

## Meeting of the Board of Directors

250 – 32160 South Fraser Way  
Abbotsford, BC V2T 1W5

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**Strategic:** Identify key opportunities and systemic challenges and plan for actions to effectively manage risks and take advantage of future opportunities.

**Accountable:** Maintain legitimacy and integrity through understanding and discharging responsibilities and reporting performance.

**Fair:** Ensure procedural fairness in processed and decision-making

**Effective:** A clearly defined outcome with appropriate processed and measures.

**Transparent:** Ensure that processes, practices, procedures & reporting on exercise of mandate are open, accessible and fully informed.

**Inclusive:** Ensure that appropriate interests, including the public interest, are considered.

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### MINUTES

of

### Board of Director's Meeting

**Date:** October 4-5, 2017

**Location:** Sutton Place Hotel, Chateau Margaux

**BOARD IN ATTENDANCE:** Brad Bond, Chair  
Jennifer Woike, Vice Chair  
Aryn Alibhai, Board Member  
Fred Krahn, Board Member  
Walter Siemens, Board Member

**STAFF IN ATTENDANCE:** Katie Lowe, Executive Director  
Joey Aebig, Manager, Operations & Logistics  
Erin Duetta, Manager, Finance  
Amanda Brittain, Manager, Communications & Marketing  
April Dicer, Recording Secretary

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### CALL TO ORDER

Chair, Brad Bond, called the meeting to order at 10:00 am, Wednesday, October 4<sup>th</sup>.

#### 5.1 BCEMB Strategic Plan Review

██████ presented the 2017 - 2020 updated Strategic Plan for the Board's review. Staff identified four strategic imperatives, defining them as items they are seeking to achieve over the next three years.

1. More powerfully tell our story to consumers
2. Take leadership in setting standards and ensuring compliance
3. Earn greater trust with stakeholders
4. Sustain our effective Supply Management model

From these imperatives, 4 Key Performance Measures were created:

**SI#1:** By April 2019, we will increase the number of people who trust BC egg farmers by 4%; moving BC from 39% to 43% on the 2019 U&A study.

**SI#2:** All BC producers 100% compliant within all audit parameters, including an average industry SCSC score of 97% or better.

**SI#3:** To increase the number of people who think BC Egg is a reliable information source on egg farming by 5% by April 2019 (from 33% to 38% on the 2019 U&A study).

**SI#4:** Ensure BC residents are supplied with fresh, local, BC eggs by maintaining a quota utilization rate of 99.8% or better

■■■■ shared the objectives and strategies detailing how the management team intends on guiding the organization to successfully reach these goals. After a lengthy discussion on BC Egg's Strategic plan and valuable input from the Board, staff will update the document reflecting the board's suggestions and recirculate for their feedback. The budget will be built around this Strategic plan then it will be shared with producers, FIRB, the EIAC and posted to the BC Egg website.

#### 5.1a Marketing Plan

■■■■ gave a recap of the 2017 marketing plan for information. Some highlights of 2017 include an incredibly robust social media program. BC Egg moved from only sharing recipes, to sharing information about farming, egg nutrition, our participation at events, Meet the Farmer video series, and yes, even some recipes.

Three more Meet the Farmer videos were shot with two more planned for the remainder of the year. The videos average about 11,000 views each with one garnering 20,000 views – these are extremely high view rates for an organization.

BCEMB participated in two major agricultural fairs that reached over 200,000 people: Abbotsford Agrifair and the PNE.

■■■■ then presented the 2018 Marketing Plan noting that, having not been able to measure the 2017 plans success at this time, the 2018 plan tweaks the 2017 goals based on several different pieces of research.

Staff's goals for BC Egg this year are to Increase Trust in Egg Farmers and to Make BC Egg a Trusted Information Source.

■■■■ shared the objectives and tactics for the 2018 goals and the backing research to support each goal and corresponding objective. Public appearances by farmers, Meet the Farmer video series and traditional and social media campaign will help bridge the gap between public trust and BC eggs.

