



**MINUTES**  
**Project Management Committee**  
**Special Meeting**  
**January 19, 2023**  
**Virtual**

**MOTIONS AND ACTION ITEMS**

**Motions/Consensus Items:**

1. A motion for approval to move forward with the implementation of the Electronic Field Data Notebook was made by Alvin Simmons, seconded by Todd Scholz. **Unanimously approved.**
2. A motion was made by Todd Scholz to approve Ryan Wysocki of the Michigan Blueberry Council, John Walt Boatright of the American Farm Bureau Federation, and Zack Bagley of the California Tomato Research Institute as new members on the IR-4 Project Commodity Liaison Committee, seconded by Jerry Baron. **Unanimously approved.**
3. A motion was made to adjourn the meeting at 2:56 pm by Matt Hegel seconded by Liwei Gu. **Unanimously approved**

**Members:**

Jerry Baron; IR-4 Executive Director  
Liwei Gu; Regional Director-SOR  
Matt Hengel; Regional Director-WR  
Marcel Holyoak; Administrative Advisor- WR  
Moses Kairo; Administrative Advisor - NER  
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  
Philip Moore; IR-4 HQ  
Hannah Ross; IR-4 HQ

**Thursday, January 19, 2023 1:30 pm EST to 3:00 pm EST**

-- Dr. Matt Hengel called the meeting to order at 1:33 PM --

1) Welcome and Changes or Additions to the Agenda (Hengel)

- Dr. Hengel welcomed the group; Dr. Simmons requested to add an informational item about ADCS trucking to the agenda.

## 2) Electronic Field Data Notebook (Baron, Byrtus, and Moore)

- Dr. Baron acknowledged the work of the team who has been working on the pilot program and noted that this report was to provide feedback on the pilot in order to make a decision on a full roll-out of the program. J. Byrtus and P. Moore provided an update on the pilot including field and office testing, observations made during the pilot, that a full roll-out would still take a few years, reviewed proposed next steps in the pilot process, and what implementation would look like if approved by the PMC.
- J. Byrtus, P. Moore, and Dr. Baron addressed questions regarding: comments from pilot participants; what time savings the conversion to the eFDB might produce; what hardware was used in the trials (laptops, tablets, etc.); the system's ability to catch a problem trial early; cost savings with reduced shipping and paper needs and reduced potential loss of data; who provides the laptops for the eFDB; back-up for the system; and who owns the data. The PMC thanked Byrtus and Moore for their effort on this project.
- **A motion for approval to move forward with the implementation of the Electronic Field Data Notebook was made by Alvin Simmons, seconded by Todd Scholz; unanimously approved.**

## 3) FY 2023 Budget Discussion (Baron)

- Dr. Baron introduced initial budget projections for 2023 including: new appropriation increase; new eFDN supplements; and lab analysis increases for contract lab needs.
- Dr. Baron addressed questions regarding: the eFDN allocations and if there will be an increase for field researchers to compensate for time; the cause for the increase in budget allocation changes after the grant is issued over the last few years; if the license fee for the eFDB will be paid by headquarters; potential savings for longer term contracts with the eFDN company; and how many contract lab projects we expect to have.

## 4) Vote to approve new CLC members (Scholz)

- Ryan Wysocki, Michigan Blueberry Council
- John Walt Boatright, American Farm Bureau Federation
- Zack Bagley, California Tomato Research Institute
- T. Scholz gave a background on the candidates and the members they would be replacing, noted that they are bringing in good energy, and recommended all three for approval by the PMC.
- **A motion was made by Todd Scholz to approve Ryan Wysocki of the Michigan Blueberry Council, John Walt Boatright of the American Farm Bureau Federation, and Zack Bagley of the California Tomato Research Institute as new members on the IR-4 Project Commodity Liaison Committee, seconded by Jerry Baron; unanimously approved.**

## 5) 60 Years of the IR-4 Project: Promotional Materials (Baron and Ross)

- Dr. Baron introduced the item and that this year is the 60<sup>th</sup> year of The IR-4 Project. H. Ross shared the resources that have been developed to date including talking points, email signature, letterhead, 1 pager, slide deck, zoom backgrounds and logos.

6) ACDS Trucking (Simmons)

- Dr. Simmons reported that the ARS certificate to use ACDS was recently expiring but has been renewed for all locations of ACDS and that Ken Trammel of ACDS will be retiring but the company will be acquired by the Lang family from Fresno, CA effective April 2024.
- A discussion was held regarding the invaluable service he provides to the industry and the many contributions from Ken to the industry; he will be missed and would be an excellent recipient of future recognition from IR-4.

7) Adjourn

**A motion was made to adjourn the meeting at 2:56 pm by Matt Hegel seconded by Liwei Gu; unanimously approved**