

## FFA Center Board Meeting Plaza Suites & Hotel, Eau Claire

Friday, November 13, 2009

The meeting was call to Order by President David Laatsch at 7:15 p.m.

Members present: Kevin Whalen, Kristin Hanson, Rene Lehman, Bridgett Neu, David Laatsch, Jeff Zobeck, Randy Ehrenberg, Brad Gefvert, Cheryl Zimmerman Others Present: Jeff Hicken, Marty Nowak

Approval of Agenda moved by Whalen and seconded by Lehman, motion passed.

Approval of Minutes – Moved by Nowak, seconded by Lehman, motion passed

FFA Center Operations – Cheryl handed out a sheet titled “What’s Happening in the FFA”. Online registration is being tested for conferences. It was mentioned that it would be nice if the online system would either email a receipt when you hit submit or an invoice/confirmation on the screen that you could print. (See attachment to the document that was handed out)

Cheryl will be attending the NAAE convention next week in Nashville. Cheryl will have a National Council meeting in early March. There will not be a National Ag Ed Inservice this year in Indianapolis. The Ag Ed Summit will resume in 2011 with the conference taking place in Orlando.

Scope of the Wisconsin FFA Center – This document was handed out to help demonstrate to DPI the kinds of services that the FFA Center is doing to support the FFA. This will be used to demonstrate what purpose GPR dollars are being used for to carry out activities. Dave suggested that there should be a paragraph added to this document that is important to remember that these duties were previously handled by the agricultural education consultant. Cheryl handed out a draft of the how the GPR dollars that the FFA Center currently receives are allocated.

Financial Report – Cheryl presented the Fiscal Year 2008-09 report prepared by Data Flow. It was moved by Randy to set up a committee of 3 board members to work with Cheryl and Jeff to work out the details of restructuring the state convention portion of the affiliation fees. Seconded by Whalen. Discussion followed. The committee will consist of Jeff, Cheryl, Brad, Kevin and Rene.

NASAE Responsibilities – Cheryl handed out a sheet describing her duties with the NASAE and her term as president. She has also been appointed by Nancy Trivette to serve on the National Council’s Electronic Record Book Advisory Committee

Affiliation Fees - A list of affiliation fees that are still owed was handed out – see attachment. It was discussed that at some point we may have to increase the affiliation fee depending on how the budget balances.

Equipment Update – Computers are working great. Digital phone service has been interesting. Phone service has not been reliable but hopefully it is now fixed.

Contracted Services – Same as last year.

**Approval of Budget** – Since the budget was not balanced and we cannot be certain how the numbers will work out it was proposed to transfer money from savings if needed to balance to the budget. Brad moved to approve the budget as printed with the addition of a line item of “transfer from savings” to balance the budget. Seconded by Lehman. Motion passed.

**Summer Assistant recap** – The announcement for the summer assistant was handed out. This will be posted soon to hopefully attract applicants before they take other positions. It was moved by Brad to approve the assistant posting and seconded by Kristin to post the summer assistant position. Motion passed.

**Review meeting schedule** – The next meeting will January 8<sup>th</sup> at 10:00 a.m. at the Ramada in Steven’s Point. It was moved to adjourn by Lehman and seconded by Nowak. Motion passed. Meeting adjourned at 9:06 p.m.

**FFA Center Board Representatives Term**

Sections 1&2 Kristin Hanson 2009-2012  
Sections 5&10 Randy Ehrenberg 2007-2010  
Sections 8&9 Renee Lehman 2008-2011  
WAAE Jeff Zobeck 2008-2011

Sections 3&4 Kevin Whalen 2009-2010  
Sections 6&7 Brad Gefvert 2008-2011  
WAAE David Laatsch 2007-2010

# Wisconsin FFA Center, Inc. and Wisconsin Association of FFA

## NOVEMBER 2009

### What's Happening In FFA

Weekly FFA Updates and Website continue as key communication tool to advisors.  
Online Registration for Wisconsin FFA Conferences  
Inserviced advisors about properly filling out degree applications and new appeal process at SLW  
Online FFA Membership Rosters – Working with teachers in submitting membership.  
New Parliamentary Procedure Rules and Scorecards – Focus of Parli Pro Workshops this Fall  
Membership goal set at 18,000 – Continue membership recruitment and 10+ PRIDE banners.  
Half-Time Leadership Conference and State Convention Planning underway – State officers meeting in December.

