



May 16, 2013

MINUTES of the Regular meeting, held at Wyoming Department of Agriculture, 2219 Carey Avenue, Cheyenne, Wyoming

The meeting was called to order by Chairman John Watson at 10:05 am. Present were Chairman Watson, Vice-chairman Theron Anderson, and Casey Madsen. Tim Anderson and Lois VanMark were absent. Executive Director Keith Kennedy was present throughout the meeting, and Ted Craig, *ex-officio* representative, and Doug Miyamoto of the Wyoming Department of Agriculture (WDA) were present for most of the meeting. Muff Parker made a brief appearance to discuss financial matters.

Watson declared a quorum present and asked the group's pleasure regarding the agenda. Theron Anderson moved, with Madsen's second, to approve the altered agenda as presented. Motion carried. Madsen moved, with Theron Anderson's second, to approve the minutes of the February 21, 2013 regular meeting and the minutes of the April 8, 2013 conference call meeting. Motion carried.

Kennedy presented the financial report, detailing that all differences with the beginning balance for FY2013 had been resolved. Kennedy stated that since the use of the "Thirteenth Month" had been discontinued by the state, amounts paid against encumbrances on the previous fiscal year are essentially deducted from the beginning balance of the subsequent fiscal year. Kennedy also stated that the QuickBooks ledger is now up to date, and that the amounts paid from the previous fiscal year are noted in this ledger, included at the end of the traditional financial report. Theron Anderson moved, with Madsen's second, to approve the financial report. Theron Anderson moved, with Madsen's second, to approve the upcoming contract with U.S. Wheat Associates (USWA) in an amount not to exceed \$12,300, to authorize the Chairman of WWMC to sign this contract when received, and to authorize the payment of the invoice for this contract in an amount not to exceed \$12,300 immediately after January 1, 2014. Motion carried. Kennedy is to prepare a sole source letter upon execution of the FY2014 contract with USWA.

Kennedy reported on the upcoming USWA Summer Board of Directors meeting, beginning at 8 am June 29, 2013, ending July 1, 2013 at 12:00 pm. He also stated that he had made five room reservations for the Commission, along with meeting registrations. Commission members are to notify Kennedy no later than June 5 of their intentions regarding attendance. Kennedy also noted that he invited three members of the Wyoming Legislature to attend as much of the Board meeting as they are able. Madsen moved, with Theron Anderson's second, to approve an amount not to exceed \$1,000 each for three Commission members, and the executive director for travel expenses for the USWA Summer Board meeting. Motion carried.

Watson offered the report from Wyoming Wheat Growers Association (WWGA) detailing activities to date since the previous Commission meeting. The National Association of Wheat Growers recently announced the hiring of a new CEO, Jim Palmer. Palmer will formally assume the CEO position on June 1, 2013, but will be working on Farm Bill issues prior to that time. Also discussed is the Wyoming Wheat Growers desire to add additional requirements for the scholarships for the upcoming school year; this matter was tabled, as these scholarships will not be advertised until January 2014. The scholarships for 2013

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have been awarded. Madsen moved, with Theron Anderson's second, to approve this report as the final report required by the FY2013 contract with WWGA, and that the final invoice of \$4,500 due to WWGA under terms of the current contract be paid in full upon presentation of invoice, on or after June 1, 2013. Madsen moved, with Theron Anderson's second, that the Commission's \$1,000 portion of the scholarship for 2013 be paid immediately to WWGA upon invoice. Motion carried.

Next, proposals for projects during the upcoming fiscal year were under consideration. The first item considered was the proposal submitted by the Wheat Marketing Center in Portland, Oregon. After reviewing the needs submitted in the proposal, Theron Anderson moved, with Madsen's second, that the Commission commit \$1,000 to the Wheat Marketing Center toward the purchase of the SD Matic, which measures starch damage content of flour, with the funds to be from the quality testing budget. Motion carried. Kennedy will inform the director of the Wheat Marketing Center of the Commission's commitment, and will also enquire about the cost of sponsoring an attendee to the 'Managing Wheat Inventory to Maximize Profits', and whether there are any courses scheduled either before or after the USWA meeting in the Fall of 2013 that would be available to, and benefit, Commission members.

At 12:11 pm, attendees ate at The Egg & I, and returned to the small conference room at 1:15 pm, when discussion of the remaining proposals for the upcoming fiscal year activities took place. After reviewing the proposal from Whiteside and Associates, a call was made to Whiteside and Associates, and members discussed the proposal with Terry Whiteside. After further discussion, Theron Anderson moved, with Madsen's second, that Kennedy was authorized to offer a counter proposal to pay Whiteside \$1,000 for the proposed services regarding rail transportation and rates, and that Kennedy is authorized to offer Whiteside an amount not to exceed \$1,250, provided that the initial counterproposal is not accepted, and that if either counter offer is accepted, the Commission approves the contract with all other particulars remaining the same as in the submitted contract. Motion carried.

After review, Madsen moved, with Theron Anderson's second, to approve the proposal of Plains Grains Inc. for quality testing of the upcoming wheat harvest, in an amount not to exceed \$1,312.00. Motion carried.

Discussion ensued regarding the contract with Wyoming Ag In the Classroom. Kennedy had not received any further reports since the evaluation of curriculum content in July 2012, other than he assisted in judging the entries in the bookmark contest earlier in May. Members reviewed the previous RFP, where the Commission wished to evaluate results from the current year before making any commitment to funding in FY2014. It was suggested that if the Commission were to meet prior to the end of this fiscal year, the performance of WAIC could still be evaluated. Also discussed was the funding situation for WAIC in light of the new initiative for Wyoming Energy in the Classroom.

Election of officers for fiscal year 2014 was the next item on the agenda. Theron Anderson nominated John Watson for Chairman. Reluctantly, the Chairman closed nominations after hearing no additional nominations for Chairman. Madsen moved with Theron Anderson's second, to close nominations for Chairman, and to cast a unanimous ballot for John Watson for Chairman. Motion carried. Watson then opened nominations for Vice-chairman, whereupon Madsen nominated Theron Anderson. Hearing no further nominations, Watson closed nominations and Madsen moved, with Watson's second, that nominations cease and that a unanimous ballot be cast for Theron Anderson. Motion carried. Watson then opened nominations to serve as the two members of the USWA Board of Directors for fiscal year 2014. Madsen nominated John Watson and Tim Anderson, and

moved that nominations cease and a unanimous ballot be cast for these two nominees. Theron Anderson seconded the motion. Motion carried

Members were reminded that the next scheduled conference call will be June 10, 2013, with subsequent calls to be on the second Monday of each month. It was felt that a conference call would be unnecessary, but Kennedy will notify all members and staff via email by May 30 regarding status of a conference call. Chairman Watson, after input from members, set the next regular meeting date as June 29th, 2013, at 4 pm at the Holiday Inn, Rapid City, South Dakota; members and the public unable to attend the meeting will be notified of a conference call number in the agenda. Hearing no further business, Chairman Watson adjourned the meeting at 3:20 p.m.



Signed, John Watson, Chairman