

## 2020 SAF Action Calendar

*updated June 22, 2020*



This SAF calendar has been developed by the SAF Northwest Office to help state and chapter leaders stay organized and aware of key SAF deadlines. Please modify to suit your local needs.

### What To Do In...

#### ONGOING

- Approve goals for the year. Monitor progress quarterly and adjust priorities accordingly.
- Send chapter and state news and photos to state society and chapter webmasters and social media coordinators.
- Get to know your SAF district board director and ask her/him to update your membership on SAF National initiatives.
- Spend some time and effort on recruitment and retention efforts. Visit your state society dashboard to find your new members, lapsed members, and demographic information. Send a welcome letter to your new members. Make personal contact with lapsed members and ask them to continue their membership in SAF. Contact SAF Director of Membership Steven Glover at [glovers@safnet.org](mailto:glovers@safnet.org) for guidance.
- Working on a new policy position statement? Contact Danielle Watson, Director of Policy, [watsond@safnet.org](mailto:watsond@safnet.org), to ensure consistency with national position statements.

#### JANUARY

- Approve goals for the year.
- Jan. 1: Non-renewed members with a 10/31 expiration lapse and cease appearing in the Current Membership Roster; their benefits are terminated. Local unit leadership is encouraged to make personal contacts to encourage them to rejoin. Visit [eforester.org/leadershipcentral](http://eforester.org/leadershipcentral) for a list.
- First week of January contact current members with a paid through date of 1/31 to encourage them to renew.
- State societies and individuals identify Fellow and National Award nominees and work on nominations, which are due March 15. A list of awards can be found at [eforester.org/awards](http://eforester.org/awards).
- Consider nominations for state awards, which are due in March. For Oregon, visit [www.oregon.forestry.org/oregon/awards](http://www.oregon.forestry.org/oregon/awards); in Washington, visit [www.washington.forestry.org/washington-state/washington-state-annual-awards](http://www.washington.forestry.org/washington-state/washington-state-annual-awards).
- If not already completed, finalize state and chapter officers and send officer roster to [membership@safnet.org](mailto:membership@safnet.org). Remember, to gain access to your state society membership dashboard and Leadership Central, updated officer information must be provided. Find a quick link at [www.eforester.org/resources](http://www.eforester.org/resources) (must login with credentials to access page).
- State society responsible for following year's Leadership Conference appoints chair (WSSAF responsible for even-numbered years; OSAF during odd-numbered years).

- Send chapter and state news and photos to state society webmasters and social media coordinators for posting: OSAF, Jeremy Sapp, [jeremy.sapp@weyerhaeuser.com](mailto:jeremy.sapp@weyerhaeuser.com); WSSAF, Marisa Bass, [marisa.bass@afmforest.com](mailto:marisa.bass@afmforest.com), for website, and Candra Burns, [candra@talkingforests.com](mailto:candra@talkingforests.com), for social media; AKSAF, Ken Winterberger, [kwinterberger@gmail.com](mailto:kwinterberger@gmail.com).
- Treasurers close books for the year and start on Form 990 reporting to their respective state society treasurer.
- January 14: *Western Forester* deadline for Jan/Feb/March issue. Contact Lori Rasor, [rasorl@safnet.org](mailto:rasorl@safnet.org).
- Jan. 16, 6-9pm: Washington Forest Products Legislative Reception, Hands On Children's Museum, Olympia. Contact: Wes Tracy, [wes.tracy@weyerhaeuser.com](mailto:wes.tracy@weyerhaeuser.com).
- Jan. 30-Feb. 1: PNW Leadership Conference, Heathman Lodge, Vancouver, WA. Visit <http://www.washington.forestry.org/content/2020-pnw-saf-leadership-conference>

