



# CALL TO MEETING NOTICE

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**TO:** USB Directors, USDA-AMS, USDA-FAS  
**FROM:** Keith Tapp, Executive Committee Chair  
**SUBJECT:** December 2019 Board Meeting Notice  
**DATE:** October 11, 2019  
**CC:** American Soybean Association Staff  
QSSB Executives  
USB Contractors  
USB Staff

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## **December 2019 Annual United Soybean Board Meeting**

**Registration Deadline: November 4, 2019**

[Register by Clicking Here](#)

It is time to register for USB's December Board meeting. While this has been an especially challenging year for many of us, I continue to be impressed with the commitment of each USB Director as we make important decisions and plan for the future of US soy.

This December we will once again hear from our Strategy Team as we discuss trends in the industry and gain insight on our FY2021 strategy.

We will also have the opportunity to seat our new board members and say thank you to our retiring directors at our annual Retiring Directors' Dinner.

USB is committed to conducting efficient and productive meetings and values the input of its partners. The following is important information you need to complete your plans so please read carefully.

Please review the attached agenda and information to assist you with your planning.

If you have any questions or concerns, please contact [Jane Strauss](#) at the USB office.

Safe harvesting and see you in December, if not before!

Sincerely,

Keith  
USB Chair

**DECEMBER 2019 USB MEETINGS AT A GLANCE:**

Hyatt Regency St. Louis at The Arch  
315 Chestnut Street  
St. Louis, Missouri 63102

MEETING	DATE	TIME	ARRIVAL	ATTIRE	ATTENDEES
First Year Director Lunch	Dec. 9	11:30 a.m. – 12:30 p.m.	Dec. 8 evening	Business Casual	First Year Directors and Board Chair
First Year Director Orientation	Dec. 9	12:30 p.m. – 6:00 p.m.	Dec. 8 evening	Business Casual	First Year Directors and Board Chair
Audit & Evaluation Committee	Dec. 10	8:00 – 11:00 a.m.	Dec. 8	Business Casual	A&E
Financial Audit Committee	Dec. 10	11:00 a.m. – 12:00 p.m.			USB Directors
Executive Committee	Dec. 10	1:00 p.m. – 4:00 p.m.			EC
USB General Session	Dec. 11	8:00 a.m. – 5:00 p.m.	Dec. 10	Business	All
USB Retiring Director Reception and Dinner	Dec. 11	6:00 p.m. – 7:00 p.m.		Business Casual	All
The Breakfast Club: USB New Expense Reporting Tool	Dec. 12	7:00 a.m. - 8:00 a.m.		Business	(Optional session) USB Directors
New Executive Committee Photos	Dec. 12	7:00 a.m. – 7:45 a.m.			New EC
Director Photos	Dec. 12	8:00 a.m. – 10:00 a.m.			All
General Session	Dec. 12	8:00 a.m. – 3:30 p.m.			All
Departures*	Dec. 12	3:30 p.m.			All (except USB's Strategic Plan Task Force Members)

*\*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 (December 13, 2019).*

### **Deadlines at a Glance:**

NOVEMBER 4: All QSSB scholarship requests are due to [Effie Mills](#)

NOVEMBER 4: Notification about alternate National Association Liaisons due to [Effie Mills](#)

NOVEMBER 4, 2019: Registration deadline for meetings and hotel accommodations.

NOVEMBER 29, 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.*

*Immediately notify [Ariel Keener](#) if you need to cancel your room reservation. Room cancellations must be made at least 24 hours prior to your scheduled arrival in order to avoid charges.*

### **REGISTRATION:**

#### All

Everyone attending the USB December meetings must register by **November 4**, including guests and spouses. All registrations must be completed online by clicking [here](#).

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 [Ariel Keener](#) or call her at (720) 370-7652.

#### USB Directors

- Please follow the directions on USB's registration website by clicking [here](#) 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. to 5:00 p.m. CST, Email: [sctsc@adelmantravel.com](mailto:sctsc@adelmantravel.com) Emergency Service: (800) 749-7118 or (414) 410-8399 if outside the United States and Canada.
- Please contact [Jane Strauss](#) 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 scholarship covers travel, meals and up to two hotel nights for the 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 July board meeting must be submitted to [Effie Mills](#) no later than **NOVEMBER 4**. Scholarship recipients will receive a direct link to the online registration.

American Soybean Association Liaisons

American Soybean Association Liaisons receive reimbursement to attend target area and action team meetings as part of the July board meeting. This includes meals and up to two hotel nights for the designated liaison OR one alternate liaison, with advanced notification about the alternate to USB by contacting [Effie Mills](#) or (636) 530-1777 for more information.

**LOGISTICS AND DEADLINES:**

Cancellations

- All changes to reservations for hotel or meals must be made online by clicking [here](#) or email [Ariel Keener](#).
- Room cancellations must be made by 48 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 **November 29**, 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.
- St. Louis Lambert International Airport (STL) is the closest airport to the Hyatt Regency.
- We recommend that you take Uber, Lyft or Taxi to the hotel – fares are approximately \$30 each way.
- 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 December 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**

Jane Strauss	USB Office	<a href="mailto:jstrauss@unitedsoybean.org">jstrauss@unitedsoybean.org</a>	Director questions
Effie Mills	USB Office	<a href="mailto:emills@unitedsoybean.org">emills@unitedsoybean.org</a>	Scholarship requests for board meeting
Nancy Weiss Ariel Keener	Meeting Planner	<a href="mailto:nancy@kinsleymeetings.com">nancy@kinsleymeetings.com</a> <a href="mailto:ariel@kinsleymeetings.com">ariel@kinsleymeetings.com</a>	Meeting registration and logistics
Adelman Travel	Travel Agency	(800) 725-7111	Travel arrangements