

**Plant Health Atlantic
Executive Meeting – November 26, 2020
Virtual / Zoom Conference Call
13:00 – 14:45**

Attendance:

Voting members: David Thompson President Chair (LNS), Steve Smith, (LNS), Karen Carrier (LNB), Michael Cunningham, (AVMA), Pascal Richard (Industry).

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

Not Present /Regrets: John Evans (LNB), Gordon Horsman (STA), John Mills (NGCOA), Scott Skead (AGSA).

Meeting Agenda / Discussion:

1) Call to Order (13:05) – David Thompson.

- Welcome and Introductions.

2) Motion: to approve of meeting agenda (S. Smith, K. Carrier).

- no additions to agenda.

3) Motion: to approve minutes from last Executive PHA meeting, Jan. 17, 2020 (M. Cunningham, S. Smith).

- outstanding business: DM discussed review of website and that a few updates are required e.g. links broken; also mentioned a new company in Fredericton that helps with website upgrades; agreed to meet with KB to review changes required; S.S. also offered a few ideas that may help to update the website.

4) Committee Reports

i) Auditor's report - Ken Browne:

- latest report (Jan. 17, 2020 – Nov. 26, 2020) was circulated; discussed # desk/on-site/compliance audits and consultations.

Additional information and discussion:

- 2nd operation (Summerside) on PEI registered; municipality is billed directly for any extra meeting costs.

- updated desk audits for PEI operators and Summerside.

- prepared and submitted Environmental Trust Fund (ETF) 2020/21 report and new application for 2021-22.

- consultation meetings with Health Canada regarding label changes;

- communication with DELG regarding enforcement issues, ETF funding and provisional permits; meeting with the Minister offered but not required.

Comments/Questions:

- SS suggestion to update forms to be more online friendly to fill-in; perhaps more information could be added on environmentally friendly products.

- DT re: higher desk on-site audit fees for PEI; answer was that fees are the same but extra visits would be at the facility cost.
- KB – further discussions with Trent Williams (Summerside) on new municipal by-laws being drafted; on-going discussions with Charlottetown (Betty Pryor retired).
- DM – Current ETF still has a surplus; can funds be used towards other expenses? Suggestions: funds to update edits to STM and exam questions; online fillable forms, etc.
- KB – offered to review and update exam IPM questions.
- SS – suggest revision of 50% of questions but have them applicable to both manuals;
- DM – Questions 16-17 are always answered incorrectly so definitely need to be revised/ clarified.
- SS – Exam and Turf Practitioner fee income decreasing? Yes; normal changes in TP's may be due to COVID.
- DT – request for New STM be available and downloadable from LNB website? Request that STM links be added to the PHA website.
- KC - finds it very helpful to have a list of new products and label changes listed on the PHA website and sent out with the newsletter.

ii) Administrator and Financial Reports - David McCafferty:

Financial reports circulated:

- 1) Profit/Loss summary (April 2019 – March 2020): total income \$56,770.00; total expenses \$58,446.28; net -1,676.28.
- 2) Profit/Loss summary (April 2018 – March 2021): total income \$56,595.00; total expenses \$30,285.33; Net Income: \$26,309.67.

- Discussion:

DM - loss 2020 related to lower TP fees being collected; noted that most expenses related to audit fees and expenses; expenses paid primarily through email transfers.

KB – suggested for transparency and records that all invoices and payments be copied to vice-chair (John Evans) or 2nd executive member.

DM – 80 facilities registered in the program and there are two outstanding accounts:

- 1st did not submit fees and was put back to a baseline status;
- 2nd did submit fees for 2020 but missed 2019; recommended they also be placed at a baseline status and will be subject to an onsite audit in 2021; no payment required for 2019 (assume fail).

iii) Education and Training Committee - Karen Carrier:

- no CEC's were required for 2020 but suggest we should keep requirement for 2021 with # of online training programs available.
- DT – suggest it is up to PHA to remain relatively flexible and consider credits for company tailgate training and other available training.
- KC – agree with online training; planning to schedule an online NB IPM symposium for March 2021 based on last years speakers.
- PR – said that the CGSA is offering online seminars; Feb 2021 (1-hour sessions over 4 weeks) on soil biology.

KB and DT to draft a statement regarding importance of continuous training and that all facilities responsible for their own training.

