

Memorandum of Understanding Annual Conferences

This Memorandum of Understanding is between the National Farm and Ranch Business Management Education Association, Inc. (NFRBMEA) and the National Association of Farm Business Analysis Specialists (NAFBAS). This document is developed from discussions at a joint committee meeting of the two organizations held May 30, 2025, via Zoom.

NFRBMEA and NAFBAS agree to hold their annual conferences jointly indefinitely with an annual review by the committee. Annual approval at the Joint Board Meeting at preconference meeting.

The Board of Directors of NFRBMEA and NAFBAS shall each agree to the site of the conferences. Site shall be proposed at the fall joint meeting one and a half years before the conference.

The conference planning committee shall be made up of 2-3 members of each group on a rotating basis and shall be appointed by the board of directors of both NFRBMEA and NAFBAS. Committee will work in conjunction with the Executive Director of NAFBAS.

At each conference, NFRBMEA and NAFBAS shall each have their own annual meeting while cooperating and sharing seminar speakers, tours, meals, and other activities at the conference.

The conference profits will be split in the following manner: 25% of the total profit will be distributed each to NFRBMEA and NAFBAS. The remaining 50% of the profits will be split in proportion of each organization's member participation in the conference. Any non-NFRBMEA or NAFBAS conference participant will be excluded from profit distribution calculation. This provision can be reviewed by the committee on an ongoing basis.

This Memorandum is intended to only cover cooperation and sharing of the annual conferences. Any other cooperative ventures between NFRBMEA and NAFBAS shall have their own agreement.

This Memorandum shall be effective upon adoption by the boards of NFRBMEA and NAFBAS and signed by their respective presidents.

The terms of this Memorandum may be amended if adopted in writing by both boards.

This agreement can be terminated by either organization with a two-year advance notice.

The Conference will pay the following positions.
Webmaster \$2,500, Registration Admin \$2,500. Treasurer \$500
Conference Sponsorship Coordinator - \$500

Job descriptions for these positions included as an addendum to this document:
Registration Admin –
Treasurer –
Webmaster –


Agenda to be posted on the website by Dec 31

Registration posted to the website by April 1

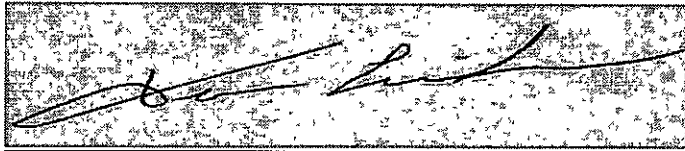
Planning Template developed to follow for Conference

MOU Review Committee consisting of the President, President Elect, and Past President of NFRBMEA and President, Vice President, and Executive Director of NAFBAS.

Effective Date 7-1-25 runs through June 30, 2027 but reviewed annually after National Conference after all financials are in. Late August/early September.



Dean Ziegler President of NAFBAS



Deron Erickson President of NFRBMEA

Job Description: NFBMC Web Manager

Deb Pike 9/18/2023

As Required:

- Secure domain and web hosting, and renew plans as needed
- Communicate with Conference Planner(s)
- Social Media (Facebook, X) posting (currently via NFRBMEA accounts) to alert or remind potential attenders of conference updates
- Attend joint board and conference planning meetings, as required
- Provide requested content for Conference Notebook

Tasks and content to include:

- Create and maintain “main”* and Conference websites with “mobile-first” design in mind.
- Begin creation of new Conference website shortly after current conference finishes, with basic “boilerplate” site including dates and location. Transition to “Official” site when theme is decided, adding any additional information available at the time.
- A “Welcome” paragraph from Conference Planning Committee or lead planner
- Photos of the conference location hotel and surrounding area
- Tentative agenda, updating as frequently as updates are made available. Create print-friendly versions to include on the site for all subsequent updates to the agenda.
- Hotel and room booking information
- Suggested activities/attractions near conference location
- Tour descriptions, also adding print-friendly versions for added convenience
- Add Gateway link to Registration site when it becomes available
- Information about sponsorship, sponsorship levels and who to contact about sponsoring.
- Sponsor page with logos and linked contact information. Create print-friendly version to include on website.
- Presenter bios and photos; create a print-friendly version to include on website.
- Update Conference site during the conference as directed by planners
- Attend Joint Pre-conference Board Meeting
- Add Conference Notebook (with Table of Contents added) to Conference site, or at least provide a link to it for attenders’ convenience

*The “Main” portion of the site contains more information, such as joint board meeting minutes, sponsorship contact information, information about the two organizations, current conference planners and committee, etc.

NFRBMEA CONFERENCE TREASURE JOB DESCRIPTION

1. Administer all NFMC income and expenses
2. Reconcile bank statements
3. Deposit/track revenue
4. Pay/track expenses
5. Prepare report of conference profit to NAFBAS and NFRBMEA
6. File tax returns if necessary
7. Disperse conference profits to NAFBAS and NFRBMEA as agreed upon in MOU
8. Maintain adequate funds to conduct annual business

National Farm Business Management Conference

Conference Registration Associate

Job Description:

Reports to: Conference Organizers/Leaders

Summary: The Conference Registration Associate will manage the event registration process and assist in conference preparation and facilitation.

Duties:

1. Prepare and update the registration website as needed. This often takes several edits as the planning evolves.
2. Prepare and manage all email notifications to invitees. This includes invites, updates and conference notifications.
3. Prepare attendee notifications via email for conference handouts, agendas, speaker information, etc.
4. Update invitee lists for conference year to year. Old lists are rolled in from prior years but this is ever-changing.
5. Prepare, update, and organize agenda items in the registration website for informational purposes and to allow registered attendees to see changes as they occur.
6. Attend meetings (in-person/virtual) with committee members as necessary to ensure registration items are up to date in a timely fashion.
7. Create and run reports from registered attendees for counts for specific data (meals counts, breakout sessions, tours, etc.).
8. Assist in conference preparation. (ex: name badges, speaker handouts, agendas, etc)

Important Skills: Ability to adapt, learn new recording systems, multi-tasking, detail oriented, communication, organization