

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 39TH ANNUAL MEETING OF THE HORTICULTURAL INSPECTION SOCIETY EASTERN CHAPTER

Held April 9-11, 2013 in Harrisburg, Pennsylvania

Tuesday, April 9, 2013

Call to Order

President Sarah Scally, ME called the meeting to order. Members were welcomed to the 39th annual meeting of the Horticultural Inspection Society, Eastern Chapter.

Member Introduction

Sarah Scally, ME, Joan Mahoney, NY, Tia Blevins, CT, Galen Ettinger, NJ, Carole Neil, ME, Mike Arnold, WV, Robert Trumbule, MD, Mark Taylor, MD, Jeffrey Brothers, DE, Stephen Sandrey, CT, Tina Stimmler, PA, Peter Trenchard, CT, John Shannon, PA, Kimberlee Helbley, PA, Jaclyn Cooper, PA, Heather Harmon-Disque, DE

Roll Call of States

- Present: Connecticut, Delaware, Maine, Maryland, New Jersey, New York, Pennsylvania, Vermont, West Virginia (9 states)
- Absent: Massachusetts, New Hampshire, Rhode Island (3 states)

Secretary's Report

The 2012 annual meeting minutes were emailed to the membership twice and also posted on the website prior to the 2013 meeting for review to save time instead of reading them out loud at this meeting. Two spelling changes were made, and Ethan Angell was added to the program committee assignments.

A motion to approve the minutes as amended was made by Pete Trenchard, CT, seconded by Mark Taylor, MD and approved by the membership.

Archivist's Report

Archivist, Steve Sandrey, CT, presented the 2013 Archivist's Report. Archives from 2007 to 2013 were present, archives from the older dated meetings and proceedings were not. State reports still missing from the 2012 Burlington, VT meeting were from Maryland, Massachusetts, Rhode Island and Vermont. For the current 2013 Harrisburg, PA meeting, state reports had been collected from Connecticut, Delaware, Maine, New Jersey, New York, and West Virginia. Reports that were still needed for 2013 were Massachusetts, Maryland, Pennsylvania, Rhode Island, New Hampshire, and Vermont. Maryland noted that their printed report was present, and an electronic copy would be emailed to Mike within the next few days to add to the website. The HIS Eastern Chapter Newsletter from fall of 2012 had been added to the archive. Also present, was the list of meeting locations from

the years 1974 to 2013 in case the membership had a need to view it. The archivist called for members to collect local flavor and pamphlets, brochures and menus to spice up this year's file.

A motion was made to accept the archivist's report by Peter Trenchard, CT, seconded by Jeffrey Brothers, DE, and approved by the membership.

Website

The website report was presented by Mike Arnold, WV. Mike reminded the membership of the decision made during the 2012 meeting to post state reports on the website. Therefore he requested that each member state supply him with an electronic copy of their report to post on the website prior to the annual meeting. The meeting minutes are also posted on the website. This would eliminate the need for paper copies and time consuming presentations at the meetings.

Mike also indicated that he had problems with the website this year as he was unable to stop the movement of emails from the web host into his spam filter. Upon discovering he couldn't make changes to the website in order to post this year's meeting agenda, Mike submitted a service request (as they do not take phone calls). Following a very slow response, the host indicated that they had not been getting responses to their email, and therefore were going to close the ticket for our service. Upon finding emails in the spam filter, Mike discovered they had changed our IP address. Now things seem to be running smoothly and the website has been cleaned up. If the membership wants changes made to their individual state page, send material and or links. For instance, Pete is going to send boxwood blight pictures to post so everyone can view them.

The Eastern Plant Board has offered to give HIS a subpage on the National Plant Board website. Therefore we wouldn't have to pay for the hosting, just the site listing. This would save \$142.00 every two years. Since the website has been paid through June of 2014, Mike suggested we make the move to the EPB website now. This would give us some overlap time to set up and get the membership used to the new site before the old one becomes obsolete. Mike and Sarah were going to talk to Carol Holko during this meeting about how to move forward on this website change.

