

Society to Prevent Dutch Elm Disease Annual General Meeting Minutes

April 8, 2010 at 10.00 AM at Olds College, Olds Alberta

Agenda Item:	Responsibility
<p>1. Call to Order and Welcome 10:00AM.</p> <p>STOPDED Mandate and Goals</p> <p>Mandate: 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.</p> <p>Goals:</p> <ul style="list-style-type: none"> ○ To protect Alberta's landscape trees at risk of pests ○ To work in partnership with communities and government to protect Alberta's landscape trees ○ Advocate for the restriction of movement of firewood into and within Alberta ○ Facilitate, for the public and for government agencies, the early detection of and rapid response to exotic pests of landscape trees ○ Increase the awareness in industry, in the general public, and in government of the value of our landscape trees, the value of our urban forests and of the possible threats to them ○ Secure an annual source of income to operate the province wide invasive landscape tree pest prevention programs ○ Assist and fund research on landscape pests. ○ 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. ○ The 2010 STOPDED membership includes: <ul style="list-style-type: none"> ○ 20 individual ○ 40 corporate ○ 118 associate <p>Attendance: Milton Davies, Dr. Ieuan Evans, Elaine Johnson, Codie Anderson, Mike Jenkins, Jackie Powell, Kevin Veenstra, Andrea Saunders, Dr. Ken Fry, Gary Patzer, Paul Laflamme, Dr. James Calpas, Lewis Reid, Lindsay Bell, Dave Walser, Don Hay, Janet Feddes-Calpas, Sharon Davies, Laurie Newsham, Chris Seufert, Linda Feddes, Susanna Barlem, James F. Thomas, Ken Moore, Dr. Tom Thompson (President of Olds College), Mr. Jordon Cleland (Vice President of Advancement of Olds College), Mr. Ken Risi (Office of Advancement Account Manager of Olds College), and Joe Gustafson (Board of Governors of Olds College)</p>	<p>Milton Davies Jackie Powell</p>
<p>2. Reading of Meeting Notice</p> <ul style="list-style-type: none"> ➤ The following e-mail notice was sent to all STOPDED members and adherents on March 10, 2010 at the request of me, STOPDED's Secretary: <i>The Annual General Meeting will be held April 8th, 2010 at Olds College and we encourage you to attend. "Agenda to follow."</i> ➤ The Society is therefore in compliance with its "Bylaws" in sending this notice. <ul style="list-style-type: none"> ○ Meeting of the Society may be called at any time by the Secretary upon the instructions of the President or Board by notice in writing to the last known address of each member, delivered in the mail eight days previous to the date of such meeting. ○ The notice of this meeting was sent out on March 10, 2010 via e-mail. <p>2.1. Quorum: "6 members in good standing shall constitute a quorum."</p>	<p>Jackie P</p>

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<p>2.2. SPECIAL RESOLUTION to hold the General Meeting on April 8th, 2010 I, Jackie Powell move that the Annual General Meeting, held on this date, April 8th, 2010, is constituted by “Special Resolution.” Second: Elaine J ***Carried***</p>	
<p>2.3. Welcome (after duly constituting the STOPDED AGM) 2.4. Regrets- None</p>	Milton D
<p>2.5. Introductions – Board Members All Directors</p>	All
<p>2.6 Introductions – Special Guests Faculty Joe Gustafson (Board of Governors), Dr. Tom Thompson (President of Olds College), Mr. Jordon Cleland (Vice President of Advancement), Mr. Ken Risi (Office of Advancement Account Manager) Dr. Bob Wilson, Doug Peters, 1st year students, 2nd year students, Paul Laflamme (AB Agriculture Pest Surveillance Branch), Dr Ken Fry (Olds College Coordinator for Environmental Horticulture School of Environment), Dr James Calpas(Chair of the STOPDED Research Committee) Andrea Saunders (CFIA).</p>	Milton D. Janet Feddes-Calpas
<p>2.7. Request for the suspension of the Business Meeting due to the Signing Ceremony of Olds College and STOPDED dignitaries</p> <ul style="list-style-type: none"> ➤ MOTION: ➤ I, Jackie Powell move that we suspend these proceedings until the “signing ceremony” between Olds College and STOPDED has been completed. Second: Cody A. ➤ ***Carried*** ➤ 10.39am <p>2.8 Memorandum of Understanding signed with Olds College STOPDED & OLDS College. Certificate has no expiry date.</p> <p>2.8.1 Presentation of Research Funds - \$12 481.18 for IASP Project Insect Curation Milton Davies presented cheque</p> <p>2.8.2 Presentation of Student Scholarship Funds - \$2 000</p> <ul style="list-style-type: none"> ➤ Milton Davies presented cheque. Scholarship to be established to include four \$500 separate scholarships, two to arboriculture, one to landscape and one to nursery. Dr. Fry will be the contact person for Olds College. Olds College does not charge for admin overhead whereas other universities charge up to 18%. <p>Joe Gustafson, Board of Governors spoke on behalf of the Olds College students and thanked STOPDED for this great opportunity to work together. He felt this would help the students and felt the society is doing great things.</p>	Jackie P.
<p>o Upon the completion of the “signing ceremony” the Chair declared that the AGM resume 10.56 am</p>	Milton D.
<p>2.9 “Rules of Engagement” - Protocol & Meeting Operating Principles</p> <ul style="list-style-type: none"> ➤ Meeting <i>decorum</i> (properness, modesty, and orderliness of dress, speech, behaviour, etc.) is expected to be followed at all STOPDED meetings. ➤ Each member of the board and the Society would is to be treated with respect & dignity. ➤ 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. 	Milton D. Jackie P