Transparency will be BC Egg's tactic in creating our organization into a trusted source of information. Focusing on essential elements such as accuracy (sharing truthful, objective, reliable info), clarity (sharing info that is easily understood & obtained) and motivation (acting in an ethical, consistent manner) will help build the trust we desire between ourselves and all our stakeholders.

■■■■ also noted that a website redesign will launch in the Fall of 2018 and the MarComm committee will be moving ahead on the new name and logo research to determine if a name change is necessary as we continue forward promoting ourselves in the role of a credible source of information.

**ADOPTION OF AGENDA**

The agenda was adopted with the following additions:

- 4.18 Organic Leasing
- 5.8 COMB

**1.0 APPROVAL OF MINUTES**

- 1.1 Approval of the Minutes of August 15, 2017

**R17-048** It was MOVED and SECONDED

THAT the Board of Directors approve the Minutes of August 15, 2017 as presented.

CARRIED

**2.0 BUSINESS ARISING/ACTION LIST REVIEW**

- 2.1 Board Calendar

The Board calendar was presented for information.

- 2.2 Action Items

The action items document was reviewed for information.

- 2.3 New Business

- 2.3a Updated Penalty Policy

The updated penalty policy was presented for information. The updates clearly defined the roles and responsibilities of staff in the penalty process.

**3.0 STAKEHOLDER ENGAGEMENT**

- 3.1 2018 EFC Young Farmer Program Representative

In November 2017, staff expects EFC to request that BC Egg provide a recommendation for a delegate for the young farmer program.

The goal of this program is to work together to nurture young people in the industry and to help them build an understanding of the industry's history to empower these young Canadians to take on leadership positions in our industry and sector.

The EPA has chosen one producer from each region for the Board's consideration. These individuals are believed to bring the most value to the industry with their participation.

The Board expressed their approval of this program and the importance of developing the younger farmers.

Based on the current level of participation in the industry and length of time in production, staff is recommending that [REDACTED] is selected as the delegate for 2018. If [REDACTED] is unable to fulfill this role, the Board recommends [REDACTED] as the alternate.

**R17-049** It was MOVED and SECONDED

THAT the Board of Directors approve that [REDACTED] be the delegate for the Young Farmer Program and [REDACTED] be the alternate.

CARRIED

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### 3.2 IEC Reports

██████ and ██████ presented their notes from the 2017 EIC Global Leadership conference held in Bruges, Belgium, for the Board's information.

### 3.3 EIAC Grader Representative Replacement

██████████ (██████████) has requested that ██████████ replace ██████████ on the committee due to ██████'s obligations in Calgary.

The Board must consult with the BCEPC concerning any processor appointees. The BCEPC has been consulted and they have recommended that ██████████ replace ██████████ on the BCEPC after the September 28, 2017 EIAC meeting.

It is recommended that the BCEPC appoint ██████████ as one of the three processor representatives on the EIAC for a three year term commencing October 6, 2017, expiring March 2021.

Staff will notify the BCEPA and the BCEPC regarding the remaining members whose terms expire this March and request recommendations by Dec 31, 2017.

**R17-050** It was MOVED and SECONDED

THAT the Board of Directors approve that ██████████ replace ██████ on the EIAC as a Grader representative.

CARRIED

### 3.4 Invitation to Minister Popham

The invitation to Minister Popham and her team to meet with ██████ and ██████ to discuss significant issues in the egg sector was presented for information. Staff advised the Board that Minister Popham will be joining them on the farm tours in November.

### 3.5 Draft PMC Minutes of September 5, 2017

The draft PMC minutes from the September 5, 2017 meeting were presented for information.

### 3.6 Farm Tour Invitation/Political Outreach

Invitations for a farm tour have been sent to Premier John Horgan, Minister Lana Popham, Green Party Leader Andrew Weaver, and Leader of the Opposition Rich Coleman. The tour will include a visit to small, medium and large farms as well as small and medium sized grading stations. The board will be accompanying these key politicians on this tour.

