

PAAE Board Meeting August 28th, 2012
PDA Conference Room and Phone Conference 6:00-8:00 pm
Agenda Items and Meeting Notes

The 2012-2013 PAAE Board members in attendance on August 28 included: Jerry Hughes, Anthony Honeycutt, Tracy Marchini, Nicole Weaver, Mike Woods, Dianna Jarema, Melanie Berndtson, Carole Fay, Deb Seibert, SaraBeth Fulton and Sherisa Nailor. Nate Schanbacher did call Deb before the meeting to offer his approval of the meeting materials that were e-mailed to the board.

The following agenda items were review and unanimously approved by all twelve PAAE board members:

2012-2013 PAAE Board Strategic Planning Action Plan:

These actions were proposed and endorsed at the PAAE Board meeting on July 13, 2012 and were unanimously finalized by the PAAE Board at the PAAE Board meeting on August 28, 2012.

All three current paid positions personnel meet with Deb Seibert or Carole Fay to discuss the PAAE Board's paid position process and procedure action plan from the July 31st board meeting. Gerald Reichard and Steve Kline indicated that they would conclude their service to PAAE on Sept 28, 2012. Fred Brown said he will continue through the January 1, 2013 outlined timeframe..

To ensure the future fiscal solvency of PAAE and to develop a process and procedure for a yearly review of paid contracts and services it was unanimously decided by the PAAE Board to open our three paid PAAE positions for an application process for the interim service period of January 1, 2013-July 11, 2013 for the Legislative Advocate position and Sept 29, 2012-July 8, 2013 for the Executive Secretary and Treasurer positions.

Based on projected budget categories and revised job descriptions for the Executive Secretary and Treasurer an honorarium maximum amount will be offered for each position for the interim time periods. This time period will allow the PAAE board and members to develop a procedure and policy process for the paid PAAE positions and to establish the funding allocations for the positions.

Executive Secretary honorarium rate up to \$350/month (up to \$3,500 over ten months)

Treasurer honorarium rate of up to \$100/month (up to \$1,000 over ten months)

Legislative Advocate honorarium rate TBD

Due to numerous positive offers from PAAE members and members of the Ag-Ed Family to help seek out additional funding sources and to brainstorm ways to team up with Ag-Ed Family resource people, the board will encourage positive discussion at the Fall PAAE meetings to determine how to move PAAE forward in seeking funds to support a PAAE legislative advocate position past the January 1, 2013 timeframe.

Position Announcement and Application Process and Timeline for Executive Secretary and Treasurer:

Position announcement will be made on the PA Ag Ed List Serve

Paid Position documentation prepared by the PAAE board and to be made available on the PAAE website for the job postings:

- positions application including application process and procedure
- revised job descriptions

Deadline: Completed application package must be postmarked to Deb Seibert by September 20th

Interviews: Deb Seibert will invite applicants to take part in September 28th PAAE Board meeting at PSU for an interview in person or by phone

Selection: At the Sept 28th PAAE Board meeting the board will select and vote on the applicants for the Executive Secretary and Treasurer positions.

The paid position applicants that are accepted by the PAAE Board will sign a contract stating the honorarium requested by the applicant, length of term and job description expectations.

The board retains the right to keep the position(s) open if any or all applicants score below acceptable on the application and interview rubric.

The paid position applicants that are accepted by the PAAE Board will sign a contract stating honorarium requested by applicant, length of term and job description.

The board retains the right to keep the positions open if any or all applicants score below acceptable on the application and interview rubric.

Future PAAE Bylaw change recommendations

- ❖ A PAAE Paid Position Process and Procedure policy will be brought to the Fall and Spring PAAE membership meetings for discussion and for a Bylaw vote (respectively).

- ❖ The PAAE Paid Position Process and Procedure policy will be offered for vote for the second time at the 2013 Summer Conference at the first business session.

- ❖ The PAAE Board is proposing the creation of a Paid Position Management Team to complete the job evaluation process at the Summer Conference.

- ❖ Upon approval of a bylaw PAAE Paid Position Process and Procedure policy the new Management Team will meet before the second business session of the Summer Conference to determine if the three paid positions will be renewed, based on PAAE fiscal solvency and job evaluation, for July 12, 2013-July 11, 2014 . The recommendation of the Management Team for the three paid position will be brought to the membership for a vote at the Second or Third Business session.

- ❖ The newly elected PAAE Board will meet with the membership approved three paid position personnel following the conclusion of the Annual Meeting to establish plans for the upcoming year.