



MINUTES  
 Administrative Committee Meeting  
 Wednesday, October 13, 2021  
 Civic Center, Nampa, ID

Chairman Matt Sealock called the meeting to order at 9:03 am.

I. ROLL CALL – Attending were:

Committee Members: Matt Sealock, Chris Van Belle, George Colley, Chad Neeley, Landon Lommers, and Alternate Public Member Jay Castle (filling in for Member Nancy Boettcher).  
Alternate Committee Members: Craig Gilbert, Ryan Ferguson, Clay Christensen  
Growers: Harold McConnell, Wes Ferguson, Ken Schutte, Drew Eggers, Tony Weitz, Mark McKay, Marvin Wollman, Todd Wheeler, Carl St. Hilaire, Caleb St. Hilaire, Ron St. Hilaire  
Handlers: Devin Decker- RCB, Eli Perkins and Jeremy Russell- Norwest, Mark Nelson- AM Todd, Rodney Jones, Jeff Johnson and Amanda Schmitt- Callisons, Matt Fagerness- Essex Labs, Jason Davila, Allison Davila, Phil Dufault, Del Christensen- Labbeemint  
USDA: Barry Broadbent  
Administration: Shane Johnson, Sheri Nolan, and Kim Brunson

II. Report on Committee Member and Alternate Nominations

Shane Johnson then gave a report on area nominations. Nominations were as follows:

District 1, Position 1	Member	George Colley	Jan. 1, 2022 - Dec. 31, 2023
District 1, Position 1	Alternate	Craig Gilbert	Jan. 1, 2022 - Dec. 31, 2023
District 1, Position 3	Member	Harold Sealock	Jan. 1, 2022 - Dec. 31, 2023
District 1, Position 3	Alternate	Matt Sealock	Jan. 1, 2022 - Dec. 31, 2023
District 2, Position 5	Member	Clay Christensen	Jan. 1, 2022 - Dec. 31, 2023
District 2, Position 5	Alternate	Bruce Hubbard	Jan. 1, 2022 - Dec. 31, 2023
District 3, Position 7	Member	Kim Mills	Jan. 1, 2022 - Dec. 31, 2023
District 3, Position 7	Alternate	Alec St. Hilaire	Jan. 1, 2022 - Dec. 31, 2023

III. Minutes

Minutes from the February 17, 2021 were reviewed by all. Chris Van Belle moved and Landon Lommers seconded the motion to accept the minutes of the February 17, 2021 meetings. 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, 2021 through September 30, 2021 (Copy attached). He reported that the income to date totaled \$95,358.63; total expenses to date are \$71,453.94 resulting in net income of \$23,904.69. He also reported that the balance sheet shows assets of \$171,898.20 in various accounts. Shane Johnson also presented the check detail, February 1, 2021 thru October 6, 2021. There were no questions on the financial statements and Jay Castle made a motion that the financial records be accepted as presented, Chad Neeley seconded to accept the financial statements. The motion passed unanimously.

V. New Business

Review of Statistics:

Shane reviewed the current Far West Spearmint statistics including Import/Export figures.

Consideration of Class 1 (Scotch) Regulations:

Shane reviewed the current Scotch statistics.

Discussion was then held regarding estimated trade demand for the 2021-2022 year. The Committee agreed to use 625,000 as the 2021-2022 trade demand.

Discussion was held on the 2022-2023 Trade Demand. After some discussion, it was decided to use 650,000.

Subtracting the estimated carry in on June 1, 2022 of 338,895 lbs. from the estimated 2022-2023 trade demand of 650,000 gives an estimated salable quantity needed of 311,105 lbs. Dividing this total by the estimated 2022-2023 allotment base of 2,250,124 gives a computed allotment of 13.8%.

George Colley moved and Chad Neeley seconded the motion to recommend the 2022-2023 salable percentage at 37%. The motion passed unanimously.

This results in a Computed Salable Quantity of 832,546 which, when added to the Estimated Carry In of 338,895, results in a Total Supply for the 2022-2023 of 1,171,441 lbs. with an estimated carry-out on May 31, 2023 of 521,441 lbs.

Consideration of Class 3 (Native) Regulations:

Shane reviewed the current Native statistics.

Discussion was then held regarding estimated trade demand for the 2021-2022 year. The Committee agreed to use 1,066,000 as the 2021-2022 trade demand.

Discussion was held on the 2022-2023 Trade Demand. After some discussion, it was decided to use 1,200,000.

Subtracting the estimated carry in of 284,357 lbs. on 6/1/22 from the estimated 2022-2023 trade demand of 1,200,000 lbs. gives an estimated salable quantity needed of 915,643 lbs. Dividing this number by the estimated 2022-2023 allotment base of 2,561,090 gives a computed allotment percentage of 35.8%.

Discussion was held regarding the Recommended Allotment Percentage.

A motion was made by George Colley, seconded by Clay Christensen to set the Recommended Allotment Percentage at 43%. The motion passed unanimously.