- KB – online training in French available?
- DT - said that his company has some materials from the Weed Man available.
- MC – the AVMA association is offering 1 hr sessions through the winter.

iv) Enforcement and Compliance (Michael Cunningham):

- update by MC on compliance activities.
- only 2 complaints and relatively quiet.
- follow-up KB to follow up incidents closely and work things out.
- label and permit issues are passed on to NBELG.
- intent is to review and make unbiased decisions on any complaints.

v) Standards Committee (Garth Nickerson)

- verbal report of training and activities to date to review eligible CEC's; pass on recommendations to DM and KB to post and promote to membership.
- most conferences virtual/online.
- will be receptive to awarding CEC's if they can be documented/verified.
- Alberta Green Industry Show and Conference – Nov. 18-20, 2020 (open and CEC's available until January 20, 2021).
- ON Turf Symposium – Jan. 11, 2021
- Landscape Ontario Virtual Connect Conference – Jan. 12-14, 2021
- CGSA, AGSA and AVMA virtual sessions – tba 2021.
- online courses at Dalhousie University.
- University of Guelph Turf Managers Course
- Virtual NB Turf Symposium – March 2021, speakers organized by KC.
- Online webinars still available through the CGSA (cost is \$20 per session; must write and pass an online test).
- DM - PHA posts all eligible events and sends out notification in newsletter;
- note: *members are eligible to 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.*

vi) Public Relations (David Thompson):

- DT n/a; DM noted that newsletter information circulated regularly and is considered good PR and education of our own membership.
- noted PEI activities by KB.
- logo and links to be updated to be accessible and current.
- SS – discussed the importance to articulate clearly what the IPM and certification process is to the public; use public friendly terminology on the website so it can be a better communication tool.
- KB and DM said that are open to any input and advice from members on how to upgrade the website.

Motion - (KC and MC) to accept all committee reports. Motion carried.

5) Environmental Trust Fund application:

- KB said that the 2021-22 application was submitted and finding will be announced in April/May; total amount requested \$37,000; a meeting will be requested to update the new minister on the PHA program.

6) Other Business

Virtual PHA 2021 AGM

- DT commented that virtual AGM should be scheduled in March around the time of the IPM Symposium; also suggested that SS be nominated to the vice chair position for 2021.

Website -

- DM – noted some broken links and comments that required removal.
- DM and KB will review and upgrade; use better platform if funds are available; noted that the AVMA has an excellent webpage and information; maybe consider hiring a new website designer?
- SS – suggested a few things to make site more user friendly; place logo in top left corner on every page; put link buttons on the bottom or make easily accessible; everything should be easy to find and just 2 clicks; set-up to benefit membership.

On-line Survey:

- results should be published and summary put on website (Survey Monkey report from March 11).

PHA Executive:

- DM - Terms of office listed in the by-laws and should be circulated to board members; 2020/21 - D. Thompson (President); K. Carrier (V.P.); review executive for 2021; all positions are filled for now; Scott Skead (AGSA, Rockwood Park) was missed and DM to send an apology; John Mills (CGCOA); Gordon Horsman (Municipal, Sports Turf Association) – DM will contact to confirm interest on the Board; municipalities may offer a rep from Grand Falls or Saint John?

7) Date for next meeting?

- March 2021; will send out notification.

8) Meeting Adjourned: 14:45

David Thompson thanked everyone for attending in person and by phone.

Minutes recorded by:

G. Nickerson



PLANT HEALTH ATLANTIC COUNCIL
ZOOM MEETING
NOVEMBER 26, 2020

- 1:00pm** *Call to Order.*
- 1:05pm** *Welcome – David Thompson, Chair*
- 1:10pm** *Additions & Approval of Agenda*
- 1:15pm** *Approval of Minutes – January 17, 2020*
- *Outstanding business from previous minutes*
- 1:30pm** *Committee Reports*
- *Auditor’s Report (Ken)*
 - *Administrator’s Report (Dave)*
 - o *Financial Report*
 - o *Status of CEC’s*
 - o *Status of Membership Fees (Accreditation/Certification)*
 - *Education & Training Committee*
 - o *Requirement for CEC’s – 2020/21 Season*
 - o *CEC Opportunities – Green Industry Show*
 - o *Virtual IPM Symposium - Karen -*
 - *Enforcement & Compliance*
 - *Standards Committee*
 - *Public Relations Committee*
- 2:00pm** *Environmental Trust Fund Status*
- 2:05pm** *Other Business*
- ✓ *Website*
 - *Survey*
 - *PHA Executive*
 - *Meeting Schedule*
- 2:30pm** *Adjournment*

