

MEMBER STATES

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



OFFICERS

| | |
|------------------|-------------------|
| Jeffrey Brothers | PRESIDENT |
| Mark Taylor | VICE PRESIDENT |
| Carole Neil | SECRETARY |
| Tia Blevins | TREASURER |
| Peter Trenchard | NEWSLETTER EDITOR |
| Stephen Sandrey | ARCHIVIST |

MINUTES OF THE 40TH ANNUAL MEETING OF THE HORTICULTURAL INSPECTION SOCIETY EASTERN CHAPTER

Held April 8-10, 2014 in Princeton, New Jersey

Tuesday, April 8, 2014

Call to Order

President Jeff Brothers, DE called the meeting to order. Members were welcomed to the 40th annual meeting of the Horticultural Inspection Society, Eastern Chapter.

Roll Call of States and Member Introduction

- Present: (8 states)
 - Connecticut- Peter Trenchard, Stephen Sandrey, Tia Blevins
 - Delaware- Jeffrey Brothers, Stephen Hauss
 - Maine- Carole Neil, Sarah Scally
 - Maryland- Mark Taylor, Robert Trumbule
 - New Jersey- Charles Leonard, Galen Ettinger, Morris Fairbairn, Roy Sollenberger, Ryan Rieder, Steve Silberstein
 - New York- Nan Morgan
 - Pennsylvania- John Shannon, Sarah Gettys, Tina Stimmler
 - West Virginia- Mike Arnold
- Absent: (4 states)
 - Massachusetts, New Hampshire, Rhode Island and Vermont

Secretary's Report

Carole Neil, ME reported that the 2013 Annual Meeting Minutes were emailed to the membership twice and also posted on the website prior to the 2014 meeting for review to save time instead of reading them out loud at this meeting. No changes were needed.

A motion to approve the minutes was made by Pete Trenchard, CT, seconded by Robert Trumbule, MD and approved by the membership.

President's Report

Jeffrey Brothers, DE presented the president's report which detailed his actions as president over the past year. His activities included:

- Attending our chapter's interstate inspection,
- Sending out a thank you letter last summer to Eastern Plant Board members in an effort to continue communicating with them the value of our HIS annual meetings and to encourage them to support sending inspectors to the meetings,
- Attending the Central Chapter's annual meeting in Illinois in October.

- 42 attendees from 10 states, he was the only one from another chapter.
- Topics presented included:
 - canker diseases and greenhouse virus diseases
 - Bill McAdams, son of Robert McAdams for whom the central chapter has an award named after, talked about scale control
 - SANC and compliance agreements
- Discussion topics included the decline in nursery acres due to increased land value and one state finding poor compliance with Japanese beetle regulations on plant imports.
- Communicating with members and committees on topics such as awards and incentives
- Worked on SANC budget, with Tia and the executive committee.

2013 Distinguished Service Award Presentation

A plaque was presented to the 2013 Distinguished Service Award recipient Robert Trumbule, MD by the Awards Committee chair Stephen Sandrey, CT. The president thanked Mike Arnold, WV for creating this plaque.

Archivist's Report

Archivist, Stephen Sandrey, CT, presented the 2014 archivist's report on this 40th anniversary of the HIS EC founded in 1974. Archives from 2007 to 2014 were present, archives from the older dated meetings and proceedings were not. State reports still missing from the 2013 Harrisburg, PA meeting were from MA, NH, PA, RI and VT. For the current 2014 Princeton, NJ meeting, state reports had already been collected from CT, DE, ME, MD, NH, NJ, PA and WV. Reports still needed for 2014 were MA, NY, RI, and VT. Recent items added to the archive included: the agenda, preprogram assessment, and evaluation forms from the HIS EC Interstate Inspection held in New Jersey, and the Fall 2013 Newsletter. Also present, was the list of meeting locations from the years 1974 to 2014. The archivist called for members to collect local flavor and pamphlets, brochures and menus to spice up this year's file.

Website

The website report was presented by Mike Arnold, WV. If you would like anything posted on the website, please let Mike know. It was decided in previous meetings that state reports would be posted on the website instead of creating paper copies and presenting this during the meeting. In order for this to be done members are asked to send state reports to Mike prior to the annual meeting. 2013 state reports for Delaware, Maryland, West Virginia, and Maine had already been posted.

The minutes for the 2013 Annual Meeting have also been posted to the website, as well as the Fall 2013 edition of the Newsletter.

Newsletter

Newsletter Editor, Peter Trenchard, CT, presented the newsletter report. The fall 2013 edition of the newsletter was distributed by email before the meeting and it was also posted to the website. Paper copies were handed out to those that needed them. Pete indicated that as always he will need more contributions from members including: 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.

