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Vision

CTIC is recognized in the U.S. as a trusted source for information about current and emerging issues in conservation and sustainable agriculture and plans to extend this recognition internationally. CTIC benefits from and serves a strong network comprised of leaders in agriculture and conservation. Through this network, CTIC promotes and disseminates comprehensive data, research and materials related to conservation and sustainable agriculture that achieves better soil, cleaner water, greater profits and a brighter future.

Mission Statement

CTIC champions, promotes and provides information on technologies and sustainable agricultural systems that conserve and enhance soil, water, air and wildlife resources and are productive and profitable.

Values

- Respect: CTIC treats every member and partner with respect, efficient service and a dedication to quality.
- Dedication: CTIC undertakes each project and program with intention to make a difference; to apply our time, energy and financial resources to advance conservation agriculture.
- Balance: CTIC recognizes that economic viability must accompany sound decisions to broaden adoption of conservation within agriculture.



**Conservation Technology
Information Center**

Board of Directors Meeting Agenda

Wednesday, February 14, 2024

9-3 PST/11-5 CST

Shorebreak Room @ Sheraton San Diego, California

Zoom Link: <https://us02web.zoom.us/j/84675489113?pwd=RmlYVU5KL1Y3ei95QzAwSE5LVCTldz09>

Times Below PST

- | | | |
|-----------------|--|---|
| 9:00 AM | Call to Order; Roll Call, Introductions & Welcome, Affirmation of Anti-Trust Policy; Approve Previous Minutes | Mark White, Chair |
| 9:15 AM | New Officer Recognition | |
| 9:30 AM | Financial Report
+ Balance Sheet & FY24 Budget Vs Actual
+ Draft Audit management Letter
+ 2024 Membership Campaign | Staff |
| 10:00 AM | 2024 Conservation In Action Tour
+ Optional Events
+ Hall of Fame Nominations
+ 2025 Location Discussion (cont.) | Heidi Peterson & Kellis Moss |
| 10:45 AM | Executive Director Report
+ Projects Review
+ Cover Crop Contest/Challenge | Ryan Heiniger |
| 11:45 AM | Break for working lunch with NACD Executive Board | Pelican Room |
| 1:15 PM | CTIC Board Member – Org Updates
+ Lightning round of 3-4 minutes each | All |
| 2:15 PM | Emerging Issues/Collaboration Opportunities
+ What data or trend information for sustainable ag is a KPI for your org?
+ What farmer facing resources are in demand or most limiting currently? | All |
| 3:00 PM | Adjourn | |

CONSERVATION TECHNOLOGY INFORMATION CENTER (CTIC)

ANTITRUST POLICY RESPECTING ALL CTIC BOARD MEMBERS

Guidelines for Antitrust Compliance The following general rules are intended to assist associations avoid potential antitrust problems when conducting meetings:

1. A meeting should be held only if there are proper matters to be discussed which justify the meeting.
2. For each meeting, an agenda should be developed and provided to each attendee.
3. The agenda should be specific and avoid topics that may cause antitrust problems such as price, production, markets, and selection of customers or suppliers. In addition, discussions of price, pricing, discounts, credit terms, refusals to deal and allocation of markets should be avoided.
4. Participants at meetings should adhere strictly to the agenda. In general, subjects not included on the agenda should not be considered at the meeting.
5. If a subject of doubtful legality is brought up at a meeting, the person leading the discussion should be told immediately that the subject is not a proper one for discussion and discussion should be halted. Should the discussion continue, despite protest, it is advisable that attendees leave the meeting.
6. Minutes of all meetings should be kept that accurately report what actions, if any, were taken.
7. Unscheduled, informal, secret or "rump" meetings held in conjunction with the regular meetings should be avoided. Such meetings seriously jeopardize legitimate Council activities and create a very substantial risk of investigation. An association staff member should attend all meetings.
8. No meetings should include recommendations with respect to "sensitive" antitrust subjects, such as those listed in #3 above.
9. Members should not be coerced to take part in association activities. The industry should not be policed to see how individual members are conducting their business activities.
10. Make certain that no officer, director or member of the association makes any statement - orally or in writing - which states or appears to state an official policy or position of the association without specific authorization to do so.
11. Legal counsel should attend all association meetings where there is potential for discussion of legally sensitive subjects.
12. Members should check with association staff and/or counsel if there is any doubt about the propriety of an association program or subject of discussion. Members may also wish to consult with their company's counsel.
13. Members should cooperate with association counsel in all matters, particularly when counsel has ruled adversely about a particular activity.

