

SOUTH DAKOTA WHEAT COMMISSION

Minutes of Meeting of January 9 and 10, 1963

The South Dakota Wheat Commission met January 9, 1963, in the offices of the Commission located at 321 South Pierre Street, Pierre, South Dakota with the following present: Guiser, Covey, Mason, Borkirchert, and Brakke.

Motion by Covey, seconded by Brakke that minutes of the meeting of October 15, 1962 be approved. Motion carried.

Motion by Mason, seconded by Borkirchert that minutes of meeting of December 6, 1962, be approved as corrected. Motion carried.

Motion by Borkirchert, seconded by Brakke that wheat exhibit be shown at South Central Crop Show in Winner February 7 and 8 and at Ag Week in Watertown February 11-16, 1963. Motion carried.

Motion by Brakke, seconded by Borkirchert that financial statement read by Treasurer Mason be approved. Motion carried.

The list of individuals requested by Great Plains Wheat available for special assignment for overseas trips between February and May, 1963, was discussed and the following in preferential order were named: Andrew Brakke, Paul Guiser, Bert Mason, Ernest Covey, Director of SDWC, and Melvin Borkirchert.

Motion by Brakke, seconded by Mason that SDWC purchase a club subscription to the Southwestern Miller for 15. Motion carried. The subscription list is to include the members of the SDWC, the board of directors of the South Dakota Wheat Producers, and the SDWC office.

The present bank deposit is covered by the Federal Deposit Insurance Corporation in the amount of \$10,000. It was agreed by the Commission that if the statute required it, additional collateral should be pledged by the Pierre National Bank in order that the SDWC will be covered up to \$100,000.

Motion by Mason, seconded by Brakke that the following claims be paid. Motion carried.

Charles J. Tutsch	salary, December	\$465.44
Dorothy J. Maden	salary, December	216.71
Charles E. Sterling	janitor service (10-21-62 to 12-17-62)	13.56
City of Pierre	utilities, December	9.48
Great Plains Wheat, Inc.	expenses, November	1,772.46
Joyce Tutsch	adjustment on Social Security	0.28
Carol Butler	salary, December(part-time)	31.00
Division of Old Age and Survivors Insurance	Social Security deduction for quarter ending 12-31-62	89.79
Internal Revenue Service	withholding, December	105.10
Orville and Vera Wagner	rent, January	100.00
Ronald L. Struwe	public relations work	27.50
Hines Photo Service	splicing kit for film	4.95
Postmaster	postage for meter	95.00
Northwestern Bell Telephone	statement, December	68.10
John Ingwersen	lettering sign for exhibit	7.00
Bob's Transfer	storage, 12-10-62 to 1-10-63	3.50
Capitol Supply Room	office supplies	6.41
Brown and Saenger, Inc.	office supplies	30.05
Farmers Elevator Association	directory for 1963	4.00
Receiver General of Canada	subscription renewal to Dominion Bureau of Statistics	3.00
Redi-Wheat	10 cases of Redi-Wheat	18.00
Charles J. Tutsch	expenses, December	87.91
Carol Butler	part-time salary, January	23.13
Andrew Brakke	expenses and per diem	256.05
The Southwestern Miller	club plan - 15 subscriptions	15.00
Paul Guiser	expenses and per diem	1,016.96
Refunds for December (average - \$5.82)	total of 59 refunds	343.63

SDWC-Minutes of Meeting of January 9 and 10, 1963-Page 2

The letter of resignation of Charles J. Tutsch, director, was read and commented on by Chairman Guiser. Considerable discussion was held.

The Commission meeting recessed at 6 pm to reconvene at 8:30 am on January 10 with all members present.

After a demonstration by Richard Hawkins, IBM salesman, and considerable discussion, motion was made by Brakke, seconded by Borkirchert that the SDWC purchase one IBM combination dictator and transcriber unit at \$470 and one IBM portable dictator at \$405 for a total amount of \$875. Motion carried. The machines carry a 90-day guarantee on the unit and a one-year warranty on parts. Belts cost 65¢ and can be used 30-40,000 times.

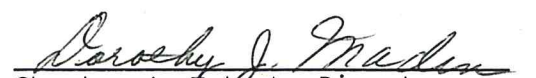
After considerable discussion motion was made by Borkirchert, seconded by Brakke that the salary of the office assistant, Dorothy J. Maden, be raised to \$3,900 per annum retroactive to January 1, 1963. Motion carried.

Motion was made by Brakke, seconded by Borkirchert that the salary of the director of the Wheat Commission, Charles J. Tutsch, be raised to \$7,800 per annum retroactive to January 1, 1963. Motion carried.

The Commission adjourned at 5 pm.


Melvin Borkirchert, Secretary

ATTEST:


~~Charles J. Tutsch, Director~~
Dorothy J. Maden, Office Assistant

SOUTH DAKOTA WHEAT COMMISSION

Minutes of Meeting of February 13 and 14, 1963

The South Dakota Wheat Commission met February 13, 1963, at 10:30 a.m. in the offices of the Commission located at 321 South Pierre Street, Pierre, South Dakota with the following present: Borkirchert, Brakke, Covey, Guiser, and Mason; ex-officio, Dybvig.

Mr. Dave Johnson of the Johnson Insurance Agency appeared before the Commission regarding sharing of office space. It was mutually agreed between the two parties that this would not be a satisfactory arrangement.

Mr. Delwin Jensen, Pierre, South Dakota, was interviewed by the Commission for the position of director. Mr. Larry Schacht, Brookings, South Dakota, was also interviewed for the position of director.

Minutes of the meeting of January 9 and 10, 1963, were read. Motion by Brakke, seconded by Borkirchert that minutes be approved as corrected. Motion carried. Minutes of meeting of January 22, 1963, were read. Motion by Brakke, seconded by Borkirchert that minutes be approved as read. Motion carried.

Treasurer's report was read by Mason. Motion by Borkirchert, seconded by Brakke that the treasurer's report be accepted. Motion carried. Treasurer Mason reported to the Commission that additional collateral had been pledged by the Pierre National Bank in the amount of \$60,000 to cover deposits of the Commission in the bank. Receipt was signed by Mason and placed in the safety deposit box in the Pierre National Bank.

Motion was made by Brakke to deposit \$10,000 in time deposit certificates in denominations of \$2,500 for a one-year period and \$10,000 in time deposit certificates in denominations of \$2,500 for a six-month period in the Ranchers National Bank, Winner, South Dakota, if sufficient collateral can be pledged. If sufficient collateral for \$20,000 cannot be pledged, \$5,000 be deposited for a one-year period and \$5,000 for a six-month period. Motion was seconded by Borkirchert. Motion carried.

A suggested administrative policy was presented to the Commission. After considerable discussion it was agreed to study the suggested policy and defer any action until the next meeting.

A discussion was held on Mr. Charles Potucek's request for a list of names of people from South Dakota who could act as tour managers for trade teams. Mr. Brakke agreed to visit with Mrs. Dittman of Presho and report back at the next meeting.

The rolled wheat recipes received from High Plains Advertising Agency were shown to the Commission. These recipes are to be distributed to the schools in the State of South Dakota participating in the school lunch program. Messrs. Brakke and Guiser are to check with High Plains Advertising Agency when they are in Kansas and are to report back to the Commission on the possibility of having a packet printed to hold these recipe cards.

The New York World's Fair Kit was examined and action was deferred until after the Board of Director's meeting of Great Plains Wheat.

A letter from Mrs. Starlene Mitchell, executive assistant to Governor Gubbrub, was read regarding wheat samples suitable for distribution by the Governor's office. After considerable discussion, the Commission agreed to discuss this again in the future and consider the form such samples should take.

A letter from Dr. Orville G. Bentley, Dean, Division of Agriculture, South Dakota State College, was read. Dr. Bentley requested the Commission to consider providing additional funds to State College for construction of the greenhouse and also providing funds for a plant growth chamber. Mr. Mason moved that the grant-in-aid for providing funds for the construction of a greenhouse at State College be increased from the \$6,500 already approved to \$10,500 and that the greenhouse be constructed in such a manner that a growth chamber and head house be added in the future. Motion was seconded by Brakke. Motion carried.

A letter from Mr. Lloyd A. Ernst, Executive Secretary, South Dakota

Association of Cooperatives, was read regarding meeting dates of agricultural organizations. Mr. Borkirchert is to visit with Mr. Ernst regarding his request.

Meeting recessed at 5:30 p.m. to reconvene at 8 a.m. on February 14 with all members present.

Mr. Brakke presented information to the Commission regarding the film "The Many Hats of Kernel Wheat." Motion was made by Mason, seconded by Borkirchert to purchase the film "The Many Hats of Kernel Wheat" for \$1,000 through the Public Relations Division of Great Plains Wheat. Motion carried.

Motion by Guiser, seconded by Brakke that Ralph Lunder be paid state rates for expenses and per diem for past and future managing of the wheat exhibits at various crop shows. Motion carried.

