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

MEETING OF THE BOARD OF DIRECTORS

February 12, 2025, at 1:00 p.m.

Members:

Mr. Tom Mitchell, Chair
Mr. Phillip Rucks, Vice-Chair
Mr. Daniel Hunt, Treasurer

Mr. Glenn Beck
Mr. Bill Lennon
Dr. Trevor Smith
Mr. John Updike, Jr.

Staff:

Steven Hall, Executive Director and Program Manager
Tina Buice, Assistant Program Manager
Carisa Keller, Scientific Coordinator

AGENDA

1. Welcome and Call to Order - **Tom Mitchell**
2. Roll Call – **Steven Hall**
3. Presentation and Request for Approval of Previous Meeting Minutes – **Steven Hall**
4. Presentation of Treasurer’s Report - **Kevin Metheny, Controller**
5. Request for Approval of Proposed Project Withdrawals – **Carisa Keller**
6. Request for Approval of Proposed Project Amendments – **Carisa Keller**
7. Request for Approval of Proposed Project Planting Extensions – **Carisa Keller**
8. Data Portal Update – Tina Buice
9. CRAFT Cycle Six and ETT Round Three Update – **Steven Hall**
10. Executive Director Updates – **Steven Hall**
11. New Business - **Tom Mitchell**
 - a. PEP tree availability – Phil Rucks
12. Adjourn

Upcoming Meetings

March 12, 2025 (Tentative)

April 9, 2025 (Tentative)

May 14, 2025

Notice of Meeting/Workshop Hearing

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

Division of Administration

The CRAFT Foundation, Inc., Board of Directors announces a public meeting to which all persons are invited.

DATE AND TIME: Wednesday, February 12, 2025, 1:00 p.m.

PLACE: Attendees may attend the meeting at 600 N. Broadway Avenue, Suite 101, Bartow, FL 33830 or join the meeting online at: <https://us02web.zoom.us/j/84657994938?pwd=AhY2cESLzHxTEW6JvMV7rFxO0m5bbZ.1>

GENERAL SUBJECT MATTER TO BE CONSIDERED: The CRAFT Board of Directors will meet to discuss and execute matters of the Board including, but not limited to, approval of previous meeting minutes, financial reports, requests for project amendments, an update on CRAFT Cycle Six and ETT Round Three projects, and other matters of the Board.

A copy of the agenda may be obtained by contacting: Steven Hall, Executive Director of CRAFT, at Steven@CRAFTFDN.org.

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this workshop/meeting is asked to advise the agency at least 2 days before the workshop/meeting by contacting: Steven Hall, Executive Director of CRAFT, at Steven@CRAFTFDN.org. If you are hearing or speech impaired, please contact the agency using the Florida Relay Service, 1(800)955-8771 (TDD) or 1(800)955-8770 (Voice).

For more information, you may contact: Steven Hall, Executive Director of CRAFT, at Steven@CRAFTFDN.org.

Citrus Research and Field Trial (CRAFT) Foundation Inc.
Minutes of the Board of Directors Meeting
January 8, 2025

A meeting of the Board of Directors of the Citrus Research and Field Trial (CRAFT) Foundation, Inc. was held on January 8, 2025. The meeting was properly noticed and recorded and was called to order at 1:00 p.m. Board Members present: Tom Mitchell, Chair, Glenn Beck, Daniel Hunt, Bill Lennon, Phil Rucks and Mr. Johnny Updike.

Others in attendance: Tina Buice, Melanie Burns, Steven Hall, Matt Joyner, Carisa Keller, Kevin Metheny, Audrey Nowicki, Brandon Page, Taija Santos, Margaret Stricklen, Sal Tropea, and Tamara Wood.

1. Welcome and Call to Order: Mr. Mitchell welcomed the Board to the meeting and reported that this meeting of the CRAFT Foundation, Inc., Board of Director's was properly noticed in the Florida Administrative Register dated.

2. Roll Call: Mr. Steven Hall called roll, determined a quorum was present.

3. Presentation and Request for Approval of Previous Meeting Minutes: Minutes from December 11, 2024, meeting were presented for approval.

Motion made by Mr. Glenn Beck, seconded by Mr. John Updike, to approve December 11, 2024, meeting minutes as presented; passed unanimously.

4. Presentation of Treasurers Report. Mr. Metheny presented the Treasurer's Report for the 6 months ending December 31, 2024. These reports show three payments received from growers who were required to pay back some funds. Interest income this month was a little over \$50,000; transition month between two banks, with the new bank giving us a higher interest rate.

Staff has moved the majority of the money out of Truist and have deposited into the Bank of Central Florida. Once the January statement is posted, we plan to move the remaining funds. Bank of Central Florida "sweeps" funds across the country into various financial institutions, to ensure all of our funding is covered by FDIC Insurance. They also offer "Positive Pay" where Mr. Metheny and Mr. Hall must verify every check drawn on the account.

