



MINUTES
Administrative Committee Meeting
Wednesday, February 23, 2022
Via Zoom

Chairman Matt Sealock called the meeting to order at 9:04 a.m.

I. ROLL CALL – Attending were:

Committee Members: George Colley, Chris Van Belle, Matt Sealock, Landon Lommers, Chad Neeley, Chris Mio, Kim Mills, Nancy Boettcher

Alternate Committee Members: Craig Gilbert, Troy Martin, Harold Sealock, Clay Christensen, Jay Castle

Growers: Rod Schutte, Todd Wheeler, Jeff Harris, Harold McConnell, Kim Schutte Freeman, Craig Gilbert, Bruce Hubbard, Marcus Mills

Handlers: Phil Dufault, Labbeemint; Rodney Jones and Amanda Schmitt, Callisons; Devin Dekker, RCB; Jeremy Russell, Norwest

USDA: Joshua Wilde

Other: Emily McCann, CLA

Administration: Shane Johnson, Kim Brunson and Sheri Nolan

II. USDA Antitrust Statement

Josh Wilde reviewed the Antitrust Statement.

III. Audit Review

Emily McCann from CliftonLarsonAllen, LLP reviewed the audit for the Fiscal Year ending in May 2021. Chris Van Belle moved and Nancy Boettcher seconded the motion to accept the audit. The motion passed unanimously.

IV. Minutes Consideration

Minutes from the October 13, 2021 meeting was reviewed by all. Nancy Boettcher moved and Chris Mio seconded the motion to accept the minutes of the October 13, 2021 meeting 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, 2021 through February 21, 2022 (Copy attached). He reported that the income to date totaled \$199,707.61; total expenses to date are \$155,255.03 resulting in net income of \$44,452.58. He also reported that the balance sheet indicated that there \$191,462.66 in the Washington Trust Bank Account, prepaid insurance, \$983.43 for total assets of \$192,446.09. Shane also presented the check detail, October 1, 2021 to February 21, 2022. There were no questions on the financial statements and Chris Mio made a motion that the financial records be accepted as presented, Kim Mills seconded to accept the financial statements. The motion passed unanimously.

VI. New Business

A. Report of Executive/Budget Sub Committee

1. Approval of 2022-2023 Compliance Plan - Shane reviewed the minor changes from last year's Compliance Plan. A motion was made by Landon Lommers, seconded by Chris Van Belle to recommended the approval of the compliance plan with latitude for minor changes from the USDA. The motion passed unanimously.
2. Review of Internal Control Policies – Shane reviewed the changes with regard to the internal cash/check handling procedures and designated responsibilities. A motion was made by Nancy Boettcher, seconded by Chris Mio to approve the revised the Internal Control Policies as presented. The motion passed unanimously.
3. Review and Approval of the following:
 - a. Shane reviewed the Market and Promotion Budget. A motion was made by George Colley, seconded by Chad Neely to approve as presented the Market and Promotion Budget in the amount of \$15,000. The motion passed unanimously.
 - b. Shane reviewed the full budget for 2022-2023 Fiscal Year. A motion was made by Chris Mio, seconded by Kim Mills to approve the Full Budget as included in the meeting packet. The motion passed unanimously.
 - c. The 2021-2022 Assessment rate is currently .14 cent per pound. A motion was made by Nancy Boettcher, seconded by Chris Van Belle to keep the assessment rate in the amount of .14 cent per pound for the 2022-2023 marketing year. The motion passed unanimously.
4. Staff then left the meeting so that the committee and those in attendance could discuss the 2022-23 Ag Association Management Contract. Chad Neeley moved to approve the 2022-2023 Contract with Ag Association Management as presented, seconded by Chris Van Belle. The motion passed unanimously.

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

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

VII. Next Meeting: Chairman Matt Sealock set the date for the next meeting for October 12, 2022 to be held in Pendleton, OR. Area grower meetings will take place 2 weeks prior.

X. Adjournment:

The meeting was adjourned by at 10:15 a.m.

Submitted by:

_____ Shane Johnson, Manager

Attested to by:

_____ Committee Member