

Minutes of the NC-213 Annual Business Meeting
February 24, 2004 - Hilton Towers – Minneapolis, MN

The NC-213 Annual Business Meeting was held on February 24, 2004 in Directors Row 2, third floor, of the Hilton Towers in Minneapolis, MN.

The following were present:

Lloyd Bullerman-University of Nebraska-Lincoln
Mark Casada-USDA ARS GMPRC Manhattan KS
Florence Dunkel-Montana State University-Bozeman
Peter Goldsmith-University of Illinois at Urbana-Champaign
Arvid Hawk-Cargill, Inc.
Ken Hellevang-North Dakota State University
Tim Herrman-Kansas State University
Charlie Hurburgh-Iowa State University
David Jackson-University of Nebraska-Lincoln
Bill Koshar-The Ohio State University/OARDC
Dirk Maier-Purdue University
Frank Manthey-North Dakota State University
Linda Mason-Purdue University
Mike Montross-University of Kentucky
Vance Morey-University of Minnesota
Marvin Paulsen-University of Illinois at Urbana-Champaign
Richard Pierce-USDA GIPSA Kansas City MO
Robert Smigelski-The Andersons, Inc.
James Stitzlein-Consolidated Grain & Barge
Richard Stroshine-Purdue University
Steve Tanner-USDA GIPSA Kansas City MO
Don Wicklow-USDA ARS NCAURA Peoria IL
Bill Wilcke-University of Minnesota
Charlene Wolf-Hall-North Dakota State University

The meeting was called to order at 3:05 pm by Chair, Dirk Maier.

1. Selection of new objective chairs was discussed. Charlie Hurburgh moved that the following be nominated:

Obj 1. Florence Dunkel and Don Wicklow

Obj 2. Tim Herrman and Charlene Wolf-Hall

Obj 3. Dirk Maier and Mike Montross

The motion was seconded by Linda Mason. In discussion it was stated that more economists were needed on the committee. However, due to a present dearth of economists on the committee, the motion carried.

There was discussion about having the Objective Chairs serve on the Anderson Grant Committee instead of terminology that called it a Grant Review Panel. If an objective chair had a proposal submitted he or she would be excused from deliberation on that proposal. This is listed as an Objective Chair duty; however, under the Anderson Grant Committee duties, the Objective Chairs are excluded from the list of people to serve on the Anderson Grant Committee.

2. Election of officers. Our present secretary had been unable to secure travel funds to attend NC-213 and had discussed with Dirk Maier, the possibility to step down presumably until a future date when funding and time commitments would enable continuation of officer rotation. Given the situation, the committee with regret chose to nominate a new secretary who would move into the Vice Chair position following this meeting; and a secretary elect who would move into the Secretary position following this meeting. The current Vice Chair, Marvin Paulsen, would move to Chair following this meeting. David Jackson was nominated as Secretary and Mike Montross was nominated as Secretary-elect. Linda Mason moved election of these two individuals. Charlie Hurburgh seconded the motion. Both agreed to serve. The motion passed.

3. Revision to Responsibilities of NC-213 Officers Document. A sub-committee of volunteers consisting of Charlie Hurburgh, David Jackson, Tim Herrman and Dirk Maier was appointed to study the NC-213 Officer Responsibilities and Objective Chair responsibilities and provide a set of new/ revised recommendations prior to the 2005 NC-213 Annual meeting. Part of the Objective Chair responsibilities would include how they serve on the Anderson Grant Committee. [Dirk Maier expressed willingness and was appointed to chair this committee by incoming Chair, Marvin Paulsen after the meeting.]

4. NC-213 website revisions. The Fine Materials in Grains edited by Richard Stroshine has been placed on the web site. We would also like to have some NCR bulletins included. There was some mention of trying to make the site even more user friendly.

5. Annual meeting A/V costs. Bill Koshar reported that a slide projector at the Minneapolis meeting costs \$75. The committee suggested asking NC-213 members living locally to try to provide items such as slide projector, overhead, and a laptop for

PowerPoint projection. At this meeting Vance Morey supplied a laptop for PowerPoint and graciously loaded and brought up the PowerPoint presentations. His efforts were greatly appreciated.

