

MEMBER STATES

CONNECTICUT	NEW JERSEY
DELAWARE	NEW YORK
MAINE	PENNSYLVANIA
MARYLAND	RHODE ISLAND
MASSACHUSETTS	VERMONT
NEW HAMPSHIRE	WEST VIRGINIA



OFFICERS

Sarah Scally	PRESIDENT
Jeffrey Brothers	VICE PRESIDENT
Carole Neil	SECRETARY
Tia Blevins	TREASURER
Peter Trenchard	NEWSLETTER EDITOR
Steven Sandrey	ARCHIVIST

MINUTES OF THE 38TH ANNUAL MEETING OF THE HORTICULTURAL INSPECTION SOCIETY EASTERN CHAPTER

Held April 16-19, 2012 in Burlington, Vermont

Tuesday, April 16, 2012

Call to Order

Vice President Jeff Brothers, DE, called the meeting to order in place of President Sarah Scally, ME who could not attend. Members were welcomed to the 38th annual meeting of the Horticultural Inspection Society, Eastern Chapter.

President's Report

Sarah's Highlights were read regarding the 2011-2012 year for the Chapter.

Topics included:

- The progression of our 2011 resolution urging support for changes to the regulatory status of Chrysanthemum White Rust to a Regulated Non-Quarantine Pest, which was supported by the Eastern Plant Board, and the response from USDA,
- Systems Approach to Nursery Certification (SANC)
 - Sarah's involvement in the SANC workgroup and Compliance Agreement/Templates Subcommittee,
 - The donation made to each HIS chapter of \$7500 and the Central States Nursery Inspector's Guides for members to support harmonization efforts,
 - Sarah's attendance at the Central Chapter's annual meeting,
 - The need for representatives to attend the Southern and Central Chapters' interstate inspection meetings
- Thank you to:
 - Mark Taylor, MD for attending the SANC meeting in MD and for serving on the SANC Model law and rules subcommittee
 - Tia Blevins, CT for being on top of our accounting through many more transactions this year,
 - Pete Trenchard, CT for turning out another great newsletter,
 - Jeff Brothers, DE for stepping up to run the meeting in her absence,
 - Carole Neil, ME for relaying Sarah's notes to the meeting,
 - The Program Committee for putting together a great program this year.

Roll Call of States

- Present: Connecticut, Delaware, Maine, Maryland, New Hampshire, New Jersey, New York, Pennsylvania, Vermont, West Virginia (10 states)
- Absent: Massachusetts, Rhode Island

Member Introduction

Pete Trenchard, CT, Tia Blevins, CT, Steve Sandrey, CT, Heather Harmon-Disque, DE, Jeffrey Brothers, DE, Carole Neil, ME, Mark Taylor, MD, Steven Shimek, MN, Doug Cygan, NH, Galen Ettinger, NJ, Jaclyn Cooper, PA, Tim Schmalz, VT, Mike Arnold, WV, Adam Champ, WV

Secretary's Report

The 2011 annual meeting minutes were posted on the website prior to the 2012 meeting for review to save time instead of reading them out loud at this meeting. One spelling change was made.

A motion to accept the minutes with changes was made by Pete Trenchard, CT, seconded by Mike Arnold, WV and approved by the membership.

Archivist's Report

Archivist, Steve Sandrey, CT, presented the Archivist's Report. State reports for 2011 were missing from New York and Rhode Island. For 2012, state reports were still needed for MA, MD, NY, and VT. Items that have been added to the archive include a listing of past meeting locations and a receipt book dating back to the early 1980's that was provided by Treasurer Tia Blevins, CT. The archivist called for members to collect local flavor to add to this year's file.

A motion was made to accept the archivist's report by Tia Blevins, CT, seconded by Mark Taylor, MD, and approved by the membership.

Website

The website report was presented by Mike Arnold, WV. Mike requested that each member state supply him with an electronic copy of their state report to post on the website prior to the annual meeting. This would eliminate the need for paper copies and time consuming presentations at the meetings, and instead provide more time for discussion of key points.

Mike also indicated that no funds are needed for the website at this time. If the membership wants changes made to the website let him know.

A motion was made to accept website report by Mark Taylor, MD, seconded by Peter Trenchard, CT, and approved by the membership.

