

Minutes from WSSA Finance Committee Teleconference: April 22, 2020

Present on call: Phil Banks, Todd Baughman, Adrian Moses, Anita Dille, Kurt Vollmer, Marty Williams, Joel Felix, Eric Gustafson, Larry Steckel, Bill Curran, Christy Sprague, Bill Curran, Stanley Culpepper, and Jeff Holloway.

Absent: Randy Huckaba, Sam Wortman, Roger Gast, Jim Steffel, Angela Post, and Rick Boydston.

The call was started at 3:00 pm Central DLS Time and was chaired by WSSA Treasurer Phil Banks. Below is a summary of the discussion.

1. Jeff Holloway with Raymond James investments, WSSA Investment Advisor, reviewed the investment status of the WSSA General Fund, WSSA Endowment Fund and our Certificate of Deposits (CD) account. Jeff indicated that the 1<sup>st</sup> quarter decline in the investment markets, was the worst he has seen during his 27 years as an investment advisor. This decline was due to the pandemic related to the Covid-19 virus that started in March of 2020. The General Fund declined in the 1st quarter of 2020 by 15.62% (a decrease of \$220,966.34, most of which occurred in the month of March) for a total of \$1,140,063.35. The Endowment also declined in value in the 1st quarter (15.41% for a decrease of \$110,327.10, \$18,000 of which was due to a withdrawal for the Undergraduate Research Awards for the year). At the end of the 1st quarter, the Endowment Fund had \$391,977.36. The CD account has a total of \$230,448.03. This represents an increase of \$843.36 for the quarter. Jeff indicated that it is uncertain how the markets will react but that returns will most likely be down in the 2<sup>nd</sup> quarter and may rebound in the 3<sup>rd</sup> or 4<sup>th</sup> quarter depending on the pandemic events. We had already moved some investments prior to the March decline in the General Fund. We discussed how to handle the CD account and since this fund is our “rainy day” fund, we will continue to buy short term CDs on the same schedule even though interest rates are extremely low.
2. The March 2020 Statement of Financial Standing and Statement of Activities were reviewed by Executive Secretary Eric Gustafson. As of March 31, 2020, the total value of assets (includes all the Raymond James investments, deposits in the U.S. Bank checking account, and inventory on hand) was \$1,986,315.04. The bank account stood at \$219,471.86. He also reviewed the financial outcome from the 2020 joint meeting with the Western Society of Weed Science held on the island of Maui. Attendance was very high and the total income for the meeting was \$376,407.94 versus expenses of \$285,446.79 for a net profit of \$90,961.15. There are some outstanding expenses related to speaker travel and when those have been paid, the WSSA and WSWS will share the profit equally.
3. Phil Banks reviewed the WSSA Board of Directors actions related to the Finance Committee recommendations at the annual meeting. The Board approved the following:
  - a. The Innovative Project Proposal program. The Board decided that the WSSA Executive Committee will judge the proposals. The trigger for accepting proposals is when the total value of the WSSA accounts (minus the Endowment Fund) exceeds \$1.5 million. The Finance Committee decided that while the value of the funds are

now approximately at this value, the request for proposals will not occur this year due to the uncertainty related to the Covid-19 pandemic.

- b. The WSSA Board approved a change in the Finance Committee MOP related to the auditing procedure and schedule for WSSA finances. The Board approved wording that the Finance Committee internal auditor, be defined as a qualified auditor. The Board approved a formal audit by an external auditor for 2020. The Board approved that WSSA have a formal review of the finances every three years and formal audit every six years.
  - c. The Board approved the following funding requests for the 2020 Budget:
    - i. \$2,500 National Invasive Species Awareness Week (NISAW) sponsorship.
    - ii. \$10,000 Graduate Student Organization (GSO) annual meeting activities.
    - iii. \$10,000 Herbicide Resistance Education travel for Federal employees related to the APHIS grant on herbicide resistance.
  - d. The Board approved wording be added to the MOP to warn committee chairs and Officers to be aware of phishing scams related to WSSA funds. All requests for funds made to these individuals should be reported to the Executive Secretary and Treasurer.
4. The next teleconference for the Finance Committee will be on July 8, 2020 at 3 pm Central time.
  5. There was no Old Business.
  6. There was no New Business.

The meeting was adjourned at 4:15 pm Central Time.

Submitted by WSSA Treasurer, Phil Banks