BC Egg has also reached out to a communications firm that specializes in politics to get advice on how to reach out to key politicians as to prepare a government relations plan.

### 3.7 SPCA Relationship

██████ commented that BC Egg has a good working relationship with the SPCA and have attended a few educational farm tours with members from the SPCA. It was noted that the SPCA is currently updating their standards and have requested information from BC Egg regarding our current standards. Information has been provided when requested and the SPCA is obtaining comments from BC Egg producers who are currently SPCA certified. The contact information has been provided to ██████████ so the PMC can work with the SPCA as well.

### 3.8 CCFI Conference

██████████ presented the notes from the Canadian Centre for Food Integrity conference she attended on September 19 & 20.

**Action:** ██████████ to send the Board the research on CCFI's public trust release

**Action:** Staff to note the fact that we're a member of the CCFI on our website

### 3.9 Animal Welfare Workshop

██████████ presented the notes from the Animal welfare workshop she attended on September 20, noting that attendees included approximately 35 stakeholders holding an interest in animal welfare.

### 3.10 Focus Group Review

██████████ presented the results of the focus group held in August. Sentsis was contracted to conduct three focus groups in Abbotsford, Vancouver and Victoria. In total, twenty people participated and represented a mix of ages, education levels, incomes and types of eggs purchased.

Three ideas were tested:

- Explore awareness and perceptions of different housing types.
- Obtain consumer response to a new certification standard for specialty eggs (including names and logos).
- Discern consumer awareness and perceptions of BC Egg's role in setting standards and regulating the production of eggs.

It was discovered that consumers are minimally informed about food production. Many don't want to know about egg production because they fear the worst. If consumers are aware of the BC Egg Marketing Board, they have no knowledge of our regulatory function but feel that regulation is important.

The focus groups pointed out that BC Egg should focus on educating the public and not on promoting our organization. We need to become leaders in providing excellent, science-based information to the public. Consumers are primed to trust BC Egg as we provide them with the right information about egg production and position ourselves as leaders in promoting hen welfare.

After reviewing BC Egg's stats in how we are viewed as an organization in the public, ██████████ shared the results of the focus groups. The public has no knowledge of how the industry is regulated but feels that regulation is important. Because we have very low recognition we have an opportunity to present ourselves in a positive light.

Consumers want to feel good about what they eat. But don't want to do the research themselves. They are comfortable just knowing that the information is there and available.

## **4.0 OPERATIONS**

### 4.1 Rodent Control Update

Over the past two years the number of positive Salmonella Enteritidis cases has increased. The majority of the affected farms have had signs of heavy rodent activity on the premise.

Staff is sending an email to producers with their pest detective inspection report detailing to the recipient their inspection results, their score, and how their program measures up to their peers.

Whenever possible, staff will assist with producers that ask for help or clarification. PLO's will be following up with the producers that are identified as (orange/red) moderate/high risk to ensure that action is being taken to mitigate their risk either before or on the date of their next audit.

#### 4.2 [REDACTED] Appeal Update

BC FIRB's decision on the [REDACTED] appeal was presented to the board for information. This decision responds to an appeal of a decision of the British Columbia Egg Marketing Board (Egg Board) to end the Market Growth Allowance (MGA) program, put in place to respond to a market need for conventionally produced white table eggs and eggs for processing.

The BC FIRB panel concluded, based on its analysis of sound marketing policy and its application of the SAFETI principles, that the Egg Board did not err in its decision to end the MGA program. Further, the Egg Board developed adequate transitional provisions for the MGA program as it evolved. All producers benefitted from the preservation and expansion of their markets and the strengthening of their industry through this innovative measure of the MGA program. The panel dismisses the appeal.