A motion was made to accept website report by Pete Trenchard, CT, seconded by Bob Trumbule, MD, and approved by the membership.

Newsletter

Newsletter Editor, Pete Trenchard, CT, presented the Newsletter Report. Members who submitted articles for the newsletter; Mark, Sarah, and Mike were thanked for their contributions. A newsletter was distributed by email before the annual meeting. Pete indicated that as always he will need more material, articles, pictures, comics, etc. for future editions. These can be sent to him any time during the year, it is not necessary to wait for a last minute call for entries.

Pete noted that due to size limitations on different member's email accounts, he had to reduce picture size and resend the newsletter several times. It was decided that in the future the newsletter would be posted to the website to avoid this issue, and members should look for updates there. Pete will send an email to the membership once this posting has been made.

Mike mentioned a program called Drop box which could be another way for the membership to share information. Essentially this is a program that members could download and then post documents, pictures, or links to websites which everyone who is invited to join would have access to. Some states reported that this would conflict with their state's security policies. There is no fee for this program as long as memory limits are not exceeded. If more people join the program, more memory is allowed for the group.

A motion was made to accept the newsletter report by Tia Blevins, CT, seconded by Steve Sandry, CT 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.

Treasurer's Report Summary:

- Balance Starting April 2011: \$9260.60
- 2011 Income: \$7866.18 (\$7500.00 from NPB for SANC funds)
- 2011 Expenses: \$6220.08
- Balance Ending March 2011: \$10,906.70

The Treasurer's report was to be reviewed by the Audit Committee before the end of the meeting.

A reminder was given that dues of \$10.00 are collected at the meetings by the treasurer or they can be mailed to the address on the membership application which is posted on the website.

Committee Assignments:

- Resolutions – Mike Arnold, Pete Trenchard, Bob Trumbule, Sarah Scally, Jeff Brothers, Steve Sandry
- Constitution – Jeff Brothers, Tia Blevins, Mike Arnold
- Audit – Bob Trumbule, Carole Neil, Mark Taylor, Heather Harmon-Disque
- Awards – Steve Sandry, Tia Blevins, Jeff Brothers
- Newsletter – Pete Trenchard, Tia Blevins
- Program – Galen Ettinger, Pete Trenchard, Sarah Scally, Ethan Angell
- Nominations – Sarah Scally, Pete Trenchard, Carole Neil, Joan Mahoney
- Membership – Carole Neil, Kim Helbley, Bob Trumbule
- Interstate Inspection – Galen Ettinger, Jeff Brothers, Steve Sandry, Mark Taylor, Ethan Angell, Pete Trenchard, Sarah Scally, Mike Arnold, and the other New Jersey Inspectors

Old Business

Staying Connected With Members-

After discussions from the previous two annual meetings Pete set up a yahoo group and invited a few members to join as a test for the program. Other than this initial set up the group has not been used. If we were going to continue with this connection method, then each member would have to sign up for a yahoo account. Pictures and other documents could be posted, but there will be a limited amount of file space. The Central Chapter uses a yahoo group with success. The name of the group is Eastern Chapter Horticultural Inspection Society and you must be invited to join this group. Pete was given a list of member email addresses and invited members with yahoo email addresses to join.

Another option mentioned would be to for members to connect on Facebook. However, not all members are allowed to use this program at work and some do not have a personal account either. So it was determined that this method would not be practical at this time.

Membership Logo Set Up-

Several years ago the membership approved a motion to allow \$75 to \$125 of funds to be spent to set up the HIS logo with an embroidery shop. No additional progress had been made on the project. Therefore a new option was presented by Sarah and Pete to set up the logo with either L.L. Bean or Lands' End. If this could be accomplished, individual members could place orders with the logo on

the products they wanted, pay for them, and have the order delivered directly to them. Products would not need to be order as a group.

Sarah's husband works for a company that gets uniforms with its logo applied from L.L. Bean. She brought in a few of his polo shirts as examples so the membership could see the quality of the logo. She also brought in a catalog so that everyone could see the diversity of products that could be ordered. The membership decided to move forward with L.L. Bean, and Carole volunteered to set this up.