Society to Prevent Dutch Elm Disease Annual General Meeting Minutes

April 8, 2010 at 10.00 AM at Olds College, Olds Alberta

<ul style="list-style-type: none"> ➤ There is great need to build and come to consensus on many issues. ➤ 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. 	
<p>3. Agenda Approval:</p> <p>Motion: Linda Feddes moves that the current agenda be approved. Second: Mike Jenkins.</p> <p>*** Carried ***</p> <p>3.1 Additions, Tabled Items, etc - none</p>	All
<p>4. Approval of the Minutes</p> <p>4.1 Motion: Mike Jenkins moves that the minutes of the last AGM, April 15, 2009 be approved. Second: Laurie Newsham</p> <p>*** Carried ***</p> <p>4.2. Minutes of the last members meeting, November 19, 2009</p> <p>Motion: Gary Patzer moves to approve November 19, 2009 Meeting Minutes as circulated Second: Lewis Reid</p> <p>*** Carried **</p>	All
<p>5. Business Arising from the Minutes (information – April 2009 AGM Minutes)</p> <p>5.1. 2009 AGM motion to look at forming a third position with a new job description</p> <ul style="list-style-type: none"> ➤ Introduction of Janet Feddes-Calpas as STOPDED Executive Director <p>5.2. 2009 AGM motion to ensure that the Society is compliant with the “Societies Act”</p> <ul style="list-style-type: none"> ➤ Committee members, Ieuan Evans, Janet Feddes-Calpas, and Linda Feddes worked on the new draft Constitution and Bylaws, following the rules as set out by the Alberta Registrar of Companies (Registrar for Societies) <p>Motion: I, Ieuan Evans move that this ‘draft’ set of bylaws, that was sent to the membership on March 10, 2010 be accepted by the members as a “living” document and be accepted “in principle” whereby upon it can be presented to the “Registrar of Companies” for scrutiny and suggestions as to its acceptability. Second: Elaine J</p> <p>***Carried***</p> <p>5.3. 2009 AGM Motion regarding the “Research Director”</p> <ul style="list-style-type: none"> ➤ The Director of Research was a position that was not in the Bylaws as presented at the April 15th, 2009 and as a duly noticed bylaw or constitutional item. ➤ To initiate a constitutional or bylaw change proper notice of this must be given to members before an AGM and not at the AGM. Please also refer to "Robert's Rules of Order." ➤ Mr. Chris Saunders, named in this position was invited to subsequent board meetings, as a guest. Ieuan E. moved a motion at the first STOPDED Board Meeting after the April 2009 AGM that Chris Saunders was invited to sit with the Board as a non-voting member, pro tem (pro tempore), until this position is ratified as a constitutional change. 	Milton D. Milton D.