#### 4.2b [REDACTED]

[REDACTED] advised the board that we will be conducting a new producer program draw in Creston in the next 14 days as per direction from FIRB. [REDACTED] will be the draw administrator for all future new producer programs.

**Action:** Staff was directed to write a letter to FIRB regarding the short timeline for this draw noting it does not follow our new producer program published timelines.

#### 4.3 FIRB Update on Mandatory Insurance

The Mandatory Notifiable Avian Influenza Insurance Review (the "Review") is a five phase review intended to provide the regulated poultry boards and commission in BC with the research and analysis to determine whether or not to apply the authorities granted under the Natural Products Marketing (BC) Act (the "NPMA Act") to require producers to maintain insurance against losses resulting from Notifiable Avian Influenza (NAI) discoveries.

In July 2016, the boards and commission posted a draft Decision Note to establish a mandatory Infected Premises C&D Cost Recovery Fund to cover the extraordinary costs of C&D of infected premises for future NAI discoveries as well as provided direct notification to industry associations and key stakeholders requesting feedback on the proposed Fund.

The rationale for the Fund has been made available to industry stakeholders. The boards and commissions have requested stakeholder feedback to which limited response has been received to date.

Phase 3 is intended to conduct the requisite due diligence to support the regulated poultry boards and commission decision making process and establish if the conditions of insurance exist. This work is dependent on the completion of an actuarial assessment which is in progress.

Once the actuarial assessment has been completed to enable the finalization of the Phase 3 draft report, the Mandatory Insurance Steering Committee will meet. Work is progressing on the Review with the intent of enabling the boards and commission to make decisions by the end of October.

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### 4.4 Specialty Audit & Stamping Meeting

BCEMB staff met with the grading stations in BC to review the specialty audit certification and egg stamping programs with the grading stations prior to their implementation. Staff met with each grading station individually and provided brief updates on the consumer research to date and the status of our discussions with retail.

The proposed stamping program and its benefits were outlined as well as how our local program will work with the National Program.

Staff shared the feedback from [REDACTED] with the Board, noting that all parties are supportive of the Specialty Audit Certification Program.

### 4.5 Process to Review the Provincial Administration Levy(PAL)

EFC's process for review of the Provincial Administration Levy (PAL) was presented for information. EFC's goal is to present the PAL update to the EFC Board of Directors this November for implementation in January 2018.

**Action:** Staff to ask EFC to consider including freight costs as part of the administration levy as it is not included in the COP.

### 4.6 New Entrant Quota Credits

The Board has received requests from new entrants for the ability to go into a negative quota credit balance for their first flock. New entrants are our most vulnerable producer demographic; QCs and their valuation are one of the more complex concepts.

The board agreed with staff's recommendation that BCEMB maintain the current rule that no producers can go into a negative Quota Credit balance as the financial loss incurred by the New Producer is minimal.

### 4.7 Specialty IP

EFC has been working with BC Egg and [REDACTED] to implement a pilot specialty IP program in BC that works similar to the current IP program rather than through a separate processor/producer specific contract.

From the October 11, 2017 EFC meeting, BCEMB is hoping to get stronger agreement that specialty pricing needs to happen at a national level and some next steps moving forward. It is the intention of BCEMB to continue its pursuit to have all western provinces implement a specialty pricing and a specialty IP program.

### 4.8 Quota Allocation Consultation

BCEMB has committed to conducting a consultation beginning in October to determine if there is a potential to strengthen the current methodology used to allocate quota.

The purpose of the consultation is to determine if there is an opportunity for the BCEMB to, while maintaining its accountability to all stakeholders and adherence to the SAFETI principles, strengthen the strategies used for the allocation of growth quota in this thriving industry.

Staff plans to continue with a Quota Allocation consultation in October 2017 to determine if there is a preferred mechanism for the allocation of growth quota that adheres to the SAFETI principles.

The board and staff discussed 11 different options for the allocation of quota as presented. After lengthy debate, eight options were selected for inclusion in the stakeholder consultation process.

