

***NATIONAL CONFERENCE
ON INTERSTATE MILK SHIPMENTS***
“To Assure the Safest Possible Milk Supply for all the People”

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TO: NCIMS Conference Attendees
FROM: Casey McCue, Conference Chair
SUBJECT: 2025 National Conference on Interstate Milk Shipments

Please mark your calendar and make plans to attend the **39th National Conference on Interstate Milk Shipments scheduled for April 11 – 16, 2025** at the **Hyatt Regency Minneapolis, MN**. We are looking forward to a Conference that will once again provide an invaluable forum to deliberate many important issues facing the National Grade “A” Milk Program. We hope you plan to attend and assist in the resolution of proposals submitted for consideration*.

The Program Committee plans to host the NCIMS Orientation and Robert's Rules of Order sessions virtually using the Zoom platform before the Conference. Save the dates of March 25 and 26 in your calendar!

March 25th NCIMS Virtual Orientation: 11:00 am – 12:30 pm Eastern Time

Helpful for first-time and returning attendees, this webinar will provide an overview of the Conference structure and process including how proposals are considered and amended. It will also review the makeup and roles of the Executive Board, State Delegates, Council and Committee members, and FDA Advisors, and provide a timeline of the process for amending Conference documents.

March 26th NCIMS Virtual Robert’s Rules of Order Session: 11:00 am – Noon Eastern Time

This webinar, presented by our Parliamentarian Dave Lattan, will provide a helpful presentation on Parliamentary Procedures used to guide discussions and formal actions during committee and council meetings, and on the voting delegate floor.

All Conference registrants will receive additional information via email about how to register for the Pre-Conference Virtual Sessions. I urge Conference registrants to attend these live webinars on the dates listed above, but if you are unable to attend, a recording will be available to view or download afterward from the [NCIMS website](#).

New – Preordering Printed Copies of Amended Proposals

During the Conference proposals are considered by Committees, if assigned, and Councils. During this time, the proposal's solution may be amended. Proposals considered and voted on by Councils are either Passed, Passed as Amended, or No Action. Before the first day of Delegate voting the Executive Secretary will provide a link to download pdf files of each of the proposals that have been amended, to clearly show the amendment from the original proposal. In the past, the Conference has provided printed copies of the amended proposal for pick up in the morning before Delegate voting. The Executive Board has implemented new procedures to reduce printing costs, paper waste and facilitate the more sustainable use of electronic files.

1. All Conference registrants will receive an electronic file of a summary sheet of all proposals.

2. All Conference registrants will receive an electronic file of a tracking sheet with the actions from the Committee and Councils on all proposals. It will be updated after the Committee's work has been completed and again after the conclusion of the Councils.
3. In the evening before the first day of Delegate voting, all Conference registrants will receive a link to download pdf files of each of the proposals that have been amended, to clearly show the amendment from the original proposal.
4. Conference registrants wishing to receive a printed copy of each of the proposals that have been amended to clearly show the amendment from the original proposal will need to preorder and pay an additional cost of \$50.00 (the cost of printing) at the time of registration or at the Conference. Orders of printed proposal amendments will be available for pick-up on the morning of the first day of Delegate voting.

CONFERENCE REGISTRATION

We are excited this year to launch the [2025 NCIMS Conference](#) website for online Conference registrations which includes an easy-to-use registration form with payment options by credit card or check.

Registration fees are as follows:

Advanced Registration - *Before March 11, 2025*

- **Regulatory/Academic - \$500.00**
- **Industry/ Public - \$550.00**

Regular Registration – *From March 11, 2025, onward, and on-site*

- **Regulatory/Academic - \$550.00**
- **Industry/Public - \$600.00**

Note that when your Conference registration or preorder of amended procedure payment is made by credit card a processing fee of 2.9% + \$0.30 per transaction will be added to the cost at check out. If payment is made by check, please mail the check to Cary Frye, NCIMS, 7 Elizabeth Rd. Biddeford, ME 04005, you will receive a registration confirmation email.

The [2025 NCIMS Conference](#) website also provides a tentative draft Program of the Conference meetings and schedule of events.

HOTEL RESERVATIONS

The [2025 NCIMS Conference](#) website also provides a link to reserve your hotel room directly with the **Hyatt Regency Minneapolis**. The conference rate for government employees with ID is \$148.00 (GSA per diem lodging rate) and the rate for all other attendees is \$199.00. The room rates are exclusive of the 14.025% taxes and \$2.00 per night Downtown Improvement fee. **The cut-off date to receive the special hotel room rate is March 17, 2025, at 11:59 p.m. Central Time. Rooms and rates cannot be guaranteed after that date.**

The hotel does not provide a shuttle service to and from the airport, but ride-share options and taxis are readily available.

PROPOSAL SUBMISSION

Computers with overhead projection will be used in the General Sessions, and the Council and Delegate voting sessions, to assist conferees in the deliberation of individual proposals. Therefore, all proposals

must be submitted electronically. Information will be provided on the [NCIMS website](#) on how to download and complete the proposal submission form. Additional instructions will be included on the proposal form in the proposed solution section, directing submitters on how to identify added and deleted text when editing the referenced documents.

Please note that proposals must be submitted by e-mailing the electronic submission form (preferred) to Wendy Landry, NCIMS Program Chair at Wendy.Landry@hphood.com **The deadline for the receipt of all proposals, including proposed changes to the Constitution or Bylaws, using the electronic submission form is 11:59 pm Eastern Time, January 17, 2025.**

You will receive an email confirmation of receipt of your proposal. If you do not receive an email confirmation within 24 hours of submitting your proposal electronically, please contact Wendy Landry at 207-252-0892 or Wendy.Landry@hphood.com to ensure it was received.

Proposals may be submitted to revise the 2023 PMO, the 2023 MMSR, the 2023 Procedures, the 2023 Constitution and Bylaws, the 2023 EML, and the NCIMS 2400 Forms. As always, a proposal may address any section of any document being considered. All of these conference documents can be found on [the NCIMS website](#).

I look forward to meeting and working with you at the 2025 Conference. Please feel free to contact me, Wendy, or Cary with any questions about the Conference and the proposal submission process.

*Please note: There will NOT be a virtual option to attend the 2025 NCIMS Biennial Meeting. All State Voting Delegates are required to attend to cast their votes.

The National Conference on Interstate Milk Shipments (NCIMS) is a voluntary organization directed and controlled by the Member States and open to all persons interested in its objective of promoting the availability of a high-quality milk supply. It is governed by an Executive Board whose members include representatives from state departments of health and agriculture, the U.S. Food and Drug Administration, and the U.S. Department of Agriculture and industry. Visit us at www.ncims.org.