

**Citrus Research and Field Trial (CRAFT) Foundation, Inc.**  
**Minutes of the Board of Directors Meeting**  
**December 15, 2020**

A meeting of the Board of Directors of the Citrus Research and Field Trial (CRAFT) Foundation, Inc. was held on Tuesday, December 15, 2020 via Zoom web conferencing. The meeting was properly noticed and recorded. Chairman Glenn Beck called the meeting to order at 11:00 a.m. Roll was called, and a quorum was present. Board members present were Glenn Beck, Dr. Harold Browning, Tom Mitchell, Steve Smith, Dr. Trevor Smith and John Updike, Jr. Also participating were Kristen Carlson, Kevin Metheny, Dr. Patricia Ouimet and Tamara Wood.

Also present were Duke Chadwell, Roger Ingley, Lizzie Siwica, Mike Sparks and Sal Tropea.

**Welcome:** Mr. Beck welcomed Board members and guests to the meeting, recognizing several special guests in attendance. Mr. Roger Ingley and Mr. Sal Tropea of the CPA firm Bunting, Tripp & Ingley stepped in after the sudden passing of Alex Wheeler to finish up his work. They are on the agenda. Duke Chadwell, who conducts CRAFT's preaudits was not on the agenda but was available to answer any questions about what is going on in the field. In addition, Citrus Service Organization, Inc. the administrative support company under contract with CRAFT, was represented by Kevin Metheny, who helps with CRAFT's bookkeeping and guides us through our first audit and Lizzie Siwica, who assists with contract development. Mr. Beck thanked everyone for their assistance and attendance. Mr. Beck also recognized Rick Dantzler (not in attendance) from the CRDF, thanking him, his staff and board's contributions to CRAFT.

**Presentation and Approval of Minutes:** Minutes of the November 16, 2020 Board of Directors meeting were provided to members via email prior to the meeting. Mr. Updike noted that his name was included in those in attendance, however he was not present for the November 16, 2020 meeting. Ms. Wood will update the minutes to reflect the correction. **Dr. Browning moved to approve the minutes as amended. Dr. Smith seconded the motion which passed unanimously.**

**Presentation and Approval of Treasurer's Report:** Mr. Mitchell reviewed the financial statements as of November 30, 2020 which were provided to Board members via email prior to the meeting. **Dr. Smith moved to approve the Treasurer's Report as presented. Mr. Updike seconded the motion.**

**Presentation and Request for Approval of Tax Return:** Ms. Carlson asked Mr. Metheny to walk the Board through the DRAFT Tax Return for fiscal year ending June 30, 2020 which was provided to the Board electronically prior to the meeting. She noted that an extension for filing had been obtained, so no final vote was necessary if the Board was not comfortable moving forward at this time.

Mr. Metheny explained that the DRAFT Tax Return is provided to the full Board of Directors for the knowledge and approval prior to filing. After reviewing the Return, Mr. Ingley noted that the deadline for filing with the extension is May 17, 2021 but that his firm would prefer to file prior to the holidays. He asked for conditional approval of the draft, allowing a week's time for review and questions.

Mr. Smith asked why the amount of funds received from Florida Department of Agriculture and Consumer Services was less than the total grant amount. It was noted that there was a reduced amount available due to limited FDACS legislative spending authority in the fiscal year ending June 30, 2020. The remainder of the funds will be accounted for in the next year's Tax Return. **Dr. Smith moved to approve the Tax Return barring any major changes after the week-long review period. Mr. Beck seconded the motion which passed unanimously. [ Note: retraction of action later in the meeting].**

Mr. Ingley noted that his staff is also continuing to work on the Audit for the CRAFT Foundation, Inc. It is currently in review and will be sent to CRAFT staff within the next week for their review before being presented to the Board for review and approval in early January.