**Conservation Technology Information Center
Board of Directors Meeting – DRAFT Minutes
Syngenta
1775 Pennsylvania Ave. NW STE 600
Washington, DC 20006
In Person - & Virtual Zoom
Tuesday November 14, 2023, 9:00 a.m. to 12 p.m. EST**

Welcome and Introductions: Called to order 9:00 AM Eastern.

Roll Call & Attendance: 28

In Person Board: Hunter Carpenter, Adam Herges, Kellis Moss, Mark Schmidt, Mark White

In Person Guests & Staff: Brad Doorn (NASA), Mary Sutton Carruthers (Syngenta), Payton Englert (ASTA), Dave Gustafson, Ryan Heiniger

Virtual Zoom Board: Brooks Coetzee, Mary Fales, Dawn Gibas, Peyton Harper, Rebecca Keating, Rachel Orf, Tim Palmer, Jeremy Peters, Heidi Peterson, Patricia Rice, Luke Zwilling, Pam Bachman

Virtual Zoom Staff: Dan Coffman, Catie Geib, Julia Gerlach, Crystal Hatfield, Callie North, Sue Tull

Confirmation of Anti-trust

- Acknowledged

Minutes Approved

- Motion to approve,
- Seconded,
- Approved on voice vote of yeas.

Financial Report- Ryan Heiniger & Crystal Hatfield

Review 2023 Budget and Financials-Final

- CTIC Balance Sheet as of 09/30/2023 reviewed
- Observation of financial health total assets suggest strong position; however, cash flow challenges exist.
- Cash/ checking majority is restricted.
- Explanation and brief discussion of AR grants and temp restricted versus unrestricted cash.
- \$30,521.30 ending budget, \$9k better than budget
- closed out 8-year EPA NARS project (\$28k left unspent)
- Secured \$2.5M grant from NFWF + \$100k from General Mills
- Added 3 talented Soil Health Specialists
- Resumed National Cover Crop Survey after 3-year absence.
- \$40,000 from Syngenta & Bayer for Multi-Model Ensemble
- Net revenue from tour (~\$57k)
- Significant unrecovered time invested in Connector App
- Membership non-renewals (JD, Case IH, Arva, Bamert, Google)
- Shared forecasted change in expenses – our operating costs are rising.

Membership Review-2023

2024 Membership Campaign

- Membership progress was discussed. Membership is critical to CTIC.
- Majority of 2023 Membership was received mid-year.
- FY2024 Membership Campaign Launched 11/8/23.
- New Health Care Provider (savings ~\$199/emp/month)
- New Auditor (5 RFPs sent; proposals due 11/30/23)
- Ongoing Inflationary Challenges
- Cash Flow Challenges

*** Action Item Requests for Board Members:**

- 1. Evaluate opportunities to upgrade membership / sponsorship level**
- 2. Processing Membership Invoice as soon as practical**
- 3. Share “the why” your org belongs to CTIC on your Social Channel**

Line of Credit

*Key Issue: General Non-Profit Accounting rule is not permissible to borrow from restricted gifts/funds.

- First exploratory meeting held at Chase in West Lafayette on 10/23/23 with Crystal & Sue
- Second meeting held in CTIC Office 10/26/23 with Julie Spicer from Chase Business Banking + Ryan (Virtual), Crystal & Sue
- Approximate LOC rates 8.125 to 12%
- \$40,000 - \$50,000 range estimate
- Inquired on discounted rates for non-profits.
- **May require Personal Guarantor**
- May consider a loan from Farm Credit Services

Elections Discussion & Nominations – Mark White & Adam Herges

Nominated Officers:

Adam Herges - Chair

Peyton Harper – Vice Chair

Kellis Moss - Treasurer

- Motion to approve,
- Seconded,
- Approved on voice vote of yeas.

Discussion

- Tim Palmer-(NACD) is officially a voting director.
- Elections will be held annually for directors and biennial for officers.
- If you want to volunteer to be on the ballot, please let Mark White (Chair) or Ryan Heiniger know we are looking for directors to nominate themselves or someone else.
- Callie sent the ballot via Survey Monkey during the meeting.
- 15 votes were received.

By-Laws Amendments- Brooks, Dawn, & Patricia

Major Proposed Changes

- Shifts NACD from non-voting to elected position.
- Allows Exec Committee to appoint acting officer during vacancy.
- Makes officer terms 2 years w/ term limits (2 terms)
- Decouples Treasurer from Officer Progression
- Explicit requirement for ED to present audit before budget approval

- Motion to approve, Hunter Carpenter
- Seconded, Adam Herges
- Approved on voice vote of yeas.

