

The actions delineated below were taken in open session of the Kentucky Agricultural Development Board at the September 15, 2017 regular business meeting. This is provided in summary form; an official record of the meeting is available in the permanent records of the Governor's Office of Agricultural Policy, 404 Ann Street, Frankfort, Kentucky 40601.



**Kentucky Agricultural Development Board
Summary Minutes of the Regular Business Meeting
Clark County Extension Office
September 15, 2017**

Call to Order

Keith Rogers, presiding, called the Kentucky Agricultural Development Board (KADB) regular business meeting to order at 10:58 a.m. (EDT).

Roll Call

The following members were present: Keith Rogers (designee for Commissioner Quarles), Dr. Kirk Pomper (designee for KSU President M. Christopher Brown II), Dean Nancy M. Cox, Stewart Hughes, Sarah Butler (designee for Secretary Terry Gill), Wayne Hunt, Pat Henderson, Bobby Foree, Jim Mahan, Wayne Mattingly, Fritz Giesecke, Dr. Gordon Jones and Al Pedigo.

Members absent: Governor Matt Bevin and Richard Warner.

Notification of Media

Mr. Rogers received verification from Emily Milam, Public Relations Officer, that the media had been notified of the KADB monthly meeting.

Welcome

Mr. Rogers welcomed everyone to the meeting.

Mr. Rogers recapped the 2017 Kentucky State Fair.

Mr. Rogers announced that Commissioner Quarles had been elected as secretary-treasurer for the National Association of State Departments of Agriculture (NASDA) and is currently at the NASDA Annual Meeting.

Mr. Rogers discussed Commissioner Quarles trip to Japan regarding international trade.

Approval of Minutes

Mr. Rogers entertained a motion to approve the minutes of the August 18, 2017 board meeting.

Mr. Pedigo moved to approve the minutes, as presented; Mr. Hughes seconded the motion.

VOTE: Motion Passed; Unanimous.

Executive Director's Report

Mr. Rogers yielded the floor to Warren Beeler, Executive Director, to report to the board.

Mr. Beeler called on Pat Henderson to deliver the Kentucky Dairy Development Council Recipient Review Committee report.

Mr. Henderson reported that the committee met at 8:00 a.m. in the Project Room of the Clark County Extension Office. Mr. Henderson discussed the progress of KDDC in somatic cell count conversion.

Mr. Beeler directed the board's attention to the 2018 CAIP suggestions (*on file*).

Mr. Beeler discussed the 2018 Demonstration Farm Project Guidelines (*on file*).

Mr. Mattingly clarified that these guidelines would allow the KADB to fund demonstration farms with state money and no county match.

Mr. Mattingly moved to allow projects that provide demonstration of best management practices for any commodity to be allowed to receive state funding, up to 50 percent of the total project cost, without the requirement of county matching funds; Mr. Mahan seconded the motion.

Dean Cox asked for clarification on what areas were included under demonstration farms. Mr. Beeler responded that these guidelines include all agricultural areas and improvement practices.

Mr. Mattingly asked why the guidelines restricted applicants to non-profit entities. Mr. Beeler responded that it is to ensure access to the demonstration farms for the public.

Dr. Jones asked for clarification on what the proposed guidelines included.

Ms. Gardner asked if the current motion approved the guidelines as presented.

Mr. Mattingly said the motion did not approve the presented guidelines, and clarified that he moved to amend a policy to allow state funds to be utilized in this manner.

Mr. Foree clarified that under this motion, demonstration farms are open to any individual or group, not just non-profit entities.

Mr. Mattingly asked GOAP staff to develop new guidelines based on the discussion to be presented at the October 20, 2017 KADB meeting.

Mr. Hunt moved to table the discussion on guidelines until updated guidelines are presented next month; Mr. Henderson seconded the motion.

VOTE: Motion Passed; Unanimous.

Deputy Executive Director's Report

Mr. Rogers yielded the floor to Bill McCloskey, GOAP Deputy Executive Director, to report to the board.

Mr. McCloskey directed the board's attention to the GOAP Monitoring and Compliance Spring/Summer report (*on file*) from Ms. Gardner and Ms. Forte.

Mr. McCloskey directed the board's attention to a memo from Stefanie Osterman regarding an update on the Sunstrand, LLC (A2016-0218) (*on file*).

