

**CITRUS RESEARCH AND DEVELOPMENT FOUNDATION, INC.**

**Minutes of the**

**Governance Committee Meeting**

**February 18, 2015**

A telephonic meeting of the Governance Committee of the Citrus Research and Development Foundation, Inc. was held on Wednesday, February 18, 2015. The meeting was properly noticed and recorded. The meeting was called to order at 10:05 am by Chairman Bob Stambaugh. Roll was called and a quorum was present. Committee members participating were: Dr. Jackie Burns; Mr. Ricke Kress; Mr. Jerry Newlin; and Mr. Bob Stambaugh. Also participating were: Ms. Brandi Goller and Ms. Audrey Nowicki.

Mr. Kress moved to accept the minutes of the January 13, 2015 meeting. The motion was seconded by Mr. Newlin and passed unanimously.

Mr. Stambaugh noted that 12 of 13 COO review responses were received and asked for the committee's feedback on the reviews. In discussing the review responses it was noted that the responsibilities of the COO have grown beyond overseeing the day to day business and program management functions of the CRDF and include extensive involvement in federal processes and attendance and presentations at local and national budget committee sessions, just to name a few. It was the consensus of the committee that steps need to be taken in order to assure that adequate staffing is in place to assure that the demands of the position do not increase to a point of being overwhelming for Dr. Browning and any future COO.

Mr. Kress moved to recommend to the Board that an overall rating of 'exceeds expectations' be reported to the University. Seconded by Mr. Newlin, the motion passes unanimously.

While Dr. Browning indicated at the last Governance Committee meeting that, with the addition of the Business Manager, the staff was adequate, a recommendation from the Knowledge Mapping sessions was the addition of staff in areas of specific research topic expertise. Possible recommendations suggested by committee members included discussions with Dr. Browning on (1) categorizing five or six key topics such as 'breeding programs' and determine which ones should have an individual overseeing them like the antimicrobials [J Newlin], and (2) hiring someone for day to day administrative functions allowing him to focus on the external and not having his hands on every detail [J Burns]. Mr. Kress suggested the Board discuss as a group and recommend a carefully thought out plan.

Mr. Stambaugh inquired of Dr. Burns whether performance evaluations results factor in to UF pay raises, to which Dr. Burns responded that they do.

With no further business, the meeting was adjourned at 10:30 am.  
Minutes submitted by Audrey Nowicki