



MINUTES
Administrative Committee Meeting
Wednesday, February 5, 2025
Zoom

Chairman Clay Christensen called the meeting to order at 9:00 a.m.

I. ROLL CALL – Attending:

Committee Members: Craig Gilbert, Troy Martin, Harold Sealock, Joe Kosik Jr., Clay Christensen, Jay Castle

Alternate Committee Members: Chris Van Belle, Matt Sealock, Landon Lommers, Chris Mio

Growers: George Colley, Ken Schutte, Dave Startup, Kelly McGreer

Handlers: Rodney Jones and Amanda Schmitt, Callisons; Tyler Schilperoort, AM Todd; Angie Carter, Lebermuth; Eli Perkins and Jeremy Russell, Norwest Ingredients; Michael Hartenstein, RCB

USDA: Joshua Wilde

Other: Angela Pratt, CPA – Petersen Advisors

Administration: Shane Johnson, Sheri Nolan, and Kim Brunson

III. Audit Review

Angela Pratt from Petersen CPAS and Advisors reviewed the audit for the Fiscal Year ending in May 2024. Craig Gilbert moved, and Joe Kosik Jr., seconded the motion to accept the audit as presented. A roll call vote of the Committee was conducted by Shane Johnson, all Committee Members voted in favor of the motion. The motion passed unanimously.

A motion was made by Jay Castle, seconded by Joe Kosik Jr., to approve the Engagement Letter with Petersen CPAs and Advisors for the June 1, 2024, to May 31, 2025, audit. A roll call vote of the Committee was conducted by Shane Johnson, all Committee Members voted in favor of the motion. The motion passed unanimously.

III. USDA

A. Joshua Wilde gave an overview of the USDA Member Training and information was included in the Committee's packets.

B. The Anti-Trust statement was overviewed.

C. 2% Increase Update

IV. Election of Public and Alternate Public Member Joe Kosik Jr., moved, and Harold Sealock seconded the motion to recommend Jordan Torres as the Public Member and Jay Castle as the Alternate Public Member. A roll call vote of the Committee was conducted by Shane Johnson, all Committee Members voted in favor of the motion. The motion passed unanimously.

V. Minutes Consideration

Minutes from the October 9, 2024, meeting and the January 16, 2025, Conference Call were reviewed by all. Craig Gilbert moved, and Joe Kosik Jr., seconded the motion to accept the minutes of the October 9, 2024, meeting and the January 16, 2025, Conference Call as presented. A roll call vote of the Committee was conducted by Shane Johnson, all Committee Members voted in favor of the motion. The motion passed unanimously.

VI. Review and Approval of Current Financial Statements

Shane Johnson reviewed the Statement of Income and Expenses for the period June 1, 2024, through January 31, 2025 (Copy attached). He reported that the income to date totaled \$172,469.05; total expenses to date are \$147,244.21 resulting in net income of \$25,224.84. He also reported that the balance sheet indicated that there \$235,231.10 in the Washington Trust Bank Account, prepaid insurance, \$978.00 for total assets of \$236,209.10. Shane also presented the check detail, October 1, 2024, to January 31, 2025. There were no questions on the financial statements and Joe Kosik Jr., made a motion that the financial records be accepted as presented, Chris Mio seconded to accept the financial statements. A roll call vote of the Committee was conducted by Shane Johnson, all Committee Members voted in favor of the motion. The motion passed unanimously.

VII. New Business

A. Report of Executive/Budget Sub Committee

1. Committee Member Outreach – Shane stated that we are continuing to do outreach to ensure that we have a well-rounded committee.
2. Approval of 2025-2026 Compliance Plan - Shane reviewed the 2025-2026 e-Compliance Plan, noting there were only minor changes from last year's e-Compliance Plan. A motion was made by Craig Gilbert, seconded by Harold Sealock to recommend the approval of the compliance plan with the noted changes. A roll call vote of the Committee was conducted by Shane Johnson, all Committee Members voted in favor of the motion. The motion passed unanimously.

3. Review and Approval of the following:

- a. Shane reviewed the 2025-2026 Market and Promotion Budget. The amount budgeted is \$12,000 which would include a grower trip to either Canada or the Mid-West and a End-Users trip.
- b. The 2024-2025 Assessment rate is currently .14 cent per pound. It is proposed to maintain the Assessment rate at \$0.14 per pound for the 2025-2026 marketing year.
- c. Shane reviewed the full budget for 2025-2026 Fiscal Year.

A motion was made by Joe Kosik Jr., seconded by Harold Sealock to approve the 2025-2026 Market and Research Promotion Budget, Assessment Rate and Full Budget as presented. A roll call vote of the Committee was conducted by Shane Johnson, all Committee Members voted in favor of the motion. The motion passed unanimously.

4. Staff then left the meeting so that the committee and those in attendance could discuss the 2025-26 Ag Association Management Contract. Troy Martin moved, and Joe Kosik Jr., seconded the motion to approve the 2025-26 contract between the Far West Spearmint Administrative Committee and Ag Association Management. A roll call vote of the Committee was conducted by Shane Johnson, all Committee Members voted in favor of the motion. The motion passed unanimously.

B. Review of Current Statistics – Shane reviewed the current statistics.

C. Review of Current Regulations – Shane reviewed the current regulations.

- ### D. New Business – By Law Change Review regarding virtual meetings. Shane explained that the current bylaws have outdated language and proposed updates to clarify the voting process in all types of assembled meetings. The proposed change would allow for dissenting votes in virtual and hybrid meetings. The committee agreed to update the bylaws and will vote on the changes at the next assembled meeting.