6. Scheduling of the NC-213 2005 Annual Meeting. People liked having the NC-213 Annual Meeting piggy back with another meeting, such as GEAPS in 2004. Next year GEAPS meets February 26 to March 1 in Albuquerque. We also discussed having it with the Wheat Council in Kansas City. Charlie Hurburgh moved to have the 2005 Annual Meeting in Kansas City in conjunction with the Wheat Council on February 9 – 11, 2005, with exact dates and location to be determined as local arrangements are worked out. Motion was seconded by Tim Herrman and was passed. It was suggested that there could be a one-half day visit to FGIS in Kansas City.

7. Update on the 2004 International Quality Grains Conference. Dirk Maier reported on the progress of the program and provided a tentative program for the International Quality Grains Conference, which will be held July 19-22, 2004 in Indianapolis. He encouraged members to submit for one or two more speaker slots on the program and openings still exist for posters. Mike Montross is handling tabletop exhibits. GIPSA has contributed \$5000 toward the cost of the program. Dirk has written two proposals, which were submitted by Bill Ravlin on behalf of NC-213 to NRI 61.0 Markets & Trade for \$10,000, and NRI 71.1 Improving Food Quality for \$15,000. Dirk is to be commended for all of the work done in organizing this conference.

8. Midterm project review, need for collaboration and future Anderson Grant RFP's. The NCRA Review Committee wants to see more collaboration among participants and states. The committee discussed that the 2004 IQGC should be a very good example of collaboration between participants and states. The committee discussed the Anderson Team proposals in the past had had a low number of participants. Bob Smigelski indicated purpose of the Anderson Grants was to support research on grain quality and get people involved. They like to see students supported by the funds and have projects funded for research that industry can use. They like to see their funds seed a concept and then leverage support from other agencies or groups.

David Jackson stated that NC-213 should continue the team projects since NCRA is asking for more teamwork. Linda Mason moved to continue team project RFP's but have them due in the summer. Tim Herrman seconded the motion. Motion passed.

9. NC-213 Annual Progress Report – purpose and format. The 2002 Annual Report of Progress was created in HTML format and posted on the NC-213 website in PDF and HTML format. There were 189 hits, with 25 hits coming from search engines.

The committee seemed to have no suggestions for changing the current procedure. Tim Herrman said he likes the NC-213 Newsletter and its format and that it needs to be widely placed in Director's Offices, and presumably in many offices where good publicity can be maintained.

10. Submission of SAES-422 Annual Report. SAES-422 requires an annual report within 60 days following the Annual meeting. The SAES-422 includes the following sections from NIMSS.

Accomplishments: In this section focus on intended outcomes and potential impacts. This information should be built around the activity's milestones, as they were identified in the original proposal. The report should also reflect on the items that stakeholders want to know, or want to see.

Impact Statements: In this section focus on intended outcomes and potential impacts. This information should be built around the activity's milestones, as they were identified in the original proposal. The report should also reflect on the items that stakeholders want to know, or want to see. Also, describe plans for the coming year in no more than one or two short paragraphs. Even though the description is the same as Accomplishments, the impact statements are intended to be short, descriptive statements focusing on specific impacts. NIMSS has room for five Impact Statements.

Publications: For Annual Reports list the publications for **current** year only (with the authors, title, journal series, etc.). If the list exceeds the maximum character limit below, an attachment file may be used. Publications: Max characters = 50000. In 2003, Donna Schenck-Hamlin gathered this information for the committee by using the publication database.

The committee discussed who should be involved in preparing this report. Don Wicklow felt that the Objective Chairs should be involved in this report. This opinion was given before we found out on March 9, 2004 that Bill Ravlin has in the past prepared this report and will do so again in 2004. Once a draft is completed, Bill Ravlin will circulate it among NC-213 Officers and Objective Chairs for review and input before the final report is submitted to NIMSS.

The meeting was adjourned at 5:15 pm.

[Note: There was no NC-213 Executive Meeting held the next day as scheduled at 7:00 am because all of the business was completed in this Annual Meeting.] Chairman Dirk Maier had provided an advance Agenda with a nine page write up giving background

discussion information for the agenda. This enabled a very effective use of committee time.

Respectfully submitted,
Marvin R. Paulsen – Past Vice Chair
March 23, 2004