

# ISPFMRA Board, Committees and Procedures

**2011**





2011 Leadership  
Board of Directors and Committees

*For most of you serving as a committee member, a committee chair, or as an officer with the Illinois Society of Professional Farm Managers and Rural Appraisers, this is not the first time you have stepped up to help the Society. Your willingness to give of your time and of your talents again and again is the reason this chapter is able to offer valuable services, programs, and education to its members. If you are serving for the first time I think you will find the experience rewarding and you might well gain more than you give.*

*In a professional association where all functions and activities are led by the volunteer members, it is critical to the success to have many participants to not only spread the workload, but to energize and develop leaders of the organization.*

*The Directors on the Board and each Committee Chair offer a sincere thank you for your dedication, interest, loyalty, and involvement.*

*It is our hope that you find this document useful as the year unfolds for us. If you have questions at any time, please feel free to contact any Board of Director member or Carroll Merry. We are here to serve you.*

*Thank you for stepping up one more time.*

Sincerely,

A handwritten signature in black ink, appearing to read "Mark E. Wetzel". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Mark E. Wetzel  
AFM



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## ISPFMRA 2011 Officers and Board

### Chairman and President

Mark Wetzel, AFM  
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### President-Elect

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### Vice President

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**Past President**

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**ISPFMRA Mission Statement**

*The purpose of the Illinois Society of Professional Farm Managers and Rural Appraisers is to serve and promote professionalism of those who provide management, consultation services, valuation, and marketing of agricultural resources. We provide our members with quality education, an exacting code of business ethics, and opportunity for interaction with professional peers in agriculture.*

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## **2011 ISPFMRA Board of Directors**

### **— Duties and Assignments —**

The ISPFMRA Board members function as a team, along with the Chairs and members of the Committees of the Illinois Chapter. In a professional association where activities are all led by membership volunteers, it is important to have participation from many — to spread the workload and to energize the organization. To do this requires effective leadership and organization – a responsibility of the Board.

The following duty and responsibility assignments indicate primary areas of focus designed to help your Chapter operate as effectively and efficiently as possible.

#### **President and Chairman**

*Mark Wetzel, AFM*

- Chair the ISPFMRA Board of Directors and CEO of organization.
- Illinois Chapter spokesperson on the ASFMRA Board of Directors.
- Chair the Annual ISPFMRA business meeting.
- Coordinate ISPFMRA Long Range Planning initiatives/activities.
- Represent ISPFMRA with other organizations
- Board contact for the Membership Development Committee.
- Conduct annual performance review with Executive Director.
- Oversee ISPFMRA budget and financial operations.

#### **President-Elect**

*Rich Grever, AFM*

- Serve on the ISPFMRA Board of Directors.
- Serve as a Delegate to ASFMRA Board of Directors.
- Appoint ISPFMRA Committees for year of presidency.
- Conduct an annual review of all standing contracts.
- Board contact for the 2011 Summer Tour
- Coordinate ISPFMRA Public Relations and Publicity initiatives/activities.
- Board contact for the Commercial Sponsorship Committee.
- Board Contact for Ethics and Appraisal Review Committees.
- Perform duties in absence of President.

## **Vice President**

*Bruce Huber, AFM, ARA*

- Serve on the ISPFMRA Board of Directors.
- Serve as a Delegate to ASFMRA Board of Directors.
- Board contact for the ISPFMRA Annual Meeting Committee.
- Board contact for the Government & Policy Committee.
- Board contact for the Appraisal Education Committee.
- Board contact for the Management Education Committee.
- Board contact for the Consulting Education Committee.
- Board contact for Bylaws Committee.

## **Academic Vice President**

*Phil Eberle, Ph. D.*

- Serve on the ISPFMRA Board of Directors.
- Serve as a Delegate to ASFMRA Board of Directors (*as needed*).
- Statewide academic contact for ISPFMRA membership.
- Official liaison to Illinois colleges' education and research functions.
- Board contact and coordinator for C-FAR Committee.
- Interface academic community with Education Committees.
- Board contact for Memorial Scholarship Committee.
- Serve on Land Value & Lease Trends Survey Committee.
- Board contact for ASFMRA *Journal* submissions.