**Presentation and Request for Approval of Operating Policies:** During the Tax Return preparation process, Mr. Tropea and Mr. Ingley recommended that the Board of Directors formally adopt three operating policies required by the Internal Revenue Service: Conflict of Interest; Document Retention; and Whistleblower. Drafts of these policies were sent to the Board electronically prior to the meeting. Ms. Carlson noted that as a Direct Service

Organization under the authority of Florida Department of Agriculture and Consumer Services, CRAFT is bound by Florida State Statute in regards to all three policies, and as such the Statute would supersede the policies in any area of overlap. **Mr. Mitchell moved to accept the policies as presented. Mr. Updike seconded the motion.** During discussion, Dr. Browning noted that he would not be comfortable voting on the policies due to a lack of an appropriate amount of time for review. Mr. Ingley noted that because CRAFT does have an extension in place for the tax return, it would not be a problem to postpone the acceptance of these policies until a later date. Dr. Smith offered that it would be reasonable to take the next week to review those documents along with the draft Tax Return before providing feedback for approval. **Mr. Mitchell and Mr. Updike rescinded their motion and second, respectively, to allow for a vote at a later date. The motion to file the tax return was likewise recommended to be rescinded by Ms. Carlson until January as it required an indication of the adoption of the three policies. Chairman Beck agreed to hold a final vote on both issues at the next meeting.**

Ms. Carlson and Mr. Ingley raised a concern regarding the deadline for reports to the Auditor General as a DSO. Dr. Smith and Ms. Wood will look into that deadline and Ms. Wood will either notice and set a meeting for December 30, 2020 if the deadline is the end of the calendar year, or survey the Board of Directors for the next regular January meeting or sooner depending on the deadline after January 1, 2021. Ms. Carlson apologized for the untimely notice to the board of the materials for decisions on the governance policies and tax return.

**Presentation and Request for Approval of CRDF Agreement:** Ms. Carlson updated the Board on CRAFT's response to the request for proposals (RFP) issued by the Citrus Research and Development Foundation (CRDF) in regards to \$3 million for large-scale research projects funded by State General Revenue. CRAFT was successful in obtaining the full \$3 million funding which will be used for participation payments in Cycle Two. CRAFT and CRDF staff have worked together to finalize the contract for this funding, using the same language from the 2020 (Cycle One) Agreement with two points of change: 1) Section 1.4 – payments for program acres will now be paid based on a fully executed contract between CRAFT and the participant signed by June 30, 2021 with a planting deadline of December 20, 2021. Growers will not receive their payments until their plantings are complete. 2) Section 4.4 – CRAFT will invoice CRDF for all

program acres prior to June 30, 2021 and will repay CRDF for any unused funds following the December 20, 2021 planting deadline.

**Mr. Updike moved to approve the CRDF Agreement as presented. Dr. Browning seconded the motion which passed unanimously.**

**Request for Approval of Amendment/Withdrawal of Cycle One Projects:** Ms. Carlson

presented an amendment to Cycle One contract CRAFT\_2019\_033S. This project was originally contracted and designed as a 20 acre rootstock/scion comparison with a number of co-factors. The grower has successfully planted 15 acres of the project but has been unable to get one final rootstock/scion for the remaining 5 acres. The Technical Working Group has recommended that the Board allow the project to remain in Cycle One with a reduced payment related to 15 acres rather than 20. They believe there continues to be an opportunity for quality data collection within the 15 acres as a stand-alone project.

**Mr. Mitchell recommended approving the CRAFT\_2019\_033S Amendment as presented. Dr. Smith seconded the motion which passed unanimously.**

Ms. Carlson also provided an update on Cycle One project CRAFT\_2019\_038S. This project was approved in Cycle One as a 34 acre IPC vs. no IPC comparison. The grower was unable to receive the trees originally ordered for the project due to issues with the tissue-cultured trees. The grower has requested that they be allowed to move their project into consideration for Cycle Two, although they did not apply. The Technical Working Group has recommended that the project be added to the list of applications/projects for review in Cycle Two. Ms. Wood noted that this project and its acreage has already been accounted for in the full Cycle Two overview and budget provided to the Board via email and later discussed on the agenda. **Dr. Browning made a motion to allow CRAFT\_2019\_038S to move in to Cycle Two's application pool for consideration. Mr. Smith seconded the motion which passed unanimously.**

Dr. Browning noted that this project's grower concern of tree viability/health with tissue-cultured trees may beg the question of whether projects featuring tissue-cultured trees should be included in the CRAFT program. Dr. Ouimet noted that other growers in the program who are utilizing tissue-cultured trees do not seem to be having the same issue, and speculated that it may be a more nursery-specific issue than a wide-spread issue. She indicated, however, that

the Technical Working Group will make sure that data is collected specifically on those tissue-cultured trees participating in the program to monitor the situation.

