

**PENNSYLVANIA POTATO RESEARCH PROGRAM BOARD MEETING**  
**Minutes of the July 8, 2021 Skype Board Meeting**

Public notice of the July 8, 2021 Pennsylvania Potato Research Program Board Meeting was given on as stipulated by the Sunshine Law.

**CALL TO ORDER**

Mark Troyer, Chair, called the meeting to order at 9:08 a.m. Board members in attendance (in addition to Mr. Troyer) included Nolan Masser, Vice Chair; Jonathan Blass, Secretary Treasurer; Bryan Bender, Keith Masser, Valery Robbins, James Benshoff.

Absent were Mark Farabaugh, Joseph Farabaugh, and Bryan Beck.

Also attending were Patrick Andrews, Chief of Market Development; Char Riley, Liaison, Pennsylvania Department of Agriculture and ACMA Board; Laura England, Director, Bureau of Market Development; Sherri Voxakis, McKonly and Asbury Accountants; Holly Zarefoss, Clerk 2; John Howard, Esquire, Chief Counsel; and Adam Morris, Esquire.

Destiny Zeiders, Executive Director, PA House of Representatives, was also present.

**APPROVAL OF MEETING MINUTES**

**RESOLUTION 2021.08-APPROVAL OF MINUTES**

Presented by: Keith Masser

Seconded by: Jonathan Blass

Passed: Unanimously

To approve Minutes of the February 4, 2021 meeting.

**ELECTION OF OFFICERS**

Char Riley assumed the Chair.

**RESOLUTION 2021.09-ELECTION OF BOARD CHAIR**

Presented by: Keith Masser

Seconded by: Jonathan Blass

Passed: Unanimously

Motion to retain Mark Troyer as Board Chairman.

Chair Troyer resumed as Chair

**RESOLUTION 2021.10-ELECTION OF VICE CHAIR AND SECRETARY TREASURER**

Presented by: Keith Masser

Seconded by: James Benshoff

Passed: Unanimously

Motion to retain Nolan Masser as Vice Chair and Jonathan Blass as Secretary Treasurer

**REVIEW FINANCIALS**

Sherri Voxakis, McConly and Asbury Accountants, referred Board members to the Balance Sheet as of June 30, 2021, Profit and Loss Statement for July 2020 through June 2021, and the Balance Sheet as of June 30, 2021 for further discussion of assessments, interest and miscellaneous income and expenditures.

**POTATO ASSESSMENT REPORT**

Holly Zarefoss, Clerk 2, referred members to the Potato Assessment Report as of May 31, 2021 for further discussion. She noted that \$38,214.80 was paid by growers for the 2020 marketing season. The 2021 assessment forms had recently been mailed. Mr. Andrews stated a note regarding enforcement was added to the assessment form.

**RESOLUTION 2021.11-APPROVAL OF FINANCIALS**

Presented by: Keith Masser

Seconded by: Jonathan Blass

Passed: Unanimously

Motion to approve the Financial Reports as presented.

**BUDGET FOR 2021-2022**

Ms. Voxakis referred members to the Income Statement for the discussion of the '21-'22 budget income and expenditures.

**RESOLUTION 2021.12-APPROVAL OF 2021-2022 BUDGET**

Presented by: Valery Robbins

Seconded by: James Benshoff

Passed: Unanimously

Motion to approve the 2021-2022 Budget as proposed.

## **NEW ITEMS**

Mr. Andrews stated a no-cost budget adjustment request was received from Doctor Qu in May. He noted that small adjustments have no major impact on a contract but to extend the scope of a project or extend the timeline would need to be brought before the Board for further discussion and that another option would be to hold special meetings to make approval so a project can continue forward. He asked members to comment regarding the matter.

### **RESOLUTION 2021.13-APPROVAL OF TIMELINE FOR PROJECT BUDGET ADJUSTMENTS**

Presented by: Keith Masser

Seconded by: Jonathan Blass

Passed: Unanimously

Motion to discuss a special request to change a proposal at the next scheduled Board meeting, that if outside of 30 days, a special meeting would be scheduled to discuss the change.

Ms. Riley noted the in-person Mid-Atlantic Conference will be held February 1-3, 2022 and stated further details would be sent out in an email to all members.

Ms. Riley discussed the current nomination process being via mail and suggested that the process be eliminated and that emails be sent to save Board costs. She noted that those members without emails would continue to be sent a letter via the mail.

### **RESOLUTION 2021.14-APPROVAL OF NOMINATION PROCESS VIA EMAIL**

Presented by: Valery Robbins

Seconded by: Jonathan Blass

Passed: Unanimously

Motion to approve the nomination process via email to save Board costs.

Mr. Andrews stated IT is in the process of examining the software for managing the commodity programs which at some point in the future would allow for online payment of assessments.

Mr. Nolan Masser wanted Board members to be aware that funding is slowly being cut at Penn State and that the situation is not getting better. He suggested that Board should start thinking about how the program could continue going forward. Mr. Keith Masser noted he would be meeting with the Dean regarding funding or getting a replacement for researcher Michael Peck. There was further discussion regarding the matter.

**ADJOURNMENT**

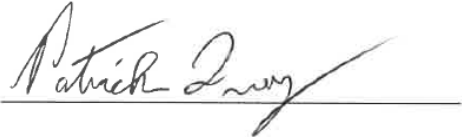
**RESOLUTION 2021.15- ADJOURNMENT**

Presented by: James Benshoff

Seconded by: Keith Masser

Passed: Unanimously

There being no further business, the meeting was adjourned at 10:01 a.m.

A handwritten signature in cursive script, reading "Patrick Troy", is written over a horizontal line.

Patrick Troy

July 8, 2021

