



June 7, 2011

MINUTES of the Regular meeting held at the Wyoming Department of Agriculture, 2219 Carey Ave., Cheyenne, WY, and via conference call

An informal discussion took place from the appointed time for convening until 11:00 am, when three members of the commission joined the meeting, thus constituting a quorum. This was necessitated by current field conditions; the absent members were performing fieldwork, which has been delayed a minimum of three weeks by wet fields. Present for these discussions were John Watson, Keith Kennedy, Margy Anderson, Muff Parker, Julie Cook and Ted Craig. Jason Fearneyhough joined the discussion at 10:15. The agenda items were reviewed, so that when a quorum was reached, actions could be rapidly taken.

The meeting was called to order by Vice-Chairman 11:02 am. Present in person was John Watson; joining by conference call were Tim Anderson, Vice-chairman Casey Madsen, and Tom May.

The Vice-chairman asked if there were any changes to the agenda. Hearing no changes, Anderson moved, with May's second, to approve the agenda as publicized. Motion carried.

Tim Anderson moved, with Watson's second, to approve the minutes of the March 22, 2011 meeting as presented. Motion carried.

The financial report was presented, which included the month of March-May. Watson moved, with Tim Anderson's second, to approve the financial report. Motion carried. Further action on budget items was postponed until the afternoon conference call, so that other action items affecting the budget could be included.

Madsen called for nominations for FY2012 officers. Theron Anderson was nominated for Chairman, John Watson for Vice-chairman. Tim Anderson moved, with May's second, that nominations cease and the board cast a unanimous ballot for the two candidates. Motion carried. Discussion ensued as to who would assume or continue US Wheat Associates board of director duties. May moved, with Watson's second, that Tim Anderson remain on the USWA board, and John Watson will replace Casey Madsen. Motion carried. Tim Anderson stated he wished to remain on the USWA Wheat Quality Committee, and Watson would like to join the Long-Range Planning committee. May moved, with Anderson's second, that Watson serve as

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acting chairman for the duration of the meeting, and that he be authorized to sign any required documents as such. Motion carried. After discussion with WDA personnel, Ted Craig will serve as the WDA ex-officio member of the commission.

Anderson moved, with Madsen's second, to go into executive session for consideration of the RFP for Executive Director. Motion carried. In addition to commission members present in person, and via conference call, Margy Anderson remained for the executive session, which began at 11:15 am. Kennedy was called into the executive session at 11:27 am. The executive session ended at 11:33.

Anderson moved, with Madsen's second, that the commission accept the response to the RFP for Executive Director offered by Agrimind LLC, with contract terms of \$1,300 per month for services, \$15,600 for travel per fiscal year, and \$1,000 annual for newsletter publication, and that such contract be drafted by WDA staff for approval and signature by the chairman, and that the contract be annual, with the option to renew twice annually thereafter. Motion carried. Marti Hubbs, executive secretary of the Wyoming Wheat Growers Association joined the meeting at the end of the executive session.

Watson offered a brief review of the discussion with WDA staff present regarding funding of UW-SAREC. Madsen moved, with May's second, to fund the Crop Research Foundation of Wyoming (CRFW) in an amount for research in FY2012 of \$9,000, and an amount not to exceed \$9,000 for varietal development, and that WDA staff create a contract with CRFW. Motion carried.

Anderson moved, with May's second, to approve the FY2012 contract with **US Wheat Associates, and to approve payment of the invoice for this contract in the amount of \$11,800 as of January 1, 2012.** Motion carried. Madsen moved, with May's second, to approve the MOU with Plains Grains, Inc., in the amount of \$1,413 for FY2012 wheat quality testing and promotion. Motion carried.

Madsen moved, with May's second, to approve an amount not to exceed \$2,000 for executive director travel to the USWA Summer Board meeting in mid-July, held in Tulsa, Oklahoma. Motion carried.

Jesse Berry offered a report on behalf of Wyoming Ag In the Classroom (WAIC), including recent personnel changes, and K-12 curriculum development. Anderson moved, with May's second, to approve the report from WAIC as satisfying all requirements contained in the commission's contract with WAIC. Motion carried.

Anderson moved, with Madsen's second, to recess until 2:30 pm, when the commission would consider the remaining agenda items. Motion carried.

