

National Honey Board Meeting Minutes

PRESIDING: JILL CLARK, CHAIRPERSON

LOCATION: San Diego, California

DATE: April 20th-21st, 2017

National Honey Board Members Present: Jill Clark, Eric Wenger, Michelle Poulk, Andrew Sargeantson, Lisa Hansel, Blake Shook, Valeri Severson, Mathias Leitner

National Honey Board Alternates Present: Nicholas Sargeantson, Melissa Ashurst-Foott, Joan Gunter, Joseph Sanroma

National Honey Board Absent: Mark Jensen, Charles Kocot

National Honey Board Staff Present: Margaret Lombard, Kelly Werning, Catherine Barry, Jessica Schindler, Jocelyn Martinez, Melissa Boone-Hall, Andrea Brening

Others Present: Sue Coleman (USDA/AMS), Patricia Petrella (USDA/AMS), Laura Morin (Sterling Rice Group), Don Ladhoff (FreshSmartSolutions), Keith Seiz (Brightly Creative), Andrea Schepke (Evans Hardy + Young), Linda Martin (Porter Novelli), Jimmy Szczepanek (Porter Novelli), Sean Smith (Porter Novelli), Danielle Downey (Project Apis m), Brent Barkman

THURSDAY, APRIL 20, 2017

The Thursday session of the National Honey Board meeting was convened at 8:03 a.m. by Jill Clark. Andrea Brening called the roll.

ACTION ITEM I SEATING OF ALTERNATES

Motion by Eric Wenger, seconded by Blake Shook and carried to approve seating of Nicholas Sargeantson for Charles Kocot and seating of Joseph Sanroma for Mark Jensen

ACTION ITEM II CONSENT AGENDA

Motion by Valeri Severson and seconded by Joseph Sanroma and carried to approve the consent agenda & minutes

AMS PRESENTATION & SWEARING IN OF NEW BOARD MEMBERS

Diversity policies are started by Sue Coleman reading the Diversity Statement. Jill discussed the importance of having a diverse group on the board.

CODE OF ETHICS AND CONFLICT OF INTEREST STATEMENTS

Brening confirmed that we have the conflict of interest forms completed by all the board members and staff.

Petrella started off by recognizing the new board members

Blake Shook, Texas
Joan Gunter, North Dakota
Joseph Sanroma, Louisiana
Michelle Poulk, Texas
Melissa Ashurst Foote, California
Andy Sargeantson, Connecticut
Gregory Olsen, Minnesota
Lisa Hansel, Iowa
Jeff Hull, Minnesota

All appointed by the secretary of state as a sign that you have earned the honor to serve on the board.

All board members were sworn in to their positions by Petrella.

NEW ORGANIC R & P PROGRAM

March 2016 organic information was sent out. But there appears to be some confusion and lack of knowledge about this.

There is no statute of limitation, so people are still permitted to send in requests for reimbursement.

There is also a referendum on organic R & P program and they will be voting on it and the comment period ended on 3/19/17. It is a cumbersome program from the National Honey Boards side as far as knowing where we stand financially and budgeting.

AMS received 11,000 comments posted at this point in various means, mail, fax etc. You can follow this issue at the government website <https://www.ams.usda.gov/rules-regulations/research-promotion/proposals/organic>.

Shook asked how the organic exemption issue began. The answer is that the Farm Bill is what prompted the issue of organic honey and the exemption from the current USDA assessment program.

Clarification on who is eligible to apply for exemption. Paperwork is very rigorous and you have to request an exemption and meet the qualifications. Per Andy Sargeantson, this is very time consuming on both sides for the board and those applying for the exemption, it is very inefficient process and should be changed. AMS confirmed that there really is nothing we can do to change this program. Seems like it should be easy to recognize the code by the import of record at customs. Again would take a change in the order. Not all boards have HTS organic codes, like we do. Lombard stated that organic honey is the fastest growing market segment. Then asked the board if they think a 15% estimate of organic is conservative? Consensus was that seemed reasonable. If the referendum passes importers would get to decide if all their money goes to either organic or nonorganic board, and then that group has to forward the funds on.

Barry expressed that an organic board is disparaging to conventional honey. As the National Honey Board promotes all honey in general but an organic board would be disparaging to non-organic honey. Can the new Farm Bill address this issue and not separate the two? That would be lobbying and the board cannot, other individuals and groups can. Missy Foott asked if the organic associations could choose to have a specific board handle all the monies.

