector Training Coordinator will:

- Recruit qualified foresters and forestry students to complete Tree Farm Inspector Certification Training sessions;
- Provide opportunities for all Inspectors so they can maintain their training status as required by the American Tree Farm System.
- Schedule and conduct training workshops with the support of the American Tree Farm System;

- Submit lists of trained Tree Farm Inspectors to the Program Administrator for entry into the PFA and ATFS databases;
 - Work in conjunction with the Tree Farm Inspection Coordinator to:
 - Implement the 5-year recertification process;
 - project the number of inspectors that are needed to meet the 5-year recertification schedule;
 - recruit, train, certify, and recertify inspecting foresters;
 - identify candidates for the Inspector of the Year Award, and
 - work with the Committee to recommend new or revised procedures to streamline the inspection and certification process.
- c) Qualifications
- Extensive knowledge of current certification standards and training material as provided by ATFS
 - Knowledge of current policies and procedures concerning PA Tree Farm inspections and ATFS

I. DESIGNATED ORGANIZATIONAL REPRESENTATIVE DESCRIPTION

1. Term of Participation
 - a) Determined by the organization that the member is representing.
2. Responsibilities
 - a) Keep the PTFC apprised of functions and initiatives of the organization they represent;
 - b) Identify potential strategies and activities that can support and augment mutual interests;
 - c) Identify areas of potential duplication of services or potential programmatic conflicts, and
 - d) Serve, as necessary, on PTFC task forces to address issues of mutual concern.
3. Qualifications
 - a) Determined by the organization that the member is representing.

J. AREA CHAIRS DESCRIPTION

1. Term of Participation
 - a) Duration of their appointment to the position of Area Chair.
2. Responsibilities
 - a) Area Chairs work in cooperation with the Inspection Coordinator to fulfill their duties in the counties comprising their respective PTFC area. Responsibilities are to:
 - Assign inspectors to complete certification inspections in their designated area;
 - Monitor the progress of inspections and confirm their completion;

- Review and sign all new certifications, re-certifications and de-certifications.
- Determine how incentive funding for required re-inspections should be disbursed as long as it is accordance with the guidelines set forth by ATFS;
- Report relevant data to the Inspection Coordinator or Program Administrator; and
- Identify and recommend foresters for training as Inspecting Foresters.

3. Qualifications

a) Each year, or as needed, the Committee Chair in conjunction with the Inspection Coordinator, approves a qualified inspecting forester to serve as a chair for each district. The Pennsylvania Tree Farm Committee operates with six areas based on county/regional borders using an area chair for each.⁴

K. IMMEDIATE PAST CHAIR DESCRIPTION

1. Term of Participation

a) One year following the end of his/her term as Committee Chair. At the end of the year, past Chairs may choose to remain involved in the Committee, continuing in an advisory capacity and/or serving on specific Task Force(s).

L. PROGRAM ADMINISTRATOR DESCRIPTION⁵

1. Term of Participation

a) Duration of contract between PFA and management company.

⁴ See item IV.F for a map specifying the counties represented by district chairs.

⁵ See item IV.E for a detailed position for the Program Administrator.

III. POLICIES AND PROCEDURES: TREE FARM COMMITTEE MANAGEMENT

A. TREE FARM COMMITTEE OPERATING PRINCIPLES

1. Principle—Make Maximum Use of Limited Resources

Given the magnitude of sustainable forest management goals; and

Given that many national, state, and regional organizations are working to promote sustainable forestry practices; and

Given limitations of financial and human resources to promote and implement sustainable forest management practice,

The Pennsylvania Tree Farm Committee is committed to:

- Coordinating, as feasible, with other organizations that share the values of sustainable forestry practices;
- Maximizing the impact of its resources by avoiding duplication of effort, and
- Supporting and promoting activities consistent with its goals and objectives.

2. Principle—Commitment to Anti-Trust Practices

Tree Farm supports a commitment to full compliance with all antitrust laws, whether of state or federal jurisdiction, and believes that an active education program to acquaint members with the requirements of these laws will foster productive association work while promoting free enterprise. At Tree Farm meetings, there shall be no discussions related to prices or terms of purchase or sale of products or of other matters that may inhibit the competitive workings of the free market. The meeting secretary or anyone in attendance may interrupt the meeting if at any time he or she feels discussion is creating the possibility of an anticompetitive situation or the appearance of one.”

3. Principle—Commitment to Transparency

The Pennsylvania Tree Farm Committee continues to evolve practices, policies, and procedures to meet the changing circumstances of the Commonwealth’s forests and the interests of woodland owners. It is important to preserve the history and evolving knowledge so that new Committee members will have a context for their deliberations and decisions. The intent of this Manual is to clarify and record practices that have been in effect so that the knowledge of previous members is not lost.

B. MEMORANDUM OF UNDERSTANDING

POLICY

Given that the Pennsylvania Forestry Association is the sponsoring organization for the American Tree Farm System certification program, it is the policy of the PFA to enter into a Memorandum of Understanding with the American Forest Foundation to specify the commitments of each organization.⁶

PROCEDURE

The Memorandum of Understanding (MOU) is re-negotiated on an as needed basis.

The Chair of the PTFC is responsible for notifying the President of the PFA of any concerns that might require re-negotiation after gathering information from Tree Farm Committee members.

The Chair of the PTFC gathers in-put from Committee members regarding any concerns that might require a modification of the current terms of the MOU.

The PFA President informs the Chair of the PTFC of the results of discussions with AFF.

The original signed MOU is kept on file in the PFA Administrative Office.

A copy of the signed MOU is incorporated into this Manual.

⁶ The MOU is currently under review. A copy of the current MOU is available from the Program Administrator.

C. NON-HARASSMENT

POLICY

The Pennsylvania Tree Farm Committee adheres to the following No-Harassment Policy of the American Forest Foundation.

The American Forest Foundation (AFF) is committed to ensuring a safe environment for all of our volunteers, partners, contractors, staff, landowners and others involved in the American Tree Farm System (ATFS).

In support of this commitment and values shared by members of its community, AFF maintains and enforces a policy of zero tolerance of harassment of any kind, including harassment based upon an individual's race; color; creed; religion; genetic information; national origin; sex, sexual orientation (including gender identity); ancestry; marital status, pregnancy, childbirth, or related medical conditions; age; disability; or any other category protected under federal, state, or local law ("protected class").

This policy applies to the ATFS program and any actions taken during ATFS activities.

PROCEDURE

What is Harassment?

The term "harassment," as used in this policy, includes but is not limited to any of the following activities pertaining to an individual's protected class:

- Offensive remarks, comments, jokes, slurs, threats, or verbal conduct.
- Offensive pictures, drawings, photographs, figurines, writings, or other graphic images, conduct, or communications, including text messages, instant messages, websites, voicemails, social media postings, e-mails, faxes, and copies.
- Offensive sexual remarks, sexual advances, or requests for sexual favors regardless of the gender of the individuals involved.
- Offensive physical conduct, including touching and gestures, regardless of the gender of the individuals involved.