Motion was made by Borkirchert, seconded by Brakke that wheat exhibit be displayed at the Davison County Crop Show, Mitchell, South Dakota, on February 27 and 28. Motion carried.

Discussion was held on Home Economics Department of South Dakota State College. Messrs. Brakke and Guiser to check on Redi-Wheat products for school lunch uses and to report to Commission.

The postal permit for mailing the Commission Newsletter was discussed. Motion was made by Guiser, seconded by Brakke that the chairman appoint Messrs. Guiser and Mason to contact the Pierre postmaster regarding this permit. Motion carried.

Mr. Clifford Hope's letter on sending a resolution on the Common Market to the Congressional delegation was read. It was agreed that the Commission should contact the Congressional delegation and a resolution will be prepared at a later date.

Motion was made by Borkirchert, seconded by Brakke that Ernest Covey, vice chairman, take the place of Paul Guiser, chairman, effective February 1, and Paul Guiser become vice chairman. Motion carried.

Motion was made by Brakke, seconded by Mason that state officers and/or directors of the South Dakota Wheat Producers be called in on a consultation basis at necessary intervals and that they be reimbursed mileage and \$10 per day. Motion carried.

It was agreed by members of the Commission that the office assistant go ahead and answer letters received in the office and acknowledge letters that need to be presented to the Commission for action.

At 1 p.m. on February 14, 1963, the Commission met jointly with the Board of Directors of the South Dakota Wheat Producers, Inc. Joint meeting with the Wheat Producers adjourned at 4:30 p.m.

Meeting of the South Dakota Wheat Commission continued. Motion was made by Mason, seconded by Brakke that chairman or his representative from the South Dakota Wheat Producers attend Commission meetings. Motion carried.

Motion by Guiser, seconded by Brakke that the following claims be approved. Motion carried.

Great Plains Wheat, Inc.	expenses, December	\$2,536.67
Charles J. Tutsch	salary, January	446.56
Dorothy J. Maden	salary, January	254.92
Watertown Chamber of Commerce	booth rental, Ag Week	50.00
Pierre National Bank	withholding, January	121.50
City of Pierre	utilities, January	9.50
Pitney-Bowes, Inc.	postage meter rental	18.00
Ronald L. Struwe	public relations counsel	162.50
Clint Dunlap	mileage	4.90
Bakers of America Program	promotional material	72.17
Hines Photo Service	enlargement for annual report	3.50
Miller Studio	pictures for annual report	3.71

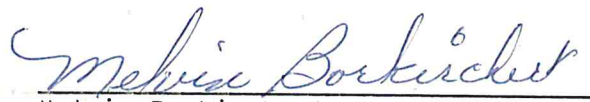
*Deleted by
minutes of
meeting of
Aug. 20 & 21,
1963. Don*

SDWC-Minutes of Meeting of February 13 and 14, 1963-Page 3

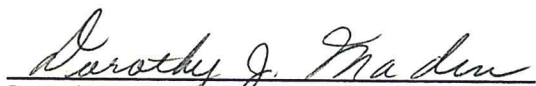
Brown and Saenger, Inc.	office supplies	\$7.45
Capitol Supply Room	office supplies	2.13
The Reminder	printing Newsletter and 1,000 window envelopes	65.72
Moore Agency	insurance on equipment	31.08
IBM Corporation	dictating equipment	875.00
Bob's Transfer	storage of display	3.50
Mrs. Peggy Walton	expenses for appearances in South Dakota (promotion)	60.45
Lincoln Tour and Travel Agency, Inc.	airline ticket for Mrs. Peggy Walton	39.10
Elmen Rent-Alls, Inc.	material for wheat exhibit	7.00
Charles J. Tutsch	expenses	34.80
Ralph Lunder	expenses and per diem	162.28
Dorothy J. Maden	expenses	4.90
Northwestern Bell Telephone	local service and toll calls	69.35
Charles J. Tutsch	adjustment on January salary and 110 hours annual leave	463.02
Postmaster	renewal of bulk permit and postage for Newsletter	150.00
Orville and Vera Wagner	office rent, February	100.00
Wilson Truck System	freight on wheat exhibit	37.01
High Plains Advertising Agency	rolled wheat recipes and freight	34.00
Melvin Borkirchert	expenses and per diem	147.20
Andrew Brakke	expenses and per diem	129.10
Ernest Covey	expenses and per diem	66.81
Bert P. Mason	expenses and per diem	107.49
Dennis L. Anderson	mileage and per diem	34.08
Hal Chase	mileage and per diem	36.04
Edward N. Daum	mileage and per diem	19.10
Gil Young	mileage and per diem	30.02
Donald Jorgenson	mileage and per diem	21.20
Glen Wishard	mileage and per diem	33.80
Refunds for January (average refund - \$6.30)	total of 30 refunds	188.80

Date of the next meeting was discussed. It was agreed to hold the meeting March 4 if interviews can be arranged with applicants in the afternoon and Dr. Bentley to meet with the Commission in the morning.

Motion was made by Borkirchert, seconded by Brakke that meeting adjourn. Motion carried.


Melvin Borkirchert, Secretary

ATTEST:


Dorothy J. Maden, Acting Director

JOINT MEETING
SOUTH DAKOTA WHEAT COMMISSION
AND
SOUTH DAKOTA WHEAT PRODUCERS, INC.

FEBRUARY 14, 1963

At 1 p.m. on February 14, 1963, the South Dakota Wheat Commission met jointly with the Board of Directors of the South Dakota Wheat Producers, Inc.

Postal rates for the Wheat Commission Newsletter were discussed, and it was suggested that 12 newsletters a year be published with the Commission being responsible for the publication one month, the Producers the next month. It was also suggested that Mr. Gil Young of the Wheat Producers try to get a mailing list of all wheat producers from the State ASCS office.

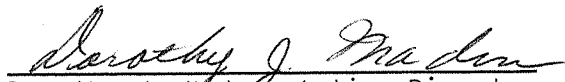
Motion was made by Hal Chase, seconded by Gil Young that the Wheat Producers work to educate wheat growers on all aspects of the 1964 wheat program to encourage a larger and more enlightened referendum vote. Motion carried.

The Wheat Producers favored a resolution to the Commission that the Commission contract with the Wheat Producers to publish the Commission regular Newsletter. Resolution passed.

Joint meeting with the Wheat Producers adjourned at 4:30 p.m.


Melvin Borkirchert, Secretary
South Dakota Wheat Commission

ATTEST:


Dorothy J. Maden, Acting Director

SOUTH DAKOTA WHEAT COMMISSION

Minutes of Meeting of March 4, 1963

The South Dakota Wheat Commission met March 4, 1963, at 9:30 a.m. in the offices of the Commission located at 321 South Pierre Street, Pierre, South Dakota with Chairman Covey presiding. The following were present: Covey, Brakke, Guiser, Mason, Borkirchert; ex-officio: Bentley. Also in attendance were Dr. Wells and Dr. Fine of South Dakota State College and two representatives of the South Dakota Wheat Producers, Mr. Edward N. Daum and Mr. Donald M. Jorgenson.

Minutes of the meeting of February 13 and 14, 1963 were read. Motion by Guiser, seconded by Brakke that the minutes be approved as corrected. Motion carried.

Brakke reported to the Commission that Mr. Clifford Hope's suggestion regarding the state legislatures adopting a strong resolution on the Common Market was met with favor when presented to the Committee on Agriculture of the South Dakota State Senate. The South Dakota State Legislature adopted Senate Concurrent Resolution No. 8, which reads as follows:

"A CONCURRENT RESOLUTION, Memorializing Congress to take all necessary steps in promoting the sale of grain and to guarantee continuing access of United States wheat to the Common Market countries.

"BE IT RESOLVED BY THE SENATE OF THE STATE OF SOUTH DAKOTA, THE HOUSE OF REPRESENTATIVES CONCURRING:

"WHEREAS, the production and sale of wheat forms a vital part of the economy of South Dakota;

"WHEREAS, the countries now involved in the formation of the European Economic Community--including West Germany, France, Italy, Belgium, The Netherlands, and Luxemburg--represent one of the best cash customers of United States wheat growers;

"WHEREAS, there is a danger that the European Economic Community may develop policies which would curtail the importation of United States wheat;

"WHEREAS, the adoption of protectionist and inward-directed trade restricting agricultural policies would seriously damage the economy of South Dakota and other major wheat growing states of the Great Plains and would greatly hamper the free exchange of goods between the United States and the Common Market countries;

"BE IT RESOLVED that the South Dakota legislature hereby urges the United States government to take all necessary steps to guarantee continuing access of United States wheat to the Common Market countries in line with the spirit of the Trade Expansion Act of 1962.

BE IT FURTHER RESOLVED that a duly attested copy of this resolution be immediately transmitted to the United States Secretary of Agriculture, the Secretary of the United States, the Clerk of the House of Representatives of the United States and to each member of the Congress from this state."

Brakke reported that House Bill 587 authorizing the construction and equipping of a greenhouse for the purpose of accelerating and expanding the wheat breeding program at State College, Brookings, South Dakota, had passed both houses of the State Legislature. Dr. Wells and Dr. Fine reported on the plans for building the greenhouse. They also discussed the need for a head house and growth chamber and its uses, to the state.

