

Meeting Planning and Coordination for Succession



Partnering Organizations



NORTH CENTRAL
REGIONAL CENTER
FOR RURAL DEVELOPMENT

NC STATE
UNIVERSITY



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Institute for Family Business



Purpose:

Succession planning encompasses many emotional and financial aspects of a family and a business, making decisions and moving forward more difficult. This research-based curriculum with comprehensive handouts integrated will give participants the confidence they need to learn strategies for moving succession forward with their property or business. Both soft and hard skills are covered in the materials and will empower owners to develop and implement their succession plan.

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Enter presenter information on this slide

Important notes before we begin:

These materials are intended to present general information on succession planning.

The information may not be applicable to every state or territory.

These materials do not provide legal advice. Specific advice should be obtained from an attorney or another professional well versed in the facts and circumstances related to the individual seeking advice and the jurisdiction where the property is located.

PROTECTING YOUR INFORMATION

- No personal stories
- General questions are welcome
- Personal questions should be asked outside of the group setting

Defining Succession Planning & Estate Planning

When we say:	We are referring to:
Succession Planning	The plan for transfer of management (decision-making abilities and authority) and/or ownership (shares, farm or forest assets, etc.) during the life of the owner(s)
Estate Planning	The plan for transfer of personal assets and property that will transition after the owner's life to designated beneficiaries

*Disclaimer: The terms *Succession Planning* and *Estate Planning* are defined differently depending on state/region. However, for use of this training, the definitions above are implemented.

Defining Generations and Roles in Succession

When we say:	We are referring to:
Successor	The junior generation in the land/business, next individual(s) who will manage and/or own the land/business
Incumbent	The senior generation in the land/business, current owner/manager of the land/business

Defining Businesses and Land

When we say:	We are referring to:
Businesses	Entities that could be farms, an LLC, sole proprietorship, land in a trust, corporation, company, and/or partnerships
Land	Any type of land, including but not limited to: forests, bare land, vacant land, farm land, pasture, and land with buildings/barns

TOPICS TO EXPLORE

Module #5: MEETING PLANNING AND COORDINATION FOR SUCCESSION	Purpose
	Challenges of Meetings
	Do we Need to have Meetings?

Purpose of Module #5

To better understand who should be involved, who makes decisions, and who you should ask for help for your family and/or farm during the succession process.

Challenges of Meetings

Take five minutes and write down three things that will present a challenge to conducting a meeting to discuss a succession plan with your family or business partners.

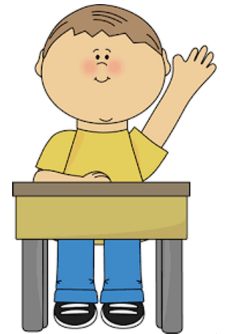
- 1.
- 2.
- 3.



Example - All of my family members live in different states

Any volunteers to share?

What are some strategies that can help?



Do we NEED to have meetings?

Why Have Meetings?

- To openly discuss issues related to the land/business operation
- To ensure everyone is on the same page
- To give everyone a voice
- To ensure records are kept up-to-date
- TO MOVE YOUR SUCCESSION PLAN FORWARD

Common Meeting Pitfalls

Not having meetings
Not having timely regular meetings
Dominate stakeholder(s)
Generational differences
Never taking a break from the meeting
Not understanding nonverbal communication

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3 Different Types of Meetings

Day to Day Meetings	Focusing on the daily operations that need to take place
Strategic Planning	Regular scheduled meetings that focus on long range activities
Annual Business Meeting	Focuses on estate/succession planning

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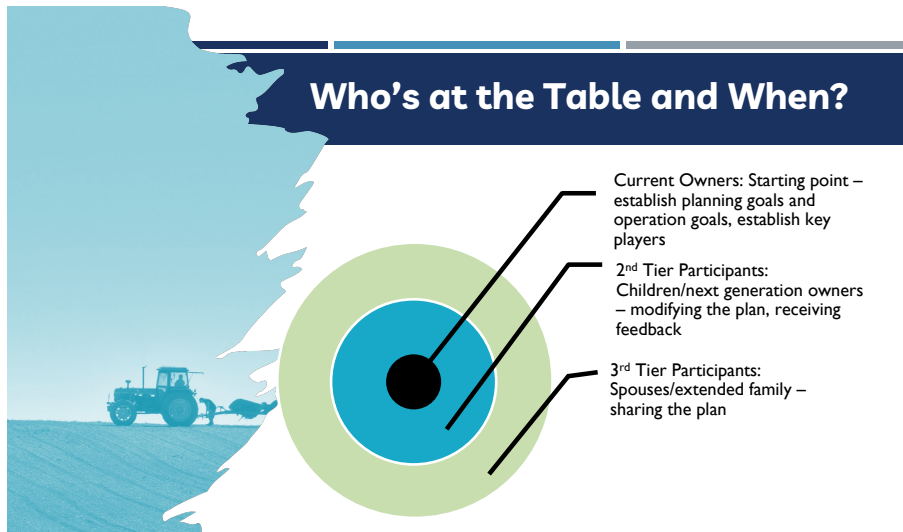
HOW TO DETERMINE WHO IS INVOLVED

