November 13, 2015 – Wisconsin FFA Center Board Meeting  
Stevens Point, Wisconsin

Present: Linda Sattler, Cheryl Zimmerman, Ralph Johnson, Troy Talford, Rachel Savoula, Kristin Hanson, Jeff Hicken, Brian Kast, Lindsey Meissner, Kevin Hoffman, Shari Graffunder, Renee Lehman (for Jen Erb) and Leslie Svacina.  
Not present: Jen Erb

At 7:32 p.m. Wisconsin FFA Center Chair Linda Sattler called the meeting to order.

- Everyone introduced themselves since there were several new board members.
- Shari moved to approve the agenda with flexibility. It was seconded by Brian.
- Shari moved to approve the June 2015 minute with discussed revisions. It was seconded by Ralph.

FFA Center Operations Update – provided by Cheryl

- Review of activities and events since June meeting (see Attachment 1)
- Computers and Equipment
  - Report on the FFA Center’s office equipment, including valuation and age. Most equipment is quite dated.
  - The MacMan order for new computers and software was shared. Some of the software expenses may be less based on how old licenses can be used. The vendor will take old equipment, move files and install software to new equipment.
  - Troy asked questions about where old computers will go. Most will be recycled.
  - The postage meter needs to be updated because the old one is not accepted anymore.
- Office stations will be reorganized to accommodate three staff members in the office.

Cheryl also provided a summary of the Wisconsin award recipients from the National FFA Convention, her 2015-16 goals and work summary for 2014-15 year.

FFA Center Staffing Update – provided by Cheryl

- Part-Time Office Assistant: Troy and Cheryl conducted a phone interview with a candidate for the position. She has experience with ag education/FFA and seems to be a good fit with the current staff. She’ll need training in QuickBooks, but is willing to learn.

  Brian moved to hire Anita Ruger at $11.50/hour for up to 16 hours per week with flexibility, but staying within the $10,000 budget. Seconded by Troy. Motion passed.

- Summer Assistance/Contracted Events at WAAE Conference and State Fair: The new staff member will work through the summer. However, with the new staff member there will not be a FFA summer assistant. The FFA Center will need to figure out how to cover the State Fair. The WAAE Intern candidates may be a good fit for filling this void for assisting with State Fair and Discovery Barnyard Project. If this option doesn’t work, then we should consider looking to past State FFA Officers to help manage this project. This will be revisited in January to confirm how this will be staffed.
- Employee Handbook Update: Shari has done a lot of work on this project. However, it’s not finalized yet. Linda mentioned that members of the board will meet with Cheryl in December to walk through the document. Ideally the board will have something to approve in January.
Financial Report – provided by Cheryl

1. Affiliation Fees: Payments are coming in. Cheryl doesn’t anticipate any issues with the remaining fees that will be coming in.

2. FFA Dues Increase: In past conversations there has been discussion about the need to increase dues. If the board plans to propose an increase, work should start now to prepare a proposal for delegates to vote on at State FFA Convention. Shari and Ralph indicated from past Budget Committee Meeting discussions, the committee felt there should be a dollar increase. The dues increase was discussed vs. increasing the FFA Center Affiliation Fee since that fee was recently increased. The last dues increase was at least 25 years ago.

There was also discussion related to the Wisconsin FFA Center Budget document Cheryl provided the board. There are funds coming in, but it supports the Association and not the FFA Center. An example, would be funds coming in from conferences.

Brian expressed need for strong rational for an increase to dues to help delegates, members and advisors support it. The board will need to show the changes to support the dues increase. It’ll also be important to discuss with fellow teachers, Other discussion was around seeking out potential sponsors for conference to help support the budget.

The board decided to survey on proposed revenue options with teachers in their respective sections to determine which option to pursue. The three options include:

1. $1 dues increase
2. $50 FFA Center affiliation fee increase
3. Create a $5 leadership conference registration fee
4. Increase State FFA Convention registration fees (per member)

Linda, Troy and Leslie will draft the communication regarding the proposed options so a consistent message is being shared with all teachers.

After the board communicates with their respective teachers, the board will share the proposed options and reasoning with both the FFA Association Board and the FFA Foundation Board.

Based on the feedback from fellow teachers, the FFA Center Board will discuss the feedback and funding options at the January board meeting.

