

Minutes January 17, 2020
Plant Health Atlantic
Executive Meeting
Conference Call NBDAAF Office, Fredericton, NB
10:00- 11:50am

Attendance:

Voting members: David Thompson President (LNS), Michael Cunningham, (AVMA), John Evans (LNB), Steve Smith, (LNS), Pascal Richard (AGSA), John Mills (AGSA).

Non-voting members: David McCafferty (PHA administrator & Treasurer), Ken Browne (PHA Auditor), Garth Nickerson, Secretary (NBDAAF).

Not Present /Regrets: Gordon Horsman (STA, City of Moncton), Karen Carrier (LNB).

Meeting Agenda / Discussion:

1) Call to Order (10:02) – David McCafferty.

- Welcome and Introductions. David Thompson, Steve Smith, Pascal Richard and John Mills joined via phone conference from Halifax and Moncton.

2) Review, additions and approval of meeting agenda:

- no additions to agenda.

3) Minutes from last Executive PHA meeting, Nov. 28, 2017

- n/a - request to circulate to be reviewed and approve at next meeting.

Motion to approve: pending...

4) Committee Reports

i) Auditor's report: Ken Browne

- Auditor's report was circulated (April 24, 2019-Jan. 17, 2020; table of 188 specific work activities including # desk/on-site/compliance audits and consultations.

Additional information and discussion:

- prepared and submitted Environmental Trust Fund (ETF) report and new application

- consultation meetings in Charlottetown and Summerside re: compliance discussions and desk audits review.

- meetings with NBDELG and CFIA authorities to review product data, regulations and PHA program activities e.g. preventative provisional permits.

Thank-you to PHA Executive (D. Thompson and M. Cunningham) for meeting with NBDELG officials and senior management to review the PHAC program and justification for on-going funding to support the PHA programs; new people in charge and need to understand and support the program; \$10,000 approved for 2020; no increase in fees required; provisional permits will remain for 2020.

Questions:

S. Smith – What are % audits that require further information? What is perception of random compliance audits?

Ans: (K.Browne) No problems with 85% of audits and compliance issues; seems to be the same facilities that have problems; 10% of audits require changes for minor issues; 2 requests may require extra billing; try to resolve issues to avoid repeat problems; usually minor errors in math calculations e.g product calibrations and treatments areas.

D. Thompson: What is the quality of submissions and compliance with the PHA rules? (K.B.) Submissions have improved but generally problems arise with new companies not familiar with the rules and audit process; will consider revising Desk Audit process and information.

D.T. – personally forms and process are not too complicated; request for further information on the PEI Summerside audit forms & information.

John Mills (AGSA) – general comments – things are much better on the golf side and members seem more receptive to the program; suggest better information to be able to deal with management questions; question on changes in product usage patterns?

K.B. – golf courses are not required to submit product usage forms and they are not required to meet the 40% property treatment rules with lawn care facilities; assumption that treatment of their own properties is will reduce use.

Pascal Richard – agrees with discussion; comments on the ON and PQ turf certification programs that are more restrictive and onerous than the PHA program.

ii) Administrator and Financial Reports; David McCafferty

- Financial reports circulated:

1) Balance sheet summary (to Dec. 31, 2019): total assets \$70,257.35; liabilities/equity \$70,257.35.

2) Profit/Loss summary (April 1,2018-March 31, 2019): total income \$57, 298.42; total expenses \$55,278.58.

3) Profit/Loss summary (April 1,2018-December 2019): total income \$46,645.00; total expenses \$41,387.01; Net Income: \$5,257.99.

4) Environmental Trust fund claim for \$10,000 to be submitted by March 31, 2020

- Facilities 2019 – 46 Lawn care NB; 1 lawn care PE; 38 Golf courses; 2 municipalities; 108 turf practitioners.

Notes/Comments:

- D. McCafferty: \$31,487.35 currently in the bank account as per balance sheet.

- D. Thompson: great to be able to maintain ETF funding to help pay for the program and keep costs reasonable; meeting with the NBELG minister and senior management is very important.

- DM – there has been only 1 increase in fees in 10 years.

- request for new funding looking OK for 2020.

- KB – there has been good feedback from NBELG regarding the PHA program.