The discussion group resumed, and worked through the existing budget to accommodate altered expenditures for FY2012. Julie Cook detailed changes in the state's B11 budget process, and possible actions by the commission regarding the BFY2013 budget.

The meeting was called back to order at 2:38 pm, by acting chairman Watson. Madsen moved, with May's second, to reconvene. Motion carried. Watson declared a quorum present with three members of the commission present.

Madsen moved, with May's second, to approve the changes to the FY2012 budget, as detailed in Exhibit A, and for WDA personnel to take action as necessary to adopt these changes via the B11 process. Line item discussion ensued. Motion carried.

Madsen moved, with May's second, to approve a FY2012 contribution to the Wheat Industry Biotechnology Committee, if such a contribution is requested. Motion carried.

The next meeting was set for August 23, 2011, beginning at 9:00 am, to be held at the WDA Conference Room.

Hearing no further business, Watson adjourned the meeting at 2:53 pm. Following the close of the meeting Scott Zimmerman of Rocky Mountain Farmers Union Cooperative and Economic Development Center, reported on billing and reporting issues with Hubbs, Madsen and Kennedy.



Signed, John Watson, Acting chairman



Exhibit A – Changes to BFY2011 Budget

| Changes made June 7, 2011 | Code | Budget as of | Budget as adopted | Change |
|---------------------------------------|---------------|----------------------|--------------------------|---------------------|
| | | 22-Mar-11 | 6/7/2011 | |
| Supportive Services | | | | |
| Conference Calls | 203.07 | \$ 50.00 | \$ 50.00 | none |
| Central Mail / Postage | 204.05 | \$ 300.00 | \$ 300.00 | none |
| Communications (postage & freight) | 204.06 | \$ 50.00 | \$ 50.00 | none |
| Advertising | 208.03 | \$ - | \$ - | none |
| Board Travel - In-state | 227 | \$ 3,000.00 | \$ 3,000.00 | none |
| Board Travel - Out of State | 227 | \$ 10,000.00 | \$ 10,000.00 | none |
| Newsletter - Printing | 231.01 | \$ 700.00 | \$ - | \$ (700.00) |
| Office Supplies | 231.05 | \$ 250.00 | \$ 250.00 | none |
| Copier costs | 0252/0202 | \$ 100.00 | \$ 100.00 | none |
| Assessments - WIBC | 253 | \$ - | \$ - | none |
| Total Supportive Services | | \$ 14,450.00 | \$ 13,750.00 | \$ (700.00) |
| Cost Allocation | | | | |
| Cost Allocation | 301 | \$ 500.00 | \$ 500.00 | none |
| Data Processing Charges | | | | |
| Phone Card Charges/Leaderphone | 420 | \$ 50.00 | \$ 50.00 | none |
| Grants & Aid Payments | | | | |
| AG in the Classroom | 626 | \$ 7,500.00 | \$ 7,500.00 | none |
| University of Wyoming | 667 | \$ 18,000.00 | \$ 9,000.00 | \$ (9,000.00) |
| Crop Research Foundation | | | \$ 18,000.00 | \$ 18,000.00 |
| Scholarship | 607.01 | \$ 2,000.00 | \$ 2,000.00 | |
| Total Grants and Aid Payment | | \$ 27,500.00 | \$ 36,500.00 | \$ 9,000.00 |
| Non-Operating Expenses | | | | |
| Refunds requested by Growers | 814.05 | \$ 10,000.00 | \$ 10,000.00 | none |
| Contractual Services | 901 | | | |
| Agrimind - services | | \$ 28,800.00 | \$ 30,000.00 | \$ 1,200.00 |
| Agrimind - travel | | \$ 15,000.00 | \$ 22,100.00 | \$ 7,100.00 |
| Agrimind - newsletter | | \$ 2,800.00 | \$ 2,800.00 | none |
| Quality Testing | | \$ 2,800.00 | \$ 2,800.00 | none |
| Wyoming Wheat Growers Assn | | \$ 25,600.00 | \$ 25,600.00 | none |
| US Wheat Association | | \$ 26,000.00 | \$ 23,900.00 | \$ (2,100.00) |
| Total Contractual Services | | \$ 99,700.00 | \$ 107,200.00 | \$ 7,500.00 |
| Total Expended | | \$ 152,200.00 | \$ 168,000.00 | \$ 15,800.00 |