

CITRUS RESEARCH AND DEVELOPMENT FOUNDATION, INC.

**Governance Committee
Meeting Minutes
April 15, 2014**

A meeting of the Governance Committee of the Citrus Research and Development Foundation, Inc. was held on April 15, 2014 at Ben Hill Griffin Hall, Lake Alfred, FL. The meeting was properly noticed and recorded. The meeting was called to order at 9:35 A.M. by Chairman Bob Stambaugh. Roll was called and a quorum was present. Committee members participating were: Dr. Joyce (telephone); Mr. Kress (telephone); Mr. Newlin (telephone) and Mr. Stambaugh. Also participating were: Dr. Browning; Dr. Conti (telephone); Ms. Johnson and Ms. Nowicki.

Mr. Kress moved to accept the minutes of the February 19, 2014 meeting. The motion was seconded by Mr. Newlin and passed unanimously.

Mr. Stambaugh opened the discussion on consideration of staffing. Dr. Browning gave a brief overview of the three current positions and a proposed Business Manager position. The four positions were broken down in categories of General, Agreements, Budgeting, Accounting and Human Resources. The one category that was not discussed was documentation which includes the press and the web. A part time person may be considered to fill the gaps when needed with newspaper articles, web content, etc. The main objective behind the proposed business manager position is to allow Dr. Browning to focus more time on program management and external funding.

Dr. Browning addressed the possibility of the research portfolio shrinking given that significant funding from other sources will soon be directed to citrus disease research. Commercial Product Delivery work will be on the increase, however, to propel short term solutions through commercialization.

Mr. Newlin made a motion to recommend to the Board that CRDF advertise for the position of Business Manager with the caveat that UF reviews the position document and provides feedback on salary ranges. The motion was seconded by Mr. Kress and passed unanimously.

The next subject Dr. Browning addressed was program and project management. A linear approach was taken in the outline provided. Many suggestions from committee and board members have come forward including the need for multiple project managers and additional attention to each project. A project manager with domain expertise could provide a better understanding of the research and path going forward, as well as the needs for regulatory support.

Dr. Browning will present an overview of the proposed pathway at the CPDC and RMC meetings. Governance will meet again in May to hear more details and budget options before the June contract renewal deadlines.

Other business: Reminder that June is the time to renew Conflict of Interest Forms.

With no further business, the meeting was adjourned at 11:05 AM.

Minutes submitted by Diane Johnson