

## **Magruder Committee Meeting – Draft Minutes**

2024 Winter Annual Meeting – Mobile, AL

2/20/2024

Meeting called to order at 3:19 pm by Frank Sikora

### **Welcome, Introduction, Agenda Review and Approval**

Meeting Agenda – Motion to approve- Ametra Berry with Second- Wendy Zellner - Motion carries.

Frank added 2 items - remembrance of Bob Kieffer and Formalizing the Methods Forum Board Meeting

### **Approval of Last Meetings Minutes**

Minutes – Motion to approve- Ametra Berry with Second- James Bartos - Motion carries.

### **Remembrance of Robert Kieffer (April 24, 1947-January 1, 2024)**

-Frank shared numerous messages from AAPFCO friends and colleagues

-From AAPFCO Magruder Committee (planted trees) - Certificate of Tree Planting (in loving memory of Robert Kieffer)

### **Treasurers' Report – Matt Pearson**

Frank shared the challenges with the timing of the budget fiscal years and the program enrollment. We have moved to November 1 – October 31 as the fiscal year. Will begin with FY 24. In preparing financial statement for FY 23, the OP will show this FY with 4 extra months. The current report has 4 additional months of expenses. Frank shared the financial statement FY22/23 on the screen (see slides).

Magruder Total Income of \$66,661.51 with Total Expenses of \$91,022.16.

Methods Forum income is \$16,317.50 with \$14,713.30 Expenses. Overall, we are (\$24,360.65)

A question was asked if we looked at it (without the 4 months) to see if we are on track. Next page will show that if we take away the 4 months of expenses, we are pretty even. A question was asked about the \$41 interest. What is that for? Matt shared that it is from a small CD that Magruder has.

Frank said that one thing we've always talked about is shipping. Income received is almost \$14,000 and sample prep expenses (mailing is \$14,400). We are breaking even with shipping.

With Bob's passing, Bob's daughter Mo (Melissa) has taken the work on and had been training with Bob for the past couple years. FASS is performing the income receipt/billing work. There was a one time FASS development cost of \$8,300.

Regarding the question on where our money is, see assets on report. CD \$63,144.83, Regions \$91,172.40 and Savings \$6,656.02 for total assets of \$160,973.25

See bar graph showing the financials for income over the years including when we started the new schemes and with/without the 4 months discussed earlier. We are breaking even.

Job Fugice asked if we are expecting from now on to break even? Frank said yes, if our expenses remain the same. The advantage of having the FY set up this way is we can review it in October and set our fees for November based on needs. Shipping is based on domestic or international. Frank said Matt put together current year (starting November 2023-now and upcoming FY). Matt shared expenses. James asked if credit card fees are 3%?; Matt said they are going to look at the contract when they get back. A question was asked if industry could provide and possibly prepare the samples. Frank shared that there is a lot to consider (homogenization, shipping, etc.); some were willing to do this. Could send product samples to Mo for her to send out. Hugh Rodrigues emphasized that when we have someone prepare them, you have to look at the homogeneity to ensure we are just looking at variation between labs and not other inconsistencies. Matt then shared the registration income for the Methods Forum 2024. More information on expenses to come following the meeting.

### **Administration Update – Frank Sikora/Job Fugice**

Frank provided the administrative update.

Topics included:

- The number of labs reporting and the number of labs paid.
- Transferring webmaster duties to Melinda Walsh
- Committee members update
- 2024 Sample Schedule

See slides for # Labs Reporting in Regular Program with those circled (shared with NPK scheme) and # of paid labs vs. enrollment year. Prior to 20/21 there were around 130 labs; when we began the different schemes, the number jumped up to over 150 labs. In 2023, the number went back down to where we were before. The number of labs paid in February, August shows that some labs enroll throughout the year. The last data point is the number of labs that paid in February 2024 (110 labs).

Next slide shows Paid labs by scheme. Job asked if we know if the labs that signed up for all the schemes changed because of duplicate samples (between regular and NPK ie. MAP); don't really know based on data.

Magruder Website Management – Melinda Walsh from Indiana is the Website Assistant being reimbursed \$150 per month. Frank is retiring in June 2025 and is transferring tasks over to others. Last year we decided to reimburse her for these tasks at \$150/month.

Committee Members update – see xlsx file of who's on the committee

Magruder Committee Roster (see spreadsheet)

Welcome Jan Hartshom from Morral Companies. Sally Flowers (newsletter editor) accepted another position. Jake White from CF Industries has been recommended to fill her position. Miriam with the CDFa also moved onto another position resulting in a state control official vacancy.

Robin Johnson from the State of Montana volunteered to be on the committee. Ben Rogers from Helena Agri Enterprises is interested in the industry position.

Kevin Sapp made a motion to accept the new members, seconded by Ametra Berry. Motion carries.

