

We Care For The Country



MONTANA FARM BUREAU FEDERATION

2025 County Annual Meeting Planner

Montana Farm Bureau Federation

100 Red Mountain Drive, Suite 101

Bozeman, MT 59718

(406) 587-3153

mfbf.org

County Annual Meeting Planner and Documents

Electronic Version

This electronic document has been sent, by email, to all county secretaries. Please use this document to fill out information for policy development, county voting delegates and officers & directors. It is important to save this document before sending it back to the state office.

Items to be filled out and returned to the state office include:

- MFBF BYLAWS CHANGE FORM
- STATE (MFBF) RESOLUTION FORM
- NATIONAL (AFBF) RESOLUTION FORM
- CREDENTIALS FOR OFFICIAL VOTING DELEGATES, NOV 2025
- OFFICERS AND DIRECTORS FORM

Please make sure once the document is properly filled out – you click the “Save As”  button on the top left side of the screen.

To find “Save As”:

Go to “File” on the top left > click “File” > when the drop down menu appears, hit “Save As” > a pop up screen will appear. You have the option to rename the file, please name it as “**CountyName**_2025CountyAnnualMeetingDocuments”

When you are ready to save the document from your county annual meeting and send it back, please save the document name as “**CountyName**_2025CountyAnnualMeetingDocuments”

Once the document is properly filled out and saved, please email it back to sagez@mfbf.org.

If you have any questions at all about using this document electronically, please feel free to email sagez@mfbf.org or call (406) 587-3153

Please note, using the electronic form is optional, you may also print the form and mail the the completed documents back to the Montana Farm Bureau office at:

100 Red Mountain Drive, Suite 101
Bozeman, MT 59718

Please feel free to email a copy of this document to other county board members, committee members or any voting member that may need it.

Table of Contents

Planning Your County Annual Meeting

Planning Objectives for your Annual Meeting

Sample Meeting Agenda

County President Checklist

Speakers List

Policy Development Materials

Policy Development Calendar

Resolutions Guidelines

How to Write Resolutions

Bylaws Change Form

State Resolution Form

National Resolution Form

MFBF Annual Meeting Materials

Preliminary Voting Delegate Numbers

Credentials Form

District Map for 2025 Elections

County Officer and Director Form

Board of Director Contact Information

MFBF State Staff Contact Information

Planning Your County Annual Meeting



PLANNING FOR YOUR COUNTY ANNUAL MEETING

The objective of your county annual meeting is to inform members what Farm Bureau is doing and give members an opportunity to express their views on newly formed resolutions.

The purpose of county Farm Bureau annual meetings is:

- ✓ To hear a report by the county president on accomplishments and activities of the County Farm Bureau for the preceding year
- ✓ For county leaders to provide financial report to members
- ✓ To elect officers
- ✓ To elect members of the county Farm Bureau Board
- ✓ To hear reports of committees
- ✓ To approve policies applying to county matters only
- ✓ To make recommendations to the state voting delegates on matters pertaining to state, national and international issues
- ✓ To select voting delegates to the state annual meeting
- ✓ To surface nominees for state advisory committees to forward to district caucuses at Annual Meeting

The County President should:

- ✓ Be in charge of the annual meeting
- ✓ Make a report to the membership
- ✓ Recognize those who have worked hard on committees
- ✓ **BE SURE NOMINATING COMMITTEE HAS MET AND HAS THEIR REPORT PREPARED**
- ✓ **BE SURE POLICY DEVELOPMENT COMMITTEE HAS MET AND HAS THEIR REPORT PREPARED**

Suggested ideas for meeting:

- ✓ Keep the program under two hours
- ✓ Invite state representatives and senators representing your county as guests
- ✓ Notify committee chairmen in advance to make a report
- ✓ Provide a microphone so everyone can hear
- ✓ Appoint four members as hosts to welcome members upon arrival
- ✓ Appoint a committee to plan the meal
- ✓ Try some entertainment, talent may exist in your membership
- ✓ Give out door prizes
- ✓ If you have a speaker keep it short
- ✓ Invite the local press, both news reporters and radio
- ✓ Make sure nominating committee has done their work and has their report ready
- ✓ Make sure policy development committee has done their work and has their report ready
- ✓ Have the policy development committee report printed to be distributed to members



