



**Minutes of the Nutrient Research & Education Council Meeting
Asmark Agricenter, Bloomington, IL
October 31, 2012**

The Nutrient Research & Education Council (NREC) convened at 9:35 a.m. in the Agricenter C Conference Room of the Asmark Agricenter, 14171 Carole Drive, Bloomington, IL. In attendance were:

Voting Members:

Dale Hadden, Gary Hudson, Matt Hughes, Howard Brown, Ed Corrigan, Matt Duncan, Dave Creech, Chris Matlock, Jim Larkin

Non-Voting Members:

Marcia Willhite, Jessica Dexter, Cindy Skrurud, German Bollero.

Also in attendance were Acting Director of the IL Dept of Agriculture Robert Flider, Jean Payne, David Reid, Rodney Weinzierl, Phil Thorton, Ron Moore, Gerald Kirbach, Karen Fawns, Robert Hoeft and Bruce Kinnett.

The Council meeting proceeded as follows:

Welcome & Introductions

Jim Larkin agreed to lead the discussion until the election of officers, and asked everyone to introduce themselves. Jean Payne volunteered to take the minutes of the meeting.

Review & Approve Minutes of Aug 14, 2012 NREC Meeting

Jim Larkin presented the minutes of the August 14, 2012 NREC meeting. Motion to approve the minutes made by Matt Hughes, seconded by Dale Hadden, motion carried. Jim Larkin also reported that the NREC Research Committee had met on October 2, 2012, and their recommendations would be discussed as per the agenda.

Dale Hadden made the suggestion that it would be prudent to revise the meeting agenda to move the discussion of the by-laws up to the next action item. Everyone agreed.

NREC Proposed By-Laws

David Reid of the Reid Law Office in Springfield, IL was in attendance per the request of the Illinois Fertilizer & Chemical Association. David had assisted in the creation of the 501(c)(3) entity that is now NREC. David provided a timeline of when IFCA and the IL Certified Crop Advisor Program had created the original Foundation entitled "The Illinois Foundation for Agronomic Excellence" and the request by IFCA and the IL CCA organization to proceed with documents to the IRS to allow NREC to utilize the Foundation for its mission.

A copy of the draft NREC by-laws was provided in the meeting packet to all Council members. Jim Larkin led the discussion and asked David Reid to assist in capturing the proposed changes.

The Council members proceeded to review and discuss, in order, each Section of the by-laws. Regarding the terms for NREC officers, Matt Hughes made a motion to insert language that officers have a term

limit, motion seconded by Howard Brown. Dale Hadden moved to amend the motion to make the term limit for NREC officers four years, and Gary Hudson seconded it. After discussion, the amendment carried 9-0. The amended main motion that officers have a four term limit also carried 9-0.

The Council continued to discuss the by-laws; David Reid made notations of each section that the Council by consensus agreed to revise. After discussion of each section, David Reid verbally reviewed all the proposed changes. Matt Hughes made a motion to approve the by-law changes as discussed, Dale Hadden seconded, motion carried 9-0. David will provide the revised by-laws for formal consideration at the next NREC meeting.

The Council also discussed the need to discuss Policies & Procedures to govern activities of the Council. David and Jean will work on these and present a draft at the next Council meeting. Dale Hadden suggested that if anyone provides comments about proposed Policies & Procedures to Jean via email, to please copy everyone to keep all Council members informed.

NREC Research Subcommittee Report

Dale Hadden reported that the Research Committee had met on October 2, 2012 at the IFCA office and discussed the format of the research proposals, timeline for proposals and an outline of research priorities. The Council discussed the importance of the RFPs having defined, goals, timelines and measurables.

In reviewing the outline of the RFPs, German Bollero felt that a less detailed requirement for the work plan (Item V in the RFP) would be more beneficial. German volunteered to draft a paragraph to include at the beginning of Item V (Work Plan) that would make it clear that education and outreach elements be included in the proposal.

The Council discussed Item VIII (Project Budget) and agreed to add a line that states “Please include any additional sources and amounts of funding currently held or being requested from other sources for this project.”

Howard Brown commented that the research committee had proposed that the RFP’s be issued on December 3, 2012 and returned to NREC by January 4, 2013. NREC will send the RFP’s electronically and we request electronic submissions only, in PDF format. NREC will send RFP’s to the solicitation list that the FREC program used. IFCA will ensure the RFP’s are disseminated on behalf of NREC and returned to IFCA.

The Council then discussed the list of research priorities that will accompany the RFP. This is a guideline on areas of priority and should help the research specialists get an idea of what NREC is seeking in terms of critical research projects and programs.

Gerald Kirbach from IDA explained how IDA will invoice the fertilizer registrants in early 2013 for the NREC Assessment. IDA will issue NREC invoices for fall 2012 tons in February 2013, and the assessment for spring 2012 tons will be issued in August 2013. IFCA has set up a PO Box for NREC at the Bloomington, IL post office. IFCA can also electronically scan all NREC payments so that they are immediately deposited and an electronic record is maintained of all deposits. IFCA and IDA will establish a procedure to verify invoices and payments to assure accuracy. The Council asked that a press release be sent about NREC and the assessment level to help inform the industry and the public.

