

ND FFA Association Board of Directors Meeting

September 20, 2015

Comfort Inn, Bismarck

Members:		
Aaron Anderson, State Advisor	Rick Vannett, Dist. 4	Brock Saewert, FFA Secretary
JoDee Free, State Exec. Sec.	Dan Spellerberg, Dist. 5	Katelyn Oland, FFA Vice President
Beth Bakke Stenehjem, Foundation	Brian Schneider, Dist. 6	Nicollette Bitz, FFA Treasurer
Julie Woodbury, Dist. 1	Shawn Feiring, Dist. 7	Ashley Stoppleworth, State Reporter
Glen Huettl, Dist. 2	Alan Geiger, Dist. 8	Angela Leier, State Sentinel
Lane Moellenkamp, Dist. 3	Clair Endres, FFA President	Brittney Aasand, State Parliamentarian

The meeting was called to order by Aaron Anderson at 10:00 AM. All members were present.

1. Establishing officers. Discussion was held on what officers were needed for this board. The decision was a chair, vice-chair, secretary, and treasurer. A partial list of duties was started:
 - a. Chair: (State Advisor) Run Meetings, main contact person, share information as needed, meeting agenda
 - b. Vice-Chair: Oversight of committees, assume the duties of chair when needed
 - c. Secretary: Minutes, Correspondence, meeting agenda
 - d. Treasurer: Chair auditing committee, chair finance committee, treasurer's report, budget formulation
2. Woodbury moved, 2nd by Vannett: To establish the officer positions of chair, vice-chair, secretary, treasurer. Motion Passed.
3. Nominations for Chair: Aaron Anderson
 - a. Vannett moved, 2nd by Feiring: To cast unanimous ballot for Aaron Anderson as Chair. Motion Passed
4. Nominations for Vice-Chair: Rick Vannett
 - a. Spellerberg moved, 2nd by Schneider: To cast unanimous ballot for Rick Vannett as Vice-Chair. Motion Passed.
5. Nominations for Secretary: JoDee Free
 - a. Bakke-Stenehjem moved, 2nd by Endres: To cast unanimous ballot for JoDee Free as Secretary. Motion Passed.
6. Nominations for Treasurer: Glen Huettl
 - a. Feiring moved, 2nd by Leier: To cast unanimous ballot for Glen Huettl as Treasurer. Motion Passed.
7. Establishing Working Committees. Discussion was held on what committees we believe are necessary to run the FFA Association. Members of the board began small group work on duties of committees and priorities. The following are the committees and members: **Reports from each committee are at the end of this document.**
 - a. Policy:
 - i. State FFA Advisor, State FFA Executive Secretary, State FFA President, State Board of Directors Vice-Chair, and the State Board of Directors Treasurer.
 - ii. Aaron Anderson, JoDee Free, Claire Endres, Rick Vannett, Glen Huettl

- b. Finance:
 - i. State FFA Advisors, ND FFA Treasurer, ND FFA Foundation representative, and the ND Board of Directors Treasurer.
 - ii. Glen Huettl, Beth Bakke-Stenehjem, Nicollette Bitz, Aaron Anderson
 - c. CDE:
 - i. Three advisors, two ND State Officers, and one state staff member
 - ii. Brian Schneider, Lane Moellenkamp, Julie Woodbury, Brock Saewert , Brittney Aasand , JoDee Free
 - d. Events/Activities:
 - i. Two advisors, two state officers, and one ND State Staff member.
 - ii. Shawn Feiring, Alan Geiger, Claire Endres, Ashley Stoppleworth, Aaron Anderson
 - e. Written Applications & SAE:
 - i. Two advisors, two state officers, and one ND State Staff member.
 - ii. Dan Spellerberg, Rick Vannett, Katelyn Oland, Angela Leier, JoDee Free
8. Meeting Dates/Frequency: Discussion was held on how often this board needs to meet and when. Are the meetings held in conjunction with other activities? It was determined that our goal is to have quarterly meetings. We have only set the date for the next meeting which will be **FRIDAY, NOVEMBER 13th, in BISMARCK at 2 pm.**
 9. Huettl moved, 2nd by Woodbury: To change Article VII. Section C of the ND FFA Association Constitution and By-Laws to read: The North Dakota FFA Association shall not support travel, lodging, or registration fees of the State FFA Advisor or Executive Secretary. Motion Passed.
 10. Huettl moved, 2nd by Schneider: To remove from the ND FFA Association General Rules and Guidelines, under Determining Chapter Eligibility (page 2), number 1
 - a. ...and \$50 activity fee by December 1.
 - b. The activity fee for chapters after the December 1st deadline will be \$100.
 - c. ...and affiliation fees
 - d. Motion Passed
 - e. It now reads:
 1. To be eligible for participation in district and state sponsored FFA activities, each chapter must submit its membership roster. A Chapter Program of Activities is also to be handed in at the District Leadership Meeting Registration. Those chapters that fail to submit membership rosters by January 15th will be suspended from state participation until all are received and paid. Additional members can be added to the chapter roster at any time until the first Friday in April annually. Any chapter having past-due accounts with the North Dakota FFA Association in excess of 90 days from the date of posting and notification will be ineligible for any State Association called or coordinated activity from that final due date. A suspension rendered by the State Association shall continue for 90 days after satisfaction of the account or arrangements are made for repayment with the approval of the State FFA Advisor.
 11. Spellerberg moved, 2nd by Vannett: To purchase spotlights, mic headsets, and additional PA system items needed up to \$5000. Motion Passed
 12. Stoppleworth moved, 2nd by Endres: that no additional roster members be added for FFA Chapters who do not currently have an Agricultural Education Instructor. Motion Failed.
 13. Moellenkamp moved, 2nd by Saewert: to adjourn the meeting. Motion Passed.

