



April 14, 2014

MINUTES of the Regular conference call meeting, scheduled for 7:00 am

The meeting was called to order by Chairman Watson at 7:08 am, after a brief discussion of current wheat conditions in Wyoming. Present were Theron Anderson, Tim Anderson, John Watson and Casey Madsen. Lois VanMark was absent. Executive Director Keith Kennedy was present, along with Jason Fearneyhough, director, Wyoming Department of Agriculture (WDA).

Watson 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. Motion carried. Discussion followed with Fearneyhough regarding the recent changes in requirements for original receipts from Commission members, and requiring an original invoice from Agrimind LLC. Fearneyhough would speak with WDA staff today, and be in contract with Watson to clarify these fiscal documentation matters.

Tim Anderson moved, with Madsen's second, to approve the proposed changes to the Commission's fiscal policy statement, and the addition to the upcoming contract with Agrimind LLC. The amended fiscal policy statement is attached as Appendix A, and the addition to the Agrimind LLC contract as Appendix B. Motion carried. Kennedy agreed to the addition to the contract on behalf of Agrimind LLC.

Tim Anderson moved, with Madsen's second, to approve a change in the equipment to be purchased by Wheat Marketing Center (WMC) with partial funding provided by the Commission, the change being to pay \$1,000, immediately upon invoice, for partial funding of a Water Activity Meter, rather than the SDMatic, as originally proposed by WMC and accepted by the Commission. 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 of the next scheduled conference call, May 12, 2014. The meeting was adjourned at 7:29 am.

A handwritten signature in black ink that reads "John Watson". The signature is written in a cursive style and is positioned above a horizontal line.

Signed, John Watson, Chairman

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"Expanding and maintaining wheat markets for Wyoming's producers"



APPENDIX A

Amended Fiscal Policy of Wyoming Wheat Marketing Commission Effective date: April 14, 2014

The following payments will be paid by the WDA when received. No board approval is required.

- In-State travel requests for Commission members
- Postage billings – central mail or fed ex charges
- Telecommunication phone charges
- Copier costs
- Minor (less than \$50) office supplies
- Advertisement costs for public meetings and RFP requests

The following payments will be paid by WDA when received with approval of the Commission President and/or the Commission Vice president and/or the Executive Director as indicated by two signatures.

- Billings under \$1,000
- Contract payments on contracts previously approved by Commission(except for the Executive Director's – see below)

The following payments will be paid by WDA when received with approval of the Commission President

- Executive Director's billings for monthly services, in-state travel and office costs (as long as there is still sufficient funds available in the contract for the requested items)

The following payments will be paid by WDA when received with a copy of approved minutes detailing the required payment

- All payments \$1,000 or higher
- Out of State Travel for Commission members and Executive Director
 - For Commission members, copies of receipts shall be as valid as originals. If for any reason, originals are needed for audit purposes, originals shall be timely returned to Commissioners in all cases.

WDA will provide a monthly detail of the Commission's budget including a breakdown on the amount remaining in each contract.

The Commission will utilize the Uniform Electronic Transactions Act (W.S. 40-21-101 *et seq*) to the maximum extent possible, creating electronic records and utilizing electronic transactions whenever possible. All electronic records generated prior to the date of this fiscal policy shall be deemed valid, but no previous hard copy records shall be converted to electronic records.

Effective upon approval of Commission, April 14, 2014



APPENDIX B

Insert into the upcoming contract with Agrimind LLC, at an appropriate location: “In accordance with the Uniform Electronic Transactions Act, W.S. 40-21-105(b), both parties agree to conduct all invoicing and approvals via electronic means.”