

EASTERN PLANT BOARD



PROCEDURES MANUAL

(updated March 2021)

This manual is intended to provide guidance for the operation of the Eastern Plant Board (EPB) in accordance with the provisions of the organization's Constitution and By-Laws. The current Secretary-Treasurer will revise the manual as needed with concurrence by the EPB Executive Committee. This manual and other information can be found on the National Plant Board (NPB) Website: <http://nationalplantboard.org>

TABLE OF CONTENTS

DUTIES OF THE EPB PRESIDENT 2

DUTIES OF THE EPB VICE-PRESIDENT 3

DUTIES OF THE EPB SECRETARY-TREASURER 4

NOMINATING COMMITTEE GUIDELINES 6

RESOLUTION COMMITTEE GUIDELINES 6

AUDITING COMMITTEE PROCEDURES 7

EXECUTIVE COMMITTEE PROCEDURES 7

AWARDS COMMITTEE GUIDELINES 7

EASTERN PLANT BOARD TRAVEL POLICY 8

APPENDIX A. EPB ANNUAL MEETING DISTRIBUTION LIST *9

APPENDIX B. EPB ANNUAL MEETING AGENDA ELEMENTS 10

APPENDIX C. ANNUAL DUES LETTER MODEL 12

APPENDIX D. EPB LETTERHEAD 13

APPENDIX E. EPB MEETING LOCATIONS14

DUTIES OF THE EPB PRESIDENT

- I.** Provides overall coordination and leadership for the Eastern Plant Board (EPB), acting as a key contact regarding plant protection and quarantine issues of regional significance that may arise.
- II.** Acts as the EPB liaison with the National Plant Board (NPB) and serves on NPB Board of Directors (BOD).
- III.** Serves as Chair of the EPB Executive Committee. After their term the Past President shall serve on the Executive Committee.
- IV.** Annual Meeting Duties:
 - 1) At current year's meeting**
 - a. Call to order and opening remarks
 - b. Conduct EPB Business Meeting
 - c. Adjourn meeting
 - 2) April – December**
 - a. Establish meeting location (Appendix E.) and date for next year's meeting. No later than the second full week of April depending on the availability of the conference center and timing of the Easter holiday. This should be taken care of immediately after returning from the EPB meeting. Done through cooperation with the host state's EPB representative.
 - b. Obtain Executive Committee approval of meeting dates.
 - c. Remind host state re: meeting dates.
 - d. Assist host state in obtaining facilities and funding (sponsors).
 - 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 the NPB President, inviting participation at meeting and soliciting topics to be discussed.
 - e. Send letter to partner agencies requesting appropriate participation at meeting (see Appendix A.)
 - f. Send list of proposed items that APHIS staff should discuss. (This informed by Board members' answers on meeting topics)
 - 4) February – March**
 - a. Select committee members for appointment (nominations, awards & necrology, auditing, executive, resolution, and any other special committees). Members selected to the nominations committee require concurrence of two other members.

DUTIES OF THE EPB SECRETARY-TREASURER

- I.** Serve on the EPB Executive Committee
- II.** Establish a commercial checking account/or CD in a local bank with the balance of the EPB funds received from the previous Secretary-Treasurer. Arrange for the President and/or the Vice –President to also be able to write checks on the account.
- III.** Upon receipt of annual dues request from the National Plant Board, send an invoice in the form of a letter (Appendix C) on EPB letterhead (Appendix D), to each of the EPB member states, requesting payment of dues.
- IV.** Send a copy of the attendance roster and commercial sponsors including addresses, from the previous annual meeting, to the member state hosting the next annual meeting, for planning purposes.
- V.** Prepare and present a secretary-treasurer’s report to the EPB at its annual meeting, including a complete accounting of the funds handled during the previous year. Fiscal records should be made available to the auditing committee at the time of the annual meeting.
- VI.** Record the minutes of the EPB annual meeting for publication in the annual proceedings. Post the Annual Proceedings on the Website and notify members.
- VII.** Record the minutes of any executive committee meetings held during the year for the record and distribute to executive committee members.
- VIII.** Immediately after the annual meeting, send copies of the resolutions passed at the meeting to all EPB members, and to persons or organizations indicated in the resolutions.
- IX.** Also, following the annual meeting, prepare a list of new officers and send it, along with the resolutions, to all EPB members, the NPB Webmaster and the presidents of each of the other regional plant boards.
- X.** Handle the fiscal transactions of the EPB.
- XI.** Handle correspondence, records management and other miscellaneous duties required of the secretary-treasurer. This includes preparing final amended versions of the constitution and bylaws and distributing a copy to each member.
- XII.** Update the EPB procedures manual as needed. Distribute amended versions to each member state.
- XIII.** Handle the preparation and distribution of EPB award certificates and plaques, as necessary, based on actions of the awards committee at the annual meeting.

- XIV.** Turn the EPB files and balance of EPB funds over to the new secretary-treasurer after the minutes of the meeting in which the new secretary-treasurer was elected, have been prepared and distributed.

