

**Olive Oil Commission of California
Board of Directors Meeting
Sacramento, CA**

Minutes of Meeting
September 9, 2015

A meeting of the Olive Oil Commission of California Board of Directors was called to order by Chairman Jeff Colombini at 10:00 am on September 9, 2015. Self-Introductions were made and a quorum was established with the following in attendance:

Board Members

Jeff Colombini, Lodi Farming
Adam Englehardt, Boundary Bend Olives
Jim Lipman, California Olive Ranch
Larry Maben, Maben Family LLC
Richard Marchini, Marchini Ag
Jim Etters, Seka Hills Olive Mill
Brady Whitlow, Corto Olive Co
Deborah Rogers, McEvoy Ranch LLC
Bruce Golino, Santa Cruz Olive Tree Nursery
Albert Katz, Katz Farm

Board Alternates

Gregg Kelley, California Olive Ranch
Vincent Ricchiuti, Enzo Olive Oil Co.

Guests

Angie Acosta, North American Olive Oil Assn.
Dennis Manderfield, CDFA
Alexandra Devarenne, Calathena
Nicholas Sciabica, Nick Sciabica & Sons
Jonathan Sciabica, Nick Sciabica & Sons
Susan Boyd, Senator Lois Wolk
Mike Coldani, Coldani Olive Ranch
Patty Darragh, California Olive Oil Council
Marilyn Dolan, TCD, Inc.

Olive Oil Commission

Chris Zanobini
Debbie Murdock
Jane Townsend

Approval of August 6, 2015 Minutes

Minutes from the previous Board of Directors meeting held on August 6, 2015 were reviewed.

Under "Review and Approval of Election Procedures" an additional change to the document agreed to was not included in the minutes, as follows:

- Section 4.D. is changed to read: The nominee(s) receiving the highest number of votes shall be elected as a director(s) to the Commission. The nominee(s) receiving the next highest number of votes shall be elected as alternate.

A motion was made, seconded, and unanimously approved to accept the minutes from the August 6, 2015 Board of Directors meeting as amended.

Grades and Labeling Standards Committee: Review of Guidance Document

Committee Chair Bruce Golino reported that at the last meeting, it was decided to remove technical details on sampling from the Appendix and instead create a separate document "Tank Sampling Guidance Document". This guidance document contains definitions and instructions, and includes a chart indicating the number of samples to be taken based on the number of gallons in the lot. The document is not intended to be a "rule", but rather guidance on sampling lots.

The guidance document has been submitted to CDFA for review. Dennis Manderfield (CDFA) stated that the document is expected to be approved by September 15, with no changes.

Handler/Producer Letter and Producer Checklist

Chris Zanobini referred to a letter included in the packets that will be sent to industry immediately following the meeting. The letter offers compliance, testing, and reporting requirements, advises industry of random audits, and provides the Commission website address. It also includes a checklist and timeline of producer and Commission responsibilities. Appendix A and the Sampling Guidance document will be included in the mailing.

Changes were suggested as follows:

- In the next to last paragraph of letter, change sentence to read: "The OOC has also developed a website www.oliveoilcommission.org where all the commission information [insert "and member resources"] along with facts about the commission can be found and utilized."
- On the checklist, strike "accredited" from Producer Responsibilities October 2015-February 2016.

A motion was made, seconded, and unanimously approved to approve the letter and attachment with the suggested amendments.

Review and Approval of Handler Audit Procedures

Chris Zanobini reported that he is working with CDFA to finalize OOC audit procedures. It was agreed that this activity will begin in 2016 to give OOC staff time to finalize details.

Review and Approval of Election Procedures

Debbie Murdock presented the OOC Procedures for Nominations and Elections. It was noted that the amendments approved at the August meeting had not been made to the document.