Jill asked that the board keep the board members updated on the status of this issue. Timing for this process is unknown and is a long way out. There would need

to be an assessment notification to all assessment payers and not just the board members.

PRODUCER REQUIREMENT UPDATE

Sue mentioned that status of the new producer requirements changing it from 150,000 to 50,000 for a 3 year average. Due to the changes within AMS, it has not yet been done, but it is the works to get it processed. There had been a freeze on any new rule making, which has also held things up, but hopefully that will be opening up in the very new future.

GOVERNMENT ACCOUNTABILITY

Government Accountability Office interviewed Margaret to inquire how efficiently the programs are being run and overseen by USDA. They selected 7 different programs and one of them was the NHB.

There are a couple of Senators who were trying to make it optional for groups to be a part of the boards and pay into them.

GLYPHOSATE

The glyphosate issue was discussed as it relates to testing honey for glyphosate and trying to determine what this was about. USDA labs perform a multitude of tests, but do not test for this, as it would require a special test. It is the board's understanding that honey is on the list to test for different pesticides this year again. Shook asked what the NHB can do to be proactive in responding to this issue. Porter Novelli has been very involved in having the board prepared with a response.

There were several law suits filed at the end of 2016 in regards to glyphosate. The first case was dismissed by a lower court judge on its merits, which is the best way to have it dismissed. However, it will be appealed, so still unknown. No update on the other 2 cases. The use of Pure and Natural seems to be what gets this debate going. There are no tolerances in regards to honey, it is a very challenging subject. This needs to be left to associations and groups outside of the NHB to pursue this issue. It has been discussed and it also needs to involve the chemical company.

FINANCIAL UPDATE

Kelly Werning was introduced by Lombard as our new Vice President of Finance.

Werning began by telling a little bit about herself, her background and family and she is very excited to be with the National Honey Board.

There has been a lot going in the accounting department, including changing the accounting system from a cash basis system to a modified accrual. This has been quite the task.

Revenue will still be on a cash basis with expenses recorded in the year incurred. This is mainly because of the issue of refunds and not knowing what to expect, which makes them hard to predict.

Also, there has been a change in the employee benefits programs, which has saved the NHB some money, while still maintaining great benefits for the staff.

We are on a calendar year as specified in our order.

We will be sharing the Audited Financial Statements done by Clausen & Associates, CPA. All went well with the audit, there were no material findings and we are in compliance. We ended 2016 in a really strong financial position, which is great considering all the changes and overhauls.

March 2017 Financials

Kelly highlighted a few figures and these can be found in the board book financials in greater detail. Assessments have come in stronger so far for the year. Projections are based on a five year average and we have exceeded that so far. Organic refunds are a big unknown for us and so we will try to be conservative. There is a 5 year statute of limitations on the refunds and is based on whatever order was in place at that time.

G&A expenses are high but it is due to all the programs changes and staff changes.

2017 BUDGET AMENDMENTS

We are not proposing any changes to assessment figures so that we maintain a conservative approach. Research has increased due to refunds on a couple of research projects that were not completed and monies were returned. So really there is no increase per say.

Salary benchmarks were done and salaries adjusted due to that. This also affected the taxes and employee benefits.

Marketing promotions shows a reduction, but it is not a true reduction. This is a function of the change to accounting method from cash to modified accrual and the impact to carryover. This change keeps the expenses in 2016 instead of 2017.

Administrative costs are higher due to transitions in staff and accounting changes.

A call was made at 9:31 to Barbara Clausen with Clausen & Associates for the audit presentation.

The first piece to review is the audit, and there were no concerning findings and everything was in compliance. Financial Statements were audited and the opinion is that statements fairly present the Honey Board's financial position under Governmental Auditing Standards. They also reviewed the internal control deficiencies and they did not find any deficiencies with the NHB. Sue Coleman asked in regards to the research that was not done and the monies returned whether those funds should be restricted or non-restricted? Question was answered based on the fact that the audit was for 2016 and based on the accounting changes these will be accounted for in 2017.

Clark asked Clausen if she saw any changes due to the staff and accounting changes. The answer was no, the NHB seems to have done well with the transitions.

ACTION ITEM III AUDIT FINANCIALS

Motion by Eric Wenger, seconded by Nick Sargeantson to accept the 2016 Audited Financial Statements

A question was asked if it was a requirement to have a reserve and there is something in our order that states that. Although we don't believe it states a specific amount, Coleman will look into that and get back with us. Sue came back and said that our order states that we have "adequate funds" available to continue on our programs. So, NHB might want to review what that amount should be.