Motion by Guiser, seconded by Brakke that the Commission consider growth chamber to go along with the greenhouse in the future if need existed and financial budget made it feasible. Motion carried.

Interviews for the position of director were held with Clinton S. Samco, Pierre, South Dakota; Warren Miller, Mitchell, South Dakota; and Penn Thompson, Watertown, South Dakota.

Considerable discussion was held on getting mailing list and having South Dakota Wheat Producers do printing and mailing of South Dakota Wheat Commission newsletter. Members are to give considerable thought to this

and bring up for discussion again on next meeting.

Motion by Guiser, seconded by Mason to participate at State Fair in Huron by showing wheat exhibit. Application to be completed and returned to State Fair Board. Motion carried.

It was agreed that the report of wheat promotional fee collected by the Williams Grain Company (Joe Williams, owner) be tabled until a director is hired.

A letter from Mr. Carr, rate analyst, Public Utilities Commission, was discussed. It was suggested that Mr. Carr be contacted to find out if he wanted a member of the Commission to appear and support the growers' viewpoint at the rate hearing before the ICC in Washington on April 2. If someone went to Washington for hearing, they could also check on postal rate.

The State Crop Show at Brookings March 20 and 21 was discussed. A letter had been written to U. J. Noregard regarding booth space. It was suggested that a letter be written to Clarence Dybvig regarding booth space and requesting that he let us know if booth space was available.

After discussion of the applicants for the position of director, it was agreed to arrange for an interview with Mr. Raymond Lund of the Water Resources Committee at the next meeting.

Motion by Guiser, seconded by Brakke that the following claims be allowed:

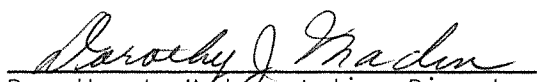
Dorothy J. Maden	salary, February	\$254.92
Great Plains Wheat, Inc.	expenses, January	1,732.55
Pierre National Bank	withholding, February	119.20
City of Pierre	utilities, February	9.36
The Reminder	printing quarterly report forms	28.49
Brown and Saenger, Inc.	office supplies	54.29
Western Printing Company	newsletter mimeo paper	65.25
Maurice Paulson Advertising	layout and finished art work	30.00
	for letterhead	
Mitchell Chamber of Commerce	booth space - crop show	30.00
State Publishing Company	imprinting folders	48.72
Best Business Machines	Thermofax supplies	56.38
Capitol Supply Room	office supplies	9.96
Charles E. Sterling	janitor service	24.46
	(1-6-63 to 3-3-63)	
Donald M. Jorgenson	expenses and per diem	14.65
	(manning exhibit at Winner)	
Andrew Brakke	expenses and per diem	37.09
Paul Guiser	expenses and per diem	188.56
Ralph Lunder	expenses and per diem	200.82
	(manning wheat exhibit)	
Melvin Borkkirchert	expenses and per diem	204.40

It was agreed that the next meeting would be held on March 14, 1963.

Meeting adjourned.


Melvin Borkkirchert, Secretary

ATTEST:


Dorothy J. Maden, Acting Director

SOUTH DAKOTA WHEAT COMMISSION

Minutes of Special Meeting of March 14, 1963

The South Dakota Wheat Commission met March 14, 1963, at 10 a.m. in the offices of the Commission located at 321 South Pierre Street, Pierre, South Dakota. The following members were present: Covey, Brakke, Guiser, Mason, and Borkkirchert.

Covey informed the Commission that Mr. Hope of Great Plains Wheat called and wanted the names of members of the Commission who could attend a meeting of Congressional delegations and officials of the Departments of Agriculture and State in Washington, D. C., on March 25, 26, and 27. Covey also suggested that whoever attends the meeting in Washington, D. C., could inquire on postal permit. On the return trip members of the Commission could attend the United States and Japanese Trade Council meeting in Chicago on March 28. Motion by Mason, seconded by Brakke that Guiser and Covey attend the meetings. Motion carried.

Mr. DeWayne Matz of Pierre, South Dakota was interviewed for the position of director of the Wheat Commission.

Motion by Borkkirchert, seconded by Guiser that Brakke, Mason, and other members who are free to go attend the State Crop Show at Brookings on March 20 and the Agricultural Stabilization and Conservation Service meeting in Huron on March 21. Motion carried.

A letter from Mr. Clarence Dybvig of the State Crop Improvement Association was read regarding booth space for the wheat exhibit at the State Crop Show, and it was agreed to show the wheat exhibit at the Crop Show.

Covey reported to the Commission that the Ranchers National Bank, Winner, South Dakota, was insured up to \$10,000 for each account so it was agreed to deposit only \$10,000 in time deposit certificates in the Ranchers National Bank. Check was issued for this amount.

Motion by Borkkirchert, seconded by Mason that check #1633 issued to Andrew Brakke in the amount of \$37.09 be voided and a new check issued to him. Motion carried. Brakke reported the check was lost.


Meeting date for the next meeting was tentatively set for March 19. Mason is to contact applicants for interviews, then call and inform other Commission members of definite date.

Motion by Guiser, seconded by Borkkirchert that minutes of meetings not be approved on any special meetings but to be read and held over until next regular meeting. Motion carried.


Motion by Brakke, seconded by Mason that the following claims be allowed. Motion carried.

Department of Audits and Accounts	cost of audit	\$90.00
Northwestern Bell Telephone	local service and toll calls February	59.98
Bob's Transfer	storage and freight on exhibit	29.07
Wilson Truck System	freight on exhibit	16.35
Clinton Dunlap	mileage	29.47
Floyd Sargent	mileage - Ghana trade team	23.38
Frank Buckles	mileage - Ghana trade team	16.24
Ralph Lunder	expenses and per diem	62.31
Dorothy J. Maden	salary, March	254.92

Meetings adjourned at 5 p.m.


Melvin Borkkirchert, Secretary

ATTEST:


Dorothy J. Maden, Acting Director

SOUTH DAKOTA WHEAT COMMISSION

Minutes of Special Meeting of March 18, 1963

The South Dakota Wheat Commission met March 18, 1963, at 10 a.m. in the offices of the Commission located at 321 South Pierre Street, Pierre, South Dakota. The following members were present: Covey, Mason, Guiser, Brakke.

Mr. Wade Pringle, Highmore, South Dakota, was interviewed for the position of director of the Wheat Commission.

Mr. Delwin Jensen, Pierre, South Dakota, was interviewed and offered a tentative annual salary of \$8,000 for his consideration. He will notify the South Dakota Wheat Commission office by March 23, 1963 of his decision to accept employment about May 1, 1963.

Motion by Mason, seconded by Guiser that the Wheat Commission consider a salary adjustment of the director on or about January 1, 1964. Motion carried.

Motion by Guiser, seconded by Mason that Chairman Covey have authorization to negotiate with Warren Miller, Mitchell, South Dakota, for director of the Commission if offer made to Delwin Jensen is not accepted. Motion carried.

Members of the Commission visited with Mr. Charles Burke of the Pierre National Bank about office space presently occupied by Pierre Chamber of Commerce. Commission is to confer with Mr. Burke at next meeting of the Commission.

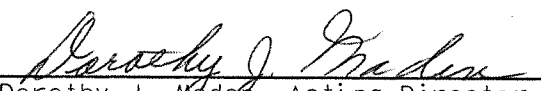
Motion by Guiser, seconded by Brakke that Mr. C. A. Carr, Rate Analyst, Public Utilities Commission, continue to work toward a 70-cent per hundred-weight export freight rate to West Coast from feasible areas in South Dakota and South Dakota Wheat Commission support him in this approach, and a letter be sent to Mr. Carr advising him of this action. Motion carried.

Covey informed the Commission that \$10,000 had been deposited in the Ranchers National Bank, Winner, South Dakota, in time certificates--two certificates of \$2,500 for a six-month period and two certificates of \$2,500 for a one-year period. Certificates are in the safety deposit box at the Pierre National Bank, Pierre, South Dakota.

Motion by Brakke, seconded by Mason that meeting adjourn. Motion carried.


Andrew Brakke, Secretary Pro Tem

ATTEST:


Dorothy J. Maden, Acting Director

SOUTH DAKOTA WHEAT COMMISSION

Minutes of Meeting of April 18, 1963

The South Dakota Wheat Commission met April 18, 1963, at 10 a.m. in the offices of the Commission located at 321 South Pierre Street, Pierre, South Dakota. Meeting was called to order by Chairman Covey with the following present: Covey, Guiser, Mason, Borkirchert, and Brakke.

Motion was made by Brakke, seconded by Mason that minutes of meeting of March 4, 1963 be approved as corrected. Motion carried. Motion was made by Mason, seconded by Borkirchert that minutes of meeting of March 14, 1963 be approved as corrected. Motion carried. Motion by Guiser, seconded by Brakke that minutes of meeting of March 18, 1963 be approved as corrected. Motion carried.

