

Wisconsin FFA Center Board Minutes

January 9th, 2015 - 10:00 a.m. Holiday Inn, Stevens Point

The meeting was called to order – Shari at 10:17

Members Present: Shari Graffunder, Jen Erb, Bridgett Neu, Troy Talford, Linda Sattler, Brian Kast, Ralph Johnson, Kristin Hanson (arriving late due to weather)

Members Absent: Lindsay Meissner

Others Present: Cheryl Zimmerman, Jeff Hicken

It was moved to approve the agenda with flexibility by Troy Talford and seconded by Ralph Johnson. Motion passed.

It was moved to approve the November minutes by Linda Sattler, seconded by Troy Talford. Motion passed.

At the last meeting it was moved to table the item of business relating to the budget. There was a question on the pay for the summer assistant. The amount paid last year was \$3,000. Cheryl put \$4,000 into the budget for the intern salary for this year. Cheryl added in the new copier expense to the budget that will be on a maintenance contract. It was moved to take from the table the motion to approve the 2014-2015 proposed budget. Seconded by Brian Kast. Motion passed. It was moved to approve the budget as presented by Brian Kast. Seconded by Troy Talford. Motion passed.

Shari noted that in the future we will be looking to do the budget a year ahead of time. So this next year we will be approving two years of budgets. After that it will be one year at a time. The reasoning is that currently we are approving the budget after the year has started. In the future the budgets will be approved ahead of time.

Bylaws - A copy of the suggested bylaw changes were included in each member's packet. Shari reviewed the bylaw suggestions that the committee made up of Shari, Bridgett, Brian, and Kristin. One change that was suggested was to add a board position of Past Chair to the Center Board. The other question that was brought up was regarding term limits for serving on the board. It was decided to go with a three term limit. It was also discussed to have the option to allow substitutes to replace board meetings if they are unable to attend. It was suggested to research what other boards do in this situation. It was suggested to maybe have an alternate board elected each year to fill in. In the contracts section to have that Contracts "may" be reviewed instead of "will be". Change the line regarding bonding instead of saying amount of annual operating budget to something more in line with amount of cash on hand. In Article XII there is a suggestion for changing the budget cycle dates also change to say June 30 or end of PDC.

Policy & Procedure Document

A copy of the proposed FFA Center Policies document was included in each member's packet for review. The committee will meet again to review overlaps of things that are also in the bylaws as well as including some items that are not included. The group will revisit this again and come back with a recommendation to the board. This document also discusses conducting a formal audit every five years. The committee will discuss keeping the audit line.

Updating Computer Software – Cheryl hasn't had a chance to look into this yet. Jen Erb suggested that maybe Connie Peterson would come over and help to set up some computer software and provide some training as well.

Copier - The new copier is installed and the new copier is two cents per copy for black and white and five cents per copy for color copies.

Cheryl has researched some options for some new phone and internet service and will continue to look at options. The issue with having separate emails for Cheryl and Terry could be addressed based on the new phone and internet. This would resolve of the concerns regarding privacy and email. This would also allow some potentially better emails for the state officers as well.

Summer Assistant Position is ready to be posted. A copy of the posting is included in each member's packet. The salary will now be \$4,000. The process has changed depending on the number of applicants. Cheryl would like to have the position filled and the person on board by March. Bridgett used to assist in the interviews when there were multiple candidates and would be interested in participating in that process again.

The **GPR Contract** has been submitted and hopefully the check will be cut in the next few weeks.

Job Description committee has met but has not had an opportunity to meet with Cheryl yet.

Staff evaluation tool. The committee needs to finalize the job description before the evaluation tool can be finalized.

New Business

There are some large gaps in the meeting schedule. Shari suggested possibly adding a conference call in March/April and again July/August.

The Updated IRS Mileage rate is now .575 cents effective January 1st.

Reports

Financial

The list of unpaid Affiliation Fees was handed out. Cheryl is working with each of the remaining unpaid chapters to get this taken care of. The schools that are still unpaid are: Hudson, Pecatonica, Fall River, DC Everest, Gillett and Oconomowoc.

The Financial Statements were passed out. Bridgett will take the ledger to review the Checks and Deposits.

Center Operations and Activities since November meeting – There is a handout attached of the FFA Center Report.

Next meeting will be Thursday, June 25, 2015 at the WAAE Professional Development Conference at 10:15 a.m. The meeting was adjourned at 12:22 p.m. It was moved by Linda Sattler and seconded by Troy Talford to adjourn. Motion passed.

