

SOUTHERN PLANT BOARD



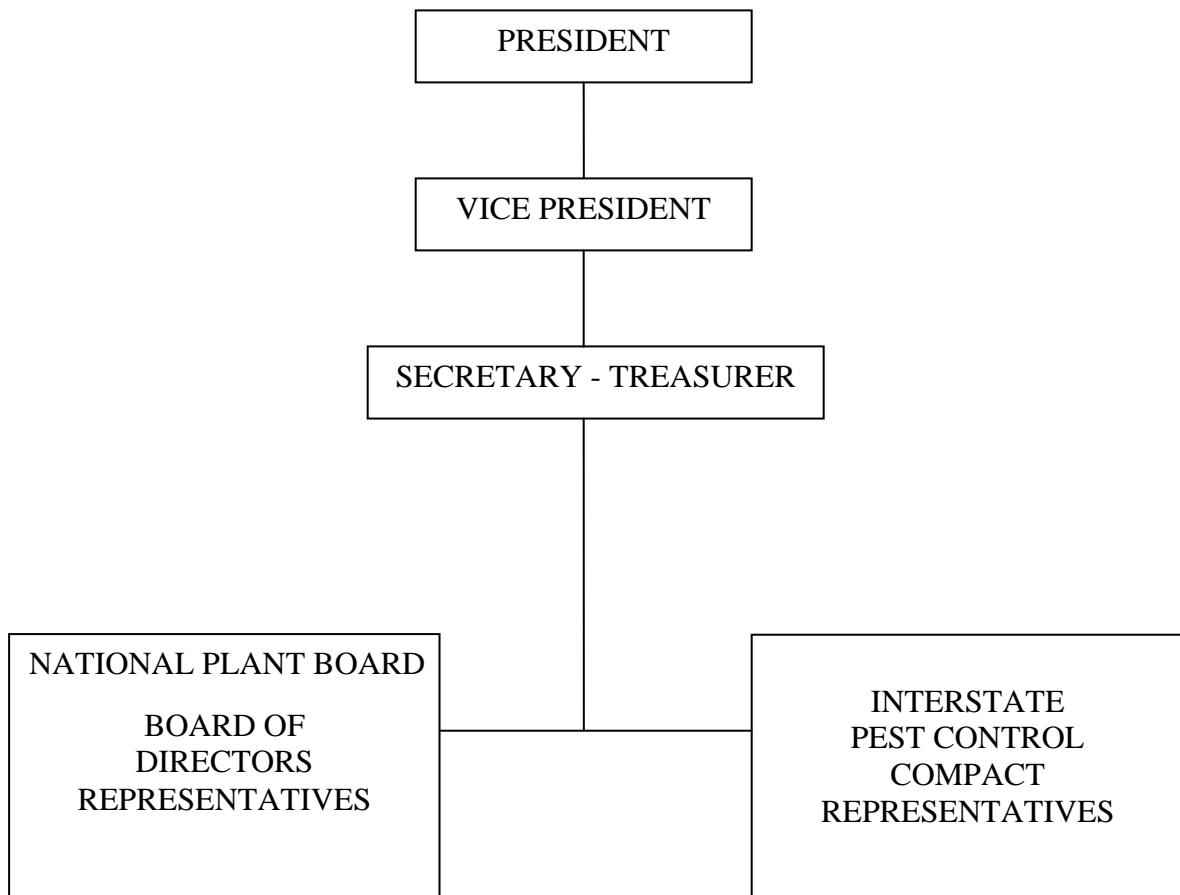
OFFICER'S HANDBOOK

SOUTHERN PLANT BOARD OFFICER'S HANDBOOK

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SOUTHERN PLANT BOARD ORGANIZATIONAL CHART



SOUTHERN PLANT BOARD MEMBER STATES/COMMONWEALTHS AND REPRESENTATIVES

ALABAMA

Dennis Barclift

ARKANSAS

Terry Walker

FLORIDA

Richard Gaskalla
Wayne Dixon

GEORGIA

Mike Evans

KENTUCKY

John Obrycki
Joe Collins

LOUISIANA

Craig Roussel
Tad Hardy

MISSISSIPPI

John Campbell

NORTH CAROLINA

Gene Cross

OKLAHOMA

Sancho Dickinson
Jeanetta Cooper

PUERTO RICO

David Padilla

SOUTH CAROLINA

Christel F. Harden

TENNESSEE

Gray Haun

TEXAS

Awinash P. Bhatkar
David Kostroun

VIRGINIA

Larry Nichols

SOUTHERN PLANT BOARD OFFICERS 2011 – 2012

PRESIDENT

Christel Harden, South Carolina

VICE PRESIDENT

Mike Evans, Georgia

SECRETARY-TREASURER

Terry Walker, Arkansas

NATIONAL PLANT BOARD OF DIRECTORS

Sancho Dickinson, Oklahoma
Christel Harden, South Carolina
Terry Walker, Arkansas
Larry Nichols, Virginia
Wayne Dixon, Florida- Alternate

INTERSTATE PEST CONTROL COMPACT REPRESENTATIVES

Kenneth Calcote, Mississippi
Gene Cross, North Carolina

CONSTITUTION AND BY-LAWS

Southern Plant Board Constitution

Article I.

Section 1. **NAME:** This organization shall be known as the Southern Plant Board.

Section 2. **MEMBERS:** The Southern Plant Board membership shall be composed of the official state or commonwealth plant regulatory agencies of the following states and/or commonwealths:

Alabama	Mississippi
Arkansas	Oklahoma
Florida	Puerto Rico
Georgia	South Carolina
Kentucky	Texas
North Carolina	Tennessee
Louisiana	Virginia

Each member state or commonwealth may at the discretion of the chief regulatory officer appoint a second Southern Plant Board representative to assist and participate in Board activities or functions. The membership shall be eligible to serve as Southern Plant Board officers or committee representatives provided all other provisions of the Constitution are complied with.

Article II.