Motion by Guiser, seconded by Brakke that Dorothy Maden contact different firms to get information and bids for purchasing standard-size mimeograph machine, bids to be presented to Commission at next meeting, and machine to be purchased on bid basis. Motion carried.

Brakke reported to Commission members on State Crop Show held at Brookings, South Dakota on March 20 and 21.

Guiser reported to Commission members that South Dakota State College is in the process of taking bids for purchasing growth chamber.

Brakke reported to Commission members that tests are being made in three wheat areas on trial basis on rust spraying.

It was agreed that each member of the Commission will contact various qualified persons regarding the position of director of the Wheat Commission and request them to complete application blanks. Interviews will be held on Friday, May 3, at a special meeting.

Mr. Charles Burke of the Pierre National Bank met with the Commission and reported he was not sure that the Chamber of Commerce would leave the premises it is now renting but he would meet with the Commission at the next meeting for further discussion regarding the office space being considered by the Commission.

Brakke agreed to visit with Mr. Carl Winkler, manager of the Stanley County Cooperative Marketing Association, Fort Pierre, to explain the process of making refunds to wheat producers requesting a refund of the three-mill wheat promotional fee.

The wheat sample cards received from Great Plains Wheat, Inc., were discussed. It was the thinking of the Commission that if wheat sample cards were sent to ASCS offices last year, a change should be made; the cards should then be mailed to county agents. A check will be made to see how wheat sample cards were distributed last year.

Motion by Borkirchert, seconded by Brakke that the following claims be allowed. Motion carried.

Carol Butler	part-time salary	\$37.59
	(February and March)	
Great Plains Wheat, Inc.	expenses for February	2,112.85
Wilson Truck System	freight on exhibit	14.77
U. S. Treasury Department	withholding, March	58.30
Division of Old Age and	Social Security, March	215.39
Survivors Insurance		
Postmaster	postage for meter	95.00
City of Pierre	utilities, March	6.00
Commercial Communications	public relations counsel,	175.00
Counselors	March	
Dorothy J. Maden	salary, April	254.92
Carol Butler	salary, April (part-time)	48.19
Orville and Vera Wagner	office rent, April	100.00
Northwestern Bell Telephone	local service and toll calls,	55.29
	March	
Bakers of America Program	promotional material	61.53

Miller Studio	processing film, prints	\$2.15
Best Business Machines	Thermofax supplies	34.73
Booster Publishing Company	500 letterheads	15.65
Bob's Transfer	storage and freight	22.01
The Reminder	1500 annual reports	222.37
Dorothy J. Maden	miscellaneous expenses	3.26
Edward N. Daum	mileage and per diem	19.10
Donald Jorgenson	mileage and per diem	21.20
Capitol Supply Room	office supplies	7.88
Ralph Lunder	expenses and per diem	78.76
Melvin Borkirchert	expenses and per diem	104.10
Andrew Brakke	expenses and per diem	135.51
Ernest A. Covey	expenses and per diem	438.43
Bert P. Mason	expenses and per diem	152.28
Paul Guiser	expenses and per diem	472.76
Refunds for March	46 refunds	241.43
(average refund - \$5.25)		

Motion by Brakke, seconded by Guiser that meeting adjourn. Motion carried.

Melvin Borkirchert
Melvin Borkirchert, Secretary

ATTEST:

Dorothy J. Maden
Dorothy J. Maden, Acting Director

SOUTH DAKOTA WHEAT COMMISSION

Minutes of Special Meeting of May 3, 1963

The South Dakota Wheat Commission met May 3, 1963 at 10 a.m. in the offices of the Commission located at 321 South Pierre Street, Pierre, South Dakota. Meeting was called to order by Chairman Covey with the following present: Covey, Guiser, Mason, Borkirchert, and Brakke.

The following men were interviewed for the position of director of the Wheat Commission: Mr. August Snyder, Pierre; Mr. Francis (Ed) Clinton, Pierre; Mr. Stanley L. Huber, Watertown; and Mr. C. Wayne Ward, Pierre.

The matter of office space was discussed by the Commission. It was reported that Mr. Charles Burke of the Pierre National Bank had called regarding the office space now occupied by the Chamber of Commerce. The lease of the Chamber of Commerce will expire in November, and the Wheat Commission will be given first chance to rent the premises. It was agreed that Mrs. Maden should contact Mr. Burke to tell him that the Commission is definitely interested in renting the property.

Motion by Mason, seconded by Brakke that the Wheat Commission make funds available to the Extension Service for aerial spraying on test plots of wheat for rust. Motion carried. Brakke was appointed to meet with the Extension Service about spraying to work out details.

Motion by Mason, seconded by Borkirchert that the Commission hire Carol Butler at a salary of \$200 per month to work in the office after the school term. Motion carried.

Mason reported to the Commission on the GPW Transportation Committee meeting held in Denver April 19, 1963.

Motion by Guiser, seconded by Borkirchert that the Wheat Commission accept the bid for the growth chamber from Sherer-Gillett Company for \$9,357 as stipulated by Dr. Bentley's letter of May 2, 1963 to Ernest Covey. Motion carried. Dr. Bentley's letter is as follows:

Mr. Ernest Covey, Chairman
South Dakota Wheat Commission
321 S. Pierre Street
Pierre, South Dakota

Dear Mr. Covey:

Mr. Win Wolpert, Purchasing Agent and Business Office Manager, has obtained bids on a plant growth chamber according to the specifications included herewith. You will note that bid quotations were obtained from the following companies:

Labline, Inc.	Model 850TS	\$8,800
Sherer-Gillett Co.	Model CEL 512-37	\$9,357
Percival Refrigeration Co.	Model PGW-132	\$10,998

We recommend the purchase of the growth chamber from the Sherer-Gillett Company, Marshall Michigan. The reasons for making this decision are outlined on the requisition prepared by Dr. Wells which I have enclosed, although I know you will have to prepare your own. We have experience with the Sherer-Gillett Company product and find it quite acceptable. It is our opinion that the Labline Company has had little experience in building these units, and we know from many years of sad experience that there are many problems associated with the building of these units in such a way as to deliver the desired performance.

I hope that you can proceed by preparing a requisition from the Wheat Commission which would be approved through appropriate channels for the purchase of the Sherer-Gillett unit from Wheat Commission funds. This unit would be retained on your property inventory but be made available for use in the wheat breeding program under the direction of the South Dakota Agricultural Experiment Station. Presently Dr. Wells is our project leader in this area. If there are additional questions about these units, please raise them to us as we are anxious that the order be placed so that we

will have the unit here by early fall. Incidentally, you will note that the Sherer-Gillett Company can make earlier delivery than is indicated by Labline.

Sincerely yours,

/s/ Orville G. Bentley

Orville D. Bentley, Dean
Division of Agriculture and
Director of Experiment Station

Motion by Brakke, seconded by Mason that August Snyder be hired as director of the Commission at a salary of \$600 per month effective June 1, 1963 or as early as possible. Motion carried.

Booth Space at the South Dakota State Fair was discussed. Motion by Borkirchert, seconded by Guiser that the Wheat Commission accept the agreement with the State Fair Board for Booth 6 in the Agricultural Building. Motion carried.

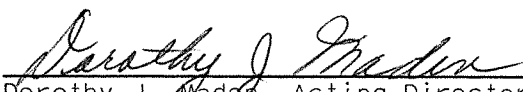
Motion by Brakke, seconded by Borkirchert that the following claims be approved for payment. Motion carried.

Great Plains Wheat, Inc.	expenses, March, 1963	\$2,434.68
Pitney-Bowes, Inc.	postage meter rental	18.00
City of Pierre	utilities, April	8.28
Postmaster	postage for newsletter	120.00
Orville and Vera Wagner	office rent, 5-15 to 6-14-63	100.00
Pierre National Bank	safety deposit rental (1 yr.)	4.60
South Dakota State Fair Board	booth rental for State Fair	36.00
Capitol Supply Room	office supplies	9.13
Best Business Machines	Thermofax supplies	34.73
Commercial Communications Counselors	public relations counsel	130.00
Bakers of America Program	promotional material	31.61
The Reminder	4500 newsletters and mimeographing	106.21
Postmaster	postage for postage meter	95.00
Stanley Sterling	janitor service	19.40
Carol Butler	labelling newsletter (2 issues)	45.30
Dorothy J. Maden	salary, May	254.92
Refunds for April	64 refunds (average refund - \$5.75)	368.02

Motion by Brakke, seconded by Borkirchert that meeting adjourn. Motion carried.


Melvin Borkirchert, Secretary

ATTEST:


Dorothy J. Maden, Acting Director

SOUTH DAKOTA WHEAT COMMISSION

Minutes of Meeting of May 29, 1963

The South Dakota Wheat Commission met May 29, 1963 at 10 a.m. in the offices of the Commission located at 321 South Pierre Street, Pierre, South Dakota. The following members were present: Covey, Brakke, Mason, and Guiser; absent: Borkirchert.