To move forward with this project, the color version of the logo would need to be located and it was uncertain who possessed this. The color version could be sent to L.L. Bean's design department and they would send back a swatch of fabric with the logo for the group to review. It was determined that the setup fee for logos under 10,000 stitches was \$95, which fit within the previously approved budget.

Thank you letters for SPRO's-

In 2012 the membership decided that following the annual meeting a formal letter would be sent to each member state's State Plant Regulatory Official (SPRO). The point of this letter was to thank the SPROs for the support they showed by sending HIS members to the annual meeting, and inform them of the information that was covered from which their inspectors gained valuable knowledge. For states with no member present, the letter would show how much the inspectors missed. Jeff sent this letter out in July, which allowed it to also announce the 2012 interstate inspection.

Sarah asked the group to share any feedback they had received from the SPROs. It was mentioned that some SPROs were confused as to why we were sending it, because they had never received this letter before. Others reported that their administrators were glad to know what their employees do during the HIS meeting.

It was decided that for future letters, the President, or whoever ran the annual meeting, would be the one to write the thank you letter.

A motion was made to continue to send the thank you letter to the SPROs by Pete Trenchard, CT, seconded by Mark Taylor, MD, and was approved by the membership.

Previous Award Presentation-

In 2012 Eric Ewing, WV was chosen for the Distinguished Service Award. Mike Arnold, WV had a plaque created and brought it to this meeting to be presented to Eric.

New Business

Discussion regarding spending SANC money: 1-1:25 min-

The Eastern HIS Chapter once again received \$7500 from the SANC Board in September, 2012. With \$540 left over from the previous year, our available SANC funds are approximately \$8040. Sarah stressed the importance of using all this money by the end of 2013 so that future fund contributions are not reduced. The SANC Board also supplied us with suggestions as to how the money should be used. However we can ultimately decide how to use these funds as long as it supports harmonizing inspections. Sarah handed out a summary of the suggested use of the money which was compared to how we actually used it in 2012 and asked the membership to have a discussion on how we would like to use the funds for 2013.

- Traveling to other Chapter's Meetings:

The SANC board suggested that some funds be used for each chapter President to travel to another chapter's annual meetings and/or interstate inspection events. However this is a lot of work for one person, so a designee could also volunteer to attend them as well. In 2011 Sarah (the President) was able to join the Central Chapter's meeting in South Dakota, but she was unable to get to another one in 2012. Instead, Mark attended the Central Chapter's meeting in Davenport Iowa and Mike went to the Southern Chapter's Interstate Inspection in Tennessee. It is suggested that funds be used to be present at an adjacent chapter's meeting but it would still be ok to attend the Western Chapter meeting. We have a year to spend the current money and give SANC a report, so someone could go to another chapter's annual meeting this coming fall. Lodging, travel, and food could be covered for this travel if approved by the executive committee; however salary is not available for reimbursement.

Opportunities to Represent HIS Eastern Chapter at Other Meetings-

- Southern Chapter - South Carolina- End of September, 2013
- Central Chapter – Illinois- October, 2013
- Western Chapter – Montana- October Interstate inspection and annual meeting combined
- National Plant Board – Louisville, Kentucky

Since there were no immediate volunteers to attend these meetings, Sarah and Jeff decided to gather more information about them, to make available to the membership. Interested individuals were asked to provide an explanation of expected expenses to the executive committee before available funds would be determined or distributed.

- Interstate Inspection Event:

In 2012, New York hosted the interstate inspection event and paid for many of the materials needed. This is essentially why \$540 of funds was left over from last year. Before the event, the amount of funds that were left to use was estimated and then divided by the number of member states who would have inspectors attending. Therefore, inspectors travel requests could be written with a known minimum reimbursement amount. It was noted that this was very helpful in obtaining approval for the travel, and should be done again for the 2013 event in New Jersey. Tia mentioned that it would be helpful to know how much money would be needed for the meeting itself including materials ahead of time so we would know how much could be split up between states.

Due to the complexity of allocating the SANC funds and the interstate inspection expenses the membership discussed who would make these decisions. It was determined that the constitution allows the President to appoint temporary committees and this seemed necessary.

