

# **NDFMGA Board Meeting Minutes– November 3rd, 2017 7 PM**

## **Phone Meeting**

### **Call to Order – Hero Barth**

#### **Roll Call**

**Present:** Hero Barth, Stephanie Blumhagen, Bonnie Munsch, Roberta Hunt, Jamie Good, Mike Pretzer, Holly Mawby

**Not Present:** Daniel Rugroden, Myra Olson, Janel Anderson, Roberta Thorson

### **Two items were added to the agenda**

**Approval of Minutes from Previous Meeting, Meeting minutes not available, tabled until further into agenda**

**Motion:**

**Second:**

### **Treasurers Report – Mike Pretzer**

**It was noted that a change was necessary to the title on the top of the deposits to '2017 deposits'.**

**Motion to approve the treasurers report/financials with the change: Roberta Hunt**

**Second: Bonnie Munsch**

**Motion passed**

### **Old Business**

- **Website updates – Holly Mawby**  
Holly Mawby reported that the new website, built from template, was up and running and had been used all summer to collect registrations for summer educational workshops, however there were still some flaws and missing information. As discussed in prior meetings, Robert Tolar had been hired to build a new and more functional and user friendly site for the NDFMGA. Robert has finished with phase one of the project, the building of the shell for the site, and he has been paid for phase one of the work. Next, Holly and Robert need to meet to discuss the 'back' of the site, where most of the manager details such as how events, etc. are posted and removed and the site update will be handled. Robert has been out of the country all summer and just returned a month or so ago and Holly has not had time in her schedule to meet with him yet to set details for phase two of the project. Holly and Robert will work on this in the upcoming months.
- **Summer Workshops and education updates – Holly Mawby**  
Holly reported that there was overall good response to the educational workshops held by the NDFMGA this summer. The first workshop – the Brick Oven Baking workshop, had 14 people register and 13 actually participate. Roberta Hunt and Stephanie Blumhagen participated in this workshop and gave good reviews. The next workshop – the Online Marketing Webinar, had thirteen people register, although not that many participated via webinar. Again, there were good reviews from those that participated with lots of good questions asked during the question and answer period. As a part of this webinar, all those that registered received the workbook on marketing via flash drive sent to them in the mail. This workbook was also posted to the NDFMGA website and can be sent to those that request it in paper form or on a flash drive. The next workshop was the Small Farm Equipment Open House held in Carrington. Although not as many people attended, this workshop seemed to be of great value to both the producers who brought equipment to share

and those that came to learn. Bonnie Munsch attended this workshop and felt that all those that attended learned from each other and that it was very worthwhile. Holly noted that sometimes when trying new initiatives, you have to hold them no matter what the turn out so people get used to attending. The final workshop, Home Based Business, was cancelled due to low enrollment. There were only two registrations and those two people changed their minds and were not going to attend. It was suggested that registration may have been low as the workshop was scheduled for the same day as the Pride of Dakota Showcase in Jamestown (the proposed location for the workshop) and that some of our members may also have been involved in this event. Holly contacted Glenn Muske, who was to teach this workshop, and asked if he would be available to present the workshop information at the Local Foods and NDFMGA conference in Minot in February. Glenn agreed to be a presenter at the conference and use the information he had prepared for the workshop at that time. This cancellation did result in a \$50 fee for the cancellation of the rented space that was arranged for the workshop.

- **Grant updates – Holly Mawby**

Holly reported that 22 mini grants were delivered to markets and individual members and 24 new vendor applications were received. Two of the new vendor applications were denied due to products that were not allowed at markets, thus 22 new vendor grants were paid out this year as well. It is now time to collect all photos and receipts from all grant participants and Holly will work on this as time allows.

- **Addition to agenda – market grant application from individual** – The Board then discussed a grant request for a mini grant from an individual member. This member did not fully explain what the funds would be used for, how they would benefit more than just her business, or show a new use of funds in comparison to the funding received by this individual member in the previous year. Hero Barth and Stephanie Blumhagen agreed that this is not meeting the intent of the grant and should be denied, then Stephanie added that in her experience grantors do not like it when the exact same thing is requested twice. Hero agreed, Holly reminded them that many others do the same thing. Steph suggested that in the future the application read “benefit more PRODUCERS OR VENDORS than just the applicant” The board agreed to deny the application.
  - **Motion: Mike Pretzer moved to deny the application based on the board’s discussion and grant guidelines stating it did not benefit more than one producer/vendor.**
  - **Roberta Hunt seconded the motion**
  - **Motion passed**