Staff was directed to add the amendments agreed on at the August 16 meeting:

- Section 4.B. Ballots submitted by eligible voters shall be counted ~~by the Commission staff~~ and verified by the California Department of Food and Agriculture.
- Section 4.D. The nominee(s) receiving the highest number of votes shall be elected as a director(s) to the Commission. The nominee(s) receiving the next highest number of votes shall be elected as alternate.
- Section 4.E. In the event of a tie for a director position, there shall be a drawing of lots to determine who shall be the director. The winner of the drawing will assume the director position and other will assume the position of alternate

Additional changes:

- Section 1.B. Change third sentence to read: Such designation must be registered in writing with the Commission at least ~~60~~ 30 days before any election.
- Section 5.A. Change to read the nominee(s) receiving the highest number of votes shall be elected as a director(s) to the Commission. The nominee(s) receiving the next highest number of votes shall be elected as alternate.
- Certificate of Qualification for Election and Disclosure of Economic Interests. Omit reference to “Alternate” in second section.

A motion was made, seconded and unanimously approved to approve the Election Procedures as amended.

Outreach Committee Report

Committee Chair Richard Marchini and Marilyn Dolan presented the outreach committee recommendation for 2015-16 activities which will focus on communicating with the industry and OOC members. The minutes from the August 19, 2015 OOC Outreach Committee meeting in the board packets includes a breakdown of these activities, which the committee voted to fund at \$49,500 for 2015-16.

A motion was made, seconded and unanimously approved to approve \$49,500 for Outreach activities as outlined in the 8/19/15 Outreach Committee minutes.

Research Committee Report

Committee Chair Adam Englehardt referred to the minutes from the August 25 Research Committee meeting and a 2015/16 Research Committee Budget Proposal included in the board packets. The proposal includes a detailed breakdown of research projects with a proposed budget of \$161,000 for 2015-16.

A motion was made, seconded and unanimously approved to approve \$161,000 for research activities as recommended by the Research Committee.

Budget and Finance Committee Report

Committee Chair Brady Whitlow referred to the minutes from the September 8 Finance Committee Meeting and the Proposed 2015/-16 Budget. Based on reports from some producers, the crop size is projected at 4,000,000 gallons for purposes of the budget and the assessment rate is \$0.14/gallon.

A motion was made, seconded, and unanimously approved to approve the 2015-16 Budget as presented.

Selection of Auditing Firm

Chris Zanobini reported that CDFA requires an annual Financial and Compliance Audit of the Commission. He has received a proposal from Keith Rood for \$8000 for financial audit, and \$1500 for compliance audit.

A motion was made, seconded, and unanimously approved to give Chris Zanobini authority to engage the services of Keith Rood as proposed.

Advisory Committee

Committee Chair Albert Katz reported challenges with participation from some members of the committee. Of the seven members of the committee, three have not participated or attended any meetings. CDFA initially appointed the members from applications received for three year terms. It was suggested that the nonparticipating members be contacted and asked to resign if they do not wish to continue, so that the vacancies can be filled. Dennis Manderfield advised that CDFA initially received 28 applications, so those could be used to replace any vacancies.

It was suggested that the Advisory Committee Chair be made a voting member of OCCC so that small producers are effectively stakeholders in OCCC activities. This would require that "ex-officio" be removed from the law, which would require legislative approval.

A motion was made, seconded, and unanimously approved to begin the process to have "ex-officio" removed from the law.

Other Business

There was no other business.

Issues for Next Meeting's Agenda

Suggested topics:

- Present finalized Nomination/Election Procedures
- Present 2014 Harvest Data results
- Present Non Compliance Protocols
- Present finalized Handler Audit Procedures

Board members were asked to advise Chair Colombini or Chris Zanobini of any additional topics at least 10 days prior to the meeting.

Schedule Next Meeting

The next OCCC Board of Directors meeting will tentatively be held January 13, 2016.

Adjournment

The meeting was adjourned at noon.

Certification of Minutes

I, Chris Zanobini, do hereby certify that to the best of my knowledge, the foregoing is a true and correct copy of the minutes of the meeting of the Olive Oil Commission of California Board of Directors at 1:00am on September 9, 2015.

Date

Chris Zanobini, Executive Director
Olive Oil Commission of California