

**PENNSYLVANIA APPLE PROGRAM BOARD MEETING**  
**Minutes of the July 9, 2019 Board Meeting**  
**PA Department of Agriculture**  
**AG Conference Room 405**  
**2301 North Cameron Street**  
**Harrisburg, PA 17110**

Public notice of the July 9, 2019 Pennsylvania Apple Program Board Meeting given on June 13, 2019 as stipulated by the Sunshine Law.

**CALL TO ORDER**

David Peters, Chairman, called the meeting to order at 10:03 a.m. Board members in attendance included Gary Faulkner, Vice Chair; Mark Boyer; Carolyn McQuiston; Thomas Haas; Ellie Vranich, Treasurer.

Patrick Andrews, Board Liaison to the Department of Agriculture; Lindsay Young, Senior Manager, McKonly and Asbury; Char Riley, Administrative Assistant.

Laura England, Secretary of Agriculture Representative was not present.

**APPROVAL OF MEETING MINUTES**

**RESOLUTION 2019.09-APPROVAL OF MINUTES**

Presented by: Ellie Vranich

Seconded by: Mark Boyer

Passed: Unanimously

To approve the January 28, 2019 meeting minutes.

**REVIEW FINANCIALS**

Lindsay Young, Senior Manager, McKonly and Asbury, introduced herself to the Board. She noted that the QuickBooks software program would be used for accounting purposes and that Ms. Vranich would approve payments of bills which would then be disbursed from the accounting office. She had further discussion with regard to the bill paying and recordkeeping process.

Ms. Young referred members to the Profit and Loss Comparison sheet for discussion of the Fiscal Year Budget, Year to Date Actual and Total Prior Year to Date. She indicated that the audit process is underway. Mr. Andrews noted that the 2017-2018 audit invoice would also need paid for a total of \$2,000 under the Audit Expense. Income for the 2018-2019 Fiscal Year was \$220,000; total Expenses were \$309,000; Loss of approximately \$88,000. Board members

had questions and comments and discussed modifications regarding staff travel and court reporting.

## **APPROVAL OF BUDGET**

### **RESOLUTION 2019.10-APPROVAL OF BUDGET WITH MODIFICATIONS**

Presented by: Gary Faulkner

Seconded by: Ellie Vranich

Passed: Unanimously

To approve the July 1, 2018 to June 30, 2019 Budget.

Board members had discussion with regard to the July 1, 2019 to June 30, 2020 Budget.

Ms. Riley noted she is working with the IT Department to get access for all Board members on the shared boards.

Board members were referred to the Balance Sheet as of June 30, 2019 for further discussion of total assets and total liabilities and equity.

Ms. Young suggested that between \$250,000 to \$300,000 in the checking account be moved to a money market account to accrue interest that could be pulled for use at a later time.

### **RESOLUTION 2019.11-APPROVAL OF FUNDS TO MONEY MARKET ACCOUNT**

Presented by: Carolyn McQuiston

Seconded by: Thomas Haas

Passed: Unanimously

To move \$300,000 into a money market account.

Ms. Young referred Board members to the Apple Assessment Report as of July 9, 2019 which noted the 2018 total collected, 2017 total collected, amount still owed by four producers for 2017 and further noted that a fourth courtesy notice was recently mailed to producers for payment.

Mr. Faulkner commented that there are some growers on the spreadsheet that do not pay. He was requested to submit a list of those growers who would then be investigated. Mr. Andrews stated he would print out an updated list of growers for the next meeting. Mr. Haas commented that a website called [orangepippin.com](http://orangepippin.com) lists all the orchards in Pennsylvania. There was further discussion regarding the assessments and making a better effort at identifying SHAP- funded research projects. There was further discussion regarding the proposed budget draft.

**RESOLUTION 2019.12-APPROVAL OF PROPOSED BUDGET DRAFT**

Presented by: Ellie Vranich

Seconded by: Carolyn McQuiston

Passed: Unanimously

To approve the 2019-2020 Budget Draft

**ELECTION OF OFFICERS & REORGANIZATION**

All members retained their current positions on the Board. David Peters, Chair; Gary Faulkner, Vice Chair; Ellie Vranich, Treasurer; Thomas Haas, Mark Boyer and Carolyn McQuiston, officers.

**RESOLUTION 2019.13-APPROVAL OF BOARD MEMBERS**

Presented by: Ellie Vranich

Seconded by: Carolyn McQuiston

Passed: Unanimously

To retain current member positions on the Board.

**NEW BUSINESS**

Ms. Vranich requested a list of all the apple packers in the state. She would like to be at liberty to use the \$5,000 approved for the Farm Show towards educational materials for the display.

Mark Boyer stated that as of August, he would no longer be a member of the U.S. Apple Board. Mr. Boyer discussed the apple trade and H-2A reform efforts.

Chair Peters inquired if members would like snacks available at the morning meetings, and all members agreed that snacks should be available.

The next PA Apple Program Board Meeting will be held on November 13, 2019 at 10:00 a.m. in Room 309. The January 2020 meeting will be held in at the Hershey Lodge and Convention Center in Hershey, PA.

**ADJOURNMENT**

**RESOLUTION 2019.14-ADJOURNMENT**

Presented by: Gary Faulkner

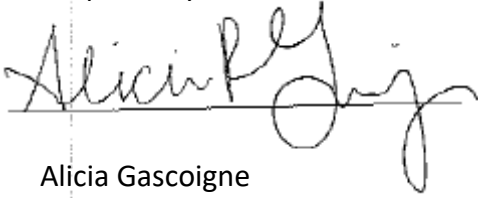
Seconded by: David Peters

Passed: Unanimously

To adjourn the meeting.

There being no further business, the meeting was adjourned at 10:16 a.m.

Respectfully Submitted:

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

Alicia Gascoigne

July 9, 2019