Election of Directors

The Council proceeded with the election of NREC’s initial officers. The nomination process was by secret ballot of the voting members, and those nominated were given an opportunity to accept or decline

the nomination. The candidates for each office were then elected by the voting members by secret ballot. Gerald Kirbach from IDA and Jean Payne from IFCA assisted in collecting and counting the ballots, assuring that those elected received a majority vote, and reported the vote count to the Council for each seat. The result of the nomination process and election resulted in the following slate of Officers for NREC:

Gary Hudson, Chair
Ed Corrigan, Vice Chair
Dale Hadden, Secretary
Matt Hughes, Treasurer

Because the initial term of the Council members needs to be staggered in order to assurance a measured turn-over of members in the future, the Council discussed the various terms for each member and volunteered as follows to accept terms expiring on December 31 in the designated year:

Fertilizer Industry Representatives

Howard Brown, first term expires in 2013
Matt Duncan, first term expires in 2015
Ed Corrigan, first term expires in 2016

Grower Representatives

Matt Hughes, first term expires in 2013
Dale Hadden, first term expires in 2015
Gary Hudson, first term expires in 2016

IL Certified Crop Advisor Representative

Dave Creech, first term expires in 2014

Specialty Fertilizer Representative

Chris Matlock, first term expires in 2014

Environmental Representatives

Jessica Dexter, first term expires in 2014
Cindy Skrudud, first term expires in 2015

State or Federal Research Station

German Bollero, first term expires in 2016

It was made clear in the by-law discussion that incomplete terms, either as a result of resignation or the initial staggered terms, would not count toward a complete four year term. For example, Matt Hughes' term expires early in 2013, but he would then be eligible for run for two additional four year terms as per the by-laws.

Discussion of Committees

With new Chair Gary Hudson now leading the discussion on the remaining agenda items, the Council discussed the need for standing committees in order to carry out NREC's mission. The Council agreed that a minimum of two Council Members should serve on each committee, but that other interested persons could also serve on the committees as per the by-laws. The standing committees and their Council representatives are as follows:

Research Committee

Dale Hadden (Chair) Howard Brown, Ed Corrigan, Matt Duncan, Marcia Willhite, Jessica Dexter, Cindy Skrurud, German Bollero, Jim Larkin

Finance/Audit Committee

Matt Hughes (Chair), Chris Matlock, Marcia Willhite

Governance Committee

Gary Hudson (Chair), Matt Hughes, Dale Hadden, Gerald Kirbach, Jean Payne

Outreach & Education Committee

Ed Corrigan (Chair), Jim Larkin, Howard Brown, Matt Duncan, German Bollero, Marcia Willhite, Dave Creech, Mike Plumer, Lori Laughlin

Matt Duncan made a motion to accept these committees, seconded by Ed Corrigan, motion carried 9-0.

NREC Management Structure

The Council discussed the need to obtain Directors & Officers Liability Insurance. Matt Hughes made a motion to have Jean Payne get bids from several insurance carriers for this insurance, seconded by Howard Brown, motion carried 9-0.

The Council also discussed the need for an Executive Director and management structure to ensure facilitation of meetings, contracts, communications, accounting, NREC documents, etc. Matt Hughes made a motion for IFCA to propose a management agreement for the Council to consider, Howard Brown seconded, motion carried 9-0. IFCA will pay for NREC expenses such as insurance and meeting expenses, and will be reimbursed once the assessments are deposited and the Treasurer has approved the expenses.

NREC's Role in Development of State Water Quality Report

Marcia Willhite discussed the need for the state to develop a written report on its water quality efforts and programs, for both non-point and point sources. USEPA and stakeholders would benefit from learning of the programs outlined in this report. The Council discussed the report and recommended that the IL Council on Best Management Practices would be the best entity to take the lead and pull together the information on agricultural water quality efforts since they are managing the Keep it for the Crop program and serve as the main focal point on agricultural water quality programs.

Next NREC Meeting Dates

The Council discussed and set the following future meeting dates:

December 11, 2013: Meeting will be held at offices of Brandt Consolidated in Springfield, IL at 1:00 p.m. Topics include approving and adopting the revised by-laws, review of draft Policies & Procedures, and consideration of NREC Management Proposal.

February 1, 2014: Meeting will be held at the IFCA Office in Bloomington, IL at 9:30 a.m. to discuss the research proposals received by NREC.

Having no further business, Gary Hudson asked for a motion to adjourn. Motion made by Dale Hadden, seconded by Jim Larkin, motion carried 9-0 and the meeting adjourned at 3:10 p.m.

Minutes recorded by Jean Payne, reviewed by Dale Hadden, Secretary.