Section 1. **PURPOSE:** The purpose of this organization shall be to promote better understanding and efficiency in the administration of laws and other written instruments of regulatory authority between states to protect the agricultural and horticultural industries on state, national or international levels.

Article III.

Section 1. **VOTING:** In the transaction of Southern Plant Board official business, each member state or commonwealth shall be entitled to one vote per state or commonwealth which is to be cast by the chief plant pest control regulatory official or his authorized representative from his own state or commonwealth.

Section 2. **QUORUM:** A quorum shall consist of a number of members representing a majority of the member states.

Section 3. **CONDUCT OF MEETINGS:** All meetings of the Southern Plant Board shall be conducted in accordance with Robert's "Rules of Order" except when there is conflict with this constitution and bylaws, in which case the constitution and bylaws shall prevail.

Article IV.

Section 1. **OFFICERS:** The officers of this organization shall consist of a president, vice-president and secretary-treasurer, to be elected annually for a maximum of two years, or until their successors are elected and qualified. Officers are eligible for re-election. All officers shall, on expiration of their terms, surrender to their successors all Southern Plant Board property.

Section 2. **VACANCIES AND SUCCESSION OF OFFICERS:** In the event an officer of this organization is no longer qualified or able to serve, creating a vacancy, the Executive Committee shall task, within 30 days of the vacancy, the Nominating Committee with the responsibility for providing the name of an individual to fill the resulting vacancy. This name shall be reviewed and confirmed by the Executive Board. Should the President vacate the office prior to the completion of the current term, the Vice-President shall assume the office of the President with the Secretary/Treasurer assuming the office of Vice-President. The name provided will assume the role of Secretary/Treasurer. Likewise, the same sequence will be incorporated with either the loss of the Vice-President or Secretary/Treasurer. Any individual vacating an officer position also relinquishes any position on the National Plant Board-Board of Directors.