**Overview of Technical Working Group Recommendations for CRAFT Cycle Two:** Dr. Ouimet and Ms. Wood provided the Board with an overview of the Cycle Two applications. Ms. Wood shared a map created to show the projects for both Cycle One and Cycle Two sorted by factor and Cycle number. This map allowed Board members to see the full scope of the recommended projects from a geographic standpoint. Dr. Ouimet explained that the TWG has been working diligently to review all applications, develop experimental designs and fairly recommend or waitlist projects based on consideration of experimental merit, geographic location, availability of comparable projects; diversity among grower and entity sizes, and other factors. The TWG and staff presented a full list of recommendations for those projects they would like to see continue with ongoing development, as well as those projects who the TWG would recommend waitlisting until further review and development. Dr. Ouimet noted that one of the goals for Cycle Two was to increase the diversity in CRAFT program treatments and that the application process yielding good results in that direction.

Dr. Browning asked whether the map presented would be included in the Data Portal. Ms. Wood stated that she made that map using Google/maps rather than the USDA database, but that it could possibly be incorporated at a later date. Ms. Carlson thought that once the projects were entered into the data base that the projects could be displayed in a similar format.

Mr. Beck asked if there were any desired test factors without representation between Cycle One and Cycle Two. Dr. Ouimet noted that Cycle Two was very strong on rootstock/scion trials; good on nutritional and fertilizer; light on pest control; and even lower in the biostimulants category although there are others moving in to that category after review with the TWG members. She noted that there are still a few gaps in the research, and that the TWG is currently working with applicants to see if there are any areas they may be able to fill in.

**Request for Approval of Contracts:** Ms. Carlson presented Cycle Two contracts CRAFT\_2020\_066S, CRAFT\_2020\_075S and CRAFT\_2020\_092S to the Board for review. Each of these contracts fall under the Group 1: Rootstock/Scion trials. **Dr. Browning moved approval of the three contracts as presented. Mr. Updike seconded the motion which pass unanimously.**

**Overview of Funding and Budget for Cycle Two:** Ms. Wood presented an overview of the Cycle Two funding and budget for review. The budget showed a breakdown of participants by solid set and reset and the acreage leading to a total of just over \$50,000 remaining after all the recommended projects have been approved and paid from the \$8,509,686 allocated for Cycle Two. Staff and the Board agreed that leaving that \$50,000 as available cash on hand may be a prudent decision to help fund future contracts. Dr. Smith and Mr. Beck noted that the potential budget for Cycle Two looked good and that they recommend continuing to develop projects based on the previously approved payment schedule of \$3,400 per acre of solid set and \$1,050 per acre of reset acreage.

**New Business:** Ms. Wood gave the Board an update on Cycle One project CRAFT\_2019\_005R. At the last meeting, the Board voted to allow the project to be moved in to consideration for Cycle Two due to delayed tree planting. In the interim, the grower was able to secure his trees and get them planted, remaining in Cycle One rather than moving over to Cycle Two.

Mr. Mitchell asked how many acres were currently on the waitlist. Ms. Wood noted that after dropping all projects within the maximum acreage limits, there were 423 acres of resets left on the waiting list and 544 acres of solid sets left on the waiting list. Ms. Carlson told the Board that she and Ms. Wood will begin tomorrow notifying Cycle Two applicants of their status.

Seeing no further business, Mr. Beck adjourned the meeting at 12:43 p.m.

Minutes submitted by Tamara C. Wood, Secretary.