



# Wyoming Wheat Marketing Commission

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Minutes of the Wyoming Wheat Marketing Commission, March 20, 2008, held at Wyoming Department of Agriculture Conference Room, called to order by Chairman Tim Anderson at 12:00 pm. Anderson determined that there was a quorum present, then asked for any additions or deletions to the agenda; the only changes made were to change the order of items, so that the University of Wyoming could present their update earlier in the agenda. Present were members Tim Anderson, Fred Barton, Casey Madsen and Theron Anderson. Prior to the public meeting, a work session was held where Chuck Crews, Wyoming Department of Administration and Information conducted training titled "Preventing Sexual Harassment: Inappropriate Behavior in the Workplace. A brief executive session was held regarding the RFP for Executive Director, with Margy Anderson. Keith Kennedy, Executive Director, and Jason Fearneyhough, ex-officio member, were present for training, but were excused for the RFP discussion. They returned for the public meeting. Guest for all of the public meeting were John Watson, President of the Wyoming Wheat Growers Association, and guests for portions of the public meeting were Muff Parker, Julie Cook, Dale Heggem and Dr. James Krall.

Two payment items were added to the agenda, at which time Madsen moved, with Barton's second, that the agenda be approved. Motion carried. After reading of the minutes, both from the previous formal meeting on November 13, 2007 and email correspondence of February 7, 2008, it was moved by Casey Madsen, seconded by Theron Anderson, to approve the minutes. Motion carried. Kennedy then discussed the financial report, which was current through February 29, 2008. Fred Barton moved with Theron Anderson's second, to approve the financial report. Motion carried.

While lunch was consumed, Sarka White with Wyoming Ag In the Classroom gave the Commission a verbal report, detailing that there were wheat winners in the bookmark contest. She also detailed upcoming Ag Expo events. A discussion of plans for the upcoming year ensued. The Commission will fully consider the plan during the budget session at the next meeting.

A discussion ensued regarding Commission financial policies, with Muff Parker and Julie Cook. Parker submitted a one-page document "Policies for the Wheat Marketing Commission for Payment Through the Department of Agriculture". After 30 minutes of discussion, there was no formal adoption of the policy, but it was noted that any motion for approval of a contract needs to spell out specifically the conditions of payment of said contract. The department will promptly notify the Commission of any invoice presented that cannot be paid promptly, immediately upon finding the difficulty. Normally all invoices must be signed by the Chairman, or in his absence, the Vice-Chairman. Travel policy, motel reservations, and submitting requests for reimbursement.

Jim Krall discussed the RFP submitted to the Commission for Fiscal Year 2009. Krall expressed concern that the Commission has tied a portion of funding to performance; he continued on to ask if there had been some problem in the past. Several of the Commission members expressed concern with the timing of the posting of variety trial results between 2000 and 2003, as they believed that trial results were not posted until early October, after most planting decisions have been made. The Commission, while taking the proposal under advisement, continued to express the opinion that 75% of the sum will be available immediately when the Fiscal Year begins, with the remainder billable if the results are posted by August 10, or when 90% of the winter wheat is harvested in Wyoming, whichever occurs first.

**Fred Barton moved, with Casey Madsen's second, TO pay Wyoming Trophy and Engraving \$324.36 for mementos presented by Tim Anderson to foreign wheat representatives during his recent USWA trip, TO pay Wyoming Wheat Growers second biannual invoice of \$3,900.00 immediately upon presentation, as the Growers report was accepted in November 2007, and NOT to pay Wheat Foods Council invoice number 2007/08D in the amount of \$1,725.00. Motion carried.** Barton was excused as he had a commitment in Sioux Falls, SD tomorrow.

Dale Heggem reported on the takeover of Farmers Elevator Company by Frenchman Valley Coop; he would present further details at the next meeting. He also requested \$1,000.00 during the next biennium to continue examining warehouses for assessment compliance. Theron Anderson so moved, with Barton's second. Motion carried. (Continued on page 2)

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John Watson reported that the updated Wheat Growers website is up and running. Items to be posted to the site should be forwarded to him, until such time as the Commission is given passwords to post to our page on the Grower's website. He also reported on various sponsors recruited by the Growers to sponsor the website. He requested that the Commission hold a joint meeting with the Growers board on the evening of May 14, 2008 in Cheyenne.

Theron Anderson moved, with Madsen's second, to approve the changes to the RFP for executive director made during executive session, and that the department issues the executive director RFP as soon as possible. Motion carried. Theron Anderson moved, with Madsen's second, for Kennedy to draft a letter to Vice-Chairman Yeik as soon as possible, for review by the Chairman, and signature by all remaining Commission members. Motion carried.

The date of the next meeting was tentatively set for May 14, 2008, at the Wyoming department of agriculture conference room, dependant upon the RFP for executive director being issued in a timely manner. There being no further business, the meeting was adjourned by Chairman Anderson at 5:00 pm.

Respectfully submitted,

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Tim Anderson, Chairman

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Dated