



October 8, 2013, 10:00 a.m.

MINUTES of Regular meeting, Wyoming Wheat Marketing Commission, 2219 Carey Avenue, WDA Large Conference Room

Members present: John Watson, Lois VanMark, Tim Anderson, Casey Madsen, Theron Anderson; Keith Kennedy, Executive Director, and Ted Craig, *ex-officio* WDA. Muff Parker attended the morning portion of the meeting; Jessie Dafoe, Wyoming Ag In The Classroom, attended from 12:30-1:15 p.m.

Chairman Watson called the meeting to order at 10:01 am. Tim Anderson, with VanMark's second, moved to approve the agenda as publicized. Motion carried. VanMark moved, with Theron Anderson's second, to approve the minutes of the regular meeting held May 16, 2013, and the conference call held September 9, 2013. Motion carried. After review of the financials from May-September, Theron Anderson moved, with Tim Anderson's second, to approve the financial report, subject to explanation of the discrepancies regarding the ending balances for the months of August and September. Motion carried.

Theron Anderson moved, with Tim Anderson's second, to approve payment of the invoice for services from **Plains Grains, Inc. during this harvest in an amount not to exceed \$1,312 upon presentation of the invoice. Motion carried.** Theron Anderson moved, with Madsen's second, to approve payment of the **Whiteside & Associates invoice in an amount not to exceed \$1,000, immediately upon presentation. Motion carried.** Chairman Watson recessed the meeting for lunch at The Egg & I at 11:30 am.

Watson called the meeting back to order at 12:30 pm. The Commission received the written and oral report from Jessie Dafoe with Wyoming Ag in the Classroom. Tim Anderson moved, with VanMark's second, to accept the report from WAIC and to approve payment of the WAIC invoice in the amount of \$5,000, as presented. Motion carried. Kennedy is to correspond with Jessie Dafoe and WAIC, stating that the Commission has tentatively approved \$5,000 for the coming fiscal year, but will make a final decision at the spring budget meeting in May-June, 2014, after review of the strategic plan and all budget items.

2219 Carey Avenue, Cheyenne, Wyoming 82002

www.wyomingwheat.com

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

Tim Anderson moved, with VanMark's second, that future scholarship recipient's parents, grandparents or guardians must not take a refund from wheat assessments during the previous year and must be members of the Wyoming Wheat Growers Association. Motion carried.

After discussion from Watson and Theron Anderson, Madsen moved, with Theron Anderson's second, to approve the report of the Wyoming Wheat Growers Association. Motion carried.

Theron Anderson moved, with Madsen's second, to approve \$500 for the Wheat Innovation Alliance for this year as in the past. Kennedy stated that Jim Palmer, CEO of NAWG will be forwarding agreements to all parties that have committed funding to projects, and that an agreement or MOU would be forthcoming from NAWG.

The draft board policy handbook was reviewed and some changes and additions were made to the previous draft. Tim Anderson moved, with Theron Anderson's second, to approve the first reading of the board policy handbook, with final consideration to take place at subsequent meeting(s). Motion carried. The board policy text as approved for first reading in attached as Appendix A to these minutes. Kennedy is to ascertain with WDA staff if approval of the board policy handbook by the attorney generals office is required.

As per the Commission's enabling statutes, Tim Anderson moved, with Theron Anderson's second, that Nebraska and Kansas collect assessments based on location of first sale, rather than the state where the wheat was produced, and subsequently, wheat from Nebraska and Kansas owes a Wyoming wheat assessment when delivered to a Wyoming elevator. Motion carried.

After discussion regarding the Wheat Growers annual meeting, Watson set the date of the next meeting for December 10th, 2013 at 5 pm following the WWGA annual meeting closing at 3 pm. The meeting will take place at Rock Ranch Grill, Pine Bluffs, Wyoming.

Hearing no further business, Watson adjourned the meeting at 3:02 pm.



Signed, John Watson, Chairman



Appendix A

Wyoming Wheat Marketing Commission

Administrative Provisions

Draft as approved October 8, 2013

Article I. Name

The official name of this board is the Wyoming Wheat Marketing Commission.

Article II. Purpose

The purposes of this board are:

- A. To establish rules and regulations as defined in statutes.
- B. To enforce and review laws, rules and regulations.
- C. To take an active role in developing wheat varieties that work for Wyoming,
- D. To find markets for Wyoming wheat producers.
- E. To promote Wyoming wheat.

Article III. Members

- A. The commission shall consist of five (5) members, and the Director of the Department of Agriculture or his designated representative as ex-officio member as provided by W.S. 11-38-102.
- B. Members shall derive substantial income from the growing of wheat.
- C. Appointed members shall be appointed for a term of three (3) years.
- D. Members, or business entities controlled by members shall take no refund of assessments during their term of office.