County Annual Meeting Agenda

Welcome

- President Calls Meeting to Order
- Minutes from the Previous Meeting- Secretary
- Financial Report -Treasurer
- Approval of the minutes and financial report
- Reports- President, District Board Director, State Staff, Membership, Insurance
 - *To move through your meeting efficiently, have reports prewritten and distributed to members before the meeting is called to order!*
- New Business
 - Nominating Committee Report (*Paper Copies!*)
 - Policy Development Committee Report (*Paper Copies!*)
 - Selection of Delegates for Annual Convention
- Adjourn Meeting

Invocation

Dinner/Entertainment/Speaker

COUNTY PRESIDENT ANNUAL MEETING CHECKLIST

Discuss the following with your Board of Directors:

- _____ Set your county annual meeting date, time and place. Notify your Regional Manager.
- _____ Discuss County Annual Meeting: Will you have silent auction? Will there be food? Will you have entertainment? What is the cost? Will you solicit for sponsors or door prizes?
- _____ Appoint a nominating committee (3-5 people) **two months** before the meeting
- _____ Contact possible speakers for the meeting
- _____ Secure a meeting facility
- _____ Follow-up to make sure the nominating committee is talking with leaders to serve for specific terms
- _____ Develop an agenda
- _____ Order member mailing labels from the Montana Farm Bureau for invitation mailing

One Month Prior to County Meeting:

- _____ Confirm board member duties
- _____ Confirm state Farm Bureau staff invitees
- _____ Confirm meeting facility
- _____ Send out annual meeting invitations to members and others included on enclosed invitation list
- _____ Create an event on Facebook and invite members
- _____ Send news release about annual meeting to local newspapers
- _____ Follow-up with members to confirm attendance
- _____ Buy/Make nametags
- _____ Order Farm Bureau materials/handouts from Montana Farm Bureau state office
- _____ Print Programs - including agenda, board and committee member names, financial statements, minutes from last annual meeting and director/policy ballots

One Week Prior to County Meeting

- _____ Confirm speakers
- _____ Confirm food
- _____ Confirm nominating committee results

One Day Before County Meeting

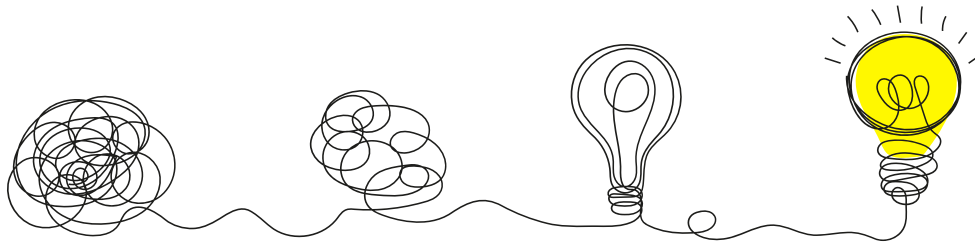
- _____ Confirm handouts and ballots
- _____ Pack box with miscellaneous needed items such as cash box, pens, paper, etc...
- _____ Pack your County Annual Meeting Planner Handbook, a copy of the bylaws, MFBB and AFBF policy books and minutes from previous annual meeting

Day of County Meeting

- _____ Arrive early to set up tables, chairs, podium and other registration or AV needs
- _____ Share a picture/post on social media; encourage members to do so as well

After County Meeting

- _____ Send a press release to your county newspaper
- _____ Send a signed copy of:
 - minutes
 - county officer election results
 - nominations for state voting delegates and alternates
 - County Gold & Silver Windmill Awards applications.
- _____ Submit all county resolutions to MFBB by **October 1, 2025**
- _____ Send appropriate thank you notes



Ideas for Speakers, Entertainment and More!