Society to Prevent Dutch Elm Disease Annual General Meeting Minutes

April 8, 2010 at 10.00 AM at Olds College, Olds Alberta

<ul style="list-style-type: none"> ➤ Anything other would/could/should be deemed "Ultra vires" a Latin phrase that literally means "beyond the powers". ➤ It was felt that the committee that dealt with research should be given a chance to explain its workings before the new board. Originally, there is no definition of what the responsibilities of a "Director of Research." In other words there were no Terms of Reference for this position. ➤ Contractors were not invited to the initial Boards meetings because the new board was being brought together to deal with items that didn't particularly require their presence nor participation. However, they were invited to subsequent board meetings and "in camera" discussions. Their feedback on projects and work plans was requested and information that was provided was shared with the STOPDED Board. ➤ There were subsequent board meetings and "in camera" discussions about the functioning of the STOPDED work and contractor requirements. ➤ Explanations and feedback, from the contractors working for STOPDED, on all projects was requested by the STOPDED Board and the information that was provided was shared with the STOPDED Board. 	
<p>5.4. Motion to appoint auditors for 2008-2009 books.</p> <ul style="list-style-type: none"> ➤ After the first Board meeting in May, following the April 15, 2009 AGM it was felt that we needed a professional review of the Society's Books. To this end, the SVS Group was engaged to examine the books. This was NOT an Audit. It was a REVIEW. ➤ After the Review, the two appointees, Chris Saunders and Don Hay signed an "attestation" as to the validity of the financial statements and the worthiness of the Society's Books. ➤ This was brought to the General Membership at a General Meeting on November 19, 2009 at the SHAW Conference Centre. 	Milton D.
<p>6. Items for the membership's information.</p> <p>6.1 Bookkeeper contracted</p> <ul style="list-style-type: none"> ➤ At the May Board Meeting, the STOPDED Board authorized the hiring of a bookkeeper should it be recommended as part of the SVS Group Review of STOPDED's books. ➤ The SVS Group Review recommend the hiring of a bookkeeper and to this end, I would like to introduce Kathy McKeen STOPDED's new bookkeeper. ➤ Milton thanked Kevin Veenstra for all the work and great job he has done in the past as treasurer taking care of the books. Having a bookkeeper will make the Treasure's (Kevin's) job easier. 	Milton D.
<p>6.2 STOPDED Logo and use update. Janet asked to have this information present in 7.2 STOPDED Executive Director's report</p>	Milton D. Janet F-C
<p>6.3 Transfer of Invasive Alien Species(IAS) collection to Olds College,</p> <ul style="list-style-type: none"> ➤ Cody, Janet, Mike & Milton facilitated the transfer from Western Pest Management lab/office in Sherwood Park to Olds College. Dr. Fry stated how pleased he was to have the collection housed at the Olds College facility and welcomed everyone at the meeting to view the collection after the meeting. In the future and with prior notice the collection can be looked at any time. Reference sets will be worked on by the students and the plan is to have a set go to cooperators in the field. 	Dr Ken Fry/Milton

Society to Prevent Dutch Elm Disease Annual General Meeting Minutes

April 8, 2010 at 10.00 AM at Olds College, Olds Alberta

<p>6.4 Environment budget for IASPP 2009/2010 reduction</p> <ul style="list-style-type: none"> ➤ Milton reported that budget for the IASPP needed to be reduced by \$10,000 because of an error made in the initial proposal. Originally the Environment Canada Budget was for \$45,000. <p>6.4.1.Environment Canada funding for the IASPP ends March 31, 2010.</p> <p>6.4.2. Future of IASPP</p> <ul style="list-style-type: none"> ➤ Dr. Jim Calpas reported that the IASPP was a two year project and funding ended March 31 2010. Since this was only seed money, STOPDED needed a plan to carry this project forward on their own. AB Government funding is only to be used for the prevention of Dutch elm disease in Alberta but the society could use some of the casino funds for this project if it was approved as research. It was hoped that CFIA would supply the traps needed to continue the monitoring of IAS in Alberta. Since there was no plan made initially for the future of this project the partnership with Olds College is a great partnership and will help move the project forward. 	
<p>6.5. Alberta Government Funding for Provincial Dutch Elm Disease Prevention Program for 2010/2011</p> <ul style="list-style-type: none"> ➤ A letter from Jack Hayden, Minister of Alberta Agriculture approved 85,000 funding and 25,000 was approved by Sustainable Resource. Total is \$110,000. 	Milton D.
<p>6.6. DED regulations update -Janet</p> <ul style="list-style-type: none"> ➤ Janet reported that under Section 12 Alberta Agricultural Pests Act. Inspector may issue a notice to the owner or occupant specifying the measures to be taken to prevent the establishment of or to control or destroy the pest. We always thought the Response plan was used to specify the measures to be taken. ➤ We can now add to the Act DED regulations which has more teeth ➤ Met with Paul Laflamme last summer to discuss adding pruning ban. ➤ Met with Jim Broatch with Pest Surveillance Branch to go over SK Regulations and what we should and should not include. Anything that can change should not be included e.g. labs for forms. Those can be included in a policy. ➤ Have gone through SK regulations and am in the process of forming our regulations. ➤ Will meet with Regulatory Services Division. They are responsible for enforcing the act. ➤ Once the regulations are completed need to send out to stakeholder groups Ag fieldman, municipalities, LANTA etc. ➤ After this is done will send the DED regulations, the consultation list the Minister of Agriculture with a letter asking for the addition to the Act. 	Janet F-C
<p>6.7. 2010 Provincial DED Vector Monitoring Program</p> <ul style="list-style-type: none"> ➤ Monitoring for DED vectors (SEEBB, NEBB and BEBB) provides vital information for DED detection ➤ Pheromone baited sticky traps are used to monitor for the DED vectors. ➤ If one of these species are found in an area, surveillance of the disease and beetle monitoring locations are increased in that area. ➤ Number of traps placed in each municipality depends on location of the municipality, number of elms and if any insect vectors have been trapped in previous years. Approximately one trap is placed for every 500 trees. Traps are placed in some municipalities with less than 500 trees because of their location to borders etc. 	Janet F-C