Relation to the Land/Farm	Levels of Involvement	Do they get a vote?
Owner (Incumbent)	<ul style="list-style-type: none"> Ideal position to initiate succession discussions Involved in every aspect of the process 	Yes! This group gets a vote on everything (as they hold all of the assets and control).
On-farm/forest heirs (successors)	<ul style="list-style-type: none"> Involved in most aspects of the process Input should be considered closely to assure that succession is achieved 	Yes! This group should get a vote on most aspects (as they are the next gen taking over).

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HOW TO DETERMINE WHO IS INVOLVED

Relation to the Land/Farm	Levels of Involvement	Do they get a vote?
Off-farm/forest heirs (potential successors)	<ul style="list-style-type: none"> Involved in ownership-related topics if they will inherit some assets (land, shares of a corporation/company, etc.) Fair vs. equal discussions could be difficult if on-farm and off-farm heirs will inherit asymmetrically. May feel like they should have more of a vote than is practical 	Sometimes. If off-farm heirs will eventually be owners, then they can vote on some aspects of the farm that could affect them.
Tangentially related family members (family but will not inherit or manage)	<ul style="list-style-type: none"> Have interest in seeing the farm succeed but will not be financially involved Interested in the family legacy component of succession May feel as though they have a say 	No, although they would likely appreciate being informed.
Unrelated business members (employees, tenants, etc.)	<ul style="list-style-type: none"> Have a financial interest in seeing the succession process succeed (employment, contracts, or land access may hinge on the farm continuing to the next generation) 	No, although they would likely appreciate being informed.



HANDOUT: WHO'S AT THE TABLE AND WHEN?

- First, determine who should be involved in your succession planning!
- List a few people from each category or relation to the land/business.
- Brainstorm who is at the table for your family/business meetings and when.

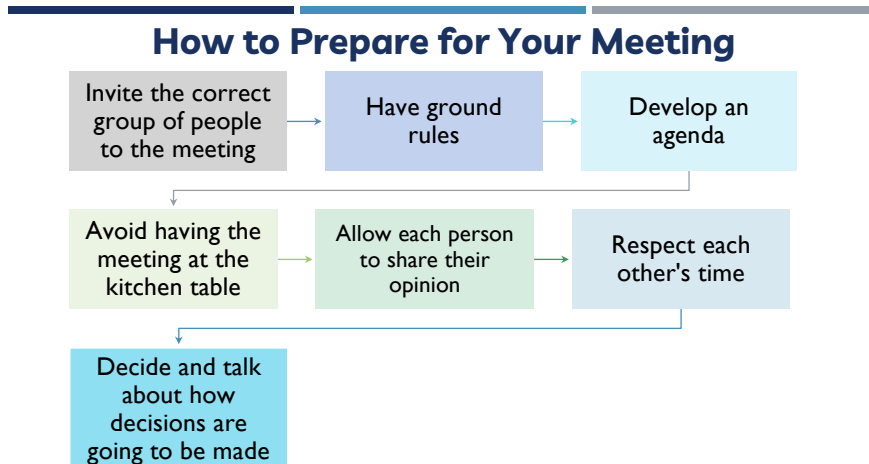
Who Will Fill My Shoes: Succession Planning for Landowners and Businesses

Who Will Fill My Shoes: Succession Planning for Landowners and Businesses

MODULE 5. WHO'S AT THE TABLE AND WHEN?

First, determine who should be involved in your succession planning! List a few people from each category or relation to the land/business. Brainstorm who is at the table for your family/business meetings and when.