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### 4.9 Quota Exchange Survey Options

BCEMB has committed to conducting a consultation beginning in September regarding the Pilot Quota Exchange (Schedule 8).

The objective of the consultation is to establish if there is an opportunity for the BCEMB to, while maintaining its accountability to all stakeholders and adherence to the SAFETI principles, change and improve the policies regarding the Pilot Quota Exchange set forward in Schedule 8 of our Consolidated Orders.

Staff plans to continue with the Pilot Quota Exchange consultation in October 2017.

### 4.10 New Producer Program Consultation

BCEMB has committed to conducting a consultation beginning in September 2017 surrounding the New Producer Program.

The objective of the consultation is to establish if there is an opportunity for the BCEMB to, while maintaining its accountability to all stakeholders and adherence to the SAFETI principles, change and improve the policies that surround incentive quotas issued under the New Producer Program set forward in Schedule 1 of our Consolidated Orders.

Prequalification's were recommended as part of the vetting process through a fact sheet asking questions such as intended location of production unit and holding mandatory information sessions.

The EIAC committee noted they would like to see the survey results at their January 2018 meeting so they can put forward a recommendation to the board.

**Action:** Staff will update the research questions and objectives then provide it to the Board for comment prior to general circulation.

### 4.11 EFP Phase Out

As of week 34, 2018 BC's temporary allotment contract for the 100,000 EFP quota is set to expire. The EFP Program was a three year contract that started in week 34, of 2015. As such, the contract can either be renewed or expire as of week 34, 2018.

At this time [REDACTED] has confirmed that his needs are being met fully by the IP Program and as of week 34, 2018 he will no longer require any EFP product therefore he does not want to renew/extend the contract.

Before a decision can be made the BCEMB 2018 inventory forecast needs to be completed so that we can establish how we are poised for the New Year.

At this time, staff is of the opinion that a gradual phase out program would be the preferable strategy for ending the EFP program from a production perspective.

**Action:** Staff was directed to write a letter to [REDACTED] and [REDACTED] to ask for their input on phasing out the EFP program, as per their request.

The meeting adjourned for the day at 4:08 pm

The meeting reconvened on October 5 at 8:45 am.



#### 4.12 Forecast Model for 2018

The goal of the forecast is to leverage available databases and resources to develop a forecasting model that reflects a relatively accurate picture of the industry's current position, driving factors, and future direction from both a supply (production) and demand (retail) perspective. An industry perspective with a forecasting piece was presented to the board for information. The board added insight and made recommendations to strengthen the model.

**Action:** Staff was directed to update the Forecast Model document with the Boards suggestions and corrections and recirculate for feedback.

#### 4.13 Catching Update

In response to the video released by Mercy for Animals (MFA) that depicted the horrific abuse of chickens during the catching process on broiler farms throughout BC the catching processes are being scrutinized by all stakeholders (processor, producer, government, activist, and public) with the goal of creating a more robust system that will minimize the opportunity for abuse to occur during in the catching process.

In September staff attended another meeting with the feather boards to get an update from the BCCMB and discuss catching crew options.

The options put forward for discussion regarding next steps on catching were:

1. All boards using the same crews in each region to remove their birds, making it economically viable for the Interior and Vancouver Island regions
2. At the next contract renegotiation - BCEMB requiring elite to catch our Interior and V birds.
3. Licensing producers and catching crews

Options 1 and 2 are logistically very challenging. BCEMB staff is recommending that producers in the Vancouver Island and Interior regions are trained a licensed to oversee the catching crews. By doing this it will ensure:

- BC has a credible program that is executed throughout our entire province
- Producers are accountable for the animal welfare training of the crews they hire
- Catching crews will understand before the hens are removed that they will be held accountable for their behavior and understand the expectations when removing and transporting hens

The board and staff agreed that more research needs to be done on how a program can be implemented that will satisfy the needs of the producers and catching crews while addressing the animal welfare issue.