Executive Director Report & New Business - Ryan Heiniger

Staff Anniversary & Introduction

- Thank you, Sue Tull- Recognizing her 10 years of Service! (11/07/2013)
- Plaque was presented.
- Introducing Dan Coffman-Newest Soil Health Specialist, representing Minnesota. (11/01/2023)
- Dan has 8 years in the ag retail sector.
- Dan started his personal farm in 2019.
- Visit our website staff page to learn more about Dan.

Project Report

- Farmers for Soil Health & Cover Crop Coaches
- OpTIS – MOU with Regrow
- Connector App
- 2024 National Cover Crop Survey – New Focus on Advisers
- Conservation In Action Tour – 2024 & 2025

Upcoming Meetings & Speaking Invitations

Sustainable Ag Summit

- Pilot to Scale: How Policy Can Bridge the Gap From Demonstration to Landscape Scale Impact
- Suzy Friedman-WWF, Stephanie Mills – Unilever, Megan Dwyer – IL Corn, Ryan Heiniger

National No- Tillage Conference, Indianapolis, IN, January 11, 2024

- Capitalizing on the New Sustainability Commodity Marketplace
- Ryan Heiniger & Scott Herndon – Field To Market

Farmers for Soil Health-Pledge of Support

CTIC Member and Partner Pledge

- \$100,000 from General Mills Received in September 2023

Cover Crop Coach Recruitment – November & December

Does your org have an exceptional farmer ambassador with proven cover crop expertise in SD, MN, or WI?

- 9 total, 3 each in SD, MN, and WI
- 100 hours per farmer plus the field day

Operational Tillage Information System (OpTIS)

- OpTIS 4.0 data on website in September 2023
- Webinar on 9/27/23 Largest Registration To Date ~ 330
- This phase of project concludes May 2024 with funding from TNC/FFAR/WFF
- Regrow approached CTIC with MOU (Draft provided in packet)
- 2015-2021 (OpTIS 4.0) County Level Data is not available to CTIC members.
- 2022 & 2023 data is not included in current SOW.
- HUC-8 & CRD Annual Update Cost Estimate for 2022, 2023 and beyond
- \$250k/year Broken out by crop rotation (current model)
- \$100k/year Not broken out by crop rotation.
- Regrow in discussions with another org to provide US and International Coverage
- CTIC no longer exclusive public data provider

Connector App – Clearinghouse of Conservation Programs & Services

- Partnership with TNC, Houston Engineering and OpenTEAM
- + \$250k in federal funds from Climate Smart Grant administered by OpenTEAM.
- If you are interested in investing in this project, please contact Ryan.

***Execution Challenges**

- 15% match requirement – after the award
- OpenTEAM is limiting all contracts to \$100/hour.
- Need approximately \$100,000 in non-federal funds to begin two-year, phase 1 beta version.
- Reimbursement Schedule creates significant cash flow challenges.
- Invoicing monthly to OpenTEAM but they compile and invoice USDA Quarterly
- Expect 1-2 months processing lag from USDA to OpenTEAM to CTIC
- End Result is 4-5 month Cash Flow ~ \$50k-\$75k outlays.

2024 Conservation in Action Tour

- Theme: *Diversity in Conservation*
- Sponsorship Flyer almost done.
- NEW: Travel Scholarships
- Dinner on June 10th
- Exploring Bass Pro Shop Pyramid
- Farmer Workshop at DU HQ?
- Engaging Partners from USDA NRCS, AR Association of SWCDs, National Black Growers Council, Cotton Inc. National Cotton Council, USA Rice, Riceland

2025 Conservation in Action Tour

- Held scoping with Soil Health Leaders in South Dakota & Kansas – enthusiastic interest.
- Tour Never been to Great Plains States
- Nexus with CTIC role with FSH in SD
- Sioux Falls - Good Airport Logistics
- New Partner Potential: Raven, POET, Millborn Seed, SDSU

2024 National Cover Crop Survey

- New Theme – Advisors – CCAs, SWCD staff, NGO field staff, conservation agronomists, extension
- Survey questions will change.

Comments:

- Results may be all over the map.
- need to be thoughtful about the questions.
- changes could be disruptive.