Newsletter

Newsletter Editor, Pete Trenchard, CT, presented the Newsletter Report. A newsletter was distributed by email before the annual meeting. More participation was requested of the membership since during the 2011 meeting, a decision was made that everyone would submit two articles per year, and most states did not. It was noted that a size limit is not needed on submitted files.

A motion was made to accept the newsletter report by Galen Ettinger, NJ, seconded by Mark Taylor, MD and approved by the membership.

Treasurer's Report

Treasurer, Tia Blevins, CT, presented the Treasurer's Report, of which a detailed copy is attached to these minutes. An attendance sheet was passed around.

Treasurer's Report Summary:

- Balance Starting April 2011: \$2777.07
- 2011 Income: \$7831.90 (\$7500 from NPB for SANC funds)
- 2011 Expenses: \$1349.23
- Bank Error: \$0.86

- Balance Ending March 2011: \$9260.60

A motion was made to accept Treasurer's Report by Peter Trenchard, CT, seconded by Galen Ettinger, NJ, and approved by the membership.

Committee Assignments:

- Resolutions - Chair Peter Trenchard, Galen Ettinger, Mark Taylor
- Constitution - Chair Mike Arnold, Tia Blevins, Galen Ettinger
- Audit - Chair Mark Taylor, Carole Neil, Heather Harmon-Disque, Adam Champ
- Awards - Chair Steve Sandrey, Jeff Brothers, Tim Schmalz
- Newsletter - Chair Peter Trenchard, Heather Harmon-Disque, Ethan Angel
- Program - Chair Jaclyn Cooper, Peter Trenchard, Galen Ettinger
- Nominations - Chair Peter Trenchard, Steve Sandrey
- Membership - Chair Sarah Scally, Jeff Brothers, Steve Sandrey, Peter Trenchard
- Interstate Inspection - Chair Ethan Angel, Mark Taylor, Mike Arnold, Sarah Scally

The president requested committees present any notes to her, especially the Awards Committee.

Old Business

50/50 Raffle-

At the end of the 2011 annual meeting, the organization of the 50/50 Raffle was not finalized. The purpose of the raffle idea was to try to get funds for the organization to do things, such as bring in speakers or help fund members' travel to meetings. We may not have as much financial support or as many speakers in the future. The Membership Committee will also be discussing other fundraising ideas. At the end of the discussion no motions were presented to pursue the 50/50 raffle. The previously purchased tickets will be gifted to use for the combined HIS/EPB/CAPS meeting door prizes.

Getting More for Your Membership and Staying Connected With Members-

The group continued a discussion from last year on how we can we stay in touch with members, especially if they don't attend meetings. One idea that had been considered was to explore online communication such as a yahoo list serve. This could be an incentive for paying members only. Steven Shimek, MN reported that the Central Chapter has been using a yahoo list serve for many years, and has found it easy to maintain. He will supply Sarah (the Membership Committee chair) and Mike with the contact information for their list serve coordinator.

Last year SANC provided the Central Chapter Guide which was distributed to paid members. This year SANC may provide another resource for 2012-13, and are looking for suggestions. One recommendation was the book Coincide by Don Orton. A formal recommendation was to be decided by membership committee.

Follow-Up Discussion about Online Banking-

Mike Arnold, WV has set up an online account with the bank in West Virginia so the Treasurer can access it remotely from his or her respective state. This seems to be working well for both Mike and Tia (current Treasurer). Member checks still need to be sent to Mike to physically be brought to the bank. The President and Treasurer support having the West Virginia representative who deals with the account also know the password. The Audit Committee will make a decision as to who will have access to the account password and how often the password should be changed.

Carl Carlson Award Winner-

In 2011 Peter Trenchard, CT accepted the nomination for the Carl Carlson Award, which he was awarded. This was the second year in a row that the Eastern Chapter nomination was chosen. The need for as much support as possible was expressed to support future nominees. Letters from members of HIS, USDA, and nursery industry professionals, etc. are all helpful. Pete brought the plaque to the meeting in hopes of getting pictures with the group. Steven Shimek, MN mentioned that in central chapter they have a Bob McAdams award. Every year the person who receives the Bob McAdams award automatically receives the nomination for the Carl Carlson Award.

Distinguished Service Award Winner-

The 2011 Distinguished Service Award recipient Galen Ettinger, NJ thanked the membership for the plaque he was presented.