Examples of items which could be construed as harassment include, but are not limited to:

- Degradation of any group or class of people.
- Treatment of protected individuals in a demeaning fashion.
- Deliberate, repeated, or unsolicited verbal comments; gestures or physical actions of a sexual nature toward another volunteer, AFF Staff, landowner, or contractor (i.e. lewd or lascivious remarks and/or any unsolicited physical contact).
- Subtle pressure or explicit demands for sexual favors or sexual activity of another volunteer, staff, or contractor.
- Any other harassment actions which are undertaken with the deliberate intent to disturb or bother persistently and continually or repeatedly

Harassment may occur in a variety of circumstances including, but not limited to:

- The harasser may be either male or female.
- The victim does not have to be of the opposite sex.
- The victim does not have to be the person harassed, but could be anyone affected by the offensive

conduct.

- The harasser may be the victim's supervisor, an agent of AFF, a volunteer, or a contractor.

Training in Non-Harassment

AFF will provide training on this policy to individuals participating in ATFS. This training is to be incorporated into the required training for the ATFS Inspecting Foresters.

Reporting Harassment

Any actions that may violate AFF's No Harassment Policy should be immediately reported, no matter how slight the actions may seem.

Individuals will not be penalized or retaliated against for reporting improper conduct, harassment, discrimination, retaliation, or other actions that they believe may violate this policy. AFF absolutely prohibits retaliation, which includes threatening an individual or taking any adverse action against an individual for (1) reporting a possible violation of this policy, or (2) participating in an investigation conducted under this policy.

If you have any concern that the ATFS No Harassment policy may have been violated by anyone involved in the ATFS program, you must immediately report the matter. Due to the very serious nature of harassment, discrimination and retaliation, please submit a written complaint to either of individuals identified below:

1. Director, ATFS at (202) 480-4038 and 2000 M St, NW, Suite 550, Washington, DC 20036.
2. Vice President, Finance & Administration at (202) 765-3595 and 2000 M St, NW, Suite 550, Washington, DC 20036.

Investigating Claims

AFF will investigate the report and then take prompt, appropriate remedial action, per relevant AFF policies or processes, including the ATFS Inspector Compliance Policy, which is used for receiving formal harassment claims and addressing them. This process ensures that, in the event that a claim is alleged, the validity and details of that claim are fully investigated, including interviews with the individuals involved and other evidence, as appropriate. This ensures fair and due process, as well as defense against frivolous or negatively motivated claims. All investigations, discussions, and meetings will be held in confidence and shared only on a "need to know" basis to protect the interests of parties associated with the allegations. The complainant will be notified of what action will be taken, if any. Revocation of participation in ATFS will result from investigations finding evidence of harassment in any form.

Approved by AFF Certification Committee
September 6, 2017

D. COMMITTEE DECISION MAKING

POLICY

Within the purview of the Committee's purpose and in the absence of a conflict of interest, all Committee members with voting privileges shall have the right to approve Committee decisions and actions.

The potential for a conflict of interest shall be determined by a majority of Committee members on a case by case basis. If a Committee member is deemed to have a conflict of interest in regard to specific matters requiring a formal vote of approval, that Committee member will recuse him/herself from voting on the matter.

PROCEDURE

In order for a vote to take place, a quorum of the voting membership must be present.

50% of voting members present at a meeting, constitutes a quorum.

A simple majority of the voting members present shall be required for a motion to pass.

Decisions falling outside of the Committee's purview are formulated as a recommendation or proposal and referred to the appropriate entity for review and approval. The decision to put forward a recommendation or proposal is made according to the policy stated above.

E. MEETINGS

POLICY

Given the voluntary nature of member participation, it is the policy of the Committee to schedule and conduct meetings as necessary to complete the work of the Committee, to keep Committee members informed, and to make the most effective and efficient use of Committee member time and expertise.

PROCEDURES

1. Formal, Full Committee Meetings

- a) Scheduled at the discretion of the Chair, but at least one meeting in the spring and one meeting in the fall.
- b) The purpose of Full Committee Meetings is to:
 - Coordinate all Committee work;
 - Discuss and approve Committee Management and Tree Farm Certification policies and procedures;
 - Gather in-put on issues related to the Committee's purpose and responsibilities;
 - Establish the scope of work undertaken by Committee members; and
 - Attend to other matters relevant to the Committee's purpose and responsibilities.
- c) In addition to these general purposes, the purpose of the spring meeting is to review the certification inspection schedule for the summer. The purpose of the fall meeting is to approve the work plan and budget for the next calendar year.
- d) Full Committee Meetings will be held at a date, time, and location determined jointly by the Chair and the Program Administrator. Meetings may be held in-person or virtually via an agreed upon meeting platform such as Zoom, Google Meets, or other readily accessible platform. The Program Administrator will make the logistical arrangements for the meeting.
- e) Full Committee Meetings may be announced via email or regular mail at the discretion of the Chair.
- f) Any Committee Member may request a meeting by submitting a request to the Committee Chair via email or regular mail.
- g) The Agenda for Full Committee Meetings is prepared by the Committee Chair with input from Working Committees, the Inspection Coordinator, the Certification Training Coordinator, Organizational Representatives, and others with information pertinent to the Committee's purpose and responsibilities. (See Item IV.G for a long-meeting agenda template and Item IV.H for a short-meeting agenda template.)
- h) Minutes of Full Committee Meetings are drafted by the Program Administrator and submitted to the Chair for review and inclusion in the agenda materials for the next Full Committee Meeting. Minutes are approved by the Full Committee and then distributed by the Program Administrator to:

- The President of the PFA Board
 - The archives of the PTFC
 - The Director of the American Tree Farm System, 1111 19th Street NW, Suite 780, Washington, DC 20036.
- i) A copy of previous minutes can be obtained by contacting the Program Administrator.

2. Leadership Team Meetings

- a) are held at the discretion of the Chair as needed to manage the affairs of the Committee.
- b) The purpose of Leadership Team Meetings is to:
 - Oversee the Tree Farm Certification Process and resolve any issues that impede the successful completion of certification and recertification of Tree Farms and Inspecting Foresters;
 - Identify issues that impact the functioning of the Committee and develop strategies for resolving those issues;
 - Work with the Program Administrator, PFA Treasurer, and ATFS Liaison to manage fiscal matters related to the Tree Farm Committee's work;
 - Coordinate the work of the Tree Farm Committee with other organizations as appropriate;
 - Others?
- c) Leadership Team Meetings are scheduled at a date, time, and location agreeable to the majority of Team Members. Meetings may be held in-person, virtually, or telephone conference.
- d) The agenda for the Leadership Team Meetings is set by the Chair with in-put from the Program Administrator and other members of the Leadership Team. The format of the agenda is flexible to best address the purposes of the meeting.
- e) Leadership Team actions are reported to the Full Committee via the Chair's report. Interim reports of the Leadership Team's actions may be distributed via email at the discretion of Leadership Team Members.

3. Task Force Meetings

- a) Are held at the discretion of Task Force members as needed
- b) Progress and final reports are submitted to the Committee Chair for inclusion, as appropriate, in the agenda for Leadership Team Meetings and/or Full Team Meetings.