Executive Director - Board Fundraising Challenge 2024

- Ryan is renewing his pledge to join CTIC as a member based on the chart below .
- If you would like to become a personal member of CTIC, contact Crystal Hatfield or visit our website. <https://www.ctic.org/Membership/Join>

For Copper Board Members	Executive Director Membership
0 – 5	Copper - \$250
6-10	Bronze - \$750
11-19	Silver - \$1,500

NASA Acres Program- Brad Doorn, Ph.D. Program Manager

- Partner Update – NASA Acres

New Business- Ryan Heiniger with Jeremy Peters (NACD)

2024 CTIC Board Meeting Dates

- February 14(San Diego)
- April 11 - Virtual
- June 12 (Memphis)
- September 11 – Virtual (Budget)
- December 11 - Elections

NACD Convention Overview

- Early bird reg ends 12/22/23.
- nacdnet.org
- hotel information and rates on webpage

National No Tillage Conference

- Indianapolis 1/9-12/24

Meeting Adjourned at 12:03 PM Eastern.

Conservation Technology Information Center
Balance Sheet
As of December 31, 2023

	Dec 31, 23
ASSETS	
Current Assets	
Checking/Savings	
11090 · Cash-Checking	254,713.03
11091 · HRA	235.86
11095 · Cash-Savings	16,637.16
Total Checking/Savings	271,586.05
Accounts Receivable	
11420 · A/R - Grants	78,639.32
Total Accounts Receivable	78,639.32
Total Current Assets	350,225.37
Fixed Assets	
13030 · Equipment	20,930.94
13560 · Accumulated Depreciation	-20,930.94
Total Fixed Assets	0.00
TOTAL ASSETS	350,225.37
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
21001 · Accounts Payable	-2,039.78
Total Accounts Payable	-2,039.78
Credit Cards	
21006 · Chase Visa 3	7,678.97
Total Credit Cards	7,678.97
Other Current Liabilities	
21100 · Payroll Liabilities	95.83
22001 · Accrued Vacation	10,388.25
Total Other Current Liabilities	10,484.08
Total Current Liabilities	16,123.27
Total Liabilities	16,123.27
Equity	
31100 · Unrestricted Net Assets	125,884.10
31500 · Temp. Restricted Net Assets	241,764.71
Net Income	-33,546.71
Total Equity	334,102.10
TOTAL LIABILITIES & EQUITY	350,225.37

Conservation Technology Information Center

Profit & Loss

02/01/24

October through December 2023

Accrual Basis

	Oct - Dec 23	Oct - Dec 22
Ordinary Income/Expense		
Income		
40200 · Membership		
40213 · Copper Membership	1,750.00	1,250.00
40212 · Bronze Membership	1,500.00	0.00
40211 · Silver Membership	9,000.00	4,500.00
40210 · Gold Membership	0.00	15,000.00
40209 · Platinum Membership	10,000.00	0.00
40208 · Diamond Membership	0.00	15,000.00
Total 40200 · Membership	22,250.00	35,750.00
43002 · Other Income		
43004 · Other Income	990.00	990.00
43300 · Interest Income	1.23	3.97
49010 · Special Events Contributions	7,500.00	25,000.00
43333 · In-Kind Contribution Revenue	7,346.29	0.00
Total 43002 · Other Income	15,837.52	25,993.97
43008 · Grants (Government Agencies)		
43018 · NIFA Overhead	1,790.95	1,611.61
43017 · NIFA	6,995.91	6,295.37
44000 · NRCS Grants	0.00	3,200.00
44001 · EPA Grants	0.00	48,872.92
44002 · NFWF Grant	73,462.84	0.00
46002 · NFWF Overhead	18,365.71	0.00
Total 43008 · Grants (Government Agencies)	100,615.41	59,979.90
44300 · Projects		
43012 · SARE O/H	0.00	51.60
43011 · SARE Projects	0.00	464.49
Total 44300 · Projects	0.00	516.09
Total Income	138,702.93	122,239.96
Gross Profit	138,702.93	122,239.96
Expense		
60000 · Salaries		
60010 · Payroll-Salary	104,596.65	70,503.99
60011 · Payroll -Hourly	0.00	-1,013.92
Total 60000 · Salaries	104,596.65	69,490.07
60015 · Fringe Benefits		
60019 · Retirement	3,103.98	1,650.87
60102 · Payroll Taxes	8,806.55	5,715.38
60103 · State Unemployment Tax Expense	-98.25	95.83
60104 · Dental Insurance	308.61	192.72
60105 · Life Insurance	80.75	46.75
60106 · Vision Insurance	36.10	33.96
60107 · Disability Insurance	838.28	489.61
60108 · Medical Insurance	9,456.84	4,705.26
60110 · Health Reimbursement (HRA)	1,089.07	314.31
60112 · Worker Compensation	972.00	523.00
61510 · Payroll Processing	884.70	528.10
Total 60015 · Fringe Benefits	25,478.63	14,295.79
60501 · Rent		
60502 · Office Space	3,513.10	5,018.85
Total 60501 · Rent	3,513.10	5,018.85

