**DRAFT Minutes**

**Call to Order**  
The meeting was called to order at 10:36am by AAAE President Bobby Torres.

**Election for AAAE Leadership Positions**Dr. Rob Terry led the distribution of ballots for the 2019 officer selection.

**Special Reports**

JAE Editing-Managing Board (see report)  
Dr. Kate Shoulder presented the JAE Editing-managing board report.   
She thanked Dr. Tyler Sorenson and Dr. Harry Boone for their support of her work as she transitioned into her role.

* 1545 total submissions in 10 years and 9 months: 11.8 submissions/month (equal to 2018), 143.8 submissions/year (up 0.8 from 2018)
* 607 accepted submissions (39% acceptance rate, equal to 2018)
* 4287 reviews: 50 (1%) pending, 3385 (79%) completed, 253 (6%) expired, 599 (14%) declined
* 27.2 average days to review (down 0.6 from 2018)

Other items of interest:

* 2019 Issue 1 – 20 slated, 17 published
* 2019 Issue 2 – 20 slated
* 64 submissions
* 36 declined reviews; 8 (22.2%) Editorial Review Board members

She asked the profession to please work to review papers as soon as possible. She also reminded the membership that if they have an accepted article, they must return their publication agreement in order to get your article printed.

The next issue of the Journal will be published in June

Items for consideration:  
She would like to reduce the number of review declines. She suggested the initiation of an outstanding reviewer award for members who complete all their reviews within a one-month period.

She is working on developing trainings to help increase the quality of reviews.

OSF Open Access is a system that allows for collaboration, sharing data, sharing parts or whole studies.

The Open Science Badge program that can be included at the end of the article that indicates that part or whole articles are available for open access. Those badges that can be earned for open access, pre-access, etc. and can be used by the journal.

She will be looking at these items further and encouraged the profession to review them as well.

**Dr. Kate Shoulders moved to approve the report**  
**There was no need for a second and no further discussion.   
*The motion passed***

**NCAC024**   
Dr. Michael Newman presented the NCAC024 report. (See report)  
NCAC024 is an administrative committee housed in the North Central Research Station but is a committee with members across all regions. Multi state projects related to the AAAE disciplines should go through this committee.

Their next meeting will be January 10 – 11 in Washington DC

They have changed the name of the committee from Agricultural Education Research to Agricultural, Food, and Natural Resources Applied Behavioral Sciences (AFNRABS)

Reviewed the jobs and the charges of the groups within the organization. They have developed three working groups to conduct business over the next year.

**Dr. Newman moved to accept the report as read**  
**There was no need for a second and no further discussion.   
*The motion passed***

**Presentation of 2019-20 Budget**   
Dr. Jon Ramsey presented the 19-20 budget report as prepared by Dr. Barry Croom (budget report)

**Jon Ramsey moved to accept the budget as presented  
The motion was seconded by Neil Knobloch**

***The motion passed***

**Old Business**   
There was no old business

**New Business**

Action items from committees were presented to the membership for a vote.

**Member Services**  
**Jon Ulmer moved to release a revised RFP for the Supply and Demand Study.** The RFP is to be modified by Member Services and approved by the Board of Directors prior to release, compensation will be determined by the Board of Directors.   
  
**No second was needed**  
  
Jon discussed that they would like to work on the RFP this summer and have a copy to the board for approval at the September meeting and then be presented to the assembly in May

Becky Lawver asked to clarify the dates and wanted to ensure that this would be for 2021 – 2027. It was confirmed that that was the intention of the group

***The motion passed***

**Financial Oversite Committee**

Role day to day duties of the operation to the executive director with a 60% pay increase from $14, 276 to $22,841.60

Jon Ramsey moved to accept the motion.

Mark Balscweid asked if Marilyn was willing to take the new duties on. It was confirmed that she had been spoken to about the additional duties and was willing to take them on.

There was discussion as to what that specific amount would be and how that number had been selected.

Jon Ramsey clarified that this was a one-year commitment to be reviewed next year.

It was asked is the executive director is an employee or a contract employee. It was confirmed that she

***With no further discussion, the motion passed***

Dr. Ramsey then moved to change the title of executive director to association manager  
**There was no need for a second and no further discussion.   
*The motion passed***

**Professional Development**  
No action items

**Program Improvement**   
**Dr. Joy Morgan moved that for the 2020 conference, the program improvement committee would like to pilot a collaborative discussion session in lieu of SIG meetings**.

During discussion, it was asked if the SIG’s would be dissolved and there would be one discussion session, Joy clarified that these would be member driven topics that would be sent out over the list-serv.

**There was no further discussion.   
*The motion passed***

**Research Committee**  
**Dr. Alexa Lamm move to update FastTrack to make it more user friendly for conference review and track trends over time and requested for financial resources for this update**

During discussion, she indicated that she did not know the entire amount but anticipates a one-time expenditure of $5,000 – $10,000

It was asked if this was the best service for us with this cost. Alexa confirmed that a committee explored options and the fast track was still the best, but it needs an update.

