

**Minutes**  
**NAAE Board of Directors Meeting**  
**March 9-10, 2019**

The NAAE Board of Directors conducted a board of directors meeting on March 9-10, 2019 at the E. S. Good Barn, University of Kentucky, in Lexington, Kentucky. Board members in attendance included: Jason Kemp (TN), President; Parker Bane (IL), President Elect; Chad Massar (MT), Region I Vice President; Todd Thomas (CO), Region II Vice President; Mary Hoffmann (MN), Region III Vice President; Deanna Thies (MO), Region IV Vice President; Stan Scurlock (FL), Region V Vice President; Sherisa Nailor (PA), Region VI Vice President; and Wm. Jay Jackman (KY), NAAE Executive Director. Alissa Smith (KY), Associate Executive Director; Ellen Thompson (SD), National Teach Ag Campaign Director; Nancy Trivette (VA), CASE Director; and Libby Duncan (KY), Marketing/Communications Director also attended the meeting.

The minutes of the meeting are as follows:

**Saturday, March 9, 2019**

- 1. Call to Order** – President Jason Kemp called the board meeting to order at 8:03 a.m. on Saturday, March 9, 2019. Jason welcomed all to the meeting.
- 2. Reflections and Pledge to the American Flag** – President Elect Parker Bane led the directors in reflections and the Pledge of Allegiance to the Flag of the United States of America.
- 3. Approval of the Agenda** – Stan Scurlock moved, Sherisa Nailor seconded, to approve the agenda with flexibility; the motion carried.
- 4. Approval of Minutes** – Sherisa Nailor moved, Stan Scurlock seconded, to approve the minutes from the November 26, 2018 NAAE Pre-convention Board of Directors Meeting; the November 29, November 29, and December 1, 2018 NAAE Convention Business Sessions; and the December 1, 2018 NAAE Post-convention Board of Directors Meeting; the motion carried. Sherisa Nailor moved, Todd Thomas seconded, to approve the minutes from the February 7, 2019 NAAE Board of Directors Conference Call Meeting; the motion carried.
- 5. Board and Staff Reports** – Jason Kemp invited each director and staff person to present an update on their activities since the 2018 NAAE Convention.
- 6. Board Orientation and Training** – Jay Jackman led the board through board training to clarify the roles and responsibilities of the NAAE board of directors and the NAAE staff. All board members and staff were asked to complete, sign, and return a Conflict of Interest Disclosure.

7. **The Case for Inclusion Professional Development Session** – Dr. Roger Cleveland, Millennium Learning Concepts, Lexington, KY, presented professional development to the directors and staff regarding inclusion, diversity, and equity.

*President Jason Kemp recessed the board meeting for lunch.*

8. **Executive Director Report** – Jay Jackman presented the executive director’s report, which included: 1) an update on staff communications to the board (board members requested a template they can forward to state leaders); 2) an update on staff relations, which included an organizational chart and descriptions of NAAE programs, staff position descriptions, independent contractor scopes of work, a template independent contractor agreement, and a copy of the staff professional development growth plan; 3) an update on our relationship with the National FFA Organization and the National FFA Foundation (the directors also discussed the potential for the proposed National Center for Agricultural Education); 4) the financial status of NAAE; and 5) a report on *The Agricultural Education Magazine* moving to on-line distribution only with no subscription fees beginning July 2020.
9. **National Teach Ag Campaign Director Report** – Ellen Thompson presented a report on the National Teach Ag Campaign, including a discussion of a letter presented by one NAAE director from a member of the Inclusion, Diversity, and Equity (IDE) task force. Sherisa Nailor moved, Todd Thomas seconded, for Jason Kemp and Ellen Thompson to have a phone call with the member to acknowledge receipt of the letter and to respond that the NAAE directors support the current structure of the IDE task force, including the steering committee; the motion carried.