Section 3. **NATIONAL PLANT BOARD-BOARD OF DIRECTORS:** All Southern Plant Board members in good standing are eligible for membership with the National Plant Board. The Southern Plant Board president shall serve as a delegate representing the Southern Plant Board on the National Plant Board-Board of Directors. There shall be elected one at-large delegate to represent the Southern Plant Board on the National Plant Board-Board of Directors. The at-large delegate shall be elected each year and shall serve for a term of one year. The at-large delegate is eligible for re-election. The third delegate shall be the Southern Plant Board member currently serving as an officer/immediate past president of the National Plant Board. If this delegate resigns from service, the Southern Plant Board president shall appoint a replacement delegate until members elect a permanent replacement. In the event a duly authorized delegate to the National Plant Board-Board of Directors cannot attend a scheduled meeting, then the president of the Southern Plant Board shall designate an alternate attendee.

Section 4. **EXECUTIVE COMMITTEE:** The executive committee of this organization shall consist of the officers, the immediate past Southern Plant Board president, and the Southern Plant Board at-large delegate to the National Plant Board-Board of Directors.

Article V.

Section 1. **AMENDMENTS:** The Constitution may be amended at any meeting by three fourths vote of the states represented, provided those present constitute a quorum and provided the proposed amendment or amendments have been submitted to each member thirty (30) days before the meeting.

Southern Plant Board By-Laws

Article I.

The duties of the officers shall be such as are ordinarily performed by such officers in similar organizations.

Article II.

The officers and representatives of this Board may be elected by written, voice or electronic means provided those present constitute a quorum.

Article III.

The executive committee shall function in all matters for the Board in the interim between meetings. Action of the executive committee shall be communicated to all members of the Board.

Article IV.

The president shall appoint members to such committees as deemed necessary to conduct the business of the Board

Article V.

A sum of money as determined by the Board shall be paid by the members to the Board to finance its operations. The Board, at its discretion shall appropriate to the National Plant Board a sum of money to finance its operation in accordance with the needs and available funds. Money paid by member states to the treasury of the Southern Plant Board shall be available for paying ordinary expenses of the Board, including the payment of part or all of the expenses of the Board's delegates to the annual National Plant Board Meeting, or to special meetings of the National Plant Board, insofar as funds will permit.

Article VI.

The time and place of the annual meeting shall be determined by the executive committee.

Article VII.

Special meetings of the Board shall be called at the discretion of the executive committee or upon the petition of four (4) or more member states.

Article VIII.

An executive session of the Board shall be called by the President at the request of any member of the Board with the approval of the majority of the Board Members present. Members may have their agency associates attend executive sessions. Nonmembers may appear before the Board upon majority vote of the membership present.

Article IX.

The bylaws may be amended at any meeting by a three-fourths vote of those present, providing those present constitute a quorum.

1. Adopted, as amended, by unanimous decision at the Annual Meeting of the Southern Plant Board, New Orleans, Louisiana, April 2-4, 1975.

2. Adopted, as amended, by unanimous decision at the Annual Meeting of the Southern Plant Board, New Orleans, Louisiana, April 18-21, 1983.
3. Adopted, as amended, by unanimous decision at the Annual Meeting of the Southern Plant Board, Jackson, Mississippi, April 13-16, 1992.
4. Adopted, as amended, by unanimous decision at the Annual Meeting of the Southern Plant Board, Huntsville, Alabama, April 9-11, 2001.

