

MEMBER STATES

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 41TH ANNUAL MEETING OF THE HORTICULTURAL INSPECTION SOCIETY EASTERN CHAPTER

Held April 7-9, 2015 in Portsmouth, New Hampshire

Tuesday, April 7, 2015

Call to Order

President Jeff Brothers, DE called the meeting to order. Members were welcomed to the 41st annual meeting of the Horticultural Inspection Society, Eastern Chapter.

Roll Call of States and Member Introduction

- Present: (9 states)
 - Connecticut- Peter Trenchard, Stephen Sandrey, Jeff Fengler
 - Delaware- Jeffrey Brothers, Stephen Hauss
 - Maine- Carole Neil, Sarah Scally
 - Maryland- Mark Taylor
 - New Hampshire- Morgan Dube, Doug Cygan
 - New Jersey- Galen Ettinger
 - New York- Michael Formichelli, Nan Morgan
 - Pennsylvania- John Shannon, Sarah Gettys, Tina Stimmler
 - West Virginia- Mike Arnold
- Absent: (3 states)
 - Massachusetts, Rhode Island and Vermont
- Guest State- Utah- Jack Wilkins

Secretary's Report

Carole Neil reported that the 2014 Annual Meeting Minutes were emailed to the membership and also posted on the website prior to the 2015 meeting for review to save time instead of reading them out loud at this meeting. Changes to the letterhead were needed as well as a few digits in the dates of the Treasurer's Report.

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

President's Report

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

- Attending our chapter's interstate inspection in Connecticut,

- 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,
- Had hoped to connect with states that typically don't have representation, but did not accomplish it,
- Communicating with members and committees on topics especially the program committee,
- Worked on SANC budget with Tia and the executive committee.

Jeff also thanked Morgan Dube for all her work to organize this year's meeting.

Archivist's Report

Archivist, Stephen Sandrey presented the 2015 archivist's report. Archives from 2007 to 2015 were present, archives from the older dated meetings and proceedings were not. State reports still missing from the 2014 Princeton, NJ meeting were from MA, RI and VT. For the current 2015 Portsmouth, NH meeting, state reports had already been collected from CT, DE, ME, MD, NH, NJ, NY, PA and WV. Recent items added to the archive included: the agenda, preprogram assessment, and evaluation forms from the HIS EC Interstate Inspection held in Connecticut, and the Fall 2014 Newsletter. Also present, was the list of meeting locations from the years 1974 to 2015. The Eastern Plant Board has offered long term storage of HIS archival records predating 2007, which will be discussed further during New Business. 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. 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. The minutes for the 2014 Annual Meeting have also been posted to the website, as well as the Fall 2014 edition of the Newsletter. If you would like anything posted to your state page on the website including pictures, you must let Mike know or nothing will change. Jeff mentioned that the website is a great way to find contact information for members.

Newsletter

Newsletter Editor, Peter Trenchard presented the newsletter report. Paper copies of the Spring 2015 edition of the newsletter were distributed and will be posted to the website. 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. It is a possibility that Tia may help with the newsletter if needed, but that has not been formalized.

Treasurer's Report

Treasurer, Tia Blevins, CT was absent this year so Mike Arnold presented the treasurer's report, of which a detailed copy is attached to these minutes.

Treasurer's Report Summary:

- Balance Starting April 2014: \$4,207.36
- Income: \$9883.29
- Expenses: \$3,379.24
- Balance Ending March 2015: \$3,758.41
 - \$769.44 is left over SANC funds to be used this year
 - \$2609.80 is actually HIS money

It was noted that the date at the bottom of this report had an incorrect date that needs to be updated. 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 officer reports by Pete Trenchard, CT, seconded by Mark Taylor, MD, and approved by the membership.

Committee Assignments:

- Resolutions – Chair Galen Ettinger, Mark Taylor, Steve Sandrey, Mike Arnold, Peter Trenchard
- Constitution – Chair Mike Arnold, Peter Trenchard, Tina Stimmler
- Audit – Chair Steve Hauss, Mark Taylor, Sarah Gettys
- Awards – Chair Jeffrey Brothers, Galen Ettinger, Mark Taylor
- Newsletter – Chair Peter Trenchard, Tia Blevins
- Program – Chair Mark Taylor, Tina Stimmler, Peter Trenchard, Carole Neil, Jeffrey Brothers
- Nominations – Chair Steve Sandrey, Peter Trenchard, Sarah Scally
- Membership – Chair Mark Taylor, Morgan Dube, Carole Neil
- Interstate Inspection – Chair Sarah Gettys, Peter Trenchard, Galen Ettinger, Mark Taylor, Jack Shannon, Sarah Scally

Interstate Inspection Location:

Much of the feedback from past Interstate Inspection evaluations indicated that members would like to visit a nursery where a SANC pilot program is in place. Pennsylvania has volunteered to host for 2015.