## **Past President**

*Bret Cude, AFM*

- Serve on the ISPFMRA Board of Directors.
- Serve as a Delegate to ASFMRA Board of Directors (*as needed*).
- Assist the President and other Board Directors as requested.
- Chair of the ISPFMRA Nominating Committee.
- Chair of the ISPFMRA Honorary Awards Committee.
- Board contact, coordinator of Land Value & Lease Trends Survey, and Illinois Land Values Conference

## **Secretary /Treasurer**

*Gary Schnitkey, Ph.D.*

- Serve officially as Secretary of the ISPFMRA Board; keep minutes/records.
- Serve on the ISPFMRA Board of Directors.
- Serve as a Delegate to the ASFMRA Board of Directors (*as needed*).

- Responsible for the financial reporting of the ISPFMRA.
- Coordinate financial reporting to the Board.
- Approve payment of expenses up to Board-authorized level.
- Responsible for sending membership information about officer election nominee(s), and election processes.
- Board contact/interface with Audit Committee to examine ISPFMRA funds and official records.
- Board contact for the Archive Task Force.
- Editor of the ISPFMRA newsletter.

### **Board of Directors**

The ISPFMRA Board consists of the officers and immediate past President. *[Official meetings will have at least 2 days' notice of date, time, and place (or forum, such as teleconferencing). A quorum is a majority (any 4). A majority of quorum (3, with 4 or 5 attending; or 4 with 6 attending) is needed for official action of the Board, unless Bylaws otherwise require.]*

The Board of Directors has the following responsibilities:

- Direct and control all the affairs and activities, property, and business of ISPFMRA.
- Adopt rules and regulations to manage the organization and conduct of its meetings.
- Appoint and remove Officers within the parameters of the Bylaws.
- Exercise powers delegated to the Chapter by, and with respect to, any business of the ASFMRA
- Present proposed bylaws changes to the membership

### **Executive Director**

*Countryside Marketing, Inc. – Carroll Merry*

The ISPFMRA contracted with Carroll Merry (Countryside Marketing, Inc.) in 2003 to provide professional management services for the association. Some of the duties and responsibilities of Carroll Merry as “Executive Director” of the ISPFMRA include:

- Facilitate the flow of information and communications between the Society’s members; provide editorial and creative services for the purposes of public relations, advertising and marketing materials, trade shows, and other activities, solicit input, write, edit, and provide graphic support for the development of the Society’s newsletter, and manage the Society website to keep it attractive, current, and relevant.

- As directed by Board Directors and Committee Chairs, provide direction and support with Government activities and Commercial Sponsorship solicitation.
- Serve as the organization's administrator and serve as a common contact point for media, vendors, members, and all others interested in the business of the Society.
- Assist in the coordination of membership activities, development of meeting materials, act as an on-site organizer and liaison of meeting management and educational course activities, and provide support as directed by the Board of Directors or designated Chairs of events.
- Store and archive active materials used by the Society for its business;
- Manage all financial relationships with current and new vendors, pay all bills of the Society with designated approvals, coordinate the development and management of the budget, and provide financial information as requested by the Board Directors.
- Manage all membership lists and records, dues receipts, and allocation of funds, in coordination with ASFMRA when applicable.
- Other specific duties as detailed in, and consistent with, the Agreement for management services, as directed by the Board of Directors.

### **ISPFMRA General Objectives and Purposes**

- Promote professional farm management and appraisal of rural property and agricultural consulting.
- Provide for the exchange of ideas and the improvement of the profession of farm management, rural appraisal, and agricultural consulting.
- Maintain a code of business and professional ethics designed to protect owners and clients, and to promote sound business practices.

## 2011 Committee Chairs

	<u>Committee Chair</u>
Annual Meeting - 2011 @ Springfield	Larry Weitekamp, AFM
Appraisal (Divergency) Review	LeeAnn Moss, Ph. D., ARA
Appraisal Education	David Ragan
Audit	Randal S. Fransen, AFM
Bylaws	Winnie Stortzum, ARA
C-FAR	Tom Toohill, AFM
Commercial Sponsorship	Thomas Wargel, AFM Brian S. Neville, AFM
Ethics	Allen D. Worrell, AFM
Farmland Values/Lease Trends Survey/ 2011 Illinois Land Values Conference Conference Meeting	Don McCabe, AFM Winnie Stortzum, ARA Brian Duke, AFM
Advertising	Scott Johnson, AFM, CCA
Farmland Data Collection	Chuck Knudson, ARA Don Cochran, ARA
Farmland/Lease Trends Survey	Gary Schnitkey, Ph.D.
Government & Policy	Jerry Hicks, AFM
Honorary Awards	Bret Cude, AFM
Management Education	TBA
Membership Development	Seth Baker, AFM
Memorial Scholarship	Richard Hiatt, AFM, ARA
Nominating	Bret Cude, AFM
Summer Tour - 2011	TBA
2012 Annual Meeting (Bloomington)	Staff, Soy Capital Ag Services, Bloomington