F. FINANCIAL AFFAIRS

POLICY

Given that implementation of the Tree Farm Certification Process entails the exchange of money, it is the policy of the Committee to operate in a fiscally responsible and transparent manner.

PROCEDURES

Fiscal Oversight

The Treasurer of the Pennsylvania Forestry Association provides oversight for the fiscal affairs of the Tree Farm Committee in coordination with the Chair of the Committee.

The Treasurer of the Pennsylvania Forestry Association, along with the Program Administrator maintains financial records of income and expenses associated with the Pennsylvania Tree Farm program.

Budget

An annual budget for the Tree Farm Committee is developed by the Committee Chair, the Program Administrator, the PFA Treasurer, and Inspection Coordinator, and the Inspector Training Coordinator. These individual may solicit input from other sources as needed.

Audit

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. It is the responsibility of the Program Chair to coordinate this audit on behalf of the Committee.

The Annual Financial Report is incorporated into the approved minutes and added to the archive of the Committee's minutes. A copy of Financial Reports can be obtained by contacting the Program Administrator.

Treasurer – shall manage the finances of the Committee including maintenance of all deposit accounts, receipt and disbursement of funds, quarterly financial reporting to the Committee and completion of annual financial reports as required by the Pennsylvania Forestry Association administers the financial affairs of the Tree Farm Committee.

Sources of Income

- Tree Farm Certification Fees as specified in Policy/Procedure in Part 2 of the Manual.
 - Paid by woodland owners who desire third-party certification.
 - The Program Administrator manages the annual invoicing for Tree Farm Membership
- In-kind contributions from supporting organizations (e.g., meeting facilities, refreshments)
- A percentage of proceeds raised by ATFS Solicitation
- Reimbursement by ATFS for required inspections and third party audit inspections

Expenses (Overhead)

- PFA contracts with a management firm to provide support for the administrative work of the Association. Included in the contract are support services provided by the Program Administration to the PTFC. Expenses related to the scope of the contract are detailed in the PFA annual budget which is available upon request from the Program Administrator. Although the PFA contracts with the management company, The Tree Farm program is responsible for compensating the management company for its administrative services.

Expenses (Certification Specific)

- A stipend for the Inspector as specified in The PFA Manual—Part 2.

Fund Raising Initiatives

- If opportunities to raise additional funds become available to support the Committee's work, a member of the Committee will be asked to coordinate and oversee activities needed to apply for such funds.
- If no Committee Member is available to assume coordination and oversight of a fund raising opportunity, the Committee Chair may recruit a non-committee individual to assume these responsibilities on behalf of the Committee.
- The individual charged with pursuing funding initiatives may, with the Committee Chair's approval, form a task force to assist with the work involved.
- Pursuit of fund raising opportunities must be approved by the PFA Board of Directors and coordinated with the Chair and the Treasurer of the PFA Board.
- When the potential for competition for funds exists between PTFC and other forest conversation organizations, efforts will be made to form a partnership to submit a joint project.
- The progress on and results of fund raising initiatives are submitted to the Committee Chair and, as appropriate, the Chair and Treasurer of the PFA.

G. COMMITTEE MEMBER RECRUITMENT AND APPOINTMENT

POLICY

Given the diversity of woodland ownership in the Commonwealth, and
Given the diversity of woodland owner goals, objectives, and interests, and
Given the number of organizations involved in forest conservation and management in the Commonwealth,

It is the policy of the Pennsylvania Tree Farm Committee to include members who can offer a wide range of perspectives on the Tree Farm Certification program.

In recruiting members for the Tree Farm Committee, efforts are made to include:

- Private woodland owners including Certified Tree Farmers, Pioneer Tree Farmers, and interested Forest land Owners
- Professional Foresters (Tree Farm Inspectors, Service Foresters, Consulting Foresters)
- Academic Specialists

PROCEDURE

Two major processes are used to recruit Committee members. One is through informal networking and personal connections. The other is announcements in newsletters/publications (e.g., Penn State Center for Private Forests publication *Forest Leaves*, the PFA magazine *Pennsylvania Forests* and its electronic newsletter *News You Can Use*).

Potential Committee members are usually approached on an informal basis to determine their willingness to serve on the Committee.

There is no term limit for Committee Members.

H. COORDINATION AMONG PFA COMMITTEES

POLICY

It is the Policy of the PTFC to coordinate its work with other PFA Committees and Task Forces to avoid duplication of effort. To facilitate communication and coordination, Item 4.3 contains the most current list of PFA committees and task forces.

PROCEDURES

The Chair of the Tree Farm Committee provides reports to the PFA Board of Directors and attends PFA Board of Director meetings to keep apprised of PFA initiatives and the initiatives of other PFA Committees.

The Chairs of the following PFA Committees serve as liaison with the Tree Farm Committee and attend Tree Farm Committees as necessary to assure coordination:

- Education & Communications Committee
- Outreach Committee

The Chair of the Tree Farm Committee may invite the Chairs of other PFA Committees to attend Tree Farm Committee Meetings as necessary to inform Tree Farm Committee members of substantive issues/initiatives that have an impact on the Tree Farm Committee's purpose and responsibilities.

The Chairs of all PFA Committees are welcome to attend Tree Farm Committee meetings as they deem necessary.

The Chair of the Tree Farm Committee may attend other PFA Committee meetings as a guest as deemed necessary. If the Tree Farm Committee wants to apprise other PFA committees of issues that require input, the Chair of the Tree Farm Committee requests time on the agenda of the appropriate PFA committee.

When work on specific PTFC issues intersects or overlaps with the responsibilities of other PFA Committee's, one or more PTFC members will be designated to participate in an inter-committee Task Force.

I. PUBLICIZING TREE FARM CERTIFICATION

POLICY

Success of the Certification process depends upon the interest and commitment of woodland owners. Therefore, it is the policy of the PTFC to work in cooperation with the American Forest Foundation, the American Tree Farm System, other relevant PFA committees, and other relevant organizations to increase public awareness of the Tree Farm Certification program.

PROCEDURE

The American Forest Foundation assumes responsibility for national publicity about the Tree Farm program.

Local publicity, however, is the responsibility of the PA Tree Farm Committee and/or the PFA (as the sponsoring organization). It is strongly recommended that one member of the Tree Farm committee be assigned this responsibility and work in coordination with one or more designated members of the PFA Outreach Committee and Education & Communications Committee to continually develop/refine strategies for reaching private woodland owners.

Strategies for apprising private woodland owners of the Tree Farm Certification program include, but are not limited to:

- Support of and participation in the Walk-in-Penn's-Woods Partnership;
- Submission of articles about the Tree Farm Committee's activities for publication in *Forest Leaves*, *Pennsylvania Forests*, and *News You Can Use*;
- Provision of information that can be distributed through the statewide network of woodland owners associations;
- Provision of information about Pennsylvania Tree Farm and PA Tree Farm Certification on the PFA website;
- Presentations and/or displays at appropriate statewide or regional conferences for woodland owners, and
- Others as identified.

The strategies listed above tend to be more effective in reaching landowners who are already aware of and involved in forest-oriented groups. Reaching woodland owners who may not be aware of PFA in general or the opportunity for Tree Farm Certification in particular requires other or additional strategies.

