



NAEDA Update

NORTH AMERICAN EQUIPMENT DEALERS ASSOCIATION e-newsletter

Wednesday, February 12, 2014

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[Analytics Vital to Good Decision Making for Birkey's Farm Store](#)

For Birkey's Farm Store, having store data readily available in the way of true analytics has been a significant improvement for business decision making. "We believe that putting the right information in people's hands is vital to making good business decisions," said CEO Mike Hedge. To facilitate the process, Birkey's updated its dealer management system.

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NAEDA NEWS ALERT

2014 AED/NAEDA Fly-in Reservation Form and Agenda

We look forward to your participation in the 2014 Washington, DC Fly-in scheduled for April 2 and 3. This will be a joint Fly-in with AED as was done last year.

We cannot stress to you how important this Fly-in can be for our legislative agenda for 2014. Given the upcoming fall elections, announced retirements and the fiscal/tax discussions taking place, Congress will be listening as they head into their second legislative session. If we are to get commitments from representatives and senators to move on the matters that are important to the us.....the Fly-in will be the time to get that accomplished.

Accommodations will be at the Hamilton Crowne Plaza Hotel which is located at 1001 14th Street, NW, Washington, DC 20005. NAEDA has 25 rooms blocked and we will also be able to accommodate additional nights if some participants want to come in early or stay after the Fly-in dates. Those rooms will be on a first come - first serve availability. The room rates per night for the hotel are \$279.00. The registration and housing form needs to be completed and returned to Amy Volk by noon on **Monday, March 10, 2014**. Please complete one form for each person who plans on attending. We will also need to know if a spouse/guest is planning on attending the briefing sessions so adequate materials can be prepared. Spouses and guests will be included in the meal functions.

The agenda for the meeting is attached, but note that some speakers have not been confirmed.

It is recommended that you start making contacts and appointments now for the Thursday hill visits as congressional schedules fill very quickly. If you need assistance in contacting your representatives or senators, you can go to <http://www.house.gov/representatives/> or to http://www.senate.gov/general/contact_information/senators_cfm.cfm and you will see a link to all the contact information for your representative and senators.

[Registration & Hotel form](#)

[Fly-in Agenda](#)

Additional briefing materials and "drop sheets" will be available at the Fly-in.

If you need additional information, please feel free to contact Mike Williams 636-349-6204 or williamsm@naeda.com or Amy Volk at volka@naeda.com or 636-349-6220.

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From the NAEDA Office

Two NAEDA Surveys Conducted Watch for publication of results from these surveys of NAEDA dealers.

In December 2013, NAEDA conducted a readership survey for our monthly publication, *Equipment Dealer*. The purpose of the survey was to identify whether our current editorial content was in line with readers' needs, as well as solicit additional topic content for the future.

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Legislative & Regulatory News

The key areas where dealers indicated they would like to see more editorial coverage were: employee management, industry outlook/information, manufacturer relations issues, legal issues, government relations, regulatory assistance, new equipment features and association news. This is encouraging as these topics are aligned with NAEDA's current priority of focus. We have the opportunity to maximize our resources to enhance the editorial content of this magazine to offer even more beneficial information for our readers.

While Equipment Dealer is owned by the North American Equipment Dealers Association, it has not been nor will it ever be primarily a "house rag." The magazine is certainly used to communicate important association issues to dealers, if necessary. However, the primary mission of the magazine is to offer insightful and useful information to equipment dealers and the industry. The results of the readership survey will help further fulfill that mission.

Look for additional changes in the magazine's content in future issues. We really appreciate the time dealers and other readers took to answer the survey.

NAEDA Dealer-Manufacturer Relations Survey

In January 2014, NAEDA conducted its annual Dealer-Manufacturer Relations Survey. The NAEDA Dealer-Manufacturer Relations Survey continues to be one of the association's most successful endeavors, providing important operating assessments for dealers and the primary companies they represent.

This year, we received cooperation from several manufacturers to assist in dealership participation and are expecting an even larger level of response from members and non-association members. However, only dealers who are members of NAEDA and their affiliate associations will receive the results of the survey.

The survey asks dealers to rate the manufacturers that they do business with in important categories regarding products (quality, availability and technical support), parts (availability, quality and return policy), communication, warranty and marketing/advertising support. Responses are compiled anonymously and distributed to manufacturers and NAEDA dealer members for comparison, analysis and review.