<b>FEBRUARY</b>
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- Feb.1: Non-renewed members with a 11/30 expiration lapse and cease appearing in Current Membership Roster; their benefits are terminated. Local unit leadership is encouraged to make personal contacts to encourage them to rejoin. Visit [eforester.org/leadershipcentral](http://eforester.org/leadershipcentral) for a list.
- Feb. 1: OSAF Special Projects Fund grant applications (up to \$1,500) due to Eva Bailey, OSAF Foresters' Fund chair, [eva.bailey@gmail.com](mailto:eva.bailey@gmail.com). Additional information at [www.oregon.forestry.org/oregon/outreach-and-eduction/special-projects-fund](http://www.oregon.forestry.org/oregon/outreach-and-eduction/special-projects-fund).
- First week of February contact current members with a paid through date of 2/29 to encourage them to renew.
- Chapters and state societies have last year's financial books reviewed in accordance with local procedures. Visit [eforester.org/resources](http://eforester.org/resources) for information on audits and internal financial reviews.
- State society chairs receive 50-year golden member certificates, letters, and pins for distribution at an appropriate venue. Coordinate framing of certificates and other details with the state awards chair. Take a photo and send it to the *Western Forester* and our social media and website contacts.
- February 13: SAF Board conference call. Contact: District 1 Board Member Tom Hanson, [tom.hanson@arborinfo.com](mailto:tom.hanson@arborinfo.com), and District 2 Board Member Mark Buckbee [buckbeefamily@msn.com](mailto:buckbeefamily@msn.com).
- Feb. 15: Foresters' Fund Regular grant (from \$500 to \$1,500) applications due to Lori Rasor, [rasorl@safnet.org](mailto:rasorl@safnet.org), [eforester.org/grants](http://eforester.org/grants). Remember that all applications must be approved by the state society executive committee prior to submitting to national.
- Feb. 15: Submit proposals for the Kurt Gottschalk Science Fund. Visit [www.eforester.org/grants](http://www.eforester.org/grants) for additional information.
- Feb. 17: SAF National, via a telemarketing firm, starts lapsed members call campaign that reaches out to lapsed members. There will be new information coming out in 2021.

- February 25: Student scholarship applications for the WSSAF Foundation scholarship due. Visit <https://bit.ly/2zAFuiI> for details on the Foundation and how to apply.
- SAF Northwest Office Committee orientation for new members and internal review of 2019 financials. Contact: Lori Rasor, [rasorl@safnet.org](mailto:rasorl@safnet.org).

## MARCH

- Mar. 1: Nonrenewed members with a 12/31 expiration lapse and cease appearing in Current Membership Roster; their benefits are terminated. Local unit leadership is encouraged to make personal contacts to encourage them to rejoin. See Dropped Member List.
- First week of Mar., contact current members with a paid through date of 3/31 to encourage them to renew.
- State and chapter leaders review content at [www.forestry.org](http://www.forestry.org) for their respective areas and send updates to webmasters for posting. OSAF, Jeremy Sapp, [jeremy.sapp@weyerhaeuser.com](mailto:jeremy.sapp@weyerhaeuser.com); WSSAF, Marisa Bass, [marisa.bass@afmforest.com](mailto:marisa.bass@afmforest.com), for website, and Candra Burns, [candra@talkingforests.com](mailto:candra@talkingforests.com), for social media; AKSAF, Ken Winterberger, [kwinterberger@gmail.com](mailto:kwinterberger@gmail.com).
- State awards nominations due to Awards Chair. For Oregon, visit [www.oregon.forestry.org/oregon/awards](http://www.oregon.forestry.org/oregon/awards); send nominations to Tim Keith, [tim.keith@oregon.gov](mailto:tim.keith@oregon.gov), and Norm Michaels, [nmichaels2@yahoo.com](mailto:nmichaels2@yahoo.com). In Washington, visit [www.washington.forestry.org/washington-state/washington-state-annual-awards/](http://www.washington.forestry.org/washington-state/washington-state-annual-awards/); send nominations to Bill Horn, [hornbill66@msn.com](mailto:hornbill66@msn.com). In Alaska, contact John Yarie, [jyarie@alaska.edu](mailto:jyarie@alaska.edu).
- March 2: Tax Worksheets for 2019 due. WSSAF to Chuck Lorenz, [c\\_4str@yahoo.com](mailto:c_4str@yahoo.com); OSAF to Steve Cafferata, [cafferat@msn.com](mailto:cafferat@msn.com); AKSAF to Ken Winterberger, [kwinterberger@gmail.com](mailto:kwinterberger@gmail.com), and Roger Burnside, [reburnsi@gci.net](mailto:reburnsi@gci.net).
- March 15: National Award and Fellow nominations for 2020 due to Lori Rasor, [rasorl@safnet.org](mailto:rasorl@safnet.org), [eforester.org/awards](http://eforester.org/awards). See the end of this calendar for Fellows Review Process timeline. Presidential Field Forester award nominations are also due to SAF Board members: District 1 Tom Hanson, [tom.hanson@arborinfo.com](mailto:tom.hanson@arborinfo.com); and District 2 Mark Buckbee [buckbeefamily@msn.com](mailto:buckbeefamily@msn.com).

