

MAY 25, 2016

POLICY AND PROCEDURE MANUAL

HAWAI'I PORK INDUSTRY ASSOCIATION

HAWAI`I PORK INDUSTRY ASSOCIATION
(HPIA)

HPIA MISSION STATEMENT: The Hawai`i Pork Industry Association provides leadership to educate, support and promote the local pork industry.

This manual is developed for pork producers and others who are interested in the attitudes, beliefs, goals and future plans of the Hawai`i Pork Industry Association. This document is the result of volunteer hours spent in discussion, research and careful deliberate thought. We dedicate it to the producers who have contributed to its development.

This policy manual serves as a guide to pork producer members, leadership, and staff for future direction. It is updated annually to reflect current policies as directed by the Board of Directors, committees, and delegates of the Hawai`i Pork Industry Association. The officers carefully examine policies five years or older.

We challenge you, as an interested individual, to not rest with this document in its current form, but rather, contribute to this manual and “to provide leadership in areas related to the industry”.

This manual is updated annually by the organization during the month of November.

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100 Membership Dues

Annual dues established by the Board of Directors will be as follows:

Individual & Associate Members: \$20.00

An individual is defined as one person.

Allied Industry: \$100.00

Membership dues are made payable to Hawai'i Pork Industry Association and shall be collected by the treasurer of the association. Dues received in the calendar year will be applied to that year and, if the member has already paid for the current year, the dues will be applied to the following year.

200 Meetings

State Contact:

State Contact is expected to attend director & membership meetings.

Meeting Notification:

Notice of meeting can be sent by email with "Return Receipt" requested. If the return receipt is not received by the sender, then the notice will be sent by regular mail.

400 Revenue Development

410.0 Check-off Compliance – The President or designee of the Hawai'i Pork Industry Association (HPIA) will be the compliance agent for the organization, and will be required to sign and comply with the National Pork Board contract for checkoff compliance. Producers are urged and will be directed to communicate any issues related to compliance with the checkoff in the state to the state compliance agent. Any matters related to compliance with checkoff collections are confidential to the compliance agent in Hawai'i and the National Pork Board. This policy includes the restriction that checkoff compliance information is held in confidence and not available to the producer leadership in the state. The President or designee in the role of compliance agent will document the process and procedures for compliance in Hawai'i. The records, including the correspondence file, should be under lock and key and available only to the compliance agent. The President or designee is urged to communicate and consult with the appropriate compliance staff at the National Pork Board regarding any issues related to compliance in Hawai'i. Any issues resolved with the National Pork Board or individuals should be documented and filed.

500 Government Relations

510.0 HPIA Positions – Representation of HPIA legislative positions may only be presented by members or designees of the Board of Directors, provided a general policy statement on the subject is developed and adopted by the Board of Directors.

600 National, State and Associate Relations

610.0 Conflict of Interest

The Hawai'i Pork Industry Association prohibit its board, committee and staff members from engaging in any activity, practice, or conduct which appears to be a conflict of interest.

Annually, the members report to the Board of Directors any interest in the pork industry, which appears to be a conflict of interest. Members of the Board of Directors and the committees are made aware of this conflict policy, in this handbook, and by signing an attendance sheet (sample attached) at each meeting. If members of the Board of committees have a conflict they agree to withdraw from the discussion before the group and not vote on any action related to which they have a conflict.

620.0 Memorandum of Agreement with NPPC

This is to certify that the Hawai'i Pork Industry Association has been an affiliate member of the National Pork Producers Council and is the official representative of the pork producers of this state. The state further pledges and agrees in maintaining this membership to comply with the articles and bylaws of the National Pork Producers Council and the policies and decisions of the NPPC Delegate Body and to cooperate with the programs and activities of the National Pork Producers Council.

The National Pork Producers Council, a federation of member State Associations, believes that industry unity and cooperation at the local, state, and national levels are fundamental to enhancing the producers' opportunity for profit.

With this mission, the NPPC will provide pork producers the most effective and efficient programs possible. Duplication of projects and services will be avoided. The highest priority of the organization will be to maintain producer control of the decision making process so that responsiveness to the wants and needs of pork producers is assured.

HPIA agrees to adhere to the uniform qualifications for membership in NPPC as established NPPC.

Delegate Body – this includes support of basic organization policy decisions arrived at through the democratic delegate process.