Conservation Technology Information Center

Profit & Loss

02/01/24

October through December 2023

Accrual Basis

	Oct - Dec 23	Oct - Dec 22
60800 · Supplies/Equip/Comp.Exp.		
60801 · Office Supplies	485.43	153.60
61513 · Computer Equipment	0.00	844.99
61539 · Project Supplies	58.50	0.00
61540 · Computer Supplies	249.96	97.74
Total 60800 · Supplies/Equip/Comp.Exp.	793.89	1,096.33
61000 · Contractual		
61101 · Consulting	6,333.00	32,456.50
61201 · Subawards	0.00	5,500.00
61590 · Contractual Services	2,500.00	660.00
Total 61000 · Contractual	8,833.00	38,616.50
61500 · Property Ins., Taxes & Liability		
60113 · Board Liability Insurance	2,097.00	2,097.00
61504 · Property Insurance	1,950.00	1,933.00
Total 61500 · Property Ins., Taxes & Liability	4,047.00	4,030.00
61508 · Dues/Subscriptions/Registration	3,894.01	612.00
61545 · Miscellaneous		
61511 · Miscellaneous Expenses	149.05	13.60
61550 · Credit Card Fees	247.02	836.87
61560 · Staff Recognition	45.00	0.00
Total 61545 · Miscellaneous	441.07	850.47
63000 · Other		
60301 · Meeting Expense	0.00	609.35
60814 · Mailing/Shipping Costs	122.89	44.32
65030 · Printing and Copying	43.20	29.40
60815 · Communications		
61542 · Software-Subscriptions	1,159.00	399.93
63010 · Telecommunications	60.00	0.00
65050 · Internet services	200.00	566.76
Total 60815 · Communications	1,419.00	966.69
61001 · Web Hosting	296.00	0.00
61555 · Trade Show Promotional Items	708.64	0.00
Total 63000 · Other	2,589.73	1,649.76
68300 · Travel		
61570 · CTIC Travel	3,362.52	6,608.39
63011 · Project Travel	7,353.75	7,536.62
Total 68300 · Travel	10,716.27	14,145.01
Total Expense	164,903.35	149,804.78
Net Ordinary Income	-26,200.42	-27,564.82
Other Income/Expense		
Other Expense		
63002 · Unrecovered Indirect Cost	7,346.29	0.00
Total Other Expense	7,346.29	0.00
Net Other Income	-7,346.29	0.00
Net Income	-33,546.71	-27,564.82



**Conservation Technology
Information Center**

**FY 2024
ACTUAL
as of Dec 31, 2023**

**FY 2024
ADJ. BUDGET
as of Dec 31, 2023**

Revenue Source	Total	Total	Total
REVENUES			
Contributions & Support	Original Budget	Actual Received	Adjusted Budget
2024 Membership	\$91,250.00	\$22,250.00	\$ 99,250.00
Diamond	\$ 45,000	\$ -	\$ 30,000.00
Platinum	\$ 10,000	\$ 10,000.00	\$ 20,000.00
Gold	\$ 15,000	\$ -	\$ 20,000.00
Silver	\$ 18,000	\$ 9,000.00	\$ 21,000.00
Bronze	\$ 750	\$ 1,500.00	\$ 4,500.00
Copper	\$ 2,500	\$ 1,750.00	\$ 3,750.00
Projects			
FSH General Mills	\$ 100,000	\$ -	\$ -
FSH Compeer	\$ -	\$ -	\$ 5,000.00
MI Water Quality**	\$ -	\$ -	\$ -
OpTIS National Buildout**-***	\$ 21,805	\$ -	\$ 21,805.00
Conservation Connector	\$ -	\$ -	\$ -
CC Survey 2024	\$ 25,000	\$ -	\$ 20,000.00
MME***	\$ -	\$ -	\$ -
2024 CIA Tour			
Sponsorship	\$ 100,000	\$ 7,500.00	\$ 100,000.00
Registration	\$ 13,750	\$ -	\$ 13,750.00
Government grants/contracts			
NIFA-DCB	\$ 135,428	\$ 8,786.86	\$ 52,720.00
NFWF Farmers for Soil Health	\$ 541,483	\$ 91,828.55	\$ 494,951.00
Other revenue			
Investment income	\$ 14	\$ 1.23	\$ 14.00
TNC Rent	\$ 3,960	\$ 990.00	\$ 3,960.00
Miscellaneous	\$ 57,132	\$ 7,346.29	\$ 39,246.00
	\$ -	\$ -	\$ -
Total Revenue by Program/Function	\$ 1,089,822	\$ 138,702.93	\$ 850,696.00
EXPENSES			
Personnel:			
<i>Full Time</i>			
Salaries/Wages	\$ 540,059	\$ 104,596.65	\$ 483,866.00
Fringe	\$ 112,872	\$ 25,478.63	\$ 101,128.00
<i>Part Time</i>			
Salaries/Wages	\$ -	\$ -	\$ -
Fringe	\$ -	\$ -	\$ -
Total Personnel	\$ 652,931	\$ 130,075.28	\$ 584,994.00
Other Than Personal Service (OTPS):			
<i>Direct Expenses</i>			
Total Direct OTPS	\$ 636,020	\$ 42,174.36	\$ 551,797.00
Total Expenses by Program/Function	\$ 1,288,951	\$ 172,249.64	\$ 1,136,791.00
Revenues Less Expenses	\$ (199,130)	\$ (33,546.71)	\$ (286,095.00)
FY 22 & 23 Restricted Income Balance on 10/1/23			
<i>Restricted Income Recognized in FY24</i>	\$ 103,494	\$ 5,625.51	\$ 185,293.00
<i>Restricted Indirect Recognized in FY24</i>	\$ 21,953	\$ 1,303.00	\$ 28,752.00
Revenues Less Expense Adjusted	\$ (73,682)	\$ (26,618)	\$ (72,050)

