

EFFECTIVE MEETINGS

DESIGNING AN AGENDA

- Start on time
- Warm-up
- Share agenda
- Important items first
- Related items
- Identify responsibility
- Identify action needed
- Set next agenda
- End on time

EFFECTIVE MEETINGS

SAMPLE AGENDA



MINUTES

BOARD OF DIRECTORS MEETING
 Board of Directors Meeting
 September 13, 1988

The 1988 Cooperative Board of Directors meeting was held September 13, 1988 at the Regency Hotel, Reno. The meeting was called to order at 8:00 a.m. by President John Fisher. Those present were: John Fisher, President; Clint Ueno, Board Chair; Kevin Fisher and Don Hagan, Cash Secretary.

The minutes of the previous meeting were read and approved.

Executive Secretary Winkler introduced that item 1) of the agenda which presented a Request for Proposals to be submitted for services under the Co-op Contract. This request will be used at the Annual Meeting and accordingly the Board to determine what type of proposal to be submitted to the Board. The Board instructed Winkler to send a letter to the Co-op in order to obtain more information and to determine as well as to the Chairman of the Board of the Co-op concerning both in complete one of the services.

All matters are to be referred to the State Council Office prior to October 1, to enable Winkler to submit the results for the Annual Meeting.

Winkler presented the Request for Proposals for the year ending Aug. 31. Moved by Don Hagan to refer that the minutes be approved as presented. Passed.

The Board requested that a Request for Proposals be held for the year ending Aug. 31. Moved by Clint Ueno to refer that the minutes be approved as presented. Passed.

Executive Secretary Winkler presented the 1988-89 operating budget for the Board of Directors. Moved by Don Hagan to refer that the minutes be approved as presented. Passed.

Winkler presented the proposed Annual Meeting Program. Several suggestions were made in connection with the program.

Representative Winkler reported that the Board Co-op annual had 4 items. After discussion the following were discussed on for the next 20th Anniversary, CE ME 2 Representative to the CCC Board and long time CCC supporter, in Nevada, Carlos Lindeman Agent in Ohio County and strong Co-op supporter for the 24th address, and Don Thompson 11,000 Sq. Foot, Capital moved by President and presented for the first time and will be included into the Fall off year. Passed.

Winkler is to request of each Co-op in the State to bring some one for a day prior to the Annual Meeting.

Board moved that the Regional Co-op promote having positions on the CCC Board of Directors be subject to submit the names of the individuals for the coming year. Requested by President and passed. Those Requested Co-op and groups included: Central, Fiddlers, Harvest House, Chairman's Community, Home improvement office, I am Credit Union of Sparks and the University of Idaho.

Ask members to contribute items for the agenda and try to send the agenda out before the meeting.

1. **Start on time.** If you wait for latecomers, it punishes those who were on time.
2. **Warm-up.** A brief warm-up introduces newcomers and builds trust. It enables people to unburden other concerns and mentally direct themselves to the issues at hand.
3. **Share agenda.** Clearly state the purpose of the meeting and the items to be covered. Believe it or not, people may not have read the agenda even if you supplied it beforehand! Additional concerns members have should be placed on the agenda at this time.
4. **Important items first.** Ideally, put the most important items first and give them the most time. This assures that priority topics will be covered and encourages members to arrive on time. The group deals with the harder issues while they are “fresh.”
5. **Related items.** Place related items together on the agenda. This avoids having to repeat background information and lessens confusion.
6. **Identify responsibility.** On the agenda, identify who will be responsible for reports, for recording, facilitating, or process observation. Contact them prior to the meeting to remind them to come prepared.
7. **Identify action needed.** For each item on the agenda, indicate what needs to be accomplished by the group. Discussion only? Decision needed?
8. **Set next agenda.** Ask members for items they think need to be addressed at the next meeting. This brings out ideas while they are still active and increases their interest in attending the next meeting.
9. **End on time.** Include the ending time on the agenda and stick to it. Without set time limits, discussion can drag on forever. If you need more time, negotiate with those attending. Respect for individual needs and recognition that meetings are only one part of our lives leads to increased member commitment.