Compliance program audits have not been done in 2017, but now that we have our accounting system up and running, Werning will be getting these set up for Q2 2017. She is looking to changing some of the audit processes to include some remote audits vs onsite audits.

Policies and procedures of the board will be reviewed for changes and updates and Werning will be looking at all that and be making recommendations to the board. They will need to be voted on by the board members some time mid-year.

STRATEGIC PLAN

Lombard reviewed the strategic plan and encouraged the board to review the detailed information about this in the board book. Also complimenting SRG and the work that they have done in regards to helping us get this implemented.

INGREDIENT MARKETING

Keith Seiz started off introducing himself and his history with the National Honey Board.

His firm works with large food ingredient firms to adjust their current recipes or include new ones to incorporate honey.

They work closely with R & D contacts with companies that are using honey and with technical research and market trends they encourage new companies to use honey or more honey.

Ingredient marketing goals:

1. Increase honey usage with high volume baking with bakeries and processors
2. Increase honey usage by high volume beverage processors
3. Educate and influence craft brewers about brewing with honey
4. Increase opinion leaders in the different industries

5. Establish the NHB as a resource in the spirit industry. Distilleries are another goal as they are high volume users of honey. They have been working with researchers to learn more about the use of honey in distilled spirits. This will enable them to continue to work with distillers to educate and provide information.

The baking and beverage industry is very important due to consumer trends, whole grains, snacking and convenience. The beverage category is changing and growing with more healthy trends. In order to capture this, they are using public relations, trade magazines, newsletters, publications and participating in honey summits.

Direct outreach from the large database they have keeps them updated on ongoing current campaigns to encourage and sustain long term relations. Focusing on health benefits of honey and convenience. Trade shows and seminars are an excellent way to connect with people to create more leads and increase participation and educate.

They have specific campaigns and one of the main ones being kids and marketing towards parents with kids and snacking and convenience.

Seiz firm has already meet their outreach goals.

Breweries is another big goal to connect with and develop diversity among big guys and little brewers. Beer has a short product development cycle and a high volume usage. The honey beer summits that they do have proven to be very beneficial to increased honey usage after these events.

Honey baking summit continues to be extremely successful and targets the best of the best bakers and represent a lot of the top bakeries and restaurants in the country.

New and exciting leads are:

Prepared Foods R & D applications and seminars will provide excellent exposure and opportunity to share about honey.

All about Beer coverage

National Month Partnerships

James Beard finalist: Greg Wade

Sanroma appreciates all that Brightly Creative is doing and wants to reiterate to keep encouraging more usage of honey volume in products. Andrea Schepke mentioned to try and get products to quantify how much honey is being used or if it is the soul sweetener.

Michelle Poulk asked how Seiz targets what manufacturers? He said it depends on volume the top 100 in food and beverage or people not using honey at all to get them to start using it. Main trend is definitely focused on organic.

Do you get questions on bee health that give manufacturer's reason to pause on honey usage? Yes but not with concerns on supply but more in regards to cause and how they can help. The main answer is "Use more honey".

FOODSERVICE MARKETING

Presented by Andrea Schepke who talked about her team and her personal love of honey. She works exclusively on our account and targets restaurants and food service professionals.

Industry outreach, advertising to reach out to these industries and educate them about honey and build a bigger understanding of how to use honey in all its diversity. We want them to use honey but also market the fact that they are using honey.

They pick their target market based around NHB's key target audience, new balancers. Which are age 25-34, working adults with young children in the home, higher income level that are focused on healthy and convenient food options. This was based on attitude and not so much by demographic, but represents the USA as a whole. They reach out to these people through their marketing and culinary contacts.

They prioritize their focus by the following as trends change:

- Food
- Savory/snacking
- Cocktails

- Nonalcoholic beverages
- Desserts/pastry

Children's Menuing and marketing is definitely an important key direction they are pursuing. Focusing on versatility, health, flavor, all natural.

Key Strategies for EH& Y is through:

-) Trade advertising
-) Media relations
-) Industry relations
-) Publications and placements

Media relation events that they participate in are:

-) IFEC (with several different ongoing events)
-) Flavor Experience (reaching out to some of the top chefs)
-) Hot From the Hive
-) Worlds of Flavor
-) Honey Summit
-) Marketing Executives Group
-) Road Shows
-) Menuing & Marketing Partnerships

Performance Matrix is a huge part of what they use to guide them on trends and opportunities and what direction to go with marketing.

