



**CO Young Farmers Educational Association**  
**CYFEA Board of Directors Meeting**  
**6:00pm February 8, 2018**  
**Aims Community College, Fort Lupton**

**MINUTES**

**In Attendance:** Dale McCall, Dave Lieber, Mark Sponsler, and Sharon Pattee. Julie McCaleb joined via phone. Randy Schwalm, CO Young Farmers Educational Foundation, attended as a guest.

**Absent:** Brad Riemenschneider, Kelly Huenink, Naomi Berg, Darrell Johnston, Kellie Enns, Mike Womochil, and Danica Farnik

**Call to Order:** The February 2018 CYFEA Transitional Board of Directors meeting was called to order at 6:04pm, by CYFEA Chairman, Dale McCall. The group decided to eat the light meal provided before starting the meeting. The meeting was resumed at 6:25pm.

**Approval of the January 2018 Minutes:** A motion was made by Julie McCaleb to approve the Board meeting Minutes for January 11, 2018 with a second provided by Mark Sponsler. The motion was voted on and passed unanimously.

**Executive Team Report:** Naomi Berg, President of the Executive Team, was not able to attend the meeting either by phone or in person. Sharon said that she could give a summary of the 2018 State Institute during her Executive Director's report. But, the group asked for a review at that point, so she gave a brief summary on the 2018 State Institute. Sharon said that she had received good feedback from the meeting attendees, along comments from the surveys that had been turned in. Almost all felt that the CYFEA was moving in a positive direction. There were about 70 members and supporters in attendance and some had stated that it was the best annual State Institute that they had been to in years. Over \$500 was raised on the Silent Auction, along with about \$20,000+ in sponsorship donations. She would have a more accurate sponsorship number at the March 2018 Board meeting, when most of the receipts will be in and accounted for.

**CYFEF Report:** Randy Schwalm, the newly elected CYFEA Board Chairman for the CYFE Foundation, said that new CYFEF Board members were elected at the 2018 CYFEA State Institute. Those members are as follows: Randy Schwalm, Chairman; Lelyn Larson, Vice Chair; Maureen Whittington, Treasurer; Brad Riemenschneider, CYFEA Representative; with Ben Rainbolt, Allan Carlson, Mark Williams, and Artie Elmquist as Board Directors.

Randy then reported that the Foundation had about \$18,000 in their checking account moving forward into 2018 and said that Maureen would be receiving the financial information and documents from Steve Coleman and would have a better idea of exactly where the Foundation's finances stood by their next teleconference meeting on the evening of February 27th. Sharon Pattee offered her assistance in this regard, if needed.

Chairman Schwalm then explained the Foundation's fund raising idea for 2018, which tied in with the CYFEA's upcoming 50 year anniversary. Titled, "50 Years and 50 Reasons", Randy explained that the Foundation's goal would be to have 250 previous and current members pledge \$250 each year for the next five years. He said that they already had twelve commitments. More details would be provided after their contribution request letter was drafted.

At this point, Randy encouraged the idea of putting together a joint meeting of the Foundation Board of Directors, the CYFEA Board of Directors, and the CYFEA Executive Team. The purpose of this meeting was to clearly define and understand the roles and responsibilities of each group. There was brief discussion on when this should happen and some dates were considered by the group. Sharon said that she would put together an email with a Doodle Poll for all of the members to respond to in a timely manner. The meeting should be on an afternoon in the mid to later March time frame.

**Executive Director's Report:** Sharon Pattee presented the January 31, 2018 CYFEA financial statements to the Board in attendance, explaining that all of the invoicing wasn't in from the 2018 State Institute and that a better picture of how the contributions and expenses stood would be apparent by the end of the month and available at the March 2018 Board meeting. Dave Lieber made a motion to accept the financial statements as presented, with Mark Sponsler providing a second. The Board voted and unanimously accepted the January 31, 2018 financial statements as presented.

Sharon then provided a brief report on the 2018 CO Farm Show and said that she felt that was also a successful endeavor. She stated that she and Darrell Johnston had been given the opportunity to do a live radio interview about the CYFEA and that the three CYFEA workshops were well attended. The CYFEA booth, in its new location, was well visited. Sharon would like to get a new CYFEA booth display for next year, if not sooner.