Article IV. Quorum

- A. The majority of the appointed members of the commission (three or more voting members) is a quorum.

Article V. Meetings

- A. The board shall meet every four (4) months or other times as called by the chairman or when requested by three (3) or more members of the commission.
- B. Meetings of the commission are subject to the Open Meetings Act.
- C. Advisory groups may be appointed for promotion of wheat and wheat products and development of new markets.

Article VI. Duties/Abilities

- A. The commission may make grants to research agencies for financing special or emergency studies, or for purchase or acquisition of facilities necessary to carry out the purposes of the commission.
- B. The board may meet in Executive Session if they are considering the appointment or dismissal of another member of the board, or personnel matters.
- C. Notice of meetings shall be provided to any person who requests notice. This notice shall include the commissions' name of, the specific date, time and place of the meeting, and the general or specific purpose if known.
- D. Whenever possible, the commission shall adopt a regular meeting schedule to be posted on the Wyoming Wheat Commission web site www.wyomingwheat.com/commission.aspx
- E. A regular or special meeting may be recessed (cancelled or moved to another location) by the governing body to a place and at a time specified in the "order of recess." A copy of the order of recess is to be conspicuously posted on or near the door of the place where the meeting or recessed meeting was held.
- F. Emergency meetings may be held by the board on matters of serious immediate concern to take temporary action without notice. However, a reasonable effort shall be made to provide public notice. All actions taken at an emergency meeting are of a temporary nature and to become permanent, must be reconsidered and action taken at an open public meeting within forty-eight (48) hours.
- G. Minutes shall be taken at all meeting of the commission, noting those present and absent and any action taken by the commission.

Article VI. Officers

- A. The commission shall elect a chairman and vice chairman from its appointed members and appoint an administrator. The chairman and vice chairman shall serve a period of one (1) year and can be re-elected. However, the chairman and vice chairman may not succeed themselves in office for more than one term.
- B. The commission shall elect two board members of U.S. Wheat Associates, Inc. at the same meeting where officers are elected. There is no term limit on members elected to these one year terms. (See Article X)

Article VII. Parliamentary Procedure

- A. Business meetings shall be conducted in accordance with Robert's Rules of Order (**Attachment A**).

Article VIII. Amendments

- A. These Provisions may be altered, amended, or repealed by a majority of the voting members.

Article IX. Ethics

- A. Follow the Governor's Executive Order 1997-4 "State of Wyoming – Executive Branch Code of Ethics;
 - (i) Purpose: Those who serve the people of the State of Wyoming do so with integrity. Neither impropriety for the appearance of impropriety should occur. This Code is intended to serve as a yardstick by which the conduct of all who serve in the Executive Branch can be measured.
 - (ii) This applies to all appointees of the Executive Branch of the State.
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- (iii) General responsibilities: Uphold the Constitutions of the United States and the State of Wyoming. Abide by the laws of the United States and the State of Wyoming. Carry out the policies and objectives of the State of Wyoming as established by state, executive order, or rule, while adhering to established standards for work and performance. Work in cooperation with other public employees, and act within the scope of the authority delegated to them. Protect and conserve all property owned, held by, or leased to the State of Wyoming, including public records. Be honest and fair in performing public service. Strive to be honorable, courteous, and dedicated to advancing the public good.
- B. No board member shall use his/her office or position for his/her private benefit.
- C. No board member shall use public funds, time, personnel, equipment, etc. for private benefit.
- D. Do not give preferential treatment to any person.
- E. Do not make any decisions which are not independent and impartial.
- F. Do not accept meal expenses, lodging, or travel expense reimbursement from anyone other than the State without approval.
- G. Do not accept any fee, compensation, gift, payment of expenses, or any other thing of monetary value in circumstances which create the appearance of conflict of interest or impropriety.
- H. No board member shall disseminate official information obtained through, or in connection with, the official position unless:
- (i) The information is public information; or
 - (ii) The information is authorized by law.
- I. Board members shall not make official decisions or vote on such matters if the member has a personal or private interest in the matter. However, this is to be balanced against the need to perform the official function.
- J. If recusal would destroy the board's ability to perform its official duty, the member should state for the record what the interest is, state that recusal would destroy the quorum, and state on the record the member's ability to vote impartially and fairly on the matter in question.

Article IX. Travel

- A. Expenses for travel to and from regular meeting of the board shall be reimbursed at the current state rate.
- B. All members shall complete a "Board Travel Expense Information" (**Attachment B**) form.
- C. All members shall complete an A&I – 25 (**Attachment C**) far in advance of the travel for any meetings. These forms may be completed by staff.

