

CITRUS RESEARCH AND DEVELOPMENT FOUNDATION, INC.

Minutes of the

Finance and Audit Committee Meeting

June 8, 2016

A meeting of the Finance and Audit Committee of the Citrus Research and Development Foundation, Inc. was held on Wednesday, June 8, 2016 in Ben Hill Griffin Hall Conference Room at the UF-IFAS, CREC, in Lake Alfred, Florida. The meeting was properly noticed and recorded. The meeting was called to order at 9:30 am by Chairman Hugh Thompson. Roll was called and a quorum was present. Committee members participating were: Mr. Larry Black; Mr. Joe L. Davis, Jr. (telephone); Mr. Ned Hancock; Dr. Jeanna Mastrodicasa (telephone); and Mr. Hugh Thompson. Dr. Harold Browning participated in the meeting. Ms. Sharon Garrett (telephone) and Ms. Audrey Nowicki were in attendance.

Mr. Black moved to approve the minutes of the May 23, 2016 meeting. The motion was seconded by Mr. Hancock and with no discussion, passed unanimously.

Mr. Thompson asked if there were any questions or comments regarding the May 2016 financial summary, investment summary, and NIFA variance report.

Mr. Thompson proceeded with discussions of the general support contracts:

Technology Innovation Group (TIG)-Dr. Tom Turpen and Dr. Jim Dukowitz-for Research and Product Delivery Management – staff proposed a reduction of the FY 2016-17 Research Program Manager retainer from \$75,000 to \$50,000 due to the absence of a formal call for proposals and substantial reduction in the number of active research projects. The committee questioned if the duties and time involved substantiates the proposed \$50,000 budget and requested a detailed hour log be included with monthly billings.

Dr. Browning summarized the TIG Commercial Product Delivery Project Management projected Work Plan hours. Mr. Black made a motion to recommend approval of the TIG contract for Research and Product Delivery Program Management with the addition of hourly reporting of research management hours. The motion was seconded by Mr. Hancock and passed unanimously.

Technology Innovation Group-Dr. Tom Turpen – USDA NIFA nuPsyllid Project Director. Mr. Black made a motion to recommend approval for continuation of the TIG contract for the USDA NIFA nuPsyllid Grant Project Director. The motion was seconded by Mr. Hancock and passed unanimously.

Dr. James Syvertsen-Commercial Product Delivery Project Management – Mr. Black made a motion to recommend approval for renewing Dr. Syvertsen’s option agreement. The motion was seconded by Mr. Hancock and passed unanimously.

Ecostat-IT and Web Support – recommendation for continuation of IT and web maintenance and support. Mr. Black made a motion to recommend continuation of the Ecostat contract at \$5,025/month, \$60,300 annual, seconded by Mr. Hancock. Mr. Thompson suggested a reduction to \$50,000 in FY 2016-17 since CRDF staff currently manages the majority of the web content. Mr. Black revised the motion to recommend approval for continuation of the Ecostat contract up to \$50,000. The motion was seconded by Mr. Hancock and passed unanimously.

FFVA and TPR-Regulatory Facilitation – Mr. Hancock made a motion to recommend approval for renewal of the FFVA \$30,000 retainer and TPR Memorandum of Understanding up to \$67,500. The motion was seconded by Mr. Black and passed unanimously.

Communications:

Southeast Agnet, Citrus Industry Magazine-monthly article – Mr. Black made a motion to recommend approval for renewal of the current contract for a monthly article., The motion was seconded by Mr. Hancock to open the discussion. Mr. Hancock questioned the basis for this charge to the Foundation for contributing articles to the publication. Dr. Browning indicated these articles satisfy the Foundation requirement for communication to the industry. The motion passed, with one negative vote.

Florida Citrus Mutual-communication support writing and publication and distribution of the CRDF newsletter, and Educational Support at the Annual Meeting. Mr. Davis made a motion to recommend continuation of the communication support with FCM. The motion was seconded by Mr. Hancock and passed unanimously.

Southeast Agnet, Citrus Expo Educational Seminar Sponsorship – continuing support, CRDF works with IFAS on the agenda for the two-day seminar. Mr. Davis made a motion to recommend support for the 2016 Citrus Expo Educational Seminar. The motion was seconded by Mr. Black and passed, with one negative vote.

Florida State Horticultural Society-\$5,500 support for publication of the citrus section papers presented at their Annual FSHS Meeting. Mr. Davis made a motion to recommend continuing support for the FSHS annual publication of the citrus papers. The motion was seconded by Mr. Hancock and passed unanimously.

International Research Conference on HLB 2017-sponsorship up to \$100,000 for multi-day conference of HLB scientists March 14-17, 2017 in Orlando and follow-up Grower Day. Mr. Hancock made a motion to recommend support for the IRCHLB V. The motion was seconded by Mr. Black and passed unanimously.

Dr. Browning led the discussion of the proposed FY 2016-2017 Budget Projections, reviewing revenue and expense projections. A request was made to add notes to further explain the uncommitted funding amounts for research and product delivery research. Mr. Black made a motion to recommend approval of the proposed FY 2016-17 Budget as presented. The motion was seconded by Mr. Hancock and passed unanimously.

Dr. Browning reported the Action Plans required as a result of the UF Office of Internal Audit procedure will be presented to the Governance Committee at their meeting today prior to submission.

With no further business, the meeting adjourned at 10:45 am.

Minutes submitted by Audrey Nowicki