

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

**Minutes of the**

**Finance and Audit Committee Meeting**

**April 23, 2019**

A meeting of the Finance and Audit Committee of the Citrus Research and Development Foundation, Inc. was held on Tuesday, April 23, 2019 at the Turner Agri-Civic Center, in Exhibit Hall, in Arcadia, Florida. The meeting was properly noticed and recorded. The meeting was called to order at 9:02 am by Chairman Ned Hancock. Roll was called and a quorum was present. Committee members participating were Rob Atchley, who joined the meeting at 9:13am, Larry Black (telephone), Ned Hancock, Charlie Lykes, and Jeanna Mastrodicasa. Others participating were Bobby Barben, Brandy Brown, Rick Dantzler, Steve Futch, Jim Graham, David Howard, Mike Irely, Sean McCoy, Jerry Newlin, Audrey Nowicki, Michael Rogers (telephone), Kait Shaw, Mike Sparks, Buddy Strickland, John Updike, Jr, and Callie Walker.

Mr. Lykes moved to approve the minutes of the March 19, 2019 meeting. The motion was seconded by Dr. Mastrodicasa, and with no discussion passed unanimously.

Mr. Hancock reviewed the March 2019 financial summary report. He reported that all expenses are slightly below projections except for staff travel; however, our spending should be on target by the end of the fiscal year. Mr. Lykes made a motion to accept the March 2019 monthly financial summary as presented. The motion was seconded by Dr. Mastrodicasa and it passed unanimously.

Mr. Hancock and Ms. Nowicki discussed the Wells Fargo Money Market changes that are happening due to our current account balances not being \$50 million or greater. Mr. Dantzler has been in communication with Center State Bank; however, UF Finance normally sets up the accounts and signatories on the account, and CRDF handles the transfers within the accounts. Mr. Hancock reported that we hope to have the Wells Fargo issue resolved by the beginning of June.

Mr. Hancock reviewed the FY 2019-2020 engagement letter from Bunting, Tripp & Ingley (BTI), who handles our yearly audit and tax return preparation. Our FY 2017-18 payment to BTI was \$22,000. Over the next three years our new costs will increase \$1000 each year. New accounting rules and regulations are driving the increase, according to BTI. However, these fees may be amended should there be a significant increase or reduction in CRDF financial scope affecting the audit. Dr. Mastrodicasa made a motion to accept the engagement letter from BTI as presented for Board approval. The motion was seconded by Mr. Lykes and it passed unanimously.

Mr. Hancock discussed the purpose for the video service we are contracting. Part of enhancing the new website is the Grower Spotlight that will feature different researchers and their research. Also, we will feature the researchers that give a presentation at our Board meetings. Both of these features will be accessed through a video on our website. Mr. Hancock reported that we have contracted with Dan Sweeney, Megapixel Pro LLC, to handle the video of Dr. Judith Brown. Mr. Dantzler reviewed details of the contract agreement between CRDF and Megapixel (Dan Sweeney). He also reported we received another proposal from Gary Cooper with Southeast Agnet; however, that proposal was based more on audio than video. There have been discussions about possibly having podcasts on the website as well, which is something Mr. Cooper's proposal includes. Mr. Dantzler stated that Mr. Sweeney's proposal was much less expensive, but Mr. Cooper's was much more comprehensive, so we are not really comparing apples to apples when discussing the two proposals. For the initial video, we have contracted with Mr. Sweeney to see how things work. This contract does not obligate us to do future videos but allows us to discontinue the contract if this is not the way we want to proceed. Dr. Mastrodicasa made a motion to accept the contract with Megapixel (Dan Sweeney) for the initial video. The motion was seconded by Mr. Atchley and it passed unanimously.

Mr. Hancock gave an update on the Frankel Media website redesign, stating we are getting closer to the launch date. Ms. Nowicki added that staff is scheduling a training session with Frankel on how to manage posting to the new website, which should take place prior to the Board meeting, so a presentation can be made to the Board members and audience at the May board meeting.

Mr. Dantzler gave an update on the CRaFT program. He reported that a couple of weeks ago, he had gotten an indication from UF that they had concerns on how the CRaFT program will be potentially implemented. This prompted a meeting with Dr. Jack Payne, the General Counsel, and the Vice-President of Research, that Mr. Dantzler and Larry Black attended. It is still unclear what, if any, CRDF's role will be with the CRaFT program. Mr. Dantzler, Jim Graham, and Brandon Page have attended several meetings related to CRaFT to learn about the policy guidelines and other mechanics of the program. Mr. Dantzler reported that he and Mike Sparks has discussed the possibility of creating a special purpose DSO under the Florida Department of Agriculture specifically for CRaFT. Mr. Sparks discussed more details about the special purpose DSO idea. There was further committee discussion on what CRDF involvement will be, but until the program is set up it is unclear to know.

Mr. Hancock discussed the status of the FY 2019-20 budget. He stated we needed to consider including \$2 million of our funding to the CRaFT program each year over the next two to three years. It was suggested that this topic be brought forward to the Board for further discussion.

Mr. Hancock reviewed the Florida State Horticultural Society (FSHS) sponsorship request of \$5,500. The request was approved, but it was advised that we make a condition to our support,

that we get FSHS's authorization to post an electronic copy of the FSHS Proceedings Citrus Section pages on our website.

With no further business, the meeting adjourned at 9:45 am.

Minutes submitted by Brandy Brown