D E S I G N I N G A N A G E N D A

ABC CORPORATION, INC

Board of Directors Meeting
Tuesday, July 29, 2014
Association Management Group – Meridian, Idaho

- 1) Call to order – _____, President
Absent and Excused: Sam Smith, Sylvia Rice
Joining by phone for report: Pat Knowl
- 2) Minutes of previous meetings
May 15, 2014 board meeting - Rick
- 3) Financial report
Current financial report for the period of Sept. 1, 2013 – July 25, 2014 – Rick
2014-2015 Budget proposal
- 4) ABC Issues
Purchase of a new company vehicle
Committee to plan the annual meeting
Potential speakers
Participation in the NW regional conference and who should attend
- 5) Other business
Appointment of a nominating committee for elections
- 6) Adjournment

Scheduled future meeting dates 2014-2015

Thursday, October 23	9:00 AM	AMG - Meridian
Tuesday, February 3	5:30 PM	Smokey Mountain Pizza

**Leadership Idaho Agriculture Foundation
Board of Trustees Meeting
Monday, May 14, 2012
Association Management Group – Meridian, Idaho**

CALL TO ORDER	Chairman Drew Eggers called the meeting of the Leadership Idaho Agriculture Foundation Board of Trustees to order at 10:05 AM on Monday, May 14, 2012 at the Association Management Group office in Meridian, Idaho. Chairman Eggers welcome new board members and informed the trustees that new board members had met earlier in the day with Executive Director Rick Waitley for orientation. Trustees present introduced themselves and who they represent which included: Drew Eggers, Russ De Kruyf, Matt Gellings, Garren Apple, Debra Ausman, Leah Clark, Matt Dorsey, Kasey Garrett, Steve Green, Mary Hasenoehrl, Travis Jones, Alan Landon, Jim Lowe, Doug McIntosh, Karleen Meyer, Julie Pipal, Pat Purdy, David Temple, Rob Troxel, Kendra Waitley and Rick Waitley. Joining the meeting by phone were Jim Miller and Patti Jo Courtney. Absent and excused was Kip Dennis and Jim McCall. Joining the meeting for reports were John Fahnestock, Darcy Helmick, and Benjamin Kelly.
INTRODUCTIONS	
PRESENT	
REVIEW OF MEETING AGENDA	Rick Waitley reviewed the meeting agenda and explained the timeline of working through a number of issues since some trustees had to depart the meeting by 12:30. Matt Gellings reported that Kip Dennis would not be present at the meeting having just had open heart surgery. A card was passed around for Kip Dennis to be sent on behalf of the trustees.
2/20/12, 2012 Annual Meeting, 4/6/12 MINUTES APPROVED	The minutes of the February 20, 2012 had been mailed and were distributed for review (see attached). <u>Karleen Meyer moved to approve the minutes from the meeting. Seconded. Passed.</u> The 2012 Annual Meeting minutes had been mailed and were distributed for review (see attached). <u>Debra Ausman moved to approve the minutes. Seconded. Passed.</u> The minutes of the LIA Advisory meeting held on April 6, 2012 were distributed for review (see attached). Rick Waitley explained that usually these minutes would be held for approval by the Advisory Committee but, due to the need to deal with some action items from the meeting, the trustees were being asked to review the minutes. <u>Kasey Garrett moved to approve the minutes of the advisory committee. Seconded. Passed.</u>
CORRESPONDENCE	Rick Waitley distributed correspondence received at the LIA office. The trustees reviewed the correspondence including thank you notes and an article written in the <i>Primeland Perspective</i> by Trustee Jim Miller.
FINANCIAL REPORT ACCEPTED	Rick Waitley distributed a financial report for the period of July 1, 2011–May 1, 2012 (see attached). Garren Apple joined the meeting at this time. <u>Rob Troxel moved to receive and file the financial report. Seconded. Passed.</u>
CHANGE OF COMMITTEE NAME	<u>Travis Jones moved that the name of the Fundraising Committee be changed to the Fund Development Committee. Seconded. Passed.</u> The Advisory Committee minutes of April 6, 2012 identified trustees to serve as chairmen and vice chairmen of the LIA standing committees. <u>Debra Ausman moved to appoint the designated committee chairmen and vice chairmen for 2012-2013 LIA standing committees. Seconded. Passed.</u>
COMMITTEE CHAIRMEN APPROVED	
AUCTION COMMITTEE TO BE SUBCOMMITTEE OF FUND DEVELOPMENT COMMITTEE	Chairman of the Fund Development Committee Pat Purdy reported on the action of the fund development committee, recommending that the auction committee become a subcommittee under the fund development committee. <u>Pat Purdy moved that the auction committee become a subcommittee of the fund development committee. Seconded.</u> David Temple gave his input on this

recommendation and reported that he and his wife Becky would not be serving in 2013 as chairmen of the auction committee. David Temple spoke to the transition and recommended the following:

RECOMMENDATIONS
FOR TRANSITION OF
AUCTION COMMITTEE
CO-CHAIRMEN

- Establish co-chairman for the auction committee leadership
- Four year term – year one not serving as co-chairman (observing) the next two years serving as co-chairman and advisor role in year four
- Co-chairman needs to come from the Treasure Valley for the purpose of coordination of auction details
- Recommendation that the person serving as chairman needs to be a trustee
- Chairman of board of trustees, along with Fund Development Committee, to make selection of co-chairman for auction committee

Rick Waitley presented clarification to the operations of the auction committee, how continuing membership on the committee is handled, and recruitment of new members from the current class to serve on the committee. The main motion passed. The LIA Committee Structure was distributed with an amendment moving the auction committee to a subcommittee of the Fund Development Committee (see attached). Matt Dorsey moved to approve changes. Seconded. Passed. Chairman Drew Eggers asked the trustees to express appreciation to the Temples for their work with the auction. The trustees joined in applause of appreciation. David Temple answered questions and further clarified some of his recommendations related to the auction committee.