#### 4.14 Enriched Pricing

There is consensus amongst both graders and producers that the incremental cost of production from enriched housing is higher than conventional. There is also no debate that, at some point within the next 18 years, the large portion of our industry will need to transition to a production type other than conventional.

At this time, there is no price set for specialty production so the producer is responsible for the transition unless the grading station offers a premium.

One of the threats in the SWOT analysis that was prepared for this topic was that EFCs COP review and next steps may undermine our decision.

A considerable amount of time has passed and the EFC COP review is due to be completed and presented to the boards by January 2018.

**Action:** Staff was directed to bring enriched pricing to the EIAC asking for their feedback with options on how to proceed.

4.15 EFC Quota Credit Comparison

BC and EFC have two unique Quota Credit (QC) programs. By gaining a better understanding of the intricacies of EFCs QC policy we can adopt new policies allowing BC producers to better leverage their production by stabilizing our utilization when required.

**Action:** Staff will develop a standard operating procedure on how BC Egg can utilize EFC's Quota Credit program and outlining the administration of the entire process from start to finish.

4.16 MarComm Update

██████████ presented the Board with an update on the Marketing and Communication department.

**Egg Stamping**

Copies of the farmer questionnaire and consent form being used to put together the individual farmer pages on the website were provided for information. The questionnaire clearly indicates which questions are optional. The consent form has been vetted by our lawyer and is ready to use.

It was also noted that ██████████ began stamping their eggs on September 27.

**Meet the Farmer Video Series**

██████████ informed the Board that each Meet the Farmer video costs BC Egg approximately \$2,500 to produce (more for our Island videos due to travel expenses). EFC will rebate BC Egg 70% of those costs (up to \$20,000) at the end of the year as part of the Provincial Extension Fund.

**Advertising**

The board was shown various examples of the print, digital and radio ads that BC Egg has participated in so far this year, as well as the Facebook promoted post regarding the health benefits of eggs.

**Quarterly Updates to Retail**

The board was advised that the Marketing & Communications department has been sending quarterly messages to several retail outlets (██████████) addressing BC Egg's activity and ventures in the community and industry itself.

**Action:** Staff was directed to package a Marcomm update for the 2018 AGM that displays everything we've done in the year as a way to share our successes with our stakeholders.

4.17 QATE Additional Responses

The additional responses from the QATE meeting with FIRB were presented for information. BCFIRB committed to having a response to the Boards by the end of December 2017.

4.18 Organic Leasing

Staff provided the board with an update regarding the provincial organic production needs. At this time no organic lease program is needed.

## 5.0 GOVERNANCE

### 5.1 BCEMB Strategic Plan Review

This item was discussed earlier in the meeting.

#### 5.1a Marketing Plan

This item was discussed earlier in the meeting.

### 5.2 2018 Budget Review

████ presented the 2018 Budget review for feedback. The information compared assumptions made for 2017, what we are assuming for 2018 and where BC Egg is at for Period 8 to give detailed insight as to how BC Egg's 2017 budget is compared to actuals.

The board offered recommendations to help get a more precise picture for the final 2018 Budget documents.

**Action:** The Accounting and Operations departments were directed to coordinate their approaches to forecasting for 2018.

### 5.3 FIRB Decision - Quorum & Conflict of Interest

Correspondence on FIRB's decision regarding quorum and conflict of interest was presented for information.

### 5.4 BC Poultry Conference 2019-2021

The BCPC steering committee needs to finalize details for the funding agreement for years 4-6.

This joint conference fosters increased communication between those commodities as we are all subject to similar risks. In addition, it enables multi-commodity producers to attend all the AGM's of each commodity.

Currently the funding agreement is split 40-40-10-10 with BC Egg responsible for 40% of the costs. With an agreed budget of \$250,000, BC Egg is committed for \$100,000.

