



Executive Committee Meeting

Thursday, March 14, 2024 | 9:00–11:10 a.m. | Sage 3
Temecula Creek Inn, Temecula

VISION: Together, we advance milk and dairy's unique and essential contributions to healthy, sustainable eating patterns.

CAUSE: Elevating the health of children and communities in California by promoting lifelong healthy eating patterns.

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1. Call to Order and Introductions – *Curt DeGroot, Chairman* 9:00 a.m.
 2. Standards of Performance, Anti-Trust Statement and Approval of the January 30, 2024, Meeting Minutes – **Before Tab 1**
(Motion to Approve the January 30, 2024, Minutes) 9:05 a.m.
 3. Public Comments 9:10 a.m.
 4. CEO Report – *Amy DeLisio, Chief Executive Officer* 9:15 a.m.
 - Set June Executive Meeting Date
 5. Financial Reports – *Matthew Delgado, Operations Officer* – **Tab 2** 9:30 a.m.
 - 2023-2024 Financial Report through February 29, 2024
 - Cash + Investments as of February 29, 2024
 - Audit Firm*(Motion to Approve 23-24 Financial Reports, the year-to-date financial reports)*
 6. 2024-2025 Budget, Salary Schedule and Assessment Rate 9:50 a.m.
Amy DeLisio, Chief Executive Officer
 - Projections and Discussion*(Motion to recommend to the Board for Approval)*
 7. Nominating Committee Update – *John Dolan, Immediate Past Chair* 10:20 a.m.
 - 2024 DCC Nomination and Preference Voting Procedures Packet*(Motion if needed to make a recommendation to the full board for any board vacancies)*
 8. California Department of Food and Agriculture Report 10:45 a.m.
Mirek Wilczek, Senior Agricultural Economist
 9. Chairman's Report – *Curt DeGroot, Chairman* 10:55 a.m.
 10. Additional Public Comments 11:05 a.m.
 11. Adjourn 11:10 a.m.

Next Executive Committee Meeting - June 2024 - Embassy Suites, Sacramento

Anti-trust Statement - The Dairy Council of California, its members and staff, strictly comply with all State and federal antitrust laws. Discussions regarding setting prices and price terms, restrictions on competition, and boycotts are prohibited at all program functions. Should any meeting attendee observe discussions that involve antitrust sensitivity, the attendee should raise his or her concern and request the discussion be stopped. If the discussion continues, the discussion should be reported to the program CEO and Department staff.

Members of the public are encouraged to provide comment to the Board and may suggest items to be placed on the agenda for discussion at the next Board meeting. While the Board values the participation of the public, the Board Chair reserves the right to limit the time for public comment depending on the length of agenda and number of commenters.

Each of the noticed agenda items will include discussion and public comment. Noticed items will be considered for possible action by the Board. Any item not so noticed will not be considered or discussed. Items listed on the agenda may be considered in any order at the discretion of the Board Chair. All meeting agendas and notices are available on the California Department of Food and Agricultural website at: <https://www.cdfa.ca.gov/mkt/mkt/>. (*select meeting notices*)

For further information regarding this meeting, please contact: Rachel Otter, 916-263-3560.

AMERICANS WITH DISABILITIES ACT

All meeting facilities are accessible to persons with disabilities. If you need reasonable accommodation as defined by the Americans with Disabilities Act, or if you have questions regarding the public meeting, please contact Rachel Otter at 916-263-3560. Requests for reasonable accommodation should be made no later than three (3) days before the meeting.

EXECUTIVE COMMITTEE
DAIRY COUNCIL OF CALIFORNIA
STANDARDS OF PERFORMANCE

Executive Committee responsibilities will be fulfilled when the following are
accomplished
and appropriate feedback is given to the C.E.O.

**At its second regularly scheduled meeting of the calendar year, the Executive
Committee will:**

1. Review current financial statement against budget and develop appropriate recommendations to the Board
2. Receive C.E.O.'s recommendations on administrative matters that are outside her authority and take appropriate action
3. Establish procedure for the audit

Minutes of the Meeting of the
Executive Committee
Dairy Council of California
January 30, 2024
Dairy Council of California Office and Zoom

PRESENT: Curt DeGroot, Chairman (via Zoom) Brad Scott (via Zoom)
Joey Fernandes (via Zoom) Mike Newell
John Dolan (via Zoom) Stephen Maddox (via Zoom)
Arlene VanderEyk (via Zoom)

ABSENT: None

OTHERS

PRESENT: Amy DeLisio, Dairy Council of California
Matthew Delgado, Dairy Council of California
Kendall House, Dairy Council of California
Rachel Otter, Dairy Council of California
Dennis Manderfield, CA Department of Food and Agriculture (via Zoom)
Josefina Marcial, Dairy Council of California
James Niethammer, Cresa (via Zoom)

Call to Order and Introductions

Chairman Curt DeGroot called the meeting to order at 1:07 p.m.