A summary report will be published and distributed to NAEDA dealer members and manufacturers in March. The report

IRS issues regulations on employer responsibility for health coverage

On February 10, 2014, the Internal Revenue Service (IRS) issued final regulations that provide guidance on large employers' shared responsibility for employee health insurance coverage under Section 4980H of the Internal Revenue Code. Under the final regulations, the employer mandate will apply to employers with 100 or more full-time employees beginning January 1, 2015. The final rules will apply to midsize businesses with 50 to 99 full-time equivalent employees beginning January 1, 2016. Companies that have fewer than 50 employees are exempt from providing coverage or filling out any forms in any year. The final regulations are effective February 12, 2014.

Statement by Secretary Vilsack on passage of the Agricultural Act of 2014

Secretary Vilsack made the following statement on passage of the Agricultural Act of 2014:

"Today's action will allow the proud men and women who feed millions around the world to invest confidently in the future. Our communities will have additional support to attract new economic opportunity and create jobs. During difficult times, children, working families, seniors and people with disabilities will have access to nutritious food. The potential of new products, treatments and discoveries will be strengthened through new agricultural research. Renewed conservation efforts will protect our fields, forests and waters creating new tourism options. This legislation is important to the entire nation.

Building on the historic economic gains in rural America over the past 5 years, this bill will accomplish those goals while achieving meaningful reform and billions of dollars in savings for the taxpayer. While no legislation is perfect, this bill is a strong investment in American agriculture and supports the continued global leadership of our farmers and ranchers."

Source: USDA

Employer mandate delayed for second year

The Obama administration on Monday announced it is delaying the employer mandate under ObamaCare until 2016 for some small businesses. This delay in the mandate — the second so far — would only apply to businesses with between 50 and 99 employees, who would have until January 2016 to decide whether to offer insurance to their employees or pay a penalty. Businesses would also be barred from cutting their workers in order to fall under the threshold. The employer mandate, a cornerstone of the healthcare law, was set to take effect in January, but the administration announced in July that companies would have until January of 2015 to comply.

Read [more...](#)

Source: The Hill

Missouri Ag challenges California egg law

Missouri's attorney general has asked a federal court to strike down a California law regulating the living conditions of chickens, setting up a cross-country battle that pits new animal protections against the economic interests of Midwestern farmers.

The lawsuit by Missouri Attorney General Chris Koster takes aim at a California law set to take effect in 2015 that prohibits eggs from being sold there if they come from hens raised in cages that don't comply with California's new size and space requirements.

Koster said Tuesday that the California law infringes on the interstate commerce protections of the U.S. Constitution by effectively imposing new requirements on out-of-state farmers.

Read [more...](#)

Source: The Big Story

New technique makes 'Biogasoline' from plant waste

Gasoline-like fuels can be made from cellulosic materials such as farm and forestry waste using a new process invented by chemists at the University of California, Davis. Researchers say the process could open up new markets for plant-based fuels, beyond existing diesel substitutes.

"What's exciting is that there are lots of processes to make linear hydrocarbons, but until now nobody has been able to make branched hydrocarbons with volatility in the gasoline range," said Mark Mascal, professor of chemistry at UC Davis and lead author on the paper published Jan. 29 in an international journal published by the German Chemical Society.

The UC Davis researchers say traditional diesel fuel is made up of long, straight chains of carbon atoms, while the molecules that make up gasoline are shorter and branched. That means gasoline and diesel evaporate at different temperatures and pressures, reflected in the different design of diesel and gasoline engines.

Read [more...](#)

Source: UC Davis

contains valuable feedback and information about the relationship between dealers and their suppliers. Both the manufacturers and the dealers have found the data to have value for improving product and service quality and for promoting top-ranked products to consumers.

Many manufacturers, for example, have expressed their support for the survey and for the results, good or poor.

► In some instances, manufacturers have used the survey results to promote their performance to their dealer network and even to end users.

► They have also used the results as a means to support change and improvements in their organizations.

Dealers have used the results:

► To evaluate potential new product lines and companies to carry.

► For competitive comparisons with brands they handle.

► To communicate areas of strengths and needs for improvements of their represented manufacturers.

Dealer's Choice Awards

Last year, NAEDA introduced the Dealer's Choice Awards, which recognize the manufacturers that have done an exemplary job in the key areas correlated to a dealer's operational model.