Sharon asked for Board approval for sending out the award checks for the Outstanding Chapter award winners. Julie McCaleb so moved, with Mark Sponsler providing a second to her motion. A vote was taken and the motion passed unanimously.

Due to the March timeline, Sharon asked the Board for direction on the 2018 – 2019 CYFEA Academic Scholarship process and amounts to be offered. It was decided that one scholarship would be given to one student each as a Freshman (\$500), Sophomore (\$750), Junior (\$1000), and a Senior (\$1250) for a total of \$3500 for the 2018 – 2019 school year. Dave Lieber so moved and Mark Sponsler provided the second. A vote was taken and the motion passed unanimously. She said that she would get the information and application on to the CYFEA website, Chapters, and post- secondary educators as soon as possible.

Sharon asked the Board if she could send out a 2018 CYFEA member dues letter within the next month or so, so that those dues could potentially be collected within the 2018 calendar year for budgeting purposes. Dave Lieber explained that this hasn't been successful in the past and that usually the Chapter's won't pay their membership dues in the current membership year. Sharon still felt that the membership needed to be aware that the dues collected for 2018 assist with the administration of the 2018 fiscal year, not 2019, so wished to send the letter out soon. The Board of Directors in attendance said that it couldn't hurt so to go ahead and to be sure to include a "student" membership opportunity in the amount of \$25.00 annually.

Finally, Sharon asked the Board if she could post the previous month's Board meeting minutes on the CYFEA website. She thought that the Chapter membership and others could keep up on the Board of Director's meetings in this way, if they wanted, and she felt that it would help with Board transparency. After brief discussion, Mark Sponsler made a motion to allow the Executive Director post the previous month's Board of Directors meeting minutes on the CYFEA website, with Dave Lieber providing a second. The motion was voted on and passed unanimously.

**CYFEA Chairman's Report:** CYFEA Board Chairman, Dale McCall, stated that he wants to revisit the 2018 Budget review process that had been tabled in December 2017. He suggested that the CYFEA Finance Committee members (Dale, Dave Lieber, Naomi Berg and Sharon) should meet just prior to the joint meeting in March 2018 with the CYFE Foundation and CYFEA Executive Team, to further discuss the 2018 Budget draft. It was determined that a few members of the Foundation Board should be involved in this financial meeting. Logical Foundation members to join in this process would be Randy Schwalm and Maureen Whittington. Dale also asked Mark Sponsler and Darrell Johnston to join the group in this budget discussion. Sharon was directed to invite these additional Board members to gather one hour before the joint meeting, so around 2pm on the selected date in mid to late March.

Dale then addressed the issue of the CYFEA Board members staggered terms of office, moving forward into the next three years. It was determined by the group that the Board members that are not elected by either the Foundation or Executive Team, their terms of office would expire at the CYFEA State Institute on the following years:

- Dale McCall – 2019
- Mark Sponsler and Darrell Johnston – 2020
- Julie McCaleb and Dave Lieber – 2021

Dale suggested that an "at large" position be created to fill the vacancy left by the absence of a Vision Committee member, that position being now obsolete. There was some brief discussion and the group decided that this would need to be addressed and voted on at the 2019 SI Business Meeting by the voting delegates. Dale asked that the election of Board officers would be an agenda item for the March 2018 BOD meeting.

Finally, the subject of getting Board of Directors liability insurance was discussed and Dale asked Sharon to look into the cost of an Errors and Omissions policy for the CYFEA Board. She said that she would and would report on what she found either via email or at the next Board meeting.

**CYFEA Action Items:** There were no other items to approve.

**Adjournment:** The next meeting of the CYFEA will be planned for March 8, 2018, at 6:00pm, to be held at Aims Community College in Fort Lupton. Mark Sponsler made the motion to adjourn the meeting with Julie McCaleb providing the second. With a unanimous vote, the February 2018 CYFEA Board of Directors meeting was adjourned at 8:10pm.

Respectfully submitted,

Dave Lieber, CYFEA Board Secretary

Sharon Pattee, CYFEA Executive Director