— *Our thanks and sincere appreciation to each of these leaders,  
for their work and valuable contributions to the ISPFMRA* —

# 2011 ISPFMRA Board/Relative Meeting Schedule

(All times shown are Central Time Zone)

## 2011

### **January**

- 5 Illinois Ag Legislative Round Table -- Bloomington, IL
- 11 Board Telephone Conference Call (10:30 AM)  
(Dial-In -- 712-432-3900, Access Code -- 445-8281)
- 13 7-Hour USPAP Update Course -- Effingham, IL

### **February**

- 1 Board Telephone Conference Call (10:30 AM)  
(Dial-In -- 712-432-3900, Access Code -- 445-8281)
- 16 Understanding Conservation Easement Valuation  
Abraham Lincoln Hotel/Conference Center, Springfield
- 17-18 2011 Annual Meeting, Abraham Lincoln Hotel and  
Conference Center, Springfield, IL

### **March**

- 9 Ag Legislative Day, Springfield, IL
- 14 Board of Directors Meeting, Parke Hotel and Conference  
Center, Bloomington, IL
- 15-16 Illinois Land Values Conference, Parke Hotel and  
Conference Center, Bloomington, IL

### **April**

- 5 Board Telephone Conference Call (10:30 AM)  
(Dial-In -- 712-432-3900, Access Code -- 445-8281)
- 5-7 IAR Spring Business Meetings, Springfield, IL

### **May**

- 3 Board Telephone Conference Call (10:30 AM)  
(Dial-In -- 712-432-3900, Access Code -- 445-8281)
- 4-5 IAR Spring Conference, Collinsville, IL
- 11-13 NAR Mid-Year Meetings, Washington, D.C.

### **June**

- 7 Board Telephone Conference Call (10:30 AM)  
(Dial-In -- 712-432-3900, Access Code -- 445-8281)

## **July**

- 11-15 ASFMRA Education Week, Omaha, NE
- 12 Board Telephone Conference Call (10:30 AM)  
(Dial-In -- 712-432-3900, Access Code -- 445-8281)

## **August**

- 2 Board Telephone Conference Call (10:30 AM)  
(Dial-In -- 712-432-3900, Access Code -- 445-8281)
- 30-31 Farm Progress Show, Decatur, IL

## **September**

- 1 Farm Progress Show, Decatur, IL
- 7 Board Telephone Conference Call (10:30 AM)  
(Dial-In -- 712-432-3900, Access Code -- 445-8281)
- 11-15 2011 Leadership Institute, Washington, D.C.

## **October**

- 4 Board Telephone Conference Call (10:30 AM)  
(Dial-In -- 712-432-3900, Access Code -- 445-8281)
- 10-13 IAR Fall Conference, St. Charles, IL
- TBA IAR Board of Directors Meeting, St. Charles, IL
- TBS IAR Annual Installation and Meeting, St. Charles, IL
- 22-28 ASFMRA Annual Convention and Tradeshow, Scottsdale, AZ

## **November**

- 1-4 Board Telephone Conference Call (10:30 AM)  
Dial-In -- 712-432-3900, Access Code -- 445-8281)
- 11-14 NAR National Meetings, Programs and Installation,  
Anaheim, CA

## **December**

- 6 Board Telephone Conference Call (10:30 AM)  
(Dial-In -- 712-432-3900, Access Code -- 445-8281)

# **2011 ISPFMRA General Board Activity Schedule/Agenda Items**

## **January 2011**

- Publish Winter 2011 Newsletter
- Review Farmland Values and Lease Trends Survey Committees' plans.
- Prepare Tax Return (or request extension to 5/15); due 2/16.

## **February 2011**

- Annual Meeting in Bloomington
- Set editorial plan for Spring 2008 Newsletter
- Follow-up on membership status with ASFMRA from dues list.