The Dealer's Choice Awards will again be awarded in 2014, and the NAEDA Dealer-Manufacturer Relations Survey summary rating data is utilized to determine the Dealer's Choice recipients in three categories (major tractor manufacturer, shortline manufacturer and outdoor power equipment manufacturer). Additional information from the survey's summary report and the Dealer's Choice Award recipients will be featured in the April issue of *Equipment Dealer* magazine.

JOE DYKES is director of Member Services for the North American Equipment Dealers Association (NAEDA).

To read this article in full, click [here](#).

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About NAEDA Update

North American Equipment Dealers Association

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USDA names Regional Hubs to help Ag, Forestry mitigate Climate Change

Agriculture Secretary Tom Vilsack announced February 5th the creation of the first ever Regional Hubs for Risk Adaptation and Mitigation to Climate Change at seven locations around the country.

The "climate hubs" will address increasing risks such as fires, invasive pests, floods and drought on a regional basis, aiming to translate science and research into information to farmers, ranchers and forestland owners on ways to adapt and adjust their resource management.

"For generations, America's farmers, ranchers and forest landowners have innovated and adapted to challenges. Today, they face a new and more complex threat in the form of a changing and shifting climate, which impacts both our nation's forests and our farmers' bottom lines," said Vilsack. "USDA's climate hubs are part of our broad commitment to developing the next generation of climate solutions, so that our agricultural leaders have the modern technologies and tools they need to adapt and succeed in the face of a changing climate."

Read [more...](#)

Source: USDA

CBO: ObamaCare slowing growth

The new healthcare law will slow economic growth over the next decade, costing the nation about 2.3 million jobs and contributing to a \$1 trillion increase in projected deficits, the Congressional Budget Office said in a report released Tuesday. The non-partisan group's report found that the healthcare law's negative effects on the economy will be "substantially larger" than what it had previously anticipated.

Read [more...](#)

Source: The Hill

Keystone pipeline clears major hurdle

The controversial Keystone XL pipeline cleared a major hurdle on Friday as the State Department ruled the project wouldn't significantly increase greenhouse gas emissions.

The finding puts the pipeline one step closer to approval, and sets up a new battle between environmental groups and oil companies over whether the project is in the national interest.

The Environmental Impact Statement (EIS) on the project reiterates key parts of a draft analysis released early last year, finding that oil sands extraction would continue regardless of whether the pipeline is built.

Read [more...](#)

Source: The Hill

NAEDA files comments with EPA on Renewable Fuel Standard

NAEDA has submitted comments to EPA concerning their proposal to reduce the 2014 biofuel blending requirement under the Renewable Fuel Standard (RFS). In the comments, it was noted that reducing the required levels of biofuels will have an impact on farmers, their income and equipment dealers and their employees.

The comments noted that "Reducing the required levels of biofuels will also have an effect on job creation, reduce our nation's energy security and cut future investments in the development of next generation biofuels. The current standards, which the industry has met and planned for, have helped reduce dependence on foreign sources of oil and provided needed reductions in greenhouse gases by millions of metric tons."

To read a copy of NAEDA's submitted comments click [here](#).

The 25x25 Alliance also submitted comments to EPA calling on the agency to reject its proposal to reduce 2014 biofuel blending requirements under the federal Renewable Fuel Standard (RFS).

To read and download the 25x25 comments to EPA on the agency's proposal for 2014 RFS biofuel blending requirements, click [here](#).

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The North American Equipment Dealers Association provides educational, legal, legislative, and financial services to approximately 5,000 retail agricultural, construction, large property/rural lifestyle, and outdoor power equipment dealers in the United States and Canada.

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You must be a paid member of a NAEDA-affiliated association for your subscription to be accepted.





Industry & Manufacturing News

The Toro Company kicks off centennial year celebration

On July 10, 2014, The Toro Company (NYSE: TTC) will celebrate a rare business milestone - achieving 100 years in business. According to Michael J. Hoffman, Toro's chairman and chief executive officer, Toro attributes its remarkable longevity to, "the character of our people and channel partners, and their relentless commitment to serving our customers and building market leadership through innovation."

Toro's yearlong celebration of its 100th anniversary provides an opportunity not only to look back on the company's notable achievements, but also to recognize the ingenuity and dedication of its employees - and to thank its channel partners and end-user customers around the world for their loyalty and trust in The Toro Company.

As Hoffman put it, "These same values that have been core throughout our first 100 years form the foundation for continued success into our next century."

