

## Society to Prevent Dutch Elm Disease Annual General Meeting Minutes

April 24, 2013 at 10.00 AM at Olds College, Olds Alberta

Agenda Item:	Responsibility
<p>1. Call to Order and Welcome 10:24AM.</p> <p><b>Attendance:</b> Jackie Powell (Secretary), Milton Davies (Chair &amp; Arbor-Pro Tree Consulting Ltd), Dr. Ieavn Evans (Vice Chair), Elaine Johnson (Treasurer &amp; City of Red Deer), Mike Jenkins (Director &amp; City of Edmonton), Gary Patzer (Director &amp; City of Medicine Hat) Lindsay Bell (City of Lethbridge), Dr. Ken Fry (Olds College), Al Dorman (Town of Provost), Brooks Horne (ESRD), Andrea Saunders (CFIA), Susan Katzell (City of Red Deer), Janet Feddes-Calpas (STOPDED Executive Director), Gayah Sieusahai (AARD), Terry Welsh (Town of Innisfail), Lauria Gillespie (Town of Innisfail), Lilianne Poirer (Town of Morinville), Catharine Reed (Strathcona County), Cynthia Horton (City of St. Albert), Scott Stanley (City of St. Albert), Linda Feddes (Arborist), Nigel Seymour (Arborist)</p> <p>➤ <b>Objects or Mandate</b></p> <ul style="list-style-type: none"> <li>○ To foster and promote the survival of the American elm (<i>Ulmus americana</i>) in Alberta and the desire to protect Alberta's landscape trees threatened by pests with emphasis on invasive alien species.</li> <li>○ To primarily foster and promote the survival of the American elm (<i>Ulmus americana</i>) in Alberta by preventing the establishment of Dutch elm disease and its insect vectors.</li> <li>○ To protect other Alberta landscape trees threatened by pests with emphasis on invasive alien species.</li> <li>○ To advocate for the restriction of movement of pest carrying wood or firewood into and within Alberta.</li> <li>○ To increase the awareness in the horticultural industry, in the general public, and in our governments of the immense value of our landscape trees, the value of our urban forests and of the possible insect and disease threats to them.</li> <li>○ To assist and fund research on highly destructive landscape insect and disease pests.</li> <li>○ To facilitate, for the public and for government agencies, the early detection of and rapid response to destructive invasive alien species that imperil landscape trees.</li> </ul> <p>➤ STOPDED members include federal, provincial and municipal representatives, nurserymen, landscapers, commercial and municipal arborists, research scientists and other interested Albertans. STOPDED members across the province take an active role in the prevention of DED.</p> <p>➤ This year, to date, membership is:</p> <ul style="list-style-type: none"> <li>▪ 23 individual</li> <li>▪ 43 corporate</li> <li>▪ 170 associate</li> </ul>	<p>Milton Davies Jackie Powell</p>
<p>2. Reading of Meeting Notice</p> <p>➤ The following e-mail notice was sent to all STOPDED members and adherents on Tuesday, March 25, 2012 at the request of me, STOPDED's Secretary:</p> <p style="padding-left: 40px;"><i>"The Society to Prevent Dutch Elm Disease (STOPDED) Annual General Meeting will be held Wednesday, April 24th, 2013 at Olds College. Agenda to follow.</i></p> <p style="padding-left: 40px;"><i>The STOPDED Board encourages you to attend."</i></p> <p>2.1 Quorum: "whichever is greater: 5 members or 5% of voting members"</p>	<p>Jackie P</p>
<p>2.2 Welcome: Milton welcomed everyone and thanked them for attending. Dr. Ken Fry also welcomed everyone and expressed Olds College appreciation to STOPDED for supporting scholarships, involvement in teaching and research and the society's stewardship of AB tree heritage.</p> <p>2.3 Regrets- Dr. Jim Calpas, Mimi Cole, Dave Walsler, Louise Steward</p>	<p>Dr. Ken Fry Milton D</p>
<p>2.4 Introductions – Introduced Board members and then there was a round table introductions</p> <p>2.5 Introduction special guests- Terry Welsh (was the STOPDED Secretary/Treasurer a number of years ago), Brookes Horne (ESRD)</p>	<p>Milton D</p>