Standards of Performance, Anti-trust Statement and Approval of the November 13, 2023, Meeting Minutes

Chairman DeGroot instructed the board to review the Standards of Performance and the anti-trust statement and the November 13, 2023, Executive Committee minutes for review and approval.

IT WAS MOVED BY JOEY FERNANDES AND SECONDED BY ARLENE VANDEREYK TO APPROVE THE MINUTES OF THE EXECUTIVE COMMITTEE MEETING FROM NOVEMBER 13, 2023. THE MOTION WAS UNANIMOUSLY CARRIED. AYES: CURT DEGROOT, JOHN DOLAN, BRAD SCOTT, JOEY FERNANDES, STEPHEN MADDOX, ARLENE VANDEREYK; NAYS: NONE; ABSTAIN: NONE; ABSENT: MIKE NEWELL (BOARD MOTION 2024-01-30 EX#1).

Public Comments

None

CEO Report

Ms. Amy DeLisio, Chief Executive Officer, reported on the status of the 2023-2024 Success Plan Progress Report (July 1, 2023-January 1, 2024). Additional updates included the status of the development of the 2024-2025 Success Plan, the Dairy Council of California's branding refresh project, partnership updates and industry collaborations.

2025 Board Location Review

Ms. Rachel Otter, Executive Assistant, reviewed three hotel locations, including nightly cost, hotel highlights and estimated overall cost, for the March 2025 Executive Committee and Board of Directors meetings. The Executive Committee selected The Cassara located in Carlsbad, CA.

Annual Review

Ms. Josefina Marcial, Human Resource Manager, reported on personnel and staffing circumstances, which included staff longevity and demographics. Ms. Marcial also reported the Dairy Council of California's turnover rate in 2023 was lower from the previous year with four retirements and one person relocating out of the country.

Ms. Kendall House, Operations Program Director, reviewed the 2023 contracts and the status as of December 31, 2023. Ms. DeLisio reported on the 2023 CEO expense account and the 2023 office lease.

2024 Lease and Office Space

Ms. DeLisio and Mr. James Niethammer, Managing Principal at Cresa, reviewed and compared the 5- and 8-year lease cost estimates for two office spaces close to the vicinity of the current office's location. From the two options, Ms. DeLisio reported on the office space preferred by the Dairy Council of California staff for the Committee to take into consideration. After the Committee had a discussion, they agreed on the preferred location at 3900 Lennane Drive in Sacramento, CA and to move forward with negotiations for the 8-year lease with the addition of a required lease termination clause provided by CDFA that would release the Dairy Council from the lease in the unlikely event that the Dairy Council was terminated.

IT WAS MOVED BY JOEY FERNANDES AND SECONDED BY MIKE NEWELL TO MOVE FORWARD WITH NEGOTIATIONS AT 3900 LENNANE DRIVE FOR AN 8-YEAR LEASE WITH THE ADDITION OF THE REQUIRED LEASE TERMINATION CLAUSE PROVIDED BY CDFA. THE MOTION WAS UNANIMOUSLY CARRIED. AYES: JOHN DOLAN, BRAD SCOTT, JOEY FERNANDES, MIKE NEWELL, CURT DEGROOT, STEPHEN MADDOX, ARLENE VANDEREYK; NAYS: NONE; ABSTAIN: NONE; ABSENT: NONE (BOARD MOTION 2024-01-30 EX#2).

Financial Reports

Mr. Matthew Delgado, Operations Officer, reported on the 2023-2024 Financial Report through December 31, 2023, and the Cash & Investments through December 31, 2023. The Dairy Council of California revenues are at 97.7% and expenses are at 96.1% of the budget for the first half of the fiscal year. Current reserves are at 6.2 months and investments remain stable.

IT WAS MOVED BY MIKE NEWELL AND SECONDED BY JOEY FERNANDES TO APPROVE THE FINANCIAL REPORTS: 2023-2024 FINANCIAL REPORT THROUGH DECEMBER 31, 2023, AND CASH & INVESTMENTS THROUGH DECEMBER 31, 2023. THE MOTION WAS UNANIMOUSLY CARRIED. AYES: JOHN DOLAN, BRAD SCOTT, JOEY FERNANDES, MIKE NEWELL, CURT DEGROOT, ARLENE VANDEREYK, STEPHEN MADDOX; NAYS: NONE; ABSTAIN: NONE; ABSENT: NONE (BOARD MOTION 2024-01-30 EX#3).

