

## **AAAE Executive Board Meeting - July 28, 2016**

### **Welcome and Roll Call**

Congratulations to Adam Marx on the birth of your baby girl!

Members participating: Adam Marx, Wendy Warner, Steve Frazee, Marilyn Trefz, Becki Lawver, Marshall Baker, Mark Balschweid, Brian Myers, Misty Lambert, Shannon Washburn, Roger Tormoehlen, John Tummons, Annie Specht, Rob Terry, Ben Swan, Cindy Akers  
Ann De Lay will be joining the call late.

### **May 20, 2016 Board of Directors' meeting minutes**

Approval of Minutes from May 20th. Rob moved to approve and seconded by Roger. Motion passed.

Marilyn mentioned clarification of the voting members.

Mark encouraged all new members of the board to contact Mark, Steve, or Marilyn with any questions that might arise.

### **Treasurer's Report**

Roger had emailed the treasurer's documents and detailed the reports. There was one additional late reimbursement for someone who registered for AAAE at non-member fee.

There was \$3500 profit from the AAAE conference.

Mark asked if Roger was closing the books on the 2016 conference? Roger replied yes.

Mark asked Marilyn if there was anything out of the ordinary as far as income/expense related to the conference? Marilyn responded no.

The KC Visitors Bureau gave \$1000 donation, which we don't normally get.

### **Income/Expense report**

Western Region is currently taking in registration, which accounts for \$5000.

\$22,000 in income has been taken in since May 1st.

Expenses include a small fee for western conference, thesis/dissertation awards, contracts on poster review and research manager, bonding insurance, liability insurance, professional development, website - Zoom, and Go Daddy.

JAE expenses include DOI, FastTrack, mailing/printing, fee to put Journal out over the website.

Other expenses include National Conference and contractual payments for Marilyn since June 1.

\$1700 is paid to Marilyn for travel associated with the national conference.

The statement shows \$79,000 in expenses, about \$57,000 in hole during the time period.

However, it is not unusual to see a negative number for this time period.

Brian asked about the Western Region...is that pass through money? Shows as income but will be an expense later.

The balance statement shows money as of July 27th, and is directly from the bank statement.

\$94,000 in checking

\$25,000 in savings

2 CDs.

Total - \$162,000, but need to take out money we hold for the three regions

Mark raised a question about registration for the Western Region conference. There was some discussion about U. of Arizona, that they could not run registration through AAAE. Were we able to get that issue resolved? Roger thought the problem was solved. Initially registration started to run through university and there may be a few expenses. Roger stated that in the future registrations will be paid through AAAE website.

### **SAE Summit Representative Support**

Mark raised another item related to finances related to the SAE summit planned for Omaha in late September. The goals for the meeting are to identify practical options of how NCAE's SAE Philosophy and Guiding Principles can be implemented in a local agricultural education program and to develop a prioritized list of tools and resources needed to facilitate local implementation. Mark received an email from Tony Small indicating we have 4 teacher educators involved in this effort - Marshall Baker, Jon Ramsey, Daniel Foster, and Mike Retallick. The Council was willing to cover the expenses for one participating teacher educator. Mark encouraged Tony split expenses amongst the four participating teacher educators and that AAAE would contribute to help defray the cost of additional expenses for the four to attend the Omaha meeting. Mark was thought that AAAE could potentially contribute \$250 per individual to attend the meeting. The funding would be contingent on the individuals attending the summit. It was stated that there would be a group of about 50 people attending the summit comprised of NASAE, teachers, teacher educators, etc.

Roger stated he would be supportive of AAAE contributing \$1000 to help with costs associated with attendance at the summit.

Mark asked Marshall for additional information about the summit. Marshall responded that Tony Small does not want the work of the previous task force to fall by the wayside and hopes that this summit will help move it forward. During the summit, Scott Stump will be facilitating a visioning session to discuss how the group can help move the work that has been done forward into praxis.

As the AAAE rep to the National Council, Shannon reiterated that it was the intent of the Council to move forward the work on SAE.

Brian Myers moved that AAAE contribute \$1000 to be split among the AAAE reps who would attend the summit.

Roger seconded the motion.

Becki Lawver mentioned she was also invited to attend the summit, as well as Roger Hanagriff. The 4 individuals mentioned were on the task force - Marshall Baker, Jon Ramsey, Daniel Foster, and Mike Retallick.

Becki mentioned that AAAE might need find out the intent of who was being invited to attend and their role in the summit.

Marshall suggested we should find out which teacher educators are planning to attend and then split the \$1000 amongst the group.

