



MINUTES
Administrative Committee Meeting
Wednesday, February 21, 2024
Three Rivers Convention Center, Kennewick, WA

Chairman Landon Lommers called the meeting to order at 10:10 a.m.

I. ROLL CALL – Attending:

Committee Members: Craig Gilbert, Troy Martin, Harold Sealock, Landon Lommers, Clay Christensen, Faith Jones, Jay Castle

Alternate Committee Members: Kimberly Schutte-Freeman

Growers: Tim Van Klinken, Joe Kosik, Todd Wheeler

Handlers: Rodney Jones, Callisons

USDA: Joshua Wilde

Other: Jessica Walkenhauer, CPA – Petersen Advisors

Administration: Shane Johnson, Sheri Nolan, Kim Brunson and Nicole Petersen

II. USDA

A. The Anti-Trust statement was overviewed.

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

C. The Committee reviewed Allotment Base as required periodically in the Marketing Order (section 985.53(c). After some discussion the Committee will not be making any changes.

III. Audit Review

Jessica Walkenhauer from Petersen CPAS and Advisors reviewed the audit for the Fiscal Year ending in May 2023. Harold Sealock moved, and Clay Christensen seconded the motion to accept the audit as presented. The motion passed unanimously.

IV. Minutes Consideration

Minutes from the October 11, 2023, meeting and the February 7, 2024, Conference Call were reviewed by all. Clay Christensen moved, and Jay Castle seconded the motion to accept the minutes of the October 11, 2023, meeting and the February 7, 2024, Conference Call as presented. The motion passed unanimously.

V. Review and Approval of Current Financial Statements

Shane Johnson reviewed the Statement of Income and Expenses for the period June 1, 2023, through February 19, 2024 (Copy attached). He reported that the income to date totaled \$192,827.86; total expenses to date are \$154,658.77 resulting in net income of \$38,169.09. He also reported that the balance sheet indicated that there \$243,722.96 in the Washington Trust Bank Account, prepaid insurance, \$978.00 for total assets of \$244,700.96. Shane also presented the check detail, October 1, 2023, to February 19, 2024. There were no questions on the financial statements and Clay Christensen made a motion that the financial records be accepted as presented, Troy Martin seconded to accept the financial statements. The motion passed unanimously.

VI. New Business

A. Report of Executive/Budget Sub Committee

1. Committee Diversity Outreach – Shane stated that we are continuing to do outreach to ensure that we have a diverse committee.
2. Approval of 2024-2025 Compliance Plan - Shane reviewed the 2024-2025 e-Compliance Plan, noting there were only minor changes from last year’s e-Compliance Plan. A motion was made by Troy Martin, seconded by Faith Jones to recommend the approval of the compliance plan with the noted changes. The motion passed unanimously.
3. Review and Approval of the following:
 - a. Shane reviewed the 2024-2025 Market and Promotion Budget. The amount budgeted is \$15,000 which would be a proposed combined trip to visit Midwest growers and End-Users.
 - b. Shane reviewed the full budget for 2024-2025 Fiscal Year.
 - c. The 2023-2024 Assessment rate is currently .14 cent per pound. It is proposed to maintain the Assessment rate at \$0.14 per pound for the 2024-2025 marketing year. Troy Martin moved, and Jay Castle seconded the motion to approve the 2024-2025 Market and Promotion budget, the Assessment rate at \$0.14 per pound and the proposed 2024-2025 budget as presented. The motion passed unanimously.
4. Staff then left the meeting so that the committee and those in attendance could discuss the 2024-25 Ag Association Management Contract. Clay Christensen moved, and Craig Gilbert seconded the motion to approve the 2024-25 contact between the Far West Spearmint Administrative Committee and Ag Association Management. 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. Review Bona Fide Effort – The Bona Fide Effort Rule, which was adopted on February 13, 2019, was reviewed. At this time, no changes will be made to the rule. It was suggested that the Bona Fide Effort be reviewed each year at the budget meeting.

E. New Business – Shane asked the board if this meeting could be held via zoom in the future. The Committee liked the idea of having the yearly budget meeting via zoom, but the decision will be made prior to each meeting.

VI. Next Meeting: Chairman Landon Lommers set the date for the next meeting for Wednesday, October 9, 2024, to be held in Idaho. The Committee will hold its Annual Golf Tournament and Dinner on Tuesday, October 8, 2024. Area grower meetings will take place 2 weeks prior.

VII. Adjournment:

Harold Sealock moved, and Landon Lommers seconded the motion to adjourn the meeting. The motion passed unanimously.

Submitted by:

_____ Shane Johnson, Manager

Attested to by:

_____ Committee Member