Mr. McCloskey directed the board's attention to the KBA PEP report from Ms. Gardner that shows the value of radio & TV commercials this year (*on file*).

Mr. Foree moved to accept the K AFC Financial Report; Mr. Hughes seconded the motion.

VOTE: Motion Passed; Unanimous.

Old Business

Memo Action Items

Mr. Rogers called on Tammy Miller, Bill McCloskey and Sandy Gardner to present the following memo action items:

On-Farm Energy Efficiency Incentives Program Funding Request

Ms. Miller presented a memorandum (*on file*) regarding the 2018 funds request to administer a 2018 On-Farm Energy Efficiency Incentives Program.

Ms. Moyer moved to approve the request, as presented; Ms. Butler seconded the motion.

VOTE: Motion Passed; Unanimous

On-Farm Energy Efficiency Incentives Program Proposed Revisions

Mr. McCloskey presented a memorandum (*on file*) regarding the proposed revisions for the 2018 On-Farm Energy Incentives Program guidelines and application.

Mr. Hughes moved to approve the request, as presented; Mr. Hunt seconded the motion.

VOTE: Motion Passed; Unanimous

A2005-0444 Castle Hill Farm, Inc.

Ms. Gardner presented a memorandum (*on file*) regarding the above-referenced project. The recipient requested a modification to the terms of forgiveness.

The KADB Compliance Committee recommended denying this request based on project history, state of the collateral, and lack of progress toward achieving original project goals.

Mr. Henderson moved to approve the committee's recommendation, as presented; Dr. Jones seconded the motion.

VOTE: Motion Passed; Unanimous.

A2017-0091 TerrePURE Kentucky Distillers, Inc. dba O.Z. Tyler Distillery

Mr. McCloskey presented a memorandum (*on file*) regarding the above-referenced project. The recipient requested to subcontract with Colonial Farms.

Mr. Mahan moved to approve the request, as presented; Ms. Moyer seconded the motion.

VOTE: Motion Passed; Unanimous.

New Business

New Applications for Referral¹

Mr. Rogers called on Mr. McCloskey to present new applications for referral.

Mr. McCloskey referenced six (6) new applications for referral.

Mr. Hughes moved to refer the submitted applications to the appropriate committees; Mr. Mahan seconded the motion.

VOTE: Motion Passed; Unanimous.

Programs Recommended for Approval²

Mr. Rogers called on Mr. McCloskey to present programs recommended for approval.

Mr. McCloskey referenced seven (7) County Agricultural Investment Program (CAIP) applications requesting county funds totaling \$1,229,956; and one (1) Deceased Farm Animal Removal Program applications requesting county funds totaling \$7,500.

¹ A detailed list of New Applications for Referral is attached as Appendix A.

² A detailed list of projects funded under the County Agricultural Investment Program and Shared-Use Equipment Program is attached as Appendix B.

Mr. Pedigo moved to approve the program recommendations, as presented; Mr. Foree seconded the motion.

VOTE: Motion Passed; Unanimous.

Requested Program Amendments³

Mr. Rogers called on Mr. McCloskey to present requested program amendments.

Mr. McCloskey referenced six (6) requested program amendments seeking additional county funds totaling \$88,431.

Mr. Mahan moved to approve the program amendment as presented; Mr. Hughes seconded the motion.

VOTE: Motion Passed; Unanimous

Project Recommendations for Funding

Mr. Rogers called on Mr. McCloskey and Ms. Osterman to present the following recommendations for funding:

A2017-0151 Marksbury Farm Foods, LLC

Mr. McCloskey referenced the above application from Marksbury Farm Foods, LLC requesting \$25,000 in multiple County funds and \$118,000 in State funds to purchase equipment to establish a restaurant in Lexington, as well as, for the expansion of Marksbury Farm Foods, LLC's poultry processing operation in Garrard County.

The White Application Review Committee recommended funding up to \$63,100 in State and County funds for the poultry processing portion of the project, subject to terms and conditions.

The Board discussed how prior project's terms and conditions were structured, when matching County and State funds, and where the applicant had received Agricultural Development Funds in the past.

Mr. Hunt moved to approve the committee recommendation; Mr. Hughes seconded the motion.

VOTE: Motion Passed; with dissent.