Society to Prevent Dutch Elm Disease Annual General Meeting Minutes

April 8, 2010 at 10.00 AM at Olds College, Olds Alberta

<ul style="list-style-type: none"> ➤ Locations to be monitored are municipalities, recreational/campgrounds, Travel Alberta Information Centres, Alberta-Montana border crossings, and nurseries that sell elms. ➤ Monitoring season runs from approximately April 15st to September 30st. ➤ All cooperators have been called and contact list updated. ➤ STOPDED has purchased traps for and will be monitoring: <ul style="list-style-type: none"> ➤ 61 Municipalities (cities, towns, villages, hamlets) ➤ Since EBB has been found in Irvine, Coutts and Wildhorse, trap location will be increased in these communities. ➤ 30 Parks (Provincial and Municipal) ➤ 5 US/Canada Port of Entry ➤ These traps will be changed twice this season and scanned by Olds College. ➤ The City of Edmonton, Calgary, Red Deer and Lethbridge are responsible for distribution and scanning of traps in their buffer zone/satellite municipalities. These traps are also purchased by STOPDED. This will increase the municipalities by 66. Total amount of municipalities monitored in 2010 will be 132. 	
<p>7. Reports (verbal reports will suffice as informational updates)</p>	<p>All/Milton D</p>
<p>7.1. Chairman's Report.</p> <ul style="list-style-type: none"> ➤ Chairman's Report (list of STOPDED accomplishments) Milton D. <ul style="list-style-type: none"> • Restructured • Minutes now have a new professional look, included responsible and actions, • Would like to include the www.stopded.org web site. This makes things transparent- good governance • Research Committee now has terms of reference and mandate, terms of office and funding guidelines thanks to Dr. Jim Calpas • Society is in the process of a bylaw review since the last one was done in 1993 • Hired Janet Feddes-Calpas as the STOPDED Executive Director • Established STOPDED office at the AB Agriculture Lacombe office. • Society now has a written travel policy and expense form • Dutch elm disease Provincial year end report was delivered to AB Agriculture before end of Dec. 2009. • Alberta Ag Field men & Assistants given an associate membership • New public awareness items such as notepads, decals posters and brochures • SVS Accountant Group did a finance review for the first time for STOPDED • MOU with Olds College. • Elm trees planting in Medicine Hat for DED Awareness Week 	<p>Milton D.</p>
<p>7.2 STOPDED Executive Director's Report</p> <ul style="list-style-type: none"> • Established a new STOPDED Hotline 1-877-837-ELMS. This is being included on all public awareness material. Hotline is very inexpensive since it automatically is transferred to the toll free Government number. • STOPDED was made aware that we did not have a policy regarding the use of STOPDED's Logo. This policy is being worked on. 	<p>Janet F-C</p>