Minutes of the meeting of April 18, 1963 were read. Motion was made by Guiser, seconded by Mason that minutes be approved as read. Motion carried. Minutes of meeting of May 3, 1963 were read. Motion was made by Brakke, seconded by Guiser that the minutes be approved as read. Motion carried.

Motion by Mason, seconded by Brakke that the director take care of arrangements for hosting the Angolia-Mozambique and Portugal trade team in the Black Hills June 21, 1963. Motion carried.

Motion by Guiser, seconded by Mason that upon arrival the Philippine trade team be hosted in the Black Hills July 22 and 23 and if at all possible that the trade team be taken to Perkins County before going on to Bismarck, North Dakota. Motion carried.

Motion by Mason, seconded by Brakke that the following resolution be adopted. Motion carried.

"Be It Resolved, that August Snyder be appointed as director of the South Dakota Wheat Commission effective June 1, 1963.

"Be It Further Resolved, that all checks, drafts, notes, or orders drawn against the South Dakota Wheat Commission account deposited in the Pierre National Bank, which is designated as depository for the Commission, be signed by:

Bert P. Mason, Treasurer,

and countersigned by:

August Snyder, Director,

whose signatures shall be duly certified to said bank, and that no checks, drafts, notes, or orders drawn against said bank shall be valid unless so signed.

"Be It Further Resolved, that the safety deposit box #264 at said bank shall be signed by the following:

Bert P. Mason, Treasurer,

August Snyder, Director.

"Be It Further Resolved, that this resolution shall continue in force until written notice to the contrary is duly served."

Motion by Mason, seconded by Brakke that a bi-monthly meeting be held on the third Wednesday of every second month and possibly a monthly meeting on call of chairman or director if necessary. Motion carried.

Motion by Mason, seconded by Guiser that the Commission purchase a subscription to the Kiplinger Agricultural Letter. Motion carried.

Motion by Guiser, seconded by Mason that the Commission participate in the Black Hills Exposition at Rapid City, South Dakota, August 15-19, 1963. Motion carried.

Motion by Guiser, seconded by Brakke that the Commission provide financial support for 1963 Wheat Quality Sampling Program proposed by the Agronomy Department, South Dakota State College, not to exceed \$2,000. Motion carried.

Motion by Brakke, seconded by Mason that the Commission subscribe to the Farmer Magazine for a five-year period. Motion carried.

Motion by Mason, seconded by Brakke to purchase half-page ad in the

Perkins County Fair Premium Book. Motion carried.

A letter from the Crop Quality Council was read to the Commission and the director was requested to send a letter to Congressional delegation in regard to supporting research by the Agricultural Research Service to control cereal leaf beetle with a copy of the letter to Crop Quality Council.

Action on request for funds to help support Wheat Abstracts Service was deferred until next meeting.

Motion by Guiser, seconded by Brakke to support freight rate investigation proposed by North Dakota State Wheat Commission and Senators Burdick and Young and Representative Short. Motion carried.

Motion by Guiser, seconded by Mason that Brakke be appointed to Budget Committee of GPW. Motion carried.

Motion by Brakke, seconded by Guiser that the following claims be allowed. Motion carried.

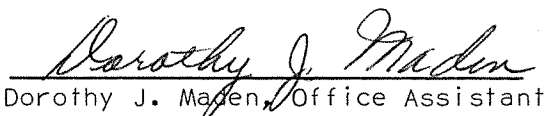
Great Plains Wheat, Inc.	expenses, April, 1963	\$1,983.16
Carol Butler	part-time salary, May	19.27
Bob's Transfer	storage	3.50
Orville and Vera Wagner	office rent, 6-15 to 7-14-63	100.00
Northwestern Bell Telephone	local service and toll calls	89.54
City of Pierre	utilities, May, 1963	9.00
The Farmer Magazine	five-year subscription	6.00
The Kiplinger Agricultural	one-year subscription	24.00
Letter		
Andrew Brakke	expenses and per diem	72.55
Ernest A. Covey	expenses and per diem	156.64
Paul Guiser	expenses and per diem	94.03
Bert P. Mason	expenses and per diem	226.65
August Snyder	expenses-GPW Board of Directors meeting	73.98
Refunds for May	21 refunds	136.69
	(average - \$6.50)	

Motion by Mason, seconded by Brakke that meeting adjourn. Motion carried.



August Snyder, Secretary Pro Tem

ATTEST:



Dorothy J. Maden, Office Assistant

SOUTH DAKOTA WHEAT COMMISSION

Minutes of Regular Meeting of June 19, 1963

The South Dakota Wheat Commission met June 19, 1963 at 10 a.m. in the offices of the Commission located at 321 South Pierre Street, Pierre, South Dakota. The following members were present: Brakke, Covey, Borkirchert, and Mason; absent: Guiser. Mr. Engebretson of the South Dakota State Department of Agriculture was seated for Mr. Johnson, ex officio member. The South Dakota Wheat Producers were represented by Mr. Edward N. Daum and Mr. Donald Jorgenson.

Motion by Borkirchert, seconded by Brakke that minutes of meeting of May 29, 1963 be approved as read with the following correction regarding establishing a regular meeting date: "monthly meeting be held on the third Wednesday" should read "bi-monthly meeting be held on the third Wednesday of every second month." Motion carried.

Motion by Brakke, seconded by Borkirchert that financial statement be accepted. Motion carried.

Motion by Borkirchert, seconded by Brakke that following bills be approved. Motion carried.

Commercial Communications	public relations, May	\$45.00
Counselors		
Great Plains Wheat, Inc.	expenses, May	1,913.30
Carol Butler	salary, June	166.35
Dorothy J. Maden	salary, June	254.92
August Snyder	salary, June	526.65
Postmaster	postage for newsletter	120.00
State Publishing Company	4500 newsletters and	
	3 halftone negatives	123.64
Bob's Transfer	storage of display	3.50
The Reminder	mimeographing	10.95
Northwestern Bell Telephone	local service and toll calls	100.30
Spink County Bank Agency	blanket bond	67.59
Melvin Borkirchert	per diem and expenses	314.68
Ernest Covey	per diem and expenses	24.08
August Snyder	expenses	151.16
Edward N. Daum	mileage and per diem	19.10
Don Jorgenson	mileage and per diem	21.20

Proposed policy statement was read and discussed. Motion by Mason, seconded by Brakke that the following changes be made in the policy statement:

1. Director's title be amended to read Executive Director.
2. Article I, Section I, Item 1 - Meeting date be changed to bi-monthly on third Wednesday of every second month starting June 19, 1963.
3. Article II, Section I, Item 4 - Director's report is due prior to bi-monthly meeting--delete words "at least one week."
4. Article II, Section I, Item 10 - Director be responsible for taking the minutes of all meetings, recording, and filing them in the office of the South Dakota Wheat Commission.

Motion carried.

Motion by Brakke, seconded by Borkirchert to accept amended policy statement. Motion carried. A copy of the policy statement is attached.

Motion by Mason, seconded by Brakke that executive director prepare a budget as soon as possible to present to the Commission for their approval. Motion carried.

Motion by Borkirchert, seconded by Mason that the Commission purchase the A. B. Dick mimeograph machine with the model 22-2 cabinet. Motion carried.

Motion by Mason, seconded by Borkirchert that the Commission reject the Wheat Abstracts proposal for financial support. Motion carried.

Motion by Brakke, seconded by Borkirchert that the Commission accept the service agreement presented by Best Business Machines to cover maintenance on the Thermo-Fax machine. Motion carried.

Motion by Brakke, seconded by Mason that the Commission defer action on the service agreement covering maintenance of the IBM dictating equipment.

Motion carried.


Motion by Brakke, seconded by Mason that the Commission send letter of recommendation to Grain Division of Agricultural Marketing Service on proposed changes on certificates of export. Motion carried.

Motion by Borkirchert, seconded by Brakke that the Commission purchase a color print of the 12-minute film on Great Plains Wheat's program in South America. Motion carried.

Motion by Borkirchert, seconded by Mason that we lease the Iverson office building for a period of five years at a rental of \$200 per month. Motion carried.

Executive director shall investigate as soon as possible costs and possibilities of items for gifts at trade shows and gatherings of women's groups.

Motion by Brakke, seconded by Mason that the meeting adjourn. Motion carried.


Melvin Borkirchert, Secretary

ATTEST:


August Snyder, Executive Director

POLICY STATEMENT
OF THE
SOUTH DAKOTA WHEAT COMMISSION

TO BE FOLLOWED IN THE CONDUCT
OF ITS BUSINESS AND ACTIVITIES

P R E A M B L E

In order to promote a more effective, harmonious, and unified Commission and to foster a more efficient and continuous administration of the South Dakota Wheat Commission in behalf of the wheat producer, it is the belief of the Commission that a well-defined and clear-cut set of rules be adopted.