A2017-0152 Lyon County Board of Education

Ms. Osterman referenced the above application from Lyon County Board of Education requesting \$20,000 in Lyon County funds to build a greenhouse for the Lyon County School System.

³ A detailed list of Requested Program Amendments is attached as Appendix C.

The White Application Review Committee recommended funding the request for up to \$20,000 in Lyon County funds, subject to terms and conditions.

Mr. Mahan moved to approve the committee recommendation; Mr. Hunt seconded the motion.

VOTE: Motion Passed; Unanimous.

Project Recommendations for No Funding

Mr. Rogers called on Mr. McCloskey to present the following recommendation for no funding:

A2017-0155 Westwind Power, Inc.

Mr. McCloskey referenced the above application from Westwind Power, Inc. requesting \$385,000 in State funds for an organic farm that uses hydroponics and greenhouses.

The White Application Review Committee recommended no funding due to limited farmer impact, undeveloped business plan and lack of expertise for greenhouse production.

Dr. Jones moved to approve the committee recommendation; Dean Cox seconded the motion.

VOTE: Motion Passed; Unanimous.

On-Farm Energy Program Recommended for Funding⁴

Mr. Rogers called on Mr. McCloskey to present the on-farm energy programs recommended for funding.

Mr. McCloskey referenced eleven (11) On-Farm Energy Programs recommended for funding totaling \$89,492.

Mr. Henderson moved to approve the program recommendations, as presented; Mr. Giesecke seconded the motion.

VOTE: Motion passed; Unanimous.

Pending Applications

Mr. McCloskey referenced one (1) following pending application:

A2017-0146 Pumpkin Vine Creek, LLC

No action necessary on pending applications.

Withdrawn Applications

Mr. McCloskey referenced one (1) following withdrawn application:

⁴ A detailed list of On-Farm Energy Programs Recommended for Funding is attached as Appendix D.

No action necessary on withdrawn applications.

Closing Remarks

Mr. Henderson moved to ask the "Big 4" (KDDC, KHC, KDA and KBN) to submit budgets for 2018 that are five percent less than what they received in 2017 when making their requests due on September 29, 2017; Mr. Hughes seconded the motion.

There was discussion on future prioritization and funding requests for the "Big 4". Board members deliberated on options for funding reductions.

Mr. Pedigo moved to amend Mr. Henderson's original motion and remove the five percent cut; Mr. Foree seconded the motion.

VOTE: Motion failed; Dean Cox and Dr. Pomper abstained.

Mr. Henderson restated his original motion to ask the "Big 4" to submit additional funding requests and budgets for 2018 that are five percent less than what they received in 2017.

VOTE: Motion passed; with dissent; Dean Cox and Dr. Pomper abstained.

Mr. Rogers stated that the KADB Compliance Committee will meet immediately after adjournment in the Classroom.

Mr. Rogers stated that the Blue Application Review Committee will meet an hour after adjournment in Room A.

Mr. Rogers stated that the next KADB meeting is on Friday, October 20, 2017 beginning at 10:00 a.m. at the Franklin County Extension Office, 101 Lakeview Court, Frankfort, KY 40601.

Adjournment

Mr. Rogers entertained a motion to adjourn.

Mr. Mahan moved to adjourn the September KADB meeting; Mr. Pedigo seconded the motion.

VOTE: Motion Passed; Unanimous.

The KADB meeting adjourned at 12:12 p.m. (EDT).

APPROVED DATE: 10/20/2017

PRESIDING OFFICER: *Oger Lumber*

BOARD SECRETARY: Hannah Forte
Hannah Forte

APPENDIX A: New Applications for Referral

APP #	APPLICANT	COUNTY
A2017-0167	Midway Christian Church (Disciples of Christ) Inc. <i>Commercial Kitchen Equipment</i>	Woodford
A2017-0169	Madison County Fiscal Court <i>Upgrade Dead Animal Removal Trucks</i>	Madison
A2017-0173	Two Rivers Fisheries, Inc. <i>Fertilizer Processing</i>	Ballard
A2017-0177	Kentucky State University <i>Mini-grants & Demonstration Projects</i>	Franklin
A2017-0180	The Kentucky Center for Agriculture And Rural Development, Inc. <i>Agribusiness Services</i>	Hardin
A2017-0181	Kentucky Nutrition Service, Inc. <i>Relocation of Agribusiness</i>	Pulaski