FUND DEVELOPMENT
COMMITTEE
STRUCTURE

FAHNESTOCK
INVESTMENTS
PRESENTATION

Chairman Drew Eggers asked Garren Apple to introduce himself since he had joined the meeting following introductions. Rick Waitley introduced John Fahnestock from Fahnestock Investments. John Fahnestock reviewed the invested funds for LIA and the different type of investment instruments that are in place at this time. Fahnestock answered questions from Trustees related to the investment of funds. John made some recommendations to the trustees related to how future funds of LIA might be handled and invested. John Fahnestock departed the meeting.

INVESTMENT OF
FUNDS

PADDLE UP FUNDS
TRANSFERRED TO
ENDOWMENT FUND

Rick Waitley explained his position as executive director related to the investment of funds on behalf of clients and encouraged the trustees to consider assigning the oversight of investments to a committee of trustees or alumni members with expertise in this area. Mary Hasenoehrl moved that the \$17,831.00 from the Paddle Up Auction be moved to the LIA Endowment Fund if funds are available at the end of the fiscal year of operation. Seconded. Passed.

MINIMUM AGE FOR LIA
PARTICIPATION
CHANGED TO 25

Rick Waitley asked the trustees for consideration of increasing the current age of applicants for participation in LIA. Currently the age on the selection criteria is listed as 21 years. Mary Hasenoehrl moved that the age for application for LIA participation on the Selection Criteria be increased to a minimum of 25 years of age. Seconded. Passed.

PARTICIPANT TRAVEL
EXPENSES CLARIFIED

Rick Waitley asked for clarification related to expenditure for lodging on Thursday night in McCall for a member of LIA Class 32 returning from the Moscow session. Debra Ausman moved that we cover the expense for the individual for Thursday night's lodging. Seconded. Passed. Matt Dorsey moved that the expenses related to travel to and from an LIA session will be the responsibility of the participant and that this be explained to future class participants. Seconded. Passed.

Drew Eggers provided instructions about lunch. Mary Hasenoehrl, Travis Jones, Allan Landon departed the meeting at this time.

REVIEW OF WASH. DC
EXPERIENCE

Rick Waitley reviewed the financials for the Washington DC Trip and distributed a schedule for the DC Experience 2012 (see attached). Kendra Waitley, Darcy

Helmick, Pat Purdy, and Benjamin Kelly, participants in the 2012 program, presented a PowerPoint presentation about their week's experience. A letter was read from Michael Stowell, a participant who was unable to be present for the presentation (see attached).

WASHINGTON DC
EXPERIENCE TO
CONTINUE

Rick Waitley asked about whether or not the DC trip should be planned for 2013. Trustees gave input regarding the value of the trip. The board was given a list of the past participants (see attached). Pat Purdy moved that LIA continue to provide the Washington, DC Experience. Seconded. Passed.

CHANGES APPROVED
TO TRUSTEES
RESPONSIBILITIES

The board was provided a copy of the Board of Trustees Position Responsibilities with some recommended changes (see attached). Matt Dorsey moved to approve the recommended changes. Seconded. Passed. Patti Jo Courtney joined the meeting by phone. Rick Waitley inquired about the format for LIA alumni nametags for those who have participated in the Washington, DC Experience. Currently, DC participants have two LIA name tags. The one from their original class and one from the DC Experience. By consensus, the board agreed to change the format of LIA name tags and provide only one nametag indicating the year of graduation and the year of the DC Experience

DC NAMETAGS

FUND DEVELOPMENT
OVERVIEW

Chairman of the Fund Development Committee Pat Purdy explained the level of reporting that Kendra would be providing to the trustees in the future related to confidentiality of potential investors that are being contacted on behalf of LIA. Kendra Waitley gave a Fund Development Report (see attached). Matt Gellings spoke to the value of having an LIA Trustee accompany Kendra on an appointment. Kendra outlined travel plans for the next few months and asked for assistance from trustees in scheduling appointments with potential donors.