## Society to Prevent Dutch Elm Disease Annual General Meeting Minutes

April 24, 2013 at 10.00 AM at Olds College, Olds Alberta

<p>2.6 “Rules of Engagement” - Protocol &amp; Meeting Operating Principles</p> <ul style="list-style-type: none"> <li>➤ Meeting <i>decorum</i> (properness, modesty, and orderliness of dress, speech, behaviour, etc.) is expected to be followed at all STOPDED meetings.</li> <li>➤ Each member of the board and the Society would is to be treated with respect &amp; dignity.</li> <li>➤ Anything other and the member will be ruled “out of order” and lose their privilege of continuing to speak to a matter before the board or meeting.</li> <li>➤ There is great need to build and come to consensus on many issues.</li> <li>➤ However, all critical issues would be decided via vote should consensus be impossible to obtain. Robert’s Rules (US Senate) or Bourinot's Rules of Order (1977 – Canadian Rules of Order) will be followed for all meetings.</li> </ul>	Milton D
<p>3. Agenda Approval</p> <p><b>Motion:</b> Al Dorman moved that the current agenda be approved. <b>Second:</b> Elaine Johnson</p> <p>*** <b>CARRIED</b> ***</p> <p>3.1 Additions, Tabled Items, etc.</p> <p>7.3 Ken Fry’s report moved to #4. All in favor.</p>	All
<p>4. Olds College Report – Ken presented 2 project work plan proposal, one on the servicing of the elm bark beetle traps and the second on monitoring IAS in Alberta. Ken invited all to look at the STOPDED IAS collection housed at Olds College after the meeting.</p> <p>5. Correspondence</p> <ul style="list-style-type: none"> <li>➤ Letter sent to funding letters with annual report requesting core funding –December 10, 2012</li> <li>➤ Letter to funding ministers that had not replied again requesting core funding-February 15, 2013</li> <li>➤ Letter sent to Paul Laflamme (ARD) and Nicol Kimmel (chair of AIPC) expressing STOPDED’s concern about the AIPC resolution to increase their mandate to include invasive species in all taxa. This clearly overlaps STOPDED objects and could affect our funding.</li> <li>➤ On behalf of the board, Janet sent a letter February 28, 2013 followed by an email March 6 to all the Alberta City Managers, Strathcona County Chief Administrative Officer, Landscape Alberta Nursery Trades Association (LANTA) and the International Society of Arborists (ISA) Prairie Chapter asking for support on the following 2 requests.             <ol style="list-style-type: none"> <li>1. Alberta Dutch Elm Disease Prevention/Control Measures included as Dutch Elm Disease Prevention/Control under the APA Regulations.</li> <li>2. Addition of the banded elm bark beetle <i>Scolytus schevyrewi</i> as a declared pest under the Agricultural Pests Act.</li> </ol> </li> <li>➤ Letter sent to Paul Laflamme with all support letters April 22. Out of 20 requests, 14 responded favorable, 1 had concerns and 5 did not respond. We assumed that those who did not respond, did not object, and were in favour.</li> </ul>	Dr. Ken Fry  Milton D
<p>6. Approval of the Minutes</p> <p>6.1 Minutes of the last AGM April 12, 2012 as circulated.</p> <p><b>Motion:</b> Jackie Powell moved that the minutes of the last AGM, April 12, 2012 be approved. <b>Second:</b> Lindsay Bell</p> <p>*** <b>CARRIED</b> ***</p> <p>6.2 Minutes of the last members meeting, November 15, 2012 as circulated</p> <p><b>Motion:</b> Jackie Powell moved that the minutes of the General Minutes, November 15, 2012 be approved. <b>Second:</b> Mike Jenkins</p> <p>*** <b>CARRIED</b> **</p>	Jackie P

