



March 10, 2021

NREC Council Meeting Minutes

Held at Illinois Soybean Association and virtually via Zoom

Council Members Present in person: Ed Corrigan, Jeff Kirwan, Don Guinnip, Chuck Cawley, David Wessel
Council Members present via Zoom: Tom Kelley, Jenny Mennenga, Al Grosboll, Cindy Skrukrud, Trevor Sample

Staff Present: Julie Hewitt, Shani Golovay

Others attending: Kate Ward (KEB), John Rassi (CLA), Liz Hobart (Growmark), Mark Schleusener (USDA NASS), Jen Ayala (CLA), Mike Gill (ISA)

Meeting was called to order by chairperson Jeff Kirwan at 10:00 a.m. and the meeting agenda and purpose were reviewed.

Chairman Kirwan asked for a review and approval of minutes. Minutes were approved with a motion by Chuck Cawley and a second by Ed Corrigan.

John Rassi and Jen Ayala with CLA provided a review of the 2018, 2019 and 2020 audits. Kate Ward with KEB updated the Council on the processes and procedures in place between NREC staff and KEB support. She reinforced the importance of segregation of duties and outlined how the practices in place offer good separation of duties. Kate also discussed the options of moving from a cash to an accrual accounting basis and outlined the pros and cons of each.

Ed Corrigan moved and Don Guinnip seconded the approval of the 2018 and 2019 audits. The motion passed.

Mark Schleusner with USDA-NASS joined the meeting to discuss the 2021 reference year survey. The survey is funded by NREC and will be mailed in early 2022.

Executive Director Julie Hewitt reviewed the annual workflow sheet and updated the Council on the status of projects and priorities outlined during her annual review.

Shani Golovay provided an update on the Research Committee activities. She provided an update on the Annual Report and shared a snapshot of the report. She also reviewed the status of projects and defined the "Extension", "Renewal" and "New" projects. Extension projects are those that are within their original timeframe and scope. Renewal projects are projects that have reached the end of their original timeline but are asking for additional time.

Julie and Shani reviewed the upcoming outreach activities and talked about the plans to communicate with stakeholders.

Julie reviewed the new employee handbook and shared that it was nearly complete barring sign off by legal. It will be presented at the summer meeting for final review. The Council had discussion around the family leave policy.

Julie then reviewed the Board Training manual with a specific focus on the member terms and the appointment process.

Ed Corrigan moved and David Wessel seconded to update NREC Bylaws (Article IV, Section 2, item a) to change the term expiration date to September 30 to align with new fiscal year. Motion was passed unanimously.

Ed Corrigan moved and David Wessel seconded to update the NREC Bylaws (Article XII) to reflect a change to a fiscal year of October 1 – September 30. The motion was passed unanimously and the bylaws were updated to reflect this change.

The position of Treasurer was vacated by Jenny Mennenga when her term with Illinois Soybean Association was up. Nominations were opened for that position. Ed Corrigan nominated and David Wessel seconded the nomination of Don Guinnip. David Wessel moved and Ed Corrigan seconded to close nominations and cast a unanimous ballot. Motion passed.

Ed Corrigan moved and David Wessel seconded a motion to adjourn at 2:05 p.m. The motion passed.