Read [more...](#)

Source: Toro

Ariens elected WMC Chairman

The Wisconsin Manufacturers & Commerce (WMC) Board of Directors has elected Dan Ariens, President and CEO of Ariens Company of Brillion, to serve as chairman of the 3,500-member state chamber of commerce.

Ariens pledged to focus on workforce development and continuing to improve our state's business climate. He stressed that WMC will continue to advocate pro-growth policies and educate the public about issues important to businesses.

"The fact that jobs in Wisconsin go unfilled while we have an unemployed population is a very real structural skills mismatch that must be on the agenda," Ariens said. "When you factor in the aging demographic in the state, this has the potential for long-term implications for the state's economy."

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Source: WMC

Jacobsen Textron acquires Dixie Chopper

Jacobsen®, a Textron Inc (NYSE: TXT) company, has acquired the assets of Dixie Chopper®, a Coatesville, Indiana-based manufacturer of zero-turn radius mowers for the commercial and residential markets.

"The addition of Dixie Chopper expands our reach into the consumer and commercial sectors, including municipalities, with a full range of zero-turn mowers known for their speed, quality and performance," said David Withers, President of Jacobsen. "It's really a win-win for both companies and we look forward to building customer relationships together with Dixie Chopper."

Read [more...](#)

Source: Jacobsen

2014 AED Chairman Tim Watters and Officers installed

AED 2014 Chairman Tim Watters, along with five AED officers, was installed at a ceremony during the Chairman's Inaugural Breakfast on Jan. 17 at the AED Summit in Houston. The group will guide the association for the coming year as members of the Executive Committee.

Watters is president/owner of Piscataway, N.J.-based Hoffman Equipment, which represents Case, Manitowoc, JCB, Liebherr, Terex, LeeBoy, Rosco, Doosan, Atlas Copco, Gradall and other brands. Watters has been an AED Board member since 2007. He accepted the gavel from installing officer Dennis Kruepke, an AED past chairman and chairman of McCann Industries. AED Foundation President Roy Kern installed the new members of the executive committee, who were elected by mail ballot and sworn in at the event.

Read [more...](#)

Source: AED

Canadian News

Economy grew 0.2 per cent in November, fifth straight monthly increase: StatsCan

The economy grew by 0.2 per cent month over month in November, boosted by the resource sector and marking the fifth straight monthly increase, Statistics Canada said Friday. The increase matched the expectations of economists and was just below the 0.3 per cent gain in October.

Read [more...](#)

Source: The Province

Canada's budget deficit shrinks in November

Canada's federal budget deficit narrowed in November 2013 to C\$614 million (\$548 million) from C\$1.67 billion a year earlier, with higher revenues outstripping a more modest increase in expenses, the Department of Finance said on Friday.

Read [more...](#)

Source: Reuters

Parliament has a long 'to-do' list as MPs return

For those who wish that the current Parliament would feature more adult conversation this is now-or-never time. The House of Commons re-opened on Monday for the last full year before a general election. It would be a pity, albeit not necessarily a surprise, if it were a wasted year.

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Source: The Star

Eight years in office have honed Stephen Harper's survival skills

It will be eight years tomorrow since Stephen Harper's Conservatives won office. And while his chokehold on power may be slipping, he hasn't lost his grip. Polls suggest Conservative support is down as much as 10 percentage points since the 2011 election, meaning it is well out of majority range. The Senate scandal isn't over. Critics are getting more air time to push their view that Harper is too doctrinaire, too bloody-minded, hell, just too plain mean to last much longer.

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Source: CBC News

Canadians want an elected Senate, Harper says after Trudeau boots senators

Stephen Harper is dismissing Justin Trudeau's Senate reform plan as cosmetic change, rather than attempting to match or top his rival's new proposal. Mr. Trudeau, the Liberal Leader, took Canadian politics by surprise Wednesday morning when he announced that he was expelling all Liberal senators from his parliamentary caucus and would advocate a non-partisan process for appointing future senators that would fill the Senate with independents.

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Source: The Globe & Mail

Federal budget 2014: Conservative government unveils a bit of good news in advance

The Conservative government unveiled a sprinkling of good news announcements in advance of a federal budget that will focus on reining in Ottawa's spending to balance the books by 2015.