Updated: October, 2011

JOB DESCRIPTIONS

SPB PRESIDENT

- I. Provides overall coordination and leadership for the Southern Plant Board (SPB), acting as a key contact regarding plant protection and quarantine issues that may arise that are of regional significance.
- II. Acts as the SPB liaison with the National Plant Board (NPB) and serves on the NPB Board of Directors (BOD).
- III. Provides oversight and direction in planning and conducting the SPB annual meeting. Works very closely with the local arrangement contact (state contact) to determine that all details are covered for meeting.
- IV. Assumes responsibility for contacting major SPB sponsors regarding meeting support. Keeps local arrangements individual apprized of support. Local arrangements committee can seek additional local support for meeting and associated activities.
- V. Coordinates committee and other working assignments with the SPB.
- VI. Serves as an alternate delegate to the National Plant Board Executive Committee and National Plant Council meetings should elected delegates be unable to attend.
- VII. Annual Meeting Duties:
 - 1) At current year's meeting
 - a. Call to order and opening remarks
 - b. Conduct SPB Business Meeting
 - c. Adjourn meeting.
 - d. Establish meeting date for next year's meeting (preferably the 2nd week in April). This is done through cooperation with the host state's SPB representative.

- 2) April – December
 - a. Remind host state regarding meeting dates.
 - b. Assist host state in obtaining facilities and funding (sponsors).
 - c. Program committee appointed and sends letter to SPB members requesting meeting topics.
- 3) January – February
 - a. Ask host state to invite Commissioner/Secretary to make welcoming address and to participate.
 - b. Finalize with host state meeting facilities, location, tour, etc.
 - c. Send out letters to sponsors asking for their support for current year's meeting (if you choose).
 - d. Send letter to President and Executive Secretary of NPB, inviting participation at meeting and topic to be discussed.
 - e. Send letter to partner agencies requesting appropriate participation at meeting
 - f. Send list of proposed items that APHIS staff should discuss. (This info from Board members' answers on meeting topics)
- 4) February – March
 - a. Responsible for preparing and distributing SPB program draft program to members thirty days (30) in advance of meeting. Program planning and development can be shared with the Vice-President. Responsible for seeing that 100 copies of the final program are available for distribution at the beginning of the annual meeting.
 - b. Select committee members for appointment (nominations, awards & necrology, auditing, executive, resolution, and any other special committees).
 - Contact proposed members for their concurrence before appointing to a committee.
 - Provide guidance to committees as to what they need to do.
 - c. Email EPB members regarding program agenda.
 - d. Send tentative program to Board members and other participants.
 - e. Assist HIS President and CAPS group with program details (agenda) and encourage participation at HIS and CAPS meetings.
 - f. Finalize agenda and distribute (mail or email, and send for posting on NPB Website) programs – encourage participation.

VICE-PRESIDENT

- I. Shares responsibility with President for developing the Southern Plant Board annual meeting program (i.e., speakers). Sends out a call for topics for discussion/presentation at the SPB meeting at least ninety (90) days in advance of the meeting dates.
- II. Confirms topics and speakers forty-five (45) days in advance of the meeting. Coordinates and communicates information with the local arrangements contact in the state hosting the meeting.

- III. Serves as Chairman, Resolutions Committee. Types and distributes SPB resolutions to distribution as indicated on each resolution. Tracks resolution follow-up for reporting at next annual meeting.
- IV. Assists and serves the SPB in other capacities as directed by the SPB Chairman.
- V. Orders and presents the plaque to the outgoing SPB President at the annual meeting.
- VI. Serves on the NPB annual meeting Agenda Committee

SECRETARY/TREASURER

- I. Responsible for recording minutes of the SPB annual meeting, and/or other special called meetings, and publishes and distributes annual meeting proceedings by December of the current year. The need for recording equipment should be coordinated with the local arrangements contact.
- II. Prepares and mails SPB dues invoices to SPB member states ninety (90) days in advance of the SPB annual meeting.
- III. Pays National Plant Board (NPB) dues to NPB treasurer in March each year.
- IV. Manages SPB funds (i.e., opens checking account, deposits monies in savings and/or certificate of deposit, and prepares financial report for review at the SPB meeting). Twenty-five (25) copies of the financial report should be brought to the annual meeting for distribution.
- V. Responsible for preparing Distinguished Service Awards for retiring SPB members.
- VI. Responsible for updating of Southern Plant Board Officer's Handbook
- VII. Assists and serves SPB in other capacities as directed by the SPB President.

