



Meeting Minutes

Tree Advisory Board (TAB)

Wednesday, 10 April 2024

6:30 PM

Virtual via Zoom

Joint Meeting with Sustainability Advisory Board
Link to Watch or Comment Virtually:

1. Call Meeting to Order - 6:34 pm

2. Roll Call and Verification of Quorum

- A. Leanne Vielehr, Present
Brian O'Connor, Present
Toby Hopp, Absent
Jane Hilleren, Present
Patricia O'Donnell, Present
Jason Shimmel, Present
Amanda Westendorf, Present
- B. Erie Council Liaisons: Andr w Sawusch and Emily Baer
- C. Town Staff: Tom Read
- D. Guests: Claudia Smelko (Future TAB Board Member) and SAB Members: Justin Benore and Mackenzie McClaskey

3. Approval of the Agenda

- A. Agenda modification
 - a) Motion: Jason
 - b) Second: Patty

4. Approval of Previous Meeting Minutes

- A. Approval of the March, 2024 Minutes:
 - 1) Motion to Approve: Amanda
 - 2) Second: Jason
- B. Brian sends approved minutes to Erie Town Clerk

5. General Business

- A. *Public Comment and Non-Agenda Items*
 - 1) *none*
- B. *2024 Arbor Day/Earth Day Celebration (guest presenter Claudia Smelko)*
 - 1) *April 27, 2024, 10am-1pm*
 - 2) *Map- Eryka and Tom are marking up changes and will provide updates to Leanne to update the map and table assignments*
 - 3) *Site Visit was occurred yesterday and was productive*
 - 4) *Boy Scouts will be there to help exhibitors set up tables and do flag ceremony*
 - 5) *Jane put up a bunch of posters. Send email with list of remaining businesses. Jason can help distribute the remaining businesses in Old Town. Also need to hit businesses on Erie Parkway and County Line. Tom can print more posters too.*
 - 6) *Exhibitors:*
 - *4 food trucks confirmed*
 - *Approx. 30 private exhibitors and 10 Town groups*
 - 7) *Back up location:*
 - a) *Library - Can set up on Friday evening and Saturday morning*
 - *Jane to send Library contact to Tom since she'll be out of town to let them know if we'll be using the space*
 - b) *Still have Rec Center space too*

- 8) Raffle Prizes:
 - a) Have 2 rounds
 - b) Tom and Eryka can organize/bundle the prizes and we'll divide it up to 10-12 prizes each round
- 9) 5th Grade Poster Winners
 - a) Amanda picked up the posters from the 4 schools that participated.
 - b) Brian will communicate with the Principals of each school to let students know if they want to come to Arbor Day
 - c) Prize (4) \$50 Amazon gift cards
 - d) Tom shared poster images to Ashley to put on a poster for sandwich board display and on Rec Center lobby TV
- 10) South parking lot will have 4 food trucks (3 food trucks and 1 ice cream truck), EV cars and eBikes
- 11) Schedule of Events:
 - a) Add an announcement about the Author of the book doing a reading of her book. Might make sense after poster winner announcement. Ask her if she wants to read over the microphone or read it in the kids area.
 - b) Removing the tree planting demonstration
 - c) Tom still wants to kick it off with the ceremonial tree planting. Mayor is welcome to make remarks but no obligation
 - d) Tom to share final schedule
 - e) Leanne will MC the event and Tom to provide the final schedule a couple days ahead of time.
 - f) Congressman Neguse has been invited and a representative may attend.
 - g) Tom can make the announcement about our Tree City USA status and promotion to Silver. Tom can provide that criteria/information for the TAB table if anyone has questions about it.
- 12) Amanda received an email from Red Hawk asking if they could help plant trees for Earth Day. Tom is willing to come plant trees on their campus or facilitate a day to plant trees in a Town Park. Town will pay for trees. He's prefer to organize that separate from Arbor Day. Amanda will forward email to continue the coordination.
- 13) Andrew will email Town Clerk to notice the event since more than 2 Council members will likely be present.
- 14) 150 Tree Give Away
 - a) Take submissions through end of Arbor Day event
 - b) Will make announcements throughout the day
 - c) Tom to have Gabby create a QR to entry form
 - d) Current 821 entries and ~660 have opted in to the future newsletter/TAB communication
 - e) Tom will have an email sent to those who have opted into communication a reminder about Arbor Day
- 15) Tables/Chairs-
 - a) Vendor dropping off at 8am and Town staff will help put tables/chairs out
 - b) Vendor will pick up tables and chairs 1 hour after event ends
- 16) Day of Responsibilities
 - a) Tom and Eryka created list for volunteers
 - b) South parking lot will be coned off.
 - c) Volunteers will wear orange vest and clip boards with table assignments.
 - d) SAB has divided up their volunteers for early and late shifts
 - e) Volunteers:
 - Vendor Greeter: Patty
 - South lot wrangler: Sustainability staff?
 - Set up: Jason, Claudia, Brian, Leanne
 - Tear Down: Emily, Jason, Brian