Some research that they recently did was with honey mentions and they've seen an increase in honey Menuing.

RESEARCH AND WEBSITE

Presented by Laura Morin with Sterling Rice Group. They have done a lot of work with commodity boards and are familiar with them.

Morin gave everyone the Annual Report to review.

With market research they focused on two foundational studies done in 2016 the

Volumetric Assessment and Consumer Segmentation. These studies provided great information on what direction all the marketing programs should focus on and who the target consumer is for all programs to reach out to.

The goal in 2017 for market research programs is to stay on the top of honey consumption trends. Secondly to evaluate the effectiveness of all of programs and annual analysis and track programs.

1. Consumer Attitude and Usage
2. Retail Sales Data
3. Menu Tracking
4. New Product Introductions

SRG would like to receive the board's feedback by completing a questionnaire that will be used to obtain this information. This questionnaire will cover information from sweetener preference, usage, purchase location, attitude, forms and varieties, bee health perceptions.

WEBSITE

Honey.com has a new and improved face with the goal of reflecting the new brand. The key objectives for this are:

- Hub of NHB's digital communications
- Update easily and often
- Visually beautiful
- Simplify the site
- Inspire Natural Balancers
- Educate Natural Balancers
- Be where Natural Balancers are

The process of getting all this information and implementing all these goals has been an ongoing project including strategic planning.

Home page of the website is geared to consumers and whatever they are looking for. The website no matter what device you are looking at, it will work and adjust to that device.

Honey locator portion is much easier to use and still offers advanced searches.

The Industry and Partners tabs is for food processors, food service, retailers and industry.

Research tab offers multiple ways to search for reports via year, researcher's name etc. You are not able to search by research subject.

NHB CONSUMER MARKETING PROGRAM

Presented by Jimmy Szczepanek with Porter Novelli discussing the new roles of responsibility by working with influencers reaching consumers. They also work with the issues statement.

The strategy is based on the target consumer and reaching the Natural Balancer to inspire them to use honey more frequently by understanding their needs and educating them. We want to take the natural tone of honey and build on that attitude to increase usage. To achieve this we want to inspire the creative uses of honey, and reinforce healthy associations and promote the healthy aspects of honey.

They are working on creating a Virtual Reality tour for tasting experiences, starting with a foraging experience, smoking of the hives, bottling and then show some food being cooked and then as they remove the goggles they will find a real tasting for whatever food item was being cooked.

Ongoing buzz building events with pitches and social content around planned or unplanned opportunities. Also celebrating National Honey month in September with 30 days of inspiration for bloggers and other influencers and media contacts.

They also will be finding ways to measure the efforts of these programs and alter attitudes and the long term impact.

IN HOUSE MARKETING

Catherine Barry advised the board that the in house marketing programs are managed internally by the staff and are designed to impact consumers directly. These events are also much more cost effective than some of the other programs.

The three main objectives revolve around the conversations during the fall board meeting:

1. Increase consumer awareness of Honey's connect to bees
2. Increase usage of honey and elevate it as a staple during breakfast
3. Inspire honey as an essential food outside of breakfast and for kids

They have participated in different events to increase consumer awareness by attending the Charleston Wine & Food Festival, Chicago Gourmet and the Academy of Nutrition and dietetics: Food and Nutrition Food Conference & Expo (FNCE).

To increase usage of honey as a breakfast staple they are working with bloggers. They have been creating some delicious new recipes and photography. NHB is also doing more social blogs.

Advertising in key publications is a great way of reaching Natural Balancers through publications such as Taste of Home and Simple & Delicious.

The third objective to inspire overall honey usage through Taste of Home Live events. Recipe development and photography is a big factor to appeal to Natural Balancers with delicious easy recipes.

Digital marketing and advertising is a huge way to reach our fans and followers with daily content and support and engage our target market. Through social media platforms, website content and collateral resources.

The key to measure all these in-house programs is again measured through performance matrix through the annual Attitude & Usage Study.

RETAIL PROGRAMS

Don Ladhoff with FreshSmart Solutions reviewed the three National programs in 2017 that focus on grocery and mass channels. We have also been partnering with brands and organizations with moderate investment on the part of the National Honey Board. All the while measuring the impact of the partnering and learning future program impacts. During this time we have been determining what the consumer is looking for and what the more effective ways are to increase honey usage. Also essential here is trying to get greater involvement and participation from retailers and increased sales.