LOCAL ARRANGEMENTS CONTACT

- I. Selects and secures hotel/motel facility for SPB annual meeting.
- II. Works with hotel/motel representatives to schedule meeting rooms, meeting socials, banquets, coffee breaks, etc. associated with planned meeting. (Note: Some sponsors prefer to personally arrange events with the hotel. President/Vice-President needs to communicate with local arrangements contact as to who these individuals are and when events are planned).
- III. Makes arrangements and secures equipment needed for meeting speakers (i.e., , microphones, audiovisual, projection screen if not available in meeting room, etc.). In

addition, meeting recording equipment and a word processor with operator should be provided.

- IV. Plans afternoon field trips/tour associated with SPB meeting (usually 2nd day of meeting). Plans guests program if enough indicate attendance based on pre-registration information.
- V. Communicates with SPB President to determine that all bases are being covered.
- VI. Communicates closely with SPB Secretary-Treasurer regarding collection of registration fees and payment of meeting expenses. Keeps accurate records of all expenditures.

SOUTHERN PLANT BOARD MEETING SITES

2011	Little Rock, AR	1997	Charleston, SC
2010	Montgomery, AL	1996.....	Nashville, TN
2009	Greenville, SC	1995.....	Atlanta, GA
2008	Nashville, TN	1994.....	San Juan, PR
2007	Lexington, KY	1993.....	Gainesville, FL
2006	Savannah, GA	1992.....	Jackson, MS
2005	St. Augustine, FL	1991.....	San Antonio, TX
2004	Williamsburg, VA	1990.....	Little Rock, AR
2003	San Juan, PR	1989.....	Raleigh, NC
2002	Baton Rouge, LA	1988.....	Nashville, TN
2001	Huntsville, AL	1987.....	Charleston, SC
2000	San Antonio, TX	1986.....	Oklahoma City, OK
1999	Fayetteville, AR	1985.....	San Juan, PR
1998	Tulsa, OK	1984.....	Biloxi, MS

1983	New Orleans, LA	1969	Biloxi, MS
1982	Savannah, GA	1968	Tampa, FL
1981	Orlando, FL	1967	Brownsville, TX
1980	Huntsville, AL	1966	Charleston, SC
1979	Nashville, TN	1965	Hot Springs, AR
1978	Asheville, NC	1964	Not found
1977	Biloxi, MS	1963	New Orleans, LA
1976	Tulsa, OK	1962	Jekyll Island, GA
1975	New Orleans, LA	1961	McAllen, TX
1974	Hot Springs, AR	1960	Not found
1973	San Juan, PR	1959	Agues Buenas, PR
1972	Savannah, GA	1950	San Antonio, TX
1971	Mobile, AL	1940	New Orleans, LA
1970	Raleigh, NC		

NATIONAL PLANT BOARD MEETING SITES

2011	Denver, CO	1992	Portland, ME
2010	Indianapolis, IN	1991	Kalispell, MT
2009	Oklahoma City, OK	1990	Lincoln, NE
2008	Solomons, MD	1989	Mobile, AL
2007	Honolulu, HI	1988	Atlantic City, NJ
2006	Milwaukee, WI	1987	Jackson Hole, WY
2005	Biloxi, MS	1986	Kansas City, MO
2004	Niagara Falls, NY	1985	Orlando, FL
2003	Tacoma, WA	1984	Cherry Hill, NJ
2002	Duluth, MN	1983	Honolulu, HI
2001	Asheville, NC	1982	Sacramento, CA
2000	Wilmington, DE	1981	Duluth, MN
1999	Portland, OR	1980	Brownsville, TX
1998	Grand Rapids, MI	1979	Niagara Falls, NY
1997	St. Petersburg, FL	1978	Reno, NV
1996	Pittsburgh, PA	1977	Madison, WI
1995	San Diego, CA	1976	Charleston, SC
1994	Chicago, IL	1975	Richmond, VA
1993	New Orleans, LA	1974	Jackson Hole, WY

**** *Bold text indicates National Plant Board Meeting Site Hosted By SPB Member.***

SOUTHERN PLANT BOARD

COMMITTEES AND RESPONSIBILITIES

The Southern Plant Board has four basic committees that function at each annual meeting. They are listed below with a brief description of their responsibilities. It is the responsibility of the Southern Plant Board President to appoint the Committees well in advance (45 days) of the annual meeting whereby committees can gather and assemble information needed for the meeting.