BUDGET COMMITTEE
NAME CHANGE TO
FINANCE COMMITTEE

Rick Waitley asked about the value of establishing an investment committee to review investments for LIA. Pat Purdy recommended that the name of the budget committee be changed to the finance committee. Matt Dorsey recommended that the chairman and vice chairmen of the budget and the fund development committees could serve as a team to review LIA investments. Jim Lowe mentioned the importance of the budget committee working on both budgets and investments. Debra Ausman moved that the name of the budget committee be changed to the finance committee and that wherever the name budget committee appears in LIA documents, that the name be changed to finance committee and that the handling of investments be assigned to the committee with any recommendations related to investments being referred to the board for review and action. Seconded. Passed.

INVESTMENTS TO BE
HANDLED BY FINANCE
COMMITTEE

2012-2013 STANDING
COMMITTEE LIST
APPROVED

The 2012-2013 LIA Committee List was distributed (see attached). Pat Purdy moved to approve the standing committees for the coming year. Seconded. Passed.

LIABILITY INSURANCE
TO BE PURSUED

Rick Waitley explained about liability insurance for the organization/board. Matt Dorsey moved that Waitley pursue and research liability for the organization and the board members and that a ballot be mailed to the board for their review and input from the information Waitley secures. Seconded. Passed.

ONE AUCTION CO-
CHAIR TO BE A
TRUSTEE

Rick Waitley asked if the co-chairman of the auction needed to be a trustee. Board members gave input on the issue and decided that, since the co-chairman of the auction committee will be reporting to the members of the Fund Development Committee (who are trustees), this gives coverage to any decisions made by the auction committee. Karleen Meyer moved that at least one of the co-chairmen of the auction committee be a trustee on the LIA board. Seconded. Passed. Note: The board clarified that the person named as a co-chairman

FUND DEV.
COMMITTEE TO
SELECT 2013 AUCTION
CO-CHAIRS

might not be on the board currently which would result in an appointment being made of the individual to the board of trustees. Kasey Garrett moved that the Fund Development Committee move forward in selecting co-chairmen for the 2013 Auction Committee. Seconded. Passed.

REPORT ON LIA
CLASS 33

Rick Waitley discussed LIA Class 33 and reported that three inquiries and one application (farmer) have been received for the class. Waitley reported that there will be a change in venue for the Twin Falls session from the Hilton Garden Inn to the Red Lion due to meeting space and meals being available on site. Waitley also reported the conflicts in the last few classes with the association of LIA with the Ag Summit program and participants feeling cheated on their Boise session experience. Board members affirmed Waitley's evaluation of the Ag Summit situation.

BOARD ENCOURAGED
TO ESTABLISH
POSITION ON CREDIT
CARD INFO
GATHERING

Matt Gellings brought to the attention of the board a concern expressed at the 2012 auction related to how securing credit card information was handled. David Temple encouraged the board of trustees to take a formal position on this procedure and not leave it to the decision of the auction committee co-chairmen.

WAITLEY CONTRACT
RENEWED

Rick Waitley distributed a summary report of achievements and contracts between LIA and Association Management Group (see attached). Waitley answered questions related to his contract and then was dismissed from the meeting. Matt Gellings assumed the role of secretary. Garren Apple moved that the contract for Waitley Associates be increased to \$54,000 for the year and that the contract be extended for the period of April 1, 2012–March 31, 2013. Seconded. Passed. Rick Waitley rejoined the meeting and assumed the role of secretary.

ESTABLISHING
2012-2013 BUDGET

Rick Waitley reviewed the procedure and timeline for establishing the 2012-2013 budget.

ADJOURNMENT

Kasey Garrett moved to adjourn the meeting. Seconded. Passed. The meeting was adjourned at 2:50 PM.

Respectfully submitted

Rick Waitley, Executive Director

OPENING STATEMENT

Chairman Jack Smith called the meeting of the Leadership Idaho Agriculture (LIA) Board of Trustees to order at 9:05 AM on Wednesday, August 6, 2014 at The Grove Hotel in Boise, Idaho.

ATTENDING

List board of trustees or committee members

Indicate any proxies or substitutes

List those joining by some other means of communication

ATTENDING

Absent and excused (advance notification – verbal or written)

Others attending meeting (some conditions)

ATTENDING

Example

Those attending the meeting included Jack Smith, Tim Brown, Nancy Brock (for Al Free), Chris Mende and Dennis Mack. Joining the meeting by phone were Lynn Nance and Darwin Garmon. Absent and excused were Denise Aubrey and Rodney Cooper. Also attending the meeting was Josh Alexander (accountant).

APPROVAL OF PRIOR MINUTES

- May be read
- May not need to be read if distributed in advance
- May not need to be read if distributed at current meeting
- Combination
- Motion to approve
Must be made by someone who attended stated meeting



FINANCIAL REPORTS

▪State dates for reports – “for the period July 1, 2013 – January 11, 2014”

Handed out (see attached), (see enclosures) at the end of a sentence followed by a period

FINANCIAL REPORTS

▪Motion to receive and file: restate the period of time for the financial.