Speakers-

- **Elected Officials**
 - **State Senators, State Representatives, Governor, or County Commissioners**
 - **Congressmen or their Liaisons/State Directors**
- **Federal and State Agencies**
 - **Montana Department of Ag, Montana Department of Livestock, Montana Department of Natural Resources and Conservation, State Veterinarian, Montana DEQ, Montana FWP, Farm Service Agency, Natural Resource Conservancy**
- **Montana State University**
 - **Dean & Director of the College of Agriculture, MSU Director of Extension, MSU Animal & Range Dept. Head, MSU Beef Cattle Specialist, MSU Dan Scott Ranch Management Program, MSU Professor Emeritus, County Extension Agent**
- **4-H Foundation Coordinator**
- **Media**
 - **Northern Ag Network, Western Ag Network**
- **Industry Speakers**
 - **Montana Tax Payers Association, MT Wheat & Barley Committee, MT Beef Council**
- **Farm Bureau Insurance Agent or Farm Bureau Financial**

Entertainment-

- **Band and a Dance**
- **Comedian**
- **Cowboy Poet**
- **AFBF Membership Video “Farm Bureau Family: Stronger Together”**
- **MFBF Legacies Series Episodes: <https://mfbf.org/Media/Videos>**

Make sure to send invites well in advance!!

Policy Development Materials





2025 County Farm Bureau Resolution Process

POLICY DEVELOPMENT CALENDAR

- November** During the MFBF Annual Convention, District Caucuses nominate State Policy Development Committee.
- January** MFBF President appoints State Policy Development Committee.
- June** Summer Conference, state advisory committees review policy. MFBF sends committee minutes to counties for review and possible policy resolution development.
- September** County Annual Meetings
- Counties appoint County Policy Development Committee for the next year.
- Oct. 1** RESOLUTIONS MUST BE POSTMARKED OR EMAILED TO THE STATE OFFICE.
- Oct. 1** BYLAWS CHANGES MUST BE POSTMARKED OR EMAILED TO THE STATE OFFICE.
- Oct. 6** (*tent.*) State Policy Development Committee meets to review resolutions.
- Oct. 13** (*tent.*) Resolutions and bylaws changes mailed to counties.
- Nov. 17-20** State Annual Convention – Missoula, Montana

GUIDELINES FOR THE COUNTY RESOLUTIONS COMMITTEE

HOW APPOINTED

- Appointed by county President and Board of Directors
- Responsible to Board of Directors

STRUCTURE OF COMMITTEE

- Composed of persons representing the major interests in the county, which may include some or all of the following:
 - One person representing each major commodity
 - One person with an interest in local governmental affairs
 - One person with an interest in state governmental affairs
 - One person with an interest in national governmental affairs
 - One person with an interest in Farm Bureau service matters
 - One person representing each major geographical area of the county, such as legislative districts
 - One person representing women's interest
 - One person representing young farmer interests

RESPONSIBILITY

- To draft annually, policy recommendations on local, state and national matters of importance to the county membership, to be presented to Board of Directors and membership for their consideration. These recommendations may be received from any voting member of Farm Bureau or any Farm Bureau committee. The Resolutions Committee should meet as often as necessary to adequately make decisions concerning policy recommendations. Area or "kitchen" meetings are a good way to encourage producer participation.
 - Following their meetings, the committee should present recommendations in proper form to the members.
 - Mailing recommendations to all county members prior to the annual meeting is a great way to let members know what will be discussed.
 - Be sure enough copies of all recommendations are ready for each participant at the annual meeting. Members need to be informed.
 - Assign a member of the committee to discuss each specific recommendation at the annual meeting, explaining why the recommendation is being made.