## **March 2011**

- Land Values Conference in Bloomington
- Review and critique Illinois Land Values Conference for the next year.
- Gather Summer Newsletter material by April 1<sup>st</sup>.
- Appoint Secretary-Treasurer within 30 days of assuming office.
- Appoint Academic Vice-President within 30 days of assuming office.
- Appoint members of all Committees within 30 days of assuming office.
- Send list of new officers to ASFMRA within 30 days of assuming office.
- Review Education Committees' plans for the year and multi-year strategies.
- Review and critique Annual Meeting for the next year.
- Annual Meeting Committee (for 2<sup>nd</sup> year out) select site/facilities/contract.
- Appoint next year's ISPFMRA delegate to ICAP (Illinois Coalition of Appraisal Professionals).
- Establish monthly board meeting schedule.

## **April 2011**

- Publish and distribute Spring 2011 Newsletter.
- Determine participation in SWCD Annual Meeting (August).
- Determine Participation in Farm Progress Show (August)
- Determine participation in Community Bankers programs.
- Determine participation in Illinois Banker's Association

## **May 2011**

- Nominate ASFMRA Leadership Institute Candidates.
- Designate June Roundtable representatives.
- Invitations from Board to Leadership Institute candidates

## **June 2011**

- Gather Summer Newsletter material by August 1<sup>st</sup>.

## **July 2011**

- 2010 Summer Tour/Business Meeting/ASFMRA Education Week
- Renew ISPFMRA Liability Insurance policy; # members, premium.

## **August 2011**

- Publish and distribute Summer newsletter.
- Initiate Commercial Sponsor Committee letters.
- Initiate Nominating Committee selection.

## **September 2010**

- President to report on review of contracts and performance review of Executive Director.

## **October 2011**

- Review Annual Meeting Committee's plans and budget.
- Notice of Annual Meeting must be sent 30 to 60 days before date of meeting.

## **November 2011**

- Coordinate with president-elect regarding budget/committee chairs and members and update Procedures book.
- Notice of Nominating Committee must be sent to membership by Nov. 10<sup>th</sup>.
- If required, count ballots received 30+ days before the Annual Meeting date
- Review Nomination Committee Report; Election ballots, if necessary, must be sent 60+ days before Annual Meeting date.
- Review Bylaws Committee recommended changes; approved changes must be sent to the membership 20+ days before the Annual Meeting date.

## **December 2011**

- Gather Winter Newsletter material by January 1<sup>st</sup>.
- Review Illinois Ag Roundtable Issues; feature those important to ISPFMRA
- Review Commercial Sponsorship Committee activities (focus group/survey) plans.
- Determine participation at Chicago Farmer's Farmland Fair (usually Feb.).
- Request Awards Committee complete their selection.
- Request Audit Committee to schedule a time to do audit.
- Finalize business in transition from 2011 Board to 2012 Board.

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### **About the Illinois Society**

Illinois Society members manage and consult on an estimated 4.2 million acres (about 18%) of Illinois' farmland. They annually appraise about 1 million acres valued at over \$2 billion. Farmland is the single most valuable input of most agricultural enterprises in Illinois.

ISPFMRA disciplines focus on managing farmland, valuing farmland and other rural real estate, and agricultural consulting. Members of the Illinois Society of Professional Farm Managers and Rural Appraisers are specialists who dedicate their efforts to professionally serving landowners and others with agricultural interests.

Members continually work within the Illinois Society to expand their knowledge and skills to provide the highest quality agricultural management, appraisal, and consulting services.

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## History of Meetings/Events

The ISPFMRA conducts a variety of educational and organizational activities. Typically these include an Annual Meeting, a Summer/Fall Tour & Meeting, and an annual Illinois Land Values Conference usually held in March. Following are the locations (past, present, and future, currently scheduled) of these events and the Chair for each.

### Recent Annual Meetings

<u>Year</u>	<u>Location</u>	<u>Chair(s)</u>
1997	– Bloomington, Jumers	John Kahle
1998	– Champaign, Chancellor Hotel	Scott Johnson
1999	– Decatur, Holiday Inn	Thomas Wargel
2000	– Peoria, Holiday Inn	Doug Greiner
2001	– Springfield, Northfield Inn	Randy Leka
2002	– Bloomington, Jumers	Chad Hoke
2003	– Champaign, Holiday Inn	Tom Wiggins & Eric Decker
2004	– Decatur, Holiday Inn	Dean Kyburz
2005	– Peoria, Par-A-Dice Hotel	Norm Bjorling
2006	– Springfield	Kent Kraft
2007	– Bloomington	Myers
2008	– Decatur	Bruce Huber
2009	– Peoria	Tim Harris
2010	Business Meeting -- St. Louis	Dale Kellermann
2011	– Springfield	Larry Wietekamp
2012	– Bloomington	Staff, Soy Capital Ag Services, Bloomington