For its part, the NPPC pledges it maximum assistance to state and local member units in coordination of a national program of work to further the goals of the pork industry. HPIA will

follow a similar policy in their relationship with the national organization. The undersigned and the National Pork Producers Council, as equal partners in this agreement, agree to work together in a unified spirit of cooperation.

Signed May 1986 by the President of HAWAI`I PORK INDUSTRY ASSOCIATION and NPPC.

700 Association Operation

700.0 General Operation

The Hawai`i Pork Industry Association is governed by the Board of Directors and has a well-documented set of Articles of Incorporation and Bylaws.

Membership in the HPIA is defined in the Bylaws for the organization. Annually, the Board of Directors for the association designs the membership recruitment plan for the organization. Information related to membership in the organization is available by contacting the HPIA. Additionally, the HPIA attempts to identify all producers in the state.

It is a top priority of the HPIA to be responsive to producer needs in the state related to promotion, research, consumer information, as well as membership needs and representing producers to the public. Producer requests are generally responded to in kind, regardless if they contact the organization formally or informally.

Communication programs of the HPIA include direct mail, email, telephone and local and state meetings. Communications related to checkoff and non checkoff efforts are detailed in galleys, and other specific items of correspondence. It is the policy of the HPIA to identify the costs related to checkoff and non-checkoff and make sure they are appropriated to their proper accounts.

710.0 Budget and Fiscal Controls

The fiscal year of the Hawai`i Pork Industry Association will be the same as the calendar year. Within the organization, the following checking accounts are maintained separately. Specifically, they are:

National Checkoff – (Since November of 1986) – Annually HPIA submits a detailed “Plan of Work” and Budget request based on the estimated proceeds from the checkoff collections on animals produced in Hawai`i. These documents must be submitted in a timely fashion to the National Pork Board, and must be approved prior to commitment or contract for funds or expenditure by both the National Pork Board and the Agricultural Marketing Service of USDA. Funds from this account cannot be used to purchase capital items and equipment. All projects in this account must be used only for those purposes defined in the National Pork Act and Order, generally Promotion, Research and Consumer Information. Any attempt to lobby or influence government action using these funds is strictly prohibited.

Non-Checkoff Development – These funds are collected from projects conducted by the Association related to Membership and other non-checkoff activities. The restrictions placed on this account and the priority of usage is established by the members. These funds can be used for government relations, lobbying, legislative, fund raising activities, purchase of capital items. These funds are prohibited from being used as political action committee funds. Overall usage is guided by the bylaws, Board of Director action, and state and federal statutes.

Budget Preparation

- a. Any committee of the organization is chaired by a member of the Board of Directors, and may consist of members and non-members as appointed by the President. Any committee, or in their absence the Board of Directors annually will prepare a budget request as part of preparation for the annual Plan of Work'. After the "Plan of Work' is adopted the budget request will be managed by the committee.
- b. The Budget and Finance Committee will meet annually at least 30 days in advance of the National Pork Board budget deadline to prepare the annual budget and "Plan of Work" for consideration by the Board of Directors. The Board of Directors for HPIA will then consider, alter and/or adopt the annual budget and 'Plan of Work'. The annual budget will be presented to the membership at the annual meeting. No funds in any account may be expended without prior budgeting or approval from the Board of Directors via the stated budget. The Treasurer will submit the annual budget and the 'Plan of Work' to the National Pork Board annually by their budget deadline. The Treasurer will also submit any mid-year budget revisions to the NPB on a timely basis, if needed. HPIA agrees no commitments will be made regarding the checkoff portion of the budget prior to receiving an approval letter from the National Pork Board. Copies of these approval letters will be kept on an annual basis with the 'Plan of Work' and Budget.
- c. Any account or budget line, which is anticipated to be 10 per cent over or under the budgeted amount, should immediately be brought to the attention of the Treasurer. The Board of Directors shall review alterations made in the budget above or below these amounts.

Controlling Receipts and Expenses

- d. All association business is transacted by checks requiring signature, or other paper voucher or receipt or expense statement or report. All association business done by check is listed in a monthly 'checks written' report. This report includes the date, check number, payee, code and amount. Prior to each meeting of the board, the list of checks will be reviewed by the Treasurer and President. This information will be available to the Board of Directors as part of the Financial report at each meeting of

the Board. Any member of the board has full access to the journals, accounts, and vouchers to ensure that checks are properly written, documentation supporting any check is in order and financial resources are expended in line with budgets and board policy.