Motion made by Mr. Johnny Updike, seconded by Mr. Glenn Beck to approve the Treasurer's Report as presented; passed unanimously.

5. Request for Approval of Federal Income Tax Returns and Financial Audit Results for FY ending 6/30/24. Mr. Hall presented the Federal Income Tax Returns and Financial Audit results which were presented at the last board meeting.

Motion made by Mr. Glenn Beck, seconded by Mr. John Updike, to approve the Federal Income Tax Returns and Financial Audit Results as presented; passed unanimously.

6. Request for Approval of Proposed Project Withdrawals. Ms. Keller reported that there are no withdrawal requests ready for board action at this time.

7. Request for Approval of Proposed Project Amendments: Mr. Hall presented a project amendment for approval for ETT-2544. The amendment includes dropping acreage for a second time, where they will not receive any additional funds, but will not be able to supply year three harvest data. Since their acreage was so high to begin with, the grower received more than they would receive on the lower acreage and owe \$49,350 back to CRAFT. However, with the new request to lower acreage again, it was in good faith but will not be able to keep these groves productive, so the board agreed the grower did not have to pay back the additional \$12,635.

Motion made by Johnny Updike, seconded by Mr. Glenn Beck to approve the project amendment on ETT-2544 as presented; passed unanimously.

8. Request for Approval of Proposed Project Planting Extensions: Ms. Keller presented several projects which requested planting deadline extensions. Cycle four project - R296 requested a planting deadline extension until April 2025, because they are unable to get their trees from their nursery.

Motion made by Mr. Johnny Updike, seconded by Mr. Glenn Beck, to approve the planting deadline extensions as presented; passed unanimously.

9. CRAFT Cycle Six and ETT Round Three Funding and Allocations Update: Mr. Steven Hall gave updates on CRAFT Cycle Six and ETT Round Three funding. All ETT project contracts have been printed and mailed prior to the holidays. Our goal is to have all new planting contracts in Cycle Six in the mail by the end of January.

Another item deals with the notification from Alico that they are removing a large portion of their citrus groves and will keep only approximately 3,500 acres. It is too early to tell exactly what will happen with their CRAFT projects. The waitlist for CRAFT projects amounts to \$8.5 million.

Motion made by Mr. Glenn Beck, seconded by Mr. Updike to approve keeping funds in whatever project category they are in today, passed unanimously.

10. Request for Approval of Proposed Outreach Opportunities. Mr. Hall reported on several event sponsorships for Board approval:

- HCCGA (previously approved) - \$10,000
- 2025 Indian River Citrus League Fun Shoot - \$3,000
- Florida Citrus Show - March 13, 2025 - \$625
- Florida Citrus Hall of Fame – March 28, 2025 - \$1,750
- Florida Citrus Industry Annual Conference – June 11-13, 2025 - \$30,000
- Citrus & Specialty Crop Expo – August 20-21, 2025 - \$2,200
- Other events and opportunities as they are announced

Motion made by Mr. Glenn Beck, seconded by Mr. Updike to approve sponsoring all events presented except for the Indian River Citrus League Fun Shoot, passed unanimously.

11. Executive Director Updates: Mr. Hall reported that the contract for Duke Chadwell has been signed and received, and the one for Ray Royce will be signed later this week.

12. New Business: Mr. Peter McClure asked when FDACS should conduct soil and leaf samples, and the Board stated that they need to be done in July and August 2025.

13. Adjourn: Meeting adjourned at 2 pm.

Upcoming meetings:

Wednesday, February 12, 2025

Wednesday, March 12, 2025

April 2025 - TBD

I, Steven Hall, Executive Director and Corporate Secretary of the Citrus Research and Field Trials Foundation, Inc., do hereby certify that the above and foregoing are true and correct minutes of the proceedings taken at the Board of Directors meeting held January 8, 2025.

X *Steven Hall*

Executive Director and Corporate Secretary

CITRUS RESEARCH RESEARCH AND FIELD TRIAL, INC.
Statement of Financial Position
January 31, 2025

Assets

Truist - Operating Account	\$ 209,600.03
Truist - Money Market Account	4,486.74
Bank of Central Florida - Operating Account	767,256.75
Bank of Central Florida - Money Market/Swwep Account	22,614,448.44
Accounts Receivable - Operating Funds	159,486.55
Total Assets	<u>\$ 23,755,278.51</u>

Liabilities

Accounts Payable	\$ -
Undistributed Operating Funds (Deferred Income)	69,177.84
Undistributed Grower Funds (Deferred Income)	22,975,734.50

Equity

Net Profit	378,157.20
Equity	332,208.97
Total Liabilities & Equity	<u>\$ 23,755,278.51</u>

CITRUS RESEARCH AND FIELD TRIAL, INC.

