

MEMBER STATES

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



OFFICERS

Carole Neil	PRESIDENT
Morgan Dube	VICE PRESIDENT
Deborah Hayes	SECRETARY
Lianmarie Colon	TREASURER
Morgan Dube	NEWSLETTER EDITOR
Tia Blevins	ARCHIVIST

MINUTES OF THE 43rd ANNUAL MEETING OF THE HORTICULTURAL INSPECTION SOCIETY EASTERN CHAPTER

Held April 4-6, 2017 in Martinsburg, West Virginia

Tuesday April 4, 2017

Call to Order

Vice President Carole Neil, ME called the meeting to order. President Mark Taylor was not able to attend the meeting. Members were welcomed to the 43rd annual meeting of the Horticultural Inspection Society, Eastern Chapter.

Roll Call of States and Member Introduction

- Present: (9 States)
 - Connecticut- Tia Blevins, Jeff Fengler
 - Delaware- Lianmarie Colon, Jeff Brothers
 - Maine- Carole Neil
 - Maryland- Deborah Hayes, Robert Trumbule, Jaime Tsambikos, Steven Bell
 - New Hampshire- Douglas Cygan, Morgan Dube
 - New Jersey- Ryan Rieder
 - New York- Michael Samowski
 - Pennsylvania- Tina Stimmler
 - West Virginia- Adam Champ, Andy Stotts, Doug Jolley
- Absent: (3 States)
 - Massachusetts, Rhode Island and Vermont

Guest State - New Mexico - Bethany Abrahamson

President's Report

Mark Taylor could not attend the meeting. In his absence Carole reported: Mark planned 2016 Maryland HIS chapter meeting, oversaw budget for SANC and Interstate inspection exercise, the member incentive and helped the program committee with this meeting. Mark asked Carole to send thanks to all HIS members for being involved and supportive. Thanks went to Morgan Dube for planning the Interstate Inspection event in NH and to Lianmarie Colon for her work with the member incentive.

Update: Mike Arnold was nominated from Eastern chapter HIS for the Carl Carlson award and he did not receive that (Central Chapter nominee won).

Carole asked if someone would act as photographer to capture items from the meeting to include in presentation to EPB.

Membership incentive presented

New England Floriculture Guide was distributed to paying members. It is a great reference that shows the benefit to being a member of HIS.

Secretary's Report

Morgan Dube reported that the 2016 Annual Meeting Minutes were emailed to the membership and also posted on the HIS website prior to the 2017 meeting for review in order to save time instead of reading them out loud at this meeting. No comments came back to her or edits needed.

Carole stated a correction should be made that Mike Arnold was nominated for Carl Carlson Award last year.

Minutes to be approved at a later time in the meeting to allow members additional time to review. The meeting was audio recorded.

Treasurer's Report

Treasurer, Lianmarie Colon, presented the treasurer's report of which a detailed copy is attached to these minutes (see appendix).

Treasurer's Report Summary:

- Balance Starting April 2016: \$3,896.65
- Income: \$5,301.40
- Expenses: \$6,279.62
- Balance Ending March 2017: \$2,918.43
 - \$346.54 is left over SANC funds to be used this year

Lianmarie shared an item of treasury concern regarding possibility of online payment of member dues. She noted other chapters pay dues online and she asked if this is something to consider. Note there is typically some middle man service involved and additional fees are added on. Discussion revealed the group felt any additional cost added to membership fee would not benefit the group.

Archivist's Report

Archivist, Tia Blevins, CT, presented the 2017 archivist's report. Archives from 1974 to present were in boxes on site in back of room. 2017 State reports were collected from all States except RI, MA. PA report was received late. Items collected were meeting agenda, minutes, treasury report, local flavor pamphlets, brochures, menus and other to add to the archive file. Tia also included a summary of the recent SANC training exercise that was submitted by Carole. Discussed the value of keeping a spreadsheet noting all resolutions and important decisions in one easily referenced spot. Carole created a general document (from 2014 to present) that included listing of officers and awards presented.

Newsletter

Newsletter Editor, Morgan Dube presented the newsletter report. Morgan asked members to submit any items of interest, photos with captions are great. Submissions can be made at any time. Doug Cygan would edit. Morgan stated she hopes to push two newsletters a year.

Report from absent members

Sarah Scally, not present, gave a SANC update via Carole through a handout to members. Sarah was part of SANC document review committee and the Export Certification Workgroup. The next call will be May 17 so if anyone has export issues of concern get in touch with Sarah and she can share with the workgroup.