Society to Prevent Dutch Elm Disease Annual General Meeting Minutes

April 8, 2010 at 10.00 AM at Olds College, Olds Alberta

<p>Janet has spoken to the company regarding having a logo designed for membership use. Moving forward, we are now in the midst of designing a logo for the use of our members. STOPDED was also made aware of issues with respect to the colors and their usage on STOPDED roadway signs, specifically the colors at night. This is currently being addressed. Changed color on STOPDED municipal signs since there was trouble at night seeing the one side of logo.</p> <ul style="list-style-type: none"> • STOPDED firewood trailer, which is parked at Chief Mountain was needing a paint job. I've organized with Phil Merrill to have the trailer painted by a company in Lethbridge. We will have 2 of the 4x4 signs placed on the sides. • Numerous ads and articles have been include in magazines. • e-Bulletins regularly sent out keeping members informed on DED and other pest and diseases. • A show of the new posters and brochures. Everyone was offered to take some and get them established. 	
<p>7.3 Vice Presidents Report(Constitution & Bylaws – Status, etc.) Janet and Linda looked at bylaws from 3-4 different societies and checked with Alberta Consumer and Corporate Affairs. Our last set of registered bylaws are from 1993 when the society received its Certificate of Incorporation and it is very important to the society that we get more official and professional bylaws in place to protect the society as soon as possible.</p>	<p>Dr. Ieuan Evans</p>
<p>7.4. Secretary Report</p>	<p>Jackie P.</p>
<p>7.5. Treasurer Report circulate statement</p> <ul style="list-style-type: none"> • 2010/2010 budget put together by Janet <p>7.5.1. Balance Sheet & Income Statement</p>	<p>Kevin Veenstra</p>
<p>7.5.2. Motion to Appoint the SVS Group to conduct a Financial Audit of the STOPDED Books</p> <p>Motion: Kevin Veenstra moved the SVS Group be contracted to conduct a Financial Audit of the STOPDED books. Second: Dr. James Calpas. *** Carried ***</p> <p>Motion: Kevin Veenstra moves that the budget be approved. Second: Sharon Davies. *** Carried ***</p>	
<p>7.6. Director Central Report –nothing to report 7.7. Director North Report - nothing to report 7.8. Director South Report - nothing to report</p>	<p>Elaine Johnson Mike Jenkins Codie Anderson</p>
<p>7.9. Research Committee Report</p> <p>7.9.1. Compost Project -Waste Management Centre of Excellent funding</p> <ul style="list-style-type: none"> ○ 10,000 was recommended by the committee and approved by the board <p>Motion: Lewis Reid moves that we receive these reports as information. Second: Linda Feddes. *** Carried ***</p>	<p>Dr. Jim Calpas</p>
<p>7.10 Municipal Insect & Disease (Updates & Sharing)</p> <ul style="list-style-type: none"> • City of Lethbridge- Lindsay Bell <ul style="list-style-type: none"> ○ 9 smaller EEBB captured in 2009, will be trapping for gypsy moth this year 	<p>Municipalities</p>

Society to Prevent Dutch Elm Disease Annual General Meeting Minutes

April 8, 2010 at 10.00 AM at Olds College, Olds Alberta

<ul style="list-style-type: none"> ○ Use 30 day traps in Lethbridge and sets up traps in all their satellite. ● City of Red Deer - Elaine Johnson <ul style="list-style-type: none"> ○ Satin moths control- some banding done. ● City of Medicine Hat -Gary Patzer <ul style="list-style-type: none"> ○ Had trouble with a pruning company pruning during the pruning ban. Janet spoke to them. ○ The city finished elm pruning for the year. ● Town of Brooks - James Thomas <ul style="list-style-type: none"> ○ Janitor threw out 2009 elm bark beetle traps. Will place an EBB trap up at CDCS research centre this year. Elm trees there were all pruned of dead wood this year. ● Olds College - Dr. Fry stated that he would like to look at the elm inventory and possible use it for a learning tool for students. Lindsay stated that we need to be careful about letting information which was gathered for the inventory such as addresses out because of FOIP. 	
<p>7.11. CASINO Report – progress reports Casino April 27&28 Janet will sent info to Jim Watts</p>	<p>Jim Watts Ieuan E.</p>
<p>8. New Business 8.1. CFIA -Directive D-97-07 “Phytosanitary Requirements for the Importation”</p> <ul style="list-style-type: none"> ➤ Excellent presentation by Andrea Saunders, CFIA. A discussion followed about the future of the IAS surveys in Alberta. Troy Komoto set up original project with Jim Jones. Now that the collection is now at Olds College and if the IAS monitoring continues, Olds College students will do the sorting to genus and species and Dr. Ken Fry is able to put 3-4 days / month of his time towards this project. Andrea reported that CFIA is not sure if they want to continue the project under the current arrangement. STOPDED wants in season detection for IAS and not find out what the insect is 2 years after the fact. ➤ It was noted that the STOPDED/Olds College arrangement is a model unique to Canada. 	<p>Andrea Saunders (CFIA)</p>
<p>9. Next Annual General Meeting (April) & next General Meeting (November) Edmonton Expo Centre Next board meeting June 22,2010 Lacombe, Alberta</p>	<p>Milton D</p>
<p>10. Adjournment – Stated Time 12:30 PM Motion: to Adjourned Ken Second: Linda ***Carried***</p>	<p>Milton D</p>
<p>11.Lunch & the Tour of Olds College Entomology storage facility by Dr. Ken Fry</p>	<p>All</p>

Respectfully submitted,

Jackie Powell, STOPDED Secretary