

FFA Center Board
Minutes
1-5-07

- I. The meeting was called to order by Keith Gundlach at 10:03 a.m. Those present included Cheryl Zimmerman, Jeff Hicken, Dick and Linda Aide, Keith Gundlach, Jerry Wendt, Kristen Hanson, Kevin Whalen, Mike Olson, Ralph Johnson, and Tarin Costello. David Laatsch was unable to attend.
- II. Approval of Minutes. Mike Olson moved to approve minutes as printed, seconded by Kristen Hanson, motion passed.
- III. Financial Report - Cheryl Zimmerman
 - A. Cheryl passed out the financial reports and discussed the items with the board as follows:
 1. Proper forms have been submitted for 501C3's.
 2. Affiliation fees from chapters in the various sections.
 3. 1st quarter report was then discussed (as of 10-31-06). Next quarterly report will end with 1-31-07. PACE investment funds can be transferred to checking account if needed for emergency spending. Office inventory report is included at end of packet. Questions were answered, etc. Jerry Wendt asked if a reference could be given in the report with the executive director's name and the office assistant's name on the appropriate page; also the contracted services and the summer help. This would be a help in clarification.
 4. Discussion of operations such as writing checks, use of accounting firms, audits, etc.
 5. New IRS mileage rate is 48.5 cents per mile. Cheryl reported that rental of the van worked out to financial advantage for the FFA Center.
- IV. FFA Center Operations and Activities - Cheryl Zimmerman
 - A. Cheryl passed out the FFA Center Report. She began with discussion of her work schedule (hours, etc.)
 - B. Discussion of projects, etc. being done at the FFA Center. Questions about the Branding Study and what is being done on that issue.
 - C. Rosters: Problems with the Excel program. Those doing on-line rosters are having a positive experience. Cheryl will be promoting the on-line rosters in the future.
 - D. Salary of Office Assistant is presently at \$12.50 per hour. Discussion of a raise for Terry Bernick. Kevin Whalen moved to increase salary to \$13.00 per hour for office assistant, seconded by Tarin Costello, discussion followed, motion passed. This salary increase will begin 1-1-07.
 - E. Discussion of computer equipment (laptop). Cheryl did some research on Dell and Gateway laptops and shared this information with the board. Cheryl was instructed to purchase the laptop that she feels will be most efficient for her use.

V. DPI Funding for Additional Projects

- A. Cheryl presented an invoice to Jeff Hicken for receiving the Perkins Funds.
- B. Jeff Hicken said that Cheryl will have to present very detailed records of the spending of the Perkins Funds. This is true of all Federal dollars.

VI. Summer Help for Special Projects

- A. Cheryl reported that there will not be a project to work together with the Farm Bureau this summer so FFA Center will have its own summer assistant.
- B. Cheryl reported that she has already had a former state officer inquire about the summer job. This former officer lives just two miles from Cheryl and is presently a student at UW Madison.
- C. Cheryl needs someone to start right after college is out and they will be very busy up until the first part of July and then the work time will be more flexible.
- D. Keith Gundlach asked for a recommendation from Cheryl regarding work time and pay. Discussion followed. Jerry Wendt moved to pay the Summer Assistant \$2600 for the summer of 2007, seconded by Dick Aide, discussion followed, motion passed. Mileage will be paid at the same rate as the state officers.

VII. FFA Chapter Affiliation Fee for FY 2008

- A. Cheryl announced that the present affiliation fee of \$300 is adequately taking care of the expenses at the present time. \$115 of this amount is for the State Convention fee.
- B. Mike Olson moved to set the affiliation fee at \$300, seconded by Kevin Whalen, discussion followed, motion passed.
- C. Jerry Wendt brought up the fact of taking care of upkeep at Jag Lake. Would \$5 out of the affiliation fee help with this project? Are there other projects to think of for the future?
- D. Another discussion followed regarding having all students in ag classes belong to the FFA without having to pay dues. If FFA is an integral part of your classroom then should they have to pay extra to belong? This is an upcoming issue.

VIII. Election of FFA Center Board. Sections 3-4 and 5-10 representatives are up for election. Dick asked for this to be taken care of at 2007 Summer Professional Development Conference.

IX. Next meeting is at 1 p.m. on June 26th, 2007 at the Summer Professional Development Conference.