## APRIL

- Apr. 1: Non-renewed members with a 1/31 expiration lapse and cease appearing in Current Membership Roster; their benefits are terminated. Local unit leadership is encouraged to make personal contacts to encourage them to rejoin. Visit [eforester.org/leadershipcentral](http://eforester.org/leadershipcentral) for a list.
- First week of Apr., contact current members with a paid through date of 4/30 to encourage them to renew.
- Review your goals for the year. What are the priorities for the second quarter?
- Continue to develop and confirm list of potential officers for the following year at both the state and chapter levels. Candidate confirmations (or firm interest) by state annual meetings are recommended.

- April 1: OSAF Special Projects Fund grant (from \$1 to \$1,500) due to Eva Bailey, OSAF Foresters' Fund chair, [eva.bailey@gmail.com](mailto:eva.bailey@gmail.com). Additional information at [www.oregon.forestry.org/oregon/outreach-and-eduction/special-projects-fund](http://www.oregon.forestry.org/oregon/outreach-and-eduction/special-projects-fund).
- **Cancelled:** April 6-8: Washington State SAF annual meeting, Enzian Hotel, Leavenworth, hosted by the Mid-Columbia Chapter. Contact: Andy Perleberg, [andyp@wsu.edu](mailto:andyp@wsu.edu), 509-630-4217.
- **Cancelled:** April TBA: Alaska SAF annual meeting, Juneau. Contact: Brian Kleinhenz, [bkleinhenz@terraverdeinc.com](mailto:bkleinhenz@terraverdeinc.com).

## MAY

- May 1: Non-renewed members with a 2/29 expiration lapse and cease appearing in Current Membership Roster; their benefits are terminated. Local unit leadership is encouraged to make personal contacts to encourage them to rejoin. Visit [eforester.org/leadershipcentral](http://eforester.org/leadershipcentral) for a list.
- First week of May, contact current members with a paid through date of 5/31 to encourage them to renew.
- May 1-3: SAF National Board meeting. Contact: District 1 Board Member Tom Hanson, [tom.hanson@arborinfo.com](mailto:tom.hanson@arborinfo.com), and District 2 Board Member Mark Buckbee, [buckbeefamily@msn.com](mailto:buckbeefamily@msn.com).
- Universities and community colleges hold chapter officer elections for the following academic year.
- Board members confirm new district student representatives to Student Executive Committee.
- How is your list of potential officers for the following year at both the state and chapter levels coming along?
- HSD Items: State society leadership to discuss success stories, issues, and actions topics for submission to House of Society Delegates leadership, which are due by August 26. Issues and Actions topics will be considered for placement on the HSD agenda for their meeting just prior to national convention. Awards for success stories in the categories of Communications, Diversity and Inclusion, and Leadership Development are given at the HSD meeting.
- May 16: Cook Inlet SAF Chapter Tree Seedling Sale
- **Cancelled:** Oregon SAF Fellows Luncheon, Corvallis, OR. Contact: Jeff Grogan, [jeff.grogan@weyerhaeuser.com](mailto:jeff.grogan@weyerhaeuser.com).

## JUNE

- June 1: Notify SAF National of any changes in chapter or state dues for the next year. Contact: Steven Glover, [glovers@safnet.org](mailto:glovers@safnet.org).
- June 1 Universities and community colleges develop Outstanding Student Chapter award nomination packets at national level. For information, contact Steven Glover, SAF National, [glovers@safnet.org](mailto:glovers@safnet.org); [eforester.org/awards](http://eforester.org/awards).
- WSSAF and OSAF plan timeline for fundraising letters to members.

