

# WBFI FALL 2019 BOARD OF DIRECTORS MEETING

LAS VEGAS, NV | NOV. 12, 2019

EMBASSY SUITES ON SWENSON STREET



## **Tuesday, November 12, 2019**

7:30 AM	Breakfast Buffet (Hotel Lobby)
8:00 – 3:00 PM	WBFI Board of Directors Meeting (Riviera Room)
9:45 – 10:15 AM	Morning Break
10:15 – 11:30 AM	Meeting Reconvene
11:30 – 12:00 PM	Lunch (Riviera Room)
12:00 – 2:00 PM	Meeting Reconvene
2:00 – 2:15 PM	Afternoon Break
4:30 PM	Registration Opens (Stardust Room)
5:30 – 7:30PM	Welcome Networking Reception (Poolside)

### **1. Call to Order and Introductions – *Mike Wulf, President***

**PRESENT:** Abdul Azeem Farooqi, Chris Ravsten, Chris Teprovich, Craig Brummell, Chris Tribolet, Curt Kuntz, Dave Netten, Jared Froses, Jim Lesch, Judy Hoysak, Karen Burns, Keith Harrington, Kristin Bennett, Mel Toellner, Mike Wulf, Rob Mann, Ryan Zantingh, Tim Thompson

**ABSENT:** Lois Helland, Bob Donegan, George Petrides Jr., Todd Regan

### **2. Minutes of the Spring Board of Directors Meeting**

- a. Review and Approve

**MOTION** to approve the minutes from the WBFI Board of Directors Spring Meeting.

**MOTION BY:** Craig Brummell

**SECOND:** Tim Thompson

**APPROVED**

### **3. Overview of WBFI Policies – *Kristin Bennett, Executive Director* Included in packet, verbal confirmation of compliance**

- a. Conflict of Interest Policy
- b. Anti-Trust Compliance Policy
- c. Roles, Responsibilities, and Code of Ethics
- d. Confidentiality Reminder
- e. Policy Compliance, Verbal Confirmation
  - **APPROVED:** Verbal Confirmation Received
  - **AR:** Retrieve records in North Carolina

# AGENDA CONTINUED

## 4. Treasurer's Report – *Craig Brummell, Treasurer*

- a. FY2019 Budget Overview
  - Excellent year in terms of fiscal health.
  - Numbers will change when the Annual Meeting is completed, and the expense/income budget is balanced.
- b. Review 2020 Year-End Budget
- c. Recognition of Howard & Howard \$3,000 donation
  - **AR:** Contact Chuck
    - Remove the legal retainer fee. Only pay him when we need his assistance.
    - Reached out to him a few times this year. No invoice yet. Find out what we owe him.
    - Send him a WBFI gift.
- d. Review of WBFI fiscal year financials
  - P&L and Balance Sheet included in packet for review

**MOTION** to remove the umbrella fund.

**MOTION BY:** Rob Mann

**SECOND:** Dave Netten

**APPROVED**

**MOTION** to officially incorporate the WBFI in South Dakota.

**MOTION BY:** Dave Netten

**SECOND:** Chris Teprovich

**APPROVED**

**MOTION** to develop a new committee tasked with reviewing the WBFI website and other materials to update information and increase accessibility.

- Creating a social calendar
- Make the Miliken research and other studies more accessible.
- Tim Thompson and Ryan Zantingh showed interest.

**MOTION BY:** Dave Netten

**SECOND:** Chris Teprovich

**APPROVED**

**9:45 – 10:15 AM      Morning Break**

## 5. NEXT BIG STEPS Project Update – *Robert Gunstone, Research Foundation Chair*

- a. Next steps marketing project idea
  - We encourage the BOD to reach out to Joy Riot to share knowledge and experience. Help them gain a better understanding of WBFI. Ask them questions.
- b. Phase 1 in Spring 2020 and Phase 2 in Fall 2020.
  - Optimistic that we will have results prior to the next BOD Meeting.
- c. Phase 3 could be a winter launch in 2021

# AGENDA CONTINUED

11:30 – 12:00 PM Lunch (Riviera Room)

## 6. WBFJ Research Foundation – *Robert Gunstone*

- a. Funds are looking good. The current accounts are great compared to past years.
- b. The finances monitored by Nonprofit Resources LLC.
  - Any staff time is billed hourly to NPR.
- c. Slate of Trustees announced with Amlin

## 7. Committee Updates

### a. Quality Standards Committee – *Dave Netten*

- The committee may be able to move towards developing specific standards on more things aside from the standard feeders
- Approved Definitions: Hopper Feeder
- Draft Definitions:
  - Tube Feeder – Add the note about the perch on Tube Feeder.
  - Fly-Thru/Ranch Feeder – Approved
  - Mesh Feeder – Approved
  - Nyjer Feeder – In reference to the perch, change “below” to “within”. Add that fine sunflower chips can be used.
  - Suet Feeder – Powder coding, revise name to Caged-Cake Feeder Definition
  - Window Feeder – Approved
  - Nectar Feeder – Approved
  - Squirrel-Proof/Resistant/Damage Resistant Feeders – Combine these definitions to create one all encompassing definition.
- Next steps will be to adjust the definitions based on the BOD feedback.
  - Distribute to WBFJ Members within 90 days of the Annual Meeting

### b. Membership Committee – *Craig Brummell*

- New Members
  - The membership committee approves and provides input on membership applications the category/member type.

