**Citrus Research and Field Trial (CRAFT) Foundation, Inc.**

**Minutes of the Board of Directors Meeting**

**March 11, 2020**

A meeting of the Board of Directors of the Citrus Research and Field Trial (CRAFT) Foundation, Inc. was held on Wednesday, March 11, 2020 at the CRAFT Headquarters, Suite 101 of the BB&T Building in Bartow, Florida and was also available via Zoom web conferencing. The meeting was properly noticed and recorded. Chairman Glenn Beck called the meeting to order at 1:02 p.m. Roll was called, and a quorum was present. Board members present were Glenn Beck, Tom Mitchell, Dr. Trevor Smith (via Zoom), and John Updike, Jr. Also participating were Kristen Carlson, Patricia Ouimet and Tamara Wood.

Others present included Jim Snively.

**Approval of Minutes:** Minutes of the February 5, 2020 Board of Directors meeting were provided to members via email prior to the meeting. **Mr. Mitchell moved to approve the minutes as presented. Mr. Updike seconded the motion which was passed unanimously.**

**Treasurer’s Report:** Mr. Mitchell gave the Treasurer’s Report noting that there is currently $100 in the CRAFT checking account.

**Presentation and Request for Approval of Lease Agreement with Citrus Service Organization, Inc.:** Ms. Carlson presented a proposed agreement between CRAFT Foundation, Inc. and Citrus Service Organization, Inc. that will provide accounting/bookkeeping services, communications assistance, sponsorship of the Florida Citrus Industry Annual Conference and more. Mr. Mitchell clarified that CSO, Inc. was not directly affiliated with any lobbying entities. **Mr. Updike moved to approve the agreement as presented. Mr. Mitchell seconded the motion which passed unanimously.**

**Presentation and Request for Approval of Draft Procurement Policy**: Ms. Carlson presented a draft Procurement Policy as required by the Florida Department of Agriculture and Consumer Services. **Mr. Mitchell moved to approve the agreement as presented. Mr. Updike seconded the motion which passed unanimously.**

**Consideration of Insurance Quote from Sale Insurance for Director and Officer Policy and Asset Insurance:** Ms. Carlson presented a quote as submitted by Sale Insurance for Director and Officer Policy and Asset Insurance as required by the Florida Department of Agriculture and Consumer Services. Mr. Mitchell inquired as to what protections may be in place for landowners in terms of liability regarding data collection partners on their properties. Ms. Carlson clarified that individual landowners’ personal coverage would be in place for some liability, and in addition volunteer boards /state employees already have some level of sovereign immunity. **Mr. Updike moved to accept the quote as presented. Mr. Mitchell seconded the motion which was approved unanimously.**

**Presentation and Request for Approval of Engagement of Bunting Tripp and Ingley Auditing and Tax Services:** Ms. Carlson presented a Letter of Engagement from Bunting Tripp and Ingley for auditing services only on an hourly basis not to exceed $10,000. In addition, she requested permission from the Board to accept a separate contract with the same provider for tax services on an hourly basis. **Mr. Updike made a motion to accept the engagement letter for auditing services as presented; in addition he moved to allow staff to move forward on the development of a contract for tax services. Mr. Mitchell seconded both motions which were approved unanimously.**

**Presentation and Request for Approval of Participant Contracts:** Dr. Ouimet and Ms. Carlson gave an update on the status of CRAFT applications within the Technical Working Group explaining that the applications had all been assigned to one of five sub-groups. Each applicant has been contacted by a TWG representative to develop a specific experimental design for their project. Dr. Ouimet presented the following contracts for recommendation for approval by the Board of Directors:

Group 1: CRAFT\_2019\_011S, CRAFT\_2019\_033S, CRAFT\_2019\_045S, and CRAFT\_2019\_046S.

Group 2: CRAFT\_2019\_013S, CRAFT\_2019\_014S, CRAFT\_2019\_018S, and CRAFT\_2019\_026S.

Group 3: CRAFT\_2019\_021S Amendment to Previously Approved Project.

Group 4: CRAFT\_2019\_010S, CRAFT\_2019\_034S, CRAFT\_2019\_043S and CRAFT\_2019\_044S.

Resets: CRAFT\_2019\_002R.

**Mr. Updike moved to approve all project contracts as presented. Mr. Mitchell seconded the motion which passed unanimously.**

**CRAFT Cycle Two Workshop – March 13, 2020:** Ms. Carlson reminded Board members that there wouldl be a CRAFT Cycle Two Workshop held at 9:00 a.m. on Friday, March 13, 2020.

**USDA Portal Status:** Ms. Wood gave Board members an update on the status of the USDA Data Portal under development for the CRAFT program. A Data Portal subcommittee has met several times with Mr. Bruce Vandenberg (USDA) to develop the grower side of the portal as well as a user dashboard. It is anticipated that this portion of the portal will be complete by March 31 so that growers may input their first round of data. Once that is completed, work will begin on the data collection partner side of the portal.

**New Business:** Ms. Carlson gave members an update on the status of project pre-audits. At this point, it was determined that Mr. Page will cover approximately half of the projects while the remainder will likely need to be contracted out to someone else. Additional information regarding these pre-audits will be provided at a later date.

**Next Meeting:** Ms. Wood will poll members to set a date and time for the next meeting of the CRAFT Board of Directors.

Seeing no further business, Mr. Beck adjourned the meeting at 2:15 p.m.

Minutes submitted by Tamara C. Wood, Secretary