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

J. TREE FARM COMMITTEE RECORDS

POLICY

Given the evolving nature of organizations, and
given changing membership of individuals who understand the context in which decisions are made, and
given changes of personnel, and
given the importance of preserving historical context in which decisions are made and actions taken,
it is, therefore, the policy of the Tree Farm Committee to create and maintain an archive of records
pertinent to its history and operations.

PROCEDURE

Archives of the Tree Farm Committee are housed with PFA Administrative Office.

Material to be archived includes:

- Minutes of full Committee meetings
- Past versions of the Manual
- Reports of past woodland owner surveys

K. UPDATE OF POLICY MANUAL

Policy

The Manual serves as a guide for the work of the committee and should reflect current policies, procedures, and information.

Procedures

Part 1 of the Manual is reviewed every two years. The Chair of the Tree Farm Committee designates one or more Committee members as a Manual Review Task Force. The Task Force identifies any changes that need to be made and brings recommendations to the full Committee for approval.

Part 2 of the Manual is updated if/when the American Tree Farm System issues new guidelines that must be followed by the Committee as it fulfills its certification purpose. The Inspection Coordinator and the Inspector Training Coordinator are responsible for overseeing revisions of the Manual—Part 2. If changes in Part 2 require changes in Part 1 and/or 3 of the Manual, those changes are brought to the attention of the Committee Chair to be addressed by the appropriate Committee member(s).

IV. SUPPLEMENTAL MATERIALS

A. Pennsylvania State Tree Farm Committee—2021 Members

Designated Committee Positions	Name	Contact Information	Vote
Committee Chair	John Hoover	118 Beach Street PO Box 471 Blanchard, PA 16826 203-736-4385 johnwhoover@msn.com	Y
Vice Chair	Vacant		Y
Co-Secretaries	John and Melissa Gregor	190 Hufford Run Rd. Marianna, PA 15345 190 Hufford Run Rd. Marianna, PA 15345 724-470-5253 jgregor@washjeff.edu	Y
Immediate Past Committee Co-chairs	Harold and Gay Thistle	P.O. Box 136 Whitesville, NY 14897 gaythistle@gmail.com	Y
Inspection Coordinator	Gary Gilmore	1514 Rt. 28 Brookville, PA 15825 ggilmore67@yahoo.com	Y
Inspector Training Coordinator	Dave Jackson	Penn State Cooperative Extension Willowbank Building , Room 322 420 Holmes Avenue Bellefonte, PA 16823 814-355-4897 drj11@psu.edu	Y
2021 Tree Farmer of the Year	Rebecca Trigger	127 Valley View Road Jefferson, PA 15344 724-883-3512 rtrigger@windstream.net	Y
2021 Tree Farm Inspector of the Year	Rob Piper	156 Stoneridge Street Mineral Point, PA 15942 814-322-4167 robppiper@aol.com	Y
Area Chairs	Dave Trimpey Area 1	9425 Route 27 Pittsfield, PA 16340 814-598-4640 DTrimpey@CollinCo.com	Y
	Robert Merrill Area 2	Bob Merrill Forestry Services 1086 Sulphur Run Road Jersey Shore, PA 17740 814-661-5422 bndmerrill@verizon.net	Y
	Robin Wildermuth Area 3	308 Egypt Road Tafton, PA 19464 570-470-7441 rrwildermuth@gmail.com	Y

	Dave O Barto Area 4	129 Cramer Rd Latrobe, PA 15650-5320 724-537-3797 obarto@comcast.net	Y
	Vacant Area 5		Y
	Steve Leventelis Area 6	618 Dwight Road Denver, PA 17517 717-445-7261 dutche@ptd.net	Y
American Tree Farm System Liaison	Brinkman, Kaytlyn	KBrinkman@forestfoundation	N
Center for Private Forests at Penn State	Sara Banker	Forest Stewardship Project Coordinator Department of Ecosystem Science and Management 406 Forest Resources Building University Park, PA 16802 814-360-3131 seb38@psu.edu	N
PA DCNR Bureau of Forestry	Matt Keefer, Assistant State Forester	PA Department of Conservation & Natural Resources, Bureau of Forestry 6th Floor, RCSOB, 400 Market Street PO Box 8552, Harrisburg 17105-8552 717-787-2703 makeefer@pa.gov	N
USDA Natural Resource Conservation Service	Peter Hoagland, PA NRCS State Forester	US Department of Agriculture, Natural Resources Conservation Service 359 East Park Drive, Suite 2 Harrisburg, PA 17111 717-237-2225 Peter.Hoagland@usda.gov	N
PA Sustainable Forestry Initiative, Implementation Committee	Chuck Coup, Program Manager	PA Sustainable Forestry Initiative 211 Barrington Ln, Bellefonte, PA 16823 814-355-1010 chuck@sfiopa.org www.sfiopa.org	N
USDA Forest Service, Northeastern State and Private Forestry	Amy Hill, Forest Stewardship Coordinator	USDA Forest Service Morgantown Field Office 180 Canfield Street Morgantown, WV 26505 304-285-1565 (phone) 304-276-8993 (cell) amy.hill@usda.gov	N
PA Woodland Owners Groups & National Woodland Owner Association Liaison	Linda Finley	130 Harvard Road Port Matilda, PA 16870 (814) 234-9028 lfinley@gmail.com	N
PFA Education & Communications Committee Co-liaisons	Linda Finley Nancy Baker	4993 Pantherlick Road Sugar Run, PA 18846 570-746-1844 bakerii@epix.net	N

Deleted:

Members-at-Large	John & Maureen Burnham		N
Member-at-Large	Maria Piantanida	261 2 nd Street Oakmont, PA 15139 412-794-8564 mecp1942@gmail.com	N
Pennsylvania Forestry Association,	Mark Ott, P*resident	748 Gravel Point Road Howard, PA 16841 814-470-0777 cell meocec@aol.com	Y
Pennsylvania Forestry Association,	Dave Alerich, Treasurer	PFA/Versant Strategies 116 Pine Street, 5 th Floor Harrisburg, PA 17101 1-800-835-8065 djalerich@gmail.com	N
Program Administrator	Caleb Wright Chief Operating Officer Versant Strategies	116 Pine Street, 5 th Floor Harrisburg, PA 17101 1-800-835-8065 thePFA@paforestry.org	N

B. Pennsylvania State Tree Farm Committee—2021 Leadership Team

Chair	John Hoover
Vice-Chair	Vacant
Co-Secretaries	John & Melissa Gregor
Past Co-chairs (ex officio)	Gay & Harold Thistle
Inspection Coordinator	Gary Gilmore
Inspector Training Coordinator	Dave Jackson
Program Administrator (ex officio)	Caleb Wright Versant Strategies
PFA Treasurer (ex officio)	David Alerich,

C. 2021 Committee Task Forces

ATFS Committee Assessment Process: John Hoover, Gay Thistle, Gary Gilmore, Dave Jackson, Caleb Wright

Certification Categories: John Burnham, Maureen Burnham

Manual Revisions: Maria Piantanida, others to be added

Other Task Forces to be formed based on Committee decisions about Future Action Items

D. 2021 Committee Representation on PFA Task Forces

Tree Farm Deer Impact Task Force –Dave Jackson, Gay Thistle, Harold Thistle

PFA-PATFC Family Forest Carbon Task Group –Gay Thistle, Harold Thistle, David Twining, Susan Benedict, Nancy Baker

E. Program Administrator Position Description

As an independent contractor to the Pennsylvania Forestry Association, the Program Administrator furnishes the office and all tools and equipment necessary to perform the contracted services. In cooperation with the Committee Chair it is the Program Administrator's responsibility to provide the following services.