ARTICLE I

Commission Organization

Section I:

South Dakota Wheat Commission

1. The regular meeting date of the South Dakota Wheat Commission shall be a bi-monthly meeting on the third Wednesday of every second month starting June 19, 1963. The meeting place shall be the office of the South Dakota Wheat Commission or any other such place designated by the chairman.
2. The officers of the South Dakota Wheat Commission shall be chairman, vice chairman, secretary, treasurer, and publicity director.
3. The treasurer and the executive director shall be delegated the power to sign all checks in payment of financial obligations of the Commission, after approval of such obligations by the Commission. Payroll checks, utilities, and other contractual services may be signed without specific authorization.
4. The South Dakota Wheat Commission shall have the authority to transact official business only when a quorum of at least three members is present and then only at regular or duly called special meetings.
5. The South Dakota Wheat Commission shall not be bound in any way by any statement or action on the part of any individual Commission member or employee, except when such statement or action is in pursuance of specific instruction on the part of the Commission or within the general authority of such member or employee.
6. The South Dakota Wheat Commission shall issue each member a telephone credit card for official business only. When a member is no longer qualified to serve, his credit card shall be surrendered to the Commission office. Every South Dakota Wheat Commission credit card holder and the office shall keep a record of all long distance calls made, and said list shall be turned in to the office at the end of the month.

General Responsibilities of the South Dakota Wheat Commission

1. To consider and act upon policies necessary to carry out a successful program of wheat marketing, promotion, education, and utilization as provided in the South Dakota Wheat Resources Act.
2. To select an executive director and to outline his duties and authority, and to support him in the regular discharge of his duties.

3. To set salary schedule and qualifications of executive director and/or assistant.
4. Members of the Commission shall receive a per diem of \$10.00 for each day they are actually and necessarily engaged in the transaction of business for the Commission together with expenses as provided by the travel regulations as set out by the State Board of Finance.
5. When a vacancy occurs in the office of executive director, the South Dakota Wheat Commission shall furnish detailed information to applicants for the position concerning salary, tenure, vacation, travel, and any other pertinent information that might be a factor in applicant's decision of accepting the position. This information should be made available to the applicant in advance so that he may have sufficient time to consider and evaluate his decision before submitting his application for such position.
6. Robert's Rules of Order, Revised, shall govern all parliamentary procedures when not in conflict with written statutes.
7. All official decisions shall be passed only by rules of order and shall be recorded completely in the official minutes of the South Dakota Wheat Commission. All Commission members and anyone participating in the meeting are entitled to a copy of the minutes. Minutes of each meeting must be read and accepted at the beginning of each subsequent meeting.
8. All contracts and agreements of whatever nature, after approval of the South Dakota Wheat Commission, shall be signed by both the chairman and the executive director.

ARTICLE II

Administration Organization

Section I:

Executive Director--Duties and Responsibilities:

1. He shall be the executive director of the South Dakota Wheat Commission and he shall have administrative authority over all office personnel. He shall carry out, and direct policies as authorized and instructed by the Commission, and shall have authority to delegate responsibility of employees of the office to successfully carry out the wishes of the Commission.
2. To recommend number and types of positions required to provide adequate personnel for the successful operation of the office.
3. To recommend policies on administrative organization, finance, personnel, and other functions of the South Dakota Wheat Commission program.
4. To conduct a continuous study and appraisal of the development

and needs of the Commission, and to keep the Commission informed concerning the program and needs by submitting a report of pertinent happenings and events accompanied by a proposed agenda before each bi-monthly meeting to each member of the South Dakota Wheat Commission.

5. To hire or terminate necessary office personnel.
6. To attend and participate in an advisory capacity all meetings of the South Dakota Wheat Commission.
7. To keep informed at all times of any policy change.
8. To co-sign checks in payment of duly authorized bills. To co-sign contracts of agreement approved by the Commission.
9. To have furnished a complete list of all bills payable at each meeting.
10. The executive director shall be responsible for taking the minutes of all meetings, recording, and filing them in the office of the South Dakota Wheat Commission.

Section II:

Chairman--Duties and Responsibilities:

1. The chairman shall preside over and conduct all meetings of the South Dakota Wheat Commission.
 - a. In the absence of the chairman, the vice chairman shall preside.
 - b. May postpone meetings when weather conditions are such that a quorum of three cannot be present.
2. The chairman shall instruct the executive director to give sufficient notice to all members of the Commission and to the ex-officio members of all meetings called by him, both regular and special. These notices shall be in writing if possible.
 - a. In case of regular meetings, at least five-days notice shall be given.
 - b. In the case of emergency and with the approval of the chairman, less than five-days written notice or oral notice may be given provided that a quorum of three of the Commission at the special meeting votes to proceed.
 - c. In case of a special meeting, the oral notification must inform the Commission member of the specific matter to be taken up and no other business may be transacted at such special meeting.

Section III:

Bonding:

The treasurer, executive director, and two office personnel shall be

bonded by a blanket bond.

Section IV:

Leave Policy:

1. Annual leave.

- a. Annual leave is accrued at the rate of one and one quarter days per month (10 hours) and may be accrued for a two-year period (240 hours).
- b. For leave purposes all employees shall be considered as working a five-days week, holidays excluded.

2. Sick leave.

- a. All employees are allowed fourteen (14) days sick leave per year, Saturdays, Sundays, and holidays excluded.
- b. Sick leave like annual leave is accrued by the month starting with the date of employment.

SOUTH DAKOTA WHEAT COMMISSION

Minutes of Regular Meeting of August 20 and 21, 1963

The South Dakota Wheat Commission met on Tuesday, August 21, 1963 at 2:30 p.m. in the offices of the Commission located at 321 South Pierre Street, Pierre, South Dakota. Meeting was called to order by Chairman Covey. The following members were present: Guiser, Brakke, Mason, Covey; absent: Borkirchert.

Minutes of the meeting of June 19 were read. Motion by Guiser, seconded by Brakke that the minutes be approved as read. Motion carried.

Motion by Brakke, seconded by Guiser to approve the treasurer's report and allow the following bills. Motion carried.

Postmaster	post office box rent	\$9.00
U. S. Treasury Department	withholding tax, second qtr.	255.50
Division of Old Age and Survivors Ins.	Social Security, second qtr.	183.22
Carroll Company	film - "Many Hats of Kernel Wheat"	1030.00
Commercial Communications	public relations, June	135.00
Counselors		
Best Business Machines	service agreement	42.00
Leonard Ladd	supplies for Grain Sampling program - 2,000 envelopes	47.44
Harold's Printing	imprinting envelopes	22.60
E. L. Erickson Products	polyethylyn bags	30.00
Brown and Saenger, Inc.	mimeograph, stand, supplies	529.95
City of Pierre	utilities, June	16.29
Perkins County Fair Board	advertising - premium book	10.00
Capitol Supply Room	office supplies	27.25
Bob's Transfer	storage of exhibit	3.50
The Reminder	mimeographing	3.60
Superintendent of Documents	Agricultural Statistics	2.00
Ruth Ann Butler	labeling newsletter	15.42
Orville and Vera Wagner	office rent, 7-15 to 8-14-63	100.00
Great Plains Wheat, Inc.	expenses - June	2460.50
August Snyder	salary - July	526.65
Dorothy J. Maden	salary - July	254.92
Carol Butler	salary - July	166.35
Pierre National Bank	withholding - July	136.30
Northwestern Bell Telephone	local service and toll calls	29.99
Daily Plainsman	12 newspapers	1.20
"The Wheat Scoop"	one-year subscription	2.00
August Snyder	expenses	307.77
Postmaster	postage for postage meter	95.00
Brown and Saenger, Inc.	office supplies	16.71
Pitney-Bowes	rent on postage meter	18.00
Best Business Machines	office supplies	12.08
City of Pierre	utilities - July	24.42
The Miller Studio	processing film and pictures	8.30
State Publishing Company	office and promotional supplies	298.12
Ida M. Smith	janitor service	9.64
Commercial Communications	public relations - July	275.15
Counselors		
Northwestern Bell Telephone	local services and toll calls	87.44
Bob's Transfer	storage	3.50
Postmaster	postage for newsletter	120.00
Orville and Vera Wagner	office rent, 8-15 to 9-14-63	100.00
The Reminder	mimeographing	3.15
Extension Service	supplies for Grain Sampling Program	7.52
Leonard L. Ladd	expenses - Grain Sampling Program	267.43
Capitol Supply Room	office supplies	15.85
Brown and Saenger, Inc.	office supplies	4.10
Stanley Sterling	janitor service	10.97
August Snyder	expenses	414.49
Brown and Saenger, Inc.	office supplies	11.15
Glenn Kietzmann	printing display sign	8.00
Redi-Wheat	25 cases plus freight	64.98
Bakers of America	promotional supplies	81.66
Ronald L. Struwe	expenses	102.90
Great Plains Wheat, Inc.	expenses - July	2037.69
August Snyder	salary - August	526.65
Dorothy J. Maden	salary - August	254.92
Carol Butler	salary - August	166.35

Motion by Brakke, seconded by Mason to delete the following motion in paragraph 12, page 42 in the official minutes of the Commission meeting of February 13 and 14, 1963: "Motion was made by Mason, seconded by Brakke that chairman or his representative from the South Dakota Wheat Producers attend Commission meetings." Motion carried.

