2023 County Annual Meeting Planner

Montana Farm Bureau Federation
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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 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, etc 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. MFBF 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, MFBF 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 MFBF 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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Northwest
Ravalli

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Southwest

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Golden Valley

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Stillwater
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Yellowstone

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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
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
512 Cannon House Office Building
Washington, DC 20515-2601
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Senator Jon Tester
Washington, DC Office
311 Hart Senate Office Building
Washington, DC 20510-2604
PH: 202-224-2644

Senator Steve Daines
Washington, DC Office
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Senator Daines’ Ag Liaison
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Congressman Rosendale’s State Director
Marissa Stockton
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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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STATE VETERINARIAN
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Other Ideas:
- MFBF Legacies Series Episodes: [https://mfbf.org/Media/Videos](https://mfbf.org/Media/Videos)
- AFBF Membership Video: “Farm Bureau Family: Stronger Together” [https://www.youtube.com/watch?v=9L5Wx69EV1E](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

- Women's Leadership Committee Elections
- Young Farmer & Rancher Committee Elections
- District Director Elections