Relation to the Land/Business	Levels of Involvement	Do they get a vote?	Who are they?
Owner (current)	<ul style="list-style-type: none"> Ideal position to initiate succession discussions Involved in every aspect of the process 	Yes! This group gets a vote on everything (as they hold all of the assets and control).	
On-farm/forest heirs (successors)	<ul style="list-style-type: none"> Involved in most aspects of the process Input should be considered closely to ensure that successors achieve 	Yes! This group should get a vote on most aspects (as they are the next generation).	
Off-farm/forest heirs (potential successors)	<ul style="list-style-type: none"> Involved in ownership related topics if they will inherit some assets (land, shares of a corporation/company, etc.) Fair vs. equal discussions could be off-limits if on-farm and off-farm heirs will inherit asymmetrically. May feel like they should have more of a vote than a potential 	Sometimes, if off-farm heirs will eventually be owners, then they can vote on some aspects of the farm that could affect them.	



HANDOUT: MEETING LOGISTICS

- This form will help you record the logistics of your meeting(s) — such as date, time, location, attendees, and rough draft of an invitation.
- Consider providing your invitees with a range of dates.
- You may also consider completing an agenda with designated ground rules and
- attaching them to the final meeting invitation so that your attendees can be prepared for the meeting.

Who Will Fill My Shoes: Succession Planning for Landowners and Businesses

Who Will Fill My Shoes: Succession Planning for Landowners and Businesses

MODULE 5. MEETING LOGISTICS

Record the logistics of your meeting(s) — date, time, location, attendees, invitation rough draft, etc. Consider giving your invitees a range of dates to choose from but recognize that some invitees may not be able to attend. You may also consider completing an agenda with designated ground rules while doing.

Who will take minutes / notes?

Location	Date and Time
Meeting host	
Meeting chair	

Invitee	Date of First Call	Date Invite Sent	Date of Follow Up	RSVP

HANDOUT: MEETING AGENDA MINUTES

This form will help you create a meeting agenda and minutes, including major decisions or discussions.

Identify actions to accomplish before the next meeting or a certain date.

A sample agenda is included.

Who Will Fill My Shoes: Succession Planning for Landowners and Businesses

Who Will Fill My Shoes: Succession Planning for Landowners and Businesses

MODULE 5. MEETING AGENDA AND MINUTES

This form will help you create a meeting agenda and minutes, including major decisions or discussions. Identify actions to accomplish before the next meeting or a certain date. A sample agenda is included.

Record your meeting agenda and minutes, including major decisions or discussions. Set actions to accomplish before the next meeting or a certain date. Promptly distribute minutes.

Your agenda:

SAMPLE AGENDA

Welcome

Expectations for conduct/ communication

Reason for meeting

Land/business management update

Emotional value state

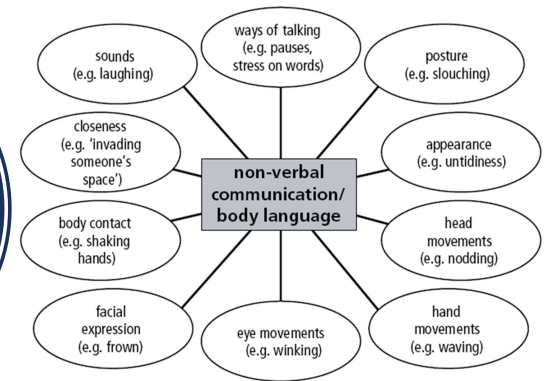
Action Item/Worksheet:

- 1. Emotional value state/Worksheet

#2 Closing remarks

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TIPS FOR EFFECTIVE MEETINGS & CREATING A SAFE SPACE

Ground Rules:

- Take your turn to speak
- We listen to and respect everyone's opinions and ideas
- We will listen to learn
- We repeat what we hear to clarify communications
- We will critique the message not the messenger

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TIPS FOR EFFECTIVE MEETINGS & CREATING A SAFE SPACE

- Start and end on time
- Stay on topic
- Share meeting notes and action plan, honor commitments and decisions made by the group
- Everyone participates
- Agree on a process to make important decisions

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TIPS FOR EFFECTIVE MEETINGS & CREATING A SAFE SPACE

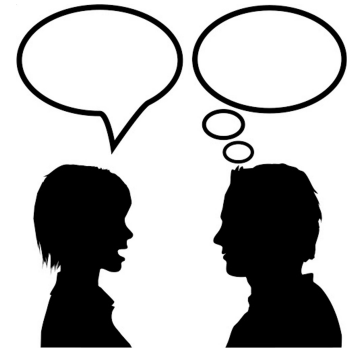
- Rotate meeting leadership
- Come prepared
- No side conversations or comments
- Be honest and respectful
- Provide an agenda a few days in advance
- No interrupting
- Silence = Agreement

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Questions

ULTIMATE GOAL

Focus on the message and the underlying feelings of the speaker and yourself!



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**Please share
your thoughts.**

