



CALL TO MEETING NOTICE

February

TO: USB Directors, USDA-AMS, USDA-FAS

FROM: USB Chairman Keith Tapp

CC: ASA; National Association Liaisons; QSSB Chairs and Executives; USB Contractors and Staff

DATE: December 21, 2018

RE: CALL TO MEETING NOTICE

February 2019 USB Board Meeting

[Register by Clicking Here Register](#)

[Deadline: January 18, 2019](#)

Thank you for a productive December board meeting! We welcomed five new Directors to the Board, recognized five retiring Directors for their service and began planning for FY20.

It is now time to [Register](#) for the February board meeting in Dallas, Texas. Please carefully read the important information below. The registration link has additional information and details of the board meeting. If you have any questions or concerns, please contact [Audrey Green](#) at USB with any questions.

At the February board meeting, Directors will finalize the FY20 working budget and provide strategic direction to program staff to guide USB's investment portfolio. We will meet in our target areas to further define our FY20 strategies in Meal, Oil and Sustainability and right-size the initial allocations we made at the end of our December meeting. Action teams will meet to discuss how to implement target area strategies and determine the level of funding required to accomplish our FY20 milestones.

We accomplished a lot this past year, and I look forward to seeing you in Dallas.

Sincerely,

Keith Tapp
USB Chair

February 2019 USB MEETINGS AT A GLANCE:

The Westin Galleria Dallas
 13340 Dallas Pkwy
 Dallas, Texas 75240

Tuesday, February 19, 2019			
MEETING	TIME	ATTIRE	ATTENDEES
Executive Committee	8:00 a.m. to 10:00 a.m.	Business Casual	Executive Committee
Strategic Management Committee Meeting	10:00 a.m. to 12:00 p.m.		Strategic Management Committee
Lunch	12:00 p.m. to 1:00 p.m.		Executive, Strategic Management and Audit & Evaluation Committees
Audit & Evaluation Committee Meeting	1:00 p.m. to 4:00 p.m.		Audit & Evaluation Committee
Budget, Bits and Bites	3:00 p.m. to 4:00 p.m.		USB Directors – Optional
Target Area Coordinator and Work Group Lead Planning Meeting	4:00 p.m. to 5:00 p.m.		Target Area Coordinators and Work Group Leads
Wednesday, February 20, 2019			
MEETING	TIME	ATTIRE	ATTENDEES
USB General Session	8:00 a.m. to 1:45 p.m.	Business	All
Target Area Meetings: Work Group Breakouts	1:45 p.m. to 3:15 p.m.		USB Directors
Executive Committee and Strategic Management Committee Debrief	3:15 p.m. to 4:45 p.m.	Business Casual	Executive and Strategic Management Committee
State Reception and Dinner	5:15 p.m. to 8:30 p.m.		All
Thursday, February 21, 2019			
MEETING	TIME	ATTIRE	ATTENDEES
USB General Session	8:00 a.m. to 2:30 p.m.	Business	All
Executive Committee Debrief	2:30 p.m. to 3:30 p.m.	Business Casual	Executive Committee
Departures			

**USB recommends you depart for home the day the board meeting ends. If this is not feasible, USB will pay one additional night stay so you can depart the following day (February 22) on a case-by-case basis.*

Deadlines at a Glance:

JANUARY 14, 2019 – All QSSB scholarship requests are due to Audrey Green.
JANUARY 18, 2019 – Registration deadline for meetings and hotel accommodations.
FEBRUARY 8, 2019 – Meal cancellations must be made in order to avoid charge.

USB policy requires all airline reservations to be made at least seven days in advance of travel. All Domestic Travel will be at the round-trip “coach” rate for the most economical fare available.

Room cancellations must be made at least 72 hours prior to scheduled arrival in order to avoid charges.

REGISTRATION:

All

Everyone attending the USB February meetings must register by **JANUARY 18**, including guests and spouses. All registrations must be completed at [Register](#).

Here are some reminders pertaining to *everyone*:

- USB is prohibited from paying for board member spousal participation in any board meeting or action team/committee events with the exception of “buffet-style dinners during board meetings” (per USDA Guidelines for AMS Oversight of Commodity Research and Promotion Programs, September 2015). Directors, please register your spouse on the website to participate in the buffet dinner under director spouse.
- Electronic registration is required even if you are not registering for any meals.
- All hotel room reservations are secured by Kinsley Meetings. The hotel will require a credit card upon check in.
- For electronic registration problems or questions, please email [Stephanie Read](#) at the USB office or call her at (720) 316-8323.

USB Directors

- Please follow the directions on USB’s registration website at [Register](#) for yourself and any guest.
- Please contact Adelman Travel Group at (800) 725-7111 for assistance with your airline reservations. Their hours of operation are Monday through Friday, 8:00 a.m. – 5:00 p.m. CST, Email: sectsc@adelmantravel.com Emergency Service: (800) 749-7118 or (414) 410-8399 if outside the United States and Canada.
- Please contact [Audrey Green](#) at the USB office if you have any questions.

QSSB Chair and Board Member – Scholarships

- USB offers scholarships for each QSSB to send its chair and one other board member to board meetings in December, February and July. The two scholarships cover travel, meals and up to four hotel nights for each QSSB chair and one QSSB board member. Scholarship recipients must pay upfront for their expenses and submit itemized receipts for reimbursement of eligible expenses.
- Requests for scholarships to the February board meeting must be submitted to [Audrey Green](#) no later than **January 14**. Scholarship recipients will then receive a code that is required for online registration.

LOGISTICS AND DEADLINES:

Cancellations

- All changes to reservations for hotel or meals must be made online at [Register](#) before the registration deadline, or after please email [Stephanie Read](mailto:Stephanie.Read@unitedsoybean.org) at the USB office or call her at (720) 316-8323.
- Room cancellations must be made by 11:59 p.m. local hotel time 72 hours prior to your scheduled arrival date, or you will incur a non-reimbursable charge from the hotel.
- Meal cancellations must be made prior to **February 8**, or you will be charged for the meal(s).

Travel

- USB policy requires all airline reservations to be made at least seven days in advance of travel.
- Dallas Fort Worth International Airport (DFW) is the closest airport to The Westin Galleria Dallas.
- We recommend that you take Uber or Lyft to the hotel – fares are approximately \$20. Cab fare is estimated at \$55.
- If traveling by car, USB policy requires round-trip mileage reimbursement be limited to the most direct route to and from a USB function. Total reimbursement for mileage, meals, and lodging should not exceed two days of travel each way (one hotel night each way) unless prior approval is given by the USB Chair or USB Treasurer, in the Chair’s absence.

Extend Your Stay

- Hotel accommodations prior to and after the February board meeting are based on availability at the time of reservation and must be made through Kinsley Meetings.
- Extending your stay is a personal expense and is not covered by USB.
- If you need to extend your stay to conduct other USB business outside of the board meeting, please complete a formal travel request form.

Contacts at a Glance

Audrey Green	USB Office	agreen@unitedsoybean.org	Director questions and Scholarship requests for board meeting
Nancy Weiss Stephanie Read	Meeting Planner	nancy@kinsleymeetings.com stephanie@kinsleymeetings.com	Meeting registration and logistics
Adelman Travel	Travel Agency	(800) 725-7111	Travel arrangements