

**CITRUS RESEARCH AND DEVELOPMENT FOUNDATION, INC.**  
**Finance and Audit Committee**  
**Meeting Minutes**  
**June 6, 2014**

A telephonic meeting of the Finance and Audit Committee of the Citrus Research and Development Foundation, Inc. was held on Friday, June 6, 2014. The meeting was properly noticed and recorded. The meeting was called to order at 9:00 a.m. by Chairman Hugh Thompson. Roll was called and a quorum was present. Committee members participating were: Mr. Larry Black; Dr. Joe Joyce; Mr. Bob Stambaugh and Mr. Hugh Thompson. Mr. Joe L. Davis, Jr., did not participate. Others participating were: Dr. Harold Browning; Ms. Diane Johnson; and Ms. Audrey Nowicki.

Dr. Joyce moved to accept the minutes of the May 22, 2014 meeting. Seconded by Mr. Black, the motion passed unanimously.

Dr. Browning outlined the changes to the draft FY 2014-15 Operating Budget since the last meeting. The cash carry-forward shown as of May 31<sup>st</sup> increased approximately \$1M which is a better estimate for the end of the current fiscal year. Based on recommendation by the Commercial Product Delivery Committee and Board approval of additional projects at their May 27<sup>th</sup> meetings, the estimate for new research delivery projects has been increased \$1M to fund new CPD projects. Project Management costs have been revised to reflect a contract reduction for project management with TIG, addition of a full time antimicrobial consultant, and considerations for monthly retainer for program management.

Mr. Black suggested that CPDC Program Managers attend monthly Board meetings to report directly to the Board on solutions for HLB. Dr. Browning stated that their travel expenses are billed separately from the hourly billings on projects and that currently project managers are expected to attend the committee meetings, and only attend Board meetings when agenda items indicate the need. Changes to provide for direct reporting at Board meetings will be included in planning for FY 2014-15.

The board discussed budget provision for time and expenses for the research project knowledge mapping proposed by Tropicana. The majority of the costs are included in the project management budgets. Travel budgets to bring scientists together for this purpose are partially covered in RMC budget planning. Next steps are being planned, including topics, timelines, process, and budgets.

Mr. Thompson requested an update on the FDACS Citrus Research Marketing Order funds and an estimate of the flexible cash balance in the trust fund that could be drawn on if needed by CRDF during FY 2014-15.

Mr. Stambaugh moved to present the FY 2014-15 Budget to the CRDF Board for approval at the June 12<sup>th</sup> meeting. Seconded by Dr. Joyce, the motion passed.

Mr. Thompson discussed and solicited any questions on the May 31, 2014 CRDF Financial Summary. There were none. At the request of the COO, the Treasurer recommended the Board to formally accept the financial summary at their monthly meetings.

Dr. Browning updated the committee on the status of the internal audit: the UF Office of Internal Audit has provided a detailed questionnaire and will be on site for two days, likely in August, for information gathering, testing, etc. This audit was requested by CRDF to provide guidance, given that CRDF has been in business for 5 years.

Mr. Stambaugh requested clarification on the amount for administrative costs for inclusion in the Box Tax Committee motion that was forwarded to him recently as an example for the upcoming Box Tax Council Meeting. Dr. Browning indicated a draft motion will be forwarded for the June 12<sup>th</sup> motion that will contain the appropriate consideration for administrative costs.

With no new business to report, the meeting was adjourned at 9:35 a.m.

Minutes submitted by Audrey Nowicki