- Provide an opportunity for members to discuss and act on each recommendation after it is presented. **DO NOT ACT ON RECOMMENDATIONS EN BLOC**.
- At the annual meeting, provide an opportunity for members to present recommendations from the floor that might not have been acted upon by the committee.
- Committee chairman should keep the Board of Directors and the President up-to-date on their progress.
- Have the county secretary report county resolution recommendations to the MFBF Policy Development Committee **ON TIME – BY OCTOBER 1**, if you want them considered for state policy. If the deadline is not met, it takes the voting delegates' time to decide whether to consider the resolutions on the floor. They have the ability to accept or reject those resolutions.
- Do not be afraid to tackle controversial issues. Follow through to see that your recommendations are supported at the Policy Development Committee meetings and the convention by making sure your county is properly represented at both. You are encouraged to ask for support for your recommendations from other counties.
- Be sure the proper number of voting delegates from your county attend the state convention to fully represent your membership.

GUIDELINES FOR POLICY RECOMMENDATIONS

Farm Bureau Policy begins with recommendations from Farm Bureau members at the county level. When you draft a policy recommendation, remember what will happen to it; it will be reviewed and adopted by the county membership and then sent to the state Farm Bureau Policy Development Committee for their consideration. To make sure the good ideas from your county receive the attention they deserve from the Policy Development Committee, here are a few guidelines to follow in preparing your policy recommendations.

1. **USE PLAIN ENGLISH.** Say what needs to be said as clearly as possible. Don't try to write like a lawyer.
2. **USE COMPLETE SENTENCES AND PARAGRAPHS.** Each policy recommendation should be understandable without referring to any other document.
3. **WRITE AS EITHER "WE SUPPORT" OR "WE OPPOSE".** Stay away from policy recommendations that are too general. This policy book is the lobbying directive for our organization; having concise, specific policies makes our position very clear.
4. **REFER TO PRESENT POLICY.** Whenever possible, use accurate citations to current Farm Bureau policy.
5. **SAY WHAT YOU WANT.** Let the Resolutions Committee know what you want them to do. Statements such as: "Change the present policy to read..." or "Keep the present policy..." or "Drop the current policy..." are extremely helpful to the Policy Development Committee.
6. **KEEP ARGUMENTS SEPARATE FROM POLICY.** If you feel you must include the reasons why you are recommending a particular policy, separate those reasons from the policy statement itself. Remember, if an issue is important enough to Farm Bureau members statewide to be part of our policy, background material and persuasive language should not be a necessary part of the resolution.
7. **IDENTIFY WHERE ACTION IS NEEDED.** Indicate on each resolution if it addresses a national, state or local issue.
8. **SIGN AND DATE THE RECOMMENDATION.** All resolutions submitted to the Policy Development Committee should be dated and signed by the County Farm Bureau President and Secretary.
9. **GET THEM IN ON TIME.** As soon as your county has adopted its policy resolutions see that they get to Bozeman (either by postage or electronic mail) before the deadline stated.
10. **REVIEW EXISTING POLICY TO AVOID DUPLICATIONS.** Make sure your recommendation is not already stated in the policy book.

HOW TO WRITE A COUNTY RESOLUTION

The framework of the following sample may be useful in writing county resolutions.

- | | |
|---|--|
| 1. State the subject of the resolution | Farm disposal of mixed pesticides. |
| 2. Define the problem | Disposal of mixed pesticides
is a serious concern to farmers in
_____ County. |
| 3. What does it mean to agriculture
and/or the community | The only method to dispose of mixed
pesticides or reinsate from pesticide
equipment is to dilute them and
spray them on the crops, which is
time consuming during production.
We are also concerned for safety of
the environment, farmers and our
neighbors. |
| 4. Explain why action is wanted | We are concerned about increasing
Government restrictions and the
need for further research in this area. |
| 5. Summarize what is proposed | We feel the Agriculture Experiment
Station should conduct research to
develop alternative methods of disposal for
mixed pesticides and
pesticide rinsates. |

County resolutions such as the above may result in the following state policy:

Farm Disposal of Mixed Pesticides

"We support increased applied research in the area of farm disposal of mixed pesticides and encourage the AES to develop alternative methods of disposal for mixed pesticides and pesticide rinsates."

PROPOSED COUNTY RESOLUTION FORM

1. Subject:

2. Problem:

3. Explanation:

4. What & Why:

5. Summarize:

*This document is optional and is only meant to help formulate your thoughts while writing new policies. However, we recommend including this document if you think it will help the Policy Development Committee better understand the intent of your new proposed policy.