- e. Situations can occur when considerable amounts of cash are received by both association personnel and volunteers. Deposits should be made on a timely basis, so large amounts of cash do not accumulate. More than one person should be present any time cash is being handled.

Process for Payment

All requests for payment by the organization are to be directed to and received by the HPIA Treasurer. The Treasurer will open all requests for payment and initial the bill for payment before preparing a check voucher.

For payment from non check-off funds the Treasurer will provide the original check and a copy of the original invoice to either the President, Vice President or Secretary to sign the check. A copy of the check and the original invoice will be kept in a file with the Treasurer for possible future verification. A list of the checks issued each quarter will be faxed, emailed or sent to the members of the Board of Directors.

Payments from check-off funds will be made according to the procedures contained in the National Pork Board's "Direct Documentation Program", January, 2009.

The Treasurer will review the account categories to ensure payments were made from the proper account and in compliance with the budget.

All checks drafted for organization business, regardless of type of account, require drafting by the Treasurer and then officer signature. Those authorized to sign checks include any of the following: President, Vice President, or Secretary.

All unused checks of the Hawai'i Pork Industry Association will be kept under lock and key and available only to the Treasurer of HPIA.

A qualified tax preparer, accountant or CPA may be retained on an as needed basis. If retained, the signed contract will be kept on file by the Treasurer and with a copy to the Secretary. The treasurer is responsible for insuring that all tax forms are prepared and filed.

Banking Policy

- f. The Hawai'i Pork Industry Association will determine by Board motion the banking institutions to handle each of the accounts of the organization. The Treasurer will

recommend to the Board of Directors which banking institutions are preferred, based on the services they provide and convenience.

- g. All accounts for the HPIA shall comply with one of the following conditions:
 - 1. The bank shall agree to comply with the stated Memorandum of Agreement of the National Pork Board as drafted, or
 - 2. Accounts will be deposited in separate banking institutions to ensure the balances do not exceed \$100,000 dollars (management position is to maintain less than \$85,000 at any time to ensure the accounts do not exceed \$100,000), or
 - 3. HPIA will negotiate with the banking institution to arrange for a repurchase agreement on the account value, which will be backed by Treasury instruments of the U.S. Government in excess of the FDIC insurance.
 - 4. HPIA will use a 'public funds' agreement with the designated banking institution.
- h. All bank statements will be mailed directly to the Treasurer.
- i. The National Checkoff account will be maintained with the National Pork Board. Checkoff deposits by the National Pork Board will be accomplished electronically.
- j. The Treasurer will handle all other deposits. Dues, donations, and income generated by non-checkoff funded activities will be deposited to the non-checkoff bank account. All income generated by checkoff funded activities will be deposited to the National checkoff account.
- k. All accounts will maintain signature cards of the current authorized persons.

Purchases/Contracts

HPIA Meeting Expenses: Air/Water Travel: Each director shall be responsible for confirming their own travel arrangements. All attempts must be made to keep travel expenses at a minimum. The reimbursement of directors' travel to HPIA meetings is pre-approved to cover airfare and up to \$200 in documented expenses.

Requests for reimbursements must be turned in to the treasurer within sixty (60) days of date of receipt.

All expenditures over \$200, other than the pre-approved airfare, for HPIA business require Board of Directors approval. All board members are contacted for approval of payment, and a majority must approve reimbursement.

All purchases are directed generally by the committees or directly by the Board of Directors, after budget approval has been secured. Specifically, purchases are directed by committee chairs and the Treasurer, based on the annual budget. All purchases over \$2,500 should not be made without the solicitation of three competitive bids. In some cases where contract services are only available from one vendor (i.e. a specific radio station or market, or consultant for contract services) HPIA recognizes competitive bids may not be possible or practical. Any purchase above \$2,500 shall be approved by the President and the Treasurer to ensure it is in compliance with the policy, prior to commitment to purchase. Contracts may only be signed with those having check authorization. All contracts should have prior approval through the budget process, or specific action of the Board of Directors.

Supporting documentation is needed for each purchase. This may include, but is not limited to: Bid sheets, order invoices, confirmation letters, contracts, letter of agreement, memorandum of understanding or similar contracts from the vendor is acceptable.