## **New Business**

- **Lost meeting minutes from March of 2017**

Due to the loss of the March 2017 meeting minutes, some business from that meeting was re-evaluated per the notes below:

- **Motion: Bonnie Munsch made a motion to replace NDFMGA Board Members if they misses 3 consecutive meetings.**
- **Second: Stephanie Blumhagen**
- **Motion passed**
- **Ratification: Mike Pretzer made a motion to ratify the Board’s decision to charge \$15 for members and \$30 for nonmembers for summer education workshops.**
- **Second: Roberta Hunt**
- **Ratification passed**
- **Replacement of Bob Nowatzki**

The NDFMGA bylaws read: “Section 5: In case of a vacancy on the Board, the Board of Directors may appoint a Director from that region’s membership to fill the unexpired Director’s term.” Hero suggested waiting until the conference to replace Mr. Nowatzki.

- **Motion:** Bonnie Munsch made a motion to leave the NE Board Representative position vacant until the 2018 Local Foods and NDFMGA conference.
- **Second:** Mike Pretzer
- **Discussion:** Mike Pretzer noted he felt this was a good idea and would give other members the chance to hear about the position and think about being a board member.
- **Motion passed**

- **Board member meeting participation Discussion**

Holly Mawby noted that the motion just passed requires a change to by-laws. The bylaws for the Association read: “These by-laws may be amended by a majority vote of a quorum attending any regular or special meeting provided the contents of the proposed changes are included in the call of the meeting. Proposed changes will be provided to the membership 30 days prior to the meeting. The NDFMGA board members are hereby given the authority to make temporary changes to the NDFMGA by-laws throughout the year as needed. Changes must be submitted to the general membership upon their adoption by the Board. If 15% of the membership objects to the change in writing within 30 days following receipt of the changes by notifying the Chairman, the change shall be void. Otherwise the temporary changes will go into effect but must be ratified by the membership at the next annual meeting or at a special meeting of the membership.”

In accordance with the bylaws – the motion made previously in the meeting will become part of the bylaws as a temporary change. The Association membership will be made aware of the temporary change and their ability to oppose it or approve it 30 days before the 2018 conference via newsletter, email, and online. This topic will then be added to the annual membership meeting for full membership approval or rejection. After which the bylaws will be permanently amended if needed.

**There was no motion needed for this agenda topic.**

- **2018 Local Foods Conference details**

**Jamie Good led the Board through a discussion regarding details for the 2018 annual conference.**

A suggestion was made about breaking the annual meeting into two sections (elections and meeting) or doing voting via ballot boxes.

A suggestion was made for the inclusion of the annual meeting notice with conference registration information to fit with the Association bylaws which read: “Section 3: Notice of all meetings, regular or special, shall be made to each member at least seven days prior to the meeting. The date, time, and place, as well as the nature of the business to be transacted shall be included in the notice”.

The Board liked the idea of Rachel and Farm Commons presenting detailed and advanced presentations on farm business. Hero wanted to allow Glenn Muske as much time as he needs to present his workshop topics which were not used when the Home Based Business workshop was cancelled in October. The Board then discussed whether or not Rachel’s first session – ‘Business Structure’ should be a general session. Mike Pretzer felt it would make a good general session. Hero Barth wanted to make sure we didn’t double up with Glenn’s sessions about business planning. Holly Mawby presented information that Glenn’s topics were more for the beginning business and that based upon Glenn’s list of information it could be worked out so that no information was repeated. Holly mentioned she could have Glenn and Rachel speak prior to the conference to discuss strategy. Discussion then moved to how to run the annual member meeting and annual board meeting. Mike Pretzer suggested two shorter meetings would be easier to deal with than long ones, his preference would be to split the annual meeting into two, with one being voting and then move the advisory board meeting to Saturday afternoon at the conclusion of the conference. The question was raised as to how to keep people from stuffing ballot boxes if the voting was moved to this method. The suggestion was made to do this by handing out ballots

during annual meeting so each person only got one. There could be a ballot box on Saturday where people put their ballots in. We could introduce nominees during the lunch on Saturday and do voting then as well. A suggestion was made to do the annual member meeting Friday 5 PM with introduction of candidates on Sat. lunch, then break time Saturday announce the winners of the election. Stephanie Blumhagen suggested sending out the names of Board members whose terms are expiring and what regional positions are open to the board. Hopefully board members could personally talk to people to recruit them. Roberta Hunt mentioned she would like a good upbeat motivational speaker to start out the conference on Friday at 10:00.