Q and A – not usually included unless relevant

EXPENDITURE OF FUNDS

▪Always included in the minutes

▪Person making motion, item, amount to be spent, any specific conditions

Voting Types



- 1) Acclamation (voice vote)
 - a) usually a simple “aye” or “nay”
 - b) simple measures
ex: approval of minutes
 - c) decision of chairman
 - d) record in the minutes – Passed or Failed
can be recorded as abstaining OR
as a person votes, i.e., “please record me as voting no”
- 2) Visual vote
 - a) usually a raised arm or standing vote
 - b) determination of the chairman or assembly
 - c) indicates someone should count the number for and against
 - d) record in the minutes how the vote went, i.e., 12 in favor, 3 against
 - e) record in minutes the result of the vote – motion passed or motion failed
- 3) Secret ballot
 - a) decision of the chairman or assembly
 - b) always be prepared to present an unbiased ballot for voting
 - c) be sure only those eligible vote – “stand to receive ballot”
 - d) at least three people should count votes
 - e) votes should be returned as:
 - 1) total number of votes cast
 - 2) number in favor – number against
 - 3) destroyed or invalid ballots
ex: instructed to vote for two and they vote for three
 - f) ballots are returned to secretary and held for a period of one year
 - g) enter in minutes as in (e) and indicate whether motion passed or failed
- 4) Prepared ballots
 - a) collect ballots
 - b) appoint a board of tellers
 - c) count the number of ballots
 - d) plurality required for election (one more than half)
 - e) tally the number of votes for each candidate
 - f) announce winner

March 26, 2015

The Board met at 3:35 p.m. at the Meridian Cemetery office with the following in attendance:

Bob Hays – Chairman
Laura Wilder – Commissioner
Mark Magdeleno – Sexton/Manager
[REDACTED]
Rick Waitley – Commissioner
Mat Parks – Elam & Burke _____
Bailey Magdaleno – Gravesite Picture Project
Kris Heindel – Family Table

Bob welcomed Kris Heindel and Matt Parks to the meeting. He asked Matt to present our offer to Kris for the Family Table land for sale. Matt reviewed the terms of land purchase agreement. Kris asked about the purpose the cemetery has in mind for the property. He had concerns about easement and the traffic on the property.

The Board would like a response from Kris to the offer by April 10, 2015. Chris left the meeting at 3:50 p.m. *NOT RELEVANT*

The board discussed concerns over boundary line and easement.

Rick moved to add Executive Session to the agenda; Laura seconded; motion passed. The Board entered into Executive Session at 3:53 p.m. The Board and Matt Parks were in attendance. Executive session adjourned at 4:05 p.m.

3a. Bailey Magdaleno Report of Grave Picture Project

Bailey discussed with the board the progress she has made and that she is on track to finish by August. The Board asked about future pictures. A procedure will need to be in place for future headstones. The Board asked Bailey to work with Dee to enter in the Oddfellows section she has finished as a test to make sure it will work. Bailey left the meeting at 4:30 p.m.

3b. Ballot language & Resolution

Bob handed out the language for the Board to review. Press release, contact civic organizations, churches, etc. Valley Times notice- make larger.

Rick moved to accept the resolution to place the ballot question on May 19th election as presented. Laura seconded; motion passed.

1a. Approval of Minutes and Expenses as Emailed to the Board (February 24, 2015)
Rick moved to approve with corrections; Laura seconded; motion passed.

2a. Sexton's report

- Southside Entrance: ACHD requested a concept proposal of the entrance off Stafford. Joe Canning will be providing this.
- Request from Elva deBoer: she has moved to Florida and would like to sell her lots back. \$450.00 for both. Rick moved to return the funds to Mrs. deBoer; Laura seconded; motion passed.
- Cinder Block Wall: Mark got bids to acid wash and seal the wall. \$1,100 to wash, \$1,984 to seal each side of the wall for a total of \$5,068. Laura motioned to accept bid to wash and seal the wall; Rick seconded; motion passed.
- Office Roof Construction: Mark presented several bids- RC Hayes (\$20,020), Ogata (\$28,117), and Ewing Company (\$47,950). The board discussed the bids and building renderings. Mark has reduced the size of the new shop, which will cost less, and therefore feels the larger amount can be spent on the office. The total amount in the 2015 budget for the entire project is \$150,000. Bob asked if they want to have Ewing attend the next meeting and the board agreed. Mark will email out copies of all the bids.
- Other projects:
 - Baby land valves replaced and relocated
 - Sewer line repairs
 - New fuel tanks with pads

3c. Saturday/Overtime Policy

Mark stated he has been having issues with funeral directors abusing the Saturday/Overtime Policy. Bob and Mark recounted a situation in which a funeral director made mistakes with setting up funerals and was uncooperative and caused hardship with other funerals that had already been scheduled. Mark had another situation where the family ran late and the funeral director left and didn't collect the overtime fee.