Membership Logo Set Up-

This topic did not make it into the minutes last year. The group had decided to pay the setup cost of \$75 to \$125 so we could then place orders as needed. No additional progress has been made on the project to date. Ethan noted that it would be a good idea to work with a regional company such as Embroider Me since they are widespread and could be accessed in many states. Discussion included: picking logo colors that would stand out from shirt colors, whether or not members would have all available order options or a few standard options, when orders would be taken, and whether orders would be shipped directly to the member which would increase the cost or be delivered at the annual meeting. Another possible use for the logo would be to make up mugs as an incentive to attend the meeting. Mugs would need to be picked out in advance and the Executive Committee would need to agree to the cost. The Membership Committee will make decisions on these topics and report back to the group in the closing meeting.

New Business

Timing of Annual Meeting-

Sarah Scally, ME asked the group to have a discussion regarding the progressively later timing of the Eastern Plant Board meeting. The group was generally in agreement that the later the meetings are held, the harder it is for members to attend due to conflicts with spring inspections and the general increase in work that time of year. For the current year, the meeting overlaps with that of the Southern Plant Board, school vacation week for some areas, and Patriot's Day Holiday for Maine and Massachusetts. It was suggested that the Resolutions Committee develop a resolution to support the earlier timing of meetings.

In addition, the idea of the Eastern Chapter of HIS having a meeting at a different time than the EPB was also presented. The Central Chapter meets individually in the fall when the busy season is over. There was concern that this may make permission to travel more difficult, which could reduce attendance. Also, many of our speakers have been available since they are already attending the EPB meeting, such as USDA officials.

Role of the Membership Committee-

In 2011 the Membership Committee was created to handle the guidelines for the 50/50 raffle. Since the membership decided earlier in the meeting not to proceed on the raffle, the question arose as to whether or not the committee was still needed and if so what its responsibilities should be. The membership agreed that there was value in keeping the committee to develop incentives to encourage attendance at annual meetings, and to keep the membership in contact. It was determined that committees are allowed to be created and do not need to be specifically designated in the constitution.

State Reports-

It was decided that state reports would be posted on the website and not presented at the meeting.

Introduction of Central Chapter Representative Steven Shimek, MN-

- Introduction- Steven was glad to be able to attend our meeting. He has been involved with HIS since 1988, has held the newsletter editor position for most of that time, and has been President twice. He noted he is a Program Coordinator for the MN Department of Agriculture, where he conducts nursery and phytosanitary inspections, and does a lot of work with Bailey Nursery.
- Interstate Inspection- The Central Chapter tries to do an interstate inspection every year. This year it will be the week of June 10th in Iowa and Illinois. They will be conducting a mock SANC inspection. They have decided to divide the SANC money by giving each state that attends \$350 toward travel and if some states do not attend then that money gets divided back up.
- Yahoo list serve- An additional note was made regarding the list serve that the Central Chapter uses. While this has been a useful way for the group to communicate, they have to be careful who they allow onto the site. If information is shared about specific businesses, you don't want this information to get back to the industry, even though it is technically public.
- Central States Nursery Inspection Guide- This was developed over a long period of time from research done by their HIS members. When new pests arise they add this information. Many of the pictures are from books, which they had to get permission to use. The first couple pages are a list of the pests in the book and how to deal with them in a grower/dealer setting. This has been useful to make sure everyone is taking same corrective actions against certain pests. This guide was approved by the Central Plant Board.
- Central Chapter Meetings- The chapter has 12 member states, which get good support from their SPRO's. While Steven was unsure how many members there are total, 25 to 30 members attend the annual meeting. Some states also have problems with members getting travel approval. Their meetings are the same length as ours, scheduled from Tuesday through Thursday. Traditionally they conduct the business portion of the meeting on the morning of the last day, which they feel helps them to wrap things up. However, Steven liked how we schedule an early session and a final session for our business portion, since it allows the committees to accomplish tasks while there. In general the Central Chapter keeps a \$2000 balance to front the cost of the meetings which is balanced by the registration fees. The registration fees are approximately \$150 which includes lunches but not dinners. They do spend money to bring in speakers, but can sometimes get a meeting room for free if a certain number of people stay at the hotel. They do not have an archivist, but Steven keeps tons of records. Also on a side note, members bring pictures and do a show and tell of new pests and inspection experiences in the hospitality room.

