

Montana Potato Advisory Committee

Minutes

November 1, 2016

Holiday Inn Downtown, Missoula, MT

The meeting was called to order at 11:15 am by Chairman Dave Cottom.

Dave Cottom called for public comment. There was none.

Introductions were made. Those in attendance were:

Dave Cottom	Committee Chair	Dillon, MT
Tim Lake	Committee Vice Chair	Polson, MT
Dan Lake	Committee Member	Ronan, MT
Pat Fleming	Committee Member	Ronan, MT
Jack Meyer	Committee Member	Manhattan, MT
Brad Haidle	Committee Member	Fallon, MT
Bill Buyan	Committee Member	Sheridan, MT
Nina Zidack	MT State University	Bozeman, MT
John Sherwood	MT State University	Bozeman, MT
Bill Kimm	Producer	Manhattan, MT
Sid Schutter	Producer	Manhattan, MT
Jessica Rupp	MT State University	Bozeman, MT
Christy Clark	MT Department of Agriculture	Helena, MT
Cid Sivils	MT Department of Agriculture	Helena, MT
Larry Krumm	MT Department of Agriculture	Helena, MT
Jana Mertens	MT Department of Agriculture	Helena, MT

Christy Clark presented the minutes from the November 1, 2015 meeting. Bill Buyan moved to approve the minutes as presented, Pat Fleming seconded the motion. Motion passed.

Cid Sivils presented the financial report. Cid explained the details of encumbrances. Financial Reports are attached. The 2018 budget was discussed and it was expressed that the banners for the booth need to be updated. Leadership Conference attendees will be 1 new candidate and 2 returning. Nina Zidack asked that available dollars be published with the RFP in the future. 2018 Budget is attached. Jack Meyer moved to accept the 2018 budget Bill Buyan seconded. Motion passed.

The assessment was discussed and decided to leave as is at \$.03 per kwt after some discussion. Pat Fleming moved to leave the assessment at \$.03 Dan Lake seconded the motion. Motion passed.

Research proposal presentations were given by Jessica Rupp and Nina Zidack. Jessica Rupp requested an extension of her funding for contract 16POT003 until December 31, 2017. That extension will be approved administratively.

Break for lunch.

New Business continued with a review of the grant proposals. Bill Kimm of the research committee stated that the research committee recommends funding for both proposals. Jack Meyer moved to approve both grants at the requested funding amounts. Dan Lake seconded the motion. Motion passed.

Larry Krumm from the Montana Department of Agriculture addressed the committee. He reported on the State National Harmonization Plan between the US and Canada. Larry also stated that the department was watching the incoming out of state garden seed potatoes.

Election of officers was called for by Dave Cottom, Chairman. Bill Buyan moved to retain the current officers with Dave Cottom as Chair and Tim Lake as Vice Chair. Dan Lake seconded the motion. Motion passed. Dave Cottom will need to reapply for another term and agreed to submit the application.

Dave Cottom called for public comment. There was none.

Jack Meyer moved to adjourn the meeting at 1:30 pm. Bill Buyan seconded the motion. Motion passed.

Respectfully submitted



Christy Clark

11/7/16

Date



Ron de Yong, Director

11-4-16

Date

Potato Research Marketing Development Program FINANCIAL REPORT

June 30, 2016

Beginning balance July 1, 2015

172,772

	FY2016 BUDGET	FY2016 ACTUAL
REVENUE		
Assessment	89,000	90,323
Interest	22	547
TOTAL REVENUE	89,022	90,869
EXPENSES		
Board Per Diem	650	150
Supplies & materials	50	26
Advertising	14,000	11,015
Exhibits *	3,000	3,074
Travel**	15,000	5,026
Leadership Conference Reg & Travel	4,500	2,000
Grants ***	80,362	37,843
Administrative 5%	4,450	40
Indirect Costs 3%	2,670	237
TOTAL EXPENSES	124,682	59,410
ADD TOTAL PREPAIDS FY17*****		2,050
FUNDS AVAILABLE BEFORE ENCUMBRANCES		202,181
LESS TOTAL ENCUMBERED****		-76,897
FUNDS AVAILABLE AFTER ENCUMBRANCES		125,284

***Exhibits**

WA OR Potato Conference 2016	600
ID Potato Conference 2016	375
National Potato Conference/Las Vegas 2016	1,525
Total Booths	2,500
Booth supplies/freight	574
TOTAL EXHIBITS	3,074

Potato Research Marketing Development Program FINANCIAL REPORT

Travel**

T. Venhuizen - TVL to NPC Feb 2016	3524
A. Mangels - TVL to ID Potato Conference	702
Travel to Nov 2015 Board Meeting	207
Nov 2015 Board Meeting	593
TOTAL TRAVEL	5026

Grants Paid***

MSU Barry Jacobsen 1450731	1,029
MSU Nina Zildak 15POT001	11,000
MSU Jessica Rupp 16POT003	15,814
National Potato Council Summer Meeting	10,000
TOTAL GRANTS PAID	37,843

Grants Encumbered****

MSU Barry Jacobsen 1450731	22,810
MSU Zach Miller 15POT002	3,500
MSU Zach Miller 16POT001	3,000
MSU Nina Zildak 16POT002	13,829
MSU Jessica Rupp 16POT003	33,758
TOTAL GRANTS ENCUMBERED^	76,897

Prepaid Exhibits*****

ID Potato Conference 2017	375
National Potato Conference/San Francisco 2017	1,675
TOTAL PREPAID EXHIBITS	2,050

^ Encumbered grants are grants awarded but we have not received invoices to make payments.

Potato Research Marketing Development Program FINANCIAL REPORT

September 30, 2016

Beginning balance July 1, 2016

202,181

REVENUE	FY2017 BUDGET	FY2017 ACTUAL
Assessment	89,000	162
Interest	22	129
TOTAL REVENUE	89,022	291
EXPENSES		
Board Per Diem	200	
Supplies & materials	1,000	
Advertising	17,000	1,173
Exhibits *	3,000	2,650
Travel	15,000	
Leadership Conference Reg & Travel	5,000	
Grants **	146,897	13,759
Administrative 5%	4,516	
Indirect Costs 3%	2,710	
TOTAL EXPENSES	116,682	17,582
FUNDS AVAILABLE	174,521	

Exhibits*

WA OR Potato Conference 2017	600
ID Potato Conference 2017	375
National Potato Conference/San Francisco 2017	1,675
Total Booths	2,650

Grants**

	Encumbered 6/30/16	Paid	Encumbered Balance
MSU Barry Jacobsen 1450731	22,810	0	22,810
MSU Zach Miller 15POT002	3,500	3,472	-
MSU Zach Miller 16POT001	3,000	3,000	-
MSU Nina Zildak 16POT002	13,829	3,396	10,433
MSU Jessica Rupp 16POT003	33,758	3,891	29,867
TOTAL GRANTS ENCUMBERED^	76,897	13,759	63,110

Potato Research Marketing Development Program FINANCIAL REPORT

FY17 Grant Awards - Estimated

70,000

^ Encumbered grants are grants awarded but we have not received invoices to make payments.

	FY2018 BUDGET
REVENUE	
Assessment	89,000
Interest	22
TOTAL REVENUE	89,022
EXPENSES	
Board Per Diem	200
Supplies & materials	1,000
Advertising	13,000
Exhibits *	4,000
Travel	15,000
Leadership Conference Reg & Travel	7,500
Grants **	47,241
Administrative 5%	4,516
Indirect Costs 3%	2,710
TOTAL EXPENSES	95,167