- MC: Leanne
 - Raffle Table: Emily
 - TAB: Leanne, Brian, Patty, Jason
 - SAB: SAB members
 - Kids Area: TAB member
 - Emerald Ash Bore costume: Brian
 - Waste Station Tear Down: Zero Waste?
- 17) Eryka working on sending an email to all vendors regarding Day Off details multiple times ahead of event.
- 18) Andrew asked if we can open the overflow parking area in the SW corner of Rec Center. Leanne asked if we can also block off the north lot for vendor parking. Likely can't block it off but could consider a sandwich board with a sign that says "Vendor Parking only". Tom to ask about the overflow parking but it's a good idea. Requires some additional staff time to open the overflow area.
- 19) Claudia, Mackenzie and Brian have volunteered to stuff goody bags.
- 20) Tom will print/put Arbor Day sandwich board signs on west side of park.
- 21) Tom to print and bring page 2 and 3 of flyer from Air Fair to give out at Arbor Day. Flyer has QR codes. Tom will also print a handful of Front Range and Town of Erie list.
- 22) Tom to have Ashley print a poster with all the parks highlighted. Will have people put dots on parks for Tree Walks
- C. TAB Newsletter/HOA Blast (guest presenter Claudia Smelko)
- 1) Database creation – currently have ~660 people opted in
 - 2) Send Quarterly, likely starting in summer
- D. Tree Walks
- 1) Last Friday of May, June, Sept. and October
- E. Town of Erie Sesquicentennial Celebration Update/Raffle
- 1) Will close at 1pm on April 27th
 - 2) Winners notified on Monday, April 29th
 - 3) 2 pickup days: May 4th and 11th
 - 4) Winners will be given until a certain date to reach out to Tom if they can't come on one of those days or they forfeit their tree.
- F. Town of Erie Fair (guest presenter Claudia Smelko)
- 1) May 18, 2024, 10 am-4 pm
 - 2) Does TAB want to participate? In the past we have not participated since it is so close to Arbor Day.
 - 3) Participating in a fall event might make more sense.
 - 4) Board voted unanimously to not participate in Town Fair.
 - 5) Erie Biscuit Day (Sept. 21st) might make more sense because we can promote fall Tree Walks
- G. 2023-24 School Outreach
- 1) Emily and Brian to do in-person planting at Vista Ridge Academy on April 16th
 - 2) Brian recommended some changes for the future to help streamline the process, provide set dates ahead of time.
- H. Town of Erie Comprehensive Plan
- 1) Nothing to share, still in information gathering phase, drafts not yet created.
 - 2) Remove from agenda and Leanne will communicate with Brian when there is information to share.
- I. Other business
- 1) None

6. Adjournment – 8:26 pm

- A. Next Meeting: Wednesday, May 8, 2024 at 6:30pm - Virtual via Zoom