

## PAAE Executive Board Meeting

Date: June 5, 2019

Time: 4:00-6:30 pm

Location: Zoom

Attendance: D. Jarema, D. Romberger, N. Fellenbaum, M. Brammer, D. Steinfelt, H. Harris, H. Anderson, K. Rice, M. Smyers, R. Bechtel, R. Cambruzzi, D. Foster, J. Ewing, R. Lauffer

The meeting was called to order by President Jarema at 4:02 pm.

### Executive Committee Reports:

**President (Jarema):** Update on the discovery process with lobbying regulations, costs, etc. No action needed

**President-Elect (Romberger):** Update on meetings (Farm Show, FFA Board), potential of letter of support for PA Farm Bill. No action needed

**Past-President (Fellenbaum):** No report

**Treasurer (Brammer):** Membership report has been submitted to NAAE, the final portion of the PDA grant has been received and deposited

Checking Account: \$63,000 Money Market: \$42,000 Scholarship: \$31,000 (1 scholarship will be awarded at FFA State Convention to 2020 Student Teacher)

### Committee Reports:

**Member Services (Romberger):** 1 PD scholarship was returned (Bittner), 3<sup>rd</sup> Annual Run Across PA event has concluded, winners will be announced at PAAE Summer Conference

**Marketing (Bechtel):** Good feedback received from apparel items, looking for new ideas for next year

**Strategic Plan (Steinfelt):** Has plan for PAAE Summer Conference

### Old Business

Bob Lauffer, past PAAE president shared information regarding best accounting practices for non-profits engaging in lobbying activities. Major take-away items included a change of address, moving records outside the PA Department of Agriculture, and an audit of accounting practices to align with recommendations for non-profits. No action taken.

President Jarema discussed new and ever-changing lobbying regulations and reporting guidelines for non-profits. Recommended an audit to move forward and align with recommended procedures. No action taken.

Mike Brammer provided an update on the amended tax returns for 2014-2017. The amended returns must be submitted electronically. To receive submit returns and payment, the IRS

requires the organization to set up an account and pay by credit card. This account has been set up and Brammer is waiting upon notification to pay via credit card. The organization will be notified of any penalty fees after successful receipt of payment and returns. The cost of services from Boyer & Ritter to amend the returns is unknown.

Discussion ensued regarding a committee designated in the Policy Manual that has not been utilized. A Management Committee (which consists of the entire Executive Board) should meet to evaluate each hired employee each year. This has not happened in the past 5-7 years. New board members (and returning members) must be educated on the manual and what their responsibilities are.

Jarema shared a quote and the recommendation that an outside CPA should audit records to determine if our accounting is complying with standards for non-profits. She was quoted \$2,500 for the CPA to complete a 990, 990EZ, and a complete audit. No action taken by the board.

Mike Brammer and Daniel Foster left the call at 5:17 pm.

Discussion ensued regarding movement of PAAE records out of the PA Department of Agriculture. It was properly moved (Fellenbaum) and seconded (Romberger) to change the location of day-to-day operations for PAAE outside of a government entity. On a voice vote, the motion unanimously passed.

Discussion continued about logistics the organization must consider about this change. They included funding to establish a home office for the Executive Secretary/Treasurer, an email address for the Executive Secretary/Treasurer.

Initial motions to establish a management committee were rescinded due to existing structure in the PAAE Policy manual.

President Jarema will reach out to Mike Brammer to discuss the change in day-to-day operations for the organization.

The Executive Board will reconvene at 9:30 pm on Wednesday, June 12, 2019 at Findlay Commons after the FFA General Session.

Respectfully submitted,

A handwritten signature in cursive script that reads "Daniel J. Romberger". The signature is written in black ink on a light-colored background.

PAAE President-Elect