



NOTICE OF ANNUAL MEETING

The California Artichoke Advisory Board will meet by teleconference on **Tuesday, June 23, 2020 at 9:30 A.M.** To connect to this meeting, please call: **1-866-678-6823**, **passcode: 1447790#**. Be sure to enter the passcode when prompted, followed by the # .

Board members attending by teleconference include: Michael Scattini, Dale Huss, Ed Mora, Adrian Zendejas, Francisco Casteneda, Benny Jefferson, Ron Mondo, Jeff R. Percy, Ryan Kelly.

AGENDA

1. Call to order
 - a. Introductions
 - b. Roll call/Establish a quorum
 - c. Anti-Trust Statement
2. Public Comment
3. Approval of June 20, 2019 minutes as mailed
4. CDFA update (Justin Ellerby)
5. Appointment to fill board vacancy
6. Research Report
 - a. Report for 2019-2020
7. Manager's Report for 2019-2020
 - a. Assessment collections
 - b. Production statistics
 - c. Audit Report for FY ending June 30, 2019
 - d. Website review
 - e. Budget review

8. Discussion of managerial contractor and determination of financial compensation
9. 2020-2021 Budget Planning and Approval
 - a. Projection of income for 2020-2021
 - b. Approval to carry over any 2019-2020 surplus
10. Determination and approval of assessment rates, per acre and per carton.
11. Determination and approval of final board budget
12. Consent schedule (annual administrative authorizations)
 - a. Approval of budget line item transfers
 - b. Permission for board manager to approve and sign contracts on the board's behalf, up to \$100,000
 - c. Authority of chairman to appoint committees
 - d. Authority of the manager to buy flowers, plaques and mementos as needed up to \$250 per *CDFA Guidelines and Accounting Rules*
 - e. Authority of the chairman to recommend individuals to CDFA to fill vacant board positions
 - f. Authorization of the Chair (Michael Scattini), Vice Chair (Dale Huss), Secretary (Ed Mora), and Manager (Judy Burditt) to sign checks through June 30, 2021
 - g. Approval to hire Borchardt, Corona and Faeth (CPA firm) to perform a financial audit and a compliance audit for the fiscal year ending June 30, 2020
13. Old Business - FDA Food Safety Handling rule
14. Other Business
15. Adjournment

Please note the following regarding this Agenda and the conducting of this meeting:

- *Each of the Agenda Items above will include discussion and possible action by the Board.*
- *All meetings of the California Artichoke Board are open to the public and subject to the Bagley-Keene Open Meeting Act.*
- *All interested parties are invited and encouraged to attend the meeting. Time will be allowed for members of the public to make comments on each Agenda item. This time may be limited to two minutes per person for each Agenda item depending upon time constraints.*
- *Attendance at closed sessions is restricted to members of the board, alternate members sitting in the stead of an absent board member and persons with knowledge essential to the board in making decisions on matters included in the closed session agenda.*
- *Persons with disabilities needing special accommodation should call the Artichoke Advisory Board at 831-633-4411 at least five days prior to the meeting.*
- *This Meeting Notice and Agenda is available on the California Department of Food and Agriculture's Website at: <http://it.cdfa.ca.gov/igov/postings/detail.aspx?type=Notices>.*
- *For further information regarding the Agenda for this meeting, please call the call the Artichoke Advisory Board at 831-633-4411.*

Protocols for Conducting Board Meetings via Teleconferencing

Before the Meeting

- Ensure you are aware of the dial-in details, access codes, and that you are familiar with the meeting times and the agenda.
- Dial in 4-5 minutes before the commencement of the meeting to ensure the meeting begins on time with all members present.

Conduct During the Meeting

- Switch your phone or device to mute if you are in a noisy area.
- The Chair is key and will open the meeting. The Chair will name each Member or Rep present for a reply. Do not reply until your name is called.
- The Chair will call up each item and the person who is to speak to that item e.g. the CEO, CFO, Board Members etc.
- The person will deliver their report or item to its completion with no interruptions. Members and Reps are encouraged to write down questions and comments during the delivery.
- The Chair will then ask each Member and Rep individually for questions on the report or item. The question will then be answered by the person who delivered the report or item or defer to an appropriate person to answer the question. Once the question is answered the Member or Rep can ask the next question or comment on the item.
- The Chair will then go to the next Member or Rep and so on until that report or item is completed and no more comment is required.
- The Chair will go to the next item on the agenda until the agenda is at Other Business.
- The Chair will ask each Member or Rep individually if they have Other Business. The Member or Rep will deliver their item and again the Chair will go around each member or Rep for comment or question.
- At this time, Chair will ask any public who have checked in if they would like to make Public Comments on non-agenda items at this time. Each public member wishing to address the board will be given an opportunity at this time. Comments may be limited to two minutes.
- The Chair will then close the meeting and set the next meeting date.

Tips for a Successful Meeting

- Be patient and wait your turn

- Be concise and to the point with your questioning and statements