NOMINATING COMMITTEE GUIDELINES

- I.** The chair and committee will review several previous years' lists of officers and delegates and review EPB by-laws before finalizing proposed list of officers and delegates.
- II.** Proposed officers and delegates will be contacted for agreement to serve.
- III.** Committee responsibilities can be accomplished prior to EPB meeting (preferred) or during the meeting.
- IV.** Committee recommendations will be presented by the chair at the committee report time of the EPB meeting for suggested approval by the entire EPB.

RESOLUTION COMMITTEE GUIDELINES

- I.** The chair should poll EPB members before the annual meeting to get information on issues for resolutions.
- II.** The chair should obtain a copy of the Central Plant Board resolutions to determine if any of these issues are of concern to the EPB.
- III.** The chair should have rough drafts of letters and/or resolutions before the start of the meeting. If this isn't possible, time can be set aside to work on these after hours.
- IV.** Resolutions are submitted at EPB business meeting.
- V.** The committee should feel free to invite other EPB members to attend resolution committee meetings to give input.
- VI.** Resolutions and letters may also be considered for adoption outside of the annual meeting in response to developing pest protection issues. The resolutions committee chair should form a committee to develop the resolutions, prepare a draft, and present to the EPB membership for review and revision. The resolution shall be approved by a majority of the membership for adoption and distribution.

AUDITING COMMITTEE PROCEDURES

- I.** Balance the checkbook and statement book (ledger) to determine that the entries are the same and that each balances.
- II.** Have the source of each money transaction clearly labeled.
- III.** Have copies of bills and canceled checks available if the Auditing Committee chooses to verify a specific entry

EXECUTIVE COMMITTEE PROCEDURES

- I.** Consider and act upon matters pertinent to the interest of the EPB, which arise between regular EPB meetings.
- II.** Advise the members of any decisions.

AWARDS COMMITTEE GUIDELINES

- I.** The awards committee will solicit nominations from the EPB members for the following awards:
 - 1)** NPB *Carl E. Carlson Distinguished Achievement Award in Regulatory Plant Protection*
 - 2)** NASDA Honor Award, *James A. Graham Award for Outstanding Service to Agriculture*
 - 3)** APHIS Administrator Award
- II.** Award submission guidelines are posted on the NPB Website:

<https://nationalplantboard.org/awards/>
- II.** The President of the EPB will submit these names and the paperwork detailing the contributions and accomplishments of the nominee to the National Plant Board Awards Committee Chair before the deadline each year.
- IV.** The member(s) proposing an award will work with the nominee to record his or her contribution and accomplishments as dictated by the rules governing the awards and will send them to the President of the EPB in a timely manner.
- V.** Please note that the Carl Carlson award is nominated by HIS and the NASDA

nominee is submitted by NASDA.

EASTERN PLANT BOARD TRAVEL POLICY

The following policy applies to reimbursement for travel by board members to meetings concerning the business of the EPB and not covered by the NPB.

- 1.) Requests for reimbursement of travel costs should be made in writing to the President of the EPB prior to the meeting.
 - 2.) The President should then poll the Executive Committee for approval or disapproval of the travel cost reimbursement request.
 - 3.) Full or partial reimbursement of travel costs can be considered.
 - 4.) Receipts for expenses incurred should include air travel receipts, motel receipts, and any other receipt for individual expenses.
 - 5.) All documentation for reimbursement should be sent directly to the EPB secretary-treasurer as soon as possible after the meeting.
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APPENDIX A. EPB ANNUAL MEETING DISTRIBUTION LIST *

Eastern Plant Board = 12 states @ (3) per state (One for EPB member and one for Horticultural Inspection Society member, one for CAPS member, unless you know a state needs more).

Canadian Food Inspection Agency - CFIA

Horticultural Inspection Society – President, HIS Eastern Chapter

National Plant Board – President

USDA-APHIS-PPQ - PPQ/NPB State Liaison

USDA Forest Service – National and regional offices

Northeastern Area Association of State Foresters (NAASF)

DHS Customs and Border Protection

AmericanHort

Host State Nursery & Landscape Association

NPB Webmaster – for posting on NPB Website

* To receive registration information, program agenda, room reservations, etc. Much of this can be done electronically.

APPENDIX B. EPB ANNUAL MEETING AGENDA ELEMENTS

This suggested Agenda assists the Agenda Committee in planning the annual meeting and is not meant to be prescriptive. Additional meeting planning guidance and templates can be found on the EPB's Members Only page on the NPB website.

Monday

- Travel
- Registration
- Reception (generally 6-8 P.M.)

Tuesday (morning and afternoon break included)

Morning

- Breakfast (specify continental or full)
- Registration
- EPB members only discussion and business meeting (~2 - 4 hours each)
 - Topics of interest to the EPB
 - Committee Reports and Nominations
 - Determine location of next year's meeting
- Optional concurrent partner meetings (PPQ, CBP, others)

Afternoon (Reports and Program Updates from partner agencies may be delivered on different days, or may not occur in some years.)