Resolutions Committee – The Vice-President, Southern Plant Board, automatically chairs this committee. The committee annually consists of four individuals. The Chairman of the Resolutions Committee should send out a call for resolutions 30 days in advance of the meeting to all SPB members. When possible, resolutions should be submitted in advance of the meeting or brought to the meeting in draft form in the format requested by the Resolutions Committee Chairman. The Vice-President is responsible for the typing, editing, and distribution of the resolutions passed at the annual meeting. Copies should be distributed to all SPB members, officers of the Regional Boards (Eastern, Central and Western), National Plant Board officers, National Association of State Departments of Agriculture (NASDA), and others specified on the resolution.

Nominating Committee – This committee usually consists of 3-4 members including the committee chairman. Individuals considered for nomination for the various offices and positions should be contacted to see if they are willing to serve. Individuals should also be active in the Southern Plant Board and able to attend the annual meetings, National Plant Board meeting, National Plant Board Council meetings, and any other special “called” meetings. Refer to the organizational chart to determine the offices and positions involved.

Awards and Necrology Committee – This committee usually consists of 3-4 members including the committee chairman. This committee has the responsibility for selecting and nominating individuals for three different awards, namely the NASDA Honor Award, the AAN/ESA Distinguished Achievement Award, and the Carl Carlson Distinguished Achievement Award. These individuals can be state or federal and should be individuals that have contributed to regulatory and plant quarantine programs in their respective states, involved in regional and national plant board meetings and programs, and/or hold leadership positions in these or other organizations/associations involved in plant protection programs, etc.

Refer to Section V to review the rules governing these awards. Upon nomination of individuals for the NASDA and AAN/ESA awards, the committee must solicit the assistance of service from a colleague familiar with the nominee’s responsibilities, accomplishments, etc. to complete a write-up on him/her following the guidelines as soon as possible. The nominee for the AAN/ESA award must be a member of the Entomological Society of America (ESA).

Nominations for the Carl Carlson award could be solicited and submitted in advance of the meeting by SPB Directors, Head, etc. This award is relatively new and is for

individuals/employees in regulatory and plant protection work that are not involved in administration type work (refer to rules in Section V).

The committee chairman has the responsibility for submitting the nomination write-ups to the chairman, National Plant Board by June 1. The committee chairman should also write and send a copy of the AAN/ESA nominee write-up to the branch President/Chairman of the Southeastern and Southwestern Entomological Society of America informing them that the enclosed individual was the Southern Plant Board's nominee for the AAN/ESA award and request their support for this individual through their respective Regulatory Committee. The SPB chairman should receive a copy of information and accompanying letters.

The committee chairman should also notify the SPB members (30 days in advance of meeting) requesting the names and a short summary or work history on any individuals that have retired or died since the last meeting. The SPB secretary will prepare a SPB certificate, have it framed, and forward to each retiree via state regulatory official.

4. Auditing Committee – This committee is usually composed of 2 individuals including the committee chairman. It has the responsibility for reviewing the financial records of the SPB to determine that invoices and receipts are available for disbursements and appropriate accounting procedures are being utilized in the maintenance of SPB funds. Recommendations can be made by the committee for improvements in record keeping procedures, and the Board should be notified of any concerns or discrepancies revealed during the auditing process.

