



January 7, 2014

MINUTES of the Regular meeting, held at Rock Ranch Grill, 711 Parson Street, Pine Bluffs, Wyoming

The meeting was called to order by Chairman John Watson at 5:52 pm. Present were Chairman Watson, Vice-chairman Theron Anderson, Tim Anderson and Casey Madsen. Lois VanMark was absent. Executive Director Keith Kennedy was present throughout the meeting, along with Ted Craig, *ex-officio* representative, Wyoming Department of Agriculture (WDA). The board and staff of the Wyoming Wheat Growers Association (WWGA) were present for the entire meeting, as was Rhonda Brandt, State Statistician with the Wyoming Field office of USDA-NASS. Also present was Gordon Stoner, Outlook, Montana, Secretary-Treasurer of the National Association of Wheat Growers (NAWG). The Growers Board met concurrently with the Commission meeting, and was called to order by Tyler Anderson immediately after the Commission meeting was called to order.

Watson declared a quorum present and asked the group's pleasure regarding the agenda. Theron Anderson moved, with Madsen's second, to approve the agenda as presented. Motion carried. Tim Anderson moved, with Theron Anderson's second, to approve the minutes of the October 8, 2013 regular meeting and the minutes of the December 20, 2013 conference call meeting. Motion carried.

Kennedy presented the financial report, which included all months in Fiscal Year 2014 (July – November), and added that staff had forwarded the December 2013 report earlier in the day, and that it was only available from his computer at present. Kennedy explained that the line below 'Current Cash Balance' is the check balance he computes from the most recent month where the check balance matches WDA figures, and the second line below 'Current Cash Balance' is a check balance from the previous months 'Current Cash Balance'. Check balances since August 2013 have varied from cash balance in a range from \$(279.40) to \$973.60. The payment to U.S. Wheat Associates in October was questioned, the May 16, 2013 minutes approved the contract, and the payment, but the payment was specifically not authorized until January 1, 2014. Craig will ascertain what happened and report back to the Commission. Kennedy also reported that no requests for refunds were received by WDA for the second quarter of Fiscal Year 2014. Tim Anderson moved, with Madsen's second, to approve the financial report, subject to reconciliation of the check balance differences. Motion carried.

Tyler Anderson, newly elected president of WWGA, offered the report from WWGA detailing activities to date since the previous Commission meeting, including that the number of growers attending the annual meeting was the highest in memory of anyone on the board. The results of the meeting date poll were discussed as well. Stoner offered additional comment on national activities beyond the report offered at the convention earlier in the day. Madsen moved, with Theron Anderson's second, to approve the WWGA report as meeting all requirements of the FY2014 contract to date, and **that the first invoice of \$4,500 due to WWGA under terms of the current contract be paid in full upon presentation of invoice, on or after January 7, 2014.** Motion carried.

Tyler Anderson announced that the next Growers Annual Meeting would be held January 6, 2015. Discussion with all present ensued regarding the 2014 Wheat Planting

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Decision Meeting. Theron Anderson moved, with Madsen's second, to hold the 2014 Wheat Planting Decision meeting August 14, 2014 in the evening, subject to review in mid-July to determine likely harvest dates. Motion carried.

The Chairman then opened discussion of the draft RFP for executive director services. Members reviewed the previous RFP, included in the meeting packet. Madsen moved, with Theron Anderson's second, to have staff issue the RFP for executive director services in order for the Commission to review proposals and selected an applicant at the March 27, 2014 meeting, with the following changes to be made to the draft RFP: on page 10, the duration of the contract time limit is three years, for a contract period from July 1, 2014 through June 30, 2017, and the sentence "Responsible for enhancing and updating an existing website." be eliminated on page 10, and publication as per minimum required by state statute. Motion carried.

Kennedy reviewed the itinerary of those attending the Winter Wheat meetings in Washington, DC, with visits to the Wyoming Congressional Delegation to take place on January 29, 2014. Gregor Goertz is also working on appointments with Risk Management Agency personnel regarding the wheat planting date in Wyoming. Rhonda Brandt told those present that any time they are in the Washington, DC area, she would arrange and encourage their attendance at a 'lock up' that take place before a release of reports by NASS. Kennedy reported that the Board of Agriculture would be evaluating the Applied Ag Research Grants request next Tuesday, and that he would be attending the call. After reviewing the proposal from Northern Ag Network for advertising, Tim Anderson moved, with Madsen's second, to table the request from Northern Ag Network until the March 27, 2014 meeting. Motion carried. Kennedy was directed to prepare RFPs, request proposals from smaller vendors, prepare Sole Source letters as appropriate for upcoming contracts, and suggested grants for consideration at the next regular meeting.

Chairman Watson set the next regular meeting date as March 27, 2014, at 9 am at the Wyoming Department of Agriculture in Cheyenne, at which time the Biennial budget for 2015-2016 will be considered, along with strategic plan review. Members were reminded that conference calls are scheduled for February 10 and March 10, 2014 before the regular meeting, and that members will be informed electronically regarding the conference calls. Hearing no further business, Chairman Watson adjourned the meeting at 7:03 p.m.

A handwritten signature in black ink that reads "John Watson". The signature is written in a cursive style and is followed by a long horizontal line that extends to the right.

Signed, John Watson, Chairman