The Board agreed with BCEPA's suggestion to use the BCPA funding model noted below:

Chicken - 49.08% - \$122,700

Egg - 21.85% - \$54,625

Hatching - 14.36% - \$35,900

Turkey - 14.71% - \$36,778

### 5.5 Council Decision Letters: EFC Levies & Quota Amendments

The Farm Products Council of Canada (Council) decision letters regarding EFC levy and quota amendments was presented for information.

### 5.6 2018 Scholarship Program

\$10,000 is set aside each year to help agricultural students as part of BC Egg's annual budget. Previous scholarships were awarded to students at SFU. Unfortunately SFU doesn't have an agriculture department.

At the June 2017 board meeting it was recommended the scholarship be awarded in house therefore staff is recommending a scholarship committee be created using the draft terms of reference presented.

It was agreed that this item be tabled in order to provide more time to fully research this topic.

5.7 Consolidated Order Prior Approval Follow Up

BCEMB received a directive from BCFIRB to implement the changes to the Consolidated Orders that were approved in March of 2017.

BCFIRB approved most of the changes to the BCEMB Consolidated Orders in March 2017. To date, the BCEMB has not implemented the changes. Staff was waiting for the results of the QATE. If any changes arose, it would be less confusing for producers to have all of the changes implemented at once.

Staff recommended the following actions:

- 1) Implement the revised orders as of November 1, 2017
  - a. Talk to producers at the EPA meeting
  - b. Send a notice to producers with revised orders and major changes as well as deadlines for implementation
  - c. Have revised forms ready at that time
  - d. Have three producer update sessions throughout November if producers would like to learn about the changes
- 2) Allow existing producers 3 years to comply with changes related to land ownership and independent production units
- 3) Amend the orders, if required, pending QATE outcomes

5.8 D&O Insurance

The D&O insurance amount was brought forward for information.

**Action:** Staff will come back to the board with information on the D&O insurance once they've done some research on industry averages with assistance from COMB.

**6.0 PERFORMANCE REPORTS**

6.1 Dashboard

The dashboard was presented for information.

6.1a Feed Mill Participation Report & AAFC Report

The Feed Mill report was presented to the Board for information.

6.2 Quota

6.2a Industry Reserve Week 37

The total quota allocated and held in reserve as of week 37, 2017 was presented for information.

6.2b IP Report Week 37

The Industrial Product report up to week 37 was presented to the Board for information.

6.2c IP Processor Summary Week 37

The week 37 IP Processor report was presented to the Board for information.

6.2d EFP Report Week 37

The EFP report as at week 37 was presented for information.

6.2e Quota Utilization Update

The quota utilization report as at week 37, 2017 was presented for information.

6.2f Quota Credit Report

The quota credit report was presented for information.

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6.2g Inventory Report

The Inventory report was presented for information.

6.3 Financials

6.3a Period 8 Board & Committee Per Diems & Expenses

**R17-052** It was MOVED and SECONDED

THAT the Board of Directors approve the Directors', Executive Director's, and Committee members' per diem and expenses for Period 8 as amended.

CARRIED

6.3b Period 8 Financials

The Period 8 financials were presented for information.

6.3c Financial Dashboard

The Financial dashboard was presented for information.

6.4 Preliminary COP

The preliminary COP was presented for information.

**7.0 MEETINGS HELD AND UPCOMING**

7.1 Meetings Held Appendix A

Meetings attended since the last Board meeting were reviewed.

7.2 Meetings Upcoming Appendix B

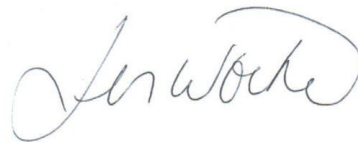
Attendance and participation in upcoming meetings was discussed and approved.

7.2a Future Meeting Date

Due to a conflict with the IPPE conference in Atlanta on January 30, 2018, the board moved the January scheduled Board meeting to February 1, 2018.

**ADJOURNMENT**

The meeting was adjourned at 12:43 pm



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Board Chair



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Certified Correct, Secretary