February 20, 1974

TO: CCFA EXECUTIVE COMMITTEE
W. H. WEBSTER
JERRY ROBBE
FRANK P. SEWALD
WM. R. FARR
ROBERT E. FRITZLER
LLOYD KINDSFATER
JAMES SVEDMAN
JULIUS PLUSS
M. S. ANDERSON

FROM: BILL WEBSTER

I would like to hold an Executive Committee meeting some time prior to the regular Board meeting and have selected Tuesday, February 26, 1974 as the date. The time will be 1:30 p.m. and the meeting will be held in the Board Room of the Greeley National Bank at 8th Ave and 8th Street in Greeley.

Please let me know if you can make this meeting.
Directors and Past Presidents

COLORADO CATTLE FEEDERS ASSOCIATION

DIRECTORS

Robert K. Alkire
Pierce

Martin Allard
Loveland

Dean G. Anderson
Berthoud

Edwin A. Anderson
Longmont

Glen Anderson
Johnstown

Raymond Berg
Greeley

Henry A. Bledsoe
Wray

Henry H. Brunner
Windsor

Walter Dittmer
Brighton

Dick Dixon
Denver

William R. Farr
Greeley

*Duane Hack
Greeley

Robert E. Fritzler
Sterling

Charles S. Genova
Pueblo

Jack B. Groves
Eaton

Carl Heepke
Fort Morgan

Frank A. Kemp, Jr.
Denver

Leonard Litzenberger
Ft. Lupton

*Duncan McKee, Jr.
Greeley

James Reeman
Eaton

Michael F. Spencer
Ault

James Svedman
Fort Collins

Marvin Swanson
Greeley

Roy E. Swanson
Fort Collins

Terry Turner
Johnstown

*At Large

PAST PRESIDENTS

Malcolm S. Anderson (1972)
Greeley

Maynard A. Sonnenberg (1971)
Sterling

Julius A. Pluss (1970)
Denver

C. W. "Bill" Kirby (1968-69)
Windsor

James L. Henry (1966-67)
Longmont

Donald W. Hamil (1964-65)
Sterling

C. Marion Harmon (1962-63)
Greeley

George Reynolds (1960-61)
Longmont

LeRoy Dalton (1959)
Eaton

Louis F. Bein (1957-59)
Sterling

Martin R. Domke (1955-57)
Greeley
February 28, 1974

TO: ALL MEMBERS OF THE CCFA EXECUTIVE COMMITTEE

FROM: BILL WEBSTER, PRESIDENT

SUBJECT: COMMITTEE MEETING

I would like to have another meeting of Executive Committee just prior to the March meeting of the Board of Directors.

Let's meet here at my feedlot at 4:00 p.m. on Wednesday, March 6, 1974 to discuss some items that need clarification before being presented to the Board.

I'll be looking for you at 4:00 p.m.
Directors and Past Presidents
COLORADO CATTLE FEEDERS ASSOCIATION