### FFA & FFA Center Activities

July: Wisconsin CDE Certification for National Convention  
Final preparation and mailing of National Award forms  
Safe Tractor Operators Contest - July 21 - FTD  
State Fair Band and Chorus entries, housing and chaperones  
Follow-up from State Convention

August: State Officers Partnered with DATCP during State Fair  
State Officer Partnered for State Fair with Discovery Barn Activities  
Attended Wisconsin State Fair – August 10-13  
Jag Lake State Officer Retreat – August 20-24

September: Sectional Leadership Workshops - Sept. 14-17  
Sectional Leadership Workshops - Sept. 21-24  
FIRE Conference – FVTC-Appleton – September 25  
Sectional Leadership Workshops – September 28-October 1  
World Dairy Expo – September 29

October: National Quality Program Standards Meeting – Oct. 2 - Wausau  
FIRE Conference - Oct. 3 – UW-River Falls  
FIRE Conference – Oct. 10 - UW-Madison  
National FFA Convention – Oct. 18-24  
Meeting with Jeff and Nicole – Oct. 27  
FFA Foundation Board Meeting – October 30

November: Follow Up from National Convention  
DPI Inservice – November 4  
Made For Excellence and Advanced Leadership Development – Eau Claire- Nov. 13-14  
Membership Roster Assistance  
Half-Time Conference Registration Materials  
Prep Materials for District Speaking Contests  
December Meeting Planning

### Current Projects Underway

Receiving and Processing FFA Center Affiliation Fees  
Assistance with Online FFA Membership Rosters  
Reviewing Evaluations and Reports of State FFA Officers' Chapter Visits  
December Meeting Planning  
Half-Time Conference Planning  
Speaking Contest Material Development  
Working to develop State Committee Work with State Officers  
State Convention Planning Begins

### Upcoming Events

Farm Bureau Annual Meeting – Dec. 5-6 – Wisconsin Dells - State Officers in Attendance  
State FFA Officer December Meeting - December 7-10 – Marshfield  
Rose Bowl Parade – BJ – January 1, 2010  
FFA Half-Time Conference – January 7-9 – Stevens Point  
First District Speaking Contest – January 18  
School Board Convention – Milwaukee – January 20-21  
CTSO Legislative Day – February 11 - Madison  
State FFA Alumni Convention – February 12-14 - Manitowoc  
FFA Week - Feb. 21-27 – Discussion about developing a Plan of Action  
National Teach Ag Day – February 25  
FFA Board of Directors Meeting - Feb. 25-26 - Hotel Mead, Wisconsin Rapids  
FFA Farm Forum - Feb. 26-27, Hotel Mead, Wisconsin Rapid  
National Council Meeting – March 5-10 – Alexandria, VA  
State FFA Proficiency Award Judging – March 12-13 – Wisconsin Dells  
State FFA Board Meeting – March 15-16  
National Ag Day – March 17-18 – Washington D.C. - BJ  
MFE/EDGE Conferences - March 19-20 – Stevens Point

**National Activities**

National Council Meeting – October 7-9 – Morrisville, NJ  
NASAE Annual Meeting – October 18-21 – Indianapolis, IN  
NASAE – National President – 2009-2010  
National Council Global Engagement Meeting – Indianapolis, IN  
NAAE Convention – November 18-22 – Nashville, TN

<b><u>Leadership Conference Attendance</u></b>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
Sectional Leadership Workshops	1919	2103	2173	2086	2028	2075
FIRE Conferences	635	755	677	663	703	616
Fall Made For Excellence and Advanced Leadership Development	376	361	339	484	487	489

**2009 Business and Industry Visits**

JBS Packerland – Green Bay	Monroe Truck - Monroe
Greenleaf Landscaping and Gardens - Greenleaf	Badger Ethanol - Monroe
Great Lakes Kraut – Bear Creek	ANIMART – Beaver Dam
Walker Forge - Clintonville	Cattle Connection – Amery - World Dairy Expo
Grassland Butter - Greenwood	Bomaz Farm - Hammond
Meyer Manufacturing - Dorchester	Downing Tractor Parts – Downing
Organic Valley – Cashton	Burnett Dairy Cooperative - Grantsburg
Best Energies Biodiesel - Cashton	ABS – Deforest
Lycy Manufacturing – Columbus	American Family Insurance – Madison