Jeff expressed concern about the lack of help Pete receives with the newsletter, especially since at some point he will need to hand this task over to someone else. Tia indicated that she has been recruited to help with this.

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 2013: \$10,906.70
- Income: \$442.54
- Expenses: \$7,141.87
- Balance Ending March 2014: \$4,207.37
 - \$1,394.05 is left over SANC funds to be used this year
 - \$2813.32 is actually HIS money

- Green HIS mugs with a white logo are for sale for \$8 if anyone would like one. These can also be distributed to anyone who helps out or gives a presentation for HIS. It was suggested that Aurelio Posadas would be a good candidate to receive a mug.
- New members that have paid dues- there are leftover old publications that were previously distributed to the membership including the Central HIS Guide and the book titled Coincide. Please let Tia know if you do not have copies of these references and would like them.
- During the 2013 annual meeting it was decided that the membership year will run from January 1st through December 31st of each year. Therefore dues are due on January 1st of each year. It is important to pay your dues before the start of the annual meeting in order to allow you to vote on important topics. Membership dues will however be accepted anytime during the year, and there is no punishment for delinquency.

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

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

Discussion about \$50 Travel Stipend

An old motion that was made and approved by the chapter a very long time ago was brought forward for discussion. Originally known as the Connecticut Rule this motion indicated that if someone had to pay their own way to the meeting, a \$50 travel stipend would be awarded. The motion should have been documented in the minutes, but is not an item in constitution. This will have to be found in the archives, which may be in deep storage at this time. It was decided that this would be discussed again later in the business meeting.

Committee Assignments:

- Resolutions – Chair Bob Trumbule, Pete Trenchard, Steve Sandrey, Galen Ettinger, Ryan Rieder, Mike Arnold
- Constitution – Chair Mike Arnold, Steve Sandrey, Bob Trumbule, Jeff Brothers, Morris Fairbairn
- Audit – Chair Mark Taylor, Steve Hauss, Carole Neil
- Awards – Chair Tia Blevins. Bob Trumbule
- Newsletter – Chair Pete Trenchard, Tia Blevins, Galen Ettinger
- Program – Chair Jeff Brothers, Mike Arnold, Pete Trenchard, Sarah Scally, Ethan Angell, Jack Shannon, and Tina Stimmler
- Nominations – No one was assigned to this committee as there were no open positions on the executive committee.
- Membership – Chair Carole Neil, Sarah Scally, Nan Morgan
- Interstate Inspection – Chair Pete Trenchard, Galen Ettinger, Tia Blevins, Steve Sandrey, Ethan Angell, Sarah Scally.

Interstate Inspection Location:

Two states were interested in hosting the 2014 Interstate Inspection: CT and PA. Much of the feedback from the 2013 Interstate Inspection indicated that members would like to visit a nursery where a SANC pilot program is in place. CT had volunteered in 2013 as well but it ended up being held in NJ instead. It was also noted that it is especially important for the location to be accessible to the most amount of people, so a central location would be best.

- PA- Interested in visiting one or both of the nurseries in the fruit tree certification program since they have already been using a systems approach for the last few years, and possibly a SANC pilot nursery.
- CT- Interested in visiting Monrovia which recently purchased a nursery in CT for their eastern distribution center where plant material will be brought in from the west coast. Monrovia is also planning on doing the US NCP.

A vote was taken (one vote per state). With 6 votes for CT and 2 votes for PA it was determined that the 2014 Interstate Inspection would be held in CT.

Old Business

Update on Website Move to National Plant Board-

Mike Arnold, WV reported that no progress has been made on this project.

Membership Logo Set Up-

Carole Neil, ME, Membership Committee chair presented the HIS EC color logo that has now been set up with LL Bean. The original setup fee cost the chapter \$140. The logo can be embroidered onto LL Bean products for an application fee of \$15 per item or if more than 6 items are ordered with the logo the application fee is only \$8 per item. This information and ordering directions were sent out in emails to the membership and also posted on the website and in the newsletter. Items can be purchased by individual members, but the chapter as a whole will not be placing an order together at this time.

There was discussion about who owns the developed logo. The secretary and membership chair hold copies of the logo; however LL Bean did some modifications to colors in order to convert it into an embroidered form. It was decided that at this time the logo will stay under control of HIS. If a member requests to obtain the logo file to modify it or use it for other purposes, they should contact the membership chair to run a proposal by the Executive Committee.