A motion was made to hold the 2015 Interstate Inspection in Pennsylvania by Mike Arnold, WV, seconded by Peter Trenchard, CT, and accepted by the membership.

Old Business

Update on Website Move to National Plant Board-

Mike Arnold reported that no progress has been made on this project. This move could save the chapter approximately \$150 per year. Mike mentioned that if anyone is good at working on websites and would like to take over the responsibility of managing the website let the membership know. At this time the website seems to be working fine so host site and manager will remain the same. This could be brought up again in the future.

Logo Setup with LL Bean-

The membership was reminded that the HIS EC embroidered logo has been set up with LL Bean to apply to products if you wish to purchase them. Instructions for how to order are posted on the website.

Membership Incentive Distribution-

The membership committee selected Khaki messenger bags with the HIS EC logo displayed in black on the front pocket. The bags were distributed to all present members. The funds for the incentive came out of the HIS budget. HIS mugs are still available for purchase.

Thank you letters to SPRO's-

It was noted that this letter 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.

Staying Connected With Members-

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.

- **Yahoo Group:** Pete Trenchard 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

Spending of SANC Funds-

Jeff Brothers discussed budgeting for past and current SANC funds. Currently budget oversight is received from the executive committee. In the past funds have been used to hold the interstate inspection event, send Eastern Chapter representatives to meetings of other chapters, and to purchase reference materials for members. Last year, a guideline was created outlining how SANC funds could be used to help members attend the annual meeting if their state would not pay to send any representatives.

Typically \$4000-\$5000 is spent on the interstate inspection. There is only approximately \$700 left over from 2014, and it is unknown how much money if any will be awarded to the chapter this year. Therefore, there may not be extra funds to send Eastern Chapter representatives to other chapter's meetings. We always have regular HIS funds that could back up SANC funds if needed.

Opportunities to Represent the HIS Eastern Chapter at Other Meetings- Jack Wilkins, UT informed the membership that the Western Chapter would be holding their annual meeting in Salt Lake City September 29th through October 1st 2015. Information on the Southern and Central Chapter meetings has not been collected. There may not be sufficient funds to send an Eastern Chapter representative to another chapter's meeting this year, however interested individuals should submit an explanation of expected expenses to the executive committee before available funds would be determined or distributed. If approved, traveler would then need to write a report for the newsletter, and if possible give a report to the membership at the next annual meeting.

Export Certification Workgroup Representation-

Sarah Scally reported that she is a representative for the Eastern Plant Board on the Export Certification Workgroup. This is a group of plant board representatives and export services staff from the USDA. They hold a conference call every other month, so if anyone has phytosanitary issues that they would like her to pass on to the workgroup please let her know. This could be problems with specific commodities, or countries, or even training needs. She always sends the membership updates on what was discussed during the workgroup conference calls so please let her know if you have any feedback.

Carl Carlson Award Winner Response-

Jeff Brothers read out loud a thank you letter written by the 2014 Carl E. Carlson Award winner Galen Ettinger, NJ. The membership offered Galen their sincere congratulations.

Archive Storage-

Archivist Steve Sandrey informed the membership that the Eastern Plant Board has offered to store the HIS EC archives at a location in Kansas. Members expressed concern that this may limit our access to these records. If this ever does happen it was suggested that all the records be replicated beforehand.

Peter Trenchard, CT made a motion to respectfully decline the Eastern Plant Board's kind offer to store our archives. This was seconded by Mike Arnold, WV, and accepted by the membership.

Wednesday April 8, 2015

Correction of Nominations Oversight-

Peter Trenchard, CT made a motion to correct an oversight from 2014 and reappoint Carole Neil as Secretary effective from 2014. This was seconded by Steve Sandrey, CT, and approved by the membership.

2014 Distinguished Service Award Presentation-

2014 Distinguished Service Award recipient Mike Arnold, WV shared the plaque he had created in WV. The president thanked Mike for creating his own award, and the membership offered their congratulations.