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Source: The Star

Federal budget to be unveiled during Olympics

If there was any doubt the upcoming federal budget would be a low-key affair, the Harper Conservatives erased it Monday by announcing plans to deliver their new spending plan during the Winter Olympics. Finance Minister Jim Flaherty said he'll table the budget on Feb. 11, when many Canadians are likely to be focused on Sochi and hoping for gold-medal performances from their would-be Olympic heroes.

Read [more...](#)

Source: National News Watch

Canada added 29,400 jobs, unemployment fell in January: StatsCan

The Canadian economy gained 29,400 jobs in January after a surprising downturn in December -- a turnaround that will likely put some spring in Finance Minister Jim Flaherty's step as he prepares to deliver the budget next week. The unemployment rate also slid 0.2 percentage points from December to 7.0 per cent for the first month of the year as the number of full-time jobs increased, Statistics Canada reported Friday.

Read [more...](#)

Source: CTV News

Ritchie Bros. helps raise CA\$64,000 for the Canada Equipment Dealers Foundation

Ritchie Bros. Auctioneers (NYSE and TSX: RBA), the world's largest auctioneer of agriculture, construction and other heavy equipment, helped raise CA\$64,000 for the Canada Equipment Dealers Foundation (CEDF), which is dedicated to developing educational programs and scholarships for the equipment dealer industry.

Read [more...](#)

Source: Canadian Newswire

Dealer Candidate Course

The Canada West Equipment Dealers Association, in partnership with Jerkins Creative Consulting (JCC) is pleased to announce the dates for the 2014 Dealer Candidate Course. To be held June 24-25, 2014 in Regina, SK; the course is now open for registration!

The Dealer Candidate® Course will prepare and train your staff to achieve excellence. Whether you are looking at succession planning or creating more qualified departmental or corporate leadership, this course takes your leaders and prepares them for the next level of management and vision.

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Source: CWEDA

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NAEDA, Association & Program Partner News

Interchange: What makes credit cards work?

Interchange – the fee paid to banks or debit networks – and how to minimize their impact

Interchange is at the heart of what makes credit cards possible. It refers to the way transactions are exchanged

between merchant acquirers or merchant processors and card issuers or debit networks. Specifically, it is the fee that merchants pay the issuing banks or debit network to accept credit cards. These fees are passed through the merchant acquirer to the banks or networks.

Interchange is a simple process, governed by not-so-simple rules. When merchants settle their transactions each day, Elavon's network routes them to the respective Card Associations (Visa, MasterCard, Discover) and debit networks, who establish the rules and manage the actual interchange of all transactions. Every transaction is assigned an Interchange Category based on card type (credit, debit, rewards, purchasing) industry type (retail, e-commerce, etc.) and qualification elements (swiped card, key entered, etc).

Read [more...](#)

Source: Elavon

KPA Webinar: What you need to know about Religious Discrimination, Harassment, and Accommodation

Thursday February 13, 2014

The HR Implications of the Changing Face of the American Workforce.

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The HR Implications of the Changing Face of the American Workforce

Join attorneys Andy Tanick and Brian Cunningham from the Minneapolis office of the national labor/employment law firm of Ford & Harrison LLP, as they discuss how to balance the demands associated with religious accommodation and discrimination in the workplace. You will develop useful knowledge on how to enforce religious policies that comply with federal and state anti-discrimination laws. You will also learn how to balance employees' right to self-expression with while also maintaining control at work, as well as avoiding claims of religious discrimination.

Can't attend at this time? Register anyway!

If you are unable to attend the webinar at this time, please register anyway and you will be sent a link to a recording of the webinar along with the presentation slides.

Date: Thursday February 13, 2014

Time: 9:00am - 10:00am Pacific

10:00am - 11:00am Mountain

11:00am - 12:00pm Central

12:00pm - 1:00pm Eastern

If you have any questions or feedback, please contact Becky Ross at bcross@kpaonline.com, (866) 356-1735



Presenter:

Andrew Tanick

Managing Partner, Minneapolis Office, Ford and Harrison, LLP

Andy Tanick is the Administrative (Managing) Partner of Ford & Harrison's Minneapolis, Minnesota office. He has over 25 years of experience defending employment claims and helping businesses of all sizes develop effective policies and avoid litigation. Andy is a Labor and Employment Law Specialist, certified by the Minnesota State Bar Association.