## 10. Committee Meetings

- a. **Public Policy Committee Meeting** – Mary Hoffmann, Board Public Policy Committee Chair, conducted the Public Policy Committee meeting. Linda Sattler, Wisconsin, Full Public Policy Committee Chair, joined the meeting via conference call. (Refer to the committee report for the details of the committee meeting.)
- b. **Strategic Planning Committee Meeting** – Parker Bane, Board Strategic Planning Committee Chair, conducted the Strategic Planning Committee meeting. Rob Yates, Montana, Full Strategic Planning Committee Secretary, joined the meeting via conference call. (Refer to the committee report for the details of the committee meeting.)
- c. **Professional Growth Committee Meeting** – Chad Massar, Board Professional Growth Committee Chair, conducted the Professional Growth Committee meeting. Roger King, Wisconsin, Full Professional Growth Committee, joined the meeting via conference call. (Refer to the committee report for the details of the committee meeting.)

- d. **Marketing Committee Meeting** – Sherisa Nailor, Board Marketing Committee Chair, conducted the Marketing Committee meeting. Kim Houser, Wisconsin, Full Marketing Committee Chair, joined the meeting via conference call. (Refer to the committee report for the details of the committee meeting.)
  - e. **Finance Committee Meeting** – Deanna Thies, Board Finance Committee Chair, conducted the Finance Committee meeting. Kris Beaver, Wisconsin, Full Finance Committee Chair, joined the meeting via conference call. (Refer to the committee report for the details of the committee meeting.)
  - f. **Member Services Committee Meeting** – Stan Scurlock, Board Member Services Committee Chair, conducted the Member Services Committee meeting. Lauren Emerson, Louisiana, Full Member Services Committee Chair, joined the meeting via conference call. (Refer to the committee report for the details of the committee meeting.)
  - g. **Policy and Bylaws Committee Meeting** – Todd Thomas, Board Policy and Bylaws Committee Chair, conducted the Policy and Bylaws Committee meeting. Brittany Kloer, Indiana, Full Policy and Bylaws Committee Chair, joined the meeting via conference call. (Refer to the committee report for the details of the committee meeting.)
11. **Associate Executive Director Report** – Alissa Smith presented the Associate Executive Director’s report, which included: 1) the 2017-18 NAAE annual report completed by Libby Duncan; 2) staff update including Katie Wood is currently on maternity leave and that four interns have been hired for the summer of 2019; 3) staff professional growth plans; 4) monthly all-staff meetings; 5) monthly executive leadership team (ELT) meetings; 6) all-staff trainings including book club lunch and learns, unconscious bias training, and Insights communications training; 7) FFA all-staff meeting on April 24 where we will present the aged model, NAAE programs, and unconscious bias training; 8) NAAE awards updates; 9) staff teams working on items such as social media platforms; 10) new look for NAAE *News & Views*; 11) an update on professional development programs including the National Agriscience Teacher Ambassador Academy, Virtual Book Club (reading *Make Learning Magical*), Agricultural Inquiry Institutes (AgI<sup>2</sup>... seven scheduled currently with room for three more), and XLR8 regional/state institutes (eight scheduled currently); 12) facilitator training (19 trained facilitators); 13) Financial Wellness workshops; 14) FFA/NAAE Town Hall Meetings for Teachers; and 15) the current NAAE membership reports.
12. **CASE Initiative Report** – Nancy Trivette presented the report on the CASE initiative including staff updates, 2019 CASE Institutes, and progress on additional current CASE projects.
13. **Executive Session** – The board went into executive session to discuss the executive director’s performance evaluation. The executive director was invited in to the executive session to present his requests for staff salary adjustments for 2019-20.

*President Jason Kemp recessed the board meeting for the day at 7:10 p.m. President Kemp reconvened the meeting on Sunday, March 10, at 8:02 a.m.*