DATE APPROVED

To the Board of Directors of
Conservation Technology Information Center, Inc.
West Lafayette, Indiana

In planning and performing our audit of the financial statements of Conservation Technology Information Center, Inc. (the Organization) as of and for the year ended September 30, 2023, in accordance with auditing standards generally accepted in the United States of America, we considered the Organization's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be material weaknesses and other deficiencies that we consider to be significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the Organization's financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the following deficiencies in the Organization's internal control to be material weaknesses:

MATERIAL WEAKNESSES

Cash Receipts

There is an inherent lack of segregation of duties throughout the cash receipt cycle regarding funds received through the mail. The Operations Director is responsible for recording the deposit in QuickBooks, preparing the deposit slip, and remote depositing the funds from her home. There is no log created upon receipt of the funds by another person and compared to what was deposited and recorded by the Operations Director.

We recommend the cash receipting process be enhanced to create segregation of duties and/or compensating controls. As the Project Director opens the mail, she could create a log of all amounts received. Then, the Project Director would ensure via online bank access that the funds received were deposited and recorded in QuickBooks by the Operations Director and document this review.

Preparation of Financial Statements

In accordance with SAS 115, a system of internal control over financial reporting includes controls over the preparation of full disclosure financial statements. A deficiency exists if the Organization does not have controls over the preparation of the financial statements which would prevent or detect a material misstatement in the financial statements. Management did not demonstrate the ability to prepare financial statements with full disclosure in accordance with generally accepted accounting principles, as evidenced by the following material misstatements identified as a result of audit procedures:

- Entry to correct General Mills grant income (\$100,000)
- Entry to record contributions of non-financial assets (\$18,500) in lieu of cash for Tour Sponsorships

SIGNIFICANT DEFICIENCIES

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiencies in the Organization's internal control to be significant deficiencies.

Online Access

In performing inquiry with management, it became apparent that the Operations Director has access to all online programs and no one else has logins for most online accounting related programs. In addition, for online programs such as authorize.net and Chase, the Operations Director appears to have the access to change the Organization's deposit and/or transfer accounts. As the Operations Director has full control over the accounting systems, we recommend the Organization implement steps to ensure 1) backup access is obtained for online systems and/or password access be given to the appropriate management and 2) the Operations Director does not have access, without a secondary approval to change the routing account numbers for deposit accounts.

Financial Oversight

As the Organization is small and only one employee is performing most of the accounting functions, the Organization needs to increase their oversight surrounding the internal control environment.

