

PENNSYLVANIA MALT AND BREWED BEVERAGE INDUSTRY PROMOTION BOARD
Minutes of the April 6, 2017 Board Meeting
PA Department of Agriculture, Room 405
Harrisburg, Pennsylvania

Public notice of the April 6, 2017 Pennsylvania Malt and Brewed Beverage Industry Promotion Board meeting was given on March 30, 2017, as stipulated by the Sunshine Law.

CALL TO ORDER

The meeting was called to order at 9:55 a.m. Board members in attendance included William Brock, Michele Meloy Burchfield, Sean Casey, Christian Lampe and Frank Pistella. Also attending was Cristopher Hoel, Hoel Law Office; Brook Duer, Pennsylvania Department of Agriculture; Laura England, Pennsylvania Department of Agriculture; Patrick Andrews, Pennsylvania Department of Agriculture; and Jennifer D'Angelo attended and recorded the minutes.

INTRODUCTIONS

Mr. Duer welcomed the new board members.

REVIEW OF LAWS, ACTS, ETC.

Mr. Duer reviewed the Sunshine Law, the Right-to-Know Law, and the Governor's Code of Conduct with the board members. The board requested that the PA Department of Agriculture (PDA) provide them with a commonwealth email account and a "share site" for documents.

PDA ORGANIZATIONAL STRUCTURE

Mr. Duer reviewed the various offices within the department that will be providing the board with program support. The offices include: Legal Office, Press Office, Administrative Services (fiscal office), and the Bureau of Market Development.

DEVELOPMENT OF THE BOARD

Many topics were discussed regarding the development of the board. Topics included: board leadership and structure, stakeholder input, funding options/grant process, staff options, non-voting members, and defining the industry. The board also discussed the allocation of the monies and the process of invoicing.

The board requested that PDA prepare a draft budget of the costs associated with a full-time support person and a part-time support person. PDA will also provide the board with examples of timelines and grant proposal formats. PDA will work with the IT Office to add the board to the department's website.

ELECTION OF OFFICER

RESOLUTION 2017.01 ELECTION OF OFFICER – CHAIRMAN

Presented by: Sean Casey

Seconded by: Michele Meloy Burchfield

Passed: Unanimously

To elect William Brock as Chairman. Term will end June 30, 2018.

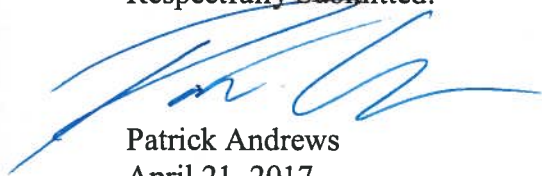
NEXT BOARD MEETING

Future meeting locations and dates will be discussed at the next board meeting. The next board meeting will be held on Thursday, May 4, 2017 at the PA Department of Agriculture at 10:00 a.m.

ADJOURNMENT

There being no further business, the meeting was adjourned at 2:07 p.m.

Respectfully Submitted:



Patrick Andrews
April 21, 2017