3. 2014-2015 End of Year Financial Report: Cheryl reviewed the balance sheet, revenue and expenses reports for the FFA Center. She discussed the operating expenses, as well as responded to questions. Question was asked about GRP. Jeff explained it stands for General Revenue Purpose and is CTSO funding from the state.

4. FFA Foundation Star Mission Funding: Cheryl provided the list of items that will be submitted to the FFA Foundation for the Star Mission Funding. She shared that in the future the Center should be planning how to use the funds, versus deciding after the fact how funds are used.
Troy moved to accept the Star Mission Funding document as printed. Second by Lindsey. Motion approved.

5. GPR Dollars – Review of 2014-2015; Updates for 2015-2016: Cheryl also provided information about how the GRP funding is used with the FFA Center, including staffing, operational expenses, state FFA officer assistance and meals related to proficiency awards, state degrees and state convention.

6. 2015-16 Budget:
The board discussed the FFA Center budget. The Budget Committee is still planning to introduce a two-year budget planning process. This project has been postponed because the audit is still underway.

Troy moved to approve the 2015-16 proposed FFA Center budget. Renee seconded the motion.

Discussion on the motion included change office equipment to $7,200, reflect income from savings from a capital expense of $4,000, to acknowledge the projected equipment purchases. There was also discussion around the budget item for the State Fair staffing.

The motion was voted on and passed.

The intention is to discuss the 2016-17, 2017-18 budgets at the January meeting. The Budget Committee was waiting to complete the audit before taking on this project.

Audit Update: Leslie provided an update on the process. The Budget Committee select Wegner CPAs to conduct the audit. The audit preparation process is currently underway with the actual audit scheduled for the week of Thanksgiving. A draft will be complete by the end of the year. The final audit findings will be presented at the January meeting.

Staff salaries: The board discussed staff salaries. It was noted that an additional staff person was approved in June to reduce the workload with the current staff. At this meeting the board decided to take no action on a salary increase to be fiscally responsible.

Future Meeting Schedule
- January 8, 2016 – Halftime Conference, Holiday Inn, Stevens Point. Start time 10 a.m. sharp and wrap up by noon.
- June 29, 2016 – WAAE Professional Development Conference, Appleton

Rachel moved to adjourn the meeting. It was seconded by Troy. The meeting adjourned at 10:17 p.m.

Respectfully submitted, Leslie Svancina.

FFA Center Board Representatives
Sections 1 & 2: Rachel Sauvola, 2015-16
Sections 3 & 4: Brian Kast, 2013-16
Section 5 & 10: Ralph Johnson, 2013-16
Section 6 & 7: Lindsay Meissner, 2014-17
Sections 8 & 9: Jenifer Erb, 2014-17
Past Center Board Chair: Shari Graffunder, 2015-16
FFA Center Chair/WAAE Past President: Linda Sattler, 2015-17
WAAE President: Troy Talford, 2015-18
WAAE President-Elect: Kevin Hoffman, 2015-19
WAAE Executive Director: Leslie Svacina
State FFA Advisor: Jeff Hicken – Ex Officio
Wisconsin FFA Center, Inc. and Wisconsin Association of FFA
NOVEMBER 2015

Wisconsin FFA Center Projects:
Hiring new part-time office assistant - Currently in hiring process of potential employee.
Installing three new computers – final quote received and equipment has been ordered.
Preparing for FFA Center audit.
Updating Wisconsin FFA Center email addresses – will be complete and then publicized once all new computers are
installed. Email addresses are hosted through Pat Sternitzky – US Ag Net.
Phone service and internet service have been updated to Charter Spectrum. Definite improvement to phone service!
The Surface was replaced the end of July with a Microsoft Surface 3.

Membership:
Affiliated Membership Fee Chapters – 56 chapters participating for 2015-2016 – increase of 8 chapters

Cheryl updated a Step-By-Step Guide for teachers in how to use the FFA membership roster. Conducted training during
Sectional Leadership Advisor Workshops. Questions are beginning to come in regarding membership rosters, log in’s, etc.

Website:
Reviewed the National FFA website with advisors during Sectional Leadership Workshop. Worked to assist teachers in
learning more about “My Journey” and the new layout of the website.
Continue to update the Wisconsin FFA Website.