USE THIS FORM FOR ALL BYLAWS CHANGE RECOMMENDATIONS.

WRITE CLEARLY AND LEGIBLY, PLEASE!

The electronic version of this form can be found online at <https://mfbf.org/Policy-Advocacy/Policy-Development>

MFBF BYLAWS CHANGE FORM

_____ COUNTY FARM BUREAU

MFBF Bylaws	Proposed Change(s)
CHECK ONE New _____ Existing _____ PLEASE INDICATE PLACEMENT Section _____ Page _____ Line _____	
CHECK ONE New _____ Existing _____ PLEASE INDICATE PLACEMENT Section _____ Page _____ Line _____	
CHECK ONE New _____ Existing _____ PLEASE INDICATE PLACEMENT Section _____ Page _____ Line _____	

Approved at _____ County Annual Meeting on _____. Signed by County President _____ and Secretary _____.

Use this form to submit bylaws changes passed at your county annual meeting. **Please type or print in black ink. MUST BE POSTMARKED TO THE MFBF OFFICE, 100 Red Mountain Drive. Ste. 101, Bozeman, MT 59718 OR EMAILED TO sagez@mfbf.org BY OCT. 1, 2025.**

USE THIS FORM FOR ALL STATE POLICY RECOMMENDATIONS.

WRITE CLEARLY AND LEGIBLY, PLEASE!

The electronic version of this form can be found online at <https://mfbf.org/Policy-Advocacy/Policy-Development>

STATE (MFBF) RESOLUTION FORM

_____ COUNTY FARM BUREAU

RECOMMENDATIONS ON MONTANA ISSUES

MFBF Policy Book for 2026	Resolution
CHECK ONE New _____ Existing _____ PLEASE INDICATE PLACEMENT Section _____ Page _____ Line _____	
CHECK ONE New _____ Existing _____ PLEASE INDICATE PLACEMENT Section _____ Page _____ Line _____	
CHECK ONE New _____ Existing _____ PLEASE INDICATE PLACEMENT Section _____ Page _____ Line _____	

Approved at _____ County Annual Meeting on _____. Signed by County President _____ and Secretary _____.

Use this form to submit recommendations passed at your county annual meeting pertaining to state issues. Please type or print in black ink. **MUST BE POSTMARKED TO THE MFBF OFFICE**, 100 Red Mountain Drive, Ste. 101, Bozeman, MT 59718 **OR EMAILED TO sagez@mfbf.org BY OCT. 1, 2025.**

USE THIS FORM FOR ALL NATIONAL POLICY RESOLUTIONS.

WRITE CLEARLY AND LEGIBLY, PLEASE!

The electronic version of this form can be found online at <https://mfbf.org/Policy-Advocacy/Policy-Development>

NATIONAL (AFBF) RESOLUTION FORM

COUNTY FARM BUREAU

RECOMMENDATIONS ON NATIONAL ISSUES

AFBF Policy Book for 2026	Resolution
CHECK ONE New _____ Existing _____ PLEASE INDICATE PLACEMENT Section _____ Page _____ Line _____	
CHECK ONE New _____ Existing _____ PLEASE INDICATE PLACEMENT Section _____ Page _____ Line _____	
CHECK ONE New _____ Existing _____ PLEASE INDICATE PLACEMENT Section _____ Page _____ Line _____	

Approved at _____ County Annual Meeting on _____. Signed by County President _____ and Secretary _____.