APPENDIX B: Programs Recommended for Approval

CAIP			
<u>Application</u>	<u>Program Administrator</u>	<u>County</u>	<u>Funds Requested</u>
A2017-0170	Nicholas County Fiscal Court	Nicholas	\$215,656.00
A2017-0171	Scott County Conservation District	Scott	\$135,000.00
A2017-0172	Fayette County Conservation District	Fayette	\$225,000.00
A2017-0174	Hart County Cattlemen's Association, Inc.	Hart	\$200,000.00
A2017-0176	Boyle County Farm Bureau	Boyle	\$124,300.00
A2017-0178	Estill County Conservation District	Estill	\$80,000.00
A2017-0179	Woodford County Agriculture Advancement Council, Inc.	Woodford	\$250,000.00
			\$1,229,956.00

Deceased Farm Animal Removal Program			
<u>Application</u>	<u>Program Administrator</u>	<u>County</u>	<u>Funds Requested</u>
A2017-0175	Boyle County Conservation District	Boyle	\$7,500.00
			\$7,500.00

Total County Funds Recommended for Approval in Programs: **\$1,237,456.00**

APPENDIX C: Requested Program Amendments

App # A2016-0217
Applicant Name Whitley County Cattlemen’s Association, Inc.
 Original Amount Approved \$31,000
 Execution Date 12/05/2016
Requested Change The applicant requests an additional \$11,000 in Whitley County funds for the *CAIP Program*. The request received a high priority from the Whitley County Council.
 This is the first request for an amendment to this application number. The term of the program shall remain 12-months from the execution date of the original agreement.
 Approval of this request would bring the program total to \$42,000.

Recommend Approval

App# A2017-0049
Applicant Name Muhlenberg County Cattlemen’s Association, Inc.
 Original Amount Approved \$35,431
 Execution Date 5/17/2017
Requested Change The applicant requests an additional \$4,507 in Muhlenberg County funds for the *CAIP Program*. The request received a high priority from the Muhlenberg County Council.
 This is the first request for an amendment to this application number. The term of the program shall remain 12-months from the execution date of the original agreement.
 Approval of this request would bring the program total to \$39,938.

Recommend Approval

App# A2017-0050
Applicant Name Meade County Cattleman Association Corporation
 Original Amount Approved \$40,868
 Execution Date 5/12/2017
Requested Change The applicant requests an additional \$4,772 in Meade County funds for the *CAIP Program*. The request received a high priority from the Meade County Council.
 This is the first request for an amendment to this application number. The term of the program shall remain 12-months from the execution date of the original agreement.
 Approval of this request would bring the program total to \$45,640.

Recommend Approval

APPENDIX C: Requested Program Amendments

App # A2017-0092
Applicant Name Henry County Cattlemen’s Association, Inc.
 Original Amount Approved \$155,000
 Execution Date 5/30/2017
Requested Change The applicant requests an additional \$25,000 in Henry County funds for the *CAIP Program*. The request received a high priority from the Henry County Council.
 This is the first request for an amendment to this application number. The term of the program shall remain 12-months from the execution date of the original agreement.
 Approval of this request would bring the program total to \$180,000.
Recommend Approval

App# A2017-0100
Applicant Name Anderson County Farm Bureau, Inc.
 Original Amount Approved \$132,363
 Execution Date 6/07/2017
Requested Change The applicant requests an additional \$12,031 in Anderson County funds for the *CAIP Program*. The request received a high priority from the Anderson County Council.
 This is the first request for an amendment to this application number. The term of the program shall remain 12-months from the execution date of the original agreement.
 Approval of this request would bring the program total to \$144,394.
Recommend Approval

App# A2017-0130
Applicant Name Harrison County Beef Cattle Association, Inc.
 Original Amount Approved \$208,764
 Execution Date 8/08/2017
Requested Change The applicant requests an additional \$31,121 in Harrison County funds for the *CAIP Program*. The request received a high priority from the Harrison County Council.
 This is the first request for an amendment to this application number. The term of the program shall remain 12-months from the execution date of the original agreement.
 Approval of this request would bring the program total to \$239,885.
Recommend Approval

