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

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**MEETING OF THE BOARD OF DIRECTORS**

**March 11, 2025, at 10:00 a.m.**

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**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, Amendments, and Planting Extensions – **Carisa Keller**
6. CRAFT Cycle Six and ETT Round Three Update – **Steven Hall**
7. ETT Program Rounds 1 and 2 Final Payments discussion – **Steven Hall**
8. Executive Director Updates – **Steven Hall**
  - a. Upcoming Outreach events
  - b. Citrus Hall of Fame
9. New Business - **Tom Mitchell**
10. Adjourn

**Upcoming Meetings**

April 9, 2025 (Tentative)

May 14, 2025

June 25, 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: Tuesday, March 11, 2025, 10:00 a.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/85106093901?pwd=604sGnlOqZmhLxPiKYRObqUq6TuWWU.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](mailto: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](mailto: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](mailto:Steven@CRAFTFDN.org).

**Citrus Research and Field Trial (CRAFT) Foundation Inc.**  
**Minutes of the Board of Directors Meeting**  
**February 12, 2025**

A meeting of the Board of Directors of the Citrus Research and Field Trial (CRAFT) Foundation, Inc. was held on February 12, 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, Dr. Trevor Smith, and Mr. Johnny Updike.

Others in attendance: Tina Buice, Melanie Burns, Steven Hall, Matt Joyner, Carisa Keller, Kevin Metheny, Audrey Nowicki, Brandon Page, Margaret Stricklen 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 on January 29, 2025.

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

**3. Presentation and Request for Approval of Previous Meeting Minutes:** The minutes from January 8, 2025, meeting was presented for approval.

***Motion made by Mr. Glenn Beck, seconded by Mr. Daniel Hunt, to approve January 8, 2025, meeting minutes as presented, passed unanimously.***

**4. Presentation of Treasurers Report.** Mr. Metheny presented the Treasurer's Report for the 7 months ending January 31, 2025. Mr. Metheny reported totals remaining in the Truist Operating and Money Market accounts, and the totals in the Bank of Central Florida's Operating and Money Market Sweep accounts. At this time, undistributed Grower Funds equal \$22,975,734.50, which Mr. Metheny broke down into Cycles 1-6 and ETT 1-3.

***Motion made by Mr. Johnny Updike, seconded by Mr. Bill Lennon to approve the Treasurer's Report as presented, passed unanimously.***

**5. Request for Approval of Proposed Project Withdrawals.** Ms. Carisa Keller presented several projects that requested to be withdrawn from the CRAFT program: 2025-501P, 502P, 503P, 504P, 505P, 506P, 507P, 508P, 509P, 515S, 516S, 517S, 518S, 519S, 520S, and 542S; and ETT Projects: 1050, 1053, 1054, 1055, 1117, 1154, 1155, 1156, 1157, 2058, 2399, 2406, 2407, 2431, 2546, 2700, 2869, 2870, 3001, 3002, 3004, 3015, 3028, 3038, 3046, 3048, 3050, 3054, 3062, 3070, 3072, 3087, 3096 and 3115.

***Motion made by Mr. Glenn Beck, seconded by Mr. Bill Lennon, to approve these projects for withdrawal; passed unanimously.***

**6. Request for Approval of Proposed Project Amendments:** Ms. Keller presented several projects which requested project amendments:

- 352P – change scion control from Hamlin to Valencia
- 456R - change scion from Hamlin to Vernia

ETT Projects amendments:

- 1047 – reduce from 40 to 14 acres
- 2379 – injection extension
- 2380 - injection extension
- 2530 – Recuse from 34 to 17 acres.

***Motion made by Johnny Updike, seconded by Mr. Glenn Beck to approve the project amendments as presented for 456R, ETT-1047 and ETT-2530, and to deny the requests for 352P, ETT-2379 and ETT-2380; passed unanimously.***

**7. Request for Approval of Proposed Project Planting Extensions:** Ms. Keller presented several projects which requested planting deadline extensions: 353P to June 2026; 455R and 456R to December 2025.

***Motion made by Mr. Glenn Beck, seconded by Mr. Bill Lennon, to approve the planting deadline extensions as presented, passed unanimously.***

**8. Data Portal Update –** Ms. Tina Buice reported on the status of the new data portal and presented an informational video created to assist growers inputting their data into the portal. Ms. Buice reported that all Cycles of CRAFT and ETT have been created in the portal ahead of schedule.

**9. CRAFT Cycle Six and ETT Round Three Update:** Mr. Steven Hall gave updates on CRAFT Cycle Six and ETT Round Three funding. All approved contracts for Cycle Six and ETT-3 have been printed and mailed to growers, and a few have already been signed and returned. Mr. Hall reported that CRAFT has been approved for all Cycle 6 and Round 3 funds, except for the additional HLB-MAC \$2 million that was recently approved. Unfortunately, with the freezes on federal projects, this contract and funding will be delayed. After discussion, the Board directed Mr. Hall to utilize funds allocated for Cycle 6 and Round 3 projects, and to hold off on distributing or adding any more projects until the HLB-MAC contract and funding has been released.

