Wisconsin FFA Center Board Meeting
Friday, Nov. 11, 2016 at 7:30 p.m.
Chula Vista Hotel, Wisconsin Dells

Minutes

Present: Cheryl Zimmerman, Troy Talford, Linda Sattler, Kevin Hoffman, Darren Swartz, Shari Graffunder, Jake Cramer, Lindsay Meissner, Jeff Hicken, Nicole Nelson

Present by Phone: Rachel Sauvola, Jen Erb

Additional Non-Board Member Guests Present: Ralph Johnson, Terry Bernick

The meeting was called to order by the Wisconsin FFA Center Board Chair, Troy Talford, at 7:35 p.m.

Troy welcomed the new board members to their positions - Shari Graffunder now representing Sections 3 & 4, Jake Cramer representing Sections 5 & 10, Darren Swartz as WAAE Present Elect, Kevin Hoffman now as WAAE President, Troy Talford as WAAE Past-President and now Center Board Chair and Linda Sattler as Past Center Board Chair.

Minutes - Shari moved to approve the June 2016 minutes as presented. Linda seconded. Motion passed. Linda moved to approve the August 2016 minutes as presented. Shari seconded. Motion passed.

Vice Chair - Troy explained the need elect a vice chair for the year. Discussion included reviewing the bylaws to understand duties and specifications. The vice chair serves on the executive committee with the chair, treasurer/secretary and executive director and presides over meetings in the absence of the chair. Kevin nominated Shari Graffunder to serve as vice chair. Darren seconded. Lindsay moved to close nominations and case unanimous ballot. Jake seconded. No objections, motion stands.

Financials -

a. $5/conference registration - Troy updated the group on the results of the Association Board approval for the Center to generate $5/conference registration. He shared that there was a motion to postpone the vote but the motion failed. The motion to approve the proposal passed. Discussion continued about implementation. It was decided to call it Wisconsin FFA Center Processing Fee. It will be a separate line on the website registration page that will calculate automatically. There was a lot of discussion about advisor registrations. It was pointed out that the proposal only included student registration. Everyone agreed that we should be trying to streamline and simplify the registration process so there aren't as many details to track. Chery will discuss the options for advisor registration with the Association Board in January.
b. Center Fee update - Things are on track with collecting. Dropping one chapter this year - Algoma.
c. 2015-16 Year End - Financial compilation was provided by Data Flow very recently due to Michelle from Data Flow being ill. Walked through the balance sheet and P&L.
    - Discussion about registration late fees - $20 isn't enough of a consequence. Consensus was to change to hard deadline where they would be put on waiting list. Also talked about putting a cap on total registrations. Next steps are that Cheryl will talk to the Association Board and have a proposed plan by the Center annual meeting to implement for 2017-18.

    - Cheryl shared that they actually took $10,000 from the Pace account this summer. When TJ reworked the fund balances, he made an additional $5,000.
    - Cheryl reported that Anita assisted with getting the financial numbers together and was a positive addition to the process.

d. Foundation Star Mission Funding - Cheryl shared her proposed report for the Center's use of Star Mission partner dollars. Troy shared that the Foundation has voted to reduce the amount of dollars allocated to partner funding and increase the amount that will be used for the grants. He also shared that they are tightening their usage parameters related to operating expenses. Discussion continued about how the Center fits into that funding model. It was decided to invite someone from the Foundation to the Center's annual meeting to discuss Star Mission dollars, usage and reporting.

e. GPR - Cheryl shared her proposed report for the Center's use of GPR funds. Jeff shared uncertainty of GPR dollars into the future and that he has ideas for diverting some to other initiatives. The Center will need to stay alert and prepared as the GPR has been nearly $20,000 each year.

f. 2016-2018 Budget - Budget was presented for current year and next year. Nicole will help work on setting up quarterly rolling average method of utilizing Pace dividends. Nicole moved to approve the budget as presented. Jake seconded. Nicole moved to increase the ED salary amount by $350 to account for the paid unused sick days. Linda seconded. Amendment passed. Nicole moved to amend the main motion by adding to revisit the Executive Assistant and Office Assistant projections for 2016-17 and 2017-18. Linda seconded. Amendment to the main motion passed. Main motion passed.

g. Criminal Indemnity Policy - Troy and Cheryl reported that it's a standard part of the employee bonding process that was updated.