### **Sunday, March 10, 2019**

- 14. Communities of Practice Board Training Session** – Alissa Smith and Libby Duncan delivered a training session on Communities of Practice for the directors, with emphasis on updating committee pages and regional pages.
- 15. Professional State Association Award Application Revisions** – Alissa Smith led the board through a review and evaluation of the Professional State Association Award application. Alissa will compile the directors' recommendations, update the award application, and send the revised application back out to the board for approval.
- 16. Strategic Plan Review** – Jason Kemp presented the revised strategic plan with the accomplishments column added. Each committee will review their section of the strategic plan considering the comments from the Strategic Planning Committee session at the 2018 NAAE Convention. The directors will further discuss any needed revisions to the strategic plan during the 2019 summer board meeting.
- 17. 2019 Regional Conferences** – Alissa Smith led the discussion of the upcoming 2019 regional conferences to determine what the board members want to prepare for and conduct their regional meetings. Jason Kemp will attend Region I and Region III; Parker Bane will attend Region II and Region IV; staff will cover Region V and Region VI.
- 18. National FFA Foundation Board of Trustees Report** – Krista Pontius, one of NAAE's representatives to the National FFA Foundation Board of Trustees, presented a report that included the 2018 National Agricultural Education Summit, sales of FFA's south campus (merchandising center), Town Hall meetings, new sponsors, and the Blue Room at the FFA convention.
- 19. National FFA Organization Board of Directors Report** – Matt Eddy, one of the teacher representatives to the National FFA Organization Board of Directors, presented a report that included the successful revision of the federal charter for the National FFA Organization, FFA constitution and bylaws revisions to parallel the newly revised federal charter, and FFA financial condition (the National FFA Organization is soon to be completely out of debt).
- 20. The National Council for Agricultural Education Report** – Paul Larson, NAAE's representative to The National Council for Agricultural Education, presented a report including the upcoming Council meeting in April 2019, the SAE for All professional development initiative, and the Ag Teachers Manual revision project.
- 21. Key Messages at State Meetings and Other Meetings** – NAAE staff will develop a presentation that NAAE directors can use when presenting NAAE information to other groups.

- 22. NAAE Committee Discussion** – Parker Bane led a discussion regarding the NAAE committee process. The directors agreed: 1) an HTML-based “all-call” for committee members would be sent to NAAE members no later than November 1 each year; 2) a Drop Box folder would be created and maintained for each committee’s committee member applications; 3) committee member applicants’ cell phone number will be required on the committee member application; and 4) committee meeting dates will be included on a Google calendar that may be accessed by all directors and staff.

*President Jason Kemp invited directors to prepare a plate for lunch and then return to the board room to continue the meeting while they ate lunch.*

- 23. 2018 NAAE Convention Evaluation** – Alissa Smith led the board through the evaluation of the 2018 NAAE Convention in San Antonio.
- 24. 2019 NAAE Convention Planning** – Alissa Smith presented the update on the 2019 NAAE Convention in Anaheim. Details on the 2019 convention will be provided at the summer board meeting. The schedule for 2019 will be similar to the 2018 schedule. The pre-convention board meeting will be held on Monday, December 2, and directors will participate in NAAE pre-convention activities on Tuesday, December 3.
- 25. Executive Session** – The board went into executive session for a discussion regarding staff salaries for 2019-20.
- 26. Board Directives following Executive Session** – The directors approved the executive director’s staff salary adjustment requests for 2019-20. The directors authorized a two percent salary adjustment for the executive director for 2019-20.
- 27. 2019 Spring Board Conference Call** – The spring board conference call will be scheduled near the first of April 2019. Topics for this conference call directors meeting will include approval of the revised Professional State Association Award application form, approval of the revised NAAE Leadership Handbook, and approval of the 2019-20 NAAE budget.
- 28. Board Travel Policy** – The directors agreed that each director would have the option to have their own single hotel sleeping room during NAAE board meetings.
- 29. Committee Reports and Approvals** – Sherisa Nailor moved, Chad Massar seconded, to accept the board committee reports as posted on Communities of Practice; the motion carried.
- 30. 2019 Summer Board Meeting Planning** – The summer board meeting will be in Lexington, Kentucky. Travel day is September 6. Meeting days are September 7 (full day) and September 8 (morning only). Travel home day is afternoon of September 8.

- 31. National Center for Agricultural Education Comments** – It was agreed that directors would send their comments and concerns regarding the proposed National Center for Agricultural Education to the executive director no later than March 22. The executive director will compile the comments and send them back out to the directors for further discussion and approval.
  
- 32. Adjournment** – With no further business to be transacted at this NAAE Board of Directors meeting, Chad Massar moved, Mary Hoffmann seconded to adjourn; the motion carried. President Jason Kemp declared the meeting adjourned at 12:29 p.m.