- DM – invoicing of facility fees in October 2019; invoicing for turf practitioner fees in Feb. 2020;

DT – suggestion that there is reminders sent out in January re: payments and early payment discounts.

DM - reminders of fee payments are included in every newsletter.

DM - number of facilities and TP's is remaining the same.

KB – only 1-2 requests for IPM training per year; new STM still being edited but hopefully will be completed soon; old manual and exam questions are being used for training.

DM – French session training symposium – is being planned for Campbellton in 2nd week of April 2020 (Restigouche GCC); M. Cunningham has reserved a facilitator.

iii) Education and Training Committee (Karen Carrier)

- report submitted by email Jan. 16.

- Sustainable Turf Manual – 2nd edition undergoing final edits to correct formatting and picture quality issues.

- IPM Symposium (English): scheduled for week of March 16 in Moncton.

- additional training days for LNB/LPEI being planned.

Comments:

S.S. – LNS planning educational sessions; week of April 6 Dartmouth; also, sessions at Dalhousie University are advertised when available.

J.E. – new employees always changing; difficult to get training and testing lined up; can exams be arranged online? How can we make more efficient?

Action: JE and KB to review and send a letter to NBELG on improvements.

iv) Enforcement and Compliance (Michael Cunningham):

- report submitted by MC and KB on compliance activities.

- few incidents; most participants have settled into a “groove” and figured out program requirements.

- only 2 minor incidents in Edmunston and Moncton which have been resolved.

- Canadian Border services – greater enforcement of regulations regarding sale of pest control products from outside Canada.

- MC and KB follow up incidents closely and work things out.

- 10 years history with PHA has been OK; enforcement issues are passed on to NBELG.

v) Standards Committee (Garth Nickerson)

- verbal report of training and activities upcoming with eligible CEC's.

- CGSA and AGSA conferences and workshops.

- Hort East 2019

- NS and NB Turf Seminars

- Courses at Dalhousie University

- University of Guelph Turf Managers Course

- NB Turf Symposiums in E/F for March and April 2020 discussed in education report; these symposiums are still important for most of the facilities and employees.

- Online webinars still available through the CGSA (cost is \$20 per session; must write and pass an online test).

- training events can be submitted to PHA to determine eligibility for CEC's if proof of attendance is submitted & documentation is available to verify content.

- DM - PHA posts all eligible events and sends out notification in newsletter;

- members are eligible carry-over of a maximum of 4 CEC's for up to one year to maintain their annual CEC requirement (8 CEC's); this is tracked by PHA administrator.

v) Public Relations (David Thompson):

- Thanked Ken and David for fielding most of the calls and follow-up in PR.
- does not require a lot of proactive work.
- important to keep newsletter information circulated regularly; this is considered PR and education of our own membership.
- noted PEI activities – Charlottetown (Betty Prior)- continue to discuss PHA programs and will do a follow-up with PEI colleague; Summerside: has proposed changes to their by-laws.
- JE – more calls from the public re: pesticides?
- KB – calls have dropped off to PHA and NBELG.

Motion - (John Evans, Michael Cunningham) to accept all committee reports. Motion carried.

6) Other Business

- On-line Survey:

- comments and discussion; DM to finalise and send out by the end of January; presentation of results at the IPM Symposium; suggest a reward of a \$100 Visa card; all agree it is a good way to get feedback from members/facilities
- golf courses – suggestion to have a way to separate questions for golf facilities?
- organize a sub-committee (DM, DT, SS, JM...) to finalise survey questions and send out ASAP; should be translated for French members; meeting Jan. 23 suggested.

- Website:

- needs upgrading; better platform if funds are available; list of approved facilities; DM and KB keep updated; desk audit information requires translation
- SS – suggestions; clean-up and consolidate information; pick top priorities; post education materials, power point presentations, meeting information; calendar of events, training information etc.

7) Date for next meeting?

- perhaps at next IPM symposium; will send out notification.
- Questions – space for 2 new PHA directors for 2020-2021?
- J. Mills – will seek additional rep from AGSA
 - DM and DT always seeking new directors for the Board...

8) Meeting Adjourned: 11:45

Pascal Richard moved for adjournment. David Thompson thanked everyone for attending in person and by phone.

Minutes recorded by:

G. Nickerson