

PAAE Executive Board

Leadership Planning Meeting July 31, 2012

PA Farm Show Conference Room 11:00 am- 2:00 pm

Agenda Items and Meeting Notes

This PAAE Board Leadership Reorganization meeting was agreed to by the 2011-2012 board members during the annual breakfast PAAE Board meeting during the Annual Meeting (Summer Conference) on July 12, 2012 at Hershey.

This planned PAAE Board meeting follows the NAAE model of meeting with the new board following the Annual meeting.

All 2012-2013 PAAE Board members which were elected at the Thursday session of the Annual Meeting in Hershey, including the newly elected PAAE Board members (Gerald Hughes, Nate Schanbacher, Traci Marchini and Dianna Jarema) were contacted via e-mail with the July 31 board meeting announcement and agenda.

The 2012-2013 PAAE Board members in attendance on July 31 included: Gerald Hughes, Nathan Schanbacher, Tracy Marchini, Carole Fay, Deb Seibert, Mike Woods, SaraBeth Fulton, Sherisa Nailor and Dianna Jarema. Gerald Reichard did respond to Deb that he would not be able to attend due to recovery from hip surgery. These following notes were taken by Deb Seibert, PAAE President, in light of Gerald's absence.

1. Upcoming PAAE Dates

2012-2013 PAAE Board Meeting

Nicole will get food for lite dinner at 5:30 pm (bring cash to reimburse her)

Sept 28 6-9 pm PSU Ferguson Building (Carole cannot attend due to her fair)
-Following PSU Ag Ed Advisory Board meeting

January 18 6-9 pm PSU Ferguson Building

Jan 19 8am-3 pm PSU PAAE Strategic Planning-PDE grant

March 10 Noon-2 SLLC Conference

May 22 4 pm Phone Conference or Manheim Central HS

PAAE Fall Regional Membership Meetings 5:30 dinner 6:00 meeting

-SaraBeth suggested local teachers cover PAAE President's dinner

East Nov 1 Twin Valley HS

Pesticide credits meeting 4:30-5:30 pm \$25 for non PAAE members

West Oct 16 Hoss's Indiana

North Central Oct 4 Williamsport Hoss's

South Central Oct 11 Cumberland Valley HS (Carole will attend for Deb due to her fair)

PAAE Spring Regional Membership /PA FFA SOCS 5:30 dinner 6:00 meeting

East March 18 Manheim Central HS

West TBD

North Central April 11 Williamsport Hoss's

South Central April 18 CVHS

Summer 2013

2013 PAAE Summer Conference (Annual Meeting) host-Eastern Region July 8-11 2013 in Manheim

2013 Region VI Summer Conference hosted by Virginia July 16-18 2013

2. NAAE State Award Application

SaraBeth Fulton is completing our NAAE State Report application that is due to Mike Harrington, Region VI VP, by Aug 15

Reviewed areas SaraBeth had questions about. Will check with Gerald for membership numbers

3. PAAE Program of Activities (POA)

Deb Seibert identified POA committee work as her primary PAAE leadership goal for the year.

We will continue to structure our POA committee procedure to follow NAAE's model of members serving as committee chairmen and the regional VP's serving as board liaisons.

Deb Seibert reviewed POA committee work conducted at Hershey with the new transition to the NAAE POA committee model which began at the Athens conference.

At the Hershey conference, Deb Seibert established two new Special Standing. These committees are CDE and SAE. Val Fry will chair the CDE committee. We asked for a rep from each region to chair the SAE comm. Dianna Jarema is the first volunteer from the South Central region.

Deb Seibert will prepare written committee reports, including leadership roles assumed by PAAE members, and present them at the Sept PAAE Board and Fall Membership meetings. They will also be posted on the PAAE website

Since the PAAE Summer Conference the Scholarship, Advocacy and 2013 Summer Conference committees have met with Deb Seibert and a website meeting with Deb Seibert, Mike Woods and Mike Brammer is scheduled for July 31.

Board reviewed reports from Scholarship, Advocacy and 2013 Summer Conference POA committee reports.

4. PAAE Procedure and Policy Review: Paid and Appointed Positions

The PAAE Policy Manual, prepared by the Policy committee, was reviewed and approved at 2012 Spring Membership meetings and at the May 2012 Board meeting. The three appointed positions of Executive Secretary, Treasurer and Assistant Treasurer have stated job expectations in the manual but no process or procedure was established to evaluate and report to the membership about the accomplishment of the expectations and no mention was made of contracts except for the following:

Appointed officer terms:

Section 3. Terms and manner of selection of appointed officers:

- a. The Executive Secretary shall be appointed by the Executive Board for a period to be determined by the Board.*
- c. The Treasurer and Assistant Treasurer shall be appointed by the Executive Board for a one-year term.*

To the Boards knowledge:

Our three paid positions have no current employment documentation.

We do not have current signed contracts stating yearly salary, length of term, job expectations or an evaluation process.

These three paid positions total \$19,500 this year's budget

No job description, contract or evaluation information was included in the Policy Manual for the paid PAAE position of Legislative Advocate.

A lengthy discussion was held about establishing a process and procedure for job evaluation and contracts for our three positions.

5. PAAE Procedure and Policy Review: Finances

DeElma Kline told Carole Fay at the FFA Golf Tournament (July 18) that PAAE has been losing money for the last several years. Our income is not covering our expenses.

We have been depending more and more on conference profits to help support the three paid position. The PDE/PSU Center funds reduction to summer conference and increased inflationary expenses over the last few years has reduced our conference net income.

The fiscal year overlaps with the future and past Summer Conference financial records has been difficult. Sufficient adjustments have not been made in our budgeting of conference income expectations.

Deb talked to and will meet again with Stephanie Shirk about a possible budget line in FFA Foundation for PAAE donations. The National FFA Foundation model for this kind of donation process reflects a % of the donation to be kept by the Foundation.

Maybe teachers could earn funds for PAAE when working with students at FFA Foundation functions.

PAAE Strategic Planning: Process and Procedure Action Plan:

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 to open our three paid PAAE positions for an application process for the time period of January 1, 2013-July 11, 2013. These paid positions include: Executive Secretary, Treasurer and Legislative Advocate.

Based on projected fiscal solvency and revised job descriptions an "honorarium maximum amount" will be offered for each position for the time period of January 1, 2013-July 11, 2013.

This six month time period will allow time for the PAAE board to develop a Procedure & Policy Process for the three paid PAAE positions and to establish the funding being allocated for the three paid positions.

Deb will talk in person to Fred and Gerald and Carole will talk to Steve about this PAAE Board strategic planning action plan and invite them to be a part of the application process for the time period of January 1, 2013-July 11, 2013 .