

2009 COMMUNITY TREE MANAGEMENT INSTITUTE



CTMI At-A-Glance:

What is CTMI? An advanced training course for employees from Oregon and Washington cities who have tree related responsibilities.

When and Where Is it Held? There are four CTMI 2009 sessions plus Pre-Institute online work. Participants must be able to attend all sessions in order to be accepted into CTMI.

Pre-Institute Online Session - During January and February, 2009

Session I - March 10-12, 2009
Corbett, OR

Session II - May 27-28, 2009
Vancouver WA/Portland OR

Session III - September 15 or 16, 2009
Olympia WA or Eugene, OR

Session IV - November 3, 4, 5, 2009
Eatonville, WA

How Much Does it Cost? The fee for CTMI 2009 is \$595, which includes all course materials, food and lodging costs for sessions I and IV, and meal costs for sessions II and III. Additional travel and lodging are not included.

Who Should Attend? Any local government employee interested in improving the quality of life in their city, keeping their public safe, and reaping the economic, environmental and social benefits that city trees can provide.

WHO IS MINDING YOUR COMMUNITY'S TREES?

Who manages tree issues in your city? Who determines if a street or park tree is hazardous and needs to be removed, or hires someone to evaluate it? Who talks with downtown business owners about the fact that shoppers pay more for goods purchased in business districts with trees than those without? Some cities have a city forester or city arborist position, but in many Oregon and Washington cities, particularly smaller ones, there is someone in the Parks, Planning, or Public Works Department who is the designated "tree person" or "tree manager". It is for this city employee that the Community Tree Management Institute (or CTMI for short) has been developed.

Or what if your city isn't dealing with its tree issues? Take a look around your city for a moment. What is it that makes your city a livable place? What is it that makes residents want to live there, or businesses want to relocate there? Chances are, one of the contributing reasons is that your city is a nice place to live and work due to the presence of trees in your city. Though we often take them for granted, the trees in our cities provide a wide variety of benefits to us. The presence of trees increase property values, and provide many environmental services like clean air and storm water control. In short, the trees in your city are an asset that needs to be managed properly. Without proper management, trees can become a liability for a city. It is for cities with issues like these that CTMI has been developed.

The CTMI is an advanced continuing educational curriculum offered every few years, specifically tailored to the needs of municipal parks, planning, or public works employees who have tree related responsibilities in their city. This year-long course is an intensive training experience covering the technical, managerial, and administrative aspects of managing trees in cities. This training is appropriate for anyone who coordinates community forestry issues, reviews tree plans, issues permits, or inspects trees in your city. Since 1994, over 100 people have completed this course.

The CTMI is one of most innovative and cost-effective training sessions in the Pacific Northwest, and it is now being copied in other states. Inside this brochure you will find more information about how your city can send a representative to be part of the CTMI class of 2009.



QUALIFYING TO BE A PART OF CTMI

You don't need a college degree in urban forestry to attend the CTMI. Participants in previous CTMI courses have come from the ranks of city planners, park management staff, public works employees, tree board staff, horticulturalists, and other similar job classifications. Some CTMI participants spend 10% of their jobs working with trees, and some spend 100%. The purpose of the CTMI is to provide participants with the necessary or additional education, leadership focus, and skills to carry out tree related responsibilities in a more efficient and effective manner. The CTMI is an intensive training opportunity, so your personal commitment, your supervisor's approval, and your city's support are critical. The CTMI is an interactive class, and some out-of-class readings and a community project are other elements of the course requirements.

CTMI 2009 INSTRUCTIONAL STAFF

The instructors for CTMI 2009 will include experienced urban forestry professionals from the Washington DNR and the Oregon Department of Forestry. They will be joined by past CTMI graduates, and urban forestry professionals from the public and private sectors.

CTMI 2009 REGISTRATION FEES

The cost per participant for the 2009 Community Tree Management Institute is \$595.00. Since this fee is already significantly subsidized through the support of the USDA Forest Service, no scholarships are available. This fee covers the following:

- Tuition for the course, including all course materials, books, and curriculum expenses
- Food and lodging costs (double occupancy) at the conference center facilities for Sessions I and IV,
- Food and refreshment costs, room rentals, and local transportation costs for Sessions II and III.

Participants are responsible for their own travel costs to and from the session locations, and any additional lodging related to Sessions II and III if needed. Please note that one session (either I or IV depending on your home state) will involve out-of-state travel.

THE 2009 CTMI COURSE SCHEDULE

The 2009 Community Tree Management Institute consists of pre-institute readings and electronic discussions, and four sessions spread throughout the year. **Participants must attend all four sessions and complete a community project in order to fulfill the requirements of the course.** Sessions I and IV are intensive multi-day sessions in a retreat setting. Session II will be a two-day technical and policy session with a field component. Session III is a field tour to observe a municipal tree management program.

Pre-Institute Readings and Discussions will take place electronically over the Internet biweekly during **January and February, 2009**. Participants must have an email address and access to the Internet.

Session I will be held on **March 10-12, 2009** at the Menucha Retreat Center in **Corbett, OR**. At this retreat setting, you'll get to know other participants and instructors, gain an overview of the CTMI course, and dive into the managerial and administrative aspects of successful urban forestry programs.

Session II will be held on **May 27 - 28, 2009** in the **Vancouver WA - Portland, OR** metro area. This session will cover technical and policy issues in community forestry. Lodging options will be available on both sides of the Columbia River for participants with out-of-state travel limitations.

Session III will be held on **September 15, 2009** in **Olympia, WA**, or on **September 16, 2009** in **Eugene, OR**. CTMI participants will attend one of these locations, not both. This session consists of a field tour of city urban forestry operations and contemporary issues.