Fiscal Management

- Supports the Committee's development of annual budget;
- payment of routine expenses;
- explore additional funding opportunities to ensure continued funding for the Administrator position, and
- assist in preparation and submission of appropriate ATFS Education and/or Capacity Building Grants to achieve Pennsylvania's Tree Farm Certification strategic goals; and
- apply for other appropriate grant funding.

Communications Coordination

- serves as primary source of contact for state program inquiries from landowners, mills, foresters, and other stakeholders;
- responds to landowner inquiries and requests for inspection within five business days;
- receives mail for the Committee and forwards it as appropriate to the Committee Chair;
- sends correspondence, as needed, to Certified Tree Farmers and Certified Tree Farm Inspectors;
- serves as point of contact between the Committee Farm Certification Committee and
 - the PFA Executive Committee
 - the American Forest Foundation
 - the American Tree Farm System

Records Management

- Maintains a current data base of certified, recertified, and Pioneer tree farms for PFA, AFF, and PTFC;
- Maintains an archive of important Committee documents including minutes and other important documents
- Completes required sample and 021 forms by implementation of timely distribution of annual inspection forms and periodic follow-up with Area Chairs and inspecting foresters;
- Provides timely data entry and data maintenance for inspector training, inspections and other certification related information; and
- Protects the security of ATFS data.

Monitor Compliance Requirements

- Submits ATFS State Program Reporting Packet and any grant reports by stipulated deadlines;
- Follows American Forest Foundation (AFF) and ATFS logo use rules;
- Ensures the Pennsylvania State Tree Farm program conforms to ATFS certification requirements and implements agreed upon corrective actions related to the ATFS third party assessments;
- Where agreeable to both parties, permits document design and use that displays co-sponsor logo(s) and the AFF and/or ATFS logos; and

- Distributes official ATFS signs to certified tree farmers.

Capacity Building

- Cooperate and partner with the ATFS Program Resource Manager to build volunteer capacity.

Outreach and Promotion

- Assist PATFC with the professionalization and production of publications and other outreach to state Tree Farmers and inspectors;
- Cooperate with and support AFF test messaging to forest owners including helping reinforce messaging to Tree Farmers with the communications they use with woodland owners;

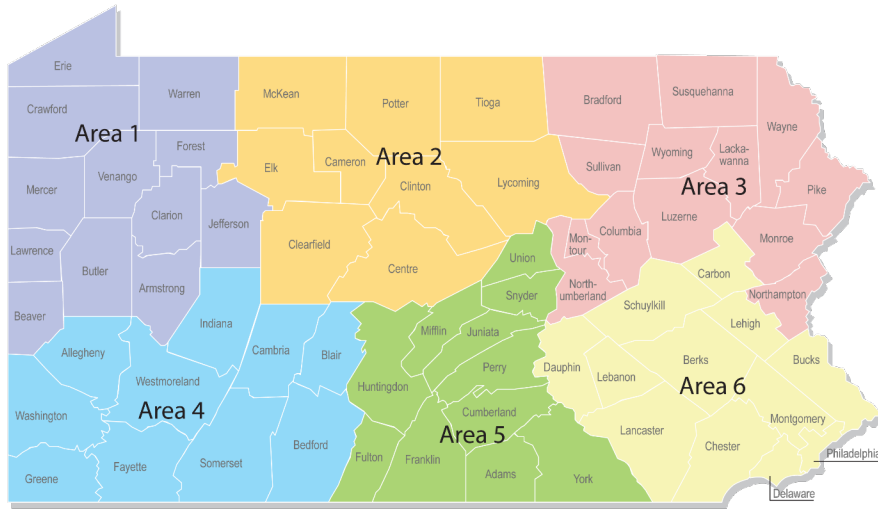
Provide Logistical Support

- schedule and participate in quarterly PATFC meetings;
- assist state committees with Outstanding Tree Farmer of the Year and Outstanding Inspecting Forester of the Year contest submissions;
- Provide support to PATFC to maintain an active inspector corps including training, data entry, maintenance, and communications;
- Provide administrative and logistical support as needed for the third-party assessments;
- Participate in ATFS leadership activities including but not limited to quarterly conference calls and National Leadership Conference, and report to PATFC on same;

New Landowner Strategies – Membership and Message Testing as follows:

- Cooperate with and support AFF testing of fee-based membership model;
- Assist AFF in training volunteers and inspectors in AFF messaging; and
- Assist AFF in identifying and training individuals to participate in Grasstops Policy and Advocacy.

F. Certification Areas



G. Template for the Agenda Format—Long Form

Insert Time to left of each agenda component. Insert time for breaks, as appropriate, given the time and length of the meeting

Date & Location

Executive Committee Meeting (held immediately prior to full committee meeting)

Call to order, welcome, introductions (Chair)

Acknowledgement of Anti-Trust Statement (Secretary)

Tree Farm supports a commitment to full compliance with all antitrust laws, whether of state or federal jurisdiction, and believes that an active education program to acquaint members with the requirements of these laws will foster productive association work while promoting free enterprise. At Tree Farm meetings, there shall be no discussions related to prices or terms of purchase or sale of products or of other matters that may inhibit the competitive workings of the free market. The meeting secretary or anyone in attendance may interrupt the meeting if at any time he or she feels discussion is creating the possibility of an anticompetitive situation or the appearance of one.”

Reading of List of Voting Members and Verification of Quorum (Secretary)

If formal votes are to be taken on Committee decisions/actions, a list of voting members should be read at the beginning of the meeting and, for purposes of establishing a quorum, only voting members should be counted.

Reading and Approval of Minutes (Secretary)

Treasurer’s Report (Treasurer or Chair)

Old Business

- Item 1
- Item 2
- Item 3

Lunch Break and Committee Meetings

Committee Reports

New Business

Identification of old business or tabled items to be identified for inclusion in the agenda for the next meeting.

Calendar & Adjourn

H. Template for Agenda Format—Short Form

Insert Time to left of each agenda component. Insert time for breaks, as appropriate, given the time and length of the meeting

Date & Location

Call to order, welcome, introductions (Chair)

Reading of Anti-trust statement (Secretary)

Reading of List of Voting Members and Verification of Quorum (Secretary)

Reading and Approval of Minutes (Secretary)

Chair Report

President's Report – PFA President or representative

Treasurer's Report: PFA Treasurer

Action Items

Information Items

Reports

Vice Chair Report

Past Chair Report

Program Administrator Report

Communication Liaison Report

Grasstops Advocacy Report

Certification Inspector Report

Inspector Training Coordinator Report

Area Chair Reports

Data Base Manager Report

Outreach Liaison Report

Legislative Update Report

Bureau of Forestry Report

NRCS Report

USFS Report

SFI Report

Publications Liaison Report

New Business

Calendar & Adjourn

V. RESOURCE/REFERENCE MATERIALS

A. Memorandum of Understanding between Pennsylvania Forestry Association and American Forest Foundation

Under review by PFA President. Contact Program Administrator for current copy.