Research

All proposals for research projects funded by HPIA with academic or private research organizations should be covered by the Memorandum of Agreement approved by AMS and the National Pork Board. This agreement includes clauses, which address, intellectual property rights, which the National Pork Board retains on all research projects funded with checkoff funds. HPIA will consult with the National Pork Board prior to issuing any commitments for research projects to ensure the project is complementary and non-duplicative to other research initiatives.

Proof of Performance

In order to assure HPIA receives the value of the funds to purchase goods and services routinely requires a statement of proof of performance. This includes but is not limited to any of the following types of documentation:

- a. Confirmation of a delivery on the purchase of goods and services.
- b. Reports confirming and documenting goods or services
- c. Committee reviews of activities and programs.

Reports and Availability of Information

The HPIA may have several reports directed to various audiences based on standard business procedures. Specifically, these are:

Report	Available to
990 Internal Revenue Service Filing	Public on request from the Treasurer

DCCA Annual Report	Public on request from the Treasurer
Applicable budget lines, checks, special reports related to committee purpose	Board members
Any financial reports of the accountant or CPA	Board members
Any financial report including lists of checks	Board of Directors
Balance sheets, operating statements, investments	
Individual Payroll information, personnel documents, etc.	Board of Directors

Record Retention Schedule

The HPIA retains records for various organization documents based on the following schedule.

Accounting:	Number of Years Retained
Bank Statements and Deposit Slips	6
Computer Records	6
Payroll or Contracts for Staff	6
Time Sheets	6
Checks	6
Vouchers	6
Audit Reports	Indefinitely
General Ledgers and Journals	Indefinitely
Corporate	
Mortgages, notes, and leases (expired)	6
Bylaws, charter and minutes	Indefinitely
Contracts and Agreements	6
Retirement and pension records	Indefinitely
Correspondence	
General	3
Legal and Tax	7
Insurance	
Policies (all types-expired)	6
Accident reports	6
Claims (after settlement)	6
Personnel	
Withholding Tax Statements	6
Disability and Sick Benefit Records	Indefinitely
Personnel Files	Indefinitely
Purchasing and Sales	
Purchase Orders	6

Sales Contracts and Invoices	6
Shipping and Receiving Reports	6

Investment Policy

The HPIA policy goal is to achieve a maximum amount of safety, while generating interest income by investing current balances in short term investments (Checkoff funds will only be invested for a period of 1 year or less). Association funds shall not be viewed as monies with which to speculate.

It shall be the responsibility of the Treasurer in consultation with the association President to oversee the management of investments of the operational and contingency funds. These funds will be limited to investments in the following types of insured accounts:

1. Money Market and Checking Accounts
2. Certificates of Deposit
3. U.S. Treasury Bills
4. Accounts and amounts covered by FDIC/NCUA
5. NPB funds shall be invested only for a period of 1 year or less

Contingency Funds

In order to enable HPIA to respond to unforeseen opportunities in which the organization operates, a contingency strategy is established. The long-term goal is to maintain cash and securities at least equal to the greater of \$1,000 or 40 percent of the gross profit and income, in the Non-checkoff account. The current contingency fund plan calls for approximately \$1,000.00.

General Services Expenses

These costs include the operating costs of the association. The costs are allocated to the various programs based on the basis of checkoff and non-checkoff activity. To attribute costs the staff keeps track of their time based on the checkoff and non-checkoff projects and accounts.

The following list of expenditures details the basis of allocation:

Expenditure	Basis of Allocation
Board/Committee Expense	Time records of staff
Rent	Fair market value of space
Copy Machine Expenses	Use as coded on the machine
Depreciation	Time records of staff
Dues/Subscriptions	Time records of staff
Insurance – General	Timed records of staff

Insurance – Group	Timed records of staff
Office Supplies	Timed records of staff
Postage Expense	Specific project or Timed records
Professional Fees (CPA/Legal)	Timed records of staff
Salaries or Contract for services	Timed records of staff
Taxes – Payroll	Timed records of staff
Telephone	Timed records of staff
Travel Expenses	Timed records of staff

Volunteer, Staff Travel and Expense Policy

The purpose and scope of the following expense and travel policies are to establish guidelines for reimbursement of appropriate expenses. These procedures apply to all volunteers and staff incurring expenses.