Session IV will be held on **November 3, 4, and 5, 2009**, at **Pack Forest, near Eatonville, WA**. The concluding session will look at partnerships, leadership, communications, and urban forestry program sustainability.

Upon completing all sessions of the Community Tree Management Institute, each participant will receive a Certificate of Completion, a notebook of resource materials, and an extensive network of professional contacts. ISA Certified Arborists may also obtain up to 20 recertification credits from attending the CTMI.

CTMI 2009 Is Organized By:



WASHINGTON STATE DEPARTMENT OF
Natural Resources

With Support From:



Financial Sponsor:



THE CTMI CURRICULUM

The Community Tree Management Institute is offered only every few years, and the course content is revised and updated each time to reflect current trends and needs in urban forestry. Local and national urban forestry professionals are called upon to help define the Institute's core curriculum. Upon acceptance into the Institute, each participant will define specific urban forestry-related needs so that the course structure can be further honed to meet those needs. The following themes and subjects are illustrative of the curriculum that will be a part of CTMI 2009:

- ◇ Principles of Urban Forestry Program Leadership
 - Improving community livability through trees
 - Sustainability and green infrastructure
- ◇ Elements of Successful Urban Forestry Programs
 - Writing and administering tree ordinances
 - Community forestry strategic planning
 - Tree inventories and management plans
 - Community Involvement
- ◇ Technical Foundations of Healthy Urban Forests
 - Arboricultural principles
 - Tree risk management policy and legal issues
 - Hazard tree evaluation
- ◇ Addressing Contemporary Urban Forestry Issues
 - Protecting trees during construction
 - Trees and infrastructure conflicts
- ◇ Partnerships that Advance Urban Forestry Programs
 - Working cooperatively with volunteers
 - Organizational dynamics and effectiveness
- ◇ Sustaining a Successful Urban Forestry Program
 - Communicating the costs & benefits of trees
 - Solving community problems with trees

Each CTMI participant will also complete one out-of-class urban forestry project specifically tailored to their community's needs.

Come to the CTMI prepared to be challenged. This training was the first of its kind in the US. The CTMI strives to offer a variety of learning opportunities such as lectures, "hands-on" learning, field trips, small group exercises, large group discussions, and informal networking. You won't just be sitting in a classroom listening to lectures.

Talk to someone who has completed one of the previous CTMI sessions in 1994, 1996, 2000, 2003, 2005, or 2007. Chances are, they still use their resource notebooks, they stay in contact with fellow CTMI graduates, and they still apply what they learned during their CTMI experience. Their city's urban forest is healthier, too.

WHAT PAST PARTICIPANTS SAY ABOUT THE COMMUNITY TREE MANAGEMENT INSTITUTE:

"The CTMI provided me with an arsenal of tools, resources and contacts that has greatly improved my ability to manage the City's urban forest"

— Chris Neamtzu, Planner, City of Wilsonville, OR.

"Since communities are relying on their trees for more than aesthetic beauty, things like improving air quality, assisting in stormwater management, reducing the heat island effects, it important to have knowledgeable staff to deal with these issues. CTMI can provide the knowledge. I still use the CTMI notebook as a resource"

— Rob Crouch, Urban Forester, City of Portland, OR.

"CTMI was one of the best training experiences I have ever had. It addressed urban forestry in a very comprehensive manner, in a logical sequence. I only wish that I could have received this type of training much earlier in my career."

— Alan Haywood, Horticulturist, City of Issaquah, WA.

"The networking was wonderful. There was more reference material than I could cover in a year. The organization of the material and the range of professional and experienced presentations set me up for program development for years to come."

— Robbin Pearce, Conservation Analyst, City of Ashland, OR.

"I was fairly "green" to Urban Forestry and this training equipped me with the necessary skills and resources to pursue a comprehensive program. The classroom lectures, field trips, and real world workshops really made this a rewarding and memorable experience. I've made some great connections and friends through CTMI. I would highly recommend this training."

— Jennifer Shiu, Engineering Associate, City of Tacoma, WA

HOW TO APPLY FOR CTMI 2009

To apply for a slot in the 2009 CTMI, complete the application form on the next page. DO NOT SEND THE APPLICATION FEE WITH YOUR APPLICATION. Successful applicants will be notified with payment instructions and additional registration information after the November 1, 2008 deadline. Space may be limited; apply today.

QUESTIONS?

Questions about the 2009 Community Tree Management Institute should be directed to Paul Ries, Urban and Community Program Manager, Oregon Department of Forestry - (503) 945-7391 email (pries@odf.state.or.us), or to Sarah Griffith, Urban and Community Forestry Program Manager, Washington DNR, (800) 523-8733, email (sarah.griffith@dnr.wa.gov).

2009 COMMUNITY TREE MANAGEMENT INSTITUTE APPLICATION FORM



TO APPLY FOR THE 2009 CTMI, PLEASE COMPLETE THIS FORM. DO NOT SEND THE APPLICATION FEE WITH THIS FORM. IF YOU ARE ACCEPTED INTO THE 2009 CLASS, YOU WILL RECEIVE AN INVOICE AND INSTRUCTIONS.

Name _____ Title _____

Department _____ City _____

Address _____

Phone _____ Fax _____ Email _____

What percentage of your duties are spent dealing with tree issues? _____

What is your city's population? _____ Does your city have a tree ordinance? Yes No

List your college degree if any, and in what field _____

Are you an ISA Certified Arborist ? Yes No In Progress

Years of experience in Community Forestry _____ Years in Current Position _____

Other community forestry training or arboriculture workshops you have attended _____

What do you hope to learn from your CTMI experience? _____

Application deadline for the 2009 Community Tree Management Institute is November 1, 2008.
Return this form to: Urban Community Forestry Assistance Program,
Oregon Department of Forestry, 2600 State Street, Salem, OR 97310