**10. Executive Director Updates:** Mr. Hall reported that a few PEP projects have been withdrawn leaving only 109 acres in PEP projects. The board discussed several ways to try to get growers more interested in planting the PEP varieties, and how to make sure the trees are available for growers when they need them.

Mr. Hall requested guidance from the Board about a circumstance that arose recently with growers in ETT-3. A few growers have contacted Mr. Hall stating that they had a specific plot approved for ETT-3, but they would like to switch it to another piece of property instead of the approved one. Mr. Hall asked the board if it was ok for him to go ahead and approve those types of changes if the acreage remains the same or less, OR if the staff needed to bring each request in front of the board for approval. The board directed staff to allow growers to change plots in approved ETT projects, with others of comparable size.

**11. New Business:** Mr. Rucks asked as a nurseryman supplying trees to growers for the PEP projects, if nurseries could get an extension on having PEP trees ready for growers, because he would not be able to take them through the process in the amount of time in the original agreement. The Board decided that they would grant any extensions needed if the PEP trees were not ready for growers at the agreed date in the original contracts.

**12. Adjourn:** Meeting adjourned at 2:31 pm.

Upcoming meetings:

Wednesday, March 12, 2025 (tentative)

April 9, 2025 (tentative)

May 14, 2025

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 February 12, 2025.

x Steven Hall

Executive Director and Corporate Secretary

CITRUS RESEARCH RESEARCH AND FIELD TRIAL, INC.  
Statement of Financial Position  
February 28, 2025

Assets

Truist - Operating Account	\$ -
Truist - Money Market Account	-
Bank of Central Florida - Operating Account	529,844.96
Bank of Central Florida - Money Market/Swwep Account	22,678,403.60
Accounts Receivable - Operating Funds	80,024.53
Total Assets	<u>\$ 23,288,273.09</u>

Liabilities

Accounts Payable	\$ -
Undistributed Operating Funds (Deferred Income)	39,177.84
Undistributed Grower Funds (Deferred Income)	22,474,754.50

Equity

Net Profit	442,131.78
Equity	332,208.97
Total Liabilities & Equity	<u>\$ 23,288,273.09</u>

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CITRUS RESEARCH AND FIELD TRIAL, INC.  
Income Statement

For The Eight months ending February 28, 2025 ( 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 February 28, 2025 ( D )

	Current Year (A) Seven months ending February 28, 2025	(C) Fiscal Years 2020 - 2024	(D) Combined Program Since Inception
<b>INCOME - Grower Funds - CYCLE 1</b>			
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
<b>EXPENSE - Grower Funds- CYCLE 1</b>			
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)
	\$ -	\$ -	\$ -
<b>INCOME - Grower Funds - CYCLE 2</b>			
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
<b>EXPENSE - Grower Funds - CYCLE 2</b>			
Grower Payments - Released	\$ (384,450.00)	\$ (7,278,000.00)	\$ (7,662,450.00)
Grower Funds - Pending Release - (Deferred Income)	384,450.00	(2,002,636.00)	(1,618,186.00)
	\$ -	\$ -	\$ -
<b>INCOME - Grower Funds - CYCLE 3</b>			
Grant - CRDF	\$ -	\$ 5,000,000.00	\$ 5,000,000.00
TOTAL INCOME - Grower Funds	\$ -	\$ 5,000,000.00	\$ 5,000,000.00
<b>EXPENSE - Grower Funds - CYCLE 3</b>			
Grower Payments - Released	\$ (508,800.00)	\$ (3,973,162.50)	\$ (4,481,962.50)
Grower Funds - Pending Release - (Deferred Income)	508,800.00	(1,026,837.50)	(518,037.50)
	\$ -	\$ -	\$ -
<b>INCOME - Grower Funds - CYCLE 4</b>			
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
<b>EXPENSE - Grower Funds - CYCLE 4</b>			
Grower Payments - Released	\$ (1,003,840.00)	\$ (2,588,620.00)	\$ (3,592,460.00)
Grower Funds - Pending Release - (Deferred Income)	1,003,840.00	(4,165,180.00)	(3,161,340.00)
	\$ -	\$ -	\$ -
<b>INCOME - Grower Funds - CYCLE 5/PEP</b>			
Grant - CRDF	\$ -	\$ 10,788,601.00	\$ 10,788,601.00
Grant - USDA	-	\$ -	-
TOTAL INCOME - Grower Funds	\$ -	\$ 10,788,601.00	\$ 10,788,601.00
<b>EXPENSE - Grower Funds - CYCLE 5/PEP</b>			
Grower Payments - Released	\$ (947,400.00)	\$ (1,785,300.00)	\$ (2,732,700.00)
Grower Funds - Pending Release - (Deferred Income)	947,400.00	(9,003,301.00)	(8,055,901.00)
	\$ -	\$ -	\$ -
<b>INCOME - Grower Funds - CYCLE 6/PEP</b>			
Grant - CRDF	\$ -	\$ -	\$ -
Grant - USDA	-	-	-
TOTAL INCOME - Grower Funds	\$ -	\$ -	\$ -
<b>EXPENSE - Grower Funds - CYCLE 6/PEP</b>			
Grower Payments - Released	\$ (317,150.00)	\$ -	\$ (317,150.00)
Grower Funds - Pending Release - (Deferred Income)	317,150.00	0.00	317,150.00
	\$ -	\$ -	\$ -
<b>INCOME - Grower Funds - ETT1</b>			
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
<b>EXPENSE - Grower Funds - ETT1</b>			
Grower Payments - Released	\$ (589,900.00)	\$ (1,438,400.00)	\$ (2,028,300.00)
Grower Funds - Pending Release - (Deferred Income)	589,900.00	(609,050.00)	(19,150.00)
	\$ -	\$ -	\$ -