HONORS AND AWARDS

NASDA HONOR AWARDS PROGRAM

Application and rules can be found on the NASDA website at
<http://www.nasda.org/cms/7193/16656.aspx?layoutChange=Print>

SOUTHERN PLANT BOARD NOMINEES

<u>YEAR</u>	<u>NOMINEE</u>
1988	Jack Coley, MS
1989	Howard Singletary, NC
1990	Howard Singletary, NC
1991	Guy Karr, AL
1992	Al Elder, AL
1993	Richard Gaskalla, FL
1994	Richard Gaskalla, FL
1995	Richard Gaskalla, FL
1996	Richard Gaskalla, FL
1997	Don Alexander, AR*
1998	Bill Dickerson, PhD, NC
1999	Bill Dickerson, PhD, NC
2000	Bill Dickerson, PhD, NC
2001	Bill Dickerson, PhD, NC
2002	Bill Dickerson, PhD, NC
2003	Bill Dickerson, PhD, NC
2004	Shashank Nilakhe, PhD, TX
2005	_____
2006	Connie Riherd
2007	_____
2008	_____
2009	Walker (Gray) Haun, TN
2010	Walker (Gray) Haun, TN

**Declined the nomination since he is a NASDA member and therefore ineligible.*

SOUTHERN PLANT BOARD RECIPIENTS

<u>YEAR</u>	<u>RECIPIENT</u>
1988	Jack Coley, MS
1993	Howard Singletary, NC
1996	Richard Gaskalla, FL
2003	Bill Dickerson, NC
2004	Shashank Nilakhe, PhD, TX
2005	_____

2006	_____
2007	_____
2008	_____
2009	_____
2010	_____

USDA ADMINISTRATIVE AWARD

APHIS Administrator Award: An Award presented by APHIS at the National Plant Board (NPB) Annual Meeting.

To be awarded to: An individual or a group of individuals, but not limited to the official State NPB Member. Anyone representing the official State NPB Member is eligible to be a recipient. The recipient must be employed by a state department of agriculture associated with the NPB.

Purpose of Award: To recognize significant contributions in the Plant Health arena by NPB members or their representatives in dealing with a current Plant Health issue or issues.

Criteria: Individual or individuals to be nominated by their peers within the NPB.

Each regional board will nominate an individual or a group of individuals that have made significant contributions to plant pest or export challenges or issues with positive results for Plant health as recognized by the NPB and USDA-APHIS-PPQ. The individual or team being nominated can be from within or outside of the regional plant board making the nomination. Name(s) will be submitted with a one page (or less) justification for individual or group of individuals to receive this award.

Regional nominations will be submitted to the NPB Awards and Recognition Committee Chairperson for initial review by May 1. The nominations will then be forwarded to the NPB Board of Directors for final determination of the recipient(s).

Recipient Name or Names: Are due June 1 of each year. The name(s), title(s), and affiliation(s), of the recipient(s) will be provided in writing to Paula Henstridge, Chief of Staff, USDA-APHIS-PPQ.

<u>YEAR</u>	<u>RECIPIENT</u>
2009	Richard Gaskalla, FL

ANLA/ESA AWARD

Distinguished Achievement Award in Regulatory Entomology
(Sponsored by the American Nursery & Landscape Association)

The purpose of this award is to honor regulatory entomologists for their valuable contributions to American horticulture. The award, established in 1975 by the American Nursery & Landscape Association consists of \$500.00 and an inscribed plaque.

Eligibility. The nominee must have demonstrated excellent performance through innovations in insect detection techniques, pest control operations, regulatory activities, and regulatory entomology training efforts. Previous recipients of this award are not eligible for future nominations. Nominees must be ESA members.

For award procedures and application, go to the ESA website at <http://www.entsoc.org>. Nomination packages must be received by the awards administrator by July 1.