Thank you letters to SPRO's-

Jeff Brothers, DE asked for any input or feedback on the thank you letter that has been sent out to the SPRO's after our annual meetings the last few years. It was noted that this letter also helps communicate the value of membership in the HIS EC by highlighting activities and progress of the chapter throughout the year. There was no new feedback on how this letter should be written therefore the president will continue to write it.

Officers Tasks/Duties-

While discussing the president's task of writing the aforementioned thank you letter, it was noted that it may be difficult for new members of the executive committee to know the duties and tasks that are being passed on to them. Therefore to facilitate these transitions, the officers were asked to create an outline of their duties/tasks to pass on to next officers.

Staying Connected With Members-

All the following program options may be a faster way to connect with other HIS EC members, however not all members may have access to all programs.

- Drop box: If your state allows you to use this file sharing program Mike Arnold, WV has created an HIS account to help with sharing large documents that we all need to access. For example Tia could update the membership list in Drop box and everyone could see the up to date information. This 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. Many 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.
- Yahoo Group: Pete Trenchard, CT reminded the membership that he has created a yahoo group for our chapter. If you would like to participate in this group you must have a yahoo account. Currently only 9 members have signed up. Pictures and other documents can be posted to the group, but there will be a limited amount of file space. The name of the group is Eastern Chapter Horticultural Inspection Society and you must be invited to join this group. Please email Pete at peter.trenchard@ct.gov if you would like to join.
- Facebook Group: Pete has also created a Facebook group for our chapter. In order to access this you can search for the group title: Eastern Chapter - Horticultural Inspection Society, while logged into your Facebook account.

New Business

Membership Fee Collection Option-

Jeff Brothers, DE presented a suggestion from Mike Arnold, WV to look into whether or not the HIS membership fee could be included in the registration fee for the annual meeting. Mike noted that the Western Chapter's registration allows individuals to select whether or not they will be including the membership fee with the registration fee. This could help members whose states will not pay the \$10 membership fee. Over half the present meeting attendees indicated they pay their own membership fee because their state will not cover it. However our Eastern Chapter has a unique situation since we meet in conjunction with EPB and they collect the registration fee. We may have to jump through hoops to get this \$10 per member back from EPB. We are trying to get members to pay membership fee by January 1st, so this may delay renewals and may cause some people to double pay. The membership committee was tasked with asking EPB about this payment option.

Next the purpose and use of the membership fee was discussed. Currently money collected from this fee can support the chapter to bring in speakers, purchase reference material and tools, etc. Jeff would like membership to share ideas about how to use this money. It was mentioned that it is good to keep a positive balance as a security.

Membership Incentive Distribution-

The membership committee selected green clipboards with the HIS EC logo displayed in black on the back. This was selected due to its usefulness for holding papers during inspections and also because there are inches and metric rulers on their sides which can help measure the size of a plant pest, symptom etc. The funds for the incentive came out of the HIS budget.

Discussion Regarding Travel Awards:

During previous annual meetings, the membership has repeatedly discussed the importance of representation from as many eastern chapter states as possible. Awarding funds to help defray travel costs to a member whose state would not pay for their trip has been proposed as a possible solution. It has been asked if SANC funds could be used for this purpose since SANC has presented each chapter with funds to improve harmonization between states. It was determined that clear guidelines would need to be developed. Therefore Jeff proposed to the membership and Aurelio Posadas (who was attending this session) the document: *HIS Chapter Guidelines For SANC Funds Used to Aid Annual Chapter Meeting Attendance*.

The document specified that the same state could not receive the travel award for two consecutive years. There was some concern that it seems to be the same states that do not attend the annual meeting and they therefore may be the state that needs it most. It was clarified that this was to prevent the states from using the travel awards as a yearly budgeting tool. If the states do not find the meeting valuable enough to send an inspector with state funds, then HIS/SANC should not be paying for it every year. The president hopes to make more of an effort to reach out to the states that do not have an HIS representative due to small staffs.

Aurelio said that originally the SANC group wanted awarded funds for each chapter to mainly be used for the interstate inspections. However, since the purpose of SANC is harmonization, the SANC group agreed that annual meetings of the HIS Chapters was also important for harmonization. He is going to share the document with the other HIS Chapters and the SPROs. Aurelio was presented the HIS Mug as a token of appreciation for his help in this process.

Spending of SANC Funds-

Jeff Brothers, DE discussed budgeting for past and current SANC funds. There is approximately \$1400 left over from 2013, which Jeff proposed to use for Eastern Chapter HIS representatives to attend meetings held by other HIS chapters. 2014 funds of \$5000 were received during this meeting, which will be budgeted for the Eastern Chapter Interstate Inspection Event. Currently budget oversight is received from the executive committee.