Use this form to submit recommendations passed at your county annual meeting pertaining to state issues. Please type or print in black ink. **MUST BE POSTMARKED TO THE MFBF OFFICE,** 100 Red Mountain Drive, Ste. 101, Bozeman, MT 59718 **OR EMAILED TO sagez@mfbf.org BY OCT. 1, 2025.**

MFBF Annual Meeting Materials

PLEASE FILL OUT

Credentials Form_____

Officer Form_____



2025 VOTING DELEGATES

COUNTY	VOTING MBRS	#VD	COUNTY	VOTING MBRS	#VD
↑*Big Horn	70	3	Northwest	451	11
Broadwater	115	4	↑Park	169	5
Carbon/Stillwater	138	5	Phillips	42	3
Cascade	302	8	Powder River/Carter	94	4
Chouteau	131	5	Prairie	28	3
Custer/Fallon	111	4	Ravalli	197	6
Dawson/Wibaux	84	4	Richland	210	6
Fergus	439	11	Roosevelt	81	4
Front Range	119	4	Rosebud/Treasure	52	3
Gallatin	249	7	Southwest	390	10
Hill/Liberty/Blaine	61	3	↑Sweet Grass	177	6
Judith Basin	94	4	↑*Valley	74	3
↑Lewis & Clark	166	5	Wheatland/GV	137	5
McCone	85	4	Yellowstone	212	6
Meagher	53	3			

*County may receive one additional voting delegate by membership year end.

↑↑ Arrow indicates gain/loss of 1 voting delegate

Voting Delegates – To State Convention

NOTE: These numbers are projections for your use as guidelines for electing voting delegates. Final voting member numbers and delegates will be done upon Oct. 1 closeout.

BYLAWS

Article III, Section 2: Each member County Farm Bureau shall be entitled, in addition to the two (2) official voting delegates specified in Section 2 hereof, to one (1) additional official voting delegate for every fifty (50) active voting members or major portion thereof, in good standing.

Directors' interpretation on Voting Delegates for State and County Officers:

“By our interpretation, our bylaws of the Montana Farm Bureau Federation we hereby set qualifications for members of the nominating and credentials committees to be the same as for voting delegates. Full-time Farm Bureau staff, full-time insurance agents, state political officers and full-time county personnel, cannot serve as voting delegates of the county and state Farm Bureau. No person may hold a directorship in the State Farm Bureau if anyone with the Farm Bureau family membership is employed as full-time service personnel. All delegates must be current paid up members.”

CREDENTIALS FOR OFFICIAL VOTING DELEGATES, NOV. 17-20, 2025

This certifies that at the 2025 Annual Meeting of _____
County Farm Bureau held in _____, MT on
_____, 2025, the following persons were elected as official voting delegates to
represent this County Farm Bureau at the 2024 Montana Farm Bureau Annual Convention.

Voting Delegates:

<u>Name</u>	<u>Address</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Alternate Delegates:

