

**Minutes March 18, 2015**

**Plant Health Atlantic Council (PHAC)  
Annual General Meeting**

**Sheraton Hotel, Moncton, NB  
5:00pm-7:00pm**

**Attendance:**

**Present:** John Evans (Pres. Chair, LNB), Michael Cunningham (PP, AVMA), Neil Pond (LNB), Gordon Horsman (STA, City of Moncton), David McCafferty (administrator), Garth Nickerson (secretary).

**Absent:** David Thompson, Ken Browne.

**Guests:** John Antworth (NBELG), Karen Carrier(LNB), Blair Vancastle, (St. Stephen Golf Club), Jean Belanger, (LNB).

**1) Call to Order, welcome; John Evans**

- Acknowledgement and thanks to special guests and all for attending the PHA AGM;

**2) Additions and Approval of Meeting Agenda:**

- No additions to agenda.

**Motion** (Michael Cunningham, 2<sup>nd</sup> Neil Pond) to approve the agenda. All in favor (AIF); Motion Carried.

**3) Minutes circulated from last meeting (Feb. 19, 2014).**

- No revisions or amendments.

**Motion:** (David McCafferty, 2<sup>nd</sup> Neil Pond) to accept minutes of last meeting. All in favor (AIF); Motion Carried.

- No business arising.

- on-line forms for reporting and audit information; D. McCafferty will look into .

**4) Committee Reports**

**i) Auditor's report: Ken Browne (submitted report circulated).**

- D. McCafferty summarized report submitted by K. Browne (March 2014-March 2015);

- 22 (2013) Full Desk Audits (FDA), 1 Introductory Audit.

- 52 (2014) FDA, 5 (2014) BDA & 5 Improvement Plan for new facilities.

- 3 Spot Audits and 3 investigations conducted.

- industry notices/ mail-outs to members; notices for CEC's.

- update webpage with new information and status of membership.

- update NBDOE and vendors of status of Accredited Facilities.

- 105 inquiries on various issues answered.

- Prepared and submitted ETF reports and new application for 2015-16 (\$55,000).

- Presentation to PEI government and National Pesticide Evaluation group.

- Discussion: new replacement for Ken's position as auditor will be required; suggestions? Gaetan Chiaisson, Bathurst (retired NBDAAF specialist);
- Discussion of Golf sector representation; concern about the golf sector wanting to develop their own certification/auditing programs; review of history of golf sector to be part of PHA and the program; New Brunswick golf superintendants reluctant but may be misunderstanding of program and why it was initiated; could have been a lot worse outcome with additional restrictions and reporting eg. Ontario regulations; some now seem to be more receptive to working with PHA and program;
- John Evans agreed to meet with Ken Wentzell (Pres. AGSA) to discuss membership by AGSA on Board of PHA.

**ii) Administrator Report: David McCafferty (report circulated and summarized).**

- Financial report (Jan.1-Dec.31, 2014): circulated and reviewed;  
Revenue: \$65,052.24  
Expenses: \$59,487.74  
Surplus: \$5,604.50
- noted that lower surplus is for higher fees for on-site and spot audit expenses;
- ETF funds - \$26,098.27 used to Dec31 and balance will be expensed before March 31/15; additional costs: French training seminar Bathurst, translation, website improvements.
- Facilities (2014): Lawncare: 49 facilities, 5 new, 5 cancelled; Golf: 37 facilities, 1 new West Hills; 1 delinquent, 1 cancelled; Municipal: 1 facility.
- Turf Practitioners: 106 registered; 8 new 2015; CEC's being tracked.
- Discussion:
  - PHA finances only sustainable with ETF support; if Golf sector leaves the program would not be viable.
  - problem of some getting sufficient CEC's each year; proposed CGSA Live Learning Center CEC's; Videos from annual Canadian International Turfgrass Conference Tradeshow would be listed and viewable for CEC's(proposal circulated);cost would be \$99-\$199 or \$20/1hr session. Discussion was generally positive but may lower participation in local conferences and events.

