



Graham Appearance Commission Meeting Agenda

March 4th, 2024

6:00pm

Graham City Hall

1. Call Meeting to Order
2. Pledge of Allegiance
3. Invocation
4. Approval of minutes from the February 5th, 2024 meeting
5. **Items of Discussion**

Business:

- 5A. Budget Discussion
- 5B. Arbor Day Final Plan
6. City Council Updates
7. Staff Updates
8. Adjournment



MINUTES

Graham Appearance Commission Meeting

February 5th, 2024

City Hall Council Chambers

In Attendance:

Zipporah Clark-Baldwin, Bernadette Konzelmann, Cheryl Ray, and Noelle Purcell.

City Council: Bonnie Whitaker. Staff: Cameron West and Evan Workman.

- **Meeting was called to order at 6:00pm, followed by the Pledge of Allegiance, and a moment of silence.**
- **Approval of the January 8th, 2024 Meeting Minutes**
 - Cheryl Ray moved to approve the minutes as presented, Bernadette Konzelmann seconded. All members voted aye.
- **Appointment of Chair and Vice Chair**
 - Following some resignations from the commission, a new Chair and Vice chair were needed
 - Bernadette Konzelmann moved Zipporah Clark-Baldwin be appointed Chair, seconded by Noelle Purcell. All members voted aye.
 - Bernadette Konzelmann moved Cheryl Ray be appointed Vice Chair, seconded by Noelle Purcell. All members voted aye.
- **Arbor Day Discussion**
 - City staff Brandy McCandless and Tim Covington were present at the meeting and spoke before the Commission regarding Arbor Day 2024.
 - After discussion and questions, it was decided that April 26th, 2024 would be Arbor Day and on this day a tree planting would be held at South Graham Park at 2pm to celebrate Arbor Day.
 - Noelle Purcell made a motion to make it so, seconded by Bernadette Konzelmann. All members voted aye.
- **Calendar and Spring Events**
 - The Commission then discussed events for the upcoming year and Spring in particular.
 - Following the discussion and input from staff present at the meeting, the Commission decided they needed a better idea of the remaining budget for the fiscal year, but they had interest in projects like: Think Green Thursday, Tree

Grants, Master Gardner, and a possible opt-in email list regarding commission updates for the public.

- **Council**
 - Councilwoman Bonnie Whitaker spoke on behalf of City Council and thanked the members for being at the meeting, mentioned that the applications for new members would be accepted, and mentioned possibly shrinking the Commissions membership.
- **Staff had no updates**
- **Meeting adjourned**
 - Cheryl Ray motioned to adjourn the meeting, Noelle Purcell seconded. All members voted aye. Meeting adjourned at 7:18pm.

Minutes Submitted by Evan Workman

February 6th, 2024.

Appearance/Tree board Commission Calendar

July

Residential appearance VOTE (summer)

August

No meeting

September

No meeting

October

Residential appearance VOTE (Fall)

Fall decorations downtown plan

Business beautification grant

November

Downtown window decoration contest plan

Business beautification grant if needed

December

Downtown window decoration VOTE

March

Arbor day plan

Budget discussion

April

Final arbor day planning

Residential appearance VOTE (Spring)

May

No meeting

June

No meeting

Potential Meeting Dates 2024

March 4th

April 1st

May 6th

June 3rd

No meetings

May, June, August, September

Brandy provided the following information in an email:

Cost for Flyer Distribution:

Brandy has offered to create the flyer once "Arbor Day in Graham" activities are approved/finalized by the Board, will require approval from the schools - please factor in approval and printing time

'PeachJar' Emails for Alamance-Burlington School System Flyer Distribution:

It costs approx. \$25.00 per school and ABSS has 28 schools. Brandy usually sends flyers to schools in and around Graham

8.5x5.5 (half sheet) flyers: approx. \$.26 each (ex. River Mill Academy's 650 students *in stacks of 25 for classroom distribution = \$169.00)

Tree Education Youth Program (Name: TBD)

Date: TBD

Times: TBD

Ages: TBD

Cost: Free

Location: South Graham Park • 1609 Rogers Road, Graham, NC 27253

Brandy will be working on the details of the program.

Arbor Day in Graham's Tree Planting Ceremony (approved in February)

Date: Friday, April 26, 2024

Times: 2:00pm – 3:00pm, Tree Planting Ceremony will begin promptly at 2:00pm (tentative on partners' schedules)

Ages: For All Ages

Cost: Free


Location: South Graham Park • 1609 Rogers Road, Graham, NC 27253

In Memory/Honor of: TBD

Brandy will be working on the details of the event with Tim: confirming the location and the type of tree with the Parks Team, and checking on the possibility of partnering with First Responder Friday. Tim is checking with the NC Forest Service & Smokey Bear about attending, as well as the tree donation for the ceremony. The Board has invited the City Council in the past to attend the event.

Tree Resources are available on the "Arbor Day in Graham" website and will be shared on social media throughout the month.

Champion Tree of Alamance County: Competition to find and photograph the largest trees in Alamance County, submitted by anyone to the website. The website includes information on where to find large trees within the county and how to identify their species.



ARBOR DAY IN GRAHAM
**TREE PLANTING
CEREMONY**
2023

DATE: FRIDAY, APRIL 28
TIME: 3:00PM
LOCATION: GRAHAM CITY HALL

#ARBORDAYINGRAHAM



City of Graham's Tree City USA 2023 Arbor Day in Graham Ceremony (updated for rain plan)

- Present the Flag & Welcome Remarks
 - Mayor Jennifer Talley
- Tree City USA / Arbor Day Proclamation
 - Mayor Jennifer Talley
 - N.C. Forest Service
- About Arbor Day in Graham
 - City of Graham Appearance Commission / Tree Board
 - Arbor Day history
 - Importance of wise stewardship & contribution of trees
 - Poem
 - Music ("Plant Conservation Trees" by John Denver) Performed by Bonnie Whitaker
- Arbor Month Recap & Winners Announced
 - Poems Read by Youth Poets
- Retire the flag
 - Music ("National Anthem" by LeAnn Rimes)

Hosted by City of Graham Appearance Commission / Tree Board:
Carmen Larimore (Chair), Zipporah Clark-Baldwin (Vice-Chair), Judy Hall,
Cheryl Ray, Bernadette Konzelmann, Noelle Purcell, Linda Conn,
Bonnie Whitaker (City Council Liaison), Cameron West (City Staff Liaison).
In collaboration with the City of Graham Recreation & Parks and
Public Works Departments.

Special thanks to the Graham City Council and
the N.C. Forest Service.

Learn more about Arbor Day in Graham at
www.GrahamRecreationAndParks.com



Budget Information:

Remaining Funds:

Some of the items on the calendar between now and June that could require funding from the Commission:

- Arbor Day- Tree planting, advertising, other programs
- Beautification- Hanging baskets, flowers, Trees.
- Tree Grants- If they require matching funds.
- Other programs- Think Green, Master Gardner, Spring programs.

Plans to spend the remaining budget: (through 6/30/2024)

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