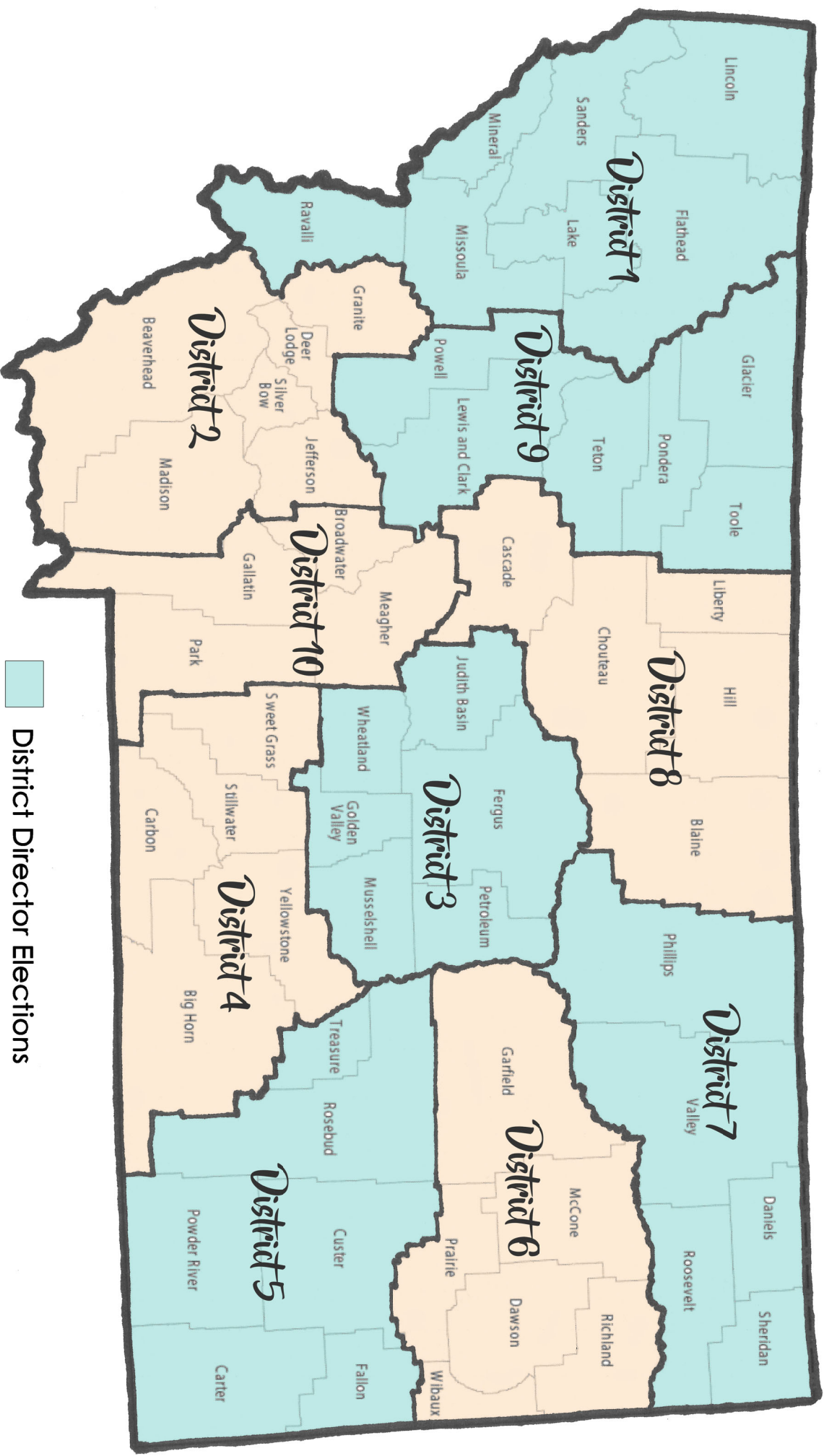
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Signed: _____
President Secretary

Please type or print in black ink. MUST BE POSTMARKED TO THE MFBF OFFICE,
100 Red Mountain Drive, Ste. 101, Bozeman, MT 59718 OR **EMAILED TO**
sagez@mfbf.org BY OCT. 1, 2025.

**an electronic version of form can be found online at mfbf.org*

Montana Farm Bureau District Map



District Director Elections



Women's Leadership Committee Elections
Young Farmer & Rancher Committee Elections

2025 _____ County Farm Bureau

OFFICERS AND DIRECTORS

Please complete entirely. We need accurate spelling of names, phone numbers and email addresses wherever possible.

President _____

Email: _____ Phone: _____

VP _____

Email: _____ Phone: _____

Secretary _____

Email: _____ Phone: _____

Check this box if your secretary and treasurer position is combined:

Treasurer _____

Email: _____ Phone: _____

Fill in any of the following positions that members of your board hold:

Women's Leadership Chair _____

YF&R Chair _____

Membership Chair _____

Promotion & Education Chair _____

Policy Development Chair _____

****The electronic version of this form can be found online at***

<https://mfbf.org/Policy-Advocacy/Policy-Development>

MONTANA FARM BUREAU BOARD OF DIRECTORS – 2025

PRESIDENT

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cyndij@mfbf.org

EXEC VICE PRESIDENT

Scott Kulbeck (406) 587-3153
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VICE PRESIDENT (307) 751-4749

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Fromberg, MT 59029 Stillwater
(406) 812-2028 11/2024 Sweet Grass
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Young Farmers & Ranchers Chair

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Women's Chair

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MFBF STAFF

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Northeast, Director of Membership and Leadership Development

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Southeast

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