Nominating Committee Process Updates and Approval

Mr. Dennis Manderfield, Senior Agricultural Economist at the California Department of Food and Agriculture, reviewed the draft verbiage prepared to reflect the revision concepts for the Dairy Council of California Nomination and Preference Voting Procedures (Procedures), previously approved by the Dairy Council Board during its meeting on November 14, 2023. As authorized by the Board, the Executive Committee reviewed the verbiage and acted to formally recommend that CDFA approve the updates to the Procedures as drafted by Mr. Manderfield. It was agreed that Mr. Manderfield should present the approved updated Procedures to the full board at the March 2024 meeting so that they are aware of the changes.

IT WAS MOVED BY ARLENE VANDEREYK AND SECONDED BY MIKE NEWELL TO RECOMMEND THAT CDFA APPROVE THE UPDATED DAIRY COUNCIL OF CALIFORNIA NOMINATION AND PREFERENCE VOTING PROCEDURES WHICH ARE ATTACHED HERETO AS ATTACHMENT #1 AND THAT SUCH UPDATED PROCEDURES BE PRESENTED TO THE FULL BOARD AT THE MARCH 2024 BOARD OF DIRECTORS MEETING. THE MOTION WAS UNANIMOUSLY CARRIED. AYES: JOHN DOLAN, BRAD SCOTT, JOEY FERNANDES, MIKE NEWELL, CURT DEGROOT, ARLENE VANDEREYK, STEPHEN MADDOX; NAYS: NONE; ABSTAIN: NONE; ABSENT: NONE (BOARD MOTION 2024-01-30 EX#4).

California Department of Food and Agriculture Report

None

Chairman’s Report


Chairman DeGroot had nothing to report but thanked everyone for their attendance and thanked Ms. DeLisio for the changes she’s made over the past year and his appreciation of her and the Dairy Council of California team. Chairman DeGroot also expressed his appreciation for the office space savings and liked the direction of the brand refresh.

Additional Public Comments

None


Adjourn

Chairman DeGroot adjourned the meeting at 2:42 p.m.

Submitted By: 
Amy DeLisio
Chief Executive Officer

Certification

I, Amy DeLisio, Chief Executive Officer of the Dairy Council of California, do hereby certify that, to the best of my knowledge, the foregoing is a true and correct copy of the minutes of a meeting of the Executive Committee held on January 30, 2024.

Submitted By: 

Amy DeLisio
Chief Executive Officer

<p>Dairy Council of California Nomination and Preference Voting Procedures</p>

	Milk Producers	Milk Handlers
CDFA Issues Request for Nominations	Each year, no later than August 15, CDFA will mail a letter to all producers notifying them that CDFA is seeking nominations for producer positions on the Dairy Council Board (Board). The mailing will include a board roster that indicates all the producer positions for which CDFA is seeking nominations, including positions with terms expiring and mid-term vacancies. The mailing will also include a Producer Self-Nomination Form for completion.	Each year, no later than August 15, CDFA will mail a letter to all handlers notifying them that CDFA is seeking nominations for handler positions on the Dairy Council Board (Board). The mailing will include a board roster that indicates all the handler positions for which CDFA is seeking nominations, including positions with terms expiring and mid-term vacancies. The mailing will also include a Handler Self-Nomination Form for completion.
Nomination Requirements And Submission	All producers interested in serving on the Board shall submit to CDFA a completed Producer Self-Nomination Form. Nominees may include background information about themselves to be included in the balloting packet during the preference voting period. The nomination period will be set at no less than two weeks.	All handler representatives interested in serving on the Board shall submit to CDFA a completed Handler Self-Nomination Form. Nominees may include background information about themselves to be included in the balloting packet during the preference voting period. The nomination period will be set at no less than two weeks.
CDFA Issues Preference Voting Ballots	No later than September 15, CDFA will mail a ballot to all producers for preference voting. The ballot will list all producers who fulfilled the nomination requirements and will also provide a write-in space. The ballot will indicate if a nominee is an incumbent. The balloting packets will include the optional background information provided by the nominees on their respective Self Nomination Forms. The voting period will be set at no less than two weeks. In situations where the number of producer nominations received is equal to or is less than the number of available producer positions, CDFA may decide not to conduct preference voting.	No later than September 15, CDFA will mail a ballot to all handlers for preference voting. The ballot will list all handler representatives who fulfilled the nomination requirements and will also provide a write-in space. The ballot will indicate if a nominee is an incumbent. The balloting packets will include the optional background information provided by the nominees on their respective Self Nomination Forms. The voting period will be set at no less than two weeks. In situations where the number of handler nominations received is equal to or is less than the number of available handler positions, CDFA may decide not to conduct preference voting.
CDFA Tallies Ballots And Makes Appointments	Upon the closing of the preference voting period, CDFA will tally the ballots. CDFA will utilize the results of the voting to help guide producer appointments to the Board.	Upon the closing of the preference voting period, CDFA will tally the ballots. CDFA will utilize the results of the voting to help guide handler appointments to the Board.
Other Related Provisions	Only one person from any one producer entity can be appointed to the Board. The terms of Board members are staggered so that one-third of the producer positions have terms expiring each year. These procedures are to be conducted on a statewide basis with no reference to districts.	Only one person from any one handler entity can be appointed to the Board. The terms of Board members are staggered so that one-third of the handler positions have terms expiring each year. These procedures are to be conducted on a statewide basis with no reference to districts.



