

Meeting Minutes
Nebraska Wheat Growers Association
August 18, 2008
Hampton Inn, North Platte, NE

Board Members Present

Scott Osler, President – Elsie
Ashley Colglazier – Grant
Mike Keenan – Big Springs
Mike Sullivan – Wallace
Shawn Sullivan – Wallace

Staff Present

Royce Schaneman
Zoe Olson

Guests

Terri Sullivan
Dan Hughes

Chairperson Osler called the meeting to order at 1:10 pm. Five board members were present. Roll call was a report on this year's wheat harvest—good yields, test weights and proteins. Staff and guests were introduced and welcomed. Colglazier thanked the board for the beautiful flower arrangement sent to her Grandfather's funeral service.

The agenda was reviewed. Keenan asked that wheat production clinics discussion be added. **SSullivan moved to accept agenda as amended, Keenan seconded. Voice vote all in favor. Motion passed.**

Minutes of the previous meeting were reviewed. SSullivan noted that correction of removal of Keenan second on payment to Jill for payment of hours submitted as it was a double second. Olson noted that term "per DM" in payment for meals on expense reports is a misspelling and should be "per diem". **Keenan made a motion to accept the minutes as corrected, MSullivan seconded. Voice vote all in favor. Motion passed.**

Olson thanked TSullivan for all her hard work in keeping the financials for the previous year during the staff transition and for TSullivan's assistance since Olson's hire in late July. TSullivan noted that CD interest income was listed for a two-year period as it had not been recorded the year previous. The association has two CDs plus a CD with the Cheyenne County District money. MSullivan noted that the balance amounts for the Adams Bank and Trust Checking accounts were incorrect due to how the amounts were entered in the program; however, this is not a need for concern as this was a closed account and all monies were accounted for during the audit. MSullivan noted a \$3200 difference in wheat issues monitoring was due to a categories issue. Business Farmer should be listed under wheat issues monitoring in the future. TSullivan suggested that meals and lodging should be subcategories under travel. **M. Sullivan moved to approve the financial reports as submitted, Colglazier seconded. Voice vote all in favor. Motion passed.**

Olson reported that Craig Allen had called the office on August 13 regarding a past due bill from Business Farmer that would be sent for this meeting; however, as of the August 18, the letter had not been received. Keenan asked if this is best use of association funds. Schaneman explained that per the state a budget is starting point—that amounts can be moved where they will be most effective as long as spending stays within the overall budget limits. MSullivan asked the discussion be moved to later in the meeting.

SSullivan questioned whether the budget numbers are high enough to account for inflation. Schaneman noted savings from shared Public Information Officer's position. Osler noted savings in rent, utilities, etc. MSullivan offered explanation of membership. **SSullivan moved to accept the FY08-09 budget as submitted, Keenan seconded. Voice vote all in favor. Motion passed.**

Olson presented a bill for past due personal property tax. Keenan will make sure it is paid. Osler and Keenan submitted expense reports. Schaneman spoke about the Cuban Trade visitors and said he will be submitting an expense report for that visit.

S. Sullivan moved to pay bills as submitted. M. Sullivan seconded. Voice vote all in favor. Motion passed.

Osler presented the President's Report. The association received a thank you from the North Bend Teachers. \$50 was given to Box Butte County Fair; however Chris Cullan was neutral on whether to continue the donation if it is used for a recruitment tool. Discussion followed about the gift being more of a thank you to those wheat farmers of the past generations. Osler suggested that the \$3300 CD from Cheyenne County District could be used for promotions at county fairs throughout the state. Colglazier noted that there is a county fair organization that could be useful for coordination of promotional efforts. Osler reported on signed contracts with the Wheat Board for FY 08-09. Keenan asked for totals on each. The Wheat Industry Tour is \$5,000, Wheat Issues Monitoring \$30,000, Public Information Officer \$22,500 cash plus \$7,500 administrative costs. **MSullivan moved to readdress the budget, Keenan seconded. Voice vote all in favor. Motion passed.**

MSullivan moved to move Payroll expenses to \$30,000 from \$25,000 and Wheat Issues Monitoring expenses to \$30,000 from \$35,000 to reflect the contracted amounts, SSullivan seconded. Voice vote all in favor. Motion passed.

Olson presented the Office Report. Olson expressed appreciation and enthusiasm to be serving Nebraska Wheat as the Public Information Officer for both positions. Olson thanked Keenan for his help with moving the office furniture, banking issues and obtaining a cell phone for the association. The organization's email has been organized and will be reviewed by Olson. All emails more than 60 days old will be deleted monthly on the first of each month. Members are encouraged to visit the email account to review publications received. NWGA's contact information has been updated with NAWG, NE Grain & Feed and US Wheat Associates. The office copier has been repaired and is working. NWGA's computer files have been reorganized and personal files from previous employees have been segregated. Olson is currently sorting out computer programs and office files for the past two years and expects to have this accomplished by the end of September.

