



IR-4 PMC MEETINGS MINUTES
Special Meeting
May 5, 2022
Zoom Virtual Meeting

MOTIONS AND ACTION ITEMS

Motions/Consent Items:

1. A motion was made by Liwei Gu to set a committee to continue to pursue the option of iAdvantage and set up a pilot program to get it going, Alvin Simmons seconded. **Unanimously approved.**
2. **Consensus:** For the PMC members to vote for approval by email once finalized budget version is sent out.
3. A motion was made to approve Kyle Harris' membership onto the Commodity Liaison Committee by Matt Hegel, seconded by Alvin. **Unanimously approved.**

Action Items:

1. **Action Item:** Headquarters and Regions to bring back individual budgets and actual costs and discuss them at the 2022 summer meeting.

Members

Jerry Baron; IR-4 Executive Director
Liwei Gu; Regional Director-SOR
Matt Hengel; Regional Director-Western Region
Todd Scholz; CLC/Chair
Alvin Simmons; USDA- ARS
John Wise; Regional Director-NCR/Chair PMC
Simon Zebelo; Regional Director - NER

Presenters

Jimmy Byrtus; IR-4 HQ
Debbie Carpenter; IR-4 HQ
Krystal Chojnacki; IR-4 HQ
Rubella Goswami; USDA-NIFA
Michelle Samuel-Foo; USDA- NIFA
Philip Moore; IR-4 HQ

Thursday, May 5, 2022 11:15 am to 12:45 pm

-- The meeting was called to order at 11:19—

1) Welcome and Self Introductions

- Jerry welcomed attendees and opened the meeting.
- Dr. Michelle Samuel-Foo introduced Dr. Rubella Goswami from USDA-NIFA to the group; Dr. Goswami gave an overview of her background; provided an update on staffing; stated that she would like to re-start in person meetings when IR-4 Project holds meetings in Kansas City or Washington, D.C.; and invited the group to provide feedback on what NIFA can do to improve the program.

2) Electronic Field Data Notebook

- Jerry Baron introduced this item and provided a background stating that; a small committee has been meeting to vet options for hosting the Electronic Field Data Notebook; and that one option – iAdvantage- stood out among the rest and that would be the focus of the discussion today.
- Jimmy Byrtus provided an overview of the process the committee took to find and vet vendors and products. The advantages of working with iAdvantage were reviewed including; great feedback from researchers and auditors at EPA; and the transition would be an easy one. Disadvantages were also reviewed as well as next steps/goals if the PMC was to approve moving forward with the iAdvantage product.
- A discussion was held regarding the drawbacks including: non-standard applications; testing strategies to ensure usability; the establishment of a “building committee” for design; costs associated with development of pilot, licenses and hardware; who are other current customers of iAdvantage; costs associated and how they will be paid annually and that headquarters will absorb the cost of the pilot; if CRO is using it will they need a license as well or if they already have one can they use their own license; and what type of hardware will be best suited for research conditions.
- **A motion was made by Liwei Gu to set a committee to continue to pursue the option of iAdvantage and set up a pilot program to get it going, Alvin Simmons seconded; unanimously approved.**

3) FY 2022 Grant Discussion

- Discussion/approval of distribution of funds (Handout)
 - Jerry Baron introduced the item and noted that we can submit on June 22 (90 day pre-anniversary of the first year of the grant); discussed a plan to reinvest savings from North Central lab closure and redistribute the funds to the Western and Southern regional labs (9% to those facilities); reported that the program approved at the NRPM was kept with a few changes that came up from the EPA or were not successful in the field; and that he was awaiting on validation from RFCs in Western and Southern regions.
 - A discussion was held regarding: requests from researchers to receive funds earlier than will come in from the grant and how the regions handle these requests; the PMC wanting to reserve a certain sum of money for the electronic notebook which will start in 2023; the sub award for approximately \$500k to Rutgers to cover the 3 employees there and if this amount should be included in the HQ budget versus separated out; how the difficulty allotments will be made (\$50,000/region)-this was not included this year; and whether NC State will be willing to pick up the lease costs in the future (no).
 - A discussion was held regarding the increase to the HQ budget over past years; implications of COLA; HQ picking up QA personnel; NER used to pay for one of the headquarters QA auditor’s salary; and to revisit detailed actual costs within regions for discussion at the Summer meetings.
 - **Action Item (All):** Headquarters and Regions to bring back individual budgets and actual costs and discuss them at the 2022 summer meeting.
- Next steps in grant process
 - Krystal Chojnacki provided an update on the materials that will be needed for the 2022 grant.
 - Due date for Regions to submit sub award documents – June 17, 2022.

- Michelle Samuel-Foo provided a reminder that the annual REEport needs to be completed as well and is due on June 22, 2022.
 - The regions stated their willingness to provide headquarters information needed to complete that report and a discussion was held about making final adjustments to the budgets and sending it out for PMC approval via email.
 - **Consensus:** For the PMC members to vote for approval by email once finalized budget version is sent out.
- 4) Potential new CLC member – Kyle Harris, Cherry Marketing Institute nomination (Handout)
- Todd Scholz reported that the CLC voted unanimously to accept Kyle Harris to the CLC, and that the CLC has been looking for a representative from the Sweet Potato industry in North Carolina.
 - A discussion as held regarding Kyle’s qualifications and it was noted that Dave Trinka will be retiring soon and a replacement search is underway.
 - **A motion was made to approve Kyle Harris’ membership onto the Commodity Liaison Committee by Matt Hegel, seconded by Alvin; unanimously approved.**
- 5) Executive Session
- The group convened to executive session at 12:43 pm.
 - The members reconvened from Executive session at 1:00 pm am with no reportable action.

The meeting adjourned at 1:00 pm.