**MOTION** to approve the new members received since the Spring 2019 BOD Meeting.

- Pacific Coast Commodities, Inc.
- Valley Express, Inc.
- Shields A Novolex Company
- Pravesh Exports Private Limited
- Purely Canada Foods
- The Redwood Group
- California Bird Food
- Dakota AgSynergy

**MOTION BY:** Rob Mann

**SECOND:** Dave Netten

**APPROVED**

# AGENDA CONTINUED

- Pending/Past Due Renewals
  - Members who have outstanding dues payments.
    - Aspects Inc.
    - Ceaseless Trading LLC
    - Kaylor of Colorado – *Payment check sent. Need check number.*
    - Mazur and Hockman, Inc.
    - O'Brien Seed
    - Perry Brothers Seed, Inc.
    - Peterson Grain & Brokerage – *Have been a member for a long time. Karen will contact him.*
    - Prinova – *Reach out again. Contact Mike if no response is received.*
    - Spectrum Brands – *Will likely renew but need to find the right contact information. Contact Sean Raines. Amlin has the LinkedIn connection.*
  - Applications Received – *Dues Unpaid/Decided not to join.*
    - Simons Feed & Seed
    - North State Industries
    - Kennedy's Animal Nutrition Centre
    - Standish Milling Company
    - Mazur Hockman
    - High Tide
    - Good Groceries
    - Garden Accents
    - Fusion Bag Company
    - Crown Products
    - Central Farm & Garden
    - Bay State Milling
    - Ozark Lake Copper Garden Art
    - Hummingbird Market, LLC
    - Captra FZE
      - **AR:** Distribute Follow-Up/Exit Surveys for those who have not joined or dropped.
  - The committee might consider offers of discounted registration. The Membership Kit could include Special Membership Offers.
- c. Scientific Industry Response (SIR) Group – *Amlin Kotei*
  - Todd Regan's bandwidth has been taken up and would like to take a step back from this role.
  - The committee should be able to identify what they want to focus on and a guided direction. Then the Nonprofit Resources team will be able to assist with execution.
  - Curtis Kuntz would be willing to step in and help chair the committee.
    - He will reach out to retrieve input on the direction of this group.
    - Work with Cornell to be included on future research.

# AGENDA CONTINUED

- d. Event Planning Committee – *Karen Burns*
  - Plan to gather feedback on the 2019 Event
  - WBF 2020 Annual Meeting: Sand Key, Florida
  - WBF 2021 Annual Meeting: Lost Pines, Texas
  - WBF 2022 Annual Meeting: AZ
    - **AR:** The committee and staff will work to source this hotel and site visit during the 2020 Spring BOD Meeting.
- e. Pulse of the Industry Committee – *Rob Mann*
  - Review the PIC report [click here](#).
  - Sales are backing off on Nyjer. More research on this is needed.
    - **AR:** Karen will supply the testing data. The group will review the data.
    - **AR:** Kristin will reach out to AIFA to see who to talk with.
- f. Regulatory Committee – *Karen Burns*
  - Food Safety Modernization Act – FSMA
    - FDA's position was to Educate and now it is to Regulate
      - Since January 2019 there position is now Regulate-Regulate
      - Have partnered with State & Local officials for inspections
      - Authority to detain food if they believe it is adulterated
      - FDA doesn't believe they have the staff or financial ability to comply with quantity of facility inspection required
      - Form FDA 3942b (for Animal Food)
        - i. A facility that meets the definition of a “qualified facility” in part 117 or part 507 is subject to modified requirements in 21 CFR 117.201 or in 21 CFR 507.7 respectively. These modified requirements include the requirement that the facility submit a form to FDA, attesting to its status as a qualified facility.
  - Submit attestation form **3942b** to FDA by December 16, 2019
    - [Click to download Form 3942b](#)
  - Who is responsible for providing attestation?
    - The owner, operator, or agent in charge of the facility (“I” or “you”) is responsible for providing attestation on Form FDA 3942b.
  - On Form FDA 3942b, you must make two attestations:
    - First, you must attest that:
      - when including the sales by any subsidiary; affiliate; or subsidiaries or affiliates, collectively of any entity of which the facility is a subsidiary or affiliate:
    - Second, you must attest that:
      - You have identified potential hazards associated with the animal food being produced, are implementing preventive controls to address the hazards, and are monitoring the performance of the preventive controls to ensure that such controls are effective; or
      - Your facility is in compliance with State, local, county, tribal, or other applicable non-Federal food safety law, including

# AGENDA CONTINUED

relevant laws and regulation of foreign countries, based on licenses, inspection reports, certificates, permits, credentials, certification by an appropriate agency (such as a State department of agriculture), or other evidence of oversight.

- **AR:** Karen will supply the Food Guidance Regulation Form to be distributed.

## **8. Additional unaddressed items**

- a. Annual advertising with WBFI
  - Placing banners on the WBFI website
  - This could potentially be an idea to generate more income for projects.
  - The new Public Relations committee might be able to facilitate.

## **9. Set date for 2020 Spring BOD Meeting**

- a. Planning for April 7, 2019 in Arizona

**3:00 PM      ADJOURN**

**MOTION** to adjourn.

**MOTION BY:** Craig Brummell

**SECOND:** Rob Mann

**APPROVED**