



**CO Young Farmers Educational Association**  
**CYFEA Board of Directors Meeting**  
**6:00pm July 12, 2018**  
**All About the Smoke Restaurant, Fort Morgan**  
**MINUTES**

**In Attendance:** Dave Lieber, Danica Farnik, Mark Sponsler, Jacqui Larson, and Dale McCall.

**Guests:** Lelyn Larson (CYFEF) and Tyrell Williams (Southwest Chapter) by phone.

**Absent:** Brad Riemenschneider, Kellie Enns, Kelly Huenink, Julie McCaleb, Darrell Johnston, and Mike Womochil.

**Call to Order:** The July 2018 CYFEA Board of Directors meeting was called to order at 6:34pm by CYFEA Chairman, Dave Lieber.

**Approval of the June 2018 Minutes:** A motion was made by Dale McCall to approve the Board meeting Minutes June 7, 2018 with a second provided by Jacqui Larson. The motion was voted on and passed unanimously.

**Southwest Chapter Update:** Tyrell Williams was on the phone to provide some updates to the preliminary planning of the 2019 CYFEA State Institute, to be held in the Durango area. He stated that he had had a few conversations with the Strater Hotel (Stephanie) and a Holiday Inn (Emily) there in hopes of them being able to provide a reasonable contracted bid to host the SI in February 2019. He encouraged some of the CYFEA Board members and Sharon to come down and check out what the Durango area has to offer. There were questions about room rates, meeting room availability, food and beverage minimums, entertainment, (the Chapter may cover this expense) meals, an auction, and the serving of alcohol. A possible "tour" option might be the Durango-Silverton RR. There weren't any program ideas mentioned or discussed at this time. One of the biggest concerns was the issue of bus travel down to Durango, especially that time of the year. There was discussion about getting this item "sponsored", and also whether individual Chapters might take care of themselves in this regard. Tyrell wasn't sure yet about a Trade Show being put together.

Dave Lieber brought up the topic of the Memorandum of Understanding between the CYFEA Board of Directors and the Host Chapter. Sharon had sent a copy of the draft document to Tyrell for review and he said that he didn't have any particular problem with it. Dave indicated that the Board would be voting on finalizing it later in the evening's meeting and, when approved, would forward a final copy to the Southwest Chapter to be executed and returned no later than August 1, 2018.

It was also discussed the importance of not confusing sponsors when asking for contributions for both the CYFE Foundation's "50 Years" event and the 2019 State Institute. Potentially, there could be a lot of confusion. Good open communication would be an absolute must between all concerned.

**CYFEF Report:** Brad Riemenschneider, CYFEA Foundation Representative, wasn't in attendance. However, Lelyn Larson was present and provided a brief report on the Foundation's fund raising efforts. He stated that they would be sending out a postcard around the middle of July as a "Save-the-Date" for the Foundation's "50 Years/50 Reasons" fund raising event to be held on November 17<sup>th</sup>, at NJC in Sterling from 6pm until 9pm. The goal for this get together was to have 250 previous and current members pledge \$250 each year for the next five years. Further details would be provided after their contribution request letter was finalized. Another postcard would go out in the October time frame, with the contribution request letter going out around the first of November, 2018. There is the process of obtaining a liquor license for the event and Dave Lieber is working on that. It will be a cash bar only.

Brad Riemenschneider is supposed to be working on the invitee listing and that needs to include the current Ag Vocational teachers. There was the suggestion of having past CYFEA event videos and photos, along with a video promoting the 2019 State Institute made up by the Southwest Chapter.

**CYFEA Executive Team Report:** CYFEA Executive Team Chairperson, Jacqui Larson said that there had not been a recent E-Team meeting. She suggested that the E-Team's meeting could correspond with the CYFEA Board of Directors meetings. They might meet earlier and then join the CYFEA Board for their monthly meeting. There was a favorable response to this suggestion, with the idea that it might engage the Executive Team and bring them in on what is currently happening with the state Association. There was also the suggestion of featuring an E-Team member in the next CYFEA newsletter, coming up in the September or October time frame. It was agreed that the first E-Team member to feature might be Karl Kembel.

Jacqui briefly reported on her day spent in Pueblo in June at the 2018 CO FFA Convention, which she attended with Sharon Pattee. Dale McCall also was present and helped Jacqui with the 2018 CYFEA Scholarship Award presentations during the awards event. She stated that she felt the CYFEA's presence there was a good thing to further recognize and remind attendees of the FFA and CYFEA relationship in furthering Ag education. Jacqui thought that it would be great to obtain a video copy of the award presentations to be shown at upcoming CYFEA events.

