



# IOWA INSTITUTE FOR COOPERATIVES

2515 University Blvd., Suite #104 . Ames, IA 50010 . (515)292-2667 . FAX (515)292-1672 . [info@iowainstitute.coop](mailto:info@iowainstitute.coop)

---

## **2017 Board Officer's Workshop Tuesday, July 11, 2017 Holiday Inn Conference Center Ames, IA**

---

June 7, 2017

Dear IIC Members,

We will be hosting our Board Officer Workshop on Tuesday, July 11th. This session is designed for those board members who are currently officers of the board and those board members who would like to be an officer someday.

In the morning, we break the attendees into two groups. Group 1 will be the presidents and vice presidents, and Group 2 will be the secretaries. They meet in separate rooms where they will focus on the specific responsibilities that each office requires expertise in.

The presidents and vice presidents will be presented with situations that may be encountered by leaders of the board, and we will have discussions about appropriate ways to handle these "hypothetical" scenarios. We have recently updated the situations presented and discussions are different with each year, so even if you have attended in the past, there will be new insight and perspectives offered.

The secretaries will meet with our attorney, Eric Eide. He will lead the discussion on how to properly compile a set of minutes, and other topics related to maintaining the records of the cooperative.

The last hour of the morning, we will bring the two groups back together and have an open discussion. Many topics are brought up that board officers have faced or will face as they serve as leaders of your cooperative.

After lunch, we have two speakers who will share their thoughts and insights with you. Many of our Cooperative boards are being faced with some difficult and tough decisions. Some of these decisions are strategic and some are operational. In either case, as leaders of the Board of Directors you will be asked to help your Board reach the correct decisions.

Our first speaker, Janine Bruder is a Senior HR Consultant at Nationwide Insurance. She will discuss how we all have unconscious biases that we bring to the table. We need to be willing to examine our possible biases in order to understand how these prejudices and stereotypes effect how we interact with others. Do we change how we interact with our fellow board member simply based on their age,

(over)

their farm operation, their religion, or their location? If we can recognize there is a perception of our fellow board members, we can begin to understand and act to overcome this bias.

Our second speaker is Jim Summers an ISU College of Business Associate Professor. He will lead a discussion on how to resolve conflict in the boardroom. We have all experienced times in the boardroom when the board is divided on an issue or when an individual board member may drive a controversial agenda. How do we work through these differences and emerge as board that can continue to work together in the best interest of the cooperative?

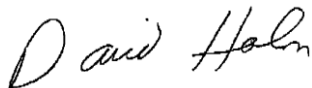
As with all our sessions, this will be an interactive day with lots of questions and discussion and observations from the other attendees.

This one-day session will be held at the Holiday Inn in Ames located at 2609 University Blvd. The registration form is enclosed. Please make sure your board members are aware of this program and return this registration form to us as soon as possible but no later than Friday, July 7<sup>th</sup>.

If you would like to travel to Ames the evening prior to the meeting, we have a block of rooms at the Holiday Inn under the Iowa Institute for Cooperatives.

If you have questions or need further information, don't hesitate to contact us. As always, thanks for your support and membership in the Iowa Institute for Cooperatives.

Sincerely,

A handwritten signature in cursive script that reads "David Holm".

David Holm  
Executive Director

Enclosures

# Agenda

## 2017 BOARD OFFICER WORKSHOP

Tuesday, July 11, 2017

Holiday Inn Conference Center

2609 University Blvd., Ames IA

---

8:30 a.m.	--	9:00 a.m.	<b>Registration, Coffee, Juice, and Rolls</b>
9:00 a.m.	--	9:15 a.m.	<b>Welcome and Introductions</b>
9:15 a.m.	--	10:45 a.m.	<b>Duties of Officers (Breakout into 2 groups)</b> Group 1 : Presidents and Vice Presidents Group 2 : Secretaries <i>Dr. Keri Jacobs and Eric Eide</i>
10:45 a.m.	--	11:00 a.m.	<b>BREAK</b>
11:00 a.m.	--	12:00 noon	<b>Discussion and Questions</b>
12:00 noon	--	1:00 p.m.	<b>LUNCH</b>
1:00 p.m.	--	2:00 p.m.	<b>Unconscious Bias – What do we bring to the Boardroom</b> <i>Janine Bruder-Senior HR Consultant Nationwide</i>
2:00 p.m.	--	2:15 p.m.	<b>BREAK</b>
2:15 p.m.	--	3:15 p.m.	<b>Conflict Resolution in the Boardroom</b> <i>Jim Summers, ISU College of Business</i> <i>Faculty Fellow in Management, Associate Professor</i>
3:15 p.m.	--	3:30 p.m.	<b>Final Comments and Adjourn</b>

### Presenters:

Dr. Keri Jacobs, Iowa State University, Ames, Iowa

Eric Eide, Nymaster Goode PC, Ames, Iowa

Janine Bruder, Nationwide Insurance

James K. Summers, Iowa State University, College of Business

Dave Holm, Iowa Institute for Cooperatives

Stacey Webster, Iowa Institute for Cooperatives

# Registration Form

**2017 BOARD OFFICER WORKSHOP**

**Tuesday, July 11, 2017**

**Holiday Inn Conference Center**

**2609 University Blvd., Ames IA**

---

Cooperative Name: \_\_\_\_\_

Cooperative Town: \_\_\_\_\_

**Please list names of persons who will be attending.**

**Office Held**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Registration fee is \$250.00 per person.**

**Please fax or email this form to our office by Friday, July 7 and then mail a copy of the form with your check to:**

**IOWA INSTITUTE FOR COOPERATIVES**  
2515 University Blvd., Suite #104, Ames, IA 50010

Telephone: (515) 292-2667 Fax: (515) 292-1672

E-mail: [info@iowainstitute.coop](mailto:info@iowainstitute.coop)

Website: [www.iowainstitute.coop](http://www.iowainstitute.coop)

**THANK YOU FOR YOUR PARTICIPATION!**