Article X. Responsibilities/Obligations

- A. Two members of the commission shall be appointed by the majority of the voting members to represent the commission on the U.S. Wheat Associates Board of Directors, with these terms to commence immediately following annual elections in May or June.
- a. The U.S. Wheat Board of Directors shall be informed by July 1 of each year the names of the Commission's representatives, in order to facilitate appointment to standing and joint committees, and to working groups.
- B. At the first commission meeting following July 1 of each year, the commission shall determine which states collect a similar levy and shall then notify all domestic handlers of those states.

Article XI. Powers of the Board

A. Minutes shall be taken at all meeting of the commission, noting those present and absent and any action taken by the commission.

Article XII. Anti-discrimination Policy

A. Follow the Governor's Executive Order 200-4 "State of Wyoming – Anti-discrimination Policy;

(i) The State of Wyoming executive branch strongly disapproves of and does not tolerate discrimination as defining the policy. Any form of discrimination or harassment that violates applicable state law, including, but not limited to, discrimination or harassment related to an individual's race, religion, color, sex, national origin, age or disability is a violation of this policy and is grounds for discipline, up to and including dismissal. All reported or suspected occurrences of discrimination or harassment shall be promptly and thoroughly investigated. If discrimination or harassment has occurred in violation of the policy, appropriate corrective action shall be taken, including discipline of the offending employee.

Adopted this

John Watson, Chairman

Attachment A

Robert's Rules of Order - Summary Version

For Fair and Orderly Meetings & Conventions

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies requires all questions to be thoroughly discussed before taking action!

The assembly rules - they have the final say on everything!
Silence means consent!

- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr./Madam Chairman. Raising your hand means nothing, and

standing while another has the floor is out of order! Must be recognized by the Chair before speaking!

- Debate cannot begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!
- Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- The "immediately pending question" is the last question stated by the Chair!
Motion/Resolution - Amendment - Motion to Postpone
- The member moving the "immediately pending question" is entitled to preference to the floor!
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!
- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!
- The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

The Rules

- **Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
- **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
- **Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
- **Orders of the Day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- **Main Motion:** Brings new business (the next item on the agenda) before the assembly
- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own)
- **Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble cannot be considered until debate on the body of the paper has ceased.
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor
- **Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution. If no committee exists include size of committee desired and method of selecting the members (election or appointment).
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time
- **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed
- **Object to Consideration:** Objection must be stated before discussion or another motion is stated



- **Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
- **Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table
- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view
- **Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
- **Previous Question:** Closes debate if successful - may be moved to "**Close Debate**" if preferred
- **Informal Consideration:** Move that the assembly go into "**Committee of the Whole**" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- **Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
- **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified

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Attachment B

WHEAT MARKETINGCOMMISSION TRAVEL EXPENSE INFORMATION

Name: _____

Place of Meeting: _____

Purpose of Travel: _____

Vehicle License Number: _____ - _____

Date you left home: ____/____/____

Date you arrived home: ____/____/____

Beginning odometer reading: _____ Ending odometer reading: _____

Reason for excess map mileage:

Be sure to attach your receipts and a copy of the agenda.

A&I-25 Rev. 11/02

STATE OF WYOMING

Travel Request

Must be completed prior to the commencement of travel when required by State Accounting Policies & Procedures and State Statutes, and attached to the WOLFS-104, Travel Expense Voucher.

Agency / Division _____ BFY _____ Fund _____ Agy _____ Org _____ Appr _____ Proj _____

Permission is hereby requested for _____, _____ to
 traveler _____ title _____
 travel from _____ to _____ on these dates: _____ to _____
 point of origin _____ destination _____ departure date _____
 _____ for _____
 return date _____ purpose of trip _____

Reimbursement Method	Mode of Transportation		
<input type="checkbox"/> Actual lodging plus M&IE	<input type="checkbox"/> State Auto	<input type="checkbox"/> Personal Vehicle	<input type="checkbox"/> Rental Vehicle
<input type="checkbox"/> Actual lodging plus actual meals	<input type="checkbox"/> State Airplane	<input type="checkbox"/> Commercial Airplane	<input type="checkbox"/> Other: _____

Constructed or Interrupted Travel (check when applicable)

This trip includes Constructed Travel - personal days will be taken *before* and/or *after* necessary business travel dates
 List constructed travel dates & times: _____

This trip includes Interrupted Travel - personal days will be taken *between* necessary beginning and ending travel dates
 List interrupted travel dates & times: _____

Estimated Travel Expenditures	Previous Out-of-State Travel (date/description)
Airfare _____	
Other transportation _____	
Lodging * _____	
M&IE _____	
Actual meals _____	
Registration fees _____	
Other (explain) _____	
Total _____	

* Check here if lodging rate exceeds "maximum lodging rate" _____
 Additional comments: _____

<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
_____ Supervisor / Manager signature (optional) Date		_____ Director / Designee Signature (required) Date	
Governor's Approval for International Travel		<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
Governor's Signature (required for International Travel)		Date	