

# IOWA INSTITUTE FOR COOPERATIVES

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## **2019 Board Officer's Workshop Tuesday, July 16, 2019 Radisson Hotel and Conference Center 2609 University Blvd., Ames**

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June 11, 2019

Dear IIC Members,

We will hold our Board Officer Workshop Tuesday, July 16<sup>th</sup> at the Radisson Hotel in Ames. This session is designed for those board members who are officers and those who would like to be an officer in the future.

In the morning, we will break the attendees into two groups. Group 1 will be the presidents and vice presidents, and Group 2 will be the secretaries. They meet separately where they will focus on specific responsibilities required by each office.

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 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 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 in leadership roles for your Cooperative.

After lunch we have invited two presenters that we hope you find interesting and on topic. Dr. James Summers is a faculty member at the College of Business at Iowa State University. We have asked Dr. Summers to visit with you about how you have productive conversations with management when small degree of change is expected. When things are going well, these conversations are easy. Sometimes when the wheels have really come off the relationship, we know how to address these issues. How do we have conversations with management when we want 10 degrees of change? We want these to be productive for both parties and we don't want these to be negative conversations. We just want to fine tune the relationship and expectations in a positive, productive fashion. Sometimes these are the most difficult conversations to have and still maintain that strong working relationship between the Board and management.

Our final speaker for the afternoon is Mike Steenhoek. Mike is with the Soy Transportation Coalition and spends his time studying and advocating for the infrastructure that affect your inputs as well as your grain marketing outlets. Mike will update you on the impact of spring storms on our infrastructure. This review will include rivers, railroads, interstate and major highways as well as county roads and bridges. He will address what is the long-lasting effect on our infrastructure and how will this impact your cooperative's and producers' supply chain. We have also asked Mike to consider how the Corps of Engineers and Federal and State DOT officials may change how they evaluate and prioritize the resources at their disposal to rebuild this infrastructure.

The Board Officer Workshop is one of our most popular programs with the participants due the highly interactive nature of the program. The participants value the opportunity to network with the other directors and learn methods and procedures that have worked in other cooperative's board rooms.

This one-day session will be held at the Radisson Hotel and Conference Center located at 2609 University Blvd. in Ames. The registration form is enclosed. Please make sure your board members are aware of this program and return registration as soon as possible but no later than Friday, July 12th.

If you would like to travel to Ames the evening before, we have a block of rooms at the Radisson under the Iowa Institute for Cooperatives. Their phone number is (515)-268-8808.

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,

David Holm  
Executive Director

Enclosures

# Agenda

## 2019 BOARD OFFICER WORKSHOP

Tuesday, July 16, 2019

Radisson Hotel and Conference Center

2609 University Blvd., Ames IA

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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>10 Degrees of Change</b> <i>Dr. James Summers</i>
2:00 p.m.	--	2:20 p.m.	<b>BREAK</b>
2:20 p.m.	--	3:30 p.m.	<b>Infrastructure Discussion</b> <i>Mike Steenhoek</i>
	--	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

Dr. James Summers, Iowa State University

Mike Steenhoek, Executive Director Soy Transportation Coalition

# Registration Form

## 2019 BOARD OFFICER WORKSHOP

Tuesday, July 16, 2019

Radisson Hotel and Conference Center

2609 University Blvd., Ames IA

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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 12, 2019 and then mail a copy of the form with your check to:**

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**THANK YOU FOR YOUR PARTICIPATION!**