AAPFCO BOD voted this week to have a more formal list of who is on the Methods Forum BOD. James said that part of this is so Steve McMurry can have a contact person for meeting planning, etc. In addition to planning the forum, who can he reach out to for Methods Forum meeting details.

Sample Schedule: See spreadsheet (kept on google docs)

Job went over the current schedule and the dates for samples to be shipped. Have to keep in mind shipping considerations. If you do have samples, please let us know. It's becoming harder and harder to get samples. If we have a wide variety of people sharing samples, it would be good. Frank asked about NPK with other stuff and Job said it will be NPK with micronutrients. Hugh said we have a new member (Ben Rogers) who may be able to send us a sample. Ben will talk with his boss. Bill Hall said he still has the capability as well. Job also mentioned the reference materials and has been discussing with Frank that we have just a few samples of a wide variety of samples. If there are some that may need a larger quantity, we can plan for that. James also mentioned Scotts, Lebanon Seaboard, Pennington and others who may be able to provide a 50# bag. One question industry may have is how to deal with SDS. Would only be an issue if the label was not taken off. Frank said they do take off the header and need to remind Mo to do that. Bill asked from regulators perspective, how many are NPK blends vs. raw materials. Frank said we need to get more NPK types. Group discussed NPK (slow release) with some other things; biostimulants? The program would test total nitrogen, water insoluble, etc. but not slow release nitrogen. What about liquid fertilizers for NPK? Yes, would be good to send. One thing to keep in mind is effective January 1, 2024, dangerous goods manifests are required for shipping some of these. For example, chelated (EDTA) doesn't require it but oxides, etc. do.

### **Magruder Newsletter – Frank Sikora**

Frank volunteered for this a couple years ago. Got one out in spring/fall that year and hope to put together one this coming spring. There is an opening for the newsletter in the future. The newsletter is posted on the website. Sally moved on to another position; she had volunteered to serve as the editor. She took the information and made it look good; and has volunteered to continue that for this next newsletter.

### **Reports on duplicate sample data – Frank Sikora/Andy Crawford**

Frank shared the reports that Andy has prepared. (see slide with one example of this project)

Proficiency Testing Program – Data Reporting – see high micros (includes dup report); Frank asked if anyone has looked at these reports and are they helpful for the labs? Frank said he looked at the actual values and evaluated them with respect to your Measurement Uncertainty in your lab. Hugh said he would look at it from the z-score point of view. James asked if this would stop with duplicates or is there a third year planned; or would that be more complicated. Frank said he thinks we'd just have another duplicate for next year. Job said if we want to follow with James's question, we'll need to plan for a triplicate. A duplicate sample every year would be very helpful for labs to look at. Did you change staffing between years, etc.? Frank said Andy also provided a good report for the last newsletter.

### **Alerting labs of their performance with respect to AAPFCO IAs - Frank Sikora/James/Peng**

Frank is going to work on putting information related to this together this year. Hugh asked how often the IAs are updated. Last time was approximately 10+ years ago. Hugh asked if that should be looked at

on a more regular basis. Does Andy have a way to track that? Question that industry asked a few years ago. This is one of the reasons we have a separate IA component on reports. Frank said the reports prepared are for all of the labs; with respect to the stated IAs in the lab. James shared that we looked at all of the data and then only the state labs and they are two different sets of data. Went with that from state labs (regulatory considerations). Hugh said that you need to remove the 'other' methods. Bill Hall asked if you can separate the IA data by method to determine which methods are performing better. Frank said yes, and that would be a project in itself.

### **Update on offering QRMs for purchase**

Frank shared screenshots of available QRM information. These can be very helpful; allowing labs to evaluate their bias. In the future, this could be shared with a larger audience. And could provide additional income for the program. May make these offerings more prominent on the website.

See Excel file with available samples and analyte concentrations. Also showed Magruder Certificate of Analysis (taken from samples with 17 or more labs reporting) – includes +/- Standard Uncertainty. James said that uncertainty is much tighter than that for the program. Job asked if the inventory is in the spreadsheet too. That information is tracked by the program (as portions available); would be too difficult/error prone to keep it in 2 different places. Purchasing process went live a couple months ago.

Reimbursement for QRM Assistant – see slide; Frank would like to propose that we reimburse her with the same wage that we are providing Melinda. Propose reimbursement of \$150 per month for QRM Assistant (see task list)

James asked if they would be paid once a month or once a year, etc. Kevin said that \$150 would be better (or at end of year per Frank).

Motion to reimburse QRM Assistant \$150/month by Hugh Rodrigues with second by Job Fugice. – motion carries.

### **Additional Topics**

Our bylaws state that our fiscal year is different than what we just approved.

Motion to change FY in bylaws to November to October by James Bartos with second by Kevin Sapp – motion carries

Motion to adjourn- Kevin Sapp with second by James Bartos- - Motion carries

Meeting adjourned at 5:04 pm