### Illinois Land Values Conference

<u>Year</u>	<u>Location</u>	<u>Chair(s)</u>
2002	– Springfield, Northfield Inn	Don Cochran
2003	– Springfield, Northfield Inn	Penny Lauritzen
2004	– Lisle, IL, Wyndam Hotel	Fred Hepler, Doug Lakamp,
2005	– Naperville, White Eagle CC	Chuck Knudson, Gary Schnitkey & Mike Morris
2006	– Morris, IL, Jennifers Gardens	Ray Brownfield
2007	– Morris, IL, Jennifers Gardens	Eric Decker
2008	– Morris, IL, Jennifers Gardens	Bob Swires, general chair
2009	– Morris, IL, Jennifers Gardens	Bob Swires, general chair
2010	– Bloomington, IL, Parke Hotel	Bob Swires, general chair
2011	– Bloomington, IL, Parke Hotel	Don McCabe, general chair

## **Recent Past ISPFMRA Presidents**

- 1995 – Gerald R. Bauer
- 1996 – Ernest D. Moody
- 1997 – Brian Thompson
- 1998 – Allan D. Worrell
- 1999 – Dean A. Robinson
- 2000 – Charles E. Knudson
- 2001 – Donald K. Cochran
- 2002 – Penny Lauritzen
- 2003 – Dale Aupperle
- 2004 – Don McCabe
- 2005 – Jerry Hicks
- 2006 – Bob Swires
- 2007 – Andy Brorsen
- 2008 – Mac Boyd
- 2009 – Fred Hepler
- 2010 – Bret Cude

# General Duties of Committees and Chairs

## General Committee Structure/Reports.

Chairs of Committees report to the Board of Directors. Committee reports should include plans, activities, and actions including financial impact. Reports are to be made periodically at the request of the Board, prepared/presented by the Committee Chair in person or in writing.

All Chairs will prepare an annual written report for the Illinois Society Annual Meeting. The report is to be submitted not later than 30 days prior to the annual meeting. The report should contain committee activities and events resulting from committee action during the proceeding year.

## “Standing” and Appointed Committees.

The following are “standing committees” as designated by organizational Bylaws:

- Appraisal (Divergency) Review
- Ethics
- Membership Development
- Nominating
- Appraisal, Consulting, and Management Education

The following are committees designated by the Board for the 2011 year:

- Annual Meeting
- Government & Policy
- Summer/Fall Tour
- Memorial Scholarship
- Commercial Sponsorship
- C-FAR
- Audit
- Bylaws
- Honorary Awards
- Illinois Land Values Conference

**Promotion of Committee Activity** – Chairs are encouraged to prepare newsworthy information, announcements, and publicity for the Society newsletter, website, and other promotional uses, to keep membership, and others informed of events and activities. The Executive Director can assist with this.

**Financial arrangements** for activities meeting rooms, meals, speaker fees, etc. should be approved by submitting a budget to the Illinois Society President or Secretary-Treasurer and making arrangements for payment or guarantees with the Executive Director.

**Conference calls** for committee meetings can be arranged through the Executive Director.

**Use of Executive Director's Office** – In all instances, Committee Chairs are encouraged to make maximum use of the Executive Director's office in all planning and coordination activities regarding assigned committee responsibilities. This includes, but is not limited to, scheduling meeting dates and venues, coordinating speaker/presenter materials and activities, developing and disseminating promotional materials as needed, publicity, and post-meeting follow-up.

## **Annual Meeting Committee (2012 @ Bloomington)**

*Staff, Soy Capital Ag Services, Bloomington Office*

**Purpose:** Plan, organize, and carryout the Annual Meeting of the Illinois Society.

**Duties:**

- Select date and arrange hotel & meeting facilities at least 15 - 18 months prior.
- Develop a schedule for registrations meals, breaks, scholarship auction, banquet, and programs.
- Arrange for informative and timely speakers and programs to provide an educational experience for managers, appraisers, and consultants.
- Plan special events for spouses attending.
- Coordinate registration materials, program printing, registration check-in, and registration with Executive Director.
- Accommodate audiovisual and equipment needs of all speakers/programs.
- Invite members of the media and other guests of the Society.
- Prepare a budget of income and expenses by October 1 for Board approval.
- Prepare a file of appropriate information for the following year's Committee.