- While the Executive Director reviews and approves the bank reconciliations and statements provided by the Operations Director when he is in town, the Executive Director needs to periodically review the Chase balances online and ensure the statement he is reviewing agrees to the statement he obtains directly from the Chase website. Additionally, when reviewing cash flow projections and approving expenses, the Executive Director should be verifying the cash balances indicated by the Operations Director to the online account.
- There needs to be a month end documented procedure for the monthly close of the books. In addition, the following statements need to be distributed to the Executive Director and/or Executive Committee/Finance Committee monthly. These reports should consist of:
 - QB Balance Sheet
 - QB Income Statement
 - Actual Compared to budget results and the budget should be included in QuickBooks (not just in excel)

In addition, the Operations Director has full access to QuickBooks, performs all of the cash receipts transaction cycle herself, signs checks, and the Executive Director is a remote employee. We suggest enhancing the overall control environment, whereby the Executive Director periodically access QuickBooks and ensures the data provided by the Operations Director is the same as directly pulled from the system.

- Throughout conversations with management, it became apparent there are technologies not being utilized such as online bill pay which in turn can reduce workloads and paper files, utilizing QuickBooks attach functions to store documentation, or QuickBooks Online which may reduce workloads and improve the overall control systems. We recommend the Organization explore using additional technologies throughout the accounting department.

Tour Sponsorships

The use of off-book invoicing resulted in one "Gold" sponsor not being invoiced for their 2023 Tour Event sponsorship contribution. Additionally, several sponsors arranged to provide non-cash contributions in lieu of cash for all or part of their sponsorships which were not recorded by the Organization. A separate log of sponsorships maintained by the Executive Director was instrumental in finding these errors, but the log needs to be compared to the Organizations financial records periodically to ensure completeness of

sponsorship and non-cash contribution income. Additionally, sponsors that have requested invoices should be invoiced using QuickBooks. Lastly, all non-cash contribution arrangements need to be communicated to the Operations Director for recording in the Organizations financial records.

BUSINESS ADVICE

We have the following business advice comments and suggestions to be considered to improve the internal controls of the Organization:

Prepaid Assets

The Organization has numerous prepaid services that are being recorded on the cash basis of accounting. We recommend implementing proper accrual accounting. Currently, the difference in accounting methods appears to be insignificant to the financials. However, per inquiry with staff, this difference has not been analyzed or considered for materiality in years and they acknowledge that as the number of employees grows, so do related prepaid expenses.

Conflict of Interest Statements

The Organization has a Conflict of Interest Policy for which board member sign annual conflict of interest statements. For the year under audit, there were five out of seventeen missing signed conflict of interest statements from board members. We recommend that the Organization obtain signed statements from board members annually.

Manuals

While the Organization has an accounting and human resource manual, these manuals have not been updated since 2017. We recommend a review of these manuals is conducted to ensure accurate documented procedures exist for the Organization.

Finance Committee

The Organization does not have a Finance Committee. We encourage the Organization to establish a Finance Committee to provide oversight to the financial aspects of the Organization, including but not limited to reviewing financial financials, projections of cash flow and reviewing internal control policies.

This communication is intended solely for the information and use of the Board of Directors, management, and others within the Organization, and is not intended to be, and should not be, used by anyone other than these specified parties.

We wish to thank the Executive Director and the Organization's staff for their support and assistance during our audit.

Sincerely,

HUTH THOMPSON LLP

CTIC Projects - Master List (Updated January 2024)