Motion by Brakke, seconded by Mason that the chairman of the South Dakota Wheat Producers, Inc., or his representative may be called in on a consultation basis as necessary. Motion carried.

Motion by Mason, seconded by Brakke that rules be suspended and the secretary be instructed to cast an unanimous ballot for re-election of the present slate of officers for 1963-64. Motion carried. Officers for the 1963-64 term are:

Chairman ----- Ernest A. Covey
 Vice Chairman --- Paul Guiser
 Secretary ----- Melvin Borkirchert
 Treasurer ----- Bert P. Mason
 Publicity Director --- Andrew Brakke

Motion by Mason, seconded by Brakke that appointments to the Board of Directors of Great Plains Wheat, Inc., for 1963-64 be as follows: Ernest Covey and Paul Guiser with alternates Andrew Brakke for Covey and Melvin Borkirchert for Guiser. Motion carried.

Motion by Brakke, seconded by Guiser that appointments to committees of Great Plains Wheat, Inc., be as follows. Motion carried

<u>Committees</u>	<u>Members</u>	<u>Alternates</u>
Foreign Marketing	Covey	Borkirchert
Budget	Brakke	Covey
Economic Studies	Mason	Borkirchert
Public Relations	Brakke	Mason
Domestic Marketing	Borkirchert	Covey
Utilization	Borkirchert	Covey
Transportation	Guiser	Borkirchert
	Mason	
Liaison with Non-Member States	Covey	Brakke
Coordinating Committee	Covey	Brakke

Motion by Guiser, seconded by Mason that an air credit card be purchased by the Commission for members of the Commission and executive director. Motion carried.

Motion by Mason, seconded by Brakke that the SDWC deposit \$7,000 in the revolving fund of Great Plains Wheat, Inc., provided that the agreement be amended to provide the SDWC the privilege of withdrawing the full amount of deposit upon 60 days written notice with or without cause. Motion carried.

Motion by Brakke, seconded by Mason that the SDWC accept the program agreement with Great Plains Wheat, Inc. Motion carried. Program agreement proposes a budget of \$360,150 for the operation of GPW for fiscal year 1963-64 with the SDWC contributing 6.53% of the budget or a total of \$23,517.80.

Motion by Guiser, seconded by Brakke that meeting recess until 9:30 a.m. on August 21, 1963. Motion carried.

The meeting of the SDWC reconvened at 10:30 a.m. on August 21, 1963. Meeting was called to order by Chairman Covey with the following members present: Covey, Guiser, Brakke, and Mason; absent: Borkirchert. Ernest Johnson, ex officio member of the Commission, and Edward N. Daum, chairman of the South Dakota Wheat Producers, were also present.

Progress of the installation of the growth chamber at South Dakota State College was discussed. Progress of the construction of the greenhouse was also discussed. Motion by Guiser, seconded by Brakke that the SDWC indicate desire to support with funds worthwhile research projects with wheat disease carried on by South Dakota State College or by the College in conjunction with other states interested in same work. Motion carried.

SDWC-Minutes of Regular Meeting of August 20 and 21, 1963-Page 3

Budget for 8-1-63 to 12-31-63 was discussed. Motion by Brakke, seconded by Guiser to accept adjusted budget. Motion carried.

Meeting recessed for lunch at 12:15 p.m. for one hour.

Meeting called to order by Chairman Covey at 1:45 p.m.

Motion by Mason, seconded by Guiser that we express appreciation to all those people who worked so diligently to prepare the booklet "The Farmer's Stake in the Grain Standards." Motion carried.

Guiser suggested that the executive director proceed to investigate ideas and cost proposals for new exhibit and present to the Commission at the next meeting.

The Wheat Utilization Research Meeting in Peoria, Illinois October 28 through October 30 was discussed, and it was decided that as many of the commissioners as possible attend the meeting.

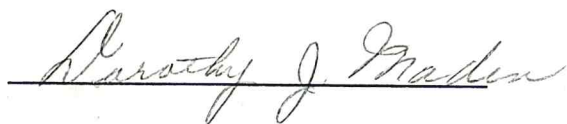
The Trade and Aid Conference to be held in Lincoln, Nebraska on October 3 and 4 was discussed, and it was suggested that the Commission be represented.

Motion by Brakke, seconded by Guiser that the SDWC purchase service agreements on electric typewriter and electric adding machine. Motion carried.

Motion by Mason, seconded by Brakke that meeting adjourn. Motion carried.


August Snyder, Secretary Pro Tem

ATTEST:



SOUTH DAKOTA WHEAT COMMISSION

Minutes of Regular Meeting of October 16 and 17, 1963

The regular meeting of the South Dakota Wheat Commission was called to order by Chairman Ernest Covey at 10:30 a.m. at the Commission office located at 115 East Sioux Avenue, Pierre, South Dakota. Members present were: Covey, Brakke, Guiser, Mason, and Borkkirchert; ex officio member: Ernest Johnson.

Minutes of the regular meeting of August 20 and 21, 1963 were read. Motion by Borkkirchert, seconded by Mason that minutes be approved. Motion carried.

Edward N. Daum, chairman of the South Dakota Wheat Producers, Inc., entered the meeting.

The treasurer's reports for August and September, 1963 were read. Motion by Brakke, seconded by Borkkirchert that treasurer's reports be accepted. Motion carried.

Motion by Guiser, seconded by Borkkirchert that the following bills be allowed. Motion carried.

Bob's Transfer	freight on wheat exhibit	\$16.84
Brown and Saenger, Inc.	office supplies	25.00
Ernest Covey	expenses and per diem	86.38
Andrew Brakke	expenses and per diem	42.23
Ralph Lunder	expenses and per diem	98.74
Bert P. Mason	expenses and per diem	92.76
Edward N. Daum	mileage and per diem	19.10
Dorothy J. Maden	expenses	12.91
Pierre National Bank	withholding tax - August	136.30
August Snyder	expenses	138.78
Ruth Ann Butler	part-time help - August	23.13
Mrs. Ida M. Smith	janitor service - August	8.43
Rosenbaum's	painting of exhibit sign	48.10
City of Pierre	utilities - August	30.45
Miller Studio	color prints and processing	8.02
Commercial Communications	public relations - August	195.00
Counselors		
Kretschmer Wheat Germ Corp.	recipe books	35.00
Brown and Saenger, Inc.	quarterly report envelopes	159.60
Great Plains Wheat, Inc.	"Farmer's Stake in the Grain Standards"	450.00
Postmaster	postage for postage meter	95.00
Postmaster	postage for postage meter	95.00
August Snyder	salary - September	526.65
Dorothy J. Maden	salary - September	254.92
Carol Butler	salary - September	166.35
Ruth Ann Butler	part-time help - September	46.26
Orville and Vera Wagner	rent - 9-15 to 10-14-63	100.00
Pierre Rentals	rent - October	225.00
Moore Agency	liability insurance	16.74
Wilson Truck System	freight	40.82
Northwestern Bell Telephone	local service and toll calls	100.84
Great Plains Wheat, Inc.	expenses - August	1,698.01
Morrie's Office Machine Service	service agreement - electric typewriter	35.00
U. S. Treasury Service	withholding tax - September	136.30
Division of Old Age and Survivors Insurance	Social Security - third qtr.	263.40
Victor Schmidt	grain sampling program	235.00
Burrows Equipment Company	supplies - grain sampling	255.99
Commercial Communications	public relations - September	285.00
Counselors		
Western Union Telegraph Co.	telegrams	1.94
Bakers of American Program	promotional material	64.30
State Display Service	decorating exhibit booth	32.50
Youngberg Signs	painting exhibit signs	34.00
Bob's Transfer	storage - August and September	6.50
Miller Studio	pictures	6.00
Marvin Highitt Hotel	official hospitality	29.92
Brown and Bigelow	measuring cups	841.50
City of Pierre	utilities - September	23.88
Capitol Supply room	office supplies	28.48

SDWC-Minutes of Regular Meeting of October 16 and 17, 1963-Page 2

Sherer-Gillett Co.	plant growth chamber	\$9,357.00
Western Airlines	deposit-air travel card	425.00
Ralph Lunder	expenses and per diem	156.73
Hipple Printing Company	one-year subscription- Daily Capitol Journal	15.50
State Publishing Company	office supplies and "Kernels of Wheat"	356.22
The Plains	official hospitality	187.99
Metz Baking Company	bread for County Agents convention	348.00
Ronald L. Struwe	expenses	56.81
Refunds for June (average - \$4.19)	24 refunds	100.58
Refunds for July (average - \$4.21)	16 refunds	67.45
Refunds for August (average - \$3.02)	47 refunds	141.71
Refunds for September (average - \$4.08)	58 refunds	236.71

Motion by Guiser, seconded by Brakke that meeting recess to reconvene at 1 p.m. Motion carried.

Meeting reconvened at 1 p.m.

Dr. Orville G. Bentley, ex officio member, joined the Commission meeting at 1:20 p.m.