Mark stated that Tony specifically asked for funding for the four on the task force, so teacher educators could attend.

Mark asked for Brian to clarify the intent of the motion. Brian stated it would be \$1000 for those representing AAAE at the SAE summit.

Mark followed that there may need to be some additional investigation as to who is planning to attend and their involvement/role in the the summit.

The motion was amended to as follows, AAAE contribute up to \$1000 to the travel costs for those teachers educators representing AAAE at SAE summit.

Motion passes.

AAAE members participating in SAE summit will need to self identify and determine if they are AAAE representatives or not. This would include four mentioned as part of the task force, Becki, and potentially Roger Hanagriff.

Mark will contact Marshall, Jon, Daniel, Mike to ask about their intentions to participate in the summit. He will also contact Tony Small and ask about the other teacher educators and why they have been invited to serve as AAAE reps, or otherwise.

### **Treasurer's Report Continued**

Rob moved to accept Treasurer's report.

Seconded.

Motion passes.

### **Proposed Audit of AAAE Finances**

Mark provided an update on proposed audit. He stated with the finances running through the account, we owe it to profession to conduct an audit for the following reasons:

1. We truly are accountable.
2. The way we've asked Roger to the books is the best way to keep the books.

Consequently, he would like the organization to accomplish some form of audit.

Mark proposed we look at a very basic option for an audit. Mark thought it might be a good idea to contact someone in the West Lafayette area since the accounts are located there and asked if Roger could potentially identify some possible individuals to conduct the audit.

Roger mentioned we have been using a firm out of Bryan, Texas since Tim Murphy was treasurer. We have maintained a connection with them over the last 10 years. AAAE submits an accounting of membership fees to them, so perhaps we could use them to conduct an audit?

Mark asked if Roger feels comfortable working with the firm? Roger stated that the firm has been good to work with in the past. Mark endorsed the suggestion to continue using the firm if Roger feels comfortable, as they would be knowledgeable of the cash flow for the organization. Mark asked Roger to contact the firm and find out what the options would be for a basic audit that would evaluate if the organization is currently using the the best accounting methods and also for a recommendation of what accountability measures should be in place for our membership?

Mark asked Roger to investigate the possibilities within the next month, so he and Mark could discuss the different options and bring information back to the group.

Mark asked if anyone on the board had any experience with audits? No one had any suggestions. The audit would allow the organization to get a better feel of what we currently do and what we should do in terms of accounting and finances and accounting for the organization.

Adam suggested trying to combine communication as much as possible.

Mark wanted to reiterate that that this audit does not come from a place of concern but rather accountability for the membership.

### **AAAE Representation on Affiliate Committees**

The question of AAAE representation had come up because Susie Whittington had sent a message that her term would be ending, but at a different time, so she didn't want the organization to miss filling the position. This prompted the need to make sure the list of AAAE representatives had been updated.

Mark mentioned we could see the number of AAAE members that are representatives to other organizations, are there any organizations that we have missed?

Donna made a considerable effort to try and identify the various representatives, but found it very difficult to keep it all straight during her time as the president. The problem has been that it is not the responsibility of a designated individual and often the Board does not know that that a position needs to be refilled until someone's term is ending.

Any idea if Jon Ramsey is still on FFA? Shannon thought Jim Dyer was the representative.

Travis Park was elected to Council at the 2016 conference.

AAAE representation is difficult to track since terms start and end at different times and structures of organizations change.

Misty mentioned that sometimes the FFA regions do not align with the AAAE regions, such Eastern Region.

Wendy will work to piece together an officer list.

### **Update on VP Comm Transition/Website**

Emily and Becki have met a couple of times to walk through the website and the individual pages of the website.

Emily and Mike have also sent handbooks to help explain some of the operations of the website.

Becki said the transition has been pretty easy, some glitches, but nothing monumental.

Registration for events are not going to be where you found them in the past.

Becki has not had an opportunity to update the FB page. Emily is working on updating videos on YouTube.

Becki presented a few items for discussion in the future:

Emily spent a lot of time scouring emails and FB pages to find new stories for page. Is that something we'd like Becki to continue? Or should we sent a quarterly newsletter?

Roger will get with Becki offline to discuss the procedure when people think they have registered but it does not appear in PayPal.

Becki mentioned that with Western Region registration she included information about how to register with check. Guest registration and participant registration get billed the same. These are just a few examples of little things they are trying to tweak.

Marshall mentioned there is a AAAE twitter and suggested the organization should use or delete.