State FFA Officers:
Successful summer of state officer training including a full month of activities in August from State Fair, Farm
Technology Days, and Jag Lake….as well as other events officers were attending to represent the Wisconsin Association
of FFA.

Sectional Leadership Workshops – Attendance 2,126 members, advisors and alumni
2015 Business and Industry Visits During Sectional Leadership Workshops
Gary Bula Farms, Grand Marsh
Oshkosh Tool Company, Oshkosh
LaClare Farms, Chilton
Cady Cheese, Wilson
Specialty Coating Systems, Clear Lake
Copper Road Receiving Station, Tomah
Heiman Holsteins, Marshfield
Meyer Manufacturing, Dorchester
Landmark Cooperative, Cottage Grove
Colonie Brands, Monroe
Bloomington Livestock Exchange, Bloomington

FIRE Conferences – Three conferences completed FVTC-Appleton; UW-River Falls; UW-Madison – Total attendance 611.

State Officer Chapter Visits – Currently underway. Great reports are coming back from officers and advisors. Sally
Albers, State FFA President is attending one chapter visit with each officer at the beginning of their chapter visit schedule
to provide coaching.

Preparations Underway for December Meeting - Planning for NLC SO trainer Andy Moravec and media training with Jill
Makovec to work with the officers. Half-Time Leadership Conference and State Convention Planning.

Speaking Contest Preparations:
Development of Discussion Meet Topics
Updating website for host materials and contacting hosts for preparations needed.
Ordering of plaques
Conference Planning:
Reviewing contracts for hotel facilities and other services. We need to continue to process more contracts for future conferences/events. This is the largest 212 and 360 Conference attendance we have had at one location – challenges in keeping up with registration, changes teachers request, finding enough space for everyone to attend and the increased overall amount of work involved with over 750 students participating at one location. Currently working with 6 hotels to accommodate for enough sleeping rooms.

Arranged meeting space at Holiday Inn Convention Center for numerous WAAE meetings, FFA Committees, Alumni Events and Advisor Training. Wisconsin FFA Alumni is again a part of the 212 and 360 Conference providing games and a movie for the students. Thank you!

Half-Time Conference Registration site is next to be updated and opened for advisors to use.

Professional Development:
Attended the NASAE Annual Meeting in Louisville, Kentucky
Will attend the National Ag Ed Summit in Indianapolis, Indiana
Planning to attend the Hunger Boot Camp II in Florida

Upcoming Events

December
1
Ffa Membership Rosters and Program of Activities Submitted
4-6
Wisconsin Farm Bureau Annual Meeting – Wisconsin Dells
7-11
State Officer Meeting – Marshfield

January
8
Initial Membership Dues Payment Deadline to DPI
9-10
‘Half Time Conference – Stevens Point
8
State FFA Board Of Directors Meeting – Stevens Point
14
Marshfield Parliamentary Procedure Invitational
22
Wisconsin FFA Alumni Collegiate FFA Hockey Extravaganza
District Speaking Contest Dates To Be Announced – Jan. 20-Feb. 20
National Agricultural Education Summit – Indianapolis, Indiana

February
5-6
State FFA Alumni Convention – Madison
11
CTSO Legislative Day – Madison
18-19
State FFA Board of Directors Meeting – Wisconsin Rapids
19-20
FFA Farm Forum – Wisconsin Rapids
21-27
National FFA Week

March
4-5
State FFA Proficiency Judging – Wisconsin Dells
7-8
Co-ops YES! Conference – Holiday Inn South, Eau Claire
8-9
Eau Claire Farm Show
10-11
State FFA Board of Directors Meeting – Madison
Regional Speaking Contest Dates To Be Announced
19
Regional Career Development Events – Janesville
18-19
212 Conference & EDGE Conferences – Green Bay
29-31
WPS Farm Show – Oshkosh

April
1
Regional Career Development Events – PVTC- Appleton
2
Regional Career Development Events/Ag Tec Contest – UW River Falls
16
Wisconsin Envirothon – Wisconsin Lions Camp, Roselolt, WI
25
World Food Prize WI Youth Institute – Madison
29
State FFA Career Development Events – Madison

June
13-16
State FFA Convention – Madison