B. Pennsylvania Forestry Association--2019-2020 Committees and Task Forces⁷

Annual Meeting Committee - Co-Chairs Julianne Schieffer and Linda Finley, Nancy Baker, Matt Sampson, Mark Ott, Gay Thistle, Harold Thistle

The Annual Meeting Committee is charged with planning, organizing, and conducting PFA's Annual Meeting. This committee critiques each Annual Meeting and recommends future Annual Meeting locations/venues, as well as changes, improvements, and suggestions to the Board so that the Annual Meeting can be more relevant to the membership and be an incentive to attract new members.

Awards Committee – Co-Chairs Robb Piper and Jim Finley, Scott Weikert

The Awards Committee solicits and evaluates nominations. Also selects and presents the Sandy Cochran Outstanding Educator Award and the Joseph T Rothrock Outstanding Conservationist Award at the annual meeting. Nominations are due by August 1st.

Big Tree Committee – Chair Kevin Love, Gene Odato, Mike Powell.

The committee is responsible for updating and managing the PA Big Tree Listing.

Bylaws Committee- Roy Siefert, Immediate Past Chair

The Bylaws Committee periodically review and suggests changes to the Association's bylaws.

Conservation Banquet Committee – Chair Mark Ott, Linda Finley, Mike Powell, John Laskowski, Julianne Schieffer, Randy White, and Roy Siefert.

This committee works to organize, manage, and conduct the Annual Fund-Raising Conservation Banquet each March.

Education & Communications Committee – Co-Chairs Linda Finley and Nancy Baker; Carol Alerich, Reneé Carey, Jim Finley, John D. Laskowski, Marc Lewis, Andrew Duncan, and Matt Sampson; Tree Farm Committee Members who are liaison with Ed & Com Committee: Maureen Burnham, Gay Thistle and Susan Benedict.

The PFA's Education and Communication Committee, with the assistance of Versant Strategies staff, generates a variety of messaging products (the quarterly *Pennsylvania Forests* magazine; the monthly *News You Can Use* e-newsletter, e-blasts, Facebook posts and press releases) to deliver information about the organization's mission and activities in promoting sound, science-based forest management and stewardship of the resource to both its members and the public.

Government Affairs Committee - Co-Chairs Susan Benedict and Jim Walizer, Richard Lewis

This committee tracks and reports on legislation and regulatory changes that impact Pennsylvania's forests and forest owners.

Finance/Investment Committee – Co-Chairs Roy Siefert and Dave Alerich, Richard Lewis, Mark Ott, Gene Odato, and Gay Thistle.

The Finance/Investment Committee proposes an annual budget to the Board of Directors for the upcoming year at the last board meeting in the current year. The Committee also reviews the treasurer's

⁷ Mark Ott, President of PFA serves ex officio on all committees.

reports and monitors additional board spending and income. The Committee selects, manages, and reviews the Association's investments with professional assistance from the investment firm holding PFA assets.

Forest Heritage Committee – Co-Chairs Peter Linehan and Wayne Kober, John Bitzer, Jack Graham, Mike Klimkos, Richard Lewis, Randy White, Bill Parr, Travis Pugh, Linda Finley, Wayne Bender and Roy Siefert.

The Forest Heritage Committee works to preserve and showcase the heritage of forest conservation and forest fire protection in Pennsylvania. The Committee manages a Discovery Center celebrating Pennsylvania's pioneers in forest stewardship—past, present and future.

Membership Committee – Chair Ken Manno, Gay Thistle, Mike Eckley

This committee recommends and implements projects and activities designed to increase PFA membership.

Memorial Forestry Education Fund Committee – Chair Mike Powell, Roy Seifert, Susan Lacy,

This committee manages the process (receives project funding requests, approves project funding, and solicits and receives project reports) for forestry educational project funding provided by PFA.

Nominating Committee – Chair Marc Lewis, Linda Finley, Rachel Reyna, Gene Odato, Rob Piper.

The Committee establishes a slate of officers and board members, and develops a ballot, prior to the election.

Outreach Committee – Chair Matt Sampson, Julianne Schieffer, Reneé Carey, Linda Finley, Nancy Baker, Dave Twining, Roy Siefert, Jean Devlin, Gene Odato, Ken Manno, Gary Gilmore, Dave Jackson, and Richard Lewis.

The Outreach Committee works to engage individuals and associations outside of the organization in strategic alliances that further the goals, objectives, and policies of both organizations. The Committee also recommends and implements projects and activities that show the promise of improving on the ground sustainable forest management or improving the public understanding of the management of Pennsylvania's forests.

Tree Farm Committee – Chair John Hoover, Vice Chair Maria, Piantianida, John and Melissa Gregor, John and Maureen Burnham, Dave Alerich, Susan Benedict, Gary Gilmore, Dave Jackson, Jim Walizer, Linda Finley, Nancy Baker, Dave Trimpey, Bob Merrill, Robin Wildermuth, Tom Fitzgerald, Steve Leventelis, Bob and Jane Slagter

Immediate Past Co-Chairs: Gay and Harold Thistle

The Committee manages the Tree Farm Program in Pennsylvania including; developing and recommending and annual committee budget, providing broad technical support, supporting field inspections, updating the national database, and coordinating outreach and education.

Tree Farm Deer Impact Task Force – Caleb Wright, Dave Jackson, David Steele, Gay Thistle, Harold Thistle, James Kilgore, Denise Kilgore, David Twining, Mark Ott, Richard Lewis

PFA-PATFC Family Forest Carbon Task Group – Caleb Wright, Gay Thistle, Harold Thistle, Joshua Parrish, Julianne Schieffer, Mark Fajerski, Matt Sampson, Michael Eckley, David Twining, Mark Ott, Susan Benedict, Nancy Baker, Richard Lewis

C. Pennsylvania Forestry Association Bylaws⁸

(As approved on September 28, 2013, submitted for approval October 28, 2017)

ARTICLE I – Membership Dues

Section 1

The Board of Directors shall establish categories and criteria for membership in the Pennsylvania Forestry Association (hereinafter PFA) as it deems appropriate.

Section 2

The Board of Directors shall determine the dues necessary to efficiently operate the PFA. Said dues shall be assessed by the Board of Directors for the membership in a manner that the board deems appropriate.

Section 3

The Board of Directors may establish such honorary or other non-dues paying memberships as it deems appropriate.

Section 4

If any member shall fail to pay the dues required by these bylaws, then, upon thirty (30) days written notice to the member then in default, membership in the PFA will be terminated.

ARTICLE II – Board of Directors

Section 1

The Board of Directors is vested with the responsibility to manage the affairs and conduct all business of the association. Effective Board membership requires faithful attendance at Board Meetings. After missing two consecutive Board Meetings, a board member may be subject to removal from the Board by a majority vote of the Board.

