



**AMERICAN PECAN PROMOTION BOARD**

**EXECUTIVE COMMITTEE MEETING**

**February 6, 2025**

**10:00 AM CST**

Join <https://us02web.zoom.us/j/87266513462>

Meeting ID: 872 6651 3462

or

Dial +13462487799,,87266513462# US (Houston)

**AGENDA**

**I. CALL TO ORDER**

- a. Committee Introductions and Welcome

**II. ROLL CALL**

**III. APPROVAL OF PREVIOUS MINUTES - ACTION**

**IV. OLD BUSINESS**

- a. Review the FY 25 Unified Pecan Promotion Plan (UPPP)
- b. FY 25 Budget Refresher
- c. Update on FY 24 Financial Audit
- d. Update on First Handler and Importer Audits
- e. Update on Proposed Changes to the Order and Bylaws – ACTION

**V. NEW BUSINESS**

- a. Review and Discuss Committee Charter - ACTION
- b. Fair Act Study RFP Review – ACTION
- c. Discuss Chairman and Member Travel Expense on Behalf of Board – ACTION
- d. Review of the Upcoming APPB Election
- e. Ad Hoc

**VI. ADJOURNMENT**

*Committee meeting actions on the next page.*

## COMMITTEE ACTION ITEMS

### ***Approval of Previous Meeting Minutes***

Motion: Approve previous meeting minutes from September 23, 2024.

### ***Approval of the Proposed Changes to the Order and Bylaws***

*Motion:* Recommendation for the full Board to approve the proposed changes to the Order and Bylaws.

*Background:* In order to ensure that the Order and Bylaws are current, the Committee was tasked with conducting a review and implementing any necessary updates, in accordance with standard procedure. APPB's legal counsel and the USDA have reviewed the proposed changes, which are now presented for the Executive Committee's recommendation.

### ***Approval of the Committee Charter***

Motion: Approve to bring Executive Committee Charter to the Board at the February 27th in-person meeting for approval.

Background: Each APPB committee has an established charter to outline the purposes of the work as well as the expectations of the committee. Once approved, the charter will be submitted to the full Board for approval with the ability to be revisited and updated throughout the year, as appropriate.

### ***Approval to Initiate the RFP Process for the Fair Act Study***

*Motion:* Approval to initiate the Request for Proposal (RFP) process for the selection of a researcher to conduct the Fair Act Study, and to collaborate with the APC to ensure the study comprehensively assesses the distinct impact of each organization.

*Background:* The American Pecan Promotion Board (APPB) is required by the U.S. Department of Agriculture (USDA) to conduct a Fair Act Study every five years. This Request for Proposal (RFP) process would be for the selection of a researcher to carry out the study, as mandated by the Order. It is further requested that the APPB collaborate with the APC to ensure the study thoroughly evaluates the distinct impact of each organization.

### ***Approval of Chair Travel on Behalf of the Board***

Motion: Approve a recommendation for the Council to authorize the Chair's travel to industry events on behalf of the Board, and for the Chair to approve a Member to attend in her stead.