## Society to Prevent Dutch Elm Disease Annual General Meeting Minutes

April 24, 2013 at 10.00 AM at Olds College, Olds Alberta

<p>7. Business Arising from the Minutes (information- April 2012 Minutes)</p> <p>7.1 2012 Society's compliance with the "Societies Act"</p> <ul style="list-style-type: none"> <li>➤ Registration of bylaw changes (Aug 25, 2011)</li> </ul> <p>7.2 2013 Appointment of SVS Group to conduct the Financial Review of the 2012/2013 STOPDED books.</p> <p><b>Motion:</b> Mike Jenkins moved to give the Board authority to appoint SVS Group if financially possible or under the society act have two members do a review. Seconded by Lindsey Bell</p> <p style="text-align: center;"><b>***CARRIED***</b></p> <ul style="list-style-type: none"> <li>➤ 2012 review was completed by SVS Group.</li> </ul>	Milton D.
<p>8. Reports</p> <p>8.1 Chairman's Report</p> <p>Funding for the 2013/2014 year so far: Alberta Agriculture and Rural Development- \$35,000.00. Environment and Sustainable Development Resources\$ 30,000.00</p> <p><b>Last 4 years society accomplishments</b></p> <ul style="list-style-type: none"> <li>➤ <b>New STOPDED Hotline</b> 1-877-837-ELMS established.</li> <li>➤ <b>Memorandum of Understanding (MOU) between Olds College and STOPDED was signed at the April 2010 AGM at Olds College.</b> This close working relationship has enhanced both STOPDED and Olds College.</li> <li>➤ <b>Invasive Alien Species (IAS) Partnership</b> - STOPDED's insect collection from the 2007 -2009 IAS Partnership Program funded by Environment Canada, is now housed at Olds College. The large collection is properly maintained to ensure the long-term sustainability and storage. Dr. Ken Fry, Olds College, Entomology Instructor has made a commitment to provide 25 hours per year of expert scientific entomological support to assist with curation of trapped insect material. CFIA has made a commitment to supply trapping supplies for this IAS project annually.</li> <li>➤ STOPDED engaged the SVS Group Accountants to <b>audit and review STOPDED's books and examine its accounting practices since 2009.</b> Their recommendations improve STOPDED's accountability and transparency has been incorporated.</li> <li>➤ STOPDED is now registered with the Federal Government for GST status as a non-profit organization.</li> <li>➤ Bookkeeper has been hired to implement the SVS Group Accountants recommendation. STOPDED has moved to a "Project Based Accounting System" to allocate expenditures, based on project needs using a standard accounting program.</li> <li>➤ STOPDED Board adopted and instituted a <b>"Travel Policy"</b> and created an <b>"Expense Form"</b>. This has improved decision making and provides a paper trail for enhanced accountability.</li> <li>➤ <b>STOPDED's minutes</b> have taken on a new look, making the issue of decision making and responsibilities transparent and obvious.</li> <li>➤ STOPDED membership logo was designed and a <b>"Membership Logo Use Policy"</b> ratified by the STOPDED's board.</li> <li>➤ <b>Director Manuals</b> have been assembled to include board position responsibilities, contact information, business plan etc. This manual serves as a guide to help board members to understand their role in the provision of good governance.</li> <li>➤ <b>STOPDED Board passed a motion granting an associate membership category</b> to include all Alberta Agriculture Fieldmen and their Assistants. The associate membership recognizes this ongoing working relationship that is necessary to strengthen the working relationship with "on-site" detection of DED.</li> <li>➤ <b>STOPDED Board passed a motion granting students membership category.</b> Student membership is at a lower fee. This will encourage</li> </ul>	Milton D.

## Society to Prevent Dutch Elm Disease Annual General Meeting Minutes

April 24, 2013 at 10.00 AM at Olds College, Olds Alberta

<p>student involvement.</p> <ul style="list-style-type: none"> <li>➤ <b>Research Committee established new terms of reference</b>, mandate, composition and membership. This STOPDED Board approved document outlines terms of office, frequency of meetings, reporting structure and specific functions. Two key functions include:             <ul style="list-style-type: none"> <li>i. make recommendations to the STOPDED Board of Directors regarding the merit and suitability research funding requests and project funding requests made to the Society</li> <li>ii. provide oversight for research and science-related projects undertaken by the Society to ensure quality and that the Society's interests are maintained</li> </ul> </li> <li>➤ <b>Research Committee updated the STOPDED Research Funding Guidelines</b> that outlines eligibility, the application process, and specific requirements of those who are qualified to receive funding</li> <li>➤ <b>Research Committee established a STOPDED Research Work Plan:</b> the Society is directly delivering research projects. The plan establishes the accountability for clearly identifying objectives, desired outcomes and performance measures (measures of success) for each phase of the anticipated project. It also establishes clear expectations of the direction, focus, and accountability.</li> <li>➤ <b>Scholarships:</b> four worthy Olds College horticultural and arboricultural students receive these annual scholarships. This program will continue as long as funding is available. A cheque in the amount of 2000.00 for the four 2013 student scholarships will be sent to Olds College.</li> <li>➤ <b>STOPDED website (www.stopded.org)</b> is housed under AAFD "Ropin' the Web."</li> </ul> <p>Coffee break 11.31 for 15 minutes</p>	
<p>8.2 STOPDED Executive Director's Report</p> <ul style="list-style-type: none"> <li>➤ <b>2013 DED Monitoring Program</b> <ul style="list-style-type: none"> <li>• STOPDED distributed 252 traps to 50 municipalities, 5 ports of entry, and 30 provincial parks. These traps are purchased using the Government grant funding. Traps are changed twice per season and scanned by Olds College students, supervised by instructor Dr. Ken Fry.</li> <li>• The City of Edmonton, Calgary, Red Deer, Medicine Hat and Lethbridge, manage a total of 1058 traps to monitor 203 sites within their city limits. Traps are purchased by each city, changed monthly and scanned by city staff.</li> <li>• The City of Edmonton, Calgary, Red Deer and Lethbridge are also responsible for distribution and scanning of traps in their buffer zone municipalities. By doing this, it increases the municipalities in the province monitored by 66. Traps for buffer zones are supplied by STOPDED and changed twice per season.</li> </ul> </li> <li>➤ <b>DED diagnosis</b> - Dr. Stephen J.P. Strelkov with U of A has again offered his services.</li> <li>➤ <b>Elm Surveillance</b> -Plans are in place to check out the elms in municipalities that are finding BEBB in south east corner of AB.             <ul style="list-style-type: none"> <li>• <b>Pruning Question</b> -Jeffery Gooliaf with the Province of Saskatchewan informs people they are allowed to trim only the very newest growth on the hedge (ie only the newest shoots and leaves with the hedge clippers). If a landowner has freshly topped a Siberian elm with the intention to create a hedge he/she has created a hazard elm tree and under the SK DED regulations must completely remove the tree. The province has successfully enforced this section of their regulations in the past few years on several occasions with the assistance of local municipal officials.</li> </ul> </li> <li>➤ <b>Elm firewood collection and disposal</b>- Phil Merrill will continue to collect and dispose firewood at all the AB/Montana bins.</li> <li>➤ <b>IAS project</b> -15 Alberta locations will be monitoring for IAS             <ul style="list-style-type: none"> <li>• 2 locations in Lethbridge, Medicine Hat, Lloydminster</li> </ul> </li> </ul>	<p>Janet F-C</p>