1. **Travel Authorization:** All out of town business travel, for which HPIA is to be expensed, must have prior approval being given by the Board. No Cash Advances will be made by HPIA for travel expenses. Mileage expenses will be reimbursed at the IRS rate.
2. **Receipts:** For reimbursement, every expenditure must be supported by a receipt. Receipts, should indicate the specific expense, the meeting or purpose for the expense, the date and the amount.
3. **Expense Report Certification:** All volunteers and staff are required to sign the expense report to certify the information is correct. Reports should be submitted to the Treasurer who will evaluate the expenses for their correctness and reasonableness. Expense reports submitted which do not meet the criteria will be returned. Expense reports should be submitted within 60 days of travel being completed. HPIA will not reimburse the traveler for out-of-pocket expenses.
4. **Credit Cards:** HPIA will not issue credit cards for business expenses.
5. **Telephone:** Reasonable actual expenses will be reimbursed to the members of the Board of Directors and staff. Personal calls home are not reimbursed by HPIA.
6. **Transportation Expenses:** Producers and staff should coordinate all airline and ground travel whenever possible to reduce costs. Advanced planning will result in the lowest possible transportation expense.
7. **Car Rental and Car Insurance:** HPIA will not reimburse for car rental and car insurance.
8. **Lodging:** Lodging costs reimbursement is limited to the actual lodging night needed to conduct association business while traveling out-of-state. Any additional nights

taken in conjunction with a business trip are the responsibility of the traveler, unless negotiated with the Board in lieu of cheaper airfares.

9. Meals: Meals are not reimbursed.

10. Miscellaneous Expenses: Personal entertainment expenditures such as bar tabs, in-room movies, etc., will not be reimbursed. Reasonable laundry service will be reimbursed only if traveling for longer than 5 consecutive days.

Computer Records

Every six months the Secretary and Treasurer will provide a back-up copy of all documents on the computer to the President.

720.0 Insurance

The HPIA has no insurance policies to cover liability, loss of property and other equipment. If the need arises the specific insurance policies will be available by contacting the Treasurer. Additionally, the Board of Directors, annually reviews the coverage of these policies and bids coverage on the policies every three years.

730.0 Equal Opportunity

All HPIA personnel policies and practices related to both volunteers and employees – including recruitment, selection, promotion, compensation, benefits and discipline – will be administered without regard to any individual's race, color, religion, sex, age, national origin, and disability or veteran status. As a federal government contractor, HPIA has an Affirmative Action Plan. Any question or complaints concerning Equal Employment Opportunity or the Americans with Disabilities Act should be brought to the attention of the President.

740.0 Anti Harassment Policy

The HPIA is committed to maintaining a work environment that is free of employment discrimination. In keeping with this commitment, we will not tolerate harassment of HPIA employees or producer volunteers by anyone, including management staff, non-management staff, producers (leaders, committee/task force members, and all other producers), stakeholders, vendors, or other customers of HPIA.

All interactions between staff and producer leaders or between staff members will be on a professional basis. This includes interactions in meetings after regular working hours and in social situations during or after regular working hours where staff is still performing work-related duties.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual that is based upon a person's sex, color, race, religion, national origin, age, or disability. The HAWAII PORK INDUSTRY ASSOCIATION will not tolerate harassing conduct that affects tangible job Hawai'i Pork Industry Association Policy and Procedure Manual

benefits, that interferes unreasonably with an individual's work performance, or that creates and intimidating, hostile, or offensive working environment.

Sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct of a sexual nature constitutes sexual harassment when:

Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of employment,

Submission to or rejection of such conduct is used as the basis for employment decisions,

Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or

Such conduct creates an intimidating, hostile or offensive working environment.

Examples of conduct that are in violation of this policy include, but are not limited to:

Touching or pinching sexual parts of a person's body,

Explicit or suggestive sexual propositions,

Sexually oriented teasing or practical jokes,

Sexual compliments about a person's appearance,

Foul or obscene sexual language or gestures,

Telling sexual stories about one's personal life,

Derogatory, insulting or malicious words or comments about men and women, and

Displaying sexually suggestive or obscene visual materials whether in print or computer generated.

