

We Care For The Country



MONTANA FARM BUREAU FEDERATION



2024 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 is the same document that has been sent in the mail to all county secretaries. Please use this document to fill out information for policy development, county voting delegates, officers and directors and for county activities of excellence. It is important to save this document before sending it back to the state office at sagez@mfbf.org

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. 8-11, 2024
- OFFICERS AND DIRECTORS
- 2023 MFBF COUNTY ACTIVITIES of EXCELLENCE 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**_2024CountyAnnualMeetingDocuments”

When you are ready to save the document from your county annual meeting and send it back, please save the document name as “**CountyName**_2024CountyAnnualMeetingDocuments”

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, hard copies have been mailed and you are free to print the document as well and mail the forms 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.

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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 SAMPLE AGENDA

President Calls Meeting to Order

Welcome

Pledge of Allegiance

Invocation

Dinner

President Calls Meeting Back to Order

Guest Speaker

Minutes of Previous Meeting - Secretary

Financial Report - Treasurer

President's Report - President

District Board Director's Report

State Staff Report

Membership Report - Membership Chairman or President

Insurance Services - District Sales Manager

Report of Resolutions Committee - Policy Chairman

Report of Nominating Committee - Chairman

*Other Committee Reports - Chairman

Old Business

New Business

Adjourn

*Option - Legislative, Commodity, Women's Leadership, YF&R committee reports, ect may be written and handed out at the meeting and do not necessarily need to be oral.

INVITATION LIST FOR COUNTY ANNUAL MEETINGS

1. All County Members
2. Speaker
3. Insurance Agents
4. Insurance Agency Managers
5. Adjuster
6. State Board Member for the District
7. Newspaper Reporter
8. Radio Reporter
9. County Commissioners
10. State Representative
11. State Senator
12. State YF&R Committee Member for the District
13. State Women's Leadership Committee Member for the District
14. State Farm Bureau President
15. County Extension Agent
16. MFBBF Staff
17. Entertainment
18. U.S. Senator or their representative
19. U.S. Congressman or their representative

COUNTY PRESIDENT ANNUAL MEETING CHECKLIST

Discuss the following with your Board of Directors:

- _____ Set your county annual meeting date, time and place. Notify the State Farm Bureau office.
- _____ 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, 2024**
- _____ Send appropriate thank you notes

MFBF
County Annual
Meeting
Speaker List

MONTANA FARM BUREAU BOARD OF DIRECTORS – 2023

PRESIDENT

Cyndi Johnson (406) 450-6908
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DISTRICT 3

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Lewistown MT 59457 Musselshell
(406) 535-6869 11/2019 Wheatland/
krisd@midriver.com Golden Valley

DISTRICT 4

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Custer, MT 59024 Stillwater
(307) 751-4749 11/2020 Sweet Grass
caseymott@midrivers.com Yellowstone

DISTRICT 5

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(406) 853-0868 11/2021 Treasure
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Northeast, Director of Membership and Leadership Development

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Southeast

Nicole Rolf (i.e. Senior Director, Government Affairs)

Elected Officials-State

Governor Greg Gianforte

State Capitol
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Phone: (406) 444-3111

Elected Officials-Congress

Representative Matt Rosendale

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PH: 202-225-3211

Representative Ryan Zinke

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PH: 202-225-5628

Senator Jon Tester

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PH: 202-224-2644

Senator Steve Daines

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Senator Tester's Ag Liaison

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Congressman Zinke's State Director

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Federal and State Agencies-

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MONTANA DEPARTMENT OF LIVESTOCK

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MONTANA DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION

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Helena, MT 59620-1601
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MONTANA DEPT. OF ENVIRONMENTAL QUALITY

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MONTANA FISH, WILDLIFE AND PARKS

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MT Brand History Presentation

Helena, MT

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Other Ideas:

- MFBF Legacies Series Episodes: <https://mfbf.org/Media/Videos>
- AFBF Membership Video: “Farm Bureau Family: Stronger Together”
<https://www.youtube.com/watch?v=9L5Wx69EV1E>
- Year Recap: Scroll through the MFBF Social Media accounts and see what a year it has been
- Play the MFBF Centennial Video
- Chaley Harney – Montana Beef Council
- County Extension Agent
- Area Fish, Wildlife & Parks District Manager
- County Planning Board Member
- Local Economic Development Representative
- Local Legislators/County Commissioners
- Speech Competitors (4H, FFA, Beef Amb.)
- Entertainment - Comedian/Musician/Cowboy Poet
- Hold a Regional YF&R Discussion Meet (contact your RM or Sue Ann for further info)

Montana Farm Bureau District Map