Income Statement

For The Seven months ending January 31, 2024 (A)

For Fiscal Year Ending June 30, 2020, 2021, 2022, 2023, 2024 - AUDITED (C)

Cycle 1, 2, 3, 4, 5(PEP), 6(PEP), ETT1, ETT2, ETT3 - Program to Date January 31, 2024 (D)

	Current Year (A) Seven months ending January 31, 2025	(C) Fiscal Years 2020 - 2024	(D) Combined Program Since Inception
INCOME - Grower Funds - CYCLE 1			
Grant - CRDF	\$ -	\$ 2,000,000.00	\$ 2,000,000.00
Grant - CRDF (Cycle 1 rolled into Cycle 2)	0.00	(25,000.00)	(25,000.00)
Grant - FDACS	0.00	3,865,100.00	3,865,100.00
Grant - USDA	0.00	21,400.00	21,400.00
TOTAL INCOME - Grower Funds	\$ -	\$ 5,861,500.00	\$ 5,861,500.00
EXPENSE - Grower Funds- CYCLE 1			
Grower Payments - Released	\$ (37,050.00)	\$ (5,741,550.00)	\$ (5,778,600.00)
Grower Funds - Pending Release - (Deferred Income)	37,050.00	(119,950.00)	(82,900.00)
	\$ -	\$ -	\$ -
INCOME - Grower Funds - CYCLE 2			
Grant - CRDF (Rollover - Cycle 1)	\$ -	\$ 25,000.00	\$ 25,000.00
Grant - CRDF	0.00	3,000,000.00	3,000,000.00
Grant - USDA	0.00	6,255,636.00	6,255,636.00
TOTAL INCOME - Grower Funds	\$ -	\$ 9,280,636.00	\$ 9,280,636.00
EXPENSE - Grower Funds - CYCLE 2			
Grower Payments - Released	\$ (368,700.00)	\$ (7,278,000.00)	\$ (7,646,700.00)
Grower Funds - Pending Release - (Deferred Income)	368,700.00	(2,002,636.00)	(1,633,936.00)
	\$ -	\$ -	\$ -
INCOME - Grower Funds - CYCLE 3			
Grant - CRDF	\$ -	\$ 5,000,000.00	\$ 5,000,000.00
TOTAL INCOME - Grower Funds	\$ -	\$ 5,000,000.00	\$ 5,000,000.00
EXPENSE - Grower Funds - CYCLE 3			
Grower Payments - Released	\$ (432,800.00)	\$ (3,973,162.50)	\$ (4,405,962.50)
Grower Funds - Pending Release - (Deferred Income)	432,800.00	(1,026,837.50)	(594,037.50)
	\$ -	\$ -	\$ -
INCOME - Grower Funds - CYCLE 4			
Grant - CRDF	\$ -	\$ 5,000,000.00	\$ 5,000,000.00
Grant - USDA	-	1,753,800.00	1,753,800.00
TOTAL INCOME - Grower Funds	\$ -	\$ 6,753,800.00	\$ 6,753,800.00
EXPENSE - Grower Funds - CYCLE 4			
Grower Payments - Released	\$ (981,640.00)	\$ (2,588,620.00)	\$ (3,570,260.00)
Grower Funds - Pending Release - (Deferred Income)	981,640.00	(4,165,180.00)	(3,183,540.00)
	\$ -	\$ -	\$ -
INCOME - Grower Funds - CYCLE 5/PEP			
Grant - CRDF	\$ -	\$ 10,788,601.00	\$ 10,788,601.00
Grant - USDA	-	-	-
TOTAL INCOME - Grower Funds	\$ -	\$ 10,788,601.00	\$ 10,788,601.00
EXPENSE - Grower Funds - CYCLE 5/PEP			
Grower Payments - Released	\$ (935,400.00)	\$ (1,785,300.00)	\$ (2,720,700.00)
Grower Funds - Pending Release - (Deferred Income)	935,400.00	(9,003,301.00)	(8,067,901.00)
	\$ -	\$ -	\$ -
INCOME - Grower Funds - CYCLE 6/PEP			
Grant - CRDF	\$ -	\$ -	\$ -
Grant - USDA	-	-	-
TOTAL INCOME - Grower Funds	\$ -	\$ -	\$ -
EXPENSE - Grower Funds - CYCLE 6/PEP			
Grower Payments - Released	\$ (9,900.00)	\$ -	\$ (9,900.00)
Grower Funds - Pending Release - (Deferred Income)	9,900.00	0.00	9,900.00
	\$ -	\$ -	\$ -
INCOME - Grower Funds - ETT1			
Grant - CRDF	\$ -	\$ 1,225,000.00	\$ 1,225,000.00
Grant - USDA	0.00	822,450.00	822,450.00
TOTAL INCOME - Grower Funds	\$ -	\$ 2,047,450.00	\$ 2,047,450.00
EXPENSE - Grower Funds - ETT1			
Grower Payments - Released	\$ (588,100.00)	\$ (1,438,400.00)	\$ (2,026,500.00)
Grower Funds - Pending Release - (Deferred Income)	588,100.00	(609,050.00)	(20,950.00)
	\$ -	\$ -	\$ -