## **Appraisal (Divergency) Review Committee**

*LeeAnn Moss, Ph. D., ARA*

Purpose: Resolve discrepancies in professional appraisals prepared by members and promote uniform appraisal standards and practice using standards established by the American Society of Farm Managers and Rural Appraisers.

Duties:

- Prepare case reports of opposing sides of a court case to be processed and reviewed according to American Society Bylaws.
- Review other cases as referred and submit reports as required. Cases are reviewed in accordance with existing procedures.
- Interview accreditation candidates – part of exam for ARA.
- Review sample of work – USPAP accreditation.
- Recommendations to ASFMRA for candidates to take exam.

## **Appraisal Education Committee**

*David Ragan*

Purpose: Plan and coordinate educational programs and other services that benefit Society Members. Courses and seminars provided will meet pre-licensing and continuing education requirements.

Duties:

- Maintain a multi-year plan for continuing education that will be reviewed and updated annually.
- Conduct at least 20 hours of continuing education per year devoted to appraisal topics that qualify for state certification or continuing education.
- Conduct seminars on other topics as the need is identified.
- Review opportunities for continuing education prior to Annual Meeting and Summer/FallTour.
- Prepare an Income and Expense Budget for each educational event and submit it to the Board of Directors for approval.
- Publicize educational offerings through the ASFMRA and IL Society newsletters and special mailings and web site.
- Perform other services as requested by the Board of Directors or the Society Membership
- Develop mailing of available classes.

## **Audit Committee**

*Randal Fransen, AFM*

Purpose: Assure the membership that the records and funds of the ISPFMRA are being properly accounted for and protected.

Duties:

- Conduct an annual audit of the financial records after the end of the fiscal year and prior to the annual meeting or as near to that date as is feasible.
- Verify the balances of ISPFMRA funds.
- Selectively evaluate various financial transactions on a random basis to insure that full documentation is maintained and appropriate.
- Determine whether the financial policies established by the Board are being fully implemented by the Executive Director and Treasurer.
- Review the policies established by the Board regarding finances and make recommendations for improvements.

## **Bylaws Committee**

*Winnie Stortzum, ARA*

Purpose: Monitor, review, maintain and update the Bylaws of the Illinois Society of Professional Farm Managers and Rural Appraisers keeping them in accordance with the American Society of Farm Managers and Rural Appraisers and current in relation to existing technologies.

Duties:

- Review and make recommendations through the ISPFMRA Board of Directors on any change in the Bylaw document.
- Submit recommended changes to the ISPFMRA Board so that the general membership can be properly notified 20 days in advance of the annual meeting for a vote.
- Maintain the ISPFMRA Bylaws files in accordance with the ASFMRA Bylaws.

## **C-FAR Committee**

*Tom Toohill, AFM*

Purpose: Represent the interests of the Illinois Society of Professional Farm Managers and Rural Appraisers within the Council on Food and Agriculture Research (C-FAR).

## Duties:

- Identify one “official” voting representative from ISPFMRA.
- Identify one representative from ISPFMRA to participate in each of five (5) working groups, each broadly affiliated with the following topics:
  1. Expanding markets for agricultural products.
  2. Promote economic development in Illinois
  3. Increase agriculture’s capacity to meet changing world demands.
  4. Improve human nutrition, food quality and food safety.
  5. Advance sustainable use of natural and human resources.
- Participate in the review of external competitive grants.
- Participate in establishing research priorities for C-FAR.
- Participate in periodic C-FAR retreats and semiannual meetings.
- Support C-FAR efforts to increase state funding for agricultural and food research.
- Consider leadership positions within the C-FAR organization.
- Make sure ISPFMRA annual membership dues to C-FAR are kept current.

## **Commercial Sponsorship Committee**

*Thomas Wargel, AFM, Brian Neville, AFM co-chairs*

Purpose: Solicit funds from and maintain favorable working relationships with various commercial sponsors for the general benefit of the organization and to help support the cost of special projects, educational activities, meetings, tours, and publicity of the ISPFMRA.

## Duties:

- Maintain and annually update a list of companies and their representatives to solicit for sponsorship funds.
- Solicit by letter identified sponsors on or before October 1.
- Draft a solicitation letter on or before July 1 for Board approval, including the established contribution levels.
- Receive contributions and submit funds.
- Immediately acknowledge all contributions and inform the sponsors of the benefits provided in each contribution level as approved by the Board.
- All contributions are solicited without limitations on their use other than as stated in the solicitation letter.
- Annually communicate with selected commercial sponsors (survey, focus group, etc.) to determine success and plans

for following solicitations.

