

PAAE Executive Board Meeting

Friday, September 28, 2012

Penn State University, Ferguson Building

I. Call to Order

Deb Seibert, President

Called to order at 6:10 PM. The following board members were in attendance: Dianna Jarema, Nathan Schanbacher, Tracy Marchini, Gerald Hughes, Melanie Berndtson, Mike Woods, Sherisa Nailor, SaraBeth Fulton, Nicole Marinos Weaver, and Anthony Honeycutt. Carol Faye was attending her local fair.

Ag-Ed Family in attendance: Cliff Day, Dr. John Ewing, Mr. Michael Brammer, Dr. Daniel Foster

II. Adoption of the Agenda

On a motion by Mike Woods and SaraBeth Fulton, the agenda was adopted as printed.

III. Executive Board Officer Reports

President's Report - Deb Seibert: none

Past-Presidents Report - SaraBeth Fulton: none

President-Elect's Report - Carole Fay: none

Executive Secretary's Report - given by Deb Seibert

A copy of the minutes from the Summer 2012 Business Sessions was presented. Minutes were taken and typed by Gerald and Jean Reichard on July 10-12th. After review, Sherisa Nailor moved that all reports as written and included from the Chairpersons replace any notes written in the minutes. SaraBeth seconded, motion passed.

It was also suggested to clean up the minutes by checking the correct spelling of members mentioned throughout the document. Several errors were corrected. Hearing no objections to the corrections, the minutes were passed.

A resignation was accepted from Gerald Reichard as Executive Secretary effective September 28, 2012. He has chosen not to apply for the advertised position.

Deb mentioned that it is critical that PAAE stay in close contact with NAAE during the transition period. She's been that contact for the group.

Treasurer's Report - Steve & DeElma Kline

A resignation was accepted from the Kline's and files were forwarded to Sherisa so that a financial report could be prepared for today's meeting.

Assistant Treasurer - Sherisa Nailor

A written report was presented for 2012-13 to show actual and budget line items and figures. It was noted that there are several "in and out" line items that should be understood because they can cause confusion in reading the budget. One such item, a new SAE Curriculum Grant (corrected to say Strategic Planning Grant) is money given by PDE via Chris Weller for the Executive Board to conduct strategic planning activities for the betterment of the organization. That meeting will take place in January. Sherisa mentioned a list of CDs that the organization has invested - they are not on the report. A revised financial report including the total assets will be developed for upcoming regional meetings.

Board members agreed to allow Sherisa and Deb to coordinate spending of the previously approved \$2000 for NAAE attendees. It was also agreed that NO PAAE checks for attendees will be granted until 2012-13 PAAE dues are paid. At this point, the following PAAE members will be attending:

Dr. Tracy Hoover Paul Heasley Sherisa Nailor Ayla Detwiler Ron Frederick (Fri. only)
Deb Seibert SaraBeth Fulton Krista Pontius Mike Woods

PAAE needs voting representation at the NAAE Conference. The money budgeted for this trip is a member service that affords the winners and other members the opportunity for networking and professional development at a national level.

It was noted that the PAAE account is at M & T Bank. To help organize the account, Nate Schanbacher moved to cancel the old accounts and open new ones and to eliminate any debit and credit cards related to the accounts. The motion was seconded by Anthony Honeycutt and passed.

Penn State Report:

Dr. Daniel Foster and Dr. John Ewing presented a new policy regarding the PAAE List Serve. The new policy will go into effect October 1, 2012 and a notice will be sent out on the list serve that morning to inform the group of the change. Dr. Ewing is in charge of the List-Serve.

IV. PAAE Positions Interviews

Applications were presented and an interview was completed. Tracy Marchini and SaraBeth Fulton moved to accept Mr. Michael Brammer's application for employment at the PAAE Executive Secretary/Treasurer for the next 10 months at a salary of \$4000.00. Motion passed - 9 for, 1 abstained.

V. Fall Meeting Agenda Planning

All Vice Presidents must plan to gain membership input about the Legislative Advocate and bring the information to the November 6th Board meeting. Fred Brown, Legislative Advocate is currently employed until January 1st. Membership needs to offer suggestions regarding what they want for the legislative effort and how we will pay for it?

VI. PAAE POA Committee Reports

Officers without chairman should seek volunteers for those positions.

Ayla Detwiler, Marketing Chairperson, will have clothing forms and samples at fall meetings.

VII. Ag Groups and Organization Reps to PAAE Board

PDE provided a written report.

PA FFA - Mike Brammer reported the Fall Leadership Conference will be held Tuesday, October 2nd at the Blair County Convention Center. 38 chapters and 370 students are registered.

PSU AEE Program - Written report provided. Dr. Ewing and Dr. Foster reported that Renee Miller is the primary contact via email and/or phoning the department. Abigail Smith is also on board to assist with program planning. Ron Frederick and Doyle Paul will once again assist with student teacher training and visits. To assist PAAE with improving and making the mentoring program more viable, PSU has provided funding for mentors to visit mentees twice throughout the school year. Money is available for substitutes and travel and should be submitted to Dr. John Ewing for reimbursement. PSU and the Center for Professional Development is also helping to fund Professional Development for teachers during the FLC, ACES, and SLLC Conferences. Melanie Berndtson is the Executive Board Representative and has communicated via email regarding suggestions for those events. FLC will focus on the AET computerized record system and the AgCN (Ag Career Network).

This past summer, PSU hosted a CASE workshop for PA teachers. Four teachers attended at an approximate cost of \$2500-3000 each. Penn State would like to afford that opportunity again and needs input so they can schedule for next summer's workshops.

VIII. New and Unfinished business

At the August 28th conference call meeting, a motion was made to change and correct the Executive Secretary/Treasurer's job descriptions so they could be advertised for September. Motion passed. This change requires a second vote and if passed, becomes new policy as written. On a Sherisa, Anthony motion, the changes were once again presented for approval. Motion passed. The website will reflect the changes in the policy manual so it is updated.

Questions were asked regarding the PAAE equipment and files. Mike Woods has agreed to store any files at CVHS and the only equipment that he's sure it there is a laser printer. Sherisa, Mike, Sara, and Dianna will meet to go through boxes and create an inventory list for PAAE. Items of concern are a risograph and an external hard drive.

It was mentioned to remind members at fall meetings that the FFA Policy Manual is on the website and is being revised. Also, the Keystone Degree is available on the website and if any problems are noticed, contact Sherisa and email the document for her review and corrections.

Sherisa Nailor has chosen to resign as assistant treasurer, effective January 1, 2013. A new assistant treasurer will be appointed on January 18, 2013 at the Executive Board meeting. Vice Presidents are encouraged to ask for volunteers during fall meetings.

The calendar of Events was reviewed for Fall Meetings and a handout was given regarding the 2013 Summer PAAE Conference.

A reminder that there will be a conference call meeting on November 6th for Executive members to discuss the Legislative Advocacy Position. Meeting will begin at 6:00 PM at PDA.

The meeting was adjourned at 10:10 PM

Respectfully submitted,

Dianna Jarema, South Central Vice-President (Acting Secretary for this meeting)

Bermudian Springs HS Agriculture Educator and FFA Advisor