

# IOWA INSTITUTE FOR COOPERATIVES

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## Director Certification Program (DCP)

### 2024 Registration Information

**Kings Pointe Resort, Storm Lake**  
**Phase IV - Tuesday, January 30**  
**Phase III - Wednesday, January 31**

**Hilton Garden Inn, Cedar Falls**  
**Phase II- Thursday, February 1**  
**Phase I - Friday, February 2**

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December 8, 2023

We will be hosting all four sessions of our Director Certification Program (DCP) in the last week of January. The schedule will as follows:

Kings Pointe Resort in Storm Lake  
Tuesday, Jan. 30 – Phase IV  
Wednesday, Jan. 31—Phase III  
Hilton Garden Inn, Cedar Falls  
Thursday Feb. 1 – Phase II  
Friday, Feb. 2 – Phase I

These phases do not need to be taken in order. You will notice they are not listed chronologically to accommodate our presenters' schedules.

We will begin the week in Storm Lake with Phase IV. In this phase we discuss how to build and maintain healthy communication between the Board of Directors and your General Manager. We discuss communication between the manager and the board, the evaluation that occurs from the board to the General Manager and we also touch on methods of compensation and how to best communicate your expectations to the General Manager. This session starts at 1:00 and will conclude in the early evening following dinner.

On Wednesday, we will spend the day understanding and comprehending the financial reports you receive from your General Manager. We are not trying to make you accountants, but we do share some key indicators and ratios you can use to monitor your cooperative's financial reports. We also use case problems to help you grasp how these statements interact with each other and how the decisions you make affect your financial condition. This session starts at 8:00 and will conclude shortly after lunch.

Our first day in Cedar Falls, Thursday, will be spent on Phase II. In this session we explore the role of the Board and Management in Strategic Thinking. This is a joint effort to identify where your cooperative fits in the marketplace and the direction and role your cooperative will play in an ever changing and evolving marketplace. These strategic decisions are generally longer-term commitments that everyone needs to have input. We will explore how the strategy is developed but just as important what happens if you do not spend time discussing these long-term commitments. This session will begin at 1:00 and conclude with dinner.

On our last day in Cedar Falls we will host Phase I. During this session we review some of the historical foundations of cooperatives, and the principals they still operate with today. We also have our attorney present, and he reviews your responsibilities as a Board member from a legal perspective.

Please review the enclosed agenda. If you have any questions, feel free to contact our office. We will need your reservations for the individual sessions by Friday, January 26<sup>th</sup> so we can guarantee meal counts.

If you are unsure which sessions, you attended contact Nancy at our office. We maintain a database of which phases each of your directors has completed.

The contact details for the hotels are below. We have a block of rooms at a discounted rate so make sure and mention the Iowa Institute when you are making reservations.

Kings Point Resort  
1520 East Lakeshore Dr.  
Storm Lake, Iowa  
712-213-4500

Hilton Garden Inn  
7213 Nordic Drive  
Cedar Falls, Iowa  
319-266-6611

Thanks for your support and as always thank you for your membership.

Sincerely,

Dave Holm  
Executive Director

# Agenda

## Director Certification Program (DCP)

Kings Pointe Resort, Storm Lake

Phase IV - Tuesday, January 30

Phase III - Wednesday, January 31

Hilton Garden Inn, Cedar Falls

Phase II - Thursday, February 1

Phase I - Friday, February 2

### Kings Pointe Resort, Storm Lake Iowa

#### Phase IV – Tuesday, January 30, 2024

1:00 p.m.	--	5:00 p.m.	Directors' Role in Management Development Management Performance Evaluation Systems Manager Compensation <b>Dr. Bobby Martens, Tom Leiting</b> <b>Mike Israel, Associated Benefits Corporation</b>
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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	Conclude Discussion
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#### Phase III – Wednesday, January 31, 2024

8:00 a.m.	--	12:00 p.m.	Understanding Cooperative Financial Statements Analytical tools for Cooperative Financial Statements Director's Role in Financial Planning <b>Dr. Bobby Martens &amp; Taylor Jans, CoBank</b>
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12:00 Noon		1:00 p.m.	Lunch
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1:00 p.m.		2:00 p.m.	Conclude Discussion and Adjournment
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### Hilton Garden Inn, Cedar Falls

#### Phase II, Thursday February 1, 2024

1:00 p.m.	--	5:00 p.m.	The Board Management Team Establishing a Direction for Your Cooperative Director's Role in Corporate Planning Constructively Managing Opportunities and Problems – Situational Analysis <b>Dr. Bobby Martens</b>
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5:30 p.m.	--	6:30 p.m.	Dinner as a Group-Hilton Garden Inn
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7:00 p.m.	--	Conclusion	Conclude Discussion
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#### Phase I – Friday, February 2, 2024

8:00 a.m.	--	12:00 p.m.	Cooperative organizational structure Historical perspective of cooperatives Overview of Iowa Cooperative Code Director Responsibilities & Functions Manager/Director Teamwork and Separation of Duties <b>Dr. Bobby Martens &amp; Dave Holm</b> Legal Responsibilities of Cooperative Directors <b>Eric Eide, Nyemaster Goode PC</b>
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12:00 Noon		1:00 p.m.	Lunch
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1:00 p.m.		2:00 p.m.	Conclude Discussion and Adjournment
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#### Presenters:

<b>Dr. Bobby Martens</b> IIC Endowed Professor of Economics	Iowa State University 379 Heady Hall 518 Farm House Lane Ames, IA 50011-1054
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<b>Tom Leiting</b>	Retired CEO, River Valley Cooperative
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<b>Dave Holm</b>	Iowa Institute for Cooperatives 2515 University Blvd., Suite 104 Ames, IA 50010
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<b>Eric Eide</b>	Nyemaster Goode PC 1416 Buckeye Ave, Ste 200 Ames, IA 50010
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# Registration Form

Iowa Institute for Cooperatives

Director Certification Program (DPC) Winter 2024

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

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

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

**Phase IV: Tuesday, January 30, 2024**

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

**Phase II: Thursday, February 1, 2024**


**Phase III: Wednesday, January 31, 2024**

**Phase I: Friday, February 2, 2024**


Registration is \$250 per person, per day, for IIC members. Please email to [info@iowainstitute.coop](mailto:info@iowainstitute.coop) and then mail a check with a copy of this form by Wednesday, January 24, 2024, 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)