



June 12, 2008

MINUTES

Regular meeting, June 10, 2008

Location: Wyoming Department of Agriculture, large conference room, 2219 Carey Ave., Cheyenne, Wyoming

A regular meeting of the Commission was called to order by Chairman Tim Anderson at 10:00 am. Anderson determined that there was a quorum present, then asked for any additions or deletions to the agenda. The election of fiscal year 2009 officers was moved to 11:25 am. Theron Anderson moved, with Madsen's second to approve the revised agenda. Motion carried. Present were members Tim Anderson, Fred Barton, Casey Madsen and Theron Anderson. Also present were Margy Anderson, WDA contract officer, Keith Kennedy, Executive Director, Jason Fearneyhough, ex-officio member, Muff Parker, WDA Executive Assistant, and Donn Randall, Wyoming Business Council.

After reading of the minutes, both from the previous regular meeting of March 20, 2008, and from the conference call of May 14, 2008, it was moved by Madsen, seconded by Barton, to approve the minutes. Motion carried. Kennedy then discussed the financial report, which was current through May 31, 2008. Barton moved with Theron Anderson's second, to approve the financial report. Motion carried.

Kennedy presented the new program agreement with U.S. Wheat Associates, Inc (USWA). It was moved by Madsen, with Theron Anderson's second, to approve the fiscal year 2009 program agreement with USWA. After discussion regarding how the amount was calculated, motion carried. The contract with Wyoming Wheat Growers Association (WWGA) was presented by Margy Anderson. After inspection of the contract, Madsen moved, with Barton's second, to approve the contract with WWGA with the following revisions. First, the amount immediately payable after July 1, 2008 should be increased from \$5,000 to \$5,600, and the second payment, payable on acceptance of WWGA annual report at any time after January 1, 2009, should be decreased from \$5,000 to \$4,400. Finally, the website address should read <http://www.wyomingwheat.com>. After discussion, motion, carried.

2219 Carey Avenue, Cheyenne, Wyoming 82002

www.wyomingwheat.com

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

Funding for University of Wyoming variety trials was the next item of discussion. After reviewing the discussion regarding the RFP in the previous meeting, Barton moved, with Theron Anderson's second, to fund the UW variety trials at \$4,000 during the 2009 fiscal year. After discussion, Barton moved to amend the motion, funding SAREC at \$3,750, payable in three invoices of \$1,250, the first payable for crop care on July 1, 2008, the second payable for variety trial data if said data is given to the Commission by August 10, 2008 or the date when 90% of winter wheat harvest is complete in Wyoming according to the weekly USDA/NASS crop weather report, whichever is later, and the third payable upon completion of planting the trials to be harvested in 2009. Powell R&E Center will be funded at \$750, payable on presentation of durum wheat variety trial results, with all these items invoiced separately. Amendment carried. Motion carried.

Wyoming Ag In the Classroom was discussed next, with Barton moving, with Theron Anderson's second, to allocate \$1,000 per year to WAIC. Motion carried.

Chairman Anderson asked Margy Anderson to remain for the executive session discussion of the Executive Director RFP. Kennedy, Fearneyhough, Parker and Randall were excused until the conclusion of the executive session. After review of the sole proposal offered by Agrimind LLC, Theron Anderson moved to accept the proposal with modifications (monthly amount due for services \$1,200 as proposed; if no suitable printing and mailing bids are submitted, to turnkey print and mail up to three newsletters per year consisting of six two-sided pages at \$1,056 each issue, given \$0.42 postage each; Agrimind LLC to prepare up to two grants per fiscal year at Commission direction; and \$5,000 per year budgeted for in-state travel at prevailing IRS mileage and M&IE rates) and to sign a three year contract with Agrimind LLC for Executive Director services, subject to Agrimind LLC approval. Kennedy and Parker were asked to return while the Commission remained in executive session. Kennedy was asked if Agrimind LLC would agree to the modifications as stated. Kennedy stated that Agrimind would agree to those terms. Chairman Anderson adjourned the executive session.

Chairman Anderson called for the election of officers for fiscal year 2009, after reminding the Commission that he cannot be elected to a third consecutive annual term, and that new terms coincide with the fiscal year 2009, which begins July 1, 2008. Chairman Anderson opened the floor to nominations for Chairman. Barton nominated Madsen. Theron Anderson moved that nominations cease, and a unanimous ballot be cast for Madsen for Chairman. Barton seconded. Motion carried. Chairman Anderson

opened the floor to nominations for Vice-Chairman. Madsen nominated Tim Anderson. Theron Anderson moved, with Barton's second, that nominations cease, and a unanimous ballot be cast for Tim Anderson for Vice-Chairman. Motion carried. Chairman Anderson recessed the meeting for lunch at 11:40 am. Chairman-Elect Madsen and Vice-Chairman-Elect Anderson to sign signature cards at American National Bank while the rest of group walks to lunch.