Presenter:

Brian Cunningham

Labor and Employment Law
Attorney, Ford and Harrison, LLP

Brian Cunningham concentrates his practice primarily on representing employers in employment law disputes. He represents clients in matters involving federal and state employment discrimination laws, harassment, wage and hour, and FMLA. He has defended clients in a range of industries in EEOC charges and in litigation in state and federal courts. Brian's practice also encompasses the drafting of employee handbooks, employer policies, and employment agreements. In addition to his employment law focus, Brian advises employers on their business immigration needs, such as handling non-immigrant petitions and applications for adjustment of status.

PINKTRACTOR.COM launches to help women in Agriculture

New site brings PINK to the farm with a focus on "Farm Strong. Woman Smart."



Buckner, Kentucky – Feb. 3, 2014 Farming has a reputation for being a man's business, but times are changing. According to the USDA, the number of farms in the U.S. operated by women has nearly tripled in the last 30 years. In response, Fastline Publications has announced they are bringing PINK to with farm with a new website called PinkTractor.com.

Farm Strong

PinkTractor.com offers tools for women in agriculture to farm strong. The site features market information, equipment explanations tailor-made for women, succession planning, tools to tell your agriculture story and farm safety tips. Research shows that women are seeking information to help them be better farmers. The Equipment Smarts portion of the site features a pictorial glossary and a searchable database. Another section, Farming Smarts, includes video blogs to help operate an agricultural business, weekly market updates and stories about amazing women in agriculture. The Farm Girl Shop on PinkTractor.com will feature attire, accessories and other unique products to help women on all types of farms.

Woman Smart

Being a woman in agriculture isn't always easy. PinkTractor.com is a place where women can share ideas and utilize resources to help them in their lives, on and off the farm. The Farm Girl Family section of the website provides tips on recipes, crafts, farmers markets, and being a mom. PinkTractor.com is a place for women to share their farm story - a story that isn't just about men on the farm. PinkTractor.com is focused on helping solve problems unique to women dealing with mechanical issues, raising a family, planting and harvest challenges, cooking and operating a business. Fastline and Pink Tractor want to help farm gals to be confident and to give them the tools they need to succeed!.

A New Resource for Women in Agriculture

This new resource a perfect marriage with Pink Tractor's passion for women in agriculture and Fastline's more than 25 years of experience helping farmers and dealers. "We recognize that farmers aren't just men. As women continue to join the farming business in larger numbers, we want to be a resource for them," said Bill Howard, CEO of Fastline Publications. Howard said, "That's why PinkTractor.com will be a great addition to our current Fastline offering."

Fastline Publications delivers custom marketing solutions for companies who want to reach the American farmer and rancher. Through its 22 local publications across the United States and the world's largest, freshest database of ag equipment online, Fastline is the top source for farmers and dealers.

PinkTractor.com is a community and resource for women for agriculture. The site, launched February 2014 by Fastline Publications, features equipment smarts, a farm girl shop, farming smarts and family topics. Visit <http://pinktractor.com> to learn more about how this website is bringing PINK to the farm!

Personnel Record Confidentiality

by Kathryn Carlson, KPA, VP of HR Management Products

Personnel files have important legal requirements, allowing you, as the employer, to document employee history, disciplinary actions, and investigations that have been conducted. These files have the ability to protect the dealership in the event of a legal dispute. Because of their significance, and the private information contained within, personnel files must be kept secure at all times. At the same time, they must be reasonably available as many states require that employees be allowed to review the information included in their own files.

Aside from being a legal right, there are other reasons why it is beneficial for employees to have access to their files:

1. Employees can review their factual information (birth dates, social security numbers, etc.) and confirm this information is correct.
2. Allowing employees access to their personnel information creates positive relationships and trust between managers and employees. The employee will realize there is nothing sinister or hidden within their files.
3. Allowing employees access will assist in maintaining authentic documentation. It forces managers to properly communicate with their employees, provide constructive feedback, and to keep conjectures to themselves.

If your dealership(s) is located in a state where it is a legal requirement for employees to have access to their own personnel files, it is wise to create an Employee Records Privacy and Access policy. This will allow employees to understand their rights to review their files, and will also create a clear process that will need to be followed if employees wish to review their files. When creating your personnel file privacy and access policy, keep the following in mind:

- Spell out who can see the records, including when, where, how, and how often. Make sure the policy is in accordance with your state and federal laws.
- Require appointments for employees to view their file. It is important that employees only view their file when you are with them so that they are unable to add anything to or remove anything from the file.
- Only distribute personnel files to outside parties on a need-to-know basis or once a subpoena is received.
- Maintain separate files (not part of the personnel file) for any medical information related to the employee. Keep all I-9 forms together in a separate binder. Maintain a separate file for any investigation and only keep a basic record that an investigation was conducted and include the outcome in the personnel file.
- If using electronic document storage be sure that roles and permissions for access to information provide the same level of security that have individual paper files provide.