Section 2

The Board of Directors shall consist of twenty-three (23) members.

Eight (8) shall be ex-officio members: President, Vice President, Secretary, Treasurer, Immediate Past President, Forest Landowner Association Representative, Student Representative, and the Tree Farm Committee Chairman.

Fifteen (15) members shall be elected for terms of three (3) years and one-third shall be elected at each annual meeting.

The fifteen (15) directors shall be representatives of (a) business and industry, (b) forestry and associated agencies, and (c) private forest landowner/ public. No category shall be represented by more than one-third (1/3) of the fifteen (15) elected board members then in office.

⁸ Provided by Pennsylvania Forestry Association Administrative Office.

Section 3

For the purpose of the preceding section, the categories referred to shall mean:

- (a) Business and Industry. Pulp and paper, lumber, sawmill, logging, coal, water, power and light, railroad, consulting foresters, and such other industrial classifications as the Board of Directors may determine from time to time.
- (b) Forestry and Associated Agencies. Government agencies, including wildlife and forestry agencies, technical societies, schools and other such educational forestry or agricultural affiliates and others that the Board of Directors may determine from time to time.
- (c) Private Forest Landowner/Public. Private forest landowners, recreational and conservation groups having concerns for forestry and conservation in Pennsylvania, and others that the Board of Directors may determine.

Section 4

The Board of Directors shall have authority to fill all vacancies among officers and its members for their unexpired term of office. Individuals to fill such vacancies shall be recommended by the President and Nominating Committee Chairman and filled by a majority vote at any board meeting.

Section 5

The President shall recommend, subject to approval by the Board of Directors, a board member representing each one of the three categories of membership in addition to the Vice President, Secretary, Treasurer and Immediate Past President that will constitute an Executive Committee totaling 7 people.

Section 6

The Executive Committee shall have the responsibility to manage the affairs and conduct all business of the PFA between meetings of the Board of Directors. The Board of Directors, by resolution, may limit the authority of the Executive Committee. Further, the Executive Committee shall have no power or authority as to the following:

- (a) The submission to members of any action requiring approval of members under the PA Nonprofit Corporation Law of 1972, as amended.
- (b) The filling of vacancies in the Board of Directors.
- (c) The adoption, amendment, or repeal of the bylaws.
- (d) The amendment or repeal of any resolution of the Board of Directors.
- (e) Action on matters committed by the bylaws or resolution of the Board of Directors to another committee of the board.

Section 7

The Executive Committee shall submit, to the Board of Directors, a full report of its activities between meetings of the Board of Directors.

ARTICLE III – Officers

Section 1

The officers of the PFA shall be a President, a Vice President, a Secretary, and a Treasurer. All shall be elected at the annual meeting by a majority of the members that have voted.

Section 2

The officers shall assume their duties on the day of their election and shall serve for two years or until their respective successors are elected to take office.

ARTICLE IV – Duties of Officers

Section 1

It shall be the duty of the President to preside at all regular and special meetings of the PFA and the Board of Directors, and to perform other such duties as provided by the bylaws and directed by the Board of Directors. He/she shall be an ex-officio member of all committees.

Section 2

It shall be the duty of the Vice President to assist the President in the performance of his/her duties when called upon to do so. In the absence of the President, the Vice President shall preside at the meetings of the PFA and the Board of Directors. He/she shall perform other duties as may be assigned to him/her by the President or Board of Directors.

Section 3

It shall be the duty of the Treasurer or his/her designee to supervise the collection of all monies, except those hereinafter provided, and to issue proper receipt for same. It shall be his/her duty to disclose the financial status of the PFA to the members and the Board of Directors at the annual meeting and upon the request of the President. Upon his/her leaving office for whatever reason, he/she shall turn over to his/her successor, or to the President, all funds and property in his/her possession, which rightfully belongs to the PFA. It shall be his/her duty or the duty of his/her designee to pay all bills legally charged to the PFA. He/she shall be bonded in the amount fixed by the Board of Directors. It shall be his/her duty to file the necessary reports with the appropriate governmental bodies.

Section 4

It shall be the duty of the Secretary to supervise the recording of minutes of all Annual, Board and Executive Committee Meetings. The Secretary shall make a permanent copy of the minutes, keep one copy in his/her possession and deliver one copy to the possession of the executive director which copy shall be maintained in the office of the executive director as a permanent record. The Secretary shall have such powers, and shall perform such other duties as the Board of Directors may designate to him/her.

ARTICLE V – Executive Director or Association Management Firm

Section 1

The Board of Directors is empowered to create the position of Executive Director or contract with an association management firm. The executive director or association management firm shall perform the duties assigned by the Board of Directors.

ARTICLE VI – Committees

Section 1

Except for specific committees provided for in these bylaws, all committees shall be designated and the membership thereof appointed by the President with the approval of the Board of Directors.

Section 2

A Nominating Committee shall be appointed by the President, not less than six months prior to the annual meeting, and its report shall be included with the notice of the meeting. The committee shall nominate qualified members for all vacant offices and Board of Director positions.

Section 3

The Board of Directors by resolution shall direct the duties of each committee.

ARTICLE VII – Meetings

Section 1

Each annual meeting of the members shall be held at the time and place recommended by the Annual Meeting Committee and approved by the Board of Directors. The election of officers and directors and the presentation of reports shall take place at the annual meeting.

Section 2

Special meetings of the membership may be called at any time by the Board of Directors, by the President, or upon written request of twenty members. At least two weeks written notice or publication in the PFA's official magazine shall be given of any meetings. Twenty members shall constitute a quorum.

Section 3

The Board of Directors shall hold two to four meetings each year. At least two week's written notice shall be given of any meeting. The number of Board members present at any properly advertised meeting shall constitute a quorum.

Section 4

Special meeting of the Board of Directors or the Executive Committee may be called at any time by the President or upon written request of five (5) members of the Board of Directors or the Executive Committee. At least two weeks written notice shall be given of any special meeting which shall specify the purpose of said meeting.

Section 5

Electronic voting (e-mail, telephone) will be permitted for a special meeting of the Board of Directors or the Executive Committee as called by the President. Two weeks will be allotted to receive an electronic vote. If no vote is received within two weeks, it will be considered a vote in the affirmative.

ARTICLE VIII – Amendments

Section 1

Amendments to these bylaws may be made at any annual or special meeting of the membership by majority vote. No amendment may be made unless notice of intent to amend these bylaws is presented to the membership at least thirty (30) days prior to the annual or special meeting.

Section 2

This organization is organized exclusively for charitable, educational and scientific purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code.

Notwithstanding any other provision of these articles, this organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal income tax under Section 501 (c)(3) of the Internal Revenue Code of 1954 (or the corresponding section of any future United States Internal Revenue Law) or (b) by an organization, contributions to which are deductible under Section 170 (c)(2) of the Internal Revenue Code of 1954 (or the corresponding section of any future United States Internal Revenue Law).

Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations as said Court shall determine which are organized and operated exclusively for such purposes.