- June 1: Board Nominations and Vice President Nominations packets due to Lori Rasor, SAF National, [rasorl@safnet.org](mailto:rasorl@safnet.org), <https://bit.ly/2ImBLJc>. District 1 members will be voting on an SAF board representative for 2021-2023 as Tom Hanson rolls off the board at the end of 2020.
- June 1 *Western Forester* deadline for April/May/June issue. Theme: Invasives (Plant % Pest) Contact: Andrea Watts [wattsa@forestry.org](mailto:wattsa@forestry.org).
- June 3: SAF Board conference call. Contact: District 1 Board Member Tom Hanson, [tom.hanson@arborinfo.com](mailto:tom.hanson@arborinfo.com), and District 2 Board Member Mark Buckbee, [buckbeefamily@msn.com](mailto:buckbeefamily@msn.com).
- June 15: Foresters' Fund Regular grant (from \$500 to \$1,500), Special grant (from \$1,501-\$5,000), and Leadership Development grant (\$5,000-\$15,000) requests are due to Lori Rasor, SAF National, [rasorl@safnet.org](mailto:rasorl@safnet.org). See [eforester.org/grants](http://eforester.org/grants) for information.
- June 15: SAF Northwest Office Committee Meeting

## JULY

- July 1: Non-renewed members with a 4/30 expiration lapse and cease appearing in Current Membership Roster; their benefits are terminated. Local unit leadership is encouraged to make personal contacts to encourage them to rejoin. Visit [eforester.org/leadershipcentral](http://eforester.org/leadershipcentral) for a list.
- First week of July contact current members with a paid through date of 7/31 to encourage them to renew.
- July 1: OSAF Special Projects Fund grant (from \$1 to \$1,500) due to Eva Bailey, [eva.bailey@gmail.com](mailto:eva.bailey@gmail.com), OSAF Foresters' Fund chair, Additional information at [www.oregon.forestry.org/oregon/outreach-and-eduction/special-projects-fund](http://www.oregon.forestry.org/oregon/outreach-and-eduction/special-projects-fund).
- July 31-August 2: SAF Board meeting. Contact: District 1 Board Member Tom Hanson, [tom.hanson@arborinfo.com](mailto:tom.hanson@arborinfo.com), and District 2 Board Member Mark Buckbee, [buckbeefamily@msn.com](mailto:buckbeefamily@msn.com).
- **Cancelled:** July 19 OSAF Foundation-sponsored Golf Tournament. Contact: Jeff Grogan, [jeff.grogan@weyerhaeuser.com](mailto:jeff.grogan@weyerhaeuser.com).
- 2021 Leadership Conference committee planning continues.
- Review your goals for the year. What are the priorities for the third quarter?

## AUGUST

- Aug.1: Non-renewed members with a 5/30 expiration lapse and cease appearing in Current Membership Roster; their benefits are terminated. Local unit leadership is encouraged to make personal contacts to encourage them to rejoin. Visit [eforester.org/leadershipcentral](http://eforester.org/leadershipcentral) for a list.
- First week of August contact current members with a paid through date of 8/30 to encourage them to renew.
- August 3 *Western Forester* for July/Aug/Sept issue. Theme: Workforce Development Contact: Andrea Watts [wattsa@forestry.org](mailto:wattsa@forestry.org).

- Keep our social media presence alive! Send chapter and state information/news/photos to state society webmasters and social media coordinators for posting: OSAF, Jeremy Sapp, [jeremy.sapp@weyerhaeuser.com](mailto:jeremy.sapp@weyerhaeuser.com); WSSAF, Marisa Bass, [marisa.bass@afmforest.com](mailto:marisa.bass@afmforest.com), for website, and Candra Burns, [candra@talkingforests.com](mailto:candra@talkingforests.com), for social media; AKSAF, Ken Winterberger, [kwinterberger@gmail.com](mailto:kwinterberger@gmail.com).
- SAF National connects with student chapter faculty representatives for chapter rosters and provides membership information for the upcoming school year.
- Confirm candidates and prepare state election information for a fall election (or appointment)
- August 17: State election information due to Northwest Office. Contact Melinda Olson, [melinda@forestry.org](mailto:melinda@forestry.org).
- August 26 State society chairs submit HSD Issues and Actions items and Success Stories to HSD Chair Jeanne Kavinski, [jeanne.kavinski@gmail.com](mailto:jeanne.kavinski@gmail.com).

