

## Wisconsin FFA Center Board Meeting Agenda

Friday, Jan. 13, 2017 at 10:00 a.m.

Holiday Inn, Stevens Point

### Minutes

Present: Cheryl Zimmerman, Troy Talford, Linda Sattler, Kevin Hoffman, Darren Swartz, Nicole Nelson, Jeff Hicken, Shari Graffunder (on phone)

Not Present: Rachel Sauvola, Jake Cramer, Lindsay Meissner, Jen Erb

1. Meeting was called to order by Wisconsin FFA Center Board Chair, Troy Talford at 10:08 a.m.
2. Nov 2016 Minutes: Linda moved to approve with spelling corrections. Shari seconded. Passed
3. Financial Report
  - a. Center Fees: Linda moved to set the Center Fee at \$350 for 2017-18. Darren seconded. Passed.

Note: Starting at the November 2017 meeting, the Center Fee can be set at the same time the budget is approved. Cheryl updated about the current status of collecting 2016-17 Center fees.
  - b. 2016-2018 Budget:
    - i. Budget updates: Linda moved to approve budget updates as presented including the notes, two of which include giving the Executive Director flexibility of time worked by Exec/Office Assts as long as combined budget total is not exceeded and also that Star Mission funds are budgeted conservatively but not guaranteed income. Darren seconded. Passed.
    - ii. 2016-17 GPR: Details of contract were presented and discussed. Two items were removed to route through DPI instead of routing through Center – State Officer expenses at state proficiency judging and also Team Ag Ed lunch.
  - c. First Qtr Financial Report: Shari moved to approve financial report as presented. Darren seconded. Passed. Discussion included making sure to track the Exec/Off Assts total expense compared to budget. Especially with it being still new and with the fiscal year end being July 31, July is the only “wobble” month after state convention. Cheryl agreed that she will be tracking and keeping it top of mind with the staff.
  - d. Processing Fees: Discussion ensued about whether advisors should be charged any processing fee for conferences, which is mostly just at Half-Time Conference and totals around \$200 each year. Lots of thoughts and comments were shared. Final consensus was that Jeff and Cheryl will review the actual costs from the year-end reports and discuss with Association Board whether there’s any desire to proceed with covering the costs in a new way.
4. FFA Center Operations Update:
  - a. Cheryl walked through her report. Highlights include the following:
    - i. Uploading POA and Constitution seemed to go well. Some problems with missing information. Still need to review and confirm everything.
    - ii. State Officer process: listening session in November. New evaluation process.
    - iii. LDEs: Parli Pro Event, Conduct of Meetings, LDE rules and rubric updates

- b. State Convention Workdays Plan:
    - i. Work more individually/small groups with officers before the big May week to get projects underway – it was recommended to work with them virtually (via phone, Google Hangouts, webinar service or other method) to cut down on travel time and costs
    - ii. Script reading: Holiday Inn in Marshfield has space and also at Spencer auditorium to do some staging.
  - c. Center Succession Plan: Troy walked through the Succession Plan that he passed around. He stated that item #1 will be first step to be completed by Nov 2017 (pulling together documentation and verbiage about history/purpose/role of the Wisconsin FFA Center). At the Nov 2017 meeting, Kevin will talk through next steps with the board.
5. Executive Director and Staff Update
- a. Summer Assistant – State Fair: It was nice to offer to past state president first. Will continue that process.
  - b. Executive Director Evaluation: Linda continued implementing the new evaluation process. Conference call discussion was held in December. Document stated it should happen at 212/360, but everyone felt December timing worked better to be after the State Officer December Meeting.
  - c. Evaluation of part-time assistant: Cheryl googled and found an evaluation form that fits pretty well as a starting point. Troy made some recommendations. Linda will add all this info the handbook document. She will add prompting the individuals to self-identify goals and challenges.
6. 25<sup>th</sup> Anniversary of FFA Center: Discussion was about a banner and/or pulling together a video. 1992 – Melanie Burgess started in January of 1992 (1.5 years – Cheryl started in August 1993) Amy Meyer would have been president when Melanie was there. 2017 calendar year is 25<sup>th</sup> Anniversary year.
7. Center Board meeting at PDC: Tue, June 27 10-noon; Reconvene Thur, June 29 at 10 if needed
8. Jake moved to adjourn, Darren seconded. Passed. Meeting adjourned at 12:02 p.m.

**FFA Center Board Representative Term:**

Sections 1 & 2 Rachel Sauvola 2015-2018  
 Sections 3 & 4 Shari Graffunder 2016-2019  
 Sections 5 & 10 Jake Cramer 2016-2019  
 Sections 6 & 7 Lindsay Meissner 2014-2017  
 Sections 8 & 9 Jennifer Erb 2014-2017  
 Linda Sattler Past Center Board Chair 2013-2017  
 Troy Talford - Chair; WAAE Past President 2014-2018  
 Kevin Hoffman WAAE President 2015-2019  
 Darren Swartz WAAE President-Elect 2016-2020  
 Jeff Hicken - DPI Consultant - Non-Voting Member  
 Executive Director - Cheryl Zimmerman  
 Secretary-Treasurer Nicole Nelson, WAAE Executive Director