

**PRCA ADVISORY BOARD
TREE COMMITTEE**

Annual Meeting and Planning Calendar

January-

1. Meeting

- a. Initiate new committee members
- b. Review current operating guidelines
- c. Review past years committee objectives
- d. Begin discussion on current year objectives
- e. Notify committee members of annual Tree City USA Awards Banquet
- f. Begin planning Arbor Day event in coordinate with PRCA

2. Activities

- a. PRCA begin developing spring tree selection/order/planting locations for committee review
- b. Winter pruning and tree removals
- c. Social Media and promotions of tree program and events

February-

1. Meeting

- a. Review/provide input on spring planting plan from PRCA
- b. Continue assisting with the planning of spring tree program events
- c. Begin developing plans to execute annual objectives

2. Activities

- a. Winter pruning and tree removals
- b. Begin preparing equipment and trucks for summer tree care program
- c. Social Media and promotions of tree program and events
- d. Technical Training for PRCA staff

March-

1. Meeting

- a. Finalize spring tree event details
- b. Support Tree City USA Banquet RSVP
- c. Discussion/work associated with current year committee objectives

2. Activities

- a. Receive and inspect spring tree order delivery
- b. Begin spring planting
- c. Young Tree Pruning/Training

- d. Inspect previous years spring tree plantings for survival/warranty replacements
- e. Social Media and promotions of tree program and events

April-

1. Meeting

- a. None

2. Activities

- a. Arbor Day Tree Program Event
- b. Continue spring planting
- c. Attend Tree City USA Banquet
- d. Social Media and promotions of tree program and events

May-

1. Meeting

- a. Discussion/work associated with current year committee objectives
- b. Committee Professional Development-Educational Series
- c. Review follow year tree program budget/program objectives with PRCA
- d. Review/Evaluate Arbor Day Tree Program Event

2. Activities

- a. Continue spring planting
- b. Prepare for summer watering program
- c. Disease and pest inspection
- d. Social Media and promotions of tree program and events

June-

2.Meeting

- a. None

3.Activities

- a. Watering
- b. Disease and pest inspection
- c. Begin tree inspections and development of fall-winter pruning/removal

RFP

- d. Social Media and promotions of tree program and events

July-August-

1. Meeting

- a. Review fall tree planting plans
- b. Discussion/work associated with current year committee objectives
- c. Committee Professional Development-Educational Series
- d. Begin planning fall tree event in coordinate with PRCA

2. Activities

- a. Prepare fall-winter RFQ

- b. Begin preparing fall tree planting locations and order
- c. Monitor newly planted spring trees
- d. Watering
- e. Disease and pest inspection
- f. Social Media and promotions of tree program and events

September/October-

1.Meeting

- a. Determine following years needs and provide recommendations based on current year committee objectives
- b. Identify committee members rolling off
- c. Begin preparing following year committee recruitment materials

2.Activities

- a. Fall Tree Program event
- b. Receive and inspect fall tree order delivery
- c. Begin fall planting
- d. Inspect previous years fall tree plantings for survival/warranty replacements
- e. Award fall and winter pruning and removal contracts
- f. Begin leaf removal and pick up
- g. Begin current year Tree City USA application and Growth Award application
- h. Social Media and promotions of tree program and events

November/December-

1.Meeting

- a. Interview and select new committee members
- b. Review Tree City USA application and Growth Award applications

2.Activities

- a. Review fall/winter pruning and removal work
- b. Continue leaf removals and pickup
- c. Submit Tree City USA application and Growth Award application