### SEPTEMBER

- Sept. 1: Non-renewed members with a 6/30 expiration lapse and cease appearing in Current Membership Roster; their benefits are terminated. Local unit leadership is encouraged to make personal contacts to encourage them to rejoin. Visit [eforester.org/leadershipcentral](http://eforester.org/leadershipcentral) for a list.
- First week of September contact current members with a paid through date of 9/30 to encourage them to renew.
- September 4-27: Washington State Fair, Puyallup, WSSAF booth, volunteers contact Bill Horn, [hornbill66@msn.com](mailto:hornbill66@msn.com), 253-770-0485, [www.forestry.org/content/puyallup-fair-washington](http://www.forestry.org/content/puyallup-fair-washington).
- Sept. 15: Foresters' Fund Regular grant (up to \$1,500) applications due to Lori Rasor, [rasorl@safnet.org](mailto:rasorl@safnet.org), [eforester.org/grants](http://eforester.org/grants). Remember that all applications must be approved by the state society executive committee prior to submitting to national.

### OCTOBER

- Oct. 1: Non-renewed members with a 7/31 expiration lapse and cease appearing in Current Membership Roster; their benefits are terminated. Local unit leadership is encouraged to make personal contacts to encourage them to rejoin. Visit [eforester.org/leadershipcentral](http://eforester.org/leadershipcentral) for a list.
- First week of October contact current members with a paid through date of 10/31 to encourage them to renew.
- October 4 SAFsquatch Scurry  
<https://runsignup.com/Race/OR/Corvallis/SAFsquatchScurry>
- Board members update Fellows Committee for the following year.
- October 1: National Elections Open. Members with emails on file receive national vice president and board representative election information.

- October 1: OSAF Special Projects Fund grant applications (from \$1 to \$1,500) due to Eva Bailey, OSAF Foresters' Fund chair, [eva.bailey@gmail.com](mailto:eva.bailey@gmail.com). Additional information at [www.oregon.forestry.org/oregon/outreach-and-education/special-projects-fund](http://www.oregon.forestry.org/oregon/outreach-and-education/special-projects-fund).
- October 5: *Western Forester* deadline for October/November/December issue. Theme is Carbon. Contact: Editor Andrea Watts [watts@forestry.org](mailto:watts@forestry.org)
- October 7-8: Oregon SAF annual meeting hosted by the Capitol Chapter – **Will be held virtually**. Contact Julie Woodward, [woodward@ofri.org](mailto:woodward@ofri.org).
- October 7: SAF Board conference call. Contact: District 1 Board Member Tom Hanson, [tom.hanson@arborinfo.com](mailto:tom.hanson@arborinfo.com), and District 2 Board Member Mark Buckbee, [buckbeefamilyl@msn.com](mailto:buckbeefamilyl@msn.com).
- Oct. 27-28: House of Society Delegates meeting, Providence, Rhode Island, prior to national convention.
- Oct. 28-Nov. 1: SAF National Convention: Providence, Rhode Island <https://www.eforester.org/safconvention/Default.aspx> - **Will be held virtually**
- Oct. 31: SAF National elections close.
- Review your goals for the year. What are the priorities for the fourth quarter?

<b>NOVEMBER</b>
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- Nov.1: Non-renewed members with an 8/31 expiration lapse and cease appearing in Current Membership Roster; their benefits are terminated. Local unit leadership is encouraged to make personal contacts to encourage them to rejoin. Visit [eforester.org/leadershipcentral](http://eforester.org/leadershipcentral) for a list.
- Those interested in serving on a national committee should contact Lori Rasor at [rasorl@safnet.org](mailto:rasorl@safnet.org). Committee appointments are typically finalized by the end of December, with vacancies known in November.
- First week of November contact current members with a paid through date of 11/30 to encourage them to renew.
- OSAF sends fundraising letters to members.
- Incoming state chair recruits executive committee members.
- Standing Committee chairs work on budget needs for the following year. Don't forget to add line items for student support and support for leadership to attend HSD and national convention.
- SAF Northwest Office Committee meeting.