D. Key Facts and Figures about Pennsylvania's Forests and Forest Owners⁹

Pennsylvania's forests and woodlands are an amazing resource that provides untold economic, ecological, and social value to the state's citizens and beyond. While the average citizen believes the state owns most of the forest, in reality seven of ten acres is privately owned. The decisions these owners make today do and will greatly affect all the values we receive as benefits from our forests now and in the future.

Pennsylvania Land Cover:

- Total acreage 28,991,096 acres (45,299 square miles)
- 92.9% Rural land cover (forests, fields, and water)
- 7.1% Suburban and Urban (cities, towns, roads)
- Unique Forest Related Land Uses or Conditions
 - 83,184 miles of river and streams
 - 30,000+ acres of true Old-Growth forest
 - 42% (7.4 million forested acres) considered interior forest habitat, 300 feet from a road or edge

Pennsylvania Forest Facts:

- Forest History:
 - Penn's charter called for the reservation of 1 acre of forest for every 5 cleared
 - Highest historic percent forest cover 90% (1630, pre-settlement)
 - Lowest historic percent forest cover 32% (9.2 million acres, 1907)
 - Forest cover relatively constant since 1965, slight decrease starting 2004
 - First sawmill, 1662
- Forests cover 59% of Pennsylvania (16.58 million acres)
 - 29% Public Forests (Federal, state and local) 4.58 million acres
 - 69.4% Private forest owners 11.5 million acres
 - Forest Composition
 - Mixed oaks and Northern hardwoods are the most common forest types
 - Stocking, density of trees, is declining (disease, insects, weather, cutting)
 - Statewide, seedling and sapling stage (<5 inches) forest areas are declining
 - Statewide, forest areas with large trees (>11 inch, hardwoods) are increasing
 - 10 most common tree species in order by total numbers (all size classes): 1. red maple, 2. black birch, 3. black cherry, 4. beech, 5. sugar maple, 6. hemlock, 7. white ash, 8. red oak, 9. chestnut oak, 10. black gum
- Private Forest Landowners (PFLs):
 - Population 12.5 million people, 4,770,000 households
 - PFLs Estimated at more than 738,000 private forest owners (~ 1 in 7 households)
 - Average ownership size: estimated at 15.6 (±0.9 acres) acres
 - Average tenure: estimated at 7 to 13 years
 - Average age: 59 years old
 - Principle objectives: On a scale of 1 to 5 (with 1 being very unimportant and 5 being very

⁹ The Center for Private Forests will be conducting a survey of woodland owners in 2021. When the results of the survey become available, this Item should be replaced with current information. The old information should be added to archives.

important), landowners were asked to rank their reasons for owning forestland. “To enjoy wildlife” received the highest score among PFLs (4.3), closely followed by “solitude” (4.3), “enjoyment of owning forestland” (4.2), and “camping, walking, or recreation” (3.8). “As an estate to pass on to my children” (3.6) follows along with “it came with the property” (3.5), labeled “incidental” in Figure 5. Personal uses of the property, such as “personal uses of wood, such as firewood” (3.2), “hunting opportunities” (3.1), and “Non-timber forest products” (2.7), ranked relatively low. At the bottom of the list were income related objectives such as “land investment” (2.3), “growing trees for sale” (2.2), and “income other than from selling timber” (2.2).

- Only 28.5% of PFLs report hiring a forester
- Written Management Planning:
 - 4% of PFLs have a written management plan
 - 9% of PFLs who have harvested trees commercially have a management plan

Pennsylvania Challenges:

- Urban sprawl (i.e., forest and farm loss, current estimate is 300 acres daily)
- Invasive plants (e.g., garlic mustard, tree of heaven, Japanese stilt-grass)
- Invasive insects (e.g., gypsy moth, emerald ash borer, hemlock wooly adelgid)
- Invasive diseases (e.g., chestnut blight, Dutch elm disease, sudden oak death)
- Forest regeneration (i.e., competitive plants, white-tailed deer)
- Energy development (i.e., natural gas, biomass)
- Harvesting practices (i.e., select cutting, high-grading, diameter cutting)
- Parcelization (e.g., estate planning, subdividing forests)

E. National and State Forestry- Oriented Organizations

Pennsylvania Tree Farm Program – Tree Farm inspectors voluntarily inspect private woodlands providing management advice and recommendations. Landowners meeting the minimum standards become “certified” as sustainably managed forests.

Phone: 724-977-0867

E-mail: patreefarm@gmail.com

Web site: www.patreefarm.org

Pennsylvania Forestry Association – The nation's oldest grass roots forestry organization encourages management of all the Commonwealth's forests.

Phone: 1-800-835-8065

E-mail: thePFA@paforestry.org

Web site: www.paforestry.org

Sustainable Forestry Initiative of Pennsylvania – Voluntary, industry-driven program to enhance forest management decisions through logger, forester, landowner, and industry outreach.

Phone: 888-734-9366

E-mail: pasfi@sfiopa.org

Web site: www.sfiopa.org

Pennsylvania Bureau of Forestry – Offers a range of information and technical assistance to woodland owners

Phone: 717-787-2106

E-mail: PaForester@pa.gov

Web site: www.dcnr.state.pa.us/forestry/privatelands.aspx

Penn State Natural Resources Extension – Forestry and wildlife information and educational programs

Phone: 800-235-9473

Web site: <http://ecosystems.psu.edu/extension>

Phone: 814-863-0401

Email: RNRExt@psu.edu

Penn State Center for Private Forests - applied research, education and outreach to students, forest landowners, the forest-products industry, loggers, conservation districts, agencies, land trusts, nongovernmental organizations and the public

Web site: www.ecosystems.psu.edu/research/centers/private-forests

Pennsylvania Game Commission – Wildlife Diversity Biologists provide guidance to landowners to manage their property for wildlife.

Phone: 717-783-7507

Web site: www.pgc.state.pa.us

<http://www.portal.state.pa.us/portal/server.pt?open=514&objID=620396&mode=2>

Pennsylvania Forest Stewards – Trained volunteers share forest resource understanding

through peer-to-peer education and outreach.
Phone: 800-235-9473
E-mail: RNRExt@psu.edu
Web site: www.paforeststewards.cas.psu.edu

Pennsylvania's Woodland Owner Associations – 21 independent associations across Pennsylvania provide educational opportunities for members and people in the local communities on forest related topics.
Phone: 800-235-9473
E-mail: RNRExt@psu.edu
Web site: <http://ecosystems.psu.edu/research/centers/private-forests/outreach/woodland-owners-associations>

Natural Resource Conservation Service, Farm Service Agency – These two agencies administer USDA Farm Bill programs for woodland owners interested in technical and financial assistance for conservation practices in their woodlands.
NRCS Phone: 717-237-2100
NRCS Web site: www.pa.nrcs.usda.gov
FSA Phone: 717-237-2117
FSA Web site: www.fsa.usda.gov

Pennsylvania Land Trust Alliance – Provides basic and in-depth guidance and resources on conservation topics and tools including model conservation easements and is the umbrella group for land trusts and conservancies in Pennsylvania.
Phone: 717-230-8560
Web site: www.conserveland.org
Email: info@conserveland.org