



MINUTES
Administrative Committee Meeting
Wednesday, February 22, 2023
Three Rivers Convention Center, Kennewick, WA

Chairman George Colley called the meeting to order at 9:12 a.m.

I. ROLL CALL – Attending were:

Committee Members: George Colley, Troy Martin, Landon Lommers, Clay Christensen, JP Lete, Jay Castle

Alternate Committee Members: Craig Gilbert,

Growers: Marvin Wollman, Ken Schutte, Joe Kosik, Arnold Martin

Handlers: Marcus Smith, Norwest; Jason Davila, Labbeemint; Rodney Jones, Callisons

USDA: Joshua Wilde

Other: MoniQue Didier, CLA

Administration: Shane Johnson, Sheri Nolan and Nicole Petersen

II. Audit Review

MoniQue Didier from CliftonLarsonAllen, LLP reviewed the audit for the Fiscal Year ending in May 2022. Landon Lommers moved and Craig Gilbert seconded the motion to accept the audit as presented. The motion passed unanimously.

III. Minutes Consideration

Minutes from the October 12, 2022 meeting was reviewed by all. Clay Christensen moved and Jay Castle seconded the motion to accept the minutes of the October 12, 2022 meeting as presented. The motion passed unanimously.

IV. Review and Approval of Current Financial Statements

Shane Johnson reviewed the Statement of Income and Expenses for the period June 1, 2022 through February 20, 2023 (Copy attached). He reported that the income to date totaled \$226,485.85; total expenses to date are \$156,104.13 resulting in net income of \$70,381.72. He also reported that the balance sheet indicated that there \$247,723.89 in the Washington Trust Bank Account, prepaid insurance, \$1,476.61 for total assets of \$249,200.50. Shane also presented the check detail, October 1, 2022 to February 20, 2023. There were no questions on the financial statements and Landon Lommers made a motion that the financial records be accepted as presented, Craig Gilbert seconded to accept the financial statements. The motion passed unanimously.

V. New Business

A. Report of Executive/Budget Sub Committee

1. Committee Diversity Outreach – Shane discussed the need to continue to do outreach to ensure that we have a diverse committee. He included a letter from AMS Administrator Bruce Summers in the meeting packet.
2. Approval of 2023-2024 Compliance Plan - Shane reviewed the 2023-2024 e-Compliance Plan, noting there were only minor changes from last year's e-Compliance Plan. A motion was made

by Clay Christensen, seconded by JP Lete to recommend the approval of the compliance plan with the noted changes. The motion passed unanimously.

3. Review of Bylaws – Shane then reviewed the recommended changes to the bylaws. The changes reflect the current activities of the Committee and are in line with the Internal Control Policies. A motion was made by Landon Lommers, seconded by JP Lete to approve the revised the Bylaws as presented. The motion passed unanimously.
4. Review and Approval of the following:
 - a. Shane reviewed the 2023-2024 Market and Promotion Budget. A motion was made by Craig Gilbert, seconded by Landon Lommers to approve the 2023-2024 Market and Promotion Budget as presented in the amount of \$17,000. The motion passed unanimously.
 - b. Shane reviewed the full budget for 2023-2024 Fiscal Year. A motion was made by Clay Christensen, seconded by JP Lete to approve the Full Budget as included in the meeting packet. The motion passed unanimously.
 - c. The 2022-2023 Assessment rate is currently .14 cent per pound. A motion was made by Craig Gilbert, seconded by Troy Martin to keep the assessment rate at \$0.14 per pound for the 2023-2024 marketing year. The motion passed unanimously.
5. Staff then left the meeting so that the committee and those in attendance could discuss the 2023-24 Ag Association Management Contract. Clay Christensen moved to approve the 2023-2024 Contract with Ag Association Management as presented, seconded by JP Lete. The motion passed unanimously.

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

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

VI. Next Meeting: Chairman George Colley set the date for the next meeting for Wednesday, October 11, 2023 to be held in Pendleton, OR. The Committee will hold its Annual Golf Tournament and Dinner on Tuesday, October 10, 2023 at the Wildhorse Gold Course in Pendleton, OR. Area grower meetings will take place 2 weeks prior.

VII. Adjournment:

Clay Christensen moved, and Jay Castle moved to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 10:33 a.m.

Submitted by:

_____ Shane Johnson, Manager

Attested to by:

_____ Committee Member

**Far West Spearmint Oil
2022 - 23 Budget**

A	C	D	E
	As of 20-Feb-23	2022 FY Budget	Est. Over/ Under Budget
CASH RECEIPTS			
Assessments	\$ 224,800.85	\$ 238,000.00	\$ (13,199.15)
Interest	\$ -	\$ -	\$ -
Refunds	\$ -	\$ -	\$ -
Other Income	\$ 1,685.00	\$ 1,300.00	\$ 385.00
TOTAL CASH RECEIPTS	\$ 226,485.85	\$ 239,300.00	\$ (12,814.15)
CASH DISBURSEMENTS			
Committee Expenses			
Golf Tournament & Industry Dinner	\$ -	\$ 2,000.00	\$ (2,000.00)
Golf Tournament Prizes	\$ -	\$ 400.00	
Committee Per Diem	\$ 2,363.14	\$ 6,000.00	\$ (3,636.86)
Committee Travel	\$ 1,046.88	\$ 4,000.00	\$ (2,953.12)
Total Committee Expenses	\$ 3,410.02	\$ 12,400.00	\$ (8,989.98)
Administrative Expenses			
Agency Fee	\$ 130,416.69	\$ 174,500.00	\$ (44,083.31)
Travel	\$ 7,779.53	\$ 12,000.00	\$ (4,220.47)
Office Supplies	\$ 62.76	\$ 100.00	\$ (37.24)
Copying	\$ 1,287.60	\$ 1,300.00	\$ (12.40)
Printing	\$ 396.43	\$ 250.00	\$ 146.43
Postage	\$ 898.08	\$ 1,000.00	\$ (101.92)
Land Line Phone	\$ 209.79	\$ 350.00	\$ (140.21)
Cellular Phone Charges	\$ 395.51	\$ 600.00	\$ (204.49)
Dir. & Officer Liability Insurance & Fidelity Bond	\$ 1,662.00	\$ 2,250.00	\$ (588.00)
Internet Services	\$ 113.40	\$ 250.00	\$ (136.60)
Accounting (Annual Audit, Bond)	\$ 8,925.00	\$ 8,250.00	\$ 675.00
Compliance	\$ -	\$ 500.00	\$ (500.00)
Dues, Subscriptions, Registrations	\$ 155.00	\$ 150.00	\$ 5.00
Bank Fees	\$ 30.00	\$ 100.00	\$ (70.00)
Software/Web/AAC Project	\$ 362.32	\$ 10,000.00	\$ (9,637.68)
Miscellaneous - Plaques and Recognitions, Flowers, Etc.	\$ -	\$ 300.00	\$ (300.00)
Total Administrative Expense	\$ 152,694.11	\$ 211,900.00	\$ (59,205.89)
			\$ -
Market Research & Promotion	\$ -	\$ 15,000.00	\$ (15,000.00)
			\$ -
TOTAL CASH DISBURSEMENTS	\$ 156,104.13	\$ 239,300.00	\$ (83,195.87)
			\$ -
Excess Income over Expenses	\$ 70,381.72	\$ -	\$ 70,381.72