A motion was made by Galen Ettinger, NJ, for the executive committee to use the previously proposed document *HIS Chapter Guidelines For SANC Funds Used to Aid Annual Chapter Meeting Attendance*, to determine who will receive SANC funds to attend the annual HIS chapter meetings. The motion was seconded by Charlie Leonard, NJ, and approved by membership.

Possible dates for the interstate inspection were discussed. It was agreed that October would be the best month for this event. The nursery that we will be visiting will still have plant material out and being shipped at that time.

- Opportunities to Represent the HIS Eastern Chapter at Other Meetings- Jeff would prefer for someone who has not represented us in the past to volunteer to attend another chapter's meeting or inspection event. This would require submitting a travel request to the executive committee who would approve a designated amount to attend. The traveler would then need to give a report to the membership at the next annual meeting and write a report for the newsletter. In the past we've had two representatives attend other meetings, the president and/or another member. Jeff will come up with a deadline for requests and email this to membership with meeting details. Since none of the presidents for the chapters are attending the NPB meeting Jeff thinks it makes more sense for this money to be used for a member to attend another chapters meeting. Interested individuals were asked to provide an explanation of expected expenses to the executive committee before available funds would be determined or distributed.

- Western Chapter – San Diego CA- October 6-10, 2014 Annual Meeting will have an inspection component but no separate interstate inspection event.
- Southern Chapter – Annual Meeting San Antonio TX- September 21-24, 2014 Interstate Inspection in June
- Central Chapter –Annual Meeting Minnesota- October, 2014 Interstate Inspection in late July that looks really good at a large grower.
- Reference Material- Some suggestions have been given in the past. Jeff asked for new suggestions to be sent to the Membership Committee. Last year we were interested in “Integrated Pest Management for Christmas Tree Production: A Guide for Pennsylvania Growers” which was \$40 but this was too expensive for our normal HIS funds to cover. The SANC committee thought this book was too regional to distribute nationally. 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. It was suggested that if there wasn’t enough money to give a reference material to each member then maybe we could give one per state.

Constitution Committee Task Discussion:

It was suggested that we need some way of keeping track of decisions/initiatives/guidelines made at meetings without putting them into the constitution or letting them get buried in the minutes. The group discussed whether or not another document and/or committee is needed for this task. One possibility was to amend the name of the Constitution committee to the Constitution/Procedures and Guidelines Committee. The constitution committee was tasked with determining the feasibility of changing the committee name and duties and will report back to the group.

It was also suggested that each executive committee member should have a memory stick with their work and information on position tasks to pass on to future officers in that position.

Thursday, April 10, 2014

Committee Reports

Resolutions Committee-

Jeff Brother’s presented to the membership 3 resolutions (abbreviated, please see full resolutions further below):

1. Asking the Eastern Plant Board to communicate to the National Plant Board, the necessity of increased funding and support to pursue uniform data collection and reporting methods.

A motion was made to accept the 1st resolution by Pete Trenchard, CT, seconded by Roy Sollenberger, NJ, 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 2nd resolution by Mike Arnold, WV, seconded by Mark Taylor, MD and approved by the membership.

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

A motion was made to accept the 3rd resolution by Steve Sandrey, CT, seconded by Pete Trenchard, CT and approved by the membership.

Constitution Committee-

Mike Arnold, WV, chair of the Constitution Committee presented the following possible additions to the Constitution Bylaws: (additions are in bold)

- Article VII Funding may be made available to defray the necessary expenses of attending the annual Horticultural Inspection Society meeting **or other relative activities as determined by the Eastern Chapter's Executive Committee.**
- **Article VIII The Eastern Chapter may establish "Procedures and Guidelines" to carry out any business or activity pertaining to the Chapter's Constitution and Bylaws.**

A motion was made by Sarah Scally, ME to end the discussion and vote on the article. This was seconded by Peter Trenchard, CT, and approved by the membership.

A motion was made to accept the changes to Article 7 of the Constitution by Pete Trenchard, CT, and seconded by Bob Trumbule. A vote was taken from each present member state, with a unanimous result in favor of the changes.

A motion was made to accept Article 8 of the constitution by Bob Trumbule, MD, and seconded by Pete Trenchard, CT. A vote was taken from each present member state, with 7 states in favor of the changes (CT, DE, ME, MD, NY, PA, and WV) and one state apposed (NJ) therefore the motion was carried.

Audit Committee-

The Audit Committee Chair Mark Taylor 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 by Sarah Scally, ME, seconded by Pete Trenchard, CT and was accepted by the membership.

