

Wisconsin FFA Center Board Meeting Friday, November 14, 2014

**The Hyatt on Main, Green Bay, WI - Meeting Room 6A Executive Meeting – 7:30 p.m.
Meeting Room 6A 8 p.m. to 9 p.m.**

The meeting was called to order by Chair Shari Graffunder at 8:15 pm.

Members present: Kristen Hanson, Ralph Johnson, Linda Sattler, Troy Talford, Jeff Hicken, Lindsay Meissner, Rene Lehman attended in place of Jen Erb, Shari Graffunder

Members Absent: Brian Kast

Others Present: Cheryl Zimmerman, Jeff Hicken

The agenda was approved by Hanson/Johnson. Motion passed.

The minutes of the June meeting were approved with corrections by Hanson/Talford. Motion passed.

FFA Center Operations Update – Continuing to provide inservices on the FFA membership roster. 48 chapters participating in affiliated membership. The state website needs some updating. It is a large task and there is much to be done. State officers are doing well. Record attendance at sectional leadership workshops of 2,270. 21 businesses were visited during the business and industry visits. Three FIRE conferences were held with a total attendance of 619. Due to the number of car accidents and other incidents that have happened on the state officer team an incident report has been created. Cheryl is using this when the officers hit a deer, etc. so that there is documentation in the event that a deeper issue would arise or that there would be a request from an insurance company. There are over 700 people participating in this weekend's conference. This weekend there is an overflow hotel, the Tundra Lodge, due to the large number of people at the conference. There is a new project in the works in developing an FFA App through Rural Mutual Insurance. They are donating their time for this initiative. The idea came from Sara Schoenborn.

Bylaws - The Bylaws have not been updated since 2005 and it is time to review them. There is also a policy document that has not been updated since 1996. Bridgett, Kristen, Brian, and Shari will work on this project and have a revised draft to review at the January meeting. It has come to our attention that we are supposed to elect a vice-president on an annual basis. Our last election was in June 2007. At that time Kristen Hanson was elected as the vice-president. Kristen was nominated. Approved unanimously. Kristen will continue on as vice-president until June of 2015.

Updating FFA Computer Software – The Center needs a new copy machine. This has already been approved by the board but Cheryl hasn't had the time to take care of this. The copier will be purchased and then there is a separate service agreement that will be utilized for the servicing of it. The Center is also in need of new computer software. Cheryl will come up with some proposals and bring them to the January meeting. Cheryl also purchased a new multi-

media projector. A new projector was \$399 and her cell phone also died so that has also been updated for approximately \$200.

E-mails & Confidential Conversation - There have been some concerns regarding the email address matching the brand and having a wisconsinffa.org email address. In addition the idea was suggested that Cheryl and Terry should have separate emails. Cheryl expressed concern about how this would work and the transition. Linda suggested that Cheryl see if there is a student at Spencer or another local school to see someone could come out and help set up the software and show them how this would work. Bridgett mentioned that TechSoup offers very inexpensive software for non-profits and that would be a good place to secure the needed software.

Summer Assistant – 2015 Position Announcement – The position will be updated and posted soon. It was suggested that there be an increase in the stipend amount.

The **Job Description** for Wisconsin FFA Center, Inc. staff will be created with a committee of Cheryl, Bridgett, Shari and Jen. It appears that there are no current descriptions and we should have something on file.

Evaluation tool for Wisconsin FFA Center, Inc. Staffs – Shari plans to create a new evaluation tool for use in the evaluation process.

Financial Report

Affiliation Fees – Kristen will contact Hudson and try to track down payment. Shari will contact Baraboo. Bridgett will talk to Gillett.

2013-2014 End of Year Financial Report – Cheryl reviewed the year-end financial report. Numbers seems to be in line and close to budget.

GPR Dollars – Review of 2013-2014; Updates for 2014-2015 – Cheryl reviewed the expenditures for the year and the report that was presented will also be DPI's final report for the GPR funding. Cheryl has a contract for GPR dollars for this year is working to complete and return that to DPI.

Star Mission Money - Cheryl provided a breakdown of money received from the Foundation. She has been asked to provide an explanation of how that money was used. Linda suggested that the list should probably include things that are not budgeted since we have been told that those monies are not guaranteed.

2014-2015 Budget – Cheryl presented the proposed budget. There was a question on the summer assistant salary and why there were some variances on the reports. Cheryl will do some research and get back to us with some clarification. The exec board will make the decision on the summer assistant salary and the board will ratify the summer assistant salary for 2015 at the next meeting.

Cheryl's disability insurance policy has increased from \$1,230 and will now be \$1435.12. This was sent on October 20th. Troy Talford moved to accept the budget. Seconded by Sattler. Troy moved to lay on the table the motion to approve the financial report. Seconded by Sattler. Motion passed.

Executive Committee – There was an executive committee meeting prior to tonight's meeting to review the GPR contract.

Review Meeting Schedule:

Halftime – January 9, 2015 Holiday Inn, Stevens Point. This meeting begins at 10:00 am

WAAE Professional Development Conference – June 23, 2015 – Middleton. This meeting typically takes place on Tuesday afternoon during the afternoon workshop session.

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

Moved to adjourn by Talford, seconded by Sattler. Motion passed. Meeting adjourned at 10:04 pm

Respectfully Submitted,
Bridgett Neu, Secretary