## **2009 NATIONAL FFA AWARD RESULTS – WISCONSIN ASSOCIATION OF FFA**

### **American Stars**

American Star in Agricultural Placement –  
Tony Crescio, Randolph-Cambria-Friesland FFA  
American Star in Agribusiness –  
Ben Alsum, Randolph-Cambria-Friesland FFA

**National FFA Officer Candidate Finalist** - Marie Mahaney, Brodhead FFA. Again this year, only the top half of the National FFA Officer Candidates continued on to the second phase of the National Officer Selection process after Tuesday evening of the National Convention. Marie was one of the top half to move on to the final rounds of competition.

### **National FFA Proficiency Award Winners**

Dairy Production (P) - Tanner Bradley, Fort Atkinson FFA  
Diversified Livestock (P) - Elizabeth Dahlke, Montello FFA  
Environmental Science and Natural Resources - Keith Bollinger, Cochrane-Fountain City FFA  
Forage Production - Andy Feucht, Mayville FFA  
Turf Grass Management - Tanner Strunz, Brodhead FFA

### **National Agriscience Fair**

1st Gold - Environmental Science - Team Grades 7, 8 and 9 - Aaron Zimmerman and Kyle Herman - Spencer FFA  
1st Gold - Engineering - Team Grades 10, 11, and 12 - Derek Nelson and Justin Scheel – Cochrane-Fountain City FFA  
3rd Gold - Zoology - Individuals Grades 10, 11, and 12 - Adrianna Vanderstappen – Big Foot FFA  
4th Gold - Biochemistry/Microbiology/Food Science - Individual Grades 10, 11 and 12 – Alicia Hodnik, Big Foot FFA  
4th Gold - Engineering - Individual Grades 7, 8 and 9 – David Domine – Cochrane-Fountain City FFA

### **Hall of States Booth**

Thank you to the Waupaca FFA Chapter for hosting the Wisconsin Association of FFA Booth in the Hall of States.

### **National Career Development Event (Speaking) Results**

Prepared Speaking - Anna Peissig, Colby FFA - Bronze  
Job Interview - Lauren Holterman, Watertown FFA - Silver  
Creed Speaking - Bethany Dado, Amery - Silver  
Extemporaneous Speaking - Lauren Stemper, Random Lake - Bronze  
Parliamentary Procedure - Amery FFA - Silver

**Dairy Cattle Handling** - Cassie Wymer - Brodhead - 2nd Place Gold

### **Gold Rated CDE Teams**

Agricultural Mechanics - Hillsboro FFA - Gold Team  
Duane Baldwin - Gold Individual  
Aaron Hammer - Gold Individual  
Dairy Cattle Evaluation - Fort Atkinson FFA - 7th Place Gold  
Tanner Bradley - Gold Individual  
Seth Elsner - Gold Individual  
Nolan Wilharm - Gold Individual

### **Silver CDE Teams**

Agricultural Communications - Bloomer FFA	Agricultural Issues - Colby FFA
Storm Dorrough - 5th place Gold individual	Agronomy - Oconto Falls FFA
Abigail Bruxvoort - Gold Individual	Peter Chou - Gold Individual
Sasha Zwiefelhofer - Gold Individual	Dairy Foods - Hillsboro FFA
Environmental Science and Natural Resources - Mt. Horeb FFA	Farm Business Management - Reedsville FFA
Joe Klopotic - Gold Individual	Horse Evaluation - Winneconne FFA
Food Science and Technology - Oconto Falls FFA	Meats Evaluation - Dodgeand FFA
Tylynn Ludwig - Gold Individual	Kelly Vierck - Gold Individual
Nursery and Landscape - Oconto Falls FFA	Poultry Evaluation - Oconomowoc FFA
Kaitlyn Borisch - Gold Individual	
Ryan Spaude - Gold Individual	

### **Bronze CDE Teams**

Agricultural Sales - Watertown FFA	Livestock Evaluation - Iowa-Grant FFA
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Floriculture - Green Bay East FFA  
Forestry - Cornell FFA

