



March 8, 2017

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

The meeting was called to order by Chairman Theron Anderson at 10:00 am. Present were Anderson, Kenneth Tremain, John Watson and Executive Director Keith Kennedy. Also present were Pam Bell and Jessica Jones, Wyoming Department of Agriculture (WDA), Briana Tanaka, Wyoming Business Council, and Gary Collins, Pine Bluffs Post, who requested permission to record the meeting, which was granted. Collins and Tanaka attended the meeting until 11:30 am.

Anderson declared a quorum present, Watson moved, with Tremain's second, to approve the agenda with changing to contract discussion to 10:30 am, and moving other items later on the agenda. Motion carried. Tremain moved, with Watson's second, to approve the minutes of the January 5, 2017 regular meeting, with the correction that Watson was not in attendance at that meeting. Motion carried.

Kennedy then presented the financial report; there were no financials available from WDA beyond September 2016, and noted that the pages for October provided by the department had the same cash balance at the end of each month. Julie Cook retrieved cash balances at the end of each month through January 2017; Kennedy and Cook will review and bring the financial spreadsheet up to date in the near future. Watson moved, with Tremain's second, to table approval of the financial reports until it is updated. Motion carried. Tremain moved, with Watson's second, to pay Wyoming Wheat Growers Association (WWGA) invoices for the fiscal year 2017 grant of \$4,500 each for the first and second half. Motion carried.

Watson moved, with Tremain's second, to approve fiscal year 2018 grants to WWGA in an amount not to exceed \$10,000, and to Crop Research Foundation of Wyoming in an amount not to exceed \$5,000, and that staff prepare the appropriate documents. After discussion, motion carried. Watson moved, with Tremain's second, for staff to prepare a sole source member retention contract with WWGA for fiscal year 2018 in an amount not to exceed \$5,000 with the same conditions at the current contract. Motion carried. Watson moved, with Tremain's second, for staff to prepare a Request For Proposal (RFP) for executive director services, for the Commission to review in at the schedule conference call on March 13, 2017 at 7:30 am. Motion carried.

Kennedy then discussed two upcoming travel requests for the executive director. Tremain moved, with Watson's second, to authorize payment for travel for the executive director to attend the State Commission executive's meeting in Denver, Colorado in late April in an amount not to exceed \$500, and to authorize payment for travel for the executive director to attend the U.S. Wheat Associates World Staff Conference in late May in Estes Park Colorado in an amount not to exceed \$1,000. Motion carried.

Jessica Jones returned, stating that the Commission could consider the RFP for executive director services, as she had found a previous RFP. Kennedy was excused, and Tanaka and Collins chose to leave at the same time. Upon Kennedy's return, Watson moved, with Tremain's second, to approve the RFP for executive director services and that staff issue the RFP as soon as possible. Motion carried.

2219 Carey Avenue, Cheyenne, Wyoming 82002

www.wyomingwheat.com

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



Anderson then recessed the meeting at 11:55 am for lunch. Anderson called the meeting back to order at 1:30 pm. Kennedy reviewed the recently concluded General Session of the Wyoming Legislature, including changes to the 'Z' endorsement for driver's licenses, increased fees for driver's licenses, increased state registration fees for motor vehicles, hemp farming, sales taxes on remote sales, changes to Limited Liability Company statutes, in addition to the supplemental budget and education funding.

After discussion, Anderson announced that the next regularly scheduled meeting would take place April 19, 2017, 10 am at the WDA office, 2219 Carey Avenue, Cheyenne, Wyoming, provided that appropriate time had passed for responses to the RFP for executive director services, otherwise to meet at the call of the chair. If other matters merit Commission action prior to April 19, 2017, there are two noticed conference calls on March 13, and April 10, 2017.

Hearing no further business, Anderson declared the meeting adjourned at 2:47 pm.

A handwritten signature in blue ink that reads "Theron Anderson". The signature is written in a cursive style with a large initial "T".

Signed, Theron Anderson, Chairman