This results in a Computed Salable Quantity of 1,101,269 lbs. which, when added to the Estimated Carry In of 284,357 lbs. results in a Total Supply of 1,385,625 lbs. with an estimated carry out on May 31, 2023 of 185,625 lbs.

Other New business:

None

VI. Next Meeting: Chairman Matt Sealock set the date for the next meeting for Wednesday, February 23, 2022 to be held in Tri-Cities, Location TBD.

VII. Adjournment:

The meeting was adjourned at 10:48 a.m.

Submitted by:

\_\_\_\_\_ Shane Johnson, Manager

Attested to by:

\_\_\_\_\_ Committee Member

**Far West Spearmint Oil  
2021 - 22 Budget**

A		C	D	E
		As of 30-Sep-21	2021 FY Budget	Est. Over/ Under Budget
<b>CASH RECEIPTS</b>				
Assessments	4	\$ 95,338.63	\$ 210,000.00	\$ (114,661.37)
Interest	5	\$ -	\$ -	\$ -
Refunds	6	\$ -	\$ -	\$ -
Other Income	7	\$ 20.00	\$ 1,300.00	\$ (1,280.00)
<b>TOTAL CASH RECEIPTS</b>	<b>8</b>	<b>\$ 95,358.63</b>	<b>\$ 211,300.00</b>	<b>\$ (115,941.37)</b>
<b>CASH DISBURSEMENTS</b>				
<i>Committee Expenses</i>				
Golf Tournament & Industry Dinner	9	\$ 400.00	\$ 1,500.00	\$ (1,100.00)
Golf Tournament Prizes	10	\$ -	\$ 300.00	
Committee Per Diem	11	\$ 585.80	\$ 3,000.00	\$ (2,414.20)
Committee Travel	12	\$ -	\$ 4,000.00	\$ (4,000.00)
<b>Total Committee Expenses</b>	<b>13</b>	<b>\$ 985.80</b>	<b>\$ 8,800.00</b>	<b>\$ (7,814.20)</b>
<i>Administrative Expenses</i>				
Agency Fee	14	\$ 56,333.32	\$ 169,000.00	\$ (112,666.68)
Travel	15	\$ 1,901.51	\$ 12,000.00	\$ (10,098.49)
Office Supplies	16	\$ 19.94	\$ 150.00	\$ (130.06)
Copying	17	\$ 405.55	\$ 1,300.00	\$ (894.45)
Printing	18	\$ -	\$ 250.00	\$ (250.00)
Postage	19	\$ 391.11	\$ 1,000.00	\$ (608.89)
Land Line Phone	20	\$ 93.24	\$ 325.00	\$ (231.76)
Cellular Phone Charges	21	\$ 164.71	\$ 650.00	\$ (485.29)
Dir. & Officer Liability Insurance & Fidelity Bond	22	\$ 195.00	\$ 2,250.00	\$ (2,055.00)
Internet Services	23	\$ 113.40	\$ 250.00	\$ (136.60)
Accounting (Annual Audit, Bond)	24	\$ 7,267.72	\$ 6,700.00	\$ 567.72
Compliance	25	\$ -	\$ 500.00	\$ (500.00)
Dues, Subscriptions, Registrations	26	\$ -	\$ 150.00	\$ (150.00)
Bank Fees	27	\$ 9.00	\$ 100.00	\$ (91.00)
Software/Web/AAC Project	28	\$ 3,573.64	\$ 6,500.00	\$ (2,926.36)
Miscellaneous - Plaques and Recognitions, Flowers, Etc.	29	\$ -	\$ 400.00	\$ (400.00)
<b>Total Administrative Expense</b>	<b>30</b>	<b>\$ 70,468.14</b>	<b>\$ 201,525.00</b>	<b>\$ (131,056.86)</b>
<i>Market Research &amp; Promotion</i>	31	\$ -	\$ 4,500.00	\$ (4,500.00)
<b>TOTAL CASH DISBURSEMENTS</b>	<b>32</b>	<b>\$ 71,453.94</b>	<b>\$ 214,825.00</b>	<b>\$ (143,371.06)</b>
<i>Excess Income over Expenses</i>	33	\$ 23,904.69	\$ (3,525.00)	\$ 27,429.69

3:55 PM  
10/06/21  
Cash Basis

Far West Spearmint Oil  
**Balance Sheet**  
As of September 30, 2021

	<u>Sep 30, 21</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Washington Trust Bank	170,914.77
Total Checking/Savings	<u>170,914.77</u>
Total Current Assets	170,914.77
Other Assets	
Prepaid Insurance	983.43
Total Other Assets	<u>983.43</u>
<b>TOTAL ASSETS</b>	<u><u>171,898.20</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	14,098.50
Total Accounts Payable	<u>14,098.50</u>
Total Current Liabilities	<u>14,098.50</u>
Total Liabilities	14,098.50
Equity	
39005 · Fund Balance	133,895.01
Net Income	23,904.69
Total Equity	<u>157,799.70</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>171,898.20</u></u>