Peter Trenchard, CT motioned for the President to appoint a SANC finance committee, seconded by Jeffrey Brothers, DE, and was approved by the membership. This will consist of the Executive Committee and a representative from the hosting state.

- Reference Material:

Last year SANC provided the book *Coincide* by Don Orton which was distributed to paid members. This year SANC may provide another resource for 2013-14, but if not we may be able to spend our SANC funds on one instead. One recommendation was the "Integrated Pest Management for Christmas Tree Production: A Guide for Pennsylvania Growers", which is a publication from Penn State University.

Report from 2012 Southern Chapter Meeting-

Mike shared his experiences from the Southern Chapter's combined annual meeting and interstate inspection event last year. The enormous nursery where the event was held grows large woody plants in containers and ships plants based on a compliance agreement. This nursery had recently switched their drip irrigation to a computerized system which used sensors in the bottom of pots to automatically detect when the water needed to be turned on and off. Apparently this change reduced their plant losses due to disease by 20% and decreased their water usage by 70%. The nursery also had an effective and commendable method of destroying dead plants by bulldozing them over a large bank and burning them.

SANC Program Discussion-

The membership engaged in a long discussion regarding the purpose, goals and especially the driving force behind SANC.

Thursday, April 11, 2013

Committee Reports

Audit Committee-

The Audit Committee reported that the checkbook was correctly balanced by Treasurer Tia Blevins, CT, based on the record of deposits, withdrawals, and bank statements.

A motion was made to accept the Finance/Audit Committee Report, seconded, and was accepted by the membership.

Award Committee-

The Awards Committee nominated Galen Ettinger, NJ a second time for the Carl Carlson Award, and Robert Trumble, MD for the Distinguished Service Award. Mark Taylor, MD presented the many commendable achievements and characteristics that qualified Bob for this award.

A motion was made to accept the nominations by Peter Trenchard, CT, seconded by Mike Arnold, WV, and was accepted by the membership.

Nominations Committee-

The Nominations Committee nominated, Jeffrey Brothers, to move into the position of President. They also nominated Mark Taylor, MD to the position of Vice President. No other nominations were presented from the floor, and both candidates accepted their nominations.

A motion was made to accept the two nominations by Carole Neil, ME, seconded by Galen Ettinger, NJ, and approved by the membership.

Constitution Committee-

The Constitution Committee asked the membership to consider adding two articles to the constitution. The first would define the calendar year as January 1st to December 31st. The second would indicate that membership fees are due by the beginning of the annual meeting. Previously there was nothing written in the constitution on these topics. There would be no punishment for delinquency. The new sections would be added to Article VI after Section 1 as follows:

Sec 2. Membership Year: The membership year shall be January 1 through December 31.

Sec 3. Dues payment dates: Annual dues shall be payable to HIS Treasurer by January 1. Membership shall be delinquent if dues are not paid by the start of the annual meeting.

These changes to the constitution would subsequently resolve:

- What year dues are being paid for
- When the financial books can be settled
- Who the voting members are at the start of the annual meeting
- Who receives member incentives and SANC materials distributed at different times of the year

A motion was made to accept the Constitution Report by Peter Trenchard, CT, seconded by Mike Arnold, WV, and approved by the membership.

Resolutions Committee-

Sarah Scally, ME presented two resolutions (abbreviated, please see full resolutions further below):

1. Thanking the Eastern Plant Board for their support of our annual meeting.

A motion was made to accept the first resolution by Mike Arnold, WV, seconded by Bob Trumble, MD, and approved by the membership.

2. Asking the Eastern Plant Board to communicate to the National Plant Board the value of the inspection harmonization events and encourage continued financial support.

A motion was made to accept the second resolution by Mark Taylor, MD, seconded by Jeffrey Brothers, DE, and approved by the membership.