Wendy mentioned that Member Services might be able to assist with the social media presence of AAAE?

Mark expressed his appreciation of Becki's efforts to take on this task.

### **Update on Strategic Planning**

Mark provided updated on strategic planning. Ed Osborne will have something ready to share with board in the fall. Mark mentioned Ed needs a face-to-face with core leaders of group and it seems to most naturally occur during the Southern Region meeting. The plan is to try and meet on Saturday prior to SR-AAAE/SAAS. Marilyn is working with SAAS to try and reserve a meeting room. The board would be responsible for vetting the responses collected with the goal of moving the document forward by next conference.

Marilyn should know more about reserving a room by this upcoming this week.

### **2017 National Conference Update**

Mark moved ahead to discuss National Conference planning. A schedule has not yet been developed. Ben shared about a possible extra activity. Ben also shared about two different ag industry tours. One option would include a tour of Hearst Castle and conclude with a dinner on the Ranch. There is a venue next to the ocean. Another option would be Firestone Brewery in Paso Robles. This could potentially be a brewer tour followed by a dinner. A primary consideration would be the cost of tour buses.

Someone suggested that perhaps CEV could donate to help offset tour buses?

Rob asked if there was any consideration of the winery tour? Or had the planning committee given any thought to visiting the units on campus?

Ben mentioned that between the airport and campus is about a 10-minute triangle. There was a suggestion of the possibility of touring a winery during the day.

A schedule should be developed by next meeting.

Any other suggestions?

### **2018 National Conference Update**

Marilyn provided an update on 2018 conference. She will be traveling to Charleston on the week on August 8th.

Cathy has asked Marilyn to make decision on the venues. Marilyn will be visiting 4 different venues - Francis Marion, airport hotel, North Charleston, and a resort. A location should be identified by the September meeting.

Mark asked Marilyn to remind the group of the process. How is selection of property done? The host institution chooses from the options. Currently the preference is the Francis Marion hotel, and the host institution and Marilyn will make decision of hotel venue. This decision will be communicated to Roger and Mark. Roger will sign the hotel contract.

Mark raised the question because he did not remember if the board discussed the hotel options. In the past, the decision was to go with recommendation of host institution. It is helpful for Marilyn to see the venue for planning purposes.

The conference dates will most likely to be the week before Memorial Day weekend as opposed to May 14th - 18th. With the change in date, the hotel goes down about \$30 down in price.

Several individuals expressed concerned about the earlier date due to graduations, exams etc. It can be difficult to find optimum time since some members have study abroad.

Does the board have a preference as to the week?

Roger doesn't have an issue with later week. Steve mentioned at Texas Tech, study abroad starts the week after so it would limit some participation. Shannon mentioned that saving \$30 per room will impact everyone who attends.

Rob asked again about the dates being considered - May 22 - 25, 2018

### **Research Committee Update**

Nothing to update.

There was a lot of discussion about the awards and scoring process for journal article of the year and conference awards.

One thing the committee agreed on is that there doesn't really exist a position description including a position description, travel, timeline, other expectations.

Consequently, Marshall has started a word document to compile this information.

Mark asked Marshall to forward the document he has developed to others so we could have consistent information. Marshall could send the document to Mark so he could disseminate to the committee chairs.

Marshall would ask others to contribute to the effort to develop this information.

Steve mentioned the reviews and the decline of papers of the review. How do we change culture of reviewers? For example, some reviewers will decline reviews but have five papers submitted. Marshall brought up the changes in the review process that were approved at the AAAE conference.

Marshall mentioned that the categories be updated to reflect the research agenda.

### **Member Services Committee Update**

Nothing to report at this time.

### **Program Improvement Committee Update**

Ben provided two recommendations based on the 2016 conference:

1. When planning schedule need to spread out time from SIGS to committee meetings.  
There is not enough time between the meetings.
2. Come up with electronic system for poster judging.

Mark suggested the committee explore an electronic system for poster judging. The ticket system can be used as a fall back.

Brian suggested Ben talk with Rick Parker about the system used at NACTA.

### **Professional Development Committee**

Nothing to report at this time. She will be working with Ann and Ben.

She has been contacted by AAAE members with topics for possible professional development opportunities. She be sending out a call for professional development.

### **Final Thoughts**

Leadership procedures/guidelines - once Mark has information from Marshall he will forward it to the group.

Mark will provide a couple of comments on the awards ceremony and how awards are presented at the conference and some possible changes for future conferences.

### **Adjourn**

Meeting adjourned at 2:30 p.m.