

Wisconsin FFA Center Board Meeting Minutes
Thursday, June 30, 2016 at 10:15 a.m.
Radisson Paper Valley Hotel, Appleton

Present: Linda Sattler, Brian Kast, Ralph Johnson, Troy Talford, Kevin Hoffman, Jen Erb, Leslie Svacina, Rachel Sauvola, Shari Graffunder

Not Present: Lindsey Meissner

The meeting was called to order by the Wisconsin FFA Center Chair, Linda Sattler, at 10:15 a.m.

Brian Kast moved to approve the agenda. Seconded by Ralph Johnson. Motion passed.

It was moved to approve the January minutes by Troy Talford, seconded by Brian Kast. Motion passed.

Financial Report – Cheryl Zimmerman

- Updates on Affiliation Fees, still outstanding: Wisconsin Dells and Colby. Communication has been made. She mentioned that it might be a good to change the name to FFA Center Fee and remove the affiliation fee.
- Troy Talford moved to change WI FFA Center Affiliation Fee name to WI FFA Center Fee seconded by Jen Erb. Motion passed.
- Two financial reports, ending April 30, 2016 and January 31, 2016. These are preliminary drafts due to work commitments and unplanned staff obligations. They will be finalized shortly. Cheryl Zimmerman reviewed the reports with the board. She noted that additional funds were spent on the audit and with the FFA Center accounting firm for the audit.
 - Shari Graffunder moved to approve the payment of \$6,548 to Data Flow, the FFA Center accounting firm. \$600 is designated to the audit work. Rachel Sauvola seconded. Motion passed.
- Rachel Sauvola ask about what it costs to run an FFA convention (someone had asked her). Cheryl Zimmerman said roughly \$75,000-80,000 convention. There was also discussion about the new sound and lighting company and the pluses and minuses from this year.
- Troy Talford moved to eliminate a second payment option and move to just an FFA Center Fee. Seconded by Jen Erb. Motion passed. Clarification: the option 2 will be kept on file for historical reference.
- Jen moved to approve the financial report. Shari Graffunder seconded. Motion was approved financial report as given. Motion passed.

FFA Center Update – Cheryl Zimmerman

Cheryl shared an FFA/FFA Center report (see attached report)

- Cheryl asked for feedback on the convention, including the dueling pianos.
- Jen Erb asked if the top ten National Chapter Award winners are notified
- Jen Erb was asked to mention that the proficiency session is too long. They are requesting to only have the awards, no talent or other entertainment.
- Brian Kast has gotten feedback to run videos as a pre-session before the actual start time.
- Feedback on using the Johnny Cash song in the state degree session. Ask Kaleb Santy for help updating.
- Jen Erb asked if the new part time position has helped with the work load. Cheryl says it has helped a lot. It's taking time to do training and get her up to speed, but it's going really well.
- Cheryl shared that Terry might able to work more hours and is interested since her family recently sold their cows. The question was presented about benefits and what are the requirements for benefits. We will have to look into this. Cheryl is encouraging the board to consider a salary. Jen mentioned that we have a limited budget since the FFA Center is a nonprofit. The board also talked about ways to demonstrate the value with the new position.
- Cheryl also provided a membership update of 20,463 and increase 979.

Old Business

- Wisconsin Association of Agricultural Educators Handbook for Wisconsin FFA Center, Inc. Staff and Wisconsin FFA Center Handbook Addendum
 - A group of board members met several times over this past year to review the documents and revise them.
 - Troy Talford moved to approve the handbook and addendum as presented and seconded by Rachel Sauvola. Motion passed.

New Business

- Amendment to the By-Laws – Troy
 - Troy presented an option to look at the chair position and how it is filled by the FFA Center Board.
 - Troy will prepare a second option for the board to consider where the WAAE past-president would have the option to opt out.
 - The options will be brought to our next meeting.
- Election of Board Vice-President – will handle at the November meeting
- Estimated 2016-2017 Budget
 - Additional revenue (\$5 conference fee)
 - Ralph Moved, Rachel Seconded. Motion passed. This recommendation will be presented to the Association Board.
 - Charge a \$5 conference fee for all conference attendees for those attending FIRE, 212, 360, EDGE, and Halftime.
 - Linda would like a group to gather in August to put together a 2016-2018 and 17-18 and then in the summer of 2017 do a 2018-2019
 - Those willing to work on budget: Linda Sattler, Jen Erb, Shari Graffunder
 - This group would like to request to review the time cards for Anita and Terry to make financial decisions relating to salary.
 - Ralph volunteered to put together a rationale to provide to Jeff and Cheryl. And, include the board contacts on the list.
- 2016 – 2017 Rent: Cheryl requested to consideration of increasing rent.
 - There was no motion on the floor to increase the rent for 2016-2017. The group's focus was on salary increases instead.
- Staffing 2016 – 2017:
 - Rachel moved, Brian seconded, to approve the Wisconsin State Fair State Officer Assistant with a \$500 stipend, plus associated expenses.
 - Jen moved, Troy seconded, to not change the pay rate for the FFA Officer Manager. Motion carried.
 - Shari moved, Jen seconded, to increase the FFA Center Executive Assistant salary by \$0.50 so the rate of pay would now be \$15.00 an hour. Motion carried.
 - Moved by Troy, seconded by Shari to offer a 3.5% pay package increase for the FFA Executive Director. Motion carried.

Board Terms and Board Member Transitions for Fall Meeting

- Sections 1 & 2 Rachel Sauvola 2016 – 2018
- Sections 3 & 4 Brian Kast 2013 – 2016 – replaced by Shari Graffunder
- Sections 5 & 10 Ralph Johnson 2013 – 2016 – replaced by Jacob Cramer
- Sections 6 & 7 Lindsey Meissner 2014 – 2017
- Sections 8 & 9 Jen Erb 2014 – 2017
- Shari Graffunder, Past Chair Wisconsin FFA Center 2015-2016 – replaced by Linda Sattler
- Linda Sattler, WAAE Past President 2015 – 2016 – replaced by Troy Talford
- Troy Talford, WAAE President 2015 – 2016 – replaced by Kevin Hoffman
- Kevin Hoffman, WAAE President – Elect 2015 – 2016 – replaced by Darren Swartz
- Leslie Svacina, WAAE Executive Director
- Ex-officio, Jeff Hicken, DPI Consultant

Evaluations and Salary

- a. FFA Center Office Assistant
- b. FFA Center Executive Assistant
- c. FFA Executive Director

Next Meeting – 212/360 Conference Friday, November **11**, 2016 in **location?**