

Minutes July 7, 2016

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

**Conference Call
9:00am -10:00am**

Attendance:

Voting: Gordon Horsman (Chair), John Evans (LNB), Michael Cunningham (PP, AVMA), Karen Carrier (LNB), David Thompson (LNS), Kendall Costain (AGSA), Steve Smith (LNS),
Non-voting: David McCafferty (Administrator, Treasurer), Ken Browne (Auditor); Garth Nickerson (Secretary).

Absent: Dallas Desjardins (NGCOA Canada), Pascal Richard (AGSA), Jason Clayton (City of Saint John)

Guests: Bill Lockery (Peticodiac Golf and Country Club).

1) Call to Order, welcome; Gordon Horsman

- Thanks to special guests and all for attending the 2016 PHA AGM;

2) Approval of Meeting Agenda:

- No additions to agenda.

Motion (Michael Cunningham, 2nd David Thompson) to approve the agenda. All in favor (AIF); motion carried.

3) Approval of minutes from last AGM (March 18, 2015).

- No revisions or amendments.

Motion: (Karen Carrier, 2nd David Thompson) to accept minutes of last meeting. All in favor (AIF); motion carried.

- No business arising.

4) Committee Reports

i) Auditor's report: Ken Browne (report circulated, March 18, 2015- July 7, 2016).

- Question on on-site audits; Ken explained process and requirement for on-site audit at each facility every 3 years to retain certification.

- K. Browne explained the webpage updates and various activities he does on behalf of PHA as listed in report; these include: notices to vendors and NBELG, member consultations and phone calls, technical questions re: sprayer calibration and various products, questions from public.

ii) Administrator/Financial report: David McCafferty (report circulated and summarized).

- Discussion of revenue and audit costs; there will be 40 or more on-site audits required in 2017.
- discussion of annual Environmental Trust Fund (ETF) grant required to support PHA operational expenses; request for approximately \$50K for 2015-16; approved for \$15K 2015/16. Report required and submitted.
Request for 2016-17 for approximately \$50K; approved for \$20K.
- Question on administrative and auditor fees; explanation provided by D. McCafferty of general fees and costs that are listed in the financial report.

Motion: (David McCafferty, 2nd David Thompson) to accept financial and administrative reports. All in favor (AIF); motion carried.

Discussion:

- Status of CEC's: all turf practitioners(TP's) must have CEC's; 3-5 do not renew each year; those without enough CEC's are required to re-write the exam; new year starting point is April 1; new program "Nova Turf".
- Status membership fees: year ended March 31/16; 1 GC not renewed; 2 new GC registered; KB to follow-up with Ayles Landscaping; new landscape companies every year require PHA registration if they wish to apply pesticides.

5) Election of PHA Council:

Discussion of election process by David Thompson:

- Directors are elected at the AGM and executive are appointed at the 1st Board meeting or both are done at the same time (blended).
- There are a minimum of 4 and maximum 10 directors.
- If there are 2 members from one group (e.g. LNB) only 1 member is eligible to vote; only 1 official voting member per PHA Council group/association.
- Positions of Administrator, Auditor and Secretary are appointed by executive and may be hired or non-voting PHA members.
- All Directors may vote at regular meetings; only one official vote per representative group at the AGM.
- Question – ensure the by-laws reflect reality and what the Board wants.
- this is the intention of the by-laws and voting to ensure what happens reflects wishes of the Board and members;
- Administrator will note to make review of bylaws an action item for the 1st executive meeting.

Nominations for 2016-17 PHA Directors:

Directors

Michael Cunningham (AVMA)
David Thompson (LNS)
Steve Smith (LNS)
John Evans (LNB)

Karen Carrier (LNB)
Gordon Horsman (Sports Turf Association, City of Moncton)
Dallas Desjardins (NGCOA)
Pascal Richard (AGSA)
Kendall Costain (AGSA)
Jason Clayton (Municipality St. John)

Motion (David Thompson, 2nd Michael Cunningham) to elect existing and new PHA Directors for 2016-17 as listed. All in favor (AIF); Motion Carried.

Proposed PHAC Executive Officers for 2016-17 (list circulated)

President - Gordon Horsman
Past President- John Evans
Vice-President- David Thompson
Directors – as noted previously.

Appointment of 4 non-elected positions of PHA:

Treasurer- David McCafferty (non-voting)
Administrator- David McCafferty
Auditor- Ken Browne (non- voting)
Secretary - Garth Nickerson (non-voting)

Motion (David Thompson, 2nd John Evans): To appoint the PHA executive positions and non-elected positions as noted above for 2016-17. All in favor (AIF); Motion Carried.

- 2016/17 Committee Chairs: to be appointed at 1st executive meeting.
- Discussion on Directors: 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.

6) Review of changes to By-laws and PHAC operation (as circulated)

Proposal 1. Changes to requirements for retaining IPM Certification.

Present policy

Ongoing Professional Development

To meet requirements for ongoing professional development, a Certified IPM Turf Practitioner must maintain their level of expertise by annually accumulating a minimum of 8 Continued Education Credits (CEC's) or by annually re-passing the examination as set by the Standards Committee, at a minimum 75% score. This requirement will take effect following the first full year of certification.

Since the concept we have struggled to balance the requirement that IPM Certified Turf Practitioners meeting the annual requirement of 8 CEC's to stay current with new products, equipment, techniques, legislation, etc. and the difficulty some have

encountered due to being unable to attend sessions (e.g. - snow days, away at time of session, etc.).

Proposed policy change

PHAC held an executive meeting on January 20, 2016 and after discussion put forward the following motion as an attempt to alleviate some of these issues.

That since the requirement to acquire 8 CEC's per year is difficult to attain by some members and that some members acquire surplus CEC's it is recommended that PHA adopt a new policy to permit the carry-over of a maximum of 4 CEC's for up to one year to maintain their annual CEC requirement (8 CEC's).

Motion (John Evans, 2nd Steve Smith): To adopt the proposed By-law revision #1 as noted. All in favor (AIF); Motion Carried.

Proposal 2. Changes to Full Desk Audit form for golf facilities.

January 26, 2016 PHAC met with representatives of the Atlantic Golf Superintendents Association to review a number of items including the Full Desk Audit form used to annually evaluate IPM Accreditation for golf courses. It was proposed and mutually agreed that information presently requested on form GMF5 (attached) is mainly duplicated elsewhere and can be covered with slight modification to form GMF6 and therefore could be dropped from the audit form without changing the evaluation standards.

This change was reviewed with DELG and found acceptable for the PHA program.

Motion (Michael Cunningham, 2nd David Thompson) To adopt the proposed By-law revision #2 as noted. All in favor (AIF); Motion Carried.

7) Further Business:

Auditing of Financial Statements – discussed and felt it was not required at this time as long as the PHA Board is comfortable with statements. Formal audits are not required for NBDLG or incorporation by-laws. Corporation fee - \$20/year; paid annually. Cost for formal audit and financial statements are expensive; about \$2000/year.

- Gordon H. asked if there were any additional questions on the financial review.
- David M. is always open to questions on the financial statements and finances of PHA.
- Ken Browne said that DELG is OK with the PHA program and finances to date.
- Ken B. also noted he would act as a compliance auditor as needed in conjunction with the Director responsible for compliance issues.

Wrap-up – Gordon Horsman

- Thanks to all who participated in the PHA AGM and Conference Call.

- Next Meeting will be called by new Chair and board; October 2016.

8) Adjournment: Moved by D. Thompson, 10:10am.

Minutes recorded by,
G. Nickerson, Secretary, PHAC