



March 27, 2014

MINUTES of the regular meeting, held at the Wyoming Department of Agriculture, Cheyenne, large conference room

The meeting was called to order by Vice-chairman Theron Anderson 9:12 am. Present were Vice-chairman Theron Anderson, Tim Anderson and Casey Madsen. Chairman John Watson and Lois VanMark were absent; Watson arrived at 12:00 pm. Executive Director Keith Kennedy was present, along with Ted Craig, *ex-officio* representative, Wyoming Department of Agriculture (WDA). Pam Bell, was introduced as the new executive assistant for the department. Margy Anderson, WDA contract officer, attended portions of the meeting, as did Ty Anderson, president Wyoming Wheat Growers Association (WWGA).

Vice-chairman Anderson declared a quorum present and asked the group's pleasure regarding the agenda. Tim Anderson moved, with Madsen's second, to approve the agenda as presented, with the addition of election of officers at 1:00 pm. Motion carried.

Tim Anderson moved, with Madsen's second, to approve the minutes of the January 7, 2014 meeting, and the March 10, 2014 conference call. Motion carried. Kennedy presented the financial statements from July 2013 through February 2014, and stated that he and Julie Cook had found the discrepancies in ending balances. The discrepancies were due to a change in the spreadsheet Cook sends to Kennedy for each month; the change regarded the point at which undistributed net gains and losses are deducted from the cash balance, until such gains or losses are realized. Tim Anderson, with Madsen's second, moved to approve the financial report. Motion carried.

Tim Anderson moved, with Madsen's second, to approve removing Muff Parker from the signature card for the refund account at ANB Bank, and to add Pam Bell, with Casey Madsen, John Watson and Theron Anderson remaining on the signature card. Motion carried.

Tim Anderson moved, with Madsen's second, to approve payment of the \$2,000 invoice from WWGA for scholarships. Motion carried.

Margy Anderson presented the responses to the RFP for executive director services, with Agrimind LLC being the sole respondent. Kennedy was excused for a brief executive session to discuss the proposal, from 9:45-9:55 am. After the executive session, Tim Anderson moved, with Madsen's second, to approve the proposal for executive director services at a cost of \$1,400 per month, with alterations to the contract as noted in the draft contract given to Margy Anderson, and authorize the chairman to sign the contract after his review of the final draft. Motion carried.

When discussion of the remaining items under grants, contracts and RFPs began, Tim Anderson asked for members to rank the nine remaining items, and to add an item for scholarship. After discussion of the rankings, Anderson also asked for those present to place a dollar value on each proposal, prior to discussion of each line item, and that we then move to budgeting concurrent with review of each proposal or contract. Chair Anderson asked Kennedy to begin his report. Kennedy asked for guidance on altering the set date of the Wheat Planting Decision meeting, set for August 14, 2014. Consensus was that Kennedy should contact Commission members if harvest has not started by July 14, however, delaying the aforementioned meeting beyond the second week in August would

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likely miss delivering information to many seed buyers. Kennedy then reported that the UW breeder/agronomist position at UW is still being negotiated, and that the Applied Ag Producer Research Grant proposal 'Wheat Weather Monitoring' was partially funded at \$12,000 from WDA, with an additional \$12,000 from UWAES. Five weather stations will be placed as soon as the contract and funding is finalized. With the arrival of Chairman Watson, Chair Anderson recessed the meeting for lunch at 12:05 and passed the gavel to Watson when the meeting resumed.

Upon returning to WDA conference room at 12:40 pm, Ty Anderson presented a request for funding of WWGA producer education at \$16,500 annually. After discussion of goals for the Growers Association and consideration of timing, Tim Anderson moved, with Theron Anderson's second, to approve a grower education grant to WWGA, with \$7,000 payable in July, and \$7,000 payable in January, during the fiscal year of the grant, and direct WDA staff to create such a grant document. Motion carried. Tim Anderson moved, with Theron Anderson's second, to draft a contract with WWGA for Fiscal Year 2015, for grower/member retention and increase, with a payment to be made in June of the fiscal year for membership as of April 30, 2015, relative to membership list forwarded to the Commission showing membership as of May 1, 2014, with \$50 being paid for each existing member, and \$100 for each new member, and the total amount due under this contract not to exceed \$5,000. Motion carried. Ty Anderson then discussed current issues with implementation of the new farm bill, and the discussion regarding Wheat Innovation Alliance that were discussed at the Commodity Classic. Theron Anderson moved, with Madsen's second, to approve the Growers report as meeting all requirements of the current contract with the Growers, and that the final payment of the current contract of \$4,500 be paid upon receipt and compliance with our fiscal policies on or after June 1, 2014. Motion carried.

Watson then asked for nominations for Chairman for the one year term to begin July 1, 2014. Madsen and Theron Anderson were nominated; with Madsen being elected Chairman after a motion to cease nominations was approved. Watson opened nominations for vice-chairman, with Theron Anderson being nominated, and a motion and second to cease nominations and cast a unanimous ballot for Theron Anderson. Motion carried. Watson then asked for U.S. Wheat Associate (USWA) board member elections, with Tim Anderson and Casey Madsen being nominated, it was moved and seconded to cease nominations and cast a unanimous ballot for the two nominees. Motion carried. Madsen asked Watson if he would serve as the alternate if either he or Tim Anderson could not attend a USWA board meeting, and Watson concurred. Kennedy will forward the changes in board members to USWA, and committee requests for Anderson for Wheat Quality committee, and Madsen for long range planning and white wheat.

Tim Anderson moved, with Theron Anderson's second, to approve an amount not to exceed \$2,000 each for two Commission members and the executive director to attend the USWA Summer board meeting in early June in Omaha, Nebraska. Motion carried.