Ladhoff then reviewed the Thomas' English muffin partnership during Q1 2017. There seems to be a feeling that we could partner with them again next year as this programs appears to have been successful for both.

Q2 brings us a new partnership with Quaker Oats that Ladhoff has been working hard to implement. There are a lot of pieces to any retail programs and a greater lead time is important to a larger retail involvement. This program has a strong draw to our Natural Balancers as overnight oats are a popular food trend.

Q4 promotional candidate options are as follows:

-) Celestial Seasonings
-) Justin's Almond Butter
-) Jiffy Corn Muffin
-) Cream of Wheat
-) Pepperidge Farm
-) Sunkist

The board needs to decide which one they want to pursue. The two candidates that would most likely require a higher dollar contribution from the NHB are Justin's and Celestial Seasonings.

ThursdayFriday, April 21st, 2017

The board discussed further with Don the subject of Q4 promotions and voted as follows:

Celestial 7

Justin's 3

Jiffy 5

Cream of Wheat 1

Pepperidge Farm 0

Sunkist 3

ISSUES MANAGEMENT

Presented by Linda Martin with Porter Novelli

Two things that they are working to do is to get in front of any issues and to stop it as quickly as possible. The objective for doing this is to advance preparedness through internal actions. Then to positively align the industry as a whole with external audiences.

Sean Smith then spoke further about some of the current possible issues:

-) Glyphosate
-) Labeling
-) Bee Health
-) Adulterated Honey
-) Antibiotics

Also reviewing some other concerns:

-) Lack of testing regimen
-) Market Share
-) Fading Beekeeping Profession
-) Lack of coordinated industry voice and response mechanism

They have 7 points they want to address proactively to position the industry in a position of trust as a go to resource. We need to build some crisis protocols and playbooks and have them in place to address any issues that do arise. Recruit from outside the industry other third party influencers that can shed a positive light on honey and the industry. Transparency is a key factor for the national honey board to validate trust in the honey industry as a whole and the purity of honey. In order to stay ahead of issues we need to make sure we monitor the media for inaccurate or misleading information. Ultimately we need to foster partnerships with other leading industry groups to address the issues together.

Martin went through the plan for 2017. Q1 we began by having all our marketing teams meet to start working together with the same goal and plan in mind. Providing key messaging for the industry to use as a whole to educate and provide reputation building messages.

Q2 is to develop the story of how the National Honey Board promotes honey bee health. Develop a playbook on Netflix documentary. We are going to be working on updating the "Bees" section of the new website, giving the story of honey, the honey industry, honey production and provide FAQ's on the key topics of honey.

Shook brought up that he thinks it's important that all the different associations work together to disseminate all the information that is being created for the honey industry overall. Since we are all dealing with the same issues and concerns and it's important to have a way to share all this information with everyone and be sharing the same message. It was suggested to provide a newsletters from the National Honey Board through the association publications or online communications. A way of doing this is by driving more people to the information on our website through all different social media means. Jocelyn Martinez already does a great job in doing this on different media platforms and it is the intent of the NHB to continue to do this.

As you look for third party support would you be able to come back to the board to give us who those groups might be? Stakeholders are an integral part of that and also some of the associations that they are already a part of. Such as honey associations, and project Apis m. We are reaching out to Dieticians as they can help with labeling issues.

Joan Gunter asked if NHB could come up with a list of talking points and PowerPoints for people in the industry to share when asked questions or presenting at different meetings.

ACTION ITEM IV RESEARCH MONIES

Motion by Eric Wenger, seconded by Michelle Poulk to accept the research monies \$45,039.76 that were returned to the NHB due to research projects being cancelled or not completed from 2013 and 2016.

Gunter has agreed to attend the meeting May 19th in Salt Lake City.

Danielle Downey with Project Apis m.(PAm) is here to present on bee health and bee issues. This board is served by many well-known people and many who are in the honey industry and others that are scientifically knowledgeable researchers PAm is built of beekeepers who ask research questions related to bees and honey. Also unique to this organization is that they are focused on crop pollination issues that are focused on bees. They get their own grants to use on different projects, along with corporate donations and partnerships with other organizations. Their projects have a wide range of budgets with open timetable. They have funded

over 100 research projects and seek innovative approaches from scientists that study bees. Varroa mites are a huge focus of PAm so they can understand it better and its impact on bees. It is a very difficult complex issue to combat as we are dealing with a bug on an insect in a hive full of bees. So they are constantly looking at different options. They also study nutrition, bee foraging, queen quality, pesticides, best bee practices, smart hive technology.