DIRECTORS

Robert K. Alkir©
Pierce

Martin Allard
Loveland

Dean G. Anderson
Berthoud

Edwin A. Anderson
Longmont

Glen Anderson
Johnstown

Raymond Berg
Greeley

Henry A. Bledsoe
Wray

Henry H. Brunner
Windsor

Walter Dittmer
Brighton

Dick Dixon
Denver

William R. Farr
Greeley

*Duane Flack
Greeley

Robert E. Fritzler
Sterling

Charles S. Genova
Pueblo

Jack B. Groves
Estes Park

Carl Heepke
Fort Morgan

Frank A. Kemp, Jr.
Deer Park

Leonard Litsenberger
Platteville

*Duncan McKee, Jr.
Greeley

James Reeman
Loveland

Michael F. Spencer
Milliken

James Seidman
Colorado Springs

Marvin Swanson
Longmont

Roy E. Swanson
Fort Collins

Terry Turner
Laramie

*At Large

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Eaton

Louis F. Bein (1957-59)
Berthoud

Martin R. Domke (1955-57)
Greeley
OFFICERS
GERALD "JERRY" ROBBE
President
Pueblo

W. H. "BILL" WEBSTER
First Vice-President
Greeley

H. A. "HANK" SCHNEIDER
Vice-President
Greeley

FRANK P. SEWALD
Vice-President
Longmont

JACK ANDERSON
Vice-President
Denver

LLOYD KINDSFATER
Vice-President
Greeley

NEIL SKAU, JR.
Executive Vice-President
Denver

MELVIN DINNER
Treasurer
Denver

March 27, 1974

TO: MEMBERS OF THE EXECUTIVE COMMITTEE

FROM: BILL WEBSTER, PRESIDENT

SUBJECT: EXECUTIVE COMMITTEE MEETING

I would like to have another meeting of the Executive Committee at the meeting room at my feedlot at 4:30 p.m. on Wednesday, April 3, 1974 just prior to the Board meeting.
Directors and Past Presidents
COLORADO CATTLE FEEDERS ASSOCIATION

DIRECTORS

Robert K. Alkire
Pierce
Martin Allard
Loveland
Dean G. Anderson
Berthoud
Edwin A. Anderson
Longmont
Glen Anderson
Johnstown
Raymond Berg
Greeley
Henry A. Bladsoe
Wray
Henry H. Brunner
Windsor
Walter Dittmer
Brighton
Dick Dixon
Denver
William R. Farr
Greeley
*Duane Flack
Greeley
Robert E. Fritzler
Sterling

Charles S. Genova
Pueblo
Jack B. Groves
Eaton
Carl Heepke
Fort Morgan
Frank A. Kemp, Jr.
Denver
Leonard Litzenberger
Pletriville
*Duncan McKee, Jr.
Greeley
James Reeman
Eaton
Michael F. Spencer
Austin
James Svedman
Fort Collins
Marvin Swanson
Longmont
Roy E. Swanson
Fort Collins
Terry Turner
Lamar

*At Large

PAST PRESIDENTS

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Berthoud

Martin R. Domke (1955-57)
Greeley
Colorado Cattle Feeders Association
Job Description
Position: Executive Vice President

A. PURPOSE OF THE POSITION

To effectively and efficiently manage the affairs and office of the Colorado Cattle Feeders Association; to provide the general membership with appropriate programs and services which will help accelerate the growth and development of their business, insure the economic health of the industry and protect their interest in legislative matters pertaining to the industry.

B. FUNCTIONAL RESPONSIBILITIES

1. To serve as Treasurer of the C.C.F.A. and be held accountable for the administration of the funds.

2. To manage the planning and staging of C.C.F.A. conventions with general responsibility for program quality and cost efficiency, advertising and promotion, participant hospitality.

3. To serve as Secretary and Treasurer of The Colorado Beef Board and as such to be accountable to the Budget and Finance, Convention and Program and Industry Coordination committees. Publicize the Beef Board activities to the officers and general membership of the C.C.F.A.

4. To manage association personnel administration including employment, training, supervision, wage and salary administration and general staff development.

5. To manage the accounting of association financial resources including accounts receivable and payable, budget preparation, check signing, disbursement of funds and maintaining monthly list by check number of all disbursements; see to it that proper financial controls are in use and appropriate reporting of financial position is done periodically to the leadership.

6. To see to it that all appropriate association activities, meetings and functions are reported to the membership promptly and accurately.

7. To see to it that appropriate communications takes place with the Board of Directors, Executive Committee and association committee chairmen relating to activities, actions and results of the affairs of the association peculiar to the respective leadership group.
Serve in a liaison capacity between the Association and The Colorado Cattlemen's Association and various governmental agencies of the State of Colorado, U.S.D.A. and others, seeking information and assistance; attending other meetings as requested by the President of C.C.F.A.

To be a registered lobbyist for the CCFA and work closely with the Colorado Cattlemen's Association in all legislative matters.

Maintain a speakers bureau of C.C.F.A. members and others and encourage their participation, schedule speeches and arrange publicity for them.

Maintain appropriate records and correspondence with originals or copies going to the director or officer responsible.