**Self-Nomination Form – Milk Producer
Dairy Council of California**



Nomination Deadline: (Include Date)

This form must be completed by all milk producers seeking appointment to the Dairy Council Board.

Declaration / Certifications

I hereby declare my interest to serve on the Board of Directors of the Dairy Council of California (DCC Board)
I hereby certify that I am willing and able to commit the time and effort necessary to attend at least two DCC Board meetings each year. *(Please see DCC Board Meeting Attendance Provisions on the back side of this form.)*
I hereby certify that I am affiliated (as an owner or employee) with the dairy named below, that said dairy is engaged in the production of milk within California and that I am authorized to serve on behalf of said dairy.
I hereby further certify that all information I provide for this nomination is true.

Dairy Business Name and Address:

Your Phone Number:	Your Email:
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Your Name:	Your Signature:
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Nominee Background Information

The nominee can use the space below or a similar size space on a separate page to provide information that will be included with ballots to be mailed by the California Department of Food and Agriculture (CDFA) to California milk producers for preference voting. Possible items to think about providing include size of your dairy, years in the dairy business, your role on your dairy, your education, your service on other dairy industry boards, other related qualifications, and a statement about why you wish to serve on the DCC Board. (Please type or print clearly and limit your information to the space provided.)

This Self-Nomination Form must be submitted to the Department **postmarked or otherwise received by (Include Date).**

Documents may be submitted using one of the following options:

Mail to	Email to
California Department of Food and Agriculture Marketing Branch Attention: Dennis Manderfield 1220 N Street Sacramento, CA 95814	dennis.manderfield@cdfa.ca.gov



Board Meeting Attendance Provisions Dairy Council of California



- Board member attendance at Dairy Council meetings is a very high priority.
- The Dairy Council normally holds three Board meetings annually. Members are expected to attend at least two Board meetings each year.
- If a Board member demonstrates poor attendance, the issue will be reviewed by the Council's Executive Committee and a representative of the California Department of Food and Agriculture.
- Because meeting attendance is so important, all persons interested in serving on the Dairy Council are required to indicate their willingness and ability to commit the necessary time and effort to attend the regularly scheduled meetings prior to their names being placed on the official Dairy Council ballot. Nominees officially express this willingness by signing the certification on the Self-Nomination Form.



**Self-Nomination Form – Milk Handler
Dairy Council of California**



Nomination Deadline: (Include Date)

This form must be completed by all milk handler representatives seeking appointment to the Dairy Council Board.

Declaration / Certifications

I hereby declare my interest to serve on the Board of Directors of the Dairy Council of California (DCC Board)
I hereby certify that I am willing and able to commit the time and effort necessary to attend at least two DCC Board meetings each year. *(Please see DCC Board Meeting Attendance Provisions on the back side of this form.)*
I hereby certify that I am affiliated (as an owner or employee) with the milk handler named below, that said handler is engaged in the handling of milk within California and that I am authorized to serve on behalf of said milk handler.
I hereby certify that all information I provide for this nomination is true.

Milk Handler Business Name and Address:

Your Phone Number:	Your Email:
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Your Name:	Your Signature:
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Nominee Background Information

The nominee can use the space below or a similar size space on a separate page to provide information that will be included with ballots to be mailed by the California Department of Food and Agriculture (CDFA) to all California milk handlers for preference voting. Possible items to think about providing include your position within your respective milk handler operation, your education, your service on other dairy industry boards, other related qualifications, and a statement about why you wish to serve on the DCC Board. (Please type or print clearly and limit your information to the space provided.)

This Self-Nomination Form must be submitted to the Department **postmarked or otherwise received by (Include Date).**

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