Marketing Plan - Brillion FFA

# Scope of the Wisconsin FFA Center, Inc.

## General Tasks

- Respond to state-level event inquiries as necessary.
- Provide technical support to FFA advisors in registration for state-level events.
- Provide technical support to FFA advisors regarding FFA membership rosters.
- Provide event information to local school districts, business-related groups, and the public-at-large in order to build collaborative relationships and enhance program value.
- Channel inquiries to appropriate personnel and organizations if answers cannot be provided through the FFA Center.
- Prepare annual report and event accountability reports as necessary.
- Provide on-going communication with State Officers and their advisors regarding officer duties responsibilities and event tasks.
- Provide communication to local advisors regarding state-level events.
- Provide support to student members, FFA advisors and chapters as needed.
- Attend necessary conferences and meetings to represent FFA.
- Hire and supervise FFA Center Summer Assistant who works directly with FFA summer programs including State FFA Convention, State Fair, State Officers, Annual Report development, and other responsibilities that need assistance related to FFA summer activities.

## State Officer Team Oversight

- Supervision, training, and support to Wisconsin State FFA Officers. State Officers provide role models to FFA members throughout the state. They also represent Wisconsin Association of FFA at many state and national functions. The FFA Center and Executive Director provide the "home base" for officers to report to and provide them with the necessary information, materials, evaluations, schedules and contacts they need to conduct their duties.
- Maintain communication with State Officer Team.
- Coordinate events with State Officer Team.
- Arrange/coordinate attendance at and participation in specific events for State Officer Team.
- General overall oversight of the State Officer Team.
- Coordination of state level meetings for the Wisconsin Association of FFA including state officer training and conference planning meetings, Board of Director meetings, and any other meetings involving the state officers throughout the year.

## Conference and Event Coordination

- Coordination of state level conferences (State FFA Convention, EDGE, MFE, ALD, Half Time, Sectional Leadership Workshops, FIRE Conferences, etc.) These conferences focus on developing leadership skills, community awareness, communication, teamwork, etc... those traits which will make a better student and community citizen.
- Plan and facilitate leadership conferences around the state (e.g., negotiate meeting space and costs, location, meals, lodging, materials, etc....).
- Provide communication between the FFA and the location hosting the event with details for presentations, meals, program development, space requirements, equipment, etc.
- Provide communication between the National FFA Organization and the presenters that conduct the programs offered through the National Organization.
- Work with the State FFA Officers in developing curriculum for the students. Work with the State FFA Advisor in coordinating events for FFA advisors.
- Assist State FFA Officers in coordinating supplies, materials, printing, etc. for conferences. Certain printing and supply needs can be completed by FFA Center with reimbursement of expenses incurred.
- Coordinate speakers needed for leadership conferences.
- Oversee the safety, welfare and proper behavior of participants in cooperation with supervising FFA advisors.
- Provide evaluation of conference staff, programming, logistics, etc. following events.
- Provide financial statements and necessary reports for each conference to the State FFA Advisor in order that payments are made in a timely manner to facilities and vendors of the conference activities.

## **Awards and Programs**

- Coordination, receipt, processing and reporting of all State and National awards, including degrees and reports, which provide students and FFA chapters with the opportunity to be recognized for their achievements above the local level. The Executive Director receives assistance from the State FFA Advisor and Executive Secretary in the judging and processing of degrees and proficiency awards.
- Coordination of feedback, evaluation, appeals, etc. of award applications with FFA advisors and members.
- Coordination with the Wisconsin FFA Foundation in confirming and acknowledging sponsors of various programs and awards.
- Coordination of assistance with WAAE in working with programs that recognize teachers and teacher related activities.
- Coordination of honored adult programs and recognition.
- Coordination of judging events for award applications, including contacting individuals to serve as judges, organize the judging event and schedule, follow up from the event, coordination of judging location, host, including meals, appreciation gifts.
- Provide proper reporting of award results to the National FFA Organization and Wisconsin FFA Foundation for proper recognition and/or continuation of competition.
- Provide resources for district, sectional and state level contests in order that hosts can properly conduct the events including how to set up and run a competition as well as providing the necessary information that contestants need to participate including topics for speeches, questions for competitions, etc.
- Review membership eligibility for FFA awards and programs through the online membership roster.
- Organize committees of teachers and members to review current and potential FFA programs, awards and activities for suggested improvements and possible revisions.
- Assist in keeping historical data of awards and programs.