Award Committee-

The Awards Committee nominated Galen Ettinger, NJ a third time for the Carl Carlson Award, and Mike Arnold, WV for the Distinguished Service Award.

A motion was made to accept the nominations by Bob Trumbule, MD, seconded by Pete Trenchard, CT, and was accepted by the membership.

Newsletter Committee-

The committee will continue to produce the excellent quality newsletter we are accustomed to reading. Articles and other contributions are still needed from members.

Program Committee-

Jeff reported that Pete is already working on a speaker for the 2015 annual meeting. Jeff would like to reach out to a NH inspector, possibly Doug Cygan or Chris Rallis, to help with the program since the meeting will be in Portsmouth.

Membership Committee:

The Membership Committee reported that they will work to select an incentive for the 2015 meeting. Suggestions were requested with one response recommending hand lenses. Also the committee will look into the possibility of having HIS dues included in the meeting registration fee for 2015.

Nominations Committee-

A committee was not formed because it was not believed that any positions were open this year. Therefore the executive committee will remain the same for the next year.

Membership Status of Past Inspectors-

The membership designation of two past inspectors Tim Schmalz, VT, and Eric Ewing, WV, both of whom have upgraded their positions in their respective State Departments of Agriculture, was discussed. After reviewing the definitions in the constitution for member, affiliate member, and honorary member, a decision could not be made as to what type of membership they would fit into.

A motion was made for the executive committee to take this topic under consideration and have further discussion to make a decision by Bob Trumbule, MD, seconded by Mike Arnold, WV, and was approved by the membership.

The membership was asked to submit all input to the executive committee.

Meeting Closure-

A motion was made to close the meeting by Mark Taylor, MD, seconded by Nan Morgan, NY, approved by the membership and the meeting was closed.

Respectfully submitted,
Carole Neil, ME

**RESOLUTIONS ADOPTED BY THE HORTICULTURAL INSPECTION SOCIETY, EASTERN
CHAPTER, APRIL 10, 2014, PRINCETON, NEW JERSEY**

WHEREAS the Eastern Chapter of the Horticultural Inspection Society recognizes the value of uniformity in plant inspection data reporting,

WHEREAS the Eastern Chapter of the Horticultural Inspection Society realizes that each state in its chapter utilizes different data collection and reporting systems,

WHEREAS uniformity of data collection and reporting methods would benefit the states of the Eastern Plant Board, and enhance Systems Approach to Nursery Certification initiatives,

WE RESOLVE THAT:

The Eastern Plant Board communicates to the National Plant Board, the necessity of increased funding and support to pursue uniform data collection and reporting methods.

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 harmonizing inspection methods,

WHEREAS the National Plant Board has provided funds for the 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 communicates to the National Plant Board the value of our positive experiences and encourages their continued financial support for these beneficial activities.

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 40th Annual Meeting recognizes the Eastern Plant Board for their continued support.



2014
Horticultural Inspection Society
Eastern Chapter
Annual Treasurer's Report
Princeton, NJ

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| Balance Starting: April 2013 | \$10,906.70 |
| 2013 HIS Income: | |
| Membership dues received (42) | \$420.00 |
| HIS Pins sold (4) | \$20.00 |
| Bank interest earned (4/2013 to 3/2014) | \$2.54 |
| | |
| Income Total: | \$442.54 |
| | |
| Total after income: | \$11,349.24 |
| 2013 HIS Expenses: | |
| Travel (SANC Funds ck#2035 M. Arnold) | (\$1,296.83) |
| Travel (SANC Funds ck#2040 J. Brothers) | (\$937.65) |
| Postage FY 2013 (SANC Funds ck#2047) | (\$48.19) |
| Interstate Inspection Event travel reimbursements | (\$4,361.31) |
| (SANC Funds, 16 Cks# 2036, 2037, 2038, 2039, | |
| 2041, 2042, 2043, 2044, 2045, 2046, 2048, 2049 | |
| 2050, 2051, 2052, 2054) | |
| Plaque for E. Ewing (ck#2033) | (\$117.00) |
| L.L. Bean Logo set-up (ck#2034) | (\$140.00) |
| Web Hosting, Domain Renewal (ck#2053) | (\$12.95) |
| Logo mug purchase (ck#2055) | (\$209.49) |
| Postage of mugs as gifts (ck#2056) | (\$18.45) |
| | |
| Expenses Total: | (\$7,141.87) |
| | |
| Total after expenses: | \$4,207.37 |
| | |
| | |
| Balance Ending: March 2014 | \$4,207.37 |

Submitted by: Tia M. Blevins, Treasurer
 April 7, 2014