Financial Committee

Members: Nicollette Bitz, Beth Bakke Stenehjem, Glen Huettl, and Aaron Anderson

The financial committee will consist of the following members: foundation member, state treasurer, board treasurer, and a state staff member.

The duties will include quarterly reports, a yearly audit, and a budget. The committee will assist in making clarification on the Purchasing Policy when needed; determine whether the FFA Advisory Board will receive reimbursements for travel, lodging and meals when attending board meetings; make financial recommendations to the board, and work on the Collection Policy when needed.

November meeting: The financial committee will research and make recommendations on suggested amount in savings to be put into investments and with whom and at what risk level.

Spring: The financial committee will assist Aaron with the FFA budget that will be presented to the delegates.

July 1: New Fiscal year – The financial committee will be responsible for the annual audit.

CDE Committee, September 20, 2015, Bismarck ND

Committee Members:

JoDee Free, State Staff	jfree@nd.gov
Brian Schneider, Advisor	Brian.Schneider@napoleon.k12.nd.us
Lane Moellenkamp, Advisor	Lane.Moellenkamp@k12.nd.us
Julie Woodbury, Advisor	Julie.Woodbury@k12.nd.us
Brittany Aasand, State Officer	parliamentarian@ndffa.org
Brock Saewert, State Officer	secretary@ndffa.org

Committee priorities were set up. The first priority was to determine the process and timeline for CDE Review. Addressing the Resolutions from State Convention Delegates was also a priority. Determining goals for the next meeting was the final item.

** Note: This is a working document. No formal approval of this process has taken place yet.

- 1) Below are the requirements for review of CDE's
- 2) Recommendations and Resolutions
 - a) Written recommendations from Co-Chairs or individuals charged with running state CDE's must be addressed within one calendar year.
 - i) This committee will approve minor changes and implement them as soon as feasible.
 - ii) Recommendations that may take more time or input to implement will be addressed by gathering of surveys or appointment of sub-committee to define changes
 - iii) Recommendations from other Advisors or community members must first be addressed to the Co-Chairs or person in charge. The Chair / Co-Chair should then pass the recommendations on to this committee.
 - iv) Announcements and information about CDE Revisions will be passed on to Advisors and community through a variety of means, including but not limited to group emails, PDC sessions, and Advisor meetings. These announcements will be handled by State Staff and/or CDE Committee Chair.
 - v) Resolutions from State Convention Delegates must be addressed by the next State Convention.
 - vi) This committee will approve minor changes and implement them as soon as feasible.
 - vii) Recommendations that may take more time or input to implement will be addressed by gathering of surveys or appointment of sub-committee to define changes
 - viii) Written reports of results, with explanations, from Resolutions will be provided to Delegate Committee chairs at the next State Convention
 - b) 3 Year Rotation - ALL CDEs must be reviewed at least once in a three year time span, following the order below. National CDE Guides will be consulted during the review process.
 - c) YEAR 1 - 2016
 - i) District Leadership CDEs (and the State event they move on to)