**Motion:** (David McCafferty, 2<sup>nd</sup> M. Cunningham) to adopt CGSA online program for CEC's to be acceptable for PHA CEC's. All in favor (AIF); Motion Carried.

- Two year cycle discussion; Tabled for executive meeting discussion; John Evans.
- Question to J. Antworth re: late desk audits?
- Request for a transfer of credits from Ontario to NB for a new member? Approved.
- Request to grant extension for annual CEC's for a member due to illness. Approved.
- Website Forms – request they be made more user friendly / writable online? D. McCafferty will make up new forms.

**iii) Education and Training; Neil Pond**

- IPM symposium discussed; release of STM and speakers on IPM.
- Horteast 2014 reasonably well attended.
- Sustainable Turf Manual (STM); on-going and to be completed in 2015; funding through NBDAAF; will include a sports turf chapter; will be a study guide for the PHA certification and accreditation programs.
- French Training: course was held again for Bathurst members, thanks to M. Cunningham who coordinated specialist from PQ; booklet circulated.
- planning a workshop sports turf training event for 2015.
- several different events in 2014 for CEC's; most like a one day event to get required annual CEC's.

**iv) Enforcement and Compliance: Michael Cunningham (chair), D. McCafferty, K. Browne.**

- report circulated; discussion of one issue in Miramichi; it was resolved.
- Question and discussion: having a facility worksite that is remote from the main office without a certified PHA onsite; seems to a question of quality control and proper facility operation/certification.
- Check By-laws for compliance? M. Cunningham to follow-up re: definition of facility.
- NBDOE notified when there is a lack of compliance; enforcement and compliance system seems to be working OK.
- French training program went well; topic on soils; instructor Nancy Morin (PQ specialist).

**v) Standards Committee: Garth Nickerson (Chair), K. Browne, D. Mccafferty**

- a total of 12 events in NB, NS, and ON were reviewed and awarded CEC's; plenty of opportunities for CEC's available but most TP's like to attend NB events; how to keep organizing and planning an annual French session; PHAC is not obligated to do an annual training events however must publicise events for TP's and will offer to assist associations to hold events to that support members and CEC's.

**Motion** (Gordon Horsman, 2<sup>nd</sup> D. McCafferty) to accept all committee reports. All in favor (AIF); Motion Carried.

**5) Environmental Trust Fund (ETF):**

- D. McCafferty; discussed in financial report.

**6) Election of PHA Council:**

**Nominations:**

New Directors

- Karen Carrier (LNB)
- Dallas Desjardins (NGCOA)
- Jason Clayton (Municipality Saint John)

Existing Directors

Michael Cunningham (AVMA)  
David Thompson (LNS)  
John Evans (LNB)  
David McCafferty (NGCOA)  
Gordon Horsman (STA)

**Motion** (John Evans, 2<sup>nd</sup> M.Cunningham) to elect all Directors for 2014-2017. All in favor (AIF); Motion Carried.

**Selection of PHAC Executive Officers**

President: Gordon Horsman  
Past President: John Evans  
Vice-President: David Thompson  
Treasurer: David McCafferty  
Administrator: David McCafferty  
Secretary: Garth Nickerson (non-voting)

**Motion** (John Evans, 2<sup>nd</sup> Michael Cunningham) to appoint new executive as listed for 2015-2016 (1 year term). All in favor (AIF); Motion Carried.

- 2015/16 Committee chairs: to be appointed at next executive meeting.
- Discussion on new Directors: new Directors must be PHAC Associate members and represent the association/institution; letter of signature required from the respective association; cannot be just an individual business member or TP.

**7) Review of changes to By-laws and PHAC operation**

- No new changes or revisions at this time.
- Compliance – check 50% use requirement in letter; further clarification needed.

Wrap-up – John and Gordon

- Welcome to new Board of Directors for PHA
- Thanks to John Antworth and guests for attending.
- Special thanks to Neil Pond for all the PHA involvement and work.
- Thanks to Jim Landry and LNB for room and refreshments.

**8) Adjournment:**

- Gordon Horsman moved at 7:30.

Minutes recorded by,  
G. Nickerson  
Secretary, PHAC