

PENNSYLVANIA POTATO RESEARCH PROGRAM BOARD MEETING

Minutes of July 13, 2023

MS TEAMS Virtual Board Meeting

Public notice of the July 13, 2023 Pennsylvania Potato Research Program Special Board Meeting was given as stipulated by the Sunshine Law.

CALL TO ORDER

Mark Troyer, Chair, called the meeting to order at 9:07 a.m. Board members in attendance (in addition to Mr. Troyer) included Jonathan Blass, Secretary/Treasurer; Bryan Bender; Keith Masser; Valery Robbins.

Absent were Nolan Masser, Vice Chair; Mark Farabaugh, Joseph Farabaugh, Bryan Beck and James Benschoff.

Also attending were Patrick Andrews, Chief of Market Development; Holly Zarefoss, Administrative Assistant for Commodities; Adam Morris, Esquire, Board Counsel; Jennifer Hilt, McKonly and Asbury Accountants; Jenny Groff, Clerk II. Nathan Tomlin and Kristen Markley were also in attendance.

RESOLUTION 2023.09-APPROVAL OF FEBRUARY 2, 2023 MINUTES

Presented by: Jonathan Blass

Seconded by: Keith Masser

Passed: Unanimously

To approve the Minutes as presented.

RESOLUTION 2023.10-APPROVAL OF MARCH 9, 2023 MINUTES

Presented by: Keith Masser

Seconded by: Jonathan Blass

Passed: Unanimously

To approve the Minutes as presented.

FINANCIAL REPORT

Jennifer Hilt, McKonly and Asbury Accountants, referred members to the A/P Aging Summary with the only item outstanding from McKonly and Asbury, the Balance Sheet for discussion of cash holdings, Profit and Loss Statement for discussion of current assessments and expenses. Mr. Andrews noted the net income was incorrect and that there is a grant. Ms. Hilt will review

the matter further. Mr. Andrews indicated the Board can approve the Financial Report with the caveat that it will be amended to include the grant and that a revised report would be sent.

RESOLUTION 2023.11-FINANCIAL REPORT

Presented by: Keith Masser

Seconded by: Valery Robbins

Passed: Unanimously

To approve the Financial Report as presented with the caveat that it be amended to include the grant in the amount of \$36,000 issued for the Germplasm Program for this year.

ASSESSMENT REPORT

Jenny Groff, Clerk II, referred members to the Potato Assessment Report dated June 30, 2023 for further discussion of money collected for the 2022 marketing season, noting that 3 delinquents remain for 2022 and 1 delinquent remains for 2021. She stated the 2023 Annual Statement were mailed out but there was an issue with the envelope packing, which will be resolved and remailed. Mr. Andrews explained the mailing process performed by DGS. Ms. Groff indicated no research surveys have been returned as of yet.

It was noted that the increase will go into effect for the 2024 assessments and that currently 16 forms have been returned.

RESOLUTION 2023.12-ASSESSMENT REPORT

Presented by: Keith Masser

Seconded by: Jonathan Blass

Passed: Unanimously

To approve the Assessment Report as presented.

RE-AFFIRMING BOARD POSITIONS/NOMINATIONS

Patrick Andrews assumed position of Chair

NOMINATIONS FOR CHAIR

Jonathan Blass nominated Mark Troyer

RESOLUTION 2023-13-MOTION TO CLOSE NOMINATIONS

Presented by: Keith Masser

Seconded by: Jonathan Blass

Passed: Unanimously

To approve the nomination of Mark Troyer as Chair.

Mark Troyer resumed position of Chair

NOMINATIONS FOR VICE CHAIR

Jonathan Blass nominated Nolan Masser

RESOLUTION 2023-14-MOTION TO CLOSE NOMINATIONS

Presented by: Keith Masser

Seconded by: Valery Robbins

Passed: Unanimously

To approve the nomination of Nolan Masser as Vice Chair

NOMINATIONS FOR SECRETARY/TREASURER

Keith Masser nominated Jonathan Blass

RESOLUTION 2023-15-MOTION TO CLOSE NOMINATIONS

Presented by: Keith Masser

Seconded by: Valery Robbins

Passed: Unanimously

To approve the nomination of Jonathan Blass as Secretary/Treasurer

It was noted that James Benshoff's acceptance has been received and the Board member listing will be updated and distributed. There was discussion regarding Board member attendance.

BUDGET 2023-2024

Jennifer Hilt referred members to the 2023-2024 Tentative Budget information for review. She reported assessments budgeted last year at \$32,000, came in at \$38,468 and suggested \$38,000 as the proposed assessment for next year. She proposed \$1750 for total Board

expenses; Mr. Andrews suggested \$40,000 for grants; \$275 for postage and handling; \$1,000 for audit was adjusted to \$1,100 per year; accountant's fees \$1,500 per contract; miscellaneous fees \$850; Interest income remain at \$100

RESOLUTION 2023-16 -2023-2024 BUDGET

Presented by: Keith Masser

Seconded by: Valery Robbins

Passed: Unanimously

To accept the 2023-2024 Budget as proposed.

NEW BUSINESS

Ms. Robbins noted the mailing for research topics was received but due the date after it was received. It may have been due to a delay with DGS. Mr. Andrews will also pursue the postage reimbursement issue with DGS.

ADJOURNMENT

RESOLUTION 2023.17-ADJOURNMENT

Presented by: Keith Masser

Seconded by: Valery Robbins

Passed: Unanimously

To adjourn the meeting.

There being no further business, the meeting was adjourned at 9:42 a.m.

The next scheduled meeting will be held January 30-February 1, 2024 in Hershey, Pennsylvania.



Allison Walker

July 13, 2023