

We Care For The Country



**MONTANA FARM BUREAU FEDERATION**

# **2023 County Annual Meeting Planner**

**Montana Farm Bureau Federation**

**100 Red Mountain Drive, Suite 101**

**Bozeman, MT 59718**

**(406) 587-3153**

**[mfbf.org](http://mfbf.org)**

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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 2, 2023**
- \_\_\_\_\_ 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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Conrad MT 59425  
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### VICE PRESIDENT

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11/2021 Alzada MT 59311  
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Broadus MT 59317 Rosebud/  
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### Young Farmers & Ranchers Chair

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## **MFBF STAFF**

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#### ***Southeast***

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

### **Elected Officials-State**

#### **Governor Greg Gianforte**

State Capitol  
Helena, MT 59620-0801  
Phone: (406) 444-3111

### **Elected Officials-Congress**

#### **Representative Matt Rosendale**

Washington, DC Office  
1037 Longworth House Office Building  
Washington, DC 20515  
PH: 202-225-3211

#### **Representative Ryan Zinke**

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Washington, DC 20515-2601  
PH: 202-225-5628

#### **Senator Jon Tester**

Washington, DC Office  
311 Hart Senate Office Building  
Washington, DC 20510-2604  
PH: 202-224-2644

#### **Senator Steve Daines**

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#### **Senator Tester's Ag Liaison**

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#### **Senator Daines' Ag Liaison**

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406-927-4181  
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#### **Congressman Rosendale's State**

**Director** Marissa Stockton  
406-502-1435  
Marissa.stockton@mail.house.gov

### **Federal and State Agencies-**

#### **MONTANA DEPARTMENT OF AG**

##### **Christy Clark, Director**

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406-444-5409

#### **MONTANA DEPARTMENT OF LIVESTOCK**

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#### **MONTANA DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION**

##### **Amanda Kaster, Director**

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#### **STATE VETERINARIAN**

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#### **MONTANA DEPT. OF ENVIRONMENTAL QUALITY**

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#### **MONTANA FISH, WILDLIFE AND PARKS**

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#### **FARM SERVICE AGENCY**

##### **Maureen Wicks, State Executive Director**

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MT Wheat & Barley Committee

406-761-7732

BQA Certification

Bill Pelton

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Farm Bureau Financial

Estate & Business Development Vice President

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Helena, MT

Phone: 406-444-1988 OR Email:

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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
- Krista Lee Evans – Montana Water Rights
- 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