Chairman Anderson called the meeting back to order at 12:50 pm, with the next item for consideration being the biennial budget for 2009. After a work session, Madsen moved, with Barton's second, to approve the following budget, including sub-line items, which will be given project codes by WDA accounting:

BFY2009 WWMC Budget			
<u>Line Item</u>	<u>Sub-line</u>		<u>Budgeted</u>
Supportive Services			
Conference Calls			100
Central Mail / Postage			300
Freight Charges			50
Board Travel Reimbursements			
	In-state		5,000
	Out-state		18,000
Office Supplies			500
Copier Costs			100
Newsletter			2,000
Total supportive services			<u>26,050</u>
Cost Allocation			
Cost Allocation			<u>500</u>
Grants & Aid Payments			
AG in the Classroom			2,000
University of Wyoming			9,000
Scholarship			500
Total Grants and Aid Payment			<u>11,500</u>
Non-Operating Expenses			
Refunds requested by Growers			<u>6,000</u>
Contractual Services			
Agrimind LLC - Executive Director Services			
	Services		28,800
	In-state travel		10,000
	Newsletter		<u>6,336</u>



Agrimind total	45,136
Quality testing	3,000
Wyoming Wheat Growers Assn	15,600
US Wheat Associates, Inc.	24,000
Total Contractual Services	<u>87,736</u>
Total Budgeted Expenditures, BFY2009	<u>131,786</u>
Ending Cash balance, May 31, 2008	148,700
Plus projected income BFY2009	<u>87,000</u>
Total available BFY 2009	235,700
Less budgeted expenses	<u>131,786</u>
Projected cash balance June 30, 2010	<u>103,914</u>

After discussion, motion carried.

The following items were approved for payment, as indicated in the individual motion. Madsen moved, with Theron Anderson's second, to pay the fiscal year 2009 obligation of \$10,801, when invoiced for the program agreement with USWA. Motion carried. Madsen moved, with Barton's second, to pay the \$1,700 owed on the FY2008 contract and the first payment of \$3,900 on the FY2009 contract with Wyoming Wheat Growers Association. Motion carried. Madsen moved, with Barton's second, to adjust the invoice in hand from Wyoming Wheat Growers Association from \$3,900 to \$2,200, in order for payment to be made immediately. Motion carried. Theron Anderson moved, with Barton's second, to pay up to \$1,500 for quality testing on the 2008 crop, to vendor(s) yet unknown. Motion carried. Barton moved to pay University of Wyoming the following amounts: to SAREC, \$1,250 for crop care on or after July 1, 2008, upon invoice, the second payment of \$1,250 for variety trial data if said data is given to the Commission by August 10, 2008 or the date when 90% of winter wheat harvest is complete in Wyoming according to the weekly USDA/NASS crop weather report, whichever is later, upon invoice, and the third payment of \$1,250 upon completion of planting the trials to be harvested in 2009 and invoice. Powell R&E Center will be \$750, payable on presentation of durum wheat variety trial results, upon invoice. Motion carried. Barton moved, with Theron Anderson's second, to void the following refund checks written in 1999, that have not been presented for payment, and to credit the amount back to the refund account: check number

11059 in the amount of \$22.33, check number 11108 in the amount of \$353.87, and check number 11132 in the amount of \$46.01. Barton moved, with Madsen's second, to approve out-of-state board travel for Kennedy to attend the USWA Board meeting in Kansas City, Missouri in July 2008 at cost not to exceed \$1,200. Motion carried.

Kennedy will have figures for USWA Board meeting in Dallas this fall for Commission approval at the August 19, 2008 conference call. Further discussion ensued regarding how the Commission is doing with regards to pursuit of the strategic plan. There was also discussion regarding filling the vacancy left by Boyd Yeik's resignation from the Commission on April 12, 2008. Chairman Anderson announced that the next meeting would be a conference call on August 19, 2008 at 7:00 am. Kennedy will contact Commission members with phone number information and an agenda prior to the meeting. There being no further business, Chairman Anderson adjourned the meeting at 3:17 pm.

Signed, Tim Anderson, Chairman