Rick suggested putting up a sandwich sign letting the people at the service know of cemetery closure. He also suggested sending a letter to the funeral directors with details of the cemetery policy regarding Saturdays and overtime and a few other items of operations to include a cover letter from the Board.

Mark's suggestion was to increase the \$100 per half hour fee.

Meeting adjourned at 5:50 p.m.



Minutes of
EXECUTIVE COMMITTEE PLANNING MEETING
August 12, 2013
10:00 to 11:00

BAD
MINUTES

Conference Call Attendees

David Hruza, Anne Lorenz, Trent Yost, Hyatt Erstad and Mary Pasker

ALC Agenda

1. David - Success of NAIFA 2013-2014: The goal of the state board is for all local chapters to be successful
 2. Bob Buxman
 3. Greg Bitter will give a PIC report. 15 mins.
 4. Debbie Dale will present the Membership Platform 30 mins.
 5. Time for local representatives to ask questions, bring up any problems they have and find out how we can help.
 6. Add a 5 minute snippet for Anne to talk about the State Convention.
 7. Steve Moore and Guy Stubbs – How to set up calendar 15 mins.
to align with the NAIFA National Calendar
 8. Laura Drake – Presentation on Bobo Award 15 mins.
 9. Rod Carr (?) – Sales Ideas (need and MDRT person)
- David asked Hyatt to get some talking points to Greg Bitter. Hyatt said that Greg already has information that can be discussed at the ALC.
 - Hyatt mentioned that some of the best meetings he attended were the ones with MDRT agents talking about how they became successful in their business. It was nice to hear from someone who has done it.
 - Anne suggested building in some time midway at the ALC with time for a question & answer segment. Time for the local representatives to talk about problems they are having – how can we reach out to help them. Mary will reach out to the board members and ask them to forward some of the difficulties they are having – give them a deadline so we have time to review and be prepared. Must hear back from them.

BUDGET

- Hyatt will review last year's budget and prepare a budget for this NAIFA year, and forward to David before the ALC.
- Mary will forward the prior year budget to Hyatt
- Dues projection is difficult as the income fluctuates with the membership numbers. Anne suggested being very conservative in this regard – whatever increase we strive for, plan for half that number. Hyatt feels we need to draw Debbie Dale into this discussion as she is the state Membership Chair.
- The budget will be presented to the board at the meeting before the ALC

GENERAL INFORMATION

Trent Yost has agreed to work with Mary on the financial reports – to be a “second eye” to review and report to the board at the board meetings.

David wants every member of NAIFA Idaho to tell a NAIFA story.

- Raise excitement for participation - get people hyped.
- Engagement – linking arms with each other, encourage members to “yoke” together, to pull together for the common purpose.
- Increase thought process – connect, communicate, make it a point to ask agents to be members.

We as leaders need to set the example, talk about NAIFA, and make it a priority.

Debbie Dale is working on a full fledge membership program, one that will help to “evangelize” membership.

Hyatt: We need to reach out to each local president and local membership chair person. These people MUST be in attendance at the ALC.

Hyatt: Excited at the job Anne is doing with regard to organizing the 2014 convention.

David: Would like to see better attendance at the monthly membership meetings. The Southeastern Chapter came up with a program to pay members to attend. Need to encourage all chapters to think outside the box about ways to encourage attendance.

Hyatt mentioned that years ago the State Achievement Award was developed, modeled after the Bobo Award. The whole point was to show the locals that if they follow the outline, they will have a successful year. The local chapters really competed. Mary needs to pull that form and forward to David. David can piggyback on this and talk to the attendees about taking responsibility for the role they have accepted at the local board – this is what I expect from you.

2013-2014 Calendar:

Day on the Hill	February 18, 2014	(Hyatt is unable to attend.)
State Convention	May 14 – 15 – 16	

- David would like to see an interactive calendar, one calendar that would have all chapter events listed.
- We need to schedule the monthly conference calls and the quarterly face-to-face Executive Committee meeting/Board meeting
- Increasing Membership – we get so much benefit from being members of NAIFA and the rest of the agents benefit from those who do participate.