Guest Aurelio Posadas, National Plant Board, Executive Secretary presented an update on SANC; \$5,000 to this Chapter, future training, harmonization priorities, scalability of SANC to small sites, bringing 'sister' nursery sites into SANC. Aurelio asked for a written report at end of year summarizing activities and for current treasurer's name, address, and payee name for check.

Website Update

Group discussed website issues but realized Mike Arnold was needed to address those issues. Issues included costs and processes. Mike was able to join the HIS meeting and described the website as tables, hyperlinks, folders with files. It is nothing to be afraid of and not that hard to maintain. Find a program to use, there are several. Mike used Adobe Dreamweaver, which gives visuals to work with. Webpages can be created many ways. Lianmarie volunteered to research how to set up a website.

Carole formed website committee of Chair Lianmarie Colon, Doug Cygan and Mike Arnold.

Carole presented to Mike 'The Extra Mile Award' for his hard work to make the 2017 EPB/HIS/ CAPS meeting a success.

Committee Assignments:

- Resolutions – Chair Carole Neil, Morgan Dube, Jeff Brothers, Bob Trumbule
- Constitution – Chair Ryan Rieder, Adam Champ, Tina Stimmler
- Audit – Chair Deb Hayes, Jeff Brothers, Jaime Tsambikos
- Awards - Chair Bob Trumbule, Carole Neil, Tia Blevins
- Newsletter – Chair Morgan Dube, Doug Cygan
- Program – Chair Tia Blevins, Jeff Fengler, Lianmarie Colon, Carole Neil
- Nominations - Chair Jeff Brothers, Bob Trumbule, Steve Bell
- Membership - Chair Morgan Dube, Mark Taylor, Deb Hayes
- Interstate Inspection – TBD later

Old Business

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. Question of whether it is possible to get logo to other stores? Something not as expensive as LL Bean? Decided that Membership Committee will look into costs for HIS and what is necessary to offer another vendor.

A thank you letter will go out to all SPRO's after the meeting to remind them of the value of the meeting for staff to attend. This practice will continue.

Access to online banking was brought up at previous meeting. Treasurer and Mike Arnold have access to this account. Lianmarie described the process she used: user name, password plus security password. The president had access also.

Staying connected with members. Yahoo list serve not working now. Morgan Dube, NH made motion to abandon Yahoo list serve, seconded by Jeff Brothers and the motion was accepted by membership. Facebook also set up, by invite. Facebook may not be reaching everyone. Alternative may be some HIS mailing list on website that will send to all in one click. Membership committee to look into list serve format to reside on website.

New Business

National HIS meeting - Is the group interested in participating? HIS could make a resolution. Most seem doubtful of success. Resolutions committee will consider.

Distinguished Service Award - can we provide more guidelines for our Chapter award. Tasked to the Awards Committee.

Constitution By-law Article 3 term limits/overlap – considered change of. Are there any SOPS for duties for each officer to standardize the change that occurs with new officers? Constitution committee tasked with exploring change to the term limits.

2016 SANC Interstate Inspection event in Concord NH 15 members, 9 states represented. Morgan gave overview. Members expressed it was a great event.

Interstate Inspection for 2017 Decided clarity in risk assessment portion needed, what is inspector's role?

Committee Reports

Resolutions committee

Resolutions adopted by the Horticultural Inspection Society, Eastern Chapter, April 6, 2017, Martinsburg, West Virginia. See appendix.

Constitution Committee

Chair Ryan Rieder presented two issues. First in Article 4, did the group wish to continue with Robert's Rules of Order. We could omit or continue to use. Accepted to change wording from *SHALL* use Robert's Rules of Order to *MAY* use

Robert's Rules of Order. Bob Trumbule, MD made a motion to change wording from "shall" to "may". Jeff Brothers, DE seconded the motion and the motion was accepted by membership.

The second issue addressed was Article 3 term limits. A change in the language reflected the officers term limited to two years. The president will not serve more than one term. The secretary and treasurer are not changed/elected in the same year. Jeff Brothers, DE made motion to accept the change to term limits. Bob Trumbule, MD seconded the motion and motion was accepted by membership.

Carole asked for a roll call of states to accept the change to the constitution. All states present accepted, motion passed.

Audit Committee - The 2017 HIS Audit committee has reviewed the financial documents presented. Balances, deposits, and expenditures reconcile.