- Call to Order – President
- Roll Call – Secretary
- Opening Remarks – President
- Welcome to Host State – Secretary/Commissioner of Agriculture
- National Plant Board President's Report
- USDA-APHIS Program Update
- Canadian Report
- President's Discretionary Time
- Banquet
- Attitude Adjustment Hours

Wednesday (morning and afternoon break included)

- Breakfast (specify continental or full)

Flexible/Open Program – panel discussions and presentations with discussion time. Partner updates will vary by year as relevant. National Green Industry organizations may be requested to provide updates, including:

* Host State Nursery Industry – Host State Nurserymen’s Association Representative

- * AmericanHort
- * U.S. Forest Report
- * NASDA Report
- * NAASF Report
- * CBP Report
- President’s Discretionary Time or Specific Program Topics
- P.M. Educational Tour/Field Trip

Lunch and dinner (specify included or on your own)

- Attitude Adjustment Hours

Thursday (morning break included)

- Breakfast (specify continental or full)
- President’s Discretionary Time – Flexible Program
- Horticultural Inspection Society Report
- CAPS Report (if applicable)
- Thanks to contributors and sponsors
- EPB Business Meeting – Finalize resolutions and other unfinished business from Tuesday
- Adjourn by noon
- Travel

APPENDIX C. ANNUAL DUES LETTER MODEL

(On EPB letterhead – Appendix D.)

[Date]

[SPRO name and title]

[Mailing Address]

Dear [SPRO name here],

This is the invoice to renew your state’s membership in the Eastern Plant Board (EPB) and National Plant Board (NPB) for another year. The dues for 20XX are as follows:

National Plant Board	\$xxx.xx
Eastern Plant Board	\$ <u>xx.xx</u>
Total due	\$xxx.xx

[Special instructions or notes paragraph, such as: The EPB is continuing the temporary half regional dues rate of \$50. If even one state does not pay their dues, we will not cover our NPB dues. If everyone pays, we have a slim margin of \$600 for the EPB coffers. The 2015 *Benefits of Eastern Plant Board (EPB) Membership* document is posted at [http://nationalplantboard.org/wp-content/uploads/docs/Benefits_of EP.B.pdf](http://nationalplantboard.org/wp-content/uploads/docs/Benefits_of_EP.B.pdf) for your reference.]

A check for \$xxx.xx should be made **payable to the “Eastern Plant Board”** and mailed to:

[EPB Secretary/Treasurer]

[Mailing Address]

The tax identification number for the EPB is 52-6049954. Please contact me if you have any questions.

Sincerely,

[Name]

[EPB Secretary / Treasurer]

EASTERN PLANT BOARD



Chris Logue, President
New York Department of
Agriculture and Markets
10B Airline Drive
Albany, NY 12235
(518) 457-2087

Gary Fish, Vice President
Maine Department of Agriculture,
Conservation and Forestry
28 State House Station
Augusta, ME 04333
(207) 287-7545

Kimberly Rice, Treasurer
Maryland Department of Agriculture
50 Harry S. Truman Pkwy.
Annapolis, MD 21401
(410) 841-5920

APPENDIX D. EPB LETTERHEAD

EPB Secretary-Treasurer has MS Word version.

APPENDIX E. EPB ANNUAL MEETING HOST STATES

Year	EPB Meeting Rotation		EPB Host NPB Annual Meeting	
	Location	City	Location	City
1979	??	??	New York	??
1980	Virginia	Virginia Beach		
1981	Maryland	Baltimore		
1982	Pennsylvania	Harrisburg		
1983	Vermont	Burlington		
1984	Maine	Portland	New Jersey	Cherry Hill
1985	West Virginia	Charleston		
1986	New York	Syracuse		
1987	New Hampshire	Portsmouth		
1988	Rhode Island	Providence	New Jersey	Atlantic City
1989	??	??		
1990	Massachusetts	Hyannis		
1991	New York	Albany		
1992	Pennsylvania	Allentown	Maine	Portland
1993	Delaware	Dover		
1994	Connecticut	Mystic		
1995	Virginia	Richmond		
1996	New Jersey	Atlantic City	Pennsylvania	Pittsburgh
1997	Maryland	Frederick		
1998	West Virginia	Charleston		
1999	Maine	Portland		
2000	New York	Niagara Falls	Delaware	Wilmington
2001	Vermont	Burlington		
2002	Rhode Island	Providence		
2003	Pennsylvania	Harrisburg		
2004	Connecticut	New Haven	New York	Niagara
2005	New Jersey	Egg Harbor		
2006	Delaware	Rehoboth Beach		
2007	New Hampshire	Jackson		
2008	West Virginia	Charleston	Maryland	Solomons
2009	Maine	Portland		
2010	New York	Albany		
2011	Massachusetts	Worcester		
2012	Vermont	Burlington	Connecticut	Mystic
2013	Pennsylvania	Harrisburg		
2014	New Jersey	Princeton		
2015	New Hampshire	Portsmouth		
2016	Maryland	Saint Michaels	Delaware	Wilmington
2017	West Virginia	Morgantown		
2018	Connecticut	Mystic		
2019	Maine	Portland		
2020	COVID cancelled	.	COVID cancelled	
2021	Virtual (COVID)	.	Virtual (COVID)	
2022*	New York (proposed)	Cooperstown	Pennsylvania	Lancaster