- **Motion:** Roberta Hunt motioned to spend up to \$8,000 for keynote speakers for the annual conference
- **Second:** Bonnie Munsch
- **Discussion** – Mike Pretzer would like to hear from a farmer as Jamie suggested.
- **Motion passed**
- **Motion:** Mike Pretzer motioned to pay breakout speakers mileage, event expenses (meals/hotels) at state rate, and a \$200 stipend.
- **Second:** Roberta Hunt
- **Motion passed**

Discussion then moved into the topic of co – locating our conference or cooperating with the North Dakota Grape and Wine Growers Association (NDGWGA). Roberta Hunt felt the NDFMGA members/participants could get a ticket to the NDGWGA social and the NDFMGA should pay for the hors d' oves. Mike Pretzer agreed that the NDFMGA should contribute to the food to make it more substantial. Hero Barth also felt that if the social food was enough to satisfy a person it would be ok and the NDFMGA should cover it. We will need to check into the issues of minors (Jamie will check with NDGWGA). It will be important to have a nonalcoholic option for minors or those that choose not to drink alcohol.

- **Motion:** Roberta Hunt made a motion to give Jamie Good leeway to put together an evening social with the NDGWGA where the NDFMGA pays for the food and participation of NDFMGA conference participants
- **Second:** Mike Pretzer
- **Discussion** – Bonnie questioned if we should give Jamie a budget. Mike Pretzer said he was comfortable with not giving a budget and commented that he thought the idea of co-locating the NDFMGA and the NDGWGA was great.
- **Motion passed**

- **Possible Newsletter proposal from Sue Balcom – Holly Mawby**

Holly Mawby informed the group that with cuts at the college and increased demands upon her time at Dakota Collage, she currently has little time to ensure a quality newsletter goes out quarterly and suggested hiring this task out to someone else. She did solicit a proposal from Sue Balcom, who does newsletters for other organizations and whose work as a journalist, newspaper editor, photographer, and author make her a good candidate. Holly shared the proposal from Sue Balcom with the Board. Mike Pretzer suggested that hiring someone for the newsletter should be something the NDFMGA should do. Stephanie suggested doing a public request for proposals. Roberta, Jamie and Hero agreed a public request for proposals was necessary. It was suggested that we put the request for proposals into the next newsletter and put it on the agenda for the board meeting at the conference. Stephanie will volunteer to write the request for proposal.

- **Charitable Organization Registration**

Holly Mawby reported that she was late in filing the Charitable Organization Registration with the State of North Dakota but was working on it now and there will be an additional fee to pay for being late.

- **Fixed dates for Board Meetings – Stephanie Blumhagen**

Stephanie Blumhagen suggested having set meeting dates for future meetings. Stephanie proposed end of March (3<sup>rd</sup> or 4<sup>th</sup> week) and November (first or second week) as well as the conference. We will add this to the agenda for the board meeting at the conference.

- **Providing testimony to the Natural Resources Committee on wind farms**

Holly Mawby reported that she had been contacted by the State Interim Committee on Energy in regards to public comment on energy and wind farms in North Dakota. The Committee wondered if the NDFMGA had comments, for or against, that they would like to make at an upcoming meeting. The Board agreed that the Association does not have an opinion at this time.

- **Addition to the agenda - Memorial for Chuck Flemming**

The board discussed doing something in memorial of Chuck Flemming. The Board had wanted to do something at the beginning of 2017 shortly after his passing but had trouble locating the contact information for his family. Holly noted that she now has the needed contact information. Hero Barth noted he would like to see something done during the conference. Stephanie suggested planting an orchard. Hero suggested a tree be planted at the capital, to which Jamie shared the steps and contacts it would take to request that. Stephanie suggested contacting the family to see if there was something special they would like. Hero suggested an email vote for the final decision after receiving family input. Jamie asked if anything was done during the conference, could we do it during the annual meeting. Mike Pretzer agreed we should contact the family and decide via an email vote so plans could move forward before the conference. He noted that the tree or scholarship to the conference or a memorial bench in a place that had meaning to Chuck were all good ideas.

### **Adjourn**

**Motion:** Stephanie Blumhagen made a motion to adjourn the meeting.

**Second:** Roberta Hunt

**Motion passed.** President Hero Barth adjourned the meeting at 9:58 PM