

IOWA INSTITUTE FOR COOPERATIVES

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

Director Certification Program (DCP)

2019 Registration Information

Kings Pointe Resort, Storm Lake

Phase IV - Tuesday, January 29th

Phase III - Wednesday, January 30th

The Hilton Garden Inn, Cedar Falls

Phase I - Thursday, January 31st

Phase II - Friday, February 1st

December 19, 2018

We will be hosting all four phases of our Director Certification Program (DCP) the week of January 29th - February 1st. In the past two years, we updated and revised the format of the program so please read this entire letter to make sure your directors are familiar with the new format.

We will begin the program on Tuesday, January 29th at 1:00. This program will be held at Kings Pointe Resort in Storm Lake. We will begin the day with Phase IV. In this session, we discuss communication with and evaluation of the General Manager. Dr. Greg McKee, University of Nebraska, will lead this session. He will be joined by retired Aspinwall Co-op general manager Randy Behrens. Following the conclusion of the afternoon session, we will have dinner together at Kings Pointe Resort. After dinner, we will be joined by Tim Dvorak with Associated Benefits Corporation. Tim is going to discuss compensation methods of General Managers and broad compensation ranges.

We will begin the second day on Wednesday, January 30th with Phase III. In this phase we discuss and review the financial statements of local cooperatives. Dr. Keri Jacob, ISU economist and IIC Endowed Economics Professor, will lead the discussion with CoBank relationship representative Troy Collins. We will review a balance sheet, income statement and a source and use of working capital. The attendees will be completing some exercises and discussion of what key financial ratios they should be monitoring and what the impact of these statements could be. We will break for lunch and conclude our discussion of cooperative financial statements by 2:00 and send the directors on their way home.

We will begin our next session on Thursday, January 31st at The Hilton Garden Inn in Cedar Falls at 1:00. Dr. Keri Jacobs will lead the first afternoon session as we begin with Phase I and look at the historical perspective of cooperatives and the cooperative business model. During our second afternoon session, Eric Eide, Nyemaster Goode, will discuss with your directors their legal responsibilities and obligations in their role on the local cooperative Board of Directors. At the conclusion of the afternoon, we will be having dinner together at The Hilton Garden Inn. After dinner Dr. Jacobs, will complete Phase I with discussion on director's role and responsibilities in the success of your local cooperative. She will look specifically at the separation of duties of the board and the general manager.

We will conclude the Cedar Falls session Friday morning beginning at 8:00 with Phase II. In this phase we discuss strategic planning, why it is so critical to your success and the director's role in this process. Dr. Greg McKee and Brad Olemann, former CEO of United Suppliers and COO of Land O'Lakes will spend the morning leading the directors in this discussion of strategic planning and how to best complete this process. We will conclude the session at Noon and make lunch available to the attendees and then send them on their way home.

(continued on back)

Last year we had very positive feedback on the noon to noon format. The directors found the enhanced opportunity to network with other attending directors particularly beneficial. We hope your directors find the sessions educational and enlightening

Please carefully review the agenda included with this mailing. If you have any questions, feel free to contact us at 515-292-2667. Once you have determined which of your directors would like to attend just fill out the registration form we have enclosed and return it to us no later than Friday, January 25th. If you are unsure if all your directors have completed director training or they don't know which phases they have completed, please contact Nancy at the IIC office. We maintain a database listing the phases the directors have completed.

The contact information for the hotels is listed below. We do have discounted rates at the hotels, so please mention the Iowa Institute block when you are making your reservation.

Kings Pointe Resort
1520 East Lakeshore Dr.
Storm Lake, IA
712-213-4500
IIC Rate \$105/night

The Hilton Garden Inn
7213 Nordic Dr.
Cedar Falls, IA 50613
319-266-6611

Thanks for your support and participation and as always thanks for your membership.

Sincerely,

Dave Holm
Executive Director

Enclosures

Agenda

Director Certification Program (DCP)

Kings Pointe Resort, Storm Lake

Phase IV - Tuesday, January 29

Phase III - Wednesday, January 30

The Hilton Garden Inn, Cedar Falls

Phase I - Thursday, January 31

Phase II - Friday, February 1

Kings Pointe Resort, Storm Lake Iowa

Phase IV – Tuesday, January 29, 2019

1:00 p.m.	--	5:00 p.m.	Directors' Role in Management Development Management Performance Evaluation Systems Dr. Greg McKee, Randy Behrens
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5:30 p.m.	--	6:30 p.m.	Dinner as a Group-Kings Pointe
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7:00 p.m.	--	Conclusion	Manager Compensation Tim Dvorak, Associated Benefits Corporation
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Phase III – Wednesday, January 30, 2019

8:00 a.m.	--	12:00 p.m.	Understanding Cooperative Financial Statements Analytical tools for Cooperative Financial Statements Dr. Keri Jacobs, ISU Troy Collins, CoBank
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12:00 Noon		1:00 p.m.	Lunch
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1:00 p.m.		2:00 p.m.	Directors' Role in Financial Planning
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2:00 p.m.			Adjournment
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The Hilton Garden Inn, Cedar Falls

Phase I, Thursday January 31, 2019

1:00 p.m.	--	5:00 p.m.	Cooperative organizational structure Historical perspective of cooperatives Overview of Iowa Cooperative Code Dr. Keri Jacobs, ISU & Dave Holm, IIC Legal Responsibilities of Cooperative Directors Eric Eide, Nyemaster Goode PC
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5:30 p.m.	--	6:30 p.m.	Dinner as a Group-The Hilton Garden Inn
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7:00 p.m.	--	Conclusion	Director Responsibilities & Functions Manager/Director Teamwork and Separation of Duties Dr. Keri Jacobs, ISU & Dave Holm, IIC
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Phase II – Friday, February 1, 2019

8:00 a.m.	--	12:00 p.m.	The Board Management Team Establishing a Direction for Your Cooperative Director's Role in Corporate Planning Constructively Handling Opportunities and Problems – Situational Analysis Dr. Greg McKee, University of Nebraska Brad Oelmann, former CEO United Suppliers and COO Land O' Lakes
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12:00 Noon			Lunch and adjournment
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Presenters:

Dr. Keri Jacobs Iowa State University
578C Heady Hall
518 Farm House Lane
Ames, IA 50011-1054

Eric Eide Nyemaster Goode PC
1416 Buckeye Ave, Ste 200
Ames, IA 50010

Dr. Greg McKee University of Nebraska, Lincoln
204 A Filley Hall
Lincoln, NE 68583

Dave Holm Iowa Institute for Cooperatives
2515 University Blvd., Suite 104
Ames, IA 50010

Brad Oelmann

Tim Dvorak Associated Benefits Corporation
1415 28th Street, Suite #100
West Des Moines, IA 50266

Randy Behrens 802 Manning Street
Manning, IA 51455

Registration Form

Iowa Institute for Cooperatives

Director Certification Program (DPC) Winter 2019

Cooperative Name: _____

Cooperative Town: _____

Kings Pointe Resort
1520 East Lakeshore Dr.
Storm Lake, IA
712-213-4500

Phase IV: Tuesday, January 29, 2019

The Hilton Garden Inn
7213 Nordic Dr.
Cedar Falls, IA 50613
319-266-6611

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Registration is \$160 per person, per day, for IIC members. Please fax this form to 515-292-1672 or email to info@iowainstitute.coop and then mail a check with a copy of this form by Friday, January 25, 2019 to:

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