Awards Committee – HORTICULTURAL INSPECTION SOCIETY AWARD NOMINATIONS

Carl E. Carlson Distinguished Achievement Award in Regulatory Plant Protection – nominee **Mike Arnold, West Virginia**
Eastern HIS Distinguished Service Award – **Jeffrey Brothers, Delaware**

Newsletter Committee – Newsletter Editor, Morgan Dube presented the newsletter report. Morgan asked members to submit any items of interest, photos with captions are great. Submissions can be made at any time. Doug Cygan would edit. Morgan stated she hopes to have two newsletters a year.

Program Committee – The program committee promised to provide a great program for 2018 in Mystic, CT.

Membership Committee – The membership committee will again select an appropriate membership incentive for the 2018 meeting. Since the cost for this year's incentive was high, they plan to choose an item of use to the membership that is lower in cost for 2018.

Nominations- Chair Jeff Brothers, reported the committee recommended Carole Neil, ME President, Morgan Dube, NH Vice President, Deb Hayes, MD Secretary, Lianmarie Colon, DE Treasurer, Tia Blevins, CT Archivist, Morgan Dube, NH Newsletter.

Website – The website committee will contact the NPB to determine costs and process for hosting our HIS chapter website and hopefully design a new website.

Interstate Inspection- Chair Carole Neil, Jeff Brothers, Bob Trumbule and Ryan Rieder tasked to develop a possible MD event that will focus on Japanese beetle harmonization, Boxwood blight compliance issues and possible visit to National Arboretum.

Group photo taken.

HIS report presented to EPB in group session.

Respectfully submitted,
Deborah Hayes, MD

Appendix
Resolutions

**(1) RESOLUTION ADOPTED BY THE HORTICULTURAL INSPECTION SOCIETY,
EASTERN CHAPTER, APRIL 6, 2017, Martinsburg, West Virginia**

WHEREAS the Eastern Chapter of the Horticultural Inspection Society has had the opportunity to participate in field-oriented training with the purpose of harmonizing inspection protocols,

WHEREAS the Eastern Chapter of the Horticultural Inspection Society recognizes the value of facilitation of nursery certification with audit-based programs,

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

**(2) RESOLUTION ADOPTED BY THE HORTICULTURAL INSPECTION SOCIETY,
EASTERN CHAPTER, APRIL 6, 2017, Martinsburg, West Virginia**

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 43rd Annual Meeting recognizes the Eastern Plant Board for their continued support and the state of West Virginia for hosting this meeting.



2017
 Horticultural Inspection Society
 Eastern Chapter
 Annual Treasurer's Report
 Martinsburg, WV

Balance Starting: April 2016	\$3,896.65
2016 HIS Income:	
Membership dues received for 2016 (14)	\$140.00
HIS Mugs sold 2016 (0)	\$0.00
Bank interest earned (4/2016 to 3/2017)	\$1.27
2015/2016 NPB/SANC Funds carry over (included in starting balance)	\$826.16
2016 NPB/SANC Funds deposited 6/27/16	\$5,000.00
Membership dues recieved for 2017 (25)*See outstanding items	\$160.00
Income Total:	\$5,301.40
Total after income:	\$9,198.05
2016 HIS Expenses:	
Speaker reimbursement-Brian Kunkel @ St Michaels, MD (chk # 2096)	(\$141.40)
Membership/Meeting Incentive-Mason Jars (chk # 2097)	(\$177.45)
Service Award Reimbursement M. Arnold (Chk # 2095)	(\$166.70)
Southland Awards & Signs-Distinguished Service (chk # 2098)	\$ (156.70)
EZ Web Hosting- Economy Website Hosting (chk # 2099)	(\$142.80)
Interstate Inspection Event Lunch (chk# 2100)	(\$196.20)
Interstate Inspection Event Dinner (chk # 2102)	(\$102.27)
Interstate Inspection Event Travel Reimbursements (chks # 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2114, 2115, 2116)	(\$3,535.54)
Interstate Inspection Event Snacks (chk. 2101)	(\$45.61)
Membership Incentive-NE Floriculture Guides (chk # 2117)	(\$1,600.00)
EZ Web Hosting- Domain Renewal (chk # 2113)	(\$14.95)
Expenses Total:	(\$6,279.62)
Total after expenses:	\$2,918.43
Outstanding Items:	
2016/2017 NPB/SANC Carry Over Funds	\$346.54
*Membership dues to be deposited	\$90.00
Balance Ending: March 2017	\$2,918.43

Submitted by: Lianmarie Colon, Treasurer