This type of conduct is a violation of this policy when it occurs:

Between HAWAI`I PORK INDUSTRY ASSOCIATION staff,

By producers, stakeholders, vendors, or other customers of HAWAI`I PORK INDUSTRY ASSOCIATION to our staff,

By HAWAI`I PORK INDUSTRY ASSOCIATION staff to our producers, stakeholders, vendors, or other customers,

By volunteers representing HAWAI`I PORK INDUSTRY ASSOCIATION to other producers/volunteers or stakeholders.

All HAWAI`I PORK INDUSTRY ASSOCIATION staff is responsible to help assure that we avoid harassment.

Management staff are expected to model behavior consistent with this policy and to prevent harassing conduct from occurring in our workplace. If staff or volunteers sees or hears conduct not consistent with this policy, they are responsible to either address the conduct and stop it, or report it to either the Secretary, or the President for action.

If you believe that you have experienced or witnessed conduct not consistent with this policy, you may attempt to correct it yourself at the lowest possible level, and/or you are to notify immediately the Secretary or President.

It is the HAWAI`I PORK INDUSTRY ASSOCIATION's policy to attempt to resolve all complaints internally, so that the process can be expedited and kept confidential to the maximum degree possible. All complaints will be investigated fairly, thoroughly, and promptly. The Secretary or President will conduct investigations. All HAWAI`I PORK INDUSTRY ASSOCIATION employees have an obligation to cooperate in investigations and refusal to do so may result in discipline up to and including termination. All complaints will be kept confidential to the extent possible.

If an investigation confirms that a violation of this policy has occurred, corrective action will be taken including discipline, up to and including termination. In addition, the complaining employee will be informed that corrective action has been taken and to report any further incidents.

The HAWAI`I PORK INDUSTRY ASSOCIATION forbids retaliation against anyone for reporting alleged sexual harassment, assisting in making a sexual harassment complaint, or cooperating in a sexual harassment investigation. However, if false accusations are deliberately made against another individual, that conduct will be viewed as misconduct. Corrective action will be taken with that employee, including discipline up to and including termination.

750.0 Memorandum of Agreement with the College of Tropical Agriculture and Human Resources at the University of Hawai`i

The HPIA may make an agreement with the College of Tropical Agriculture and Human Resources at the University of Hawai`i to provide administrative and staff services for the association. The agreement is available to all members of the Board of Directors, which review the agreement on an annual basis. As part of the HAWAI`I PORK INDUSTRY ASSOCIATION agreement with the College of Tropical Agriculture and Human Resources at the University of Hawai`i, the HAWAI`I PORK INDUSTRY ASSOCIATION recognizes and adopts a specific Job Description for the Secretary, and the Employee policies of the College of Tropical Agriculture and Human Resources at the University of Hawai`i as part of the HAWAI`I PORK INDUSTRY ASSOCIATION operations process. Annually, the Secretary will review with the HAWAI`I PORK

INDUSTRY ASSOCIATION Board of Directors any changes in the Job Description, Employee Manuals and Handbooks, which relate to the application of these policies to HAWAI`I PORK INDUSTRY ASSOCIATION.

The CTAHR Swine extension specialist list serves as an advisor to HPIA.

760.0 Notification of Membership in outside organizations

The HAWAI`I PORK INDUSTRY ASSOCIATION may use checkoff or non-checkoff funds to join membership in other outside related organizations. The source of funds used will depend on the nature of the organization the HAWAI`I PORK INDUSTRY ASSOCIATION intends to join.

If checkoff funds are used to join an outside organization, the letter subscribing membership will contain the following statement.

“The Hawai`i Pork Industry Association chooses to join your organization. Our organization is funded in part by proceeds of the National Pork Board and checkoff funds. Included is a check to join your membership. It is important in submitting this membership fee that we inform you these funds and the proceeds from the HAWAI`I PORK INDUSTRY ASSOCIATION may not be used to influence government policy at the local, state or national level. If you accept these funds you agree with this restriction, and agree not to use these funds for such purpose.”

**Hawai`i Pork Industry Association
Board and Committee Attendance Sheet**

The Hawai`i Pork Industry Association has a policy regarding conflict of interest. By signing this attendance sheet I agree to abide by the policy. If I have a personal conflict or interest in the matters being discussed before the group I agree to withdraw from the discussion and also not to vote on the issue with which I have a conflict.

Name	Address	Phone	Email
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