



## The American Pecan Council – Phone Conference Meeting

### Meeting Minutes – August 8, 2017

Phone Council meeting was called to Order by Chairman Adams at 10:10 am CST. -

Roll called by Karen Crow

<u>Seat</u>	<u>Member</u>	<u>Present</u>	<u>Alternate</u>	<u>Present</u>
Eastern Growers	Buck Paulk	Present	Angie S Ellis	Present
	<b>Trent Mason (Secretary)</b>	Present	Randy Hudson	Not Present
	Molly Willis	Not Present	Claire Powell	Present - seated
Central Growers	<b>Mike Adams (Chairman)</b>	Present	Jennifer Ivey	Present
	Michael L Spradling	Present	Lalo Medina	Not Present
	Billy Scott Landgraf	Present	Mike Montgomery	Present
Western Growers	Louie J Salopek	Present	Frank P Salopek	Present – seated for Phillip Arnold
	<b>GL Straley (Treasurer)</b>	Present	Leslie L Daviet, II	Present
	Phillip Arnold	Not Present	John Heuler	Not Present
Eastern Shellers	Jeff Worn	Not Present Seated 10:27 am CST	M. Brandon Harrell	Present – seated Unseated – 10:27 am CST
	Lawrence Willson	Present	Kenny Tarver	Not Present
Central Shellers	Daniel J Zedan	Not Present	Helen Watts	Present - seated
	William D York, Jr	Present	Rickey Jones	Present
Western Shellers	<b>Bruce Caris (Vice Chairman)</b>	Present	Deborah Walden-Ralls	Present – seated for Sonja Roeder
	Sonja Roeder	Not Present	Blake Houston	Not Present
Accumulator	J. B. Easterlin	Present	Chad Selman	Present
Public	Donna Volz	Not Present	Ronald Hayes	Present - seated

Also present on the call Jennifer Varela (USDA), Abigail Campos (USDA), Byron Gossett (APC), Karen Crow (APC), Emma Garner (APC Staff), Blair Krebs (TPGA/Pecan South), Paul Quiros (APC Governance Committee – Appointed Member)

### **Agenda provided (attached)**

Consideration of the permanent office space: Byron Gossett (Byron) explained American Pecan Council (APC) staff found a property available sooner than expected and will require acting upon quickly. The square footage needs to be amended from 1,430 square feet to 1,520 square feet. The build-out plan will not impact the per square foot charge. We are seeking a five-year lease for the best rate with a 4 year buy-out agreement. There is need for furniture and technology purchases, \$35,000. During the search for office space, lease space ranged from



\$18.50 - \$31.00 sf per year. The office space found will require a build-out, giving us a lower rate. The current lease downtown is high rent, due to parking fees, furniture rental and equipment use of executive space. Les Daviet (Les) asked Byron if he anticipates the space being adequate for a full staff. Byron confirmed and gave some details. The space is not large enough to accommodate a full Council meeting, but all other functions would be met. Byron shared the parking issue in downtown Fort Worth and the increase of lease prices in the area. The property they are presenting is just outside of the downtown area, making commuting and overall access more efficient. Abigail Campos (Abby) asked about penalties for breaking the 5-year contract. Byron explained the buy-out agreement covers this and right now is about 40-50% of 1 year's lease, but has not been finalized. Byron explained it is located on the first floor of a six-story building, anchored by Liberty Bank and two property and casualty insurance agencies. The current APC post office box is less than one mile from the office. Les asked about bank location. Byron advised it is about 7 -8 minutes from the office.

**Larry Willson (Larry) made a motion to permit the Executive Director to engage in contracting a lease for the office location for 1,525 square feet for \$24 per square feet per year for a 5-year lease, including a buy-out option in the event the lease is to be terminated and an annual escalation not to exceed \$0.50 per square foot per year; and capital expenditure budget of \$35,000 for furnishings and technology with a target date of occupancy, September 2017; seconded by Louie Salopek. No further discussion; carried unanimously.**

Jeff Worn joined and was reseated, and Brandon Harrell returned to alternate position.

Next APC meeting schedule for 9/13/17 at Noble Research Institute (Noble): Karen Crow (Karen) explained there will be a reception and dinner; the 13<sup>th</sup> meeting will run from 8am - 5pm, including a tour of Noble; at 5pm there will be airport transportation for members departing; those staying will have a co-mingled dinner with Wilbur Ellis; 14<sup>th</sup> breakfast and airport transportation, or bus departs for Central Immersion tour. Karen requested members send flight details. Chairman Adams explained the cost will be less because Noble is hosting the meeting space. The logistics of getting all involved to the right place will be dependent on good communication to Karen. Mike Spradling inquired if departure and return location will be the same for those driving in for the Immersion Tour. Karen stated she will ensure there is transportation back to the departure location if the buses are not returning there. Louie Salopek inquired who is Wilbur Ellis? Karen stated Noble is hosting another group Wilbur Ellis (Agribusiness) at the same time and they invited APC to join the dinner. Byron reminded the Council the September meeting was scheduled to approve e-Compliance, 2018 Budget for consideration, and Weber Shandwick will be providing an update. All documents will be provided prior to the meeting. Jeff Worn asked if the agenda would be sufficiently met by a one-day meeting with a firm start and end time. Byron confirmed and added the meeting is to start at 9:15 am CST, after the Noble tour. Karen advised there would be about 5 documents sent prior to the meeting. Chairman Adams expressed the intent of a one-day meeting is being

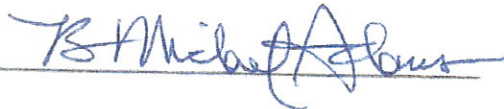
efficient in reviewing and researching the documents prior to the meeting. Louie asked about hotel stays. Karen is working with two properties that Noble works with. Karen will provide room information prior to the meeting. Mike Spradling recommended an electronic delivery over the costly hard copy. Byron advised their intent is to send by email unless anyone requests hardcopy specifically, but hardcopy binders will be provided at the meeting.

Central Region Immersion Tour overview. Mike Adams advised it would occur September 14<sup>th</sup>, beginning from Noble Research Institute. Scott Landgraf will be routing the tour through some native orchards and head to Savage Equipment for lunch and then receive a tour from Savage, with an evening stop in the San Saba region. The tour will see a cleaning plant, Royalty Pecans, and a hedging demonstration on the 15<sup>th</sup>.

Jeff Worn asked if anyone else was receiving the Pecan Report email distribution and inquired if anyone knew who was managing it. Mentioned Matthew Bailey was distributing report. Jeff asked for contact information to be provided to him. Jeff Worn and Trent Mason expressed some concern of inaccuracy in the report. Chairman Adams reminded the Council the importance of information dissemination.

Trent Mason moved to adjourn meeting; seconded by Claire Powell. No discussion; vote carried unanimously.

Meeting Adjourned 10:49 am CST



B. Michael Adams  
American Pecan Council, Chairman



Trent Mason  
American Pecan Council, Secretary

Minutes prepared by: Karen Crow