National Biodiesel Foundation

Meeting Agenda
Tuesday, November 28, 2017
Washington, DC
Hyatt Regency Hotel on Capitol Hill
Room: Olympic
12 noon - 2:00 pm

Note: Lunch will be available prior to the meeting in the Olympic room starting at 11 am.

1. Welcome and Introductions
   Jeff Lynn

2. Foundation Operations
   Jeff Lynn
   a. Discuss and approve June 2017 Meeting Minutes
   b. Discuss June action items:
   Action: Susan to add Brad Shimmens to the NBF Financials Policies as a check signer. DONE

   Action: Tom Verry and Don Scott will email 2016 Sustainability Workshop attendees and sponsors a thank you and an update. This could include a mention of a 2018 Workshop.

   Action: Don will ask Wally Tyner and the Purdue team for projected 2018 funding request amounts, research details and expected outcomes.

   Action: Tom will work with staff and directors to brainstorm or strategize how to approach Monsanto for an endowment donation for the Beth Calabotta fellowship/scholarship. Mark Caspers agreed to help.

   Action: Tom will develop a committee to work on the Beth Calabotta fellowship/scholarship program.

   Action: Tom will update Beth’s mom before talking to Monsanto so she hears first from NBF about Fellowship.

   c. Present and approve of Financial Report
   d. Select 2018 NBF Officers
   e. Complete Conflict of Interest Form (please complete the attached document)

   Lindsay Fitzgerald/April Yaeger
3. Update on Current Activities
   a. European Biodiesel Board Project (EBB)
   b. 2017 IRFA Tour Update
   c. 2017 GWRCCC Project Update
   d. 2017 Giving Tuesday (November 28th/Today)
   e. Beth Calabotta Fellowship/Scholarship Status
   f. NBF’s Role in National Conference
   g. 2018 Silent Auction

4. New Business
   a. New York City Tour, NY, October 2017 - Rescheduled
   b. 2018 project ideas, if any,
   c. Supporting/Fundraising for grants to assist biodiesel supporters after storms/hurricanes, fires, etc.

5. Next Meeting – January 22, 2018 at 3pm, Fort Worth, Texas (time may change depending on National Conference Agenda)

6. Adjourn
ANNUAL CONFLICT OF INTEREST DISCLOSURE STATEMENT
FOR DIRECTORS AND OFFICERS OF FOUNDATION

I, the undersigned Director or Officer of the National Biodiesel Foundation, hereby state that to the best of my knowledge (except as noted below):

1. I do not have a Financial Interest as defined in the Foundation Conflict of Interest Policy in any corporation, partnership, or other legal entity that transacts business with the National Biodiesel Foundation or which is negotiating any business with the National Biodiesel Foundation.
2. I, as an individual, do not transact any business with the National Biodiesel Foundation.
3. No member of my family within the first degree of consanguinity is an employee of the National Biodiesel Foundation or would come within the meaning of No. 1 or No. 2 above.

List here any exceptions to the above statements:
_________________________________________________
_________________________________________________
_________________________________________________

I agree that if any situation arises that in any way contradicts the above statements, I will immediately notify the President of the Foundation of any conflict, real or potential, and make full disclosure thereof. I have read and understand the Foundation’s Conflict of Interest Policy.

____________________________
Print Name
Director or Principal Officer

____________________________
Signature

____________________________
Date
Minutes

Meeting Date: Monday, June 19, 2017

Location: Washington Marriott at Metro Center, Washington, DC

Board of Directors Present:
   Jeff Lynn, President
   Mark Caspers, Vice President (via conference call)
   David Womack, Director
   John Heisdorffer, Director
   Lindsay Fitzgerald, Treasurer

Others Present:
   Tom Verry, Executive Director
   Jill Hamilton, NBF Staff
   Susan Susanke, NBF Staff
   Steve Howell, Marc-IV
   Don Scott, National Biodiesel Board
   April Yaeger, National Biodiesel Board
   Tanner Lynn, Guest

The meeting convened at 2:00 pm. A quorum was present and the meeting was conducted as follows:

1. **Welcome and Introductions.** Jeff Lynn called the meeting to order at 2 pm at the Washington Marriott, Washington, DC.

