

**Citrus Research and Field Trial (CRAFT) Foundation, Inc.**  
**Minutes of the Board of Directors Meeting**  
**December 2, 2019**

A meeting of the Board of Directors of the Citrus Research and Field Trial (CRAFT) Foundation, Inc. was held on Monday, December 2, 2019 at the Florida Citrus Mutual headquarters, Suite 101 of the BB&T Building in Bartow, Florida. The meeting was properly noticed and recorded. Vice Chairman Glenn Beck called the meeting to order at 9:35 a.m. Roll was called, and a quorum was present. Board members present were Glenn Beck, Tom Mitchell (telephone), Phillip Rucks, and John Updike, Jr. Also participating were Kristen Carlson and Tamara Wood.

Mike Sparks and Alex Wheeler were also in attendance.

**Approval of Minutes:** Minutes of the November 1, 2019 Board of Directors meeting were provided to members via email prior to the meeting. **Mr. Updike moved to approve the minutes as presented. Mr. Rucks seconded the motion which was passed unanimously.**

**Treasurer Report:** Mr. Mitchell reported that the CRAFT Foundation, Inc. currently has \$100 in their bank account.

**Presentation and Request for Approval of Funding Agreement with FDACS:** Ms. Carlson explained that an agreement between the CRAFT Foundation, Inc. and the Florida Department of Agriculture and Consumer Services had been anticipated, but was not available yet at the time of the meeting. Staff is hopeful that authority for at least a portion of the operation and administrative costs will be approved by January 1, 2020. The worst-case scenario is that all funding will be released by June 30, 2020.

**Updates on the CRAFT Program:** Mr. Sparks reported that funding sources in Washington, D.C. are very happy with the initial application results, including the diversity of application location, size and variety. He plans to meet with State funding sources in Tallahassee within the next week to provide an update for them as well.

Ms. Wood presented an overview of all CRAFT activities and meetings since the June 18, 2019 development of the CRAFT Foundation, Inc. including meetings, application process and application results, as well as next steps for both the CRAFT Board of Directors and Technical Working Group.

**Presentation and Request for Approval of Participant Contracts:** Ms. Carlson presented the contract, including the experimental design, data requirements and payment schedule for CRAFT\_2019\_022S. **Mr. Updike moved to approve contract CRAFT\_2019\_022S as presented. Mr. Rucks seconded the motion which passed unanimously.**

Ms. Carlson also presented re-set contracts CRAFT\_2019\_001R, CRAFT\_2019\_003R and CRAFT\_2019\_004R, including experimental design, data requirements and payment schedules. **Mr. Updike moved to approve contracts CRAFT\_2019\_001R, CRAFT\_2019\_003R and CRAFT\_2019\_004R as presented. Mr. Rucks seconded the motion which passed unanimously.**

**Presentation of Auditor Retainer Contract with Bunting Tripp and Ingley:** Mr. Alex Wheeler presented to the Board of Directors background information on himself and the Bunting Tripp and Ingley firm, as well as an overview of services they will provide under contract with the CRAFT Foundation, Inc. The firm will be available to provide audit, assurance and tax services as needed.

Mr. Wheeler indicated that based on financial status, an audit would not be required until after July 1, 2020 and possibly not until 2021 depending on funding, He explained that due to the nature of the organization, the audit will be focused more on compliance with funding agreements rather than financial in nature.

Mr. Wheeler presented a retainer contract for the Board of Directors in the amount of \$5,000 for services through the beginning of the first audit. He stated that his rates could be negotiated for the first year based on services needed. The Board will review the contract and move forward with a formal letter of engagement once funding is in place for the CRAFT Foundation, Inc.

**Presentation and Request for Approval of Management Services Contracts with Kristen Carlson and Tamara Wood:** Ms. Carlson explained that to-date, Florida Citrus Mutual has paid

for the management services provided by Ms. Carlson and Ms. Wood. Ms. Carlson and Ms. Wood stepped out of the meeting allowing the Board of Directors to review proposed contracts freely. **The Board chose to postpone a vote on the proposed contracts until the next meeting.**

Seeing no other business, Mr. Beck adjourned the meeting at 11:00 a.m.

Minutes submitted by Tamara C. Wood, Secretary