
MEMO

Date: January 8, 2024

To: Tree Board

From: Alyssa Jones Wood, Sustainability Coordinator



2024 Arbor Day Memorandum

Issue

The Tree Board is planning for the City of Tumwater 2024 Arbor Day Celebration and this memorandum discusses actions to consider while preparing for it.

Background

The Mayor and City Council will make their annual Arbor Day Proclamation as a special item at their Tuesday, April 16, 2024, regular meeting.

The City of Tumwater 2024 Earth Day and Arbor Day Celebration will be Saturday, April 20, 2024, at Tumwater Historical Park. The event will be held from 10 am to 12 noon. In the past, the Tree Board has started the Arbor Day Celebration one hour after the Earth Day event has begun. This year the Parks and Recreation Department has requested that both events happen at the same time to reduce confusion.

Set up for the Arbor Day event will begin at 9:00 AM at the large picnic shelter. Parks and Recreation Department staff will help with setting up the tables and hanging banners. We will be able to use the front of the picnic shelter with a couple of picnic tables for the Tree Board materials.

The Sustainability Coordinator will send the City Communications staff an updated event description and will ask them to contact the School District to advertise.

The Tree Board was not provided a budget line item with allocated funding in the 2023-2024 biennial budget. The Sustainability Coordinator has earmarked up to \$1,000 from the overall Sustainability Budget to be used for this event.

At the event, residents can take home Arbor Day memorabilia, free native plant seedlings for the first sixty to one hundred people and have the opportunity to ask tree professionals about the proper care and planning of trees.

The Arbor Day celebrations are also intended to raise awareness of the Urban Forestry Management Plan (UFMP). We will have a UFMP brochure available.

The City Communications Department will publicize the event.

Actions for the Tree Board to consider

1. Confirm the timing for the Arbor Day portion of the event.
2. Decide on what will be done at the event:
 - a. Decide on the plant species to offer.
 - b. Determine what vendors may be able to provide more resilient stock based on the recent climate change vulnerability presentation provided to the Tree Board.
 - c. Review the list of handouts and other giveaway materials that were handed out last year, what is on hand for 2024, and determine what needs to be ordered by staff.
3. Review the draft 2024 Arbor Day Proclamation.
4. Work out volunteer staffing by the Tree Board for the event.
5. Potential Tree Planting in coordination with other Parks & Recreation Department activities.

Schedule

- Monday, January 8, 2024: Tree Board initial discussion of Arbor Day event.
- February 2024: Sustainability Coordinator to schedule public outreach activities for the event with City Communications and Parks and Recreation Staff.
- February 2024: Sustainability Coordinator orders plants and any additional materials needed for handouts.
- Monday, February 12, 2024: Tree Board reviews and finalizes handout with plant information.
- Monday, March 11, 2024: Tree Board discusses Arbor Day event if needed.
- Monday, April 9, 2024: Tree Board discussion of final details for the Arbor Day event.
- Tuesday, April 16, 2024: City Council approves Arbor Day proclamation.
- Saturday, April 20, 2024: Earth Day and Arbor Day event.

Feedback Provided Re: 2023 Arbor Day

From Board Member Sedore:

1. Response to Publicity.

-
- In your opinion, what was the most effective form of publicity? I forgot to ask people how they learned about the event.
 - Perhaps we can use the “Pledge” addresses to analyze where people came from.
2. Follow Up
- What is the plan for following up by communicating with the pledge signers?
3. Tree Board Turn Out
- I’m surprised that more Tree Board members weren’t there (4/7). In the past, I believe all the Tree Board members attended. I think we took a picture of the entire Tree Board at the event last year (2022).
 - In my opinion, it would be good for 1 Tree Board member to have lead responsibility for the Arbor Day with your support. This would relieve you of some logistics work like setting up, getting the seedlings, and inviting other groups. It would also increase the “investment” of one of the Tree Board members.
4. Plant Selection
- We had problems with the suppliers providing with they agreed to.
 - I think the quality of what we got was good. Can you assess the value (price/tree). In your opinion, did the City get a good deal on the price? The wildflower seeds were very popular.
 - I think we had enough trees. As I recall, the only surplus trees were a few Wester Redcedar and Vine Maples. We ran out of seed and could have given away more.
 - I suggest that next year we have, from the Tree Board approved website:
 - A large evergreen tree
 - A large deciduous tree
 - A small evergreen tree
 - A small deciduous tree
 - A small evergreen shrub
 - A small deciduous shrub
 - A variety of native wildflower seed
5. Paper Giveaways
- Posters: the posters were popular. We need a better way to display them next year, perhaps hang them with paper clips from the banner? We need some rubber bands for the posters. Perhaps we could use the “Right Tree Right Place” wrist bands for rubber bands.
 - It would have been easier to have the handouts setting out describing each species of the plants, rather than taking these handouts out of the paper bags.

-
- Perhaps we should wait to print the handouts until we know what we are going to get from the supplier.

6. Pledge

- We needed more clip boards and pens.

7. Logistics

- The timing was good. Being there early because Earth Day people were there was a good thing.
- Date was good. Merging with Earth Day was good.
- The facility was good. The covered area was good with tables and parking. It would have been good for the Earth Day people to park further away from the pavilion so the public could park and access the Arbor Day giveaways more easily.

8. Other Elements/activities

- Planting a tree- this is a common Arbor Day event and I saw a tree being planted, but I think it was by the Earth Day people. This was a little confusing for me. In previous meetings we talked about having someone plant the tree who was being recognized for their service to the community. I don't think this was done. The City should record who planted the tree (honorary person), species and variety, date, and GPS location. Add this to the City tree inventory. Look for an opportunity to plant an unusual type of tree.
- Expanding the event – I attended the Governor's tree planting on the State Capitol. This event included Daycare and School children who gave brief presentations about the value of trees. This would be a good addition to Tumwater. In past City events, Don Troper (Oly/Tumwater Foundation) has dressed up as a pioneer and given a brief presentation about the history of Tumwater. Inviting Boy Scout or Girl Scout troops and Native Plant society people to participate would be good.

9. Other

- While looking around the gazebo, I noticed a Chinese-Fir. I've never seen this tree before. Brent is familiar with it. I'll be submitting this as a rare tree for the Heritage Tree list.
- I noticed the dogwood being planted near the gazebo. I think some high schoolers were chosen to plant it. I talked with Chance from the City staff after the tree was planted. Chance said he has a list of all the trees he had planted for the City and a similar list of trees removed. Can you get this list from Chance and ensure that this is added to the City tree inventory?
- Can you ask Chance, and staff who have similar responsibilities, to give you the date, name, and location of any trees they plant to be added to the tree inventory?