APPENDIX D: KAFC/KADB Discussion Meeting Minutes



Meeting Date:	September 14, 2017
Meeting Location:	Clark County Extension Office, 1400 Fortune Drive, Winchester, KY
Meeting Chair:	Keith Rogers
Attendees:	<p>KADB: Stewart Hughes, Bobby Foree, Katie Moyer, Dr. Kirk Pomper, Scott Smith, Keith Rogers, Wayne Hunt, Pat Henderson, Wayne Mattingly and Al Pedigo.</p> <p>KAFC: Aaron Miller, Doug Lawson, Frank McAninch and Larry Jagers.</p> <p>GOAP Staff: Hannah Forte, Beth Mobley, Sandy Gardner, Stefanie Osterman, Tammy Miller, Bill McCloskey, Biff Baker, Warren Beeler.</p>
Minutes Issued By:	Hannah Forte
Meeting Call to Order:	10:04 a.m.
Meeting Adjourned:	2:05 p.m.

Agenda Items:
<ol style="list-style-type: none"> 1. Welcome <ol style="list-style-type: none"> a. Jennifer Howard, Clark County Extension Agent for Family and Consumer Sciences, welcomed the boards to Clark County. b. Bill McCloskey introduced new KADB board member, Katie Moyer. c. Bill McCloskey reviewed the two-day itinerary. d. Bill McCloskey reviewed the 2016-2017 annual report. 2. 2018 On-Farm Energy Efficiency Incentives Program <ol style="list-style-type: none"> a. Bill McCloskey reviewed the purpose and history of the program. b. Reviewed the proposed 2018 guidelines. c. Reviewed the proposed 2018 application. 3. 2018 Demonstration Farm Project Guidelines <ol style="list-style-type: none"> a. Warren Beeler reviewed the proposed 2018 guidelines and goal of developing the new project guidelines. 4. KAFC Update <ol style="list-style-type: none"> a. Beth Mobley reviewed the purpose and discussions to date of the KAFC strategic planning committee. b. Discussion related to funding tobacco projects and providing incentive/priority to tobacco dependent producers. 5. Funding the "Big Four" <ol style="list-style-type: none"> a. Kentucky Dairy Development Council b. Kentucky Beef Network c. Kentucky Proud d. Kentucky Horticulture Council 6. Atalo Holdings, LLC Presentation

**APPENDIX D:
KAFC/KADB Discussion
Meeting Minutes**



Agenda Items:

- a. Bill Hilliard, CEO; Andy Graves, Chairman; and Tom Hutchins, Director of Research.

APPENDIX E: Blue Application Committee Meeting Minutes



Meeting Date:	9/15/2017
Meeting Location:	Clark County Extension Office
Meeting Chair:	Bill McCloskey
Attendees:	Wayne Hunt, Bobby Forree, Al Pedigo, Keith Rogers, Katie Moyer, Sarah Butler, Bill McCloskey, Warren Beeler, Stefanie Osterman, Beth Mobley and Hannah Forte
Minutes Issued By:	Stefanie Osterman
Meeting Call to Order:	12:30
Meeting Adjourned:	4:00

Agenda Items: New applications

1. 2017-0177 Kentucky State University
 - a. One year funding for 2018 for \$495,000 state grant funds
In order to receive 2nd year funding, these conditions need to be met by July 1, 2018:
Specific definition of applicant eligibility;
Report the monitoring status of applicants and recipients;
A scoring system on applications to determine eligibility;
Allow up to \$5,000 per individual on projects up to \$10,000 total if applicant provides proof of other funds.
2. 2017-0167 Midway Christian Church
 - a. Recommend to approve as submitted
\$1,100 Woodford County funds for commercial kitchen equipment
3. 2017-0169 Madison County Fiscal Court
 - a. Recommend to approve as submitted
\$4,260 Madison County funds for upgrade to dead animal removal truck.
4. 2017-0181 Kentucky Nutrition Service
 - a. Pending status and the committee requested the following:
Commitment letter from lending institution;
More detail on budget items;
Complete breakdown of sources and uses;
Financials on company owner.
5. 2017-0173 Two Rivers Fisheries, Inc
 - a. Pending status and the committee requested the following:
Work with KCARD to further develop business plan and financials;
Verify/identify the fertilizer side including working on certificate of analysis;
Continue working with KDA on organic standards;
Work with University of Kentucky Division of Regulatory Services on any regulatory requirements.