[This article](#) is provided by KPA, a recommended partner of your State or National Association providing HR Management software services for Auto, Truck, Heavy Equipment/Agricultural, Motorcycle, and RV Dealers. If you have additional questions, please contact KPA at info@kpaonline.com or 800.853.9659.

Consider a contribution to NAEDA's Equipment Dealers Foundation

NAEDA's Equipment Dealers Foundation (EDF) was created to provide grants to meet the industry's need for training resources, career advancements and scholarships. Through the years, the EDF has expanded its efforts to help dealership employees affected by natural disasters. Moving forward, your support is needed for research, grants and scholarships to continue to enhance our industry.

When faced with a disaster, the EDF has been able to step in and help. The EDF has financially aided a number of dealers and dealer employees, thanks to the generous support of dealers, manufacturers, suppliers and affiliated associations.

The purpose is not to replace insurance coverage or the entire business economics; rather, the efforts through "bridge grants" of up to \$2,500 help put food on the table, replace toothbrushes and toothpaste, put gas in the vehicle and generally help individuals get their everyday routine back as quickly as possible. To date, the EDF has provided more than \$200,000 to assist disaster victims.

In 2012 and 2013, EDF has offered a matching scholarship program in conjunction with dealers and affiliate associations, with the goal of helping dealers train the next generation of employees. These scholarships, coupled with the other matching grants of the sponsoring dealer and affiliate associations, were used to help students interested in the equipment industry attend schools and receive training so they can be a part of our industry after graduation. To date, 145 matching scholarships have been awarded to students.

Now is where you can help. In order for EDF to assist when disaster strikes again—and it will—and to help do research and provide important industry data and education, and provide scholarships to students excited about our industry, we need your continued support. Please consider a generous donation to the NAEDA EDF as we close out the year.

Please visit our website at <https://www.naeda.com/SupportEDF/EDFFoundationOnlinePayment.aspx> to contribute online.

Thank you.

Currie Management Consultants Leadership Development 2014



You are invited to the following event: [LEADERSHIP DEVELOPMENT 2014](#)

Tuesday, February 25, 2014 at 8:30 AM

- to -

Wednesday, February 26, 2014 at 3:00 PM (EST)

This is a reminder that the kickoff meeting for Leadership Development 2014 is approaching. There are still openings! Please feel free to call or email if you have any questions. Registration is available on-line at the following link: <https://currieleadershipdevelopment2014.eventbrite.com>

Digital edition of the Equipment Dealer Buyer's Guide available

For years the North American Equipment Dealers Association has published the Equipment Dealer Buyer's Guide for dealer members and associates. This annual directory of equipment industry manufacturers, suppliers and distributors is a sought after publication that dealers reference year round.

Dealers are no strangers to incorporating new technology in the operation of their business and to meet the ever increasing technological needs of their customers. In today's digital world, we have received requests that the Buyer's Guide be provided in a digital format so that it can be viewed on-line on their computers and mobile devices. We are therefore pleased to introduce and debut our on-line digital version of the NAEDA's 2013 Equipment Dealers Buyer's Guide.

All of the editorial information, company and product listings appear in the new digital version just as in the printed edition. However, the digital version is more interactive with live links to company contacts and websites with the potential for embedded video displays, slide shows, and blow-in cards from companies and advertisers.

We suggest you bookmark this link, digital.naeda.com so you can access the digital edition of the 2013 Equipment Dealer Buyer's Guide throughout the year, and share it with your customers, clients, and colleagues.

Whether you prefer print or pixels, our goal is to provide you with the industry's best reference manual for companies, products and services catering the equipment dealer.

Tip of the Month



[Tip of the Month: Uploading New MSDS to Your Online Inventory](#)

Ever want to upload a new MSDS to your online inventory? To follow our "How to" Video to watch a step by step short tutorial on how to upload an MSDS to your online facility, [click here](#).

Please contact support at (800)-486-0400 or email us at support@kpaonline.com for any questions.

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- [Straightforward Regulatory Compliance for Dealerships- February 20, 2014](#)

- [Is it a work bay or a technician's man cave?- February 27, 2014](#)

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