Presentation by Jack Wilkins, Utah

Jack gave the membership an overview of Utah's state report. Their state has 12 inspectors each covering one or more county. All inspectors do inspections for several different programs including feed seed, fertilizer, pesticides, apiary, and nursery inspections. They do have three dedicated pesticide inspectors, but other inspectors are required to observe if they come across a pesticide application. The state prefers to be proactive and use outreach to get everyone into compliance with the laws of these programs. Nursery licenses are only required for businesses bringing plants in from out of state. There has been a lot of change recently in program managers in their department. They are hoping to roll out a new digital compliance program to be more efficient.

The top diseases of concern in UT include: verticillium wilt, aspen leaf spot, fire blight, late and early blight, anthracnose, slime flux, powdery mildew, crown gall, root rot, and *Phytophthora*. Top insects of concern are: aphids, carpet and warehouse borers, army worm, roundhead wood borers, pine beetle, weevils, ants, leaf beetles, grubs, seed bugs and clearwing moths. To comply with external quarantines they have compliance agreements with NV, CA, and MT for Colorado potato beetles, and early and late blights for tomato shipments.

Thursday, April 9, 2015

Committee Reports

Review of Membership Dues-

Membership dues are due by January 1st of each year and are good through December 31st. You can wait and pay dues at the annual meetings in April but they must be paid before your state can vote. There have not been any issues this year that need to be voted on, and everyone present at this meeting has paid their dues. There is a form on the HIS/EC website that can help convince supervisors to have the state pay your dues if it is needed.

Boxwood Blight Placemats-

Peter Trenchard reported that these can be obtained by emailing him if anyone needs more copies.

Resolutions Committee-

RESOLUTIONS ADOPTED BY THE HORTICULTURAL INSPECTION SOCIETY, EASTERN CHAPTER, APRIL 9, 2015, PORTSMOUTH, NEW HAMPSHIRE

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 41st Annual Meeting recognizes the Eastern Plant Board for their continued support and the state of New Hampshire for hosting this meeting.

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

Constitution Committee-

Mike Arnold, chair of the Constitution Committee reported that there were no changes to the constitution this year. However, it was decided that two dates will be added to the end of the constitution. First, there will be an amended date. This date will be in red font for the year that the change was made. If no new changes were made the following year, the date will remain the same in the document; however the font will be changed to black. Second there will be a review date which will be updated every year to reflect that the constitution was reviewed at the annual meeting. The new constitution needs to be posted to the website soon after each meeting with any changes from that year indicated in red type.

A motion was made to accept the Constitution Committee report by Steve Hauss, DE, seconded by Morgan Dube, NH, and approved by the membership.

Audit Committee-

The Audit Committee Chair Stephen Hauss reported that after reviewing the check register, bank statements and the treasurer's report, no discrepancies or oversights were found.

A motion was made to accept the Finance/Audit Committee Report by Sarah Gettys, PA, seconded by Sarah Scally, ME and was accepted by the membership.

Award Committee-

The Awards Committee nominated Sarah Scally, ME for the Carl E. Carlson Distinguished Achievement Award in Regulatory Plant Protection, and Peter Trenchard, CT for the Distinguished Service Award.

Jeff Brother's presented the numerous distinctions that both of these nominees possess to qualify them for their respective awards. It is important that members write letters of support for Sarah's nomination, since she is competing with nominees from other HIS chapters.

A motion was made to accept the nominations by Stephen Sandrey, CT, seconded by Jack Shannon, PA, 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. Peter Trenchard mentioned that he took some good pictures from the field trip to UNH which he plans to include in the next newsletter, and asked for any pictures taken during the field trip to the Science Center to be sent to him along with a write up about experiences there.

A motion was made to accept the newsletter report by Carole Neil, ME, seconded by Morgan Dube, NH, and approved by the membership.

Program Committee-

It is expected that the 2016 Annual Meeting will be held in Maryland, and therefore Mark Taylor was selected to be chair of the program committee. Program ideas were requested from the membership. Mike Arnold suggested inviting someone from PCIT attend next year's meeting, which may be possible since due to proximity to the Riverdale, MD office.

Nominations Committee-

Steve Sandrey presented the following slate of nominations:

President- Mark Taylor (2 year term ending April 2017)

Vice President- Carole Neil (2 year term ending April 2017)

Treasurer- Stephen Hauss (3 year term ending April 2018)

Secretary- Morgan Dube (2 year term ending April 2017)

A motion was made to accept the slate of officers by Mike Arnold, WV, seconded by Tina Stimmer, PA, and approved by the membership.