Establish and maintaining a plan to insure sound association growth in numbers of members and dollars commensurate with the growing needs of the industry and programs and services supporting the objectives of the Association and the cattle feeding industry of the State of Colorado.

C. RELATIONSHIP RESPONSIBILITIES

(1) Reports directly to the elected President of the Colorado Cattle Feeders Association and through him to the Board of Directors. Works closely with the officers and committee men involved in the work of the Association.

(2) Supervises the Executive Secretary of the Association and all office staff personnel.

(3) Coordinates with all outside agencies in contact or who have interests with the C.C.F.A.

D. PERSONAL QUALIFICATIONS

The Executive Vice President must have extensive experience in the cattle feeding industry. He must have a knowledge of cattle feeding business operation; problems and opportunities inherent in the state cattle feeding industry and be aware and up to date on legislative matters pertaining to the industry.

It is beneficial to have a knowledge of the internal working affairs inherent in running an association with special emphasis in the areas of communications, public relations, bookkeeping and office management. He should have skill in administration, working effectively with people and the ability to perform a complex job in a smooth and effective manner.
He should have a high degree of organizational ability and be able to cope with a broad range of problems and opportunities as is found in an organization comprised of hundreds of members with a common background but diverse opinions.

Although a college degree is not necessary, it would be preferable, especially with an agricultural degree.

E. COMPENSATION

Compensation is in a range between $12,000.00 minimum and $15,000.00 maximum. Fringes include paid up Blue Cross and Blue Shield Health Insurance. Retirement is mandatory at age 65. Currently a retirement and pension program is being developed for implementation. Additionally, reasonable business expense will be allowed and mileage at the rate of 12¢ per mile will be paid for business use by employees own vehicle. Two weeks paid vacation is policy.

F. SUMMARY

The position is critical as it is of primary importance in the future growth and development of the Colorado Cattle Feeders Association and the image reflected to the public.
September 4, 1974

TO: ALL MEMBERS OF THE EXECUTIVE COMMITTEE

FROM: BILL WEBSTER, PRESIDENT

SUBJECT: EXECUTIVE COMMITTEE MEETING

I would like for this committee to meet at 6:00 p.m., one hour before the Board meeting on Wednesday, September 11, 1974, at the Victor Candel Post, American Legion.

Among the items to be discussed at that time will be the applications for the Executive Secretary position.

Please be prompt in order that we might finish our business prior to the regular Board meeting.

Sent to:

Webster
Sewald
Wm. R. Farr
Fritzler
Kindsfater
Svedman
Robbe
Directors and Past Presidents

COLORADO CATTLE FEEDERS ASSOCIATION

DIRECTORS

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<th>Directors</th>
<th>Past Presidents</th>
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<td>Robert K. Alkire</td>
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<td>*Robert E. Fritzier</td>
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*At Large
September 5, 1974

TO: ALL MEMBERS OF CCFA EXECUTIVE COMMITTEE

FROM: BILL WEBSTER, PRESIDENT

SUBJECT: EXECUTIVE COMMITTEE MEETING TIME CHANGE

In view of the fact that we have a good deal to discuss at the Executive Committee meeting and that the Convention Committee will be holding a meeting at 4 p.m. on the same day, I think it advisable that the Executive Committee meet here at my feedlot office at 2 p.m. on Wednesday, Sept. 11, 1974.

I hope that all of you will be able to attend this very important meeting.

Sent to:

Jerry Robbe
James Svedman
Lloyd Kindsfater
Robert Fritzler
Wm R. Farr
Frank Sewald
W. H. Webster
DIRECTORS

Robert K. Alkire
Pierce

Martin Allard
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Dean G. Anderson
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Marvin Swanson
Longmont

Roy E. Swanson
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Longmont

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Greeley
AGENDA

1. NEW VAN APPLICATIONS

2. PROPERTY TAX AMENDMENT DISCUSSION
October 31, 1974

TO: ALL MEMBERS OF CCFA BOARD OF DIRECTORS

FROM: BILL WEBSTER, PRESIDENT

SUBJECT: SECOND STAFF MAN

I would like to have a meeting of the Executive Committee at 6:00 p.m. on Wednesday, November 6, 1974, at the American Legion just prior to the regular Board meeting.