- Bi-Annual Commercial Sponsor Retreat

## **Ethics Committee**

*Allan Worrell, AFM*

Purpose: Review the compliance of members to the Code of Ethics and Standards of Professional Practice as established by the ASFMRA.

Duties:

- Transmit written complaints submitted to the ISPFMRA to the ASFMRA Ethics Committee.
- Maintain strict confidentiality of all complaints referred from the ASFMRA and file a written report including a recommendation to the ASFMRA whether the complaint is without merit or that the complaint has merit and action is warranted.
- Strictly follow the procedures as established by the ASFMRA By-Laws

## **Farmland Values & Lease Trends Survey**

*Chuck Knudson, ARA, RPRA, Gary Schnitkey, Ph.D., Don Cochran, ARA, cochairs*

Purpose: Work with the University of Illinois Staff, the ISPFMRA Academic Vice President and others to prepare a survey that gathers information from the ISPFMRA members as well as others regarding the trends in farmland values and farm leases across Illinois.

Duties:

- Prepare and review a questionnaire that will gather appropriate information on farmland values, ownership interest, interest rates, etc. in the 10 regions of Illinois farmland.
- Prepare and review a questionnaire that will gather appropriate information on farm lease types, trends, and cash rent information, etc. across the 10 regions of Illinois farmland.
- Designate lead persons in each of the 10 regions to assist with regional knowledge and data for the research component of this project.

Complete a survey of the ISPFMRA membership and others via mail or e-mail starting in December. Results shall be compiled/analyzed and ready by end of January to be included in the Farmland Values and Lease Trends Report for that year.

## **Illinois Land Values Conference Committee**

*Winnie Stortzum, ARA, Brian Duke, AFM, co-chairs*

Purpose: Plan and organize the annual Illinois Land Values Conference to be held in March 2011 to highlight the information prepared in the Farmland Values and Lease Trends Report to a widespread audience of people who are directly or indirectly involved with Illinois agriculture and farmland ownership.

Duties:

- Select a date and arrange a hotel/meeting facility 12 months prior to event.
- Develop a schedule for registration, program, meals, breaks and a budget to be submitted to the Board of Directors prior to December 1<sup>st</sup> of each year.
- Arrange for a variety of informative and timely speaker presentations to provide education for farm managers, rural appraisers, consultants, and others who are directly or indirectly involved with Illinois agriculture and farmland ownership.
- Work with Executive Director for general arrangements.
- Invite members of the media and other guests of the ISPFMRA.
- Prepare a file of appropriate information for the following year's committee.
- Maintain a current media list including newspaper, television and radio reporters. This contact data base is kept by the Executive Director.
- Manage the Illinois Land Values Conference as the promotional "centerpiece" of ISPFMRA's professionalism for the Chapter's disciplines of farm management, rural appraisal, and agricultural consulting.

## **Land Values Report Advertising**

*Scott Johnson, AFM, CCA*

Purpose: Promote and sell advertising space in the Farmland Values and Lease Trends Report to produce revenue for its publication, help underwrite the Illinois Land Values Conference, and generate income for the ISPFMRA.

## **Government & Policy Committee**

*Jerry Hicks, AFM*

Purpose: Monitor, evaluate, and recommend action on legislation that affects Illinois agriculture, ISPFMRA members and our clients. Also to prepare and update a policy statement that reflects the position of the ISPFMRA membership as a whole, relative to public policy issues which may affect the membership and its clients.

Duties:

- Monitor legislation at the state and national levels.
- Inform the Board of relevant legislative activity; recommend suggested actions.
- Inform the ISPFMRA membership of pending legislation via the newsletter, web site, or special e-mails to request letters, phone calls, e-mail contact with elected officials or other appropriate individuals/organizations.
- Represent the ISPFMRA policy in interactions with legislators, other agriculture groups, and the public.
- Participate in the Illinois Agriculture Roundtable, Ag Assembly, and other statewide organizations/activities.
- Host a legislative breakfast or similar event to provide a means of communicating the legislative and policy positions of the ISPFMRA to our Illinois legislators, and thanking them for their past support.
- Annually review the existing ISPFMRA policy statement, suggesting possible changes to be ratified by the membership.
- Review potential legislation with the Government affairs Committee which may need to be addressed in the policy statement.
- Draft Policy Statement, with proposed changes from previous statement, to be made available with Annual Meeting materials, for membership discussion and adoption at the Annual Meeting.