**Idaho Weed Control Association
Board of Directors Meeting
Thursday, July 10, 2014
Association Management Group - Meridian, Idaho**

CALL TO ORDER

President Kali Sherrill called the meeting of the Idaho Weed Control Board of Directors to order at 9:15 AM on Thursday, July 10, 2014, at Association Management Group in Meridian, Idaho. Those present included Kali Sherrill, Diane French, Ron Shurtleff, Alan Martinson, Matt Voile and Rick Waitley. Absent and excused were Paul Brusven, Shawn Webb, Mike Bisciegia, Warren Ririe, Bryce Fowler, Tim Prather and Roger Batt. Roger Batt joined the meeting by phone to give a report on the Healthy Habitat Coalition. Cindy Pusey (AMG) staff joined the meeting for a report.

PRESENT

President Kali Sherrill announced that since there was not a quorum, the board would be conducting business with motions that would need to be ratified by the board members after reviewing the minutes from this meeting.

 QUORUM NOT PRESENT

The minutes of the May 15, 2014, had been emailed to the members for review and were distributed at the meeting (see attached). Diane French moved to approve the minutes. Seconded. Passed.

5/15/14 MINUTES APPROVED

Rick Waitley distributed and reviewed the current financial report for the period of September 1, 2013 - July 10, 2014 (see attached). Matt Voile moved to approve the report. Seconded. Passed.

9/1/13 – 7/10/14 FINANCIAL REPORT APPROVED

Rick Waitley presented and reviewed the proposed 2014-2015 budget (see attached).

2014-2015 BUDGET PRESENTED

Kali Sherrill provided background information related to the process of how IWCA should select candidates for LIA. Chairman of the committee, Alan Martinson presented a draft of the proposed policy with some slight changes (see attached). Diane French moved to accept the recommendation with the changes that had been reviewed by Alan. Seconded. Passed. Alan Martinson reported on a request from Jeremy Varley, who has made application for LIA and would like financial assistance. Alan Martinson moved that if Jeremy is selected for Class 35 that IWCA support his tuition up to one-half the cost (\$1200). Seconded. Passed.

CANDIDATES FOR LIA CLASS 35

NAME CHANGE

Rick Waitley and Kali Sherrill reported on the history of the discussed name change from Idaho Weed Control Association to Idaho Noxious Weed Control Association. Rick Waitley distributed a visual handout related to the name change (see attached). Matt Voile provided his background related to weed control and invasive species control.

UPDATE – HEALTHY HABITAT COALITION

Roger Batt joined the meeting by phone from Washington, D.C., to give an update on the Healthy Habitat Coalition. A hearing had been held the day before related to the proposed legislation and it appears that the legislation will be going forward to markup later this month. Roger will be in D.C. the remainder of the week with a number of individual meetings with members of the U.S. Senate and House. The U.S. Forest Service has stepped forward and shown support for the legislation in concept. The committee plans to have the House pass the legislation quickly. Roger departed the call.

NAME CHANGE, cont. The board returned to the discussion related to a possible name change for the organization. The board decided to hold off on a name change for the organization, address the website for clarity, and consider changing the name for the weed conference. Matt Voile moved that the name of the organization remain the same at this time but the name of the 2015 conference going forward be called the Idaho Noxious Weed Conference. Seconded. Passed.

WAITLEY ASSOCIATES CONTRACT RENEWAL The board took under consideration the contract with Waitley Associates. Ron Shurtleff moved that IWCA continue with the contract for the period of September 1, 2014 - August 31, 2015. Rick Waitley departed the meeting at this time. The board took under consideration the financial terms of the contract. Rick Waitley returned to the meeting and Kali informed Rick that the board had voted a 3% increase in the contract for a total amount of \$20,600.00.

IWCA CONF. UPDATE Cindy Pusey joined the meeting at this time and distributed a current draft of the IWCA program (see attached). Members gave input related to presenters. Cindy offered to send the draft schedule to the board and encouraged more input. The board agreed upon a date of Monday, August 18, as a new deadline for contacting speakers and securing topics. The board reviewed potential CWMA's to report at the conference, and Matt Voile provided some recommendations. The board was provided a copy of 2014 IWC fees (see attached).

SCHOLARSHIP FUND Cindy Pusey asked about the scholarship fund. Matt Voile inquired about adding Environmental Science as a potential major related to qualification for the scholarship. Rick Waitley agreed to do some additional checking on the status of this degree to the scholarship.

CONFERENCE FEES The board took under consideration the conference fees. The board discussed the timing on the credits as being important to those who are deciding whether or not to register. Alan Martinson moved to keep the fees for 2015 the same as 2014. Seconded. Passed.

HALL OF FAME UPDATE Rick Waitley distributed the current list of candidates for the IWCA Hall of Fame (see attached). Kali appointed herself and Roger Batt to serve as a nominating committee for board and officer elections.