<b>DECEMBER</b>
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- Dec.1: Non-renewed members with a 9/30 expiration lapse and cease appearing in Current Membership Roster; their benefits are terminated. Local unit leadership is encouraged to make personal contacts to encourage them to rejoin. Visit [eforester.org/leadershipcentral](http://eforester.org/leadershipcentral) for a list.
- First week of Dec., contact current members with a paid through date of 12/31 to encourage them to renew.



- Incoming state chair continues to recruit and confirm executive committee members for next year.
- Executive Committee members provide budget numbers to treasurer for next year's budget.
- Forward any nominations for SAF National Committee vacancies to Lori Rasor, [rasorl@safnet.org](mailto:rasorl@safnet.org). National committee appointments are usually finalized by the end of December.
- Send 2021 state and chapter rosters to [membership@safnet.org](mailto:membership@safnet.org) to ensure all leaders have access to Leadership Central. Be sure to include name, position, and term of office.
- December 4-6: SAF Board meeting. Contact: District 1 Board Member Tom Hanson, [tom.hanson@arborinfo.com](mailto:tom.hanson@arborinfo.com), and District 2 Board Member Mark Buckbee, [buckbeefamilyl@msn.com](mailto:buckbeefamilyl@msn.com).

**STATE EXECUTIVE COMMITTEE MEETINGS**

- Alaska SAF meets via conference call the second Tuesday of each month. Contact: John Yarie, [jayarie@alaska.edu](mailto:jayarie@alaska.edu).
- WSSAF meets via conference call the third Wednesday of each month and face-to-face at the annual meeting. Contact Wes Tracy, [wes.tracy@weyerhaeuser.com](mailto:wes.tracy@weyerhaeuser.com)
- OSAF meets face-to-face with conference calling ability 4-5 times per year. Contact: Jeff Grogan, [jeff.grogan@weyerhaeuser.com](mailto:jeff.grogan@weyerhaeuser.com).

**2020 SAF BOARD OF DIRECTORS MEETINGS**

- The SAF Board of Directors meets three times per year in person with periodic conference calls.
  - Feb. 13: Conference Call
  - May 1-3: Changed to Conference Call due to coronavirus pandemic
  - Jun. 3: Conference Call
  - Jul. 31-August 2: Face-to-Face Meeting
  - Oct. 7: Conference Call
  - Dec. 4-6: Face-to-Face Meeting

**LONG-RANGE PLANNER**

- 2021 PNW Leadership Conference hosted by Oregon SAF. Dates not confirmed, but generally the last weekend of January.
- 2021 SAF National Convention: Sacramento, CA

**FELLOWS REVIEW PROCESS**

March 15            Nominations due to SAF National Office  
 March 22            Nominations made available to District Fellows Committees (DFC)  
 March 23-April 30   DFCs review nominations



May 1	Forward qualified nominees to the Committee on Professional Recognition (CPR) through the SAF national office.
May 1-22	Review by CPR to ensure that packets are complete and DFCs practiced due diligence in the evaluation process
June 1	CPR submits recommendations to the SAF National Office for Board
June	SAF Board review CPR recommendations.

**Send calendar items to Andrea Watts, [wattsa@forestry.org](mailto:wattsa@forestry.org), 503-224-8046**  
**Membership-related items are provided on a separate calendar at [eforester.org/resources](http://eforester.org/resources).**

**How to Find the Leadership Central Page and Your State Society Dashboard**

To access, go to [www.eforester.org](http://www.eforester.org), sign in, click on Membership on the navigation bar, then click on Leadership Central on the right-hand menu bar under Membership. The quick link is [eforester.org/leadershipcentral](http://eforester.org/leadershipcentral).

The Leadership Central page is a place for local leaders to access membership news, leadership tools, and tips on building a strong local unit. State Society Dashboards include current/lapsed membership rosters, leadership rosters, student chapter reports, a dues table, and graphs containing statistical data on your state society membership. All reports are dynamic and can be viewed at any time.

For membership and recruitment information, contact the Membership Department at 866-897-8720 or [membership@safnet.org](mailto:membership@safnet.org).