Opportunities to Represent HIS Eastern Chapter at Other Meetings-

- Southern Chapter - Mike Arnold, WV obtained the members support to go to the Southern Chapter meeting in Tennessee.
- Central Chapter - An opportunity for a member to attend the annual meeting of the HIS Southern Chapter June 11-13th in Davenport Iowa was presented. The hosting chapter had offered \$160 toward travel to an interested individual as part of designated SANC funds. Mark Taylor, MD expressed interest in the meeting.

- National Plant Board - Presented was an opportunity for a member to represent Sarah Scally at a meeting of the HIS presidents from all chapters during the National Plant Board Meeting in Mystic, CT July 23-26th, 2012. Travel for this meeting would come from allocated SANC funds. Our Connecticut members will be at the meeting and volunteered to provide a representative.

Sarah Scally, ME clarified via phone that SANC funds were available to be used to send representatives to all these meetings. Interested individuals were asked to provide an explanation of expected expenses before amount of funds would be determined or distributed.

Thank you letters for SPRO's-

A suggestion was made for a formal letter to be written to each member state's SPRO following the meeting. For states that had an HIS member present, the letter would thank the SPRO for supporting their inspector's attendance at the meeting, and highlight the information that was covered to show how valuable attendance is. For states with no member present, the letter would show how much the inspector missed. The general consensus from the group was that only one letter should be written and sent to all SPROs regardless of inspector attendance, since absence usually isn't due to lack of support but travel restrictions or lack of staff that fit the position to be part of HIS.

Resolution Ideas:

Pete Trenchard, CT proposed creating a resolution regarding Export Certification Specialists, to encourage providing them with more support since they are so few covering such large areas. The Resolutions Committee will discuss this in their meeting. Pete also presented drafts of resolutions being worked on by the committee regarding boxwood blight, the timing of meetings, and a thank you to the Eastern Plant Board. A decision was made by the group as to a proposed meeting date (end of March/first week of April) in case the Eastern Plant Board asked for clarification.

Thursday, April 19, 2012

Committee Reports

Resolutions Committee:

The committee chair Pete Trenchard, CT presented three resolutions:

1. Thanking the Eastern Plant Board for their support of our annual meeting.
2. Supporting the review of USDA/APHIS pest assessment process in relation to boxwood blight.
3. Requesting the Eastern Plant Board consider planning the annual meeting at an earlier date.

A motion was made to accept the resolutions by Mark Taylor, MD, seconded by Mike Arnold, WV, and approved by the membership.

Constitution Committee:

The Constitution Committee reported that no changes were made therefore leaving nothing to report.

Finance/Audit Committee:

The committee chair Mark Taylor, MD reported that the checkbook was correctly balanced by Treasurer Tia Blevins, CT, based on the record of deposits, withdrawals, and bank statements. One bank error in our favor was also correctly noted in the books.

A motion was made to accept the Finance/Audit Committee Report by Peter Trenchard, CT, seconded by Heather Harmon-Disque, DE, and was accepted by the membership.

Awards Committee:

The Awards Committee nominated Eric Ewing, WV for the Distinguished Service Award, and Galen Ettinger, NJ for the Carl Carlson Award. Mike Arnold, WV will have the Distinguished Service Award plaque created, and it will be presented at the 2013 meeting.

A motion was made to accept the nominations by Peter Trenchard, CT, seconded by Mark Taylor, MD, and was accepted by the membership.

Newsletter Committee:

The Newsletter Committee reported that no changes were made therefore leaving nothing to report.

Program Committee:

Jaclyn Cooper, PA, Program Committee chair, reported that progress was made in considering topics for the 2013 annual meeting. Topics of interest included: Brown Marmorated Stink Bug, Thousand Cankers Disease, Chrysanthemum White Rust, hands on training with pests present in Pennsylvania (so as not to introduce any new pests to the state), fire ant discussion by Mark Taylor, MD, and a possible Canadian fruit certification program presentation by Galen Ettinger, NJ. Plans for a field trip will depend on the location of the meeting in PA.

A motion was made to accept the committee report by Pete Trenchard, CT, seconded by Mark Taylor, MD, and accepted by the membership.