- ii) Winter CDEs - Agronomy, Ag Sales, Livestock,
 - iii)
 - d) YEAR 2 - 2017
 - i) State Convention Group A (to be determined)
 - ii) State Fair
 - iii)
 - e) YEAR 3 - 2018
 - i) State Convention Group B (to be determined)
 - ii) Land Judging
 - iii) Range Judging
- 3) Develop new or discontinue
 - a) More information on how this might occur needs to be gathered
- 4) Timelines for CDE Revisions
- 5) Deadlines for implementation of changes
 - a) District Leadership CDE changes must be announced no later than August 1st.
 - b) Winter CDE changes must be announced no later than December 1st
 - c) State Convention CDE changes must be announced no later than April 1st.
 - d) Other CDE changes not listed here must be announced 2 months before contest is held
- 6) Reasoning:
 - a) The committee felt a staggered deadline was more beneficial to Advisors across the state to keep revisions fresh in their mind for upcoming events.
 - b) Every effort will be made to have larger changes made and announced sooner than the above listed deadlines.
 - c) Some changes will be "phased in".
- 7) November CDE Committee meeting Agenda
- 8) Elect / Appoint Chair and Recorder
- 9) Review and modify overall CDE Rules and Guidelines
 - a) Each committee member will review 2 of the 5 Guidelines and bring proposed changes to the November meeting
 - b) Resources Needed: Any available written recommendations from Chairs / Co-Chairs**
- 10) State Convention CDEs
 - a) Divide CDEs into 2 sections for the 3 Year Rotation schedule
 - b) Resources Needed: State Convention Schedule**
- 11) Resolutions - review and begin process of addressing them
 - a) Resources Needed: Copies of Resolutions from 2015 State Convention,**
 - (a) Copies of Committee Reports from 2015 State Convention**
- 12) Review Winter CDEs for possible changes
- 13) * Suggestion: Consider setting guidelines for appointment of specific CDE Revision committees
- 14) Unofficial CDE Committee Recorder: Julie Woodbury

Activities Committee

- 1. Winter Leadership (2016-2017)**
 - a. Separate Days because of large numbers of members participating
 - b. Date Changes- March and November were brought up
 - c. New Material for 212 & 360 – more engaging
 - d. Bring back the Greenhand Banquet
- 2. State CDEs (March 21st)**
 - a. Filler Material for members to be entertained after contests
 - b. Bids for holding State Contests
 - i. REQUIREMENTS
 1. Large enough facility
 2. Central Location
 3. Enough Lodging
 4. Food
- 3. State Convention**
 - a. Schedule- cutting out a day or a few hours
 - b. Registration Costs
 - c. Food
 - d. Nice meal prepared for one dinner
 - e. Adding Summer CDE displays- promoting participation
- 4. State Officer Responsibilities (Events required for S.O.?)**
 - a. Officer Retreats- creating one for the West Side
 - b. Jr. High Ag. Days
 - c. Local Contests
 - d. Chapter Visits
 - e. Banquet in a Field
- 5. State Fair Book (After state fair)**
 - a. Obtain recommendations from Superintendents
- 6. District Leadership**
 - a. Rotations
 - b. Dates
- 7. State Parli**
 - a. Location
 - b. Dates
- 8. State Range Judging**
 - a. Location-announcing location earlier
 - b. Time
 - c. Dates
 - d. Numbers – moving land/range on the same day
- 9. New Activities**
 - a. Summer Camps
 - i. Locations?
 - ii. Time
 - iii. Facilities

Written Application and SAE Development Committee Report

Members Involved:

- 2 advisors
- 2 state officers
- 1 member of state office

Priority List:

1. Increase Involvement in Current Award Programs
 - a. "Mandate" 3 advisors from each district to judge stars and proficiencies
 - b. WORDING: Each district will have a minimum of three advisors present, with emphasis to send two advisors with 10 or less years of judging experience. An advisor will not have served for more than three consecutive years.
 - i. Any advisor that has something come up, finds their own replacement.
2. Verify Applications
 - a. Applications to advise/look over
 - i. State Officer App.
 - ii. Honorary State Degree
 - iii. Honorary American Degree
 - iv. Food For America
 - b. Website revision
 - i. Example applications posted by the application definition
3. Develop a Sound Judging Process
 - a. Must Emphasize the Rubric!
 - b. More about this will be discussed at a committee meeting later on.