## **State FFA Convention**

- Coordination of the State FFA Convention including organization of staff, managers, state officers, advisors and volunteers.
- Receive and provide detailed and frequent communication with FFA.
- Coordination and oversight for workshop development, tour planning, meal development and counts, printing needs, event supplies, facilities requirements, and anything else needed for the State Convention.
- Review last year's schedule, participant feedback and competitive event procedures to adequately address facilities needs.
- Develop conference schedule and coordinate facilities needs that align with schedule.
- Provide schedule and facilities use information for conference program.
- Visit facilities staff prior to State Convention to insure smooth flow of activities.
- Design program and contents with the assist of the State FFA President.
- Plan and coordinate with Convention site and determine meal costs.
- Work with local bus companies to provide shuttles for tours and service activities.
- Provide appropriate appreciation to facilities, judges, sponsors and partners after State Convention.
- Solicit feedback from facilities utilized
- Attend State Convention for oversight of events
- Coordinate State FFA Convention registration
- Coordinate State FFA Convention news room, publicity and media
- Work in coordination with the FFA Tour Chairperson in coordinating the tours, buses, locations, chaperones and oversight of the tours made available during the State FFA Convention.
- Work in coordination with the FFA Day of Service Chairperson in coordinating the service activities, buses, locations, chaperones and oversight of the service activities made available during the State FFA Convention.

- Work in coordination with the FFA Workshop Chairperson in coordinating the workshop presentations and oversight of the workshops made available during the State FFA Convention.
- Provide evaluation of State Convention staff, programming, logistics, etc. following event.
- Work with past state FFA officers and summer assistant to provide assistance in various areas of the convention including staging, evaluating state officer performance, working in the news room, coordinating special events, working with sponsors and exhibitors.
- Coordinate services needed for audio/visual presentations including on site production of the event.
- Coordinate services needed for sound and lighting requirements for the State Convention including on site production of the event and development of suggestions for improvements and updates staging requirements.
- Coordinate speakers needed for state convention sessions and activities.

### **Public Relations and Promotion of the Wisconsin Association of FFA**

- Maintain and monitor the Wisconsin FFA Website which includes historical information about the Wisconsin Association of FFA, award and program applications and conference information registration for FFA advisors and members.
- Monitor the State FFA Officer blogs and materials posted on the FFA website.
- Work directly with the FFA website provider to keep site current and provide guidance for updates of formats and information
- On a regular basis review the procedures for FFA publicity and promotions and make suggestions on how together with Team Ag Ed partners this can be improved.
- Work with State FFA Officers to attend events that promote agricultural education and FFA including trade schools, convention, etc.
- Respond to public issues concerning FFA as they arise.

### **Middle School Activities**

- Communicate specifically with middle school programs regarding activities.
- Develop middle school leadership activities in cooperation with the State FFA Officer team and State FFA Advisor.
- Consult with middle school FFA advisors as to their activities, needs and opportunities for middle school members.
- Develop press release materials to publicize events, award recipients and FFA related programming.

### **National Convention Coordination**

- Communicate with FFA advisors concerning certification of teams, event coordination, participation in events, etc.
- Communicate with the state officers/delegates about agenda(s) and responsibilities. Coordinate schedules of activities, duties and events.
- Coordinate any state activities to be held at national convention.
- Attend national convention while delegation is present.
- Participate in national level meetings for agricultural education and FFA. Represent Wisconsin in activities and discussions on the national level.
- Follow up with Wisconsin FFA Foundation as to participation in individual and chapter events in order that participants receive any possible travel reimbursements.

FFA Dues are collected by the Wisconsin Association of FFA in the amount set by the Wisconsin Association of FFA delegates at the annual State FFA Convention. The dues paid to the Wisconsin Association of FFA also include the National FFA Dues – however National Dues are set by the National FFA Organization. From the state FFA dues, \$3.00 per member is then sent to the Wisconsin FFA Center, to support the services described above.

During the year, there are also fees that are transferred to the Wisconsin FFA Center for conference late fees or other services that are offered to cover the responsibilities above.

The Wisconsin FFA Center Affiliation fee is \$300 per chapter paid directly to the Wisconsin FFA Center from local FFA chapters and school districts. This is Wisconsin FFA Center operating income. After the

FFA Center completes their accounting and identifies additional expenses that they incurred due to FFA activities, an amount is forwarded to the Wisconsin Association of FFA to contribute to the revenue available to pay additional state convention and FFA expenses.