Membership Committee:

The Membership Committee report was presented by Carole Neil, ME. The committee will be working on selecting colors for the logo. Carole will contact L.L. Bean to set the logo up and distribute information on ordering products to the membership. The committee will also select an incentive for the 2014 meeting. Sarah will recommend the "Integrated Pest Management for Christmas Tree Production: A Guide for Pennsylvania Growers" to the SANC committee as a useful reference that they may want to supply to all Chapters. If the SANC Board does not supply this to our membership, then regular HIS funds may be used to purchase copies of the manual for members. Kim Helbley, PA offered to look into getting a discount from Penn State University since we would be ordering many copies.

A motion was made to accept the Membership Committee Report by Peter Trenchard, CT, seconded by Tia Blevins, CT, and approved by the membership.

Program Committee-

Sarah Scally, ME asked the membership for program ideas for the 2014 Meeting in New Jersey. Mike Arnold expressed that it would be helpful to have a representative from PCIT and or Export Services attend to directly answer questions and for the membership to present ideas and comments to. This may be a more effective way to communicate difficulties with the program, instead of during a webinar. This type of session would require the membership to be prepared with notes of issues to discuss. Jeff Brothers, DE indicated it would be helpful for this representative to review how to issue

a certificate for those who do not use this program very often. An update of the boxwood blight situation in CT may be a relevant topic to cover as well.

Meeting Closure-

A motion was made to close the meeting by Peter Trenchard, CT, seconded by Robert Trumble, MD, approved by the membership and the meeting was closed.

Respectfully submitted,
Carole Neil, ME

**RESOLUTION ADOPTED BY THE HORTICULTURAL INSPECTION SOCIETY, EASTERN
CHAPTER, APRIL 11, 2013, IN HARRISBURG, PENNSYLVANIA**

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 39th Annual Meeting recognizes the Eastern Plant Board for their continued support.

WHEREAS the Eastern Chapter of the Horticultural Inspection Society recognizes the value of uniformity in plant inspection activities and plant pest identification,

WHEREAS the Eastern Chapter of the Horticultural Inspection Society has recently had the opportunity to attend various field oriented training with the purpose of harmonization,

WHEREAS the National Plant Board has provided funds for Eastern Chapter of the Horticultural Inspection Society personnel to attend field training that improves member states plant regulatory efforts,

WE RESOLVE THAT:

The Eastern Plant Board communicate to the National Plant Board the value of our positive experiences and encourage their continued financial support for these beneficial activities.



2013
 Horticultural Inspection Society
 Eastern Chapter
 Annual Treasurer's Report
 Harrisburg, PA

Balance Starting: April 2012	\$9,260.60
2012 HIS Income:	
Membership dues received (36)	\$360.00
Bank interest earned (4/2012 to 3/2013)	\$6.18
2012 NPB/SANC Funds deposited 9/25/2012	\$7,500.00
Income Total:	\$7,866.18
Total after income:	\$17,126.78
2012 HIS Expenses:	
Postage FY 2012 (SANC Funds cks# 2004, 2008, 2014)	(\$34.39)
Bank service fee	(\$0.25)
Travel (SANC Funds ck#2005 M. Taylor)	(\$653.20)
Web Hosting 6/15/12-6/14/14 (ck#2006 M. Arnold)	(\$142.80)
Travel (SANC Funds ck#2007 M. Arnold)	(\$423.30)
Interstate Inspection Event program reimbursements (SANC Funds, 5 Cks #2009, 2010, 2011, 2012, 2013)	(\$597.16)
Interstate Inspection Event travel reimbursements (SANC Funds, 14 Cks# 2015, 2016, 2017, 2018, 2019, 2021, 2022, 2023, 2024, 2025, 2026, 2027 2028, 2029)	(\$3,558.07)
Purchase of COINCICE books, 15 copies (SANC Funds Ck#2030 D. Jamieson)	(\$585.00)
Web Hosting, Domain Renewal (ck#2031 M. Arnold)	(\$9.95)
Logo mug purchase (ck# 3032 E. Angell)	(\$215.96)
Expenses Total:	(\$6,220.08)
Total after expenses:	\$10,906.70
Balance Ending: March 2013	\$10,906.70

Submitted by: Tia M. Blevins, Treasurer
 April 8, 2013