CITRUS RESEARCH AND FIELD TRIAL, INC.  
Income Statement

For The Eight months ending February 28, 2025 ( 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 February 28, 2025 ( D )

	Current Year (A) Seven months ending February 28, 2025	( C ) Fiscal Years 2020 - 2024	(D) Combined Program Since Inception
<b>INCOME - Grower Funds - ETT2</b>			
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
<b>EXPENSE - Grower Funds - ETT2</b>			
Grower Payments - Released	\$ (4,395,210.00)	\$ (10,041,800.00)	\$ (14,437,010.00)
Grower Funds - Pending Release - (Deferred Income)	4,395,210.00	(14,092,800.00)	(9,697,590.00)
	\$ -	\$ -	\$ -
<b>INCOME - Grower Funds - ETT3</b>			
Grant - CRDF	\$ -	\$ -	\$ -
Grant - USDA	0.00	\$ -	-
			-
TOTAL INCOME - Grower Funds	\$ -	\$ -	\$ -
<b>EXPENSE - Grower Funds - ETT3</b>			
Grower Payments - Released	\$ (361,200.00)	\$ -	\$ (361,200.00)
Grower Funds - Pending Release - (Deferred Income)	361,200.00	0.00	361,200.00
	\$ -	\$ -	\$ -
<b>Recap of Cycle 1, 2, 3, 4, 5(PEP), 6(PEP), ETT1, ETT2, ETT3</b>			
Total Income - Grower Funds	\$ -	\$ 63,866,587.00	\$ 63,866,587.00
Total Pymts Released - Grower Funds	(8,545,000.00)	(32,846,832.50)	(41,391,832.50)
Grower Funds - Pending Release - (Deferred Income)	8,545,000.00	(31,019,754.50)	(22,474,754.50)
	\$ -	\$ -	\$ -
<b>Income - Operations</b>			
FDACS - Operating Funds	\$ -	\$ 980,731.30	\$ 980,731.30
CRDF - Operating Funds	220,000.00	440,821.16	660,821.16
USDA/MAC - Direct Admin	576,393.23	1,400,673.98	1,977,067.21
USDA/MAC - Indirect	173,557.30	360,188.70	533,746.00
Interest Income	442,112.36	333,277.98	775,390.34
Miscellaneous Income	19.42	747.44	766.86
Total Income - Operations	\$ 1,412,082.31	\$ 3,516,440.56	\$ 4,928,522.87
<b>Expenses - Operations</b>			
Personnel - USDA	\$ 328,174.07	\$ 1,114,676.65	\$ 1,442,850.72
Personnel - CRDF	0.00	54,400.00	54,400.00
Co-Working Office Services - USDA	116,000.00	328,590.59	444,590.59
Strategic Services - Contract - CRDF	220,000.00	300,000.00	520,000.00
Data Portal Website - USDA	0.00	600,000.00	600,000.00
Communications - USDA	90,109.69	261,909.51	352,019.20
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	36,976.46	74,949.67	111,926.13
Insurance - USDA	0.00	18,200.30	18,200.30
Travel - USDA	19,185.08	39,204.89	58,389.97
Website - USDA	1,395.76	4,780.00	6,175.76
Total Expenses - Operations	\$ (969,950.53)	\$ (3,184,231.59)	\$ (4,154,182.12)
Net Income - Operations	\$ 442,131.78	\$ 332,208.97	\$ 774,340.75
Total Net Change	\$ 442,131.78	\$ 332,208.97	\$ 774,340.75