



Citrus Research and
Development Foundation, Inc.

NOTICE OF A JOINT MEETING
OF THE
CITRUS RESEARCH AND DEVELOPMENT FOUNDATION, INC.
FINANCE AND AUDIT and GOVERNANCE COMMITTEES
Wednesday, November 14, 2018 – 1:30 pm DST

TIME AND PLACE OF MEETING

A meeting of the Finance and Audit Committee of the Citrus Research and Development Foundation, Inc. will be held on Wednesday, November 14, 2018 at 1:30 pm DST in the Ben Hill Griffin Hall, Room 103, UF-IFAS, CREC, in Lake Alfred, Florida. Participants may conference in by dialing 800-567-5900 and entering participant access code 393338# when prompted.

CRDF has been experiencing some interruptions/distractions during conference calls. Below are a few phone tips to be mindful of when on a conference call.

- When speaking please say your name so that the minutes can be properly captured.
- Please mute your line whenever you are not speaking (mute button on phone or *6) to prevent background noise from disrupting the meeting and ensure the best sound quality during the call.
- Refrain from using headsets, speakers, cordless phones, etc., as they can create static or echo on your conference calls.
- If you have any problems during your call please text Brandy Brown at 863-514-7513 or Audrey Nowicki at 412-554-5143. We will try to help resolve the problem immediately.

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the Foundation at least 72 hours before the meeting by contacting Brandy Brown at (863) 956-8817 or by email at brandy.brown@citrusrdf.org.

**CITRUS RESEARCH AND DEVELOPMENT FOUNDATION, INC.
FINANCE AND AUDIT and GOVERNANCE COMMITTEE MEETING**

Wednesday, November 14, 2018 – 1:30 pm DST

AGENDA

- A. Call to order
- B. Roll Call/Determination of Quorum
- C. Discussion of Board vacancy*
- D. Discussion of staffing in light of Dr. Catherine Hatcher's departure
- E. Discussion of contractor engagement, division of labor, and attendant budgetary considerations*
- F. Discussion of draft by-law revisions*
- G. Other Business
- H. Adjournment

*-Materials provided



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