Motion by Guiser, seconded by Mason that bids received September 19, 1963 on the greenhouse at South Dakota State College be rejected as they were too high compared to the original estimate and that the bids be re-let. Motion carried.

Dr. Bentley reported on the status of the grain sampling program to date.

The report of the executive director was presented. Motion by Brakke, seconded by Guiser that the report be accepted. Motion carried.

The newsletter "Kernels of Wheat" was thoroughly discussed, and it was suggested that it be given further consideration at a later date.

Motion by Guiser, seconded by Brakke that the executive director visit with the Governor of the State of South Dakota about naming a week as South Dakota Wheat Week---possibly the first week in December. Motion carried.

It was suggested that Ernest Covey attend the Wheat Utilization Conference at Peoria, Illinois. Borkkirchert, the SDWC representative on the Great Plains Wheat Utilization Committee, and Snyder, executive director, plan to attend the conference.

Transportation problems were discussed and no action was taken until October 17.

The chairman declared the meeting recessed until 8:30 a.m., October 17.

Meeting reconvened on October 17, 1963 at 8:45 a.m. with the following present: Covey, Brakke, Borkkirchert, Mason, and Guiser.

New travel regulations were discussed and explained.

The Commission agreed that exhibits should be shown at every request if at all possible. A new exhibit is to be secured at the earliest possible date.

Conference room furniture was discussed. The executive director was instructed to proceed to secure conference furniture.

Motion by Borkkirchert, seconded by Mason that service agreement to cover IBM dictating equipment be purchased. Motion carried.

Motion by Brakke, seconded by Borkkirchert that executive director be paid \$15.00 per month for incidental expenses. Motion carried.

Salaries were discussed. Motion by Brakke, seconded by Mason to increase Mrs. Maden's salary to \$375.00 per month effective December 1, 1963. Motion carried.

Meeting recessed at 11:55 a.m. until 1p.m.

Motion by Borkirchert, seconded by Mason that salary of executive director be increased \$100.00 per month effective December 1, 1963. Motion carried.

Motion by Mason, seconded by Borkirchert that salary of Carol Butler be increased \$50.00 per month effective November 1, 1963. Motion carried.

Motion by Guiser, seconded by Brakke that any further salary increases be on the same basis as Great Plains Wheat, Inc., after initial salary adjustments are made. Motion carried.

Motion by Guiser, seconded by Borkirchert that the SDWC go on record in favor of the suspension of Item 202 on page 3 of Supplement 85 to Chicago, Milwaukee, St. Paul, and Pacific Railroad Company Grain Tariff 17000-H, ICC B-7889, and that the SDWC further states it is in support of the rate reductions as applied to grain from points in South Dakota and North Dakota west of the Missouri River to eastern market terminals. Motion carried.

Motion by Brakke, seconded by Guiser that Commission pay expenses of those men who attended the Grain Standards Hearings in Minneapolis, Minnesota at the request of the Commission. Motion carried.

Motion by Borkirchert, seconded by Brakke that meeting adjourn. Motion carried.


Melvin Borkirchert, Secretary

ATTEST:


August Snyder, Executive Director

SOUTH DAKOTA WHEAT COMMISSION

Minutes of Regular Meeting of December 13, 1963

The regular meeting of the South Dakota Wheat Commission was called to order by Chairman Ernest Covey at 10:00 a.m. at the Commission office located at 115 East Sioux Avenue, Pierre, South Dakota. Members present were: Covey, Brakke, Borkirchert, Mason, Guiser, and ex-officio member Ernest Johnson.

Minutes of the regular meeting of October 16 and 17, 1963 were read. Motion by Brakke, seconded by Mason that minutes be approved as read. Motion carried.

The treasurer's report for October and November, 1963 were read. Motion by Borkirchert, seconded by Guiser that treasurer's reports be accepted as read. Motion carried.

Motion by Guiser, seconded by Brakke that the following bills be approved. Motion carried.

August Snyder	Expenses up to 10-15-63	\$364.55
Victor Schmidt	Services-Grain Sampling Program	47.50
Robert A. Blow	Janitor Service	30.00
Porter Sales Agency	Office equipment	576.90
Leonard L. Ladd	Services-Grain Sampling Program	86.87
Pierre Rentals	Office rent - November, 1963	225.00
Postmaster	Postage	95.00
Bert P. Mason	Expenses and per diem	52.20
August Snyder	Salary-October, 1963	526.65
Dorothy J. Maden	Salary-October, 1963	254.92
Carol Butler	Salary-October, 1963	166.35
Ernest Covey	Expenses and per diem	177.78
Northwestern Bell Telephone	Local services and toll calls - September, 1963	95.69
Great Plains Wheat, Inc.	South Dakota's share of expenses - September, 1963	2856.02
Pierre National Bank	Withholding tax - October, 1963	136.30
International Business Machines Corporation	Service agreement - dictaphones	65.00
Pitney-Bowes, Incorporated	Rent on postage meter	18.00
International Business Machines Corporation	Repairing dictaphones	8.73
Minneapolis Grain Exchange	Grain rate book #3	2.00
Ernest Covey	Mileage omitted from last expense check	25.97
Andrew Brakke	Expenses and per diem	304.27
Melvin Borkirchert	Expenses and per diem	246.54
Paul Guiser	Expenses and per diem	500.33
Edward N. Daum	Expenses - Grain Standards Hearings	71.69
Donald Jorgensen	Expenses - Grain Standards Hearings	73.44
Reinhart Walth	Expenses - Grain Standards Hearings	30.00
Phillip Huft	Expenses - Grain Standards Hearings	31.00
Emil Borkirchert	Expenses - Grain Standards Hearings	30.20
Ralph Lunder	Expenses - Grain Standards Hearings	71.69
Dennis L. Anderson	Expenses - Grain Standards Hearings	108.03
Ruth Ann Butler	Part-time salary - October, 1963	25.06
Miller Studio	22 prints	33.00
Foresheew Supply Company	Road atlas	1.95
Postmaster	Postage for Kernels of Wheat	120.00
City of Pierre	Utilities - October, 1963	18.54
Porter Sales Agency	Office equipment	586.40
Pioneer Oil Company	Heating oil	25.80
James E. Gilley	Services-Grain Sampling Program	82.50
Youngberg Signs	Mounting sign on office building	15.00
Best Business Machines	Thermo-Fax supplies	26.41
Commercial Communications Counselors	Public relations - October, 1963	170.00
August Snyder	Expenses up to 11-6-63	185.65
Northwestern Bell Telephone	Service charge for new installation, local service, toll calls	460.04
Bob's Transfer	Moving office	52.50
Brown & Saenger, Inc.	Office supplies	8.55
Plastics, Incorporated	Plastic tubes for display	73.80

Porter Sales Agency	Office furniture	\$331.60
Carol Butler	Salary - November, 1963	205.54
Mrs. W. H. Smith	Janitor service	14.46
Great Plains Wheat, Inc.	South Dakota's share of expenses- October, 1963	2103.91
Pierre Rentals	Office rent - December, 1963	225.00
August Snyder	Salary - November, 1963	541.65
Dorothy J. Maden	Salary - November, 1963	254.92
Pierre National Bank	Withholding tax - November, 1963	145.30
Ernest A. Covey	Expenses and per diem	357.28
Ruth Ann Butler	Part-time salary - November, 1963	23.13
August Snyder	Expenses up to 11-27-63	137.69
Snappy Delivery	Paper pickup and moving furniture to basement	15.50
Pioneer Oil Company	Heating oil	23.33
City of Pierre	Utilities - November, 1963	21.39
Pierre Paint and Decorating Center	Paint for office	14.30
Commercial Communications Counselors	Public relations - November, 1963	227.50
State Publishing Company	Kernels of Wheat, envelopes, receipt books	264.23
Capitol Supply Room	Office supplies	23.76
James E. Gilley	Services-Grain Sampling Program	167.50
Bob's Transfer	Storage	3.00
Miller Studio	Reprints for news releases	36.21
The Daily Plainsman	Subscription to news paper	13.00
Northwestern Bell Telephone	Local service and toll calls - November, 1963	109.40
Pitney-Bowes, Inc.	Slug for postage meter	9.33
August Snyder	Expenses up to 12-9-63	59.43
Ronald L. Struwe	Expenses - Outlook Conference	44.25

Meeting recessed at 11:50 a.m.

Meeting reconvened at 12:50 p.m.

Motion by Guiser, seconded by Borkirchert that director's report be accepted. Motion carried.

Report on Wheat Utilization Conference was heard.

Report on GPW Transportation Committee meeting of December 11, 1963 was heard and discussed.

Melvin Borkirchert was asked to visit C. W. Croes in regard to inspection charges at Aberdeen.

Motion by Mason, seconded by Borkirchert that Wheat Commission purchase a 16 mm. projector as soon as possible after January 1, 1964.

Motion by Guiser, seconded by Mason that meeting adjourn. Motion carried.


Melvin Borkirchert, Secretary

ATTEST:


August Snyder, Executive Director