FFA Center Board Representative Term

Sections 1&2 Kristin Hanson 2012-2015

Sections 3&4 Brian Kast 2013-2016

Sections 5&10 Ralph Johnson 2013-2016

Sections 6&7 Lindsay Meissner 2014-2017

Sections 8&9 Jenifer Erb 2014-2017

Shari Graffunder WAAE Past-President 2014-2015

Linda Sattler WAAE President 2014-2015

Troy Talford WAAE President-Elect 2014-2015

Bridgett Neu, WAAE Executive Director

Wisconsin FFA Center Report

January 2015

FUNDING

2014-15 Chapter Affiliation Fee Summary

Total Chapters Paid: 244 (As of Jan. 8, 2015)

Breakdown: Option 1 (\$350.00) – 244

Option 2 – (No one has indicated specifically they will use this payment option)

Waiting for payments – 7

One new chapters with fees waived this year – Lakeside Lutheran

One inactive chapter – Fall River

2013-14 Chapter Affiliation Fee Summary

Total Chapters Paid: 251 (As of Jan. 3, 2014)

Breakdown: Option 1 (\$350.00) – 250

Option 2 – (No one has indicated specifically they will use this payment option)

Waiting for payments – 1

2012-13 Chapter Affiliation Fee Summary

Total Chapters Paid: 243 (As of Jan. 9, 2013)

Breakdown: Option 1 (\$350.00) – 243

Option 2 – (No one has indicated specifically they will use this payment option)

Waiting for payment – 8

Chapters inactive – Benton and Green Bay West

Three new chapters with fees waived for this year – Fall River, Milwaukee Vincent and Owen-Withee

First quarter financial statements were presented to the FFA Center Board at Half-Time meeting.

WISCONSIN FFA CENTER UPDATE

1. Restructured Wisconsin FFA State Officer Convention Committees and Officer Assignments.
2. State FFA Convention planning has started.
 - a. Hotel contracts process starting in January.
 - b. State Officer Committees are underway and plans were developed at December Officer Meeting.
3. Online Registration System for District Speaking Contests - Preparing District and Sectional Speaking Contest Materials – Contests begin January 15.
4. Answering questions about membership rosters and checking membership of student participants.
5. FFA Membership (unaudited) as of January 8, 2015 – Over 16,500 active members entered.
6. Preparing for the handling, processing and evaluation of the State and American Degrees and Proficiency Awards.
7. Need to update resources, review sheets and handouts related to degree and proficiency award application changes.
8. Need to continue to update materials on Wisconsin FFA website.
9. Wisconsin FFA and FFA Foundation Annual Reports will be sent to FFA advisors later this month.
10. Continue to work with Ag Career Network and answering instructor questions. State Officers conducting a workshop for students on the new changes coming to the National FFA website.
11. DPI will provide GPR money (\$19,166.66) to the Wisconsin FFA Center for 2014-15. Same amount as last year
12. Wisconsin FFA Center Summer Assistant Position will be posted after Half-Time Conference.
13. FFA membership – 48 chapters selected the National FFA Affiliation Fee option

14. Attending National Ag Ed Summit January 27-29 in Indianapolis, IN
15. Preparing for upcoming State FFA Alumni Convention. State Officers conducting workshops and reflections.
16. Preparing for FFA Board meetings and Farm Forum.

WISCONSIN ASSOCIATION of FFA UPDATE

1. Late membership rosters and payment were discussed at the State FFA Board of Directors meeting Friday – action was taken by the FFA Board of Directors.
2. Other items the Board discussed included – State Convention Speakers, Sectional Speaking Contests

STATE FFA CONVENTION

Date & Locations: The State FFA Convention will be held at the Alliant Energy Center in Madison, June 15-18, 2015

Registration: Online registration system again in place.

Housing: Official Housing will be posted online in March - Hotel negotiations in progress

Activities: Day of Service will be continued
Rally for Hunger Service Project on Monday – Packing meals similar to National FFA project.

Upcoming Activities/Calendar of Events:

District FFA Speaking Contests to begin January 15. Sectional contests in March at the state officer's home schools.

National FFA Foundation Board of Trustees Meeting – Indianapolis, IN – January 21-23

National Ag Ed Summit, Indianapolis, IN – January 27-29 – Cheryl to attend.

UW-Madison Collegiate Hockey Extravaganza – Madison – January 30

Wisconsin FFA Alumni Convention - Feb. 6-8, 2015 in Stevens Point. State Officers will be assisting and presenting a reflections program and workshops. The painted windows from State FFA Convention will be auctioned off at the Alumni Convention.

CTSO Legislative Day – February 12 in Madison – State Officers to attend with Jeff Hicken and Cheryl Zimmerman.

FFA Board of Directors will meet on February 19-20 in Wisconsin Rapids to conduct the review process for State FFA Degrees. The Board will meet again March 12-13 in Madison for convention planning.

FFA Officers will be assisting with the FFA/Farm Bureau Farm Forum Feb. 20-21 in Wisconsin Rapids.

National FFA Week activities – February 21-28, 2015

Wisconsin FFA Proficiency Awards will be judged March 6-7 in Wisconsin Dells at the Chula Vista Hotel.

Cheryl Zimmerman is coordinating the arrangements and details for the judging. Anyone interested in judging is invited to attend. Reservations should be made by February 20, 2015. Call the Chula Vista Hotel at 608-254-8366. Rooms are reserved under FFA. .

212° Conference will be held March 20-21, 2015 at the Plaza Hotel and Suites in Eau Claire.

Next fall's 212° and 360° conferences will be November 13-14, 2015 at the Holiday Inn and Convention Center, Stevens Point

2016 Half-Time Conference set for January 8-9 in Stevens Point at the Holiday Inn and Convention Center, Stevens Point