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