It was noted that the officers spend time outside of the meetings doing work for the chapter, and this work is appreciated. 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 executive committee members were asked to create an outline of their duties/tasks as well as a memory stick containing necessary documents to pass on to the incoming officers. The incoming president was tasked with making sure this information is passed on. Therefore, the old officers are asked to also notify the incoming president when they transfer their memory stick, documents, and/or task list to the new officer taking their position.

Membership Committee:

The Membership Committee reported that they will work to select an incentive for the 2016 meeting. The possibility of ordering The North East Greenhouse Floriculture Guide for as many members as possible was discussed. Jeff Brothers spoke with Aurelio Posada regarding whether or not this reference could be provided by the SANC group or if it could be purchased with SANC funds. The Maine representatives will send Jeff a link to the guide to forward on to Aurelio.

Interstate Inspection Committee:

Sarah Gettys reported that she had spoken with Dana Rhodes and they are planning to contact Conrad Pyle about dates that might work for the event, which will probably be around the same time

as the last few years. Someone should provide Sarah with a list of other HIS Chapter meeting to make sure we are not planning our event at the same time. Galen Ettinger will be checking into the pilot operation nearby in NJ to see if a visit there could be added to the program. Peter Trenchard will provide Sarah with templates for registration forms etc. Once the dates are more concrete, Sarah will contact the committee to set up a conference call to do more planning. We are hoping to hear from the SANC committee about whether or not we are going to receive \$5000 in SANC funds to pay for the event by June 1st, 2015. Sarah will keep incoming president Mark Taylor involved in decision making.

A motion was made to accept the Interstate Inspection Committee Report by Mike Arnold, WV, seconded by Mike Formichelli, NY, and approved by the membership.

Other Closing Business-

Morgan Dube, NH will be drafting thank you letters for the presenters of the offsite programs at UNH. This will need to be signed by the President/ Vice President.

Jack Wilkins, UT was thanked for attending our Eastern Chapter Annual Meeting and sharing his experiences and providing a Western Chapter perspective.

New Hampshire representatives Morgan Dube and Doug Cygan were thanked for all the behind the scenes work they did to make this meeting work and flow so well.

Meeting Closure-

Jeffrey Brothers, DE passed the gavel to the new President Mark Taylor, MD. A motion was made to close the 41st Annual Meeting of the Eastern Chapter of the Horticultural Inspection Society by Galen Ettinger, NJ, seconded by Mike Arnold, WV, approved by the membership. The gavel was struck, and the meeting was closed.

Respectfully submitted,
Carole Neil, ME



2015
 Horticultural Inspection Society
 Eastern Chapter
 Annual Treasurer's Report
 Portsmouth, NH

Balance Starting: April 2014	\$4,207.36
2014 HIS Income:	
Membership dues received for 2014 (42)	\$420.00
HIS Mugs sold 2014 (8)	\$64.00
Bank interest earned (4/2014 to 3/2015)	\$1.93
2014 NPB/SANC Funds deposited 5/14/2014	\$5,000.00
Membership dues deposited for 2015 (19)	\$190.00
Income Total:	\$5,675.93
Total after income:	\$9,883.29
2014 HIS Expenses:	
Travel (SANC Funds ck#2064 N. Morgan)	(\$1,387.00)
Interstate Inspection Event snacks (ck#2062)	(\$70.13)
Interstate Inspection Event lunch (ck#2063)	(\$362.45)
Interstate Inspection Event travel reimbursements (SANC Funds, 8 Cks #2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072)	(\$3,505.03)
2015 Meeting one day registration for speaker (ck# 2075)	(\$150.00)
2015 Meeting one day registration for member (ck# 2076)	(\$150.00)
Membership 2014 incentive - labels (ck#2058)	(\$14.02)
Membership 2014 incentive - clipboards (ck#2059)	(\$92.70)
Southland Awards & Signs - plaque (ck#2060)	(\$116.70)
EZ Web Hosting, economy website hosting (ck#2061)	(\$142.80)
EZ Web Hosting, domain renewal (ck#2073)	(\$12.95)
Southland Trophy - plaque (ck# 2074)	(\$121.10)
Expenses Total:	(\$6,504.05)
Total after expenses:	\$3,379.24
Outstanding Items:	
Membership 2015 incentive - attaches (ck#2077)	\$379.17
Balance Ending: March 2014	\$3,758.41

Submitted by: Tia M. Blevins, Treasurer
 April 7, 2015