

**AAAE Post Conference Board Meeting
May 23, 2014**

Present: Donna Graham, Mark Balschweid, Roger Tormoehlen, Becki Lawver, Brian Warnick, Ryan Anderson, Tim Murphy, Marilyn Trefz.

Comments on the Conference:

1. Good feedback on the meals.
2. Breaks should be scheduled at a different time (e.g., cookie break)
3. Accommodating dietary needs – medically necessary or personal preference-suggested some change to the registration form
4. Extra activities – to provide for more effective planning, it is necessary to learn of individual interests for added social activities via the registration form and more advanced notice of group interests for added meeting times.
5. Concerns:
 - a. Last minute requests for meeting rooms and breaks, etc. were difficult due to associated space availability and added costs. It would be helpful to establish guidelines for covering added costs
6. The flextime in the schedule should be continued.
7. Build in time to share ideas.
8. Have an international roundtable – divide up in research interest areas.
9. Figure out different schedule for Tuesday.
10. Flip the coaching and mentor to be before the first time member and graduate student reception.
11. Brian, Becki and Marilyn are going to develop some guidelines for new host institutions.
12. It was suggestion that similar guidelines be developed for association officers and committee chairs.

Roger raised a question of costs of the Kahler award – would it be \$750 or \$500 this year? Is to be \$750 this year and \$500 for each the Kahler and thesis award next year. Ryan Anderson said that Iowa State was going to zero out the existing Kahler account and transfer that amount to AAAE.

It was suggested that for any group intending to have their own event prior to the national conference, an additional participation fee should be added to the conference registration (e.g. teacher education caucus, etc.)

SIG meetings during conference. Suggested sessions should be scheduled over a two-days – the first day would be more the professional groups (i.e., agricultural communication, agricultural leadership, Extension education), the second will be the actual special interest groups (i.e., distance education).

Brian raised the idea of conducting a conference evaluation survey. After brief conversation, it was decided not to pursue an evaluation.

Financial Preparedness Discussion

Donna raised a question on how much financial reserves are needed to keep as an association solvent and in good financial health. What are the anticipated expenditures for a typical fiscal year?

Roger will prepare a budget for 2014 for the July board meeting to inform a discussion.

A goal for July will be to articulate a rationale to cover costs of the national conference and the regional conferences.

Mark suggested we keep a safety net of one year's national conference expenses.

Roger says our annual budget is around \$100,000. What he would like to see is:

- Association income for a year
- Association expenses for a year

Brian suggested that we try to find a trend over the past several years of our income and expenses.

Compensation for the Completion of Association Business

Donna suggested we develop a memorandum of understanding for components that will be compensated. Discussed the agreement with David Doerfert. Ryan reported that a similar proposal will be brought up again next year for the poster presentations.

Positions/Responsibilities currently being compensated:

- David Doerfert – for managing paper submissions (\$5,000 per year)
- Mike Speiss – for handling the poster submission on the website. NOTE from Roger – I do not have a record of payment to Mike.
- JAE Managing Editor (\$2,000 per year)
- Professional Development - \$1,500 (\$500/region)
- Professional Development – Keynote Address (\$3,500)
- Member Services - \$500

Tim recommended increasing the costs of regional or national conferences to cover the costs of paper review, etc. We have to present the budget information in a way that more accurately reflects sound decision making.

Executive Director Contract

Marilyn's draft contract for 2014-15 was submitted to the board prior to the national conference. It was discussed briefly Moved by Mark Balschweid and seconded by Ryan Anderson to continue Marilyn's contract. Motion passed.

Donna suggested that letters should be written to Brian Warnick and Becki Lawver's supervisors informing them of the outstanding work Brian and Becki have done with the national conference. Letters should also be written in support of Matt Baker and Greg Miller – for national webinars. Tim will write those letters.

New Website Development

Emily Buck reported during conference that it will be a couple of months for the new website to be ready to launched. It will be partially rolled out with the registration for the western conference.

Special Interest Groups - SIGs

The names of the SIG chairs have been updated. Emily Buck should have that information to update the website.

A standardized reporting form would be good to institute for SIGs and committees to use.

It is important that regions have their current list of members for the various committees updated on the website and made known to committee chairs.

Brian suggested it would be good for all committees and officers have some documentation on what the role involves.

Ryan mentioned their committee maintains a drop box for communicating and maintaining a history.

Association Awards

Concern was expressed about the number of award nominees for this year's awards and the lack of nominees in two categories.

Award Selection Committees

The Early Career nomination currently states, it is the alternate vice presidents that select the recipient. Brian Warnick suggested we use the past five recipients for selecting award winners.

The July Board meeting will review and address current procedure and guidelines and determine updates. Individuals/groups responsible for the nomination process for the coming year are:

Nominating Committee and Fellow Selection – Tim Murphy
Outstanding Ag. Educator – VP Southern Region – Don Edgar
Life Membership – President Elect – Steve Frazee
Early Career – Cindy Akers
Honorary Memberships – Cindy Akers
Distinguished Lecturer – Steve Frazee
Distinguished Teaching and Research – Mark Balschweid
Kahler and Thesis Awards – Tim Murphy
Memorials – Donna Graham
Special Awards – Roger Tormoehlen
Shannon – Officer awards
Plaques – Marilyn and Donna

Next Executive Committee Meeting

The next board meeting will be held in second half of July. Marilyn will send out the availability poll.

Donna reviewed the agenda items:

1. Review and recommend annual income and expense for association, as well as the appropriate amount of reserve funds that should be maintained.
2. Review of current procedures and guidelines for Association awards and development of appropriate updates.
3. Approval of 2014 Association budget.

Meeting was adjourned.

Respectfully submitted,
Marilyn Trefz on behalf of Shannon Arnold