Olson circulated a TierOne signature card for board members' signatures. Discussion regarding the Visa check card was held. Olson should have a card for travel use. **MSullivan moved that Olson should investigate a corporate credit card/check card for travel expenses related to the position of Public Information Officer and obtain the card that best suits that purpose, SSullivan seconded. Voice vote all in favor. Motion passed.**

Olson noted that there are times when it may be necessary for her to work more than 10 hours per week and asked if that would meet with board approval. Discussion regarding overtime and budget expenses revealed that there would not be a likelihood of any overtime amounts as Olson is part-time employee of both the Nebraska Wheat Board and the Nebraska Wheat Growers Association and as such would not be eligible for overtime until 40 hours per week for each organization was reached for a total of 80 hours per week. Olson assured the board that this would not be a likely scenario. The board agreed that this first year would be a trial basis as far as the number of hours needed to fulfill the needs of the association and Olson will review time allotted to association duties at all board meetings or as requested by the board.

Olson gave all board members business cards and a business card holder with the new look of Nebraska Wheat. She showed what the new website will look like and shared new promotional items with the board. By having a unified look Nebraska Wheat should develop brand recognition.

The State Fair is August 22-September 1 in Lincoln. Nebraska Wheat will be baking cinnamon rolls and bread the August 23 and 24 and could use help from board members. Husker Harvest Days are September 9-11 in Grand Island and board members are encouraged to help at the booth.

Olson attended the US Wheat/NAWG meeting in Kansas City July 26-28. The next US Wheat/NAWG meeting will be in Dallas October 31-November 3. She attended the Ag Classic committee meeting and reported the Nebraska Ag Classic will be held at the Holiday Inn in Kearney, NE December 15-17. Olson attended 2008 Farm Bill Education at UNL on August 11. She will be participating in the Wheat Foods Council Urban Wheatfield in New York City October 5-9.

Olson reported that Bake and Take will be expanded this year in order to enhance the promotion of Nebraska Wheat. Gerri from the Ethanol Board gave the Nebraska Wheat office some distiller's grain together with recipes and some chocolate chip cookies made with the distiller's grain.

Osler presented the NAWG report. SURE is recommended by the Wheat Growers. MSullivan reported that there was not a quorum on the RENE conference call. Olson reported that the NAWG conference all for state executives on August 15 focused on the 2008 Farm Bill and issues with appropriations.

Colglazier suggested a letter of support for the Panhandle Research Station in an alliance with sugar beets and dry beans. Schaneman reported that Albert Dickey suggested the wheat people come to Lincoln to garner support for programs. Schaneman said Nebraska Wheat was encouraged to hold the next panhandle meetings at the Farm & Ranch Museum.

Olson asked for a clarification regarding past membership procedures. It was decided that Olson would contact AIA regarding info format. Yearly billing will occur in September with a confirmation sent when dues are received and a reminder mailing one month after the initial billing.

A discussion was held regarding the Nebraska Farmer. **MSullivan moved to pay the Business Farmer through the current bill when it is received, then to terminate the contract contingent upon Wheat Board's agreement to a joint newsletter from Nebraska Wheat, SSullivan seconded. Voice vote all in favor. Motion passed.**

A discussion about the Urban Family Wheat Field Tour was held with plans to pursue it this year and the tour should take place in July. Olson will establish a plan for this event to take place.

Olson offered information to all the board regarding WILOT. SSullivan has a nominee for WILOT.

Olson offered an invitation from Nebraska Soybeans to participate in a reception at the Commodity Classic. MSullivan suggested declining the offer due to a previous commitment but with thanks and an offer to work together in the future.

Osler will check with Daren Coppock or US Wheat Office regarding a reception for the NE delegation at NAWG February meeting.

Olson notified the board a bylaws change is necessary regarding the change of venue for the office from Ogallala to Lincoln. A notice of by laws change will be sent to all association members prior to the December meeting.

During discussion of HR procedures, Olson reported on state policy regarding insurance, holidays, vacation, sick leave and retirement. It was decided that Olson will open a separate retirement account and the association will make deposits to that account at the end of December and June, annually. **MSullivan moved to change the association's HR policy to reflect state policy for the Public Information Officer, SSullivan seconded. Voice vote all in favor. Motion passed.**

MSullivan moved that Olson check out a company for bonding, Keenan seconded. Voice vote all in favor. Motion passed.

The association is looking for person of the year award nominees.

Future Travel will include Husker Harvest Days September 9-11, the Nebraska Diplomatic Conference September 23-24, Urban Wheatfield October 5-9, US Wheat Associates/NAWG October 31-November 3 and the Nebraska Ag Classic December 15-17.

Keenan began discussion about the wheat production clinics to be offered in late May or early June. He will meet with the Mead representative Keith Gluen to pursue setting up the event.

**S. Sullivan moved to adjourn, seconded by M. Sullivan. Voice vote all in favor.
Meeting adjourned at 6:35 p.m.**

Submitted by: Zoe Olson