SOUTHERN PLANT BOARD NOMINEES

<u>YEAR</u>	<u>NOMINEE</u>
1988	Howard Singletary, NC
1989	Richard Gaskalla, FL
1990	Richard Gaskalla, FL
1991	Howard Singletary, NC
1992	Guy Karr, AL
1993	Homer Collins, USDA
1994	Homer Collins, USDA
1995	Bill Dickerson, NC
1996	Vic Mastro, USDA
1997	Tad Hardy, LA
1998	Tad Hardy, LA
1999	Tad Hardy, LA
2000	Tad Hardy, LA
2001	Tad Hardy, LA
2002	Tad Hardy, LA
2003	Tad Hardy, LA
2004	Tad Hardy, LA
2005	Shashank Nilakhe, PhD, TX
2006	_____
2007	_____
2008	Ronald Oetting, FL
2009	_____
2010	_____

**ANLA/ESA AWARD
SOUTHERN PLANT BOARD RECIPIENTS**

<u>YEAR</u>	<u>RECIPIENT</u>
1990	Richard Gaskall, FL
1992	Howard Singletary, NC
1994	Homer Collins, USDA
1995	Bill Dickerson, NC
2004	Tad Hardy, LA
2005	Shashank Nilakhe, TX
2006	_____
2007	_____
2008	Ronald Oetting, FL
2009	_____
2010	_____

CARL CARLSON AWARD

1993 RULES GOVERNING THE CARL CARLSON
Distinguished Achievement Award
In Regulatory Plant Protection

Rules

The purpose of this award is to recognize and honor individuals that have distinguished themselves in the field of regulatory plant protection. Those who have consistently upheld the principles of plant protection and quarantine and the ideals of the National Plant Board (NPB) in serving those citizens and industries regulated. The award was established in 1994 in remembrance of Carl Carlson, Iowa State Entomologist, by the Pioneer Hi-Bred International, Inc. consisting of \$250.00 and an inscribed plaque. The presentation of the award will take place each year at the annual meeting of the NPB.

Active employment (past or present) in an agency dealing with plant pest regulatory activities is a prerequisite for a candidate. The nomination shall include: a biographical sketch of the nominee, a photograph, a brief description of professional duties, job experience, other professional responsibilities or achievements, leadership and participation in related endeavors, awards and an evaluation and appraisal of the nominee's accomplishments.

The nominee must have demonstrated excellent performance in regulatory activities, regular and active participation in appropriate meetings and recognized by peers to the needs of all clientele being served. Previous recipients of this award are not eligible. The re-nomination of candidates for this award is welcome. Submit a formal letter of re-nomination each year before the submission deadlines. You need to send only new information, as the NPB awards committee will retain all candidate documentation for two years.

The following may each submit one nomination: (1) each Regional Plant Board Chair through his or her awards committee, (2) the USDA, Animal and Plant Health Inspection Service, Plant Protection and Quarantine Programs, (USDA, APHIS, PPQ) through its Deputy Administrator.

Submit all information on the nominees by June 1 to the current Chairman of the NPB. The selection of the honoree will be made by vote of the NPB Executive Committee.

**CARL CARLSON AWARD
SOUTHERN PLANT BOARD NOMINEES**

<u>YEAR</u>	<u>NOMINEE</u>
1994	Paul Hornby, FL
1995	Tad Hardy, LA
1996	Terry Smith, FL
1997	Terry Smith, FL
1998	Terry Smith, FL
1999	Terry Smith, FL
2000	Jeanetta Cooper, AR
2001	Jeanetta Cooper, AR
2002	Lynn Snodderly, TN
2003	Lynn Snodderly, TN
2004	Beverly Bachus, AR
2005	Steve Bostian, AR
2006	Steve Bostian, AR
2007	_____
2008	_____
2009	Matthew Brodie, FL
2010	David Blackburn, AR

SOUTHERN PLANT BOARD RECIPIENTS

<u>YEAR</u>	<u>NOMINEE</u>
1996	Tad Hardy, LA
2001	Jeanetta Cooper, AR
2002	_____
2003	_____
2004	_____
2005	_____
2006	_____
2007	Connie Riherd
2008	_____
2009	_____
2010	_____