Active Project Name	Project Period	Funder	Key Partner	Sub-Award to		Total Funds Remaining 12/31/23	CTIC Match Obligation	Notes
				Award Amount	Partners/Consultants			
Diverse Corn Belt	9/1/2021 - 05/31/2026	USDA National Institute of Food and Agriculture	Purdue University	\$ 593,524.92	\$ 97,500.00	\$ 467,361.67		
Farmers for Soil Health	5/1/2023 - 6/30/2027	USDA Partnerships Climate Smart Commodities	National Fish and Wildlife Foundation	\$ 2,499,993.46	\$ 309,000.00	\$ 2,339,988.87	\$ 180,000.00	CTIC Match represents a waiver of 10% NICRA/Indirect
+ Cover Crop Coaches	9/11/2023 - 12/31/2024	General Mills	General Mills	\$ 100,000.00	\$ 90,000.00	\$ 100,000.00		
+ Beginning Farmer Field Days	1/10/2024 - 12/31/2024	Compeer Financial	Compeer Financial	\$ 5,000.00	N/A	\$ 5,000.00		
Michigan Water Quality Project	3/1/2023 - 4/30/2025	The Mosaic Company	Star of the West	\$ 80,000.00	\$ 35,000.00	\$ 75,309.55		
Operational Tillage Information System	7/20/2023 - 6/01/2024		Regrow	\$ 40,000.00	\$ 36,000.00	\$ 13,852.00		
+ National Buildout	4/22/2022 - 5/30/2024	Walton Family Foundation	Regrow	\$ 61,805.73	\$ 25,000.00	\$ 37,257.81	\$ 40,000.00	Match is from Walton Family Foundation
+ National Buildout	7/20/2023 - 6/01/2024	Foundation for Food and Ag Research	The Nature Conservancy/Regrow	\$ 40,000.00	\$ 19,000.00	\$ 21,407.31		
Multi-Model Ensemble - Phase I	12/01/2022 - 2/28/2024	Climate LLC & Syngenta	Field To Market	\$ 3,420,324.11	\$ 610,500.00	\$ 3,060,672.22	\$ 220,000.00	
Total				\$ 10,543,374.00	\$ 2,173,871.00	\$ 8,429,563.35	\$ 56,342.00	
Coming Online				\$ 250,000.00	\$ 168,000.00	\$ 250,000.00	\$ 37,500.00	Match is from TMC
Conservation Connector - Phase 1	03/01/2024 - 02/28/2026	USDA Partnership Climate Smart Commodities	Wolfe Neck Center for Ag and Environment	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00		
Conservation Connector - Phase 1	03/01/2024 - 02/28/2026	The Nature Conservancy	The Nature Conservancy	\$ 20,000.00	\$ 8,000.00	\$ 20,000.00		
2024 National Cover Crop Survey Report	03/01/2024 - 12/31/2024	Sustainable Agriculture Research & Education	University of Missouri	\$ 360,000.00	\$ 258,000.00	\$ 360,000.00	\$ 37,500.00	
Total				\$ 966,691.00	\$ 15,000.00	\$ 28,376.64	\$ 56,342.00	Match is \$45K Bayer, \$10,342 MK Salary & Fringe, \$1K TFI
Recently Completed				\$ 596,174.00	\$ 194,387.00	\$ 54,220.42	\$ 1,667.79	
National Aquatic Resource Survey	10/1/15 - 9/30/2023	U.S. EPA	U.S. EPA	\$ 25,000.00	\$ 9,000.00	\$ 25,000.00		
Great Lakes Restoration Initiative (GLUS-UP)	04/01/2020 - 12/31/2022	U.S. EPA, Bayer	U.S. EPA	\$ 15,559.00	\$ 9,000.00	\$ 15,559.00		
ESMC-OptiS (IRCS) - Federal	02/14/22 - 06/30/23	USDA, IRCS	Ecosystem Services Market Consortium	\$ 25,000.00	\$ 9,000.00	\$ 25,000.00		
2023 National Cover Crop Survey Report	2/7/23 - 9/30/23	Sustainable Agriculture Research & Education/ASTA	University of Missouri	\$ 1,543,374.00	\$ 217,387.00	\$ 84,296.35	\$ 56,342.00	
Total				\$ 1,543,374.00	\$ 217,387.00	\$ 84,296.35	\$ 56,342.00	



**Conservation Technology
Information Center**

2024 Board Meeting Schedule

Updated 12/19/2023

February 14 In Person

San Diego, California @ NACD Convention at Sheraton Hotel in Osprey Room

9 a.m. to 3 p.m. pacific

April 11 Virtual

9:00 a.m. to 12:00 p.m. central

<https://us02web.zoom.us/j/88270047418?pwd=bU1mWHVndmQ1dVhLNm40Qml4ekhEdz09>

June 12 In Person

Memphis, Tennessee after CIA Tour. Hyatt Centric in Board Room

9:00 a.m. to 12:00 p.m. central

September 11 Virtual – FY25 Budget Focus & Approval

9:00 a.m. to 12:00 p.m. eastern

<https://us02web.zoom.us/j/85903010849?pwd=cXZucE82UWgxRFINRS9oUEZLSnU3QT09>

December 10 Washington D.C. 6 p.m. CTIC Board Dinner, Exact TBD

December 11 Washington DC from 9 a.m. to 3 p.m.

+ Elections are to be held at the winter board meeting as per by-laws

Other 2024 dates to be aware of:

June 4-5, 2024	Field to Market Summer Plenary, Location TBD
June 10-11, 2024	CTIC Conservation In Action Tour, Memphis Tennessee
July 21-24, 2024	SWCS Conference Myrtle Beach, South Carolina
August 12-14, 2024	Agronomy Conference & Expo, St. Louis, Missouri (formerly InfoAg)
November 10-13, 2024	Tri-Societies Conference, San Antonio, Texas
November 19, 2024	Field to Market Winter Plenary, Minneapolis, Minnesota
November 20-21, 2024	Sustainable Ag Summit, Minneapolis, Minnesota