VI. Next Meeting: Chairman Clay Christensen set the date for the next meeting for Wednesday, October 8, 2025, to be held in the Tri-Cities. The Committee will hold its Annual Golf Tournament and Dinner on Tuesday, October 7, 2025. Area grower meetings will take place prior to the October 8 Committee Meeting.

VII. Adjournment:
Troy Martin moved to adjourn the meeting. The meeting was adjourned at 10:28am (Pacific Time)

Submitted by:

_____ Shane Johnson, Manager

Attested to by:

_____ Committee Member

FAR WEST SPEARMINT OIL ADMINISTRATIVE COMMITTEE

2025 - 26 Budget - Proposed

A		C	D	E	F
		Est. Total 2024 - 25 June 1 - May 31	2024 - 25 Budget	Est. Over/ Under Budget	Proposed 2025-26 Budget @ \$.14
Scotch Sales	a	450,000.00	550,000.00	(100,000)	550,000.00
Native Sales	b	1,000,000.00	1,100,000.00	(100,000)	1,100,000.00
Total Sales	1	1,450,000.00	1,650,000.00	(200,000)	1,650,000.00
Proposed Assessment Rate	2	\$ 0.14	\$ 0.14		\$ 0.14
ESTIMATED ASSESSMENT INCOME	3	\$ 203,000.00	\$ 231,000.00	\$ (28,000.00)	\$ 231,000.00
CASH RECEIPTS					
Assessments	4	\$ 203,000.00	\$ 231,000.00	\$ (28,000.00)	\$ 231,000.00
Interest	5	\$ -	\$ -	\$ -	\$ -
Refunds	6	\$ -	\$ -	\$ -	\$ -
Other Income	7	\$ 1,616.00	\$ 1,300.00	\$ 316.00	\$ 1,500.00
TOTAL CASH RECEIPTS	8	\$ 204,616.00	\$ 232,300.00	\$ (27,684.00)	\$ 232,500.00
CASH DISBURSEMENTS					
<i>Committee Expenses</i>					
Golf Tournament & Industry Dinner	9	\$ 1,974.31	\$ 2,000.00	\$ (25.69)	\$ 2,000.00
Golf Tournament Prizes	10	\$ -	\$ 400.00		\$ 400.00
Committee Per Diem	11	\$ 4,000.00	\$ 6,000.00	\$ (2,000.00)	\$ 6,000.00
Committee Travel	12	\$ 4,500.00	\$ 4,000.00	\$ 500.00	\$ 4,000.00
Total Committee Expenses	13	\$ 10,474.31	\$ 12,400.00	\$ (1,925.69)	\$ 12,400.00
<i>Administrative Expenses</i>					
Agency Fee	14	\$ 174,500.00	\$ 174,500.00	\$ -	\$ 174,500.00
Travel	15	\$ 10,500.00	\$ 12,000.00	\$ (1,500.00)	\$ 12,000.00
Office Supplies	16	\$ 100.00	\$ 100.00	\$ -	\$ 100.00
Copying	17	\$ 2,000.00	\$ 1,500.00	\$ 500.00	\$ 2,000.00
Printing	18	\$ 200.00	\$ 250.00	\$ (50.00)	\$ 200.00
Postage	19	\$ 1,100.00	\$ 1,100.00	\$ -	\$ 1,100.00
Land Line Phone	20	\$ 300.00	\$ 350.00	\$ (50.00)	\$ 300.00
Cellular Phone Charges	21	\$ 600.00	\$ 600.00	\$ -	\$ 600.00
Dir. & Officer Liability Insurance & Fidelity Bond	22	\$ 1,500.00	\$ 2,250.00	\$ (750.00)	\$ 1,800.00
Internet Services	23	\$ 250.00	\$ 250.00	\$ -	\$ 250.00
Accounting (Annual Audit, Bond)	24	\$ 5,100.00	\$ 5,500.00	\$ (400.00)	\$ 5,500.00
Compliance	25	\$ -	\$ 500.00	\$ (500.00)	\$ 500.00
Dues, Subscriptions, Registrations	26	\$ 155.00	\$ 200.00	\$ (45.00)	\$ 200.00
Bank Fees	27	\$ -	\$ 100.00	\$ (100.00)	\$ 100.00
Software/Web/AAC Project	28	\$ 2,500.00	\$ 10,000.00	\$ (7,500.00)	\$ 10,000.00
Miscellaneous - Plaques and Recognitions, Flowers, Etc.	29	\$ -	\$ 300.00	\$ (300.00)	\$ 300.00
Total Administrative Expense	30	\$ 198,805.00	\$ 209,500.00	\$ (10,695.00)	\$ 209,450.00
Market Research & Promotion	31	\$ 5,000.00	\$ 15,000.00	\$ (10,000.00)	\$ 12,000.00
				\$ -	
TOTAL CASH DISBURSEMENTS	32	\$ 214,279.31	\$ 236,900.00	\$ (22,620.69)	\$ 233,850.00
				\$ -	
Excess Income over Expenses	33	\$ (9,663.31)	\$ (4,600.00)	\$ (5,063.31)	\$ (1,350.00)
RESERVE FUND PROJECTIONS					
	34	Actual Reserve Fund on June 1, 2024			\$ 210,984.26
	35	Plus Est. Excess Income over Expenses In 2024-25			\$ (9,663.31)
	36	Estimated Reserve on May 31, 2025			\$ 201,320.95
	37	Estimated Cash Receipts in 2025-26			\$ 232,500.00
	38	Est. TOTAL CASH ON HAND			\$ 433,820.95
	39	Est. Cash Disbursements in 2025-26			\$ 233,850.00
	40	Est. Reserve on May 31, 2026			\$ 199,970.95
				Years in Reserve	0.86