

PENNSYLVANIA APPLE PROGRAM BOARD MEETING
Minutes of July 15, 2022 MS TEAMS Virtual Board Meeting

Public notice of the July 15, 2022 Pennsylvania Apple Program Board Meeting was given as stipulated by the Sunshine Law.

CALL TO ORDER

David Peters, Chairman, called the meeting to order at 9:00 a.m. Board members in attendance included Ellie Vranich, Treasurer; Mark Boyer; Gary Faulkner; Carolyn McQuiston.

Also present: Patrick Andrews, Chief of Marketing Development, PDA; Lindsay Young, Senior Manager, McKonly and Asbury, CPAs; Holly Zarefoss, Administrative Assistant for Commodities; and Adam Morris, Esquire, Chief Counsel.

Chris Singh, U.S. Department of Agriculture; and Eve Adrian, Executive Policy Specialist, were also in attendance.

APPROVAL OF MEETING MINUTES

RESOLUTION 2022.8-APPROVAL OF MINUTES

Presented by: Ellie Vranich

Seconded by: Gary Faulkner

Passed: Unanimously

To approve the February 1, 2022 meeting minutes.

REVIEW FINANCIALS

Lindsay Young, McKonly and Asbury, CPAs presented financial information. Board members were referred to the Balance Sheet Previous Year Comparison, Profit and Loss Comparison, and Profit and Loss Budget vs. Actual Reports for further discussion.

ASSESSMENTS/AUDITS

Holly Zarefoss, Clerk 2/Administrative Assistant for Commodities brought members up to date with regard to assessments. She noted a few had not been processed yet. She explained she was behind on assessments as she was recently promoted to Ms. Riley's old position and was in the process of transitioning between that and the clerk position. Ms. Zarefoss explained audit letters would be sent out shortly by the new clerk. She referred to tables for further discussion.

Mr. Andrews noted Holly's clerk position will be posted Monday, and interviews would be scheduled as soon as possible.

Mr. Andrews noted that software system for managing the commodities programs and interfacing with accounting firms will start sometime in August for a more modern way of tracking checks coming in. There was discussion regarding a line item with regard to insurance.

RESOLUTION 2022.9-APPROVAL OF FINANCIAL/ASSESSMENT REPORTS

Presented by: Gary Faulkner

Seconded by: Carolyn McQuiston

Passed: Unanimously

To approve the reports as presented.

MCKONLY AND ASBURY CONTRACT RENEWAL

Mr. Andrews explained the McKonly and Asbury contract would need to be renewed this year and next year. In the spring of 2024, the job would be bid out. Mr. Andrews commented it is a reasonable fee request and recommended approval.

RESOLUTION 2022.10-APPROVAL OF MCKONLY AND ASBURY FEE INCREASE

Presented by: Ellie Vranich

Seconded by: Gary Faulkner

Passed: Unanimously

To approve a monthly fee increase for McKonly and Asbury from \$265 to \$290.

BUDGET REPORT

Ms. Young referred members to the July of 2021 through June of 2022 budget report for further discussion of changes to the 2022-2023 budget. Members agreed to one in-person meeting per year and the rest virtual. The line item for insurance for protection as directors of the board was discussed. Attorney Morris will review the matter.

Ms. Young reviewed a 2021 invoice from the Philadelphia Insurance Company. She indicated that McKonly and Asbury carries a rider on its insurance policy that covers checks issued through the Apple Program. Mr. Andrews suggested further budget discussion in November pending further information.

RESOLUTION 2022.11-APPROVAL OF 2022-2023 BUDGET

Presented by: Ellie Vranich

Seconded by: Carolyn McQuiston

Passed: Unanimously

To approve the budget.

PRESENTATION

Chris Singh, USDA National Agricultural Statistic Service (NASS), presented before the Board. He provided a history of his professional background, followed by an overview of the Apple Estimation Program. He noted an August forecast deals with upcoming crops and production and the May program deals with production for the crop year, which growers respond to by returning questionnaires. He offered additional information regarding the program and questionnaire. Board members had questions and comments.

NEW BUSINESS

Mr. Andrews reiterated that members agreed to one in-person meeting a year with the rest being virtual, and the insurance matter would be added to the November 2022 agenda for further discussion.

Ms. Zarefoss noted the nomination process was in progress, and forms were mailed to all growers for someone to replace Mr. Haas. There was additional discussion regarding Emery Etter the biggest grower in the industry. Ms. Zarefoss will follow up with Mr. Singh for a report indicating an average five-year loss.

ADJOURNMENT

RESOLUTION 2022.12-ADJOURNMENT

Presented by: Carolyn McQuiston

Seconded by: Ellie Vranich

Passed: Unanimously

To adjourn the meeting.

There being no further business, the meeting was adjourned at 10:17 a.m.

Respectfully Submitted:

A handwritten signature in cursive script, appearing to read "Hannah Bartkowski", written over a horizontal line.

Hannah Bartkowski

July 15, 2022