ADJUSTED BUDGET 2014-2015 APPROVED Rick Waitley distributed the adjusted budget for 2014-2015 (see attached). Ron Shurtleff moved to accept the proposed budget. Seconded. Passed.

WEED LISTING UPDATE Matt Voile announced an emergency listing of Purple Star Thistle and Liberian Star Thistle by the Director of the Department of Agriculture. The weeds will be added to the EDRR list for a period of 15 months.

RATIFICATION REQUIREMENT FOR MINUTES Alan Martinson moved that the minutes of this meeting be sent to the entire board for their consideration and when there is a 51% support that the action of this meeting be ratified. Seconded. Passed.

ADJOURNMENT The meeting was adjourned at 11:50 AM.

Respectfully submitted

Rick Waitley, Executive Director

IWCA\Minutes\14-07-10

DISCUSSION WITH MANY PARTS

The trustees discussed ideas for the annual meeting

- to be held in mid-February
- to be held at the Boise Centre on the Grove
- to include a trade show
- ask the Mayor of Boise to serve as MC

DISCUSSION WITH MANY PARTS

- present no more than 3 Hall of Fame Awards at Banquet
- no host bar during reception
- workshop on "Value of Your Investment" (Chris Thompson, presenter)
- provide parking passes for those who register in advance

RECORDING A MOTION

Tom Smith moved to purchase a new lawnmower. Seconded. Passed.

- Maker of motion
- Use the word "moved"
- Summarized statement
- No need to record who made the second
- Discussion (lengthy, controversial, limited)
- Record the result of the vote

RECORDING A NOMINATION

Jack Smith opened the floor for nominations for the office of Secretary. Tim Brown nominated Nancy Brock. Rodney Cooper nominated Dennis Mack. The nominations were closed and a ballot presented.

RECORDING A NOMINATION

Jack Smith appointed a Nominating committee to record the vote. The nominating committee reported that Rodney Cooper had been elected Secretary.

(recording vote) Nancy Brock (3) and Rodney Cooper (5)

VARIATIONS TO RECORDING THE VOTE

- Dennis Mack requested to be recorded as voting "no"
 - Dennis Mack voted against the motion
- Dennis Mack requested to be recorded as "abstaining from the vote"
 - Dennis Mack abstained from the vote.

MINUTES

- A storybook or diary of what happened at the meeting
- Should be as clear to those absent as those present minus the discussion/dialogue
- History of the organization

MINUTES

- Accurate and complete, good grammar, clear and concise
- Fiduciary responsibility
- All action related to money
- Who were the players at the game

GOOD MEETINGS DON'T JUST HAPPEN.

BEFORE THE MEETING

1. Plan the meeting carefully; who, what, when, why, and how many
2. Prepare and send out an agenda in advance
3. Come early and supervise the set-up of the room



PARLIAMENTARY PROCEDURE

<u>TYPE</u>	<u>SECOND</u>	<u>DEBATE</u>	<u>AMEND</u>	<u>VOTE</u>	<u>INTERRUPTS</u>
<u>Main Motion</u>	yes	yes	yes	maj.	no
<u>Subsidiary Motions</u>					
① Lay on the table	yes	no	no	maj.	no
② Call for the previous question	yes	no	no	2/3	no
3. Limit or extend time of debate	yes	no	yes	2/3	no
④ Postpone definitely or to a certain time	yes	yes	yes	maj.	no
⑤ Commit or refer	yes	yes	yes	maj.	no
⑥ Amend, amendment to amendment	yes	yes	yes	maj.	no
⑦ Postpone indefinitely	yes	yes	no	maj.	no
<u>Incidental Motions</u>					
① Rise to a point of order	no	no	no	maj.	yes
② Appeal the decision of chair	yes	no	no	maj.	yes
3. Object to consideration of the question	no	no	no	2/3	no
4. Call for division of house	no	no	no	--	yes
⑤ Nominations	no	no	no	maj.	no
6. Make a request growing out of pending business	no	no	no	maj.	yes
<u>Privileged Motions</u>					
1. Fix time to adjourn	yes	no	yes	maj.	no
2. To adjourn	yes	no	no	maj.	no
3. To take a recess	yes	no	yes	maj.	no
4. Rise to a question of privilege	no	no	no	--	yes
5. Call for the orders of the day	no	no	no	maj.	yes

The proper method to secure the floor is to stand and address the chair: "Mr. Chairman" or "Madame Chairman." Wait to be recognized by the chairman, proceed with the motion by saying, "I move _____."

When stating an amendment, "I move to amend the motion by _____."

When amending the amendment say, "I move to amend the amendment by _____."

A motion can have only two amendments applied to it. The maker of the motion has first chance at the floor when it is opened for discussion. Do not discuss the motion while you are making the motion. Discussion should include how, what, when, where, and why.