APPENDIX E: Blue Application Committee Meeting Minutes



6. 2017-0180 KCARD
 - a. Recommend to approve as submitted
\$700,000 State grant funds over 2 years for Agribusiness Technical Services

APPENDIX F: KDDC

Meeting Minutes



Meeting Date:	9/15/17
Meeting Location:	Clark County Extension Office
Meeting Chair:	Pat Henderson
Attendees:	Committee: Pat Henderson, Bobby Forree, Dr. Gordon Jones, Tim Hughes, Warren Beeler KDDC Staff: Maury Cox
Minutes Issued By:	Stefanie Osterman
Meeting Call to Order:	8:00
Meeting Adjourned:	8:45

Agenda Items:

1. Benchmark-Progress Update
 - a. Producers-6 start ups, 10 drop out
Obstacles in the Industry are securing markets and haulers
 - b. Dairy Compliance Initiative
Group complemented KDDC on working with KY Division of Water 319 program. KDDC has a contract for \$83,000 over 3 years working on environmental compliance.
 - c. Dairy Consultant Program
Number of farms are down a little but visits are good overall.
 - d. MILK Matters Newsletter
KDDC has worked with Carey Brown to sell ads and reduce costs.
Committee appreciates KDDC efforts in reducing costs.
 - e. KDDC Financial Activity
On the Dairy Farm registration, would KDDC consider increasing that?
On KDP expense, KDDC was asked to explain UK compensation expense.
Money is for out of town speaker and it goes thru UK Dairy Dept. .
If increase registration cost and reduce UK compensation below \$3,000, then KDP expense would be breakeven.
KDDC is meeting with Bewley and Amaral-Phillips to further discuss this expense.
2. MILK Program
 - a. Calculations
Working with someone to automate calculations
 - b. Sign ups
1st qtr of the program distribution was down 20%
2nd qtr of the program there are 224 dairy producers that are interested in the program. Producers like the changes in the program.
 - c. Robotic Milkers
There is a need on how to relate SCC for robotic milkers. Committee suggested working with Dr. Bewley and his grad students on this problem.

APPENDIX G: KADB Compliance Committee Meeting Minutes



Meeting Date:	September 15, 2017
Meeting Location:	Clark Co. Extension Office, Conference Room, Winchester
Meeting Chair:	Sandra Gardner, Director of Compliance & Outreach
Attendees:	Bobby Foree, Pat Henderson, Wayne Mattingly Warren Beeler, , Hannah Forte, Sandra Gardner, Bill McCloskey
Minutes Issued By:	Sandra Gardner
Meeting Call to Order:	12:15 p.m.
Meeting Adjourned:	12:50 p.m.
Agenda Items:	
<p>1. Call to Order Mr. Mattingly moved to approve previous committee minutes; Mr. Henderson seconded the motion. The motion was approved by acclamation.</p> <p>2. New Business: Consideration of Forgivable Loan Modification Request</p> <ul style="list-style-type: none"> a. Project: A2003-0477, River Valley Winery Inc. b. Background: <i>see attached memo</i> c. Request: Vicky and Krasimir Georgiev, principles of the above-referenced project, requested the forgiveness formula be modified to allow purchases of grapes and honey from Georgiev Vineyard Farm be eligible for forgiveness. d. Discussion: Committee members asked questions about the relationship between the winery and farm. Staff indicated that no other forgivable loans have been allowed to have purchases from other businesses involving the principles. Staff noted the statement from state viticulturist on the availability of grapes. e. Recommendation: Mr. Mattingly moved to recommend denying the request to modify forgiveness for A2003-0477, noting that staff should 1) clarify with recipient to see if there is any additional forgiveness to be submitted; 2) see if there is anything to add to the operation that could potentially earn forgiveness; and, 3) a payment plan is an option; seconded by Mr. Henderson. Motion passed. <p>3. Old Business: Updates</p> <ul style="list-style-type: none"> a. A check for annual debt service difference was received by Maple Hill Manor (A2005-0452) b. Castle Hill Farm (A2005-0444) is submitting documentation for additional forgiveness before discussing a payment plan on its remaining balance. c. Board members asked about Foothills (A2008-0280), which was listed in KAFC's financial report. Staff indicated that payment have been received and verification on the marketing position (for loan credit) is under way. Members indicated they would like a name and the work schedule for the person hired, suggesting staff should plan to visit during those hours to meet/observe. 	