



# Budget & Audit Committee Meeting Minutes

Tuesday, May 9, 2023  
11:00 AM – 12:00 PM MT  
Zoom Virtual Meeting

**DRAFT**

## Call to Order

Chair Seth Denbow called the meeting to order at 11:01 AM MT and welcomed everyone. Mr. Denbow recognized Legal Counsel, USDA-AMS and CBB Staff. He then asked Sami Ichrist to call roll of the committee members.

## Members Present

Seth Denbow, Chair	Jason Hitch, Vice Chair
Ryan Moorhouse, Ex-Officio	Mark Sustaire
Sarah Childs	VeaBea Thomas
Dave Hamilton	Claudia Wright
Dan Kniffen	

## Officers/Staff/Guests Present

Legal Counsel  
Alex Menendez, Watkinson & Miller

USDA-AMS  
Kinley Hartman

### Cattlemen's Beef Board Staff

Sara Arp  
Davis Gidney  
Greg Hanes  
Sami Ichrist  
Jeff Lutz  
Chad Smith  
Beka Wall

CBB Officers  
Jimmy Taylor  
Andy Bishop  
Norman Voyles, Jr.

Guests  
Kaitlyn Swope, NEBPI

## Agenda

Chair Seth Denbow called for approval of the agenda. VeaBea Thomas moved, and Mark Sustaire seconded to approve the agenda as emailed. Motion passed.

## Minutes

Chair Seth Denbow asked if there were any additions or changes to the April 18, 2023, minutes. Dave Hamilton moved, and Sarah Childs seconded to approve the April 18, 2023, minutes as presented. Motion passed.

## Review Projected revenues for FY 2023

Chair Seth Denbow called on CFO Jeff Lutz and Director of Collections Compliance Chad Smith to review projected revenues for FY 2023. Mr. Lutz reviewed the projected FY 2023 Interest Income and Other Income. Mr. Smith reviewed the projected FY 2023 Assessment Revenues. Mr. Lutz reported that the projected total revenues for FY 2023 are on track to meet or exceed budgeted revenues.



# Budget & Audit Committee Meeting Minutes

Tuesday, May 9, 2023  
11:00 AM – 12:00 PM MT  
Zoom Virtual Meeting

---

## **Projected Revenues for FY 2024**

Chad Smith presented the recommended projected domestic and import assessment revenues for FY 2024 of \$32,900,000 and \$7,000,000, respectively. Jeff Lutz then presented the recommended projected interest income and other income of FY 2024 of \$472,500 and \$28,000, respectively.

## **Review and Approve budget for FY 2024**

Jeff Lutz presented CBB's requested budgets for Evaluation (\$270,000), Program Development (\$640,500), Checkoff Communications Resource (\$200,000), USDA Oversight (\$550,000), Supporting Services & Litigation (\$270,000), State Services (\$205,000), and Administration (\$2,020,025).

Mr. Lutz provided an overview of the recommended Evaluation budget, and the recommended Evaluation Budget was not increased for FY 2024.

Mr. Lutz provided an overview of the recommended Program Development budget. The recommended Program Development Budget was increased 9.5% for FY 2024 due to higher travel costs and expenses associated with meetings.

Mr. Lutz provided an overview of the recommended Checkoff Communication Resource budget. The recommended Checkoff Communications Resource (CCR) for FY 2024 was not increased.

Mr. Lutz provided an overview of the recommended USDA and Supporting Services & Litigation budgets. The recommended USDA and Supporting Services and Litigation Budget remain the same from FY 2023.

Mr. Lutz provided an overview of the recommended State Services budget. The recommended State Services budget for FY 2024 has not been increased.

Mr. Lutz also explained that the Administration budget was 5% of the projected revenue for FY 2024.

After subtracting the total expense budgets of \$4,155,525 from the total available for the budget of \$40,400,500, the funds available for the Beef Promotion Operating Committee to spend for Authorization Requests are \$36,244,975.

Dan Kniffen moved, and Mark Sustaire seconded approval of the FY 2024 budget of \$40,400,500 to include \$36,244,975 available for Authorization Requests, \$270,000 for Evaluation, \$640,500 for Program Development, \$200,000 for Checkoff Communications Resource, \$550,000 for USDA Oversight, \$270,000 for Supporting Services & Litigation, \$205,000 for State Services and \$2,020,025 for Administration. Motion passed.

## **Other Business**

CFO Jeff Lutz reported the next Budget & Audit Committee Meeting is scheduled for Wednesday, July 25<sup>th</sup> at the 2023 Summer Business Meeting in San Diego. The focus of the meeting will be the FY 2023 audit at which time CliftonLarsonAllen will lay out their audit plan. The audit results will then be presented to the Budget & Audit Committee meeting at the 2024 Annual Cattle Industry Convention.



# Budget & Audit Committee Meeting Minutes

Tuesday, May 9, 2023  
11:00 AM – 12:00 PM MT  
Zoom Virtual Meeting

---

## Adjourn

There being no further business, VeaBea Thomas moved, and Sarah Childs seconded to adjourn at 12:20 PM MT.