PAm also looks into forage issues to try and mitigate some of need for sustaining landscape for bees and mitigate their stress and improve productivity for beekeepers and growers.

Bees are being stressed by:

-) Varroa mite
-) Pathogens
-) Pesticides
-) Environmental stress

Focusing on habitat hopefully buys us time to figure out some of the more complex issues.

PAm is working closely with different groups with similar goals and interests such as The Bee & Butterfly Habitat Fund. This group works closely with landowners to provide good programs that benefit not only the landowner but also beekeepers.

PAm received 19 research proposals and considered 16 of them. Six were selected for funding, four have been completed and one is in process. 1 declined funding. Downey reviewed the six research projects that were selected and explained a little bit about each one.

In summary the NHB gave \$345,000 we have approved \$ 219,000 leaving us with a surplus of \$91,064. We are waiting on a good project to fund on other future projects. We will also give the additional returned research funding of \$45,039 to them for use.

Honey Bee Health Coalition is formed of members from different boards. This a place to have relevant conversations that impact all of us. It brings together a broad array of stakeholders to collaboratively implement solutions that will help to achieve a healthy population of honey bees, while also supporting healthy

populations of native and managed pollinators in the context of productive agricultural systems and thriving ecosystems.

ACTION ITEM V AMEND 2017 BUDGET

Motion by Valeri Severson, seconded by Eric Wenger and carried to amend the 2017 budget and carried to accept.

ACTION ITEM VI CUNA MUTUAL

Motion by Eric Wenger seconded by Joseph Sanroma to accept the contract with Cuna Mutual motion carried to accept.

Lombard brought up the issue of FSMA and she asked if there were any questions? Bob Bauer is a good resource in the matter. It might be helpful to come up with some information for the industry when they have questions. There is some confusion in this area. How do we go about notifying all the applicable parties?

Update on the FDA labeling, we are waiting for the new director to be appointed and this may cause a delay or a pause as he may not be in favor of this label. At this point since the extension on this ruling has not been officially approved beyond a verbal, the ruling still stands and is scheduled to be implemented by July 2018. Retailers are however pushing the packers to deal with this now.

Shook brought up the topic of packaging, what is the consumer looking for and what have studies shown? How to best market honey. Lombard said there is some Nielsen data that answers a few of those questions, but it dates back to 2014 so it is outdated and needs to be redone.

The topic was brought up to as to whether the Bylaws are up to date and if anything needs to be changed or updated. Clark asked if any board members would be willing to review them and share their thoughts with the board at a later date as to the any changes that the board might want to consider. Poulk and Severson both volunteered their time to evaluate Bylaws.

Clark asked if there is a way to get more information on the summits that are conducted that can be duplicated for other events that they might do. And making it open to more people in the honey industry. It seems like there is great

information shared at these events that could be beneficial by lots of people. So it might be a good idea to create a summit for the people in the industry to attend or maybe film it to make it available for those that may not be able to attend. A good source of reference for the industry and their customers. Possibly the fall meeting and make it available to all assessment payers. Question is whether to make it open and available to other industry members and how? Maybe through beekeeping industry meetings and also if we film it, then it can be available for many more people.

NOMINATIONS

Clark began by discussing the nomination of officers

Chairperson

Vice Chairperson

Secretary/Treasurer

This is done by secret nomination and voting.

Nominees for Chairperson were Clark and Wenger

ACTION ITEM VII ELECTION OF OFFICERS

Motion by Eric Wenger, seconded by Nick Sargeantson to cast a unanimous vote to accept Jill Clark as chairperson. Motion was accepted unanimously.

Motion Valeri Severson, seconded by Blake Shook to accept Eric Wenger as Vice Chairperson. Motion was accepted unanimously.

Motion by Eric Wenger, seconded by Joseph Sanroma to accept Charles Kocot as Secretary-Treasurer. Motion carried to accept.

Petrella swore in Severson to her position on the board as this was missed previously.

ADJOURNMENT

Motion by Eric Wenger, seconded by Joseph Sanroma, and carried to adjourn.

The meeting was adjourned at 12:00 p.m.

Andrea Brening/Transcriber