Nominations Committee:

The Nominations Committee reported that only the position was open this year, Treasurer. They nominated Tia Blevins, CT, who is the current Treasurer, to remain in the position for one more year. No other nominations were presented from the floor, and Tia accepted the nomination.

The membership voted in favor of accepting this nomination.

Membership Committee:

The Membership Committee report was presented by Steve Sandrey, CT. Ethan Angel, NY, will continue looking into setting up the society logo with a printing/embroidery company so that orders can be made as needed. Mugs will be ordered with the Horticultural Inspection Society logo before the 2013 annual meeting and will be given to attending members, and possibly other honorary members or speakers as an incentive. Mugs could also be available for sale as a fund raiser.

The committee also estimated the cost for a collared button down shirt with the logo to be approximately \$45-\$50 if shipped, or \$40 if picked up at meeting. The tentative plan for ordering shirts will consist of interested members placing a specific order before the meeting so the shirts can be picked up at the meeting.

Pete Trenchard, CT, will continue to look into the possibility of a list serve and available options as inclusion in this could be an incentive for membership.

A motion was made to accept the Membership Committee report by Galen Ettinger, NJ, seconded by Mike Arnold, WV, and accepted by the membership.

Meeting Closure:

The gavel was struck by Vice President Jeffrey Brothers and the meeting was adjourned.

Respectfully submitted,
Carole Neil, ME

**RESOLUTIONS ADOPTED BY THE HORTICULTURAL INSPECTION SOCIETY, EASTERN
CHAPTER, APRIL 19, 2012, in Burlington, Vermont**

WHEREAS the Eastern Chapter of the Horticultural Inspection Society was established to promote education, cooperation and interaction among state horticultural inspection personnel,

WHEREAS the Eastern Chapter of the Horticultural Inspection Society values and appreciates the participation of inspectors from member states during the annual meeting,

WHEREAS the Eastern Plant Board has supported the attendance of state personnel,

WE RESOLVE THAT:

The Eastern Chapter of the Horticultural Inspection Society at its 38th Annual Meeting recognizes the Eastern Plant Board for their continued support.

WHEREAS Boxwood Blight, *Cylindrocladium pseudonaviculatum*, has caused severe economic impact to the nursery industry in several states,

WHEREAS Boxwood Blight, *Cylindrocladium pseudonaviculatum*, is not a regulated pest and Boxwood plants (*Buxus* sp.) are readily imported,

WE RESOLVE THAT:

The Eastern Plant Board request that USDA/APHIS review their pest assessment processes to help prevent future unwanted pest/pathogen introductions.

WHEREAS the dates of the combined Eastern Plant Board/Horticultural Inspection Society meeting have been steadily moving to a later date in April,

WHEREAS the timing for the meeting is encroaching on early season surveys and inspection work,

WE RESOLVE THAT:

The Eastern Plant Board consider holding the combined Plant Board/Horticultural Inspection Society meeting at an earlier date.



2012
 Horticultural Inspection Society
 Eastern Chapter
 Annual Treasurer's Report
 Burlington, VT

Balance Starting: April 2011	\$2,777.07
2011 HIS Income:	
Membership dues received (31)	\$310.00
Pins sold (3)	\$15.00
Bank interest earned (4/2011 to 3/2012)	\$6.90
NPB/SANC Funds	\$7,500.00
Income Total:	\$7,831.90
Total after income:	\$10,608.97
2011 HIS Expenses:	
Digital recorder (ck#1007 S. Scally)	(\$62.44)
Receipt book (ck#1008 T. Blevins)	(\$9.00)
Plaque & shipping (ck#1009 E. Ewing)	(\$120.86)
Shipping for HIS Central Chapter manuals	
(ck#1010 S. Scally)	(\$37.86)
(ck#2002 S. Scally)	(\$15.24)
(ck#2003 S. Scally)	(\$19.86)
Travel to HIS Central Chapter Meeting	
(NPB/SANC Funds ck#2001 S. Scally)	(\$1,055.88)
Fee for purchasing new checks	(\$28.09)
Expenses Total:	(\$1,349.23)
Total after expenses:	\$9,259.74
Bank ERROR from ck#1009 6/27/11	\$0.86
Balance Ending: March 2012	\$9,260.60

Submitted by: Tia M. Blevins, Treasurer
 April 17, 2012