Sharon asked if there was any way to encourage the Chapters to include her in one or more of their meetings. She felt that the Chapters do not seem to be interested in any regular engagement with the state Association. It was discussed by the group that perhaps by asking the Executive Team to join the Board of Directors' meetings, that this might stimulate some better engagement and cohesiveness. Jacqui's suggestion that a "Planning Session" be done perhaps in early September, with the E-Team and the Board of Directors, was well received. This would be discussed further with the E-Team if some were present at the August 2018 Board of Directors meeting.

**Executive Director's Report:** Sharon Pattee presented the June 30, 2018 CYFEA financial statements to the Board. After some brief discussion, Dale McCall moved to accept the June 30, 2018 financial documents as presented. Jacqui Larson seconded the motion. A vote was taken and the motion passed unanimously.

Sharon then reported that the May 2018 CYFEA CO Young Farmer newsletter went out electronically to all of the Chapters, members, and some sponsors. Hard copy was also mailed to approximately 110 Ag businesses and supporting sponsors. It was asked about the cost of this recent issue and Sharon responded that a \$450 layout fee was charged by Westprint, Inc. However, other than \$180 in postage, CO Corn provided the printing, which was done for the first time in color, for free. Usually the amount paid to Westprint for the layout and printing was approximately \$1500. Everyone thanked Mark Sponsler for the printing of the May 2018 CYFEA newsletter. She also mentioned that she had drafted a letter and advertising rate "menu" to be sent out by mid-August in order to obtain some advertising dollars for the CYFEA. A motion was made by Mark Sponsler and seconded by Jacqui Larson to approve Sharon's letter to request advertising funding for the next CYFEA newsletter. A vote was taken and passed unanimously for the advertising letter to go out as soon as possible.

As the NYFEA has requested 2018 dues to be paid, Sharon asked the Board on some direction on this issue. The CYFEA 2018 dues letters were sent out in May, but Sharon reported that no dues amounts had been received yet. It was decided after some discussion, that the same amount that was paid to the NYFEA for the 2017 membership dues of \$150 be paid out for 2018. Mark Sponsler made the motion with Dale McCall providing the second. A vote was taken and it passed unanimously.

**CYFEA Chairman's Report:** CYFEA Board Chairman, Dave Lieber led the group back to the discussion of the Memorandum of Understanding that concerned the 2019 State Institute. Sharon had provided copies of the draft MOU for discussion. A motion was made by Dale McCall to approve the drafted MOU agreement between the CYFEA Board of Directors and the Southwest Chapter as hosts for the 2019 State Institute. A second was provided by Jacqui Larson and when the vote was taken it passed unanimously. Sharon said that she would finalize the agreement and send it to the Southwest Chapter for their signature right away.

The subject of the CYFEA Executive Director's annual contract was brought up at this time. After some lengthy discussion, Dale McCall made the motion to renew the CYFEA's Executive Director's contract for a six month period with an increase of \$250 per month, so that it syncs up with the CYFEA fiscal year, i.e. through January 31, 2019. Mark Sponsler reminded the group present that at the previous Board meeting on June 7<sup>th</sup>, it was decided that the ED's salary would be increased by \$500 per month. This amount was approved by the CYFE Foundation also. Mark made an amendment to McCall's motion to have the amount be increase by \$500 instead of \$250 per month and also have the contract run through February 2019 to include the month of the 2019 State Institute. Jacqui Larson offered a second to the amended motion. A vote was taken and the amendment passed. The original motion was then voted on and passed unanimously to increase the ED's salary to \$3000 per month and have it run seven months from August 1, 2018 through February 28, 2019. Dave Lieber asked Sharon to revise last year's ED contract accordingly.

There was additional conversation about creating some kind of incentive program for Sharon to do some fundraising. Many ideas were addressed, nothing was firmly decided. The subject might be discussed further at the August 2018 BOD meeting. It was determined that any agreement should be separate from the ED's regular contract for services that was approved earlier.

Dave then brought up the discussion of the Errors and Omissions insurance policy for the Board of Directors. After a lengthy discussion, a motion was made to go ahead and approve payment of a binder for CYFEA Board Errors and Omissions insurance from Renaissance Insurance by Dale McCall. Jacqui Larson seconded the motion and the vote passed, with Dave Lieber voting no. Sharon suggested that Erich Ehrlich be invited to attend the August 2018 CYFEA BOD meeting in order to explain what the insurance does or doesn't cover for the Board of Directors and administratively.

There was no update on the proposed 2019 Tractor Auction since Darrell Johnston was not present.

**Adjournment:** The next meeting of the CYFEA will be planned for August 9, 2018, at 6:00pm, to be held at Aims Community College in Fort Lupton. Dale McCall made the motion to adjourn the meeting with Mark Sponsler providing the second. With a unanimous vote, the July 2018 CYFEA Board of Directors meeting was adjourned at 8:56pm.

Respectfully submitted,

Sharon Pattee, CYFEA Executive Director