FFA Center Operations Update

a. Activities and Events since June Meeting - Cheryl shared key highlights.
    - National Board experience has been interesting and unusual process so far. Discussion continued about amount of time commitment. Cheryl shared it's about 12 days/year without much in-between. She said it's a rejuvenating professional development experience for her. It gives Wisconsin a voice to the national level. All expenses are paid.
    - FIRE Conference registration was down, probably because a lot of teacher changes and they were getting settled. 212/360 is up a lot.
    - They've been training teachers on electronic upload of Constitution and Program of Activities.
    - SO review project is underway.
    - LDEs - reviewing Parli Pro contest and Opening/Closing Ceremonies contest as it might fit into Conduct of Meeting contest
    - She shared her written log of work time and projects and reported on annual personal/vacation/sick days. She shared that the spring was a trying time with a past state officer death, Mark's grandmother's death and a state officer resignation.

b. FFA Center Location Research - Troy explained the steps leading up to this meeting discussion (There was an invitation sent to the Team Ag Ed boards. One offer was received from Citizens State Bank of Loyal - Travis Holt.) He expressed that it's a big discussion that will need a great deal of analysis and consideration. Much discussion ensued. Cheryl shared some written reflections, which expressed her reasons from a staff perspective that she was not in favor of moving to the location offered. Terri Bernick echoed her comments. Lindsay brought up that the board and organization values people over brick and mortar. She asked what the specific concerns are. The biggest is that the state officers are concerned about the space not being

adequate for state convention workdays. Discussion continued about the options to relieve that concern. Kevin shared that he's heard concerns from multiple people (didn't divulge any specifics because of confidentiality). He visited the space for his own personal research and to respect Travis Holt as Foundation board member and sponsor. He thought it would be a nice opportunity for FFA showcase. Jen echoed the concern of respecting Travis's offer. She brought up the idea of having a committee work more on this. Troy shared that Nicole asked Travis what his parameters would be for extending his offer. Travis said he would extend if he felt the Center was truly considering accepting. Nicole moved to have Cheryl bring a proposal for alternative space arrangements for State Officer workdays to the January Center Board meeting and to graciously decline the offer from Citizens State Bank of Loyal. Lindsay seconded. Motion passed.

c. FFA Center Strategic Plan - Troy shared that the Center needs to start creating a plan for when Cheryl retires, which may be in 7-10 years. Discussion brought up some initial points to consider - location of office (still home-based?), core services that can't be interrupted, potential of new person working side-by-side with Cheryl for 6-12 months and how to cover the cost, etc. Jen moved to refer the FFA Center Strategic Plan to a committee of 2-3 people appointed by Troy (chair) to put together a framework of a plan. Linda seconded. Motion passed. Troy asked for volunteers for the committee - the committee will be Troy, Linda, Nicole and Cheryl.

Executive Director and Office Staff Update

a. Office Staff - Part-Time Office Assistant - Anita has been working out well. She's learning as she goes. Her work time is flexible to what their need/demand is - some days she comes in for one hour and some days longer. Troy asked for an evaluation at the one-year point.
b. Summer Assistant - This was the first year they only had a summer assistant at state fair and it worked well.
c. Employee Handbook Update - This is complete now. We can have it at the January board meeting for everyone to review

25th Anniversary of the Wisconsin FFA Center - Maybe 2017 banners?

Review Meeting Schedule - Half-Time Meeting - Sat, 9:30 start. PDC - Tue, start time TBD.

Shari moved to adjourn the meeting. Jake seconded. Motion passed. Adjourned at 11:10 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