Those present then listened to a market supply and demand report from Casey Chumrau, market analyst with USWA. After several questions, the meeting resumed consideration of the budget and contracts and grants.

With a draft of the upcoming biennium budget projected, the Commission began consideration of contracts, in the order they prioritized the subjects in the morning. Tim Anderson moved, with Madsen's second, to approve the draft grant with Crop Research Foundation of Wyoming for \$9,000 this upcoming fiscal year, and approve payment of this grant upon execution of the grant document and submission of an invoice after July 1, 2014. Motion carried. Tim Anderson moved, with Madsen's second, to approve a contract with USWA for fiscal year 2015 in an amount not to exceed \$12,200, and to authorize the Chairman to sign such a contract. Motion carried. Madsen moved, with Theron Anderson's

second, to approve a contract with Plains Grains, Inc., in an amount not to exceed \$1,475 for fiscal year 2015 and to authorize Kennedy to sign such contract when received.

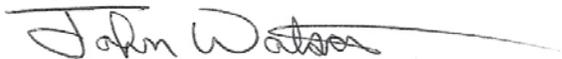
Further, Tim Anderson moved, with Theron Anderson's second, to approve a fiscal year 2015 memorandum of agreement with Whiteside and Associates in an amount not to exceed \$1,000 and that Kennedy be authorized to sign said memorandum. Motion carried. Tim Anderson moved, with Madsen's second, to approve funding the Wheat Marketing Center (WMC) in fiscal year 2015 in an amount not to exceed \$1,000. Kennedy stated that the item we intended to assist in funding this fiscal year was recently obtained via a strategic partnership between WMC and Chopin Instruments. When WMC informs the Commission as to the next most pressing need, the Commission will consider approving payment of the FY2014 obligation. Motion carried.

Madsen moved, with Tim Anderson's second, to table the request from Wyoming Ag In the Classroom until Kennedy poses questions regarding promotion of the program to teachers, how widely the existing kits are being used, and in what schools new kits would be placed, and the level of utilization of new kits. Motion carried. Tim Anderson moved, with Madsen's second, to indefinitely table the request from Northern Ag Network for publicity. Motion carried.

Tim Anderson moved, with Theron Anderson's second, to commit \$500 to FY 2015 funding for the Wheat Innovation Alliance (WIA), and that Kennedy question NAWG and the National Wheat Foundation regarding operation of WIA prior to any further payment being made. Concern was expressed that WIA was becoming another WETEC, which became an albatross about the neck of USWA. The idea was expressed that WIA should be primarily an employee position within NAWG. Motion carried.

Tim Anderson, with Theron Anderson's second, moved to approve the biennial budget for Biennial Fiscal Year 2015, as present on the spreadsheet projected in the meeting room. The approved BFY2015 budget is attached to these minutes as Appendix A, and Kennedy is tasked to send the electronic spreadsheet of this budget to WDA personnel. Motion carried.

Hearing no further business, Watson entertained a motion to adjourn. Madsen moved, with Tim Anderson's second, that the meeting be adjourned. Motion carried. Members were reminded that the next conference call will be held May 12, 2014 at 7:00 am, unless noticed for a different time. Members were reminded that all except Tim Anderson need to go to ANB Bank to complete the signature card on the refund account. The meeting was adjourned at 4:15 pm.



Signed, John Watson, Chairman



Appendix A – Adopted BFY2015 Biennial Budget

Wyoming Wheat Marketing Commission		
Budget for Bienium 2015, beginning July 1, 2014, ending June 30, 2016		
Adopted March 27, 2014		
Supportive Services	Code	
Conference Calls	203	\$ 100.00
Central Mail / Postage	204	\$ 150.00
Communications (postage & freight)	204	\$ 300.00
Advertising	208	\$ 200.00
Board Travel - In-state	227	\$ 3,000.00
Board Travel - Out of State	227	\$ 16,000.00
Office Supplies	231	\$ 750.00
Copier costs	0252/0202	\$ 100.00
Assessments - WIBC	253	\$ 1,000.00
Other supportive services (detail)		\$ 0.00
Total Supportive Services		\$ 21,600.00
Cost Allocation		
Cost Allocation	301	\$ 500.00
Data Processing Charges		
Phone Card Charges/Leaderphone	420	\$ 150.00
Grants & Aid Payments		
AG in the Classroom	626	\$ 4,150.00
Crop Research Foundation		\$ 18,000.00
Scholarship	607	\$ 4,000.00
Wheat Growers Assn		\$ 28,000.00
Other grants & aid payments (detail)		\$ -
Wheat Innovation alliance		\$ 1,000.00
Total Grants and Aid Payment		\$ 55,150.00
Non-Operating Expenses		
Refunds requested by Growers	814	\$ 6,000.00
Contractual Services	901	
Agrimind - services		\$ 33,600.00
Agrimind - travel		\$ 20,000.00
Agrimind - newsletter		\$ -
Quality Testing - Plains Grains		\$ 3,000.00
Wyoming Wheat Growers Assn		\$ 10,000.00
US Wheat Association		\$ 25,000.00
Other contractual services (detail)		\$ -
Whiteside and Associates		\$ 2,000.00
Wheat Marketing Center		\$ 3,000.00
Total Contractual Services		\$ 96,600.00
Total Expended		\$ 180,000.00
Beginning Cash Balance		\$ 102,970.32
Ending Cash Balance		\$ 102,970.32
Revenue FY 15 - Wheat Assessments		\$ 81,812.50
FY 15 - Interest		\$ 8,187.50
FY 16 - Wheat Assessments		\$ 82,250.00
FY 16 - Interest		\$ 7,750.00
Total		\$ 180,000.00
Bushels FY2015 (assessment in \$/bushel)	0.0175	4,675,000
bushels this month		
Bushels FY2016		4,700,000