Dr. Mark Balschweid stressed that this is something that fits within the view of the strategic plan.

*Dr. Mark Balschweid moved to amend the motion to add “that the money allocated for this funding come from the strategic planning budget.”*

*Dr. Jim Conners seconded the amendment*

Dr. Marshall Baker asked if the strategic planning process has been completed to its full extent, if not, then there may be additional funding still needed for the goal teams to act.   
  
Dr. David Doerfert asked what changes they anticipate, to better understand how the money will be spent. Alexa clarified that the changes will be on the design of FastTrack to make the research review process easier to achieve in a timely way.

With no further discussion, the amendment passed

**Division of the House was called, the vote was taken as a counted vote**33 in favor of the motion  
32 apposed to the amendment

***The amendment passed***  
Business returned to the main motion that now read:  
“Move to update FastTrack to make it more user friendly for conference review and track trends over time with funding coming from the strategic planning committee”

During discussion, it was asked if the amount will be approved by someone in AAAE, Alexa confirmed that the final amount would be approved by the AAAE board.

It was also asked if the features we are asking for are being designed for AAAE or if the features already exist.   
She confirmed that it was a little bit of both. Some features are already there that we can ask to add, some they would like to explore being added for our organization.

Dr. John Rayfield clarified that this motion will help to make the process much easier and that we currently only have the most basic package.

***With no further discussion, the motion passed***

**Dr. Alexa Lamm moved to send out an annual email to the AAAE listserv from the board asking the membership with detailed instructions to update their reviewer profiles on FastTrack emphasizing the expected professional contribution.**

It was asked during discussion if this is really needed as a motion.

She emphasized that this is a constant issue in conference reviews as well as JAE reviews. The intent of this motion is to formalize the process and give it more structure and weight.

Dr. Kate Shoulders clarified that many people don’t understand if they have updated their reviewer status and this would help them better understand how to update their materials.

***With no further discussion, the motion passed***

**Dr. Alexa Lamm moved that a computer be available during AAAE conference registration to ensure AAAE members update their reviewer profiles when they check in at the national and regional meetings.**

Dr. Bryan Myers asked if this was regulating the conference planning to much and utilizing time

Dr. Courtney Meyers asked if someone from the research committee was willing to commit people for this process.

***With no further discussion, the motion passed***

**Constitutional Amendments**  
Dr. Rob Terry lead the discussion of some changes that were needed to the constitution and bylaws.

**He moved to suspend the rules to allow for constitutional change to made without 30 days’ notice.**

**Dr. Jim Connors rose to a point of order** that the motion Suspend the Rules cannot be used to suspend the rules on an organization’s constitution.

It was discussed that without doing this here, we would have to wait for another year in order to make these changes and that may hinder business.

Dr. David Doefort asked if we could edit the bylaws during this meeting to allow for electronic voting.

After reading through the by-laws, Dr. Joey Blackburn indicated that the constitution does allow for electronic voting.

**With that confirmed, Dr. Bobby Torres formally notified the membership of the changes to the constitution. A vote will be held electronically by being sent to the membership after 30 days.**

**Dr. Michael Newman moved to change the bylaws to edit the name of the FFA alumni Council to FFA Alumni and Supporters**

***Because this change was not given 30 days’ notice a 2/3 vote is required.***

***The motion passed***

**Dr. Michael Newman moved to amend the bylaws by adding a representative to the Agricultural education magazine editing managing board for a three-year term.**

***Because this change was not given 30 days’ notice a 2/3 vote was required.***

***The motion passed***

**Election Results**   
Rob Terry presented the results of the officer election:  
President Elect – Dr. Scott Burris  
Secretary – Dr. Becky Lawver,   
Historian– D Dr. Gary Briers   
National Professional Student Agriculture Board - Dr. Cathy DiBenedetto   
Journal Natural science Education Review Board - Dr. Matt Mars  
Ag Ed Magazine – Dr. Kassie Smith

**Recognition of Conference Hosts**

Dr. Bobby Torres wanted to thank Dr. Mike Retallick and his department on their work organizing the committee.

**Call to the 2020 Meeting in Oklahoma City, Oklahoma**   
Dr. Rob Terry provided an overview of conference for next year that will be held May 18 – May 22. He went over transportation options and an overview of some of the sites and attractions available within the city.

He recognized Dr. Scott Burris and Dr. Courtney Meyers for their work organizing the research papers and Dr. Marshall Swafford for his work on organizing the poster session.

**Retiring Officers Recognition**   
Bobby Torres recognized the retiring officers:  
Dr. Kristin Stair was recognized for her work as Secretary  
Dr. Debby Boone, was recognized for the work that she has completed as Historian

**Exchange the Gavel**   
Dr. Bobby Torres presented the gavel to incoming President Dr. Michael Newman  
  
With no further business  
**Dr. Michael Newman adjourned the meeting at 11:57.**

Submitted,   
  
Kristin Stair  
AAAE Secretary