

NATIONAL PROCESSED RASPBERRY COUNCIL

Executive Committee

The Inn at Lynden, Lynden, WA

May 23, 2016, 3:00 p.m.

Committee Members:

John Clark
 Rob Dhaliwal

Others:

<input checked="" type="checkbox"/> Tom Krugman	<input checked="" type="checkbox"/> Tarun Harit	<input checked="" type="checkbox"/> Tom Skilton
<input checked="" type="checkbox"/> Mark Van Mersbergen	<input checked="" type="checkbox"/> Adam Enfield	<input checked="" type="checkbox"/> Hakim Fobia
<input checked="" type="checkbox"/> Antonio Dominguez	<input checked="" type="checkbox"/> Nicki Briggs	<input checked="" type="checkbox"/> Richard Rubin
<input checked="" type="checkbox"/> Daniel Obbink		

x = participating; o = absent

A. Establish Quorum

The meeting was called to order by John Clark at 3:00 p.m. Roll call disclosed a quorum to be present. The meeting began with guests introducing themselves.

B. Approval of Minutes

On a motion by Rob, seconded by John, the minutes of December 1, 2015 Executive Committee meeting were unanimously approved as submitted.

C. Presentation of FY 2015 Financial Audit

Daniel Obbink, from the accounting firm of Larson Gross, was asked to present findings from the FY 2015 financial audit. He began by reviewing the process of conducting an Audit to meet government accounting standards, including pre and post Audit conference calls between USDA/AMS and Council management, and field work interviews with Henry Bierlink and Tom K. He noted the various responsibilities of management and the Auditors in conducting the Audit. Important to the Council, he stated that the Audit as presented fairly presented in all material aspects, the financial position of the Council as of September 30, 2015, and should be considered a clean opinion.

In reviewing the various reports and notes associated with the Audit, he directed member to a series of prior period adjustments necessary to reconcile the Council's book to an accrual basis of accounting. These adjustments properly recognized income and expenses to the correct fiscal year and were accomplished by looking at all bank statements since the Council opened its bank account in 2014, and compared them to QuickBooks postings. An outside bookkeeper had been brought in to assist in keeping accrual posting accurate and up to date which will assist in preparing the Audit for FY 2016.

Question was raised by one of the meeting attendees as to whether the funds being invested by the Council were having their intended purpose of generating and building demand. This was a question on growers' mind in light of a short crop in 2015 and the expectation for less than a full crop in 2016. Response noted that by comparison, it took the USHBC six years to demonstrate market growth after it began to conduct research and promotion programs, and as the raspberry program as only just over two years old, it was too early to make that determination. Based on the response in the marketplace, it appeared that the direction being followed was correct.

Daniel continued to present the various report and notes within the Audit and said that everything was consistent with an organization of this size. After a few additional comments, on a motion by Rob and seconded by John, the FY 2015 Audit as presented was unanimously accepted for recommendation to the Council.

D. Proposed Budget and Narrative

Tom K began by presenting two proposed amendments to the FY 2016 budget. The first was to co-fund a research project looking at Botrytis and fungicide resistance with the Washington Red Raspberry Commission. This project has universal applicability as botrytis is a problem for producers around the world. The second amendment concerned partially funding the strategic planning process in FY 2016 to allow initial diligence and development of resources for the planning session which would be conducted in conjunction with the Fall meeting of the Council. On a motion by Rob and seconded by John, it was unanimously approved to recommend to the Council FY 2016 budget amendments in the amount of \$14,000 to co-sponsor botrytis research and \$10,000 for strategic planning facilitation.

Tom then presented a forecast for FY 2016 year-end spending, which included these two amendments prior to presenting the proposed FY 2017 budget as had been developed by the various committees. He also described the budget narrative which was a verbal presentation of the budget. On a motion by Rob and seconded by John, a proposed FY 2017 budget and its accompanying narrative in the amount of \$1,618,638 was unanimously approved for recommendation to the Council for adoption.

E. By laws Amendment

A proposed amendment to the By Laws to include the Chair of each standing committee on the Executive Committee was presented. The rationale for the amendment was to include the chair of committees with budgetary oversight and responsibility on the Executive Committee and to create a regular communication opportunity to ensure that all funded programs supported each other. It was expected that the Executive Committee will have regular conference calls to discuss program implementation. On a motion by Rob and seconded by John, a proposed By Laws amendment as presented was unanimously approved for recommendation to the Council for adoption.

F. Executive Session

A brief executive session was called. On returning to open session it was announced that Mark Van Mersbergen would be recommended to the Council to fill the open Secretary/Treasurer position.

G. Other Business; adjourn

With no other business before the committee, on a motion by Rob and seconded by John and unanimously approved, the meeting adjourned at 5:15 p.m.