## Society to Prevent Dutch Elm Disease Annual General Meeting Minutes

April 24, 2013 at 10.00 AM at Olds College, Olds Alberta

<ul style="list-style-type: none"> <li>• 1 location in Cities of Red Deer, Calgary, Brooks ARD research station, Grande Prairie, Edmonton, Fort McMurray.</li> <li>• ESRD is going to do 3 locations, Lawrence Lske, Conklin/Leisemer, and Bonnyville (all landfill locations).</li> <li>• All of the locations except for Edmonton will be sending their samples every 2 weeks to Olds College.</li> <li>• 2013 IAS Protocol. In addition to targeting the wood packaging pathway, collaborators can also target the seasonal foliage (i.e. X-mas decorations) and wooden handicraft (e.g. bird houses, boxes, etc.) pathways. Troy indicated that they have intercepted numerous longhorn beetles in wooden Christmas displays, boxes and birch branches from China.</li> </ul>	
<p>8.3 Vice President's Report</p> <p>8.3.1 (Constitution &amp; Bylaws – Status, etc.)</p> <ul style="list-style-type: none"> <li>• Revised STOPDED Bylaws and Constitution were registered with Alberta Corporate Registry on August 2010.</li> </ul> <p>8.3.2 Casino Report</p> <ul style="list-style-type: none"> <li>• Casino will be held in Calgary Deerfoot Inn on September 14 and 15<sup>th</sup>.</li> <li>• We need volunteers. Members present were ask to fill out casino volunteer worker application and give to Janet.</li> <li>• Proceeds goes to equipment such as displays etc., promotional activities, resource materials, research.</li> <li>• Along with our STOPDED member volunteers, we had to use a few Casino Angels. These are people who volunteer to work for any organization.</li> </ul>	Dr. Ieuan E
<p>8.4 Secretary Report- Nothing to report</p>	Jackie P.
<p>8.5 Treasurer Report</p> <p>8.5.1 Elaine presented the balance sheet and income statement</p> <p><b>Motion:</b> Al Dorman moves to approve income statement to March 31 as circulated. <b>Second:</b> Gary Patzer</p> <p><b>***CARRIED***</b></p>	Elaine J.
<p>8.6 Director Central Report -Absent</p>	Mimi C
<p>8.7 Director North Report -Nothing to report</p>	Mike Jenkins
<p>8.8 Director South Report – Nothing to report</p>	Gary Patzer
<p>8.9 Research Committee Report – all research projects have been completed.</p>	Janet for Jim
<p>9. Election of officers for 2013-2015</p> <ul style="list-style-type: none"> <li>• Chair-Jackie Powell nominated and seated by acclamation. Motion to ceased nominations by Ieuan Evans . Seconded by Cynthia Horton. <b>***CARRIED***</b></li> <li>• Vice Chair- Mike Jenkins nominated and seated by acclamation. Motion to cease nominations by Elaine Johnson. Seconded by Lindsey Bell. <b>***CARRIED***</b></li> <li>• Secretary- Dr. Ieuan Evans nominated and seated by acclamation. Motion to cease nominations by Mike Jenkins. Seconded by Al Dorman .<b>***CARRIED***</b></li> <li>• Treasurer- No nominations</li> <li>• Director North- Scott Stanley nominated and seated by acclamation. Motion to cease nominations by Lindsey Bell. Seconded by Gary Patzer. <b>***CARRIED***</b></li> <li>• Director Central-Susan Katzel nominated and seated by acclamation. Motion to cease nominations by Lindsey Bell. Seconded by Elaine Johnson. <b>***CARRIED***</b></li> </ul>	