→ *Plan for Admin. ✓*

Plant Health Atlantic
Profit & Loss
April 2020 through March 2021

	<u>Apr '20 - Mar 21</u>
Ordinary Income/Expense	
Income	
2020 Full Desk Audit - Golf	15,000.00
2020 Full Desk Audit - Lawncare	18,000.00
2020 Full Desk Audit Fees - Mun	500.00
Sales	
Baseline Desk Audit Fees	705.00
ETF Revenue	20,000.00
Introductory Audit Fees	1,425.00
IPM Exam Fees	940.00
Turf Practitioner Fees	25.00
Total Sales	<u>23,095.00</u>
Total Income	56,595.00
Expense	
Administration Fees - Auditor	1,878.75
Audit Fees	19,580.00
Bank Service Charges	31.75
Consultation & Enforcement	373.75
Credit Card Expense	467.54
Dues and Subscriptions	12.00
Early Payment Discount - 2019	65.00
Education	1,926.25
Exam Fees	250.00
Licenses and Permits	62.00
Office Supplies	3,875.99
Promotion	230.00
Telephone	605.72
Translation Services	69.00
Travel	857.58
Total Expense	<u>30,285.33</u>
Net Ordinary Income	<u>26,309.67</u>
Net Income	<u><u>26,309.67</u></u>

Plant Health Atlantic
Profit & Loss
April 2019 through March 2020

	<u>Apr '19 - Mar 20</u>
Ordinary Income/Expense	
Income	
Sales	
2019 Full Desk Audit - Golf	16,925.00
2019 Full Desk Audit - Lawncaer	20,575.00
Baseline Desk Audit Fees	1,645.00
ETF Revenue	10,000.00
Full Desk Audit Fees - Municipa	500.00
Introductory Audit Fees	3,235.00
IPM Exam Fees	1,375.00
Training Courses	1,890.00
Turf Practitioner Fees	625.00
Total Sales	<u>56,770.00</u>
Total Income	56,770.00
Expense	
Administration Fees	350.00
Administration Fees - Auditor	10,866.25
Audit Fees	26,475.00
Bank Service Charges	36.00
Consultation & Enforcement	1,610.00
Credit Card Expense	818.17
Dues and Subscriptions	20.00
Early Payment Discount - 2018	25.00
Early Payment Discount - 2019	3,440.00
Education	3,018.75
Exam Fees	550.00
Meeting Expense	286.55
Office Supplies	4,673.70
Postage and Delivery	259.90
Promotion	876.25
Telephone	1,307.75
Training	2,543.65
Translation Services	160.00
Travel	1,129.31
Total Expense	<u>58,446.28</u>
Net Ordinary Income	<u>-1,676.28</u>
Net Income	<u><u>-1,676.28</u></u>

Auditors Report for Zoom Meeting

Reporting Period: January 17, 2020 Executive Meeting – November 26, 2020

ITEM	No	DETAILS
2019 DESK AUDITS	45	Reviewed submissions and developed Evaluation Reports
2020 DESK AUDITS	4	Reviewed submissions and developed Evaluation Reports
On-site audits	39	Conducted required on-site visits and reports in 2020. 4 not undertaken due to health issues & COVID. Aroostook Golf required travel into USA.
Enforcement and Compliance Audits	0	Conducted unannounced site visits and reports for compliance in 2020
Consultation Visits	2	Consultation site visits to new facilities or turf practitioners.
Requests for more information on Desk Audits	12	Communicated with facilities where their original desk audit submissions were in error or had missing information.
Promotional Services	1	Meetings with Municipality of Summerside to discuss their IPM program at their expense.
Consultation Services	55	Responded to phoned or written requests from members, vendors, federal & provincial agencies & public for information on calibration, labels, application rates, filling out forms, training sessions, control methods, pest identification, etc.
Translation Services	6	Used translation services for francophone facilities.
Compliance Consultation	5	Discussions with Health Canada and DELG on product status, provisional permits, and joint enforcement issues.

Other Items:

1. Prepared and submitted revised 2020-2021 ETF Interim Report.
2. Completed application documents for 2021 – 2022 Environmental Trust Fund.
3. Single visits to Municipality of Summerside to evaluate sites for compliance at their expense.
4. Updated Desk Audit forms for PEI operators and Municipality of Summerside.
5. Consultation with Health Canada to confirm status and updated list of available herbicide and insecticide products for 2020.
6. Communicated with DELG on enforcement issues, ETF funding and development of Preventative Provisional Permits.
7. Updated the golf & lawn care Desk Audit application forms.

Completed by Ken Browne.

November 26, 2020