CITRUS RESEARCH AND FIELD TRIAL, INC.
Income Statement

For The Seven months ending January 31, 2024 (A)

For Fiscal Year Ending June 30, 2020, 2021, 2022, 2023, 2024 - **AUDITED (C)**

Cycle 1, 2, 3, 4, 5(PEP), 6(PEP), ETT1, ETT2, ETT3 - Program to Date January 31, 2024 (D)

	Current Year (A) Seven months ending January 31, 2025	(C) Fiscal Years 2020 - 2024	(D) Combined Program Since Inception
<u>INCOME - Grower Funds - ETT2</u>			
Grant - CRDF	\$ -	\$ 23,622,200.00	\$ 23,622,200.00
Grant - USDA	0.00	\$ 512,400.00	512,400.00
TOTAL INCOME - Grower Funds	\$ -	\$ 24,134,600.00	\$ 24,134,600.00
<u>EXPENSE - Grower Funds - ETT2</u>			
Grower Payments - Released	\$ (4,386,380.00)	\$ (10,041,800.00)	\$ (14,428,180.00)
Grower Funds - Pending Release - (Deferred Income)	4,386,380.00	(14,092,800.00)	(9,706,420.00)
	\$ -	\$ -	\$ -
<u>INCOME - Grower Funds - ETT 3</u>			
Grant - CRDF	\$ -	\$ -	\$ -
Grant - USDA	0.00	\$ -	-
TOTAL INCOME - Grower Funds	\$ -	\$ -	\$ -
<u>EXPENSE - Grower Funds - ETT3</u>			
Grower Payments - Released	\$ (304,050.00)	\$ -	\$ (304,050.00)
Grower Funds - Pending Release - (Deferred Income)	304,050.00	0.00	304,050.00
	\$ -	\$ -	\$ -
<u>Recap of Cycle 1, 2, 3, 4, 5(PEP), 6(PEP), ETT1, ETT2, ETT3</u>			
Total Income - Grower Funds	\$ -	\$ 63,866,587.00	\$ 63,866,587.00
Total Pymts Released - Grower Funds	(8,044,020.00)	(32,846,832.50)	(40,890,852.50)
Grower Funds - Pending Release - (Deferred Income)	8,044,020.00	(31,019,754.50)	(22,975,734.50)
	\$ -	\$ -	\$ -
<u>Income - Operations</u>			
FDACS - Operating Funds	\$ -	\$ 980,731.30	\$ 980,731.30
CRDF - Operating Funds	190,000.00	440,821.16	630,821.16
USDA/MAC - Direct Admin	519,947.23	1,400,673.98	1,920,621.21
USDA/MAC - Indirect	149,978.77	360,188.70	510,167.47
Interest Income	378,157.20	333,277.98	711,435.18
Miscellaneous Income	0.00	747.44	747.44
Total Income - Operations	\$ 1,238,083.20	\$ 3,516,440.56	\$ 4,754,523.76
<u>Expenses - Operations</u>			
Personnel - USDA	\$ 290,319.08	\$ 1,114,676.65	\$ 1,404,995.73
Personnel - CRDF	0.00	54,400.00	54,400.00
Co-Working Office Services - USDA	101,500.00	328,590.59	430,090.59
Strategic Services - Contract - CRDF	190,000.00	300,000.00	490,000.00
Data Portal Website - USDA	0.00	600,000.00	600,000.00
Communications - USDA	71,518.68	261,909.51	333,428.19
Communications - CRDF	0.00	10,000.00	10,000.00
Survey / Testing - USDA	92,613.03	235,998.82	328,611.85
Survey / Testing - CRDF	50,746.44	76,421.16	127,167.60
Audit & Tax Preparation - USDA	14,750.00	65,100.00	79,850.00
Supplies - USDA	30,627.11	74,949.67	105,576.78
Insurance - USDA	0.00	18,200.30	18,200.30
Travel - USDA	16,640.87	39,204.89	55,845.76
Website - USDA	1,210.79	4,780.00	5,990.79
Total Expenses - Operations	\$ (859,926.00)	\$ (3,184,231.59)	\$ (4,044,157.59)
Net Income - Operations	\$ 378,157.20	\$ 332,208.97	\$ 710,366.17
Total Net Change	\$ 378,157.20	\$ 332,208.97	\$ 710,366.17