

Wisconsin FFA Center Minutes – June 22, 2015

The meeting was called to order by Shari Graffunder at 10:02 am on Thursday, June 25, 2015 at the Marriott Madison West in Salon E.

Present: Kristen Hanson, Brian Kast, Ralph Johnson, Lindsay Meissner, Jen Erb, Bridgett Neu, Shari Graffunder, Cheryl Zimmerman, Troy Talford, Jeff Hicken, Linda Sattler

Absent: None

Moved to approve the agenda with flexibility by Kast/Talford. Motion passed.

Moved to approve the minutes of the January meeting by Talford/Erb. Motion passed.

Cheryl reviewed the financial report. The amount paid out for summer help was \$4300. Conner worked for 4 weeks, and now Alison is serving as the main intern. Andy arrived late due to schedule changes and they decided to pay him hourly instead of the \$500 that was originally planned. Linda mentioned that on the dataflow sheets it reflects \$3000 for the summer help however the board approved \$4000 and that needs to be changed on the reports.

It has been determined that based on our contract with Bauerfind there has been an error in the billing for the copy machine. They received a call and they will be receiving a refund of approximately \$1900. The toner is included with the price of the service contract.

After officer training this summer Cheryl will go back and make sure that all reimbursements have been made and all the financials are in order after convention.

Jen Erb asked what the rent expense was for. Cheryl explained that rent is what she is paid to host the center in her home. She uses this to shampoo carpets, etc. The garbage, recycling is all part of the rent as well as electric.

FFA Center Update

Convention was a success. Membership has reached 19,484! Please see attached report for more information about what is going on at the center. 251 chapters paid the affiliation fee this year.

Equipment Update – Copier is working well and service contract so far is great.

Phone and Internet Services - Cheryl has done research on what is available in her area. Charter Spectrum is what they are recommending. This will include an email address for Terry and Cheryl. The program will include up to 10 email addresses. The current email address email account can be maintained for \$5 per month. It was moved to switch phone and internet to Charter Spectrum Triple Play by Talford/Kast. Motion passed. \$110 per month for the first year then \$140 per month after that.

Computer software update – Cheryl has contacted MacMan in Eau Claire and put together a proposal for the Center. She asked them what the cost would be to add a 3rd computer as well. Bridgett suggested looking in TechSoup for software at a reduced price. Cheryl will send a proposal to the board for review.

The MicroSoft Surface tablet that was purchased by the Center is currently not working. It has been taken to Best Buy but they could not look at it because a receipt was not present when they took it in. They are going to try to find the receipt and look into finding a way to get it fixed or replace. She will keep us posted.

Evaluation - Shari explained to the group that the evaluation committee has met and it looking into changing the process. We are looking to make this be a more complete process. The first step is to acquire the goals of the center which Cheryl has provided on the report that she handed out. Other steps would include a formal evaluation and an informal evaluation. See attachment form more information. Troy questioned the input of the past president. Add statement that clarifies each role of the evaluators. The formal evaluation would occur at PDC. Cheryl will complete Part 1 Goals and Vision by the 212/360 meeting. Change terminology of evaluators to contributors.

Get eval changes from Shari

Bylaws – It was moved by Erb/Kast approve the changed of the bylaws of the Wisconsin FFA Center. Motion passed.

Conflict of Interest Policy – Moved to accept the Erb/Neu. Motion passed.

Budget Report – The committee would like the board to consider the following:

- 1 Raise dues \$1,
- 2 Larger workload has required larger staffing.
- 3 We cannot count on GPR so we have to plan for that
- 4 When salary packages are raised careful considerations are made in regards to related benefits.
- 5 There would be an increase in amount of office supplies and furniture needed with new hire.
- 6 The committee would also like a formal audit to determine a baseline
- 7 Establish a task force to investigate a future FFA Center located outside of the Zimmerman home

The association is financially in good shape. The proposed draft budget for the FFA Center shows that if 3rd person is added and if raises were given to both Terry and Cheryl then there would be a deficit of around \$14,000 for the center for the next budget year. The question was asked to Jeff as to what the \$3.00 that goes to the association is used for. About half of the total operating budget uses these funds (clarification from Cheryl Zimmerman email on 10/21/15). GRP dollars covers some expenses such as the state officers, proficiencies, and convention expenses, if needed (clarified by Cheryl Zimmerman). A question was asked about the possibility of sending more of the money to the FFA center of the \$3.00 and Jeff said he would have to run the numbers.

It was suggested that we could take from the dividends from the investments. Half of the dividends this year would be \$3000.

It was moved to keep the Center rent at \$3900 for the next year by Hanson/Johnson. Motion passed.

Brian moved to hire an FFA office manager position at the FFA Center not to exceed \$10,000/Sattler. Motion passed. Lindsay offered to participate in the first round interviews. Motion passed. The

recommended hourly wage will be \$10-12 per hour. Shari and Cheryl and Bridgett will work on the job description with a goal for the position to begin August 1st.

It was moved by Linda to Keep Terry's salary at \$14.50 per hour for the next year. Seconded by Jen. Motion passed.

It was moved to keep the Executive Director Salary the same. The pay periods will be changed from 26 to 24 so that Cheryl can be paid on the 1st and the 15th of the month. All staff will get paid on the 1st and 15th. Under benefits the WAAE Unified dues package will be changed to include WAAE, NAAE, WACTE, and ACTE. Remove "up to" in the first line of benefits. Seconded by Lindsay. Motion passed.

It was moved by Bridgett and seconded by Ralph to conduct a formal audit for the 2014-2015 year. This is being recommended due to the length of time it has been since a formal was done and the finance committee would like a baseline. The audit needs to be completed by the October 10th. The budget and give recommendations for the November meeting.

Moved tgo adjourn at 2:078 kast erb. Meeting adjourned

Board Terms Beginning at the November meeting

Section ½ 2015-2018 will be Rachel Sauvola

Section ¼ 2013-2016 is Brian Kast

Section 5/10 is Ralph Johnson 2013-2016

Section 6/7 is Lindsay Meissner 2014-2017

Section 8/9 is Jen Erb 2014-2017

Linda Sattler, is Center board chair/WAAE Past President 2015-2016

Troy Talford is WAAE President 2015-2016

Kevin Hoffman is WAAE President Elect 2015-2016