

**Craft Maltsters Guild**  
**Board of Directors Meeting Minutes**  
**Thursday September 17, 2020 2:00-4:00 p.m. MST**  
**via Zoom**

**Board Members Present:** Brent Manning, Twila Soles, Hannah Turner, Hillary Barile, James Weed, Dan Galvagni, Phil Neumann, Jesse Bussard, Dave Thomas

**Absent:** Jeff Malkiewicz, Brandon Ade

**Presiding:** Brent Manning

**Notetaker:** Hillary Barile

**Meeting convened @ 2**

**I. Icebreaker:**

**II. Agenda and Meeting Minutes Review**

- Minutes from August were approved.
  - Motion – Hillary B., 2<sup>nd</sup> – Twila S.

**III. Financial Review**

- Brent M. reviewed the monthly financials since Jeff M was unavailable.
  - The Guild's financial outlook is strong.
  - The last month's transactions are all reconciled, however there are some issues with the connectivity of the BoA account and Quickbooks.
- The Board reviewed the submitted timesheets and responsibilities for the ED. Jesse has requested that the Board approve up to 40 hours/week. Currently, she is using the full 30 hour allocation and the Conference planning, Malt Cup, and Craft Malt Week are all starting to demand more time.
  - The Board discussed this budget increase. While we remain optimistic regarding the Guild's revenue, the ongoing pandemic and its potential effects on our membership are a concern. With this in mind, the Board discussed increasing Jesse's hours on a temporary basis with a quarterly review. Jesse requested that any reduction in hours be made with 30-day notice to her.
  - A motion was made to increase Jesse B's hours to 40 hours per week with a 30-day notice in the event that we need to reduce her hours in the future. Motion – Dan G., 2<sup>nd</sup> – Phil N. This motion was approved.

**IV. COVID Response**

- The Third survey has been summarized and sent out to the membership. Otherwise, there is not much to update unless a new aid package comes together.
- Does anyone have any thoughts or info about impacts to the 2021 malt supply chain and grower contracts?
- What resources are available for helping people to manage their own employee teams? This question is targeted toward social interactions and teambuilding, but also toward workplace safety.
  - Should we make this a topic of a virtual happy hour or a webinar or a conference session?

**V. CMC 2021**

- A discussion on the Guild's operational calendar occurred. There are several things that need to be scheduled and we need to determine if the Guild's Annual Meeting is going to occur at the Conference or before.
  - The 2019 Fiscal report draft will be ready in the first half of October and can be delivered to the membership earlier than the Annual Meeting. The Board would like to deliver this report to the membership before the end of 2020 so that it is being reviewed closer to the end of the fiscal year.

- There is no reason that we are required to have the Guild's Annual meeting in conjunction with the Conference. It was done this way in the past since people would already be together for the Conference. However, with everything virtual this year, we can separate the meetings to streamline the events and provide a opportunity for the membership to review the annual report and discuss with the Board.
- It may be ideal to hold the Annual Meeting in November, after the publication of the annual report, but before the holidays.
- Jesse is working to schedule a Conference Planning Committee meeting in order to get topics and speaker invites out. It is also a goal to get the website and ticketing up this month.

#### **VI. Technical Working Group**

- Twila is working on an agenda for a "Board Retreat" to occur in October. This meeting or meetings will occur virtually to work on the Strategic Planning for the Guild.
- Malt Cup: 4 entries have been received already. Hannah is working to organize judges and locations for the remote judging. If you have any suggestions, it would be appreciated – need to be people familiar with the Hot Steep method and malt flavor descriptions.
  - Pilsner description will be updated to include 6 Row barley malts as well, it was not intentional to limit it to 2 row only.
- Work has resumed on the planning for an Advanced Class in Malt Production. No dates are currently planned to hold the class. Hannah is also back to working on the development of the 2 day "Malt for Brewers" class that she proposed.
- 2021 Goals include an update of the Style Guidelines.
- Responsible Production document is also ongoing. Currently, there is a 36-page template. This document's completion should be added to the 2021 goals.

#### **VI. Craft Malt Seal**

- Jesse fielded a call from a bakery in Minneapolis. This bakery uses spent grain in their products and would like to use the Seal
  - This would require legal work to create a new licensing agreement as well as some development on how the Guild would apply the Seal to bakery/flour products.
- There has also been some interest in expanding the Seal for use Internationally.
  - International expansion would cost about \$3200 to do all the paperwork and file the appropriate items.
- We should add sustainability and Seal expansion to our list of 2021 goals and determine what extensions of the program make sense.
- Craft Malt Week is coming up! There are lots of virtual events already planned
  - UC Davis will do a virtual lab tour, Skagit Valley has a virtual tour planned, some distillery partners have events planned.
  - Outreach and engagement plan is focused around 5 values, one will be the focus each day. We need more photos for these posts.

#### **VIII. Webinars**

- September's webinar on Shipping and Logistics went well and had 20 attendees.
- November 12<sup>th</sup> will focus on Marketing and Communications
- Topic Suggestions are being taken for January and March 2021

#### **IX. Action Items**

- Brent – Annual Report for review by the Week of October 12<sup>th</sup>
- Twila and Hillary – Board "Retreat" agenda
- Hannah – Recruit judges for Malt Cup
- Jesse – build knowledge on craft malt usage in food.
- Everyone – Photos for Craft Malt Week, Plan an Event for Craft Malt Week, 2021 Planning Goals, Webinar Topics

**Upcoming Meetings: October 15<sup>th</sup>, November 19<sup>th</sup>, December 17<sup>th</sup>**