



Citrus Research and
Development Foundation, Inc.

**NOTICE OF A MEETING
OF THE
CITRUS RESEARCH AND DEVELOPMENT FOUNDATION, INC.
GOVERNANCE COMMITTEE**

Tuesday, December 11, 2018 – 8:30 am DST

TIME AND PLACE OF MEETING

A meeting of the Governance Committee of the Citrus Research and Development Foundation, Inc. will be held on **Tuesday, December 11, 2018 at 8:30 am EDT at the Citrus Research and Education Center, Lake Alfred, FL in the Ben Hill Griffin Hall, Conference Room.**

Participants may access the meeting by dialing 1-800-567-5900 and enter participant access code **110622#** when prompted.

Since CRDF has been experiencing interruptions/distractions during conference calls, below are a few phone tips to be mindful of when on a conference call:

- When speaking please give your name so that the minutes can be properly captured.
- Please mute your line when not speaking (mute button on phone or *6) to prevent background noise disruptions and ensure the best sound quality during the call.
- Refrain from using headsets, speakers, cordless phones, etc., that create static or echo.
- If you have any problems during your call, please text Brandy Brown at 863-514-7513 or Audrey Nowicki at 412-554-5143 to try to 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 to brandy.brown@citrusrdf.org.

*Materials

CITRUS RESEARCH AND DEVELOPMENT FOUNDATION, INC.

GOVERNANCE COMMITTEE

Tuesday, December 11, 2018 – 8:30 am DST

AGENDA

- A. Call to Order
- B. Roll Call/Determination of Quorum
- C. Approval of Minutes of the Governance Committee Meetings
 - 1) October 23, 2018*
 - 2) November 14, 2018* (Combined F&A and Governance Meeting)
- D. Active Topics
 - 1) Slate of Officers for 2019
 - 2) COO Evaluation Process*
 - 3) Review of By-Laws revisions as coordinated by COO*
 - 4) Review of Business Plan revisions as coordinated by COO*
 - 5) Review of Project Manager job posting as related to proposed Business Plan*
- E. Other Business
- F. Adjournment

*Materials