2. **Foundation Operations:** Jeff lead the following discussions:
   a. **January Minutes:** The board reviewed and discussed the January meeting minutes. 
      *John motioned to approve the minutes. David seconded the motion. The motion was approved unanimously.*
   b. **January Action Items:** Actions completed.
   c. **Discuss and Approve Financial Report:** April Yaeger reviewed the May financial report and suggested including Brad Shimmens as a signatory for checks. *The directors approved his name being added to the NBF policies allowing him to sign NBF checks.* NBF invoiced the European Biodiesel Board for $38,000 and MN Soybean for $16,329 for the Sustainability project; NBF paid Centrex $16,392 for completed work on the Sustainability project. On another point, the Foundation has $100,000 in CDs, and one just renewed and was reissued when it came due. As of May 31, 2017, the bank account had $281,488.36. *David motioned to approve the financial report. Lindsay seconded the motion. The motion passed unanimously.*
      April discussed updating wire transfer documentation. The paperwork needed a director’s signature. Paperwork was signed and returned to April. In addition, PayPal will now be the on-line service provider for donations. This should save hundreds of dollars a year in fees currently begin paid to the bank and the website host.
*Action: Susan Susanke to add Brad Shimmens to the NBF Financials Policies as a check signer.

3. Activities/Updates. Jeff led the following discussion:
   a. Sustainability project: Idle Land: This project is the first of its kind. Centrex and Ploughman has already started discussions with Purdue and GTAP. It looks like Argentina, Brazil and US are the targeted areas for the project. ($100,000 contract). The current level of funding is not sufficient to complete all the global assessment needs. The Foundation will complete the highest priority areas first.
   b. Sustainability project: GTAP/GLOBJOUM: This project is sponsored ($38,000) in part with a grant from the European Biodiesel Board (EBB). NBB is also funding the project. Don is working with EBB, adding the remaining $22,000 needed to complete the project.

*Action: Tom Verry and Don Scott will email 2016 Sustainability Workshop attendees and sponsors a thank you note and provide an update. This could include mentioning a 2018 Workshop.

*Action: Don will ask Wally Tyner and the Purdue team projected 2018 funding request amounts, research details and expected outcomes.

   c. Congressional Tour: Tom discussed the October 20th Congressional tour. The NBF has contracted with SESI directly this year to fund the planning, organizing and ethics work for the Tour. The agenda will be finalized in July. Lindsay volunteered to help Tom with the agenda and inviting Congressional staffers. NBF estimates the Tour will cost $40,000. To date, HeroBX and Western Iowa Energy have agreed to sponsor $5,000 each. NBB's Rosemarie Tully will work with Lindsay to create the list of invitees.

   d. Greater Washington Region Clean Cities: Jeff introduced Ira Dorfman, the new Clean Cities Coordinator to the board. Previously, Ira had met with Tom and Jill Hamilton to review DC Metro Area biodiesel activities. NBF recently sponsored the two school bus trainings and NBF was recognized as a sponsor. There were 16 municipalities. Second, there is a new Wharf in DC (the future location of tour boats and ferries). Ira is working with local companies hoping to get the two new diesel passenger ferries, primarily to Georgetown and Mount Vernon. GWRCCC will continue to support these project developments.

   e. Beth Calabotta Fellowship: Tom led the discussion about the idea of having a Fellowship or Scholarship for a college student. Lindsay mentioned that she has frequent flier miles to donate and write off. Beth was an advocate of Sustainability and was an integral part of the Sustainability Workshops. During 2017 and early 2018, directors and staff can work on the idea, process, sustainable funding source, etc. The goal would be to have the first award before the 2018 October Workshop. Monsanto was suggested as a possible funder. Beth had eight (8) patents for Monsanto, maybe money from them could support the program. A director suggested that maybe three (3) top state ag associations approach Monsanto on behalf of the Foundation to raise the funds for this research award.

*Action: Tom Verry will work with staff and directors to brainstorm or strategize how to approach Monsanto regarding a Beth Calabotta Scholarship endowment donation. Mark Caspers agreed to help.
*Action: Tom will develop a committee to work on the Fellowship/ Scholarship program.

*Action: Tom will update Beth Calabotta’s mom before talking to Monsanto so she hears first from NBF about Fellowship.

4. **2018 Budget.** April, Lindsay and Susan presented the 2018 proposed budget. Mark motioned to approve the financial report. David seconded the motion. The motion passed unanimously.

5. **Next Meeting** – November 27, 2017, Washington, DC 2pm.

The meeting concluded at 3:33 pm.