## **Honorary Awards Committee**

*Bret Cude, AFM*

Purpose: Select recipients for the “Service to Agriculture” Award and the “Hall of Fame” Award.

- The “Service to Agriculture” award recognizes an individual in the agriculture community, member or not, who has contributed to agriculture in a manner deserving state-wide recognition.

- The “Hall of Fame” award recognizes an ISPFMRA member for individual accomplishments that have advanced farm management, rural appraisal, or agriculture consulting.

Duties:

- Solicit nominations for the awards from the membership, and select one individual for each award.
- Invite the recipients (and appropriate guests) to the Annual Meeting Banquet, secure background information on recipient, and introduce award winner at banquet.
- Coordinate with the Executive Directory the purchase and engraving of a presentation plaque, and arrange for appropriate publicity/recognition of the award recipient.

## **Management/Consulting Education Committee**

*TBA*

Purpose: Plan and coordinate educational programs and other services that benefit Society members.

Duties:

- Develop and maintain a multi-year plan for continuing education that will be reviewed and updated annually.
- Host or assist ASFMRA in hosting in Illinois all courses required for an accredited title at least biannually.
- Review opportunities for continuing education prior to Annual Meeting and Fall/Summer Tour.
- Conduct or sponsor at least one course or seminar a year devoted to farm management education, and conduct seminars on other topics as the need is identified.
- Publicize educational offerings through ASFMRA and Illinois Society newsletters and special meetings.
- Prepare a budget of income and expenses for each educational event and submit it to the Board of Directors for approval.

## **Membership Development**

*Seth Baker, AFM*

Purpose: Increase ISPFMRA membership through recruitment of new members and retention of existing members.

Duties:

- Monitor all members up for renewal, and contact those members 30 days prior to their possibly being dropped from membership by the ASFMRA.
- Determine and record reasons for all members dropping their membership.

- Encourage members to submit names of prospective members.
- Actively solicit new members by personal contact, invitations to ISPFMRA meetings and events, and mailing of applications and information to prospective members.
- Evaluate membership applications and their stated qualifications, and recommend the category of membership to the ASFMRA per its guidelines, or recommend acceptance as a “Friend of the Chapter” per those guidelines.
- Submit the names of all members recommended for membership to Executive Director and the President.
- Send out new member packet; establish mentor program, and other activities to integrate new members into the ISPFMRA.
- Assist with the Memorial Scholarship Committee in promoting and maintaining a Member/Student Mentor Program.

## **Memorial Scholarship Committee**

*Richard Hiatt, AFM, ARA*

Purpose: Honor deceased members of the ISPFMRA and provide scholarship funds for Illinois college students interested in farm management, rural appraisal or agriculture consulting.

Duties:

- Conduct an auction of donated items in conjunction with the Annual Meeting to raise funds for Memorial Scholarship program.
- Funds will be handled by the committee chairman and distributed appropriately on a timely basis
- Account for and acknowledge all contributions to the funds.
- Notify family when contributions are made in memory of a deceased member.
- Develop and review guidelines for scholarship recipients, and assist in selecting recipients.
- Determine the amount of money to allocate each year for scholarships.
- Invite scholarship winners and their immediate family members to the Annual Meeting.
- Arrange for pictures and the appropriate publicity for recipients.
- Maintain a list of recipients with addresses.

## **Nominating Committee**

*Bret Cude, AFM, CCA*

Purpose: Select best qualified candidate for nomination to the ISPFMRA office of Vice-President.

Duties:

- Identify potential candidates and rank their qualifications.
- Secure commitment of the candidate to actively serve four years on the Board.
- Obtain relevant biographical information on the candidate and mail with the nomination to the membership prior to the Annual Meeting.
- Inform the membership of their right to nominate additional candidates as provided in the ISPFMRA By-Laws.
- Conduct resulting election as provided in the ISPFMRA By-Laws.

## **2011 Summer Tour**

*TBA*

Purpose: To organize a program of unique agribusiness tours and activities for members to share in a 'regional' atmosphere.

Duties:

- To identify a schedule of activities for 1 - 1 1/2 days of agri business tours that highlight the significant agricultural and related activities in a selected region of the state of Illinois.
- To organize a group of members to develop the activities for the tours.
- To coordinate with the Executive Director for the maximum promotion and exposure of the event to the membership.
- To organize and establish a fixed budget which will be approved by the Board of Directors.



Illinois Society of Professional  
Farm Managers  
and Rural Appraisers

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