

Committee Report Summary

Executive Committee

1. Maintain regular board meetings through conference calls, annual meeting
Action taken: quarterly conference calls were held
2. Ensure organizational obligations are met
Action taken: 501 C 3 approved, bills paid
3. Review coordinator job description
Action taken: coordinator role not needed at this time, roles taken over by board members, can be reviewed at a later time
4. Develop professional ethics and standards
Action taken: publication convention proposed for adoption, other standards need to be identified.
5. Hire a grant writer
Action taken: Determination made that the organization lacks funds to consider right now

Nominating Committee

1. Identify and promote membership benefits
Action taken: Application form developed with benefits of membership identified; promotion strategy needs to be identified.
2. Utilize list serve to advertise vacant positions and solicit nominations
Action taken: list serve established and available to network
3. Develop professional standard regarding use of materials
Action taken: discussed at last years annual meeting, publication standards proposed for adoption
4. Identify new member recruitment strategies
Action taken: on the agenda for the annual meeting

Finance Committee:

1. Present a recommended budget for approval by the Board.
Action taken: First budget developed for FY '04-'05 and approved by Board.
2. Provide an annual financial report to the membership at annual meeting.
Action taken: Financial Report presented and approved at 2004 annual meeting.
3. Establish a process for prompt payment of bills.
Action taken: Bills paid by the Treasurer in 2004 within 10 days of receipt.
4. Establish a process for assuring accountability in disbursement of funds.
Action taken: Process established in 2004 requires Board approval for disbursement of funds and notification of NFTN President when checks are drawn.
5. Monitor financial statements each quarter and recommend adjustments to the Board as necessary to maintain a balanced budget.
Action taken: Implemented and ongoing.
6. Assure timely and complete audits are conducted as necessary.

- Action taken:* Amount of funds available and low numbers of transactions make audit unnecessary for FY'04-'05. Suggest further discussion on timing and audit methods..
7. Develop a strategy for raising funds for the Network (including recruitment of new members).
Action taken: Initial strategies developed at '04 annual meeting. Suggest further discussion.
 8. Develop a policy for investing NFTN dollars as required.
Action taken: Funds available for investment as of the '04 Annual Meeting are too limited to require action on this item at this time. Suggest further discussion.
 9. Identify collaborative funding opportunities and projects for members and for the Network.
Action taken: Initial plans developed at '04 annual meeting to have the Network participate in its first collaborative project – serving as a sponsor for VISTA programs for Network members. Suggest further discussion on other potential collaborative projects.

Education Committee

1. Create and maintain a website with national identity
Action taken: website currently exists, needs and costs will be discussed at annual meeting
2. Increase promotion of NFTN through brochure and distribution, circulated to North American key players
Action taken: brochure exists, determine revision needs, if any, and develop distribution plan
3. Develop joint educational opportunities for clients
Action taken: members share workshops material, continued sharing encouraged and will be facilitated through adoption of publication convention
4. Develop speakers bureau
Action taken: no action on speakers bureau, but suggested that members use other members as speaker in workshops, etc., strategy could be discussed at annual meeting
5. Maintain quarterly newsletter
Action taken: no action—need to evaluate benefits/who can do it
6. Develop how to guidelines for starting a new farm link program
Action taken: some members of the network have worked with other programs to get them started, presentation will be made to prospective new programs at this year's annual meeting, and presentation format could be developed
7. Create a clearinghouse of resources through a virtual resource center or published on the list serve
Action taken: no action—idea could be discussed at annual meeting as part of website development
8. Create an education and research needs survey for members
Action taken: no action taken, suggest further discussion, may be a way of establishing priorities
9. Compile success stories and successful models

- Action taken:* no action taken, suggest further discussion
10. Develop train-the trainer opportunities for members on the following topics:
Tax policy, holistic management, business structure, land use issues, environmental policy, working with the media, and distinguishing between lobbying and policy education.
Action taken: no action taken, suggest further discussion
 11. Develop curricula for training facilitators, accountants, and other service providers regarding transition issues.
Action taken: no action taken, suggest further discussion

Research Committee

1. Conduct joint(multi-state) research efforts
Action taken: Several states have conducted joint research; develop ways to expand the effort
2. Develop clearinghouse of farm transition research projects
Action taken: no action taken, suggest further discussion
3. Conduct a gap analysis to determine future research projects
Action taken: no action taken, suggest further discussion

Policy Committee

1. Develop internal procedure for dealing with policy issues
Action taken: diverse group of organizations, organizations will need to determine their own course of action, network is now 501C3 and approved as educational in nature, suggest further discussion on parameters of what this means for the network
2. Develop platform of core issues
Action taken: no action taken, recommend any action on this follow discussion of parameters of 501 C3 standing.

Revised 6/09/04 MLB