We will be meeting with a prospective second staff man, whom I have just finished interviewing, so it is important to all of us that you make an effort to attend this meeting.

Enclosed with this notice is the resume of the man I have reference to.

Sent to:
W. H. Webster
Frank Sewald
Wm R. Farr
Robert Fritzler
Lloyd Kinsfater
James Svedman
Jerry Robbe
Neil Skau
March 6, 1975

TO: COLORADO CATTLE FEEDERS ASSOCIATION EXECUTIVE COMMITTEE

FROM: NEIL SKAU, JR.

SUBJECT: JOINT MEETING WITH CCA BOARD OF CONTROL

The Board of Control of the Colorado Cattlemen's Association has invited the Executive Committee of the COLORADO CATTLE FEEDERS ASSOCIATION to attend a joint meeting on Wednesday, March 12, 1975, at the Holiday Inn North (Valley Highway at 48th Avenue), at 9:30 a.m.

Gordon Van Vleck, ANCA President, will be on hand to report on ANCA's past and future programs and to help provide answers you may have regarding ANCA.

In view of the fact that the meeting will run through the Lunch Hour, it is necessary that we know how many will remain for lunch so, we are asking you to phone the CCFA office before noon on Tuesday to give us your reply.

Sent to:
Jerry Robbe
James Svedman
Lloyd Kindsfater
Robert Fritzler
Wm R. Farr
Frank Sewald
W. H. Webster
August 21, 1975

TO: ALL MEMBERS OF THE EXECUTIVE COMMITTEE

FROM: LLOYD KINDSFATER, PRESIDENT

SUBJECT: COMMITTEE ASSIGNMENTS

In order that we might get the functions of the CCFA under way for the year, I would like for you to attend a meeting of the Executive Committee at 2:00 p.m. on Wednesday, August 27, 1975, at the Red Steer Inn at Lucerne, Colorado.

We will also discuss other ideas you might have for the future.

We plan to get under way promptly in order that you might be on your way home as quickly as possible.

This notice was mailed to:

Lloyd Kindsfater
Bill Webster
Jim Svedman
W. R. Farr
Bob Fritzler
Clay Lambeth
Henry Bledsoe
October 31, 1975

TO: ALL MEMBERS OF CCFA EXECUTIVE COMMITTEE

A meeting of the CCFA Executive Committee will be held at 5:00 p.m. on Wednesday, November 5, 1975, at the American Legion Hall just prior to the meeting of the full Board of Directors.

Several items of importance will be discussed.

This notice sent to:

Lloyd Kindsfater
William R. Farr
Robert E. Fritzler
Clay Lambeth
Henry A. Bledsoe
Julius A. Pluss
Jerry Robbe
Bill Webster
Jim Svedman
December 4, 1975

TO: CCFA EXECUTIVE COMMITTEE, CERTAIN BOARD MEMBERS AND SPEAKERS.

FROM: LLOYD KINDSFATER, CCFA PRESIDENT
&
ROBERT BURGHART, CCA PRESIDENT

It is our pleasure to extend to you and your lady an invitation to join us for dinner in the Galaxy Room, Four Seasons Motor Inn at 7:30 p.m. on Thursday, December 4, 1975.
March 31, 1976

TO: ALL MEMBERS OF THE EXECUTIVE COMMITTEE

FROM: NEIL SKAU, JR.

SUBJECT: Committee Meeting

There will be an Executive Committee meeting on April 7, 1976, at the Holiday Inn North, 4849 Bannock, Denver beginning at 5:00 p.m. The room number will be listed on the Directory in the Lobby.
May 26, 1976

TO: ALL MEMBERS OF THE EXECUTIVE COMMITTEE

FROM: LLOYD KINDSFATER

SUBJECT: Committee Meeting

There will be an Executive Committee meeting prior to the June Board Meeting (June 2, 1976) at the American Legion Hall beginning at 5:00 p.m.

Please make every effort to attend this meeting as several items of importance will be discussed.

JMT