

Minutes
NAAE Board of Directors Conference Call
February 7, 2019

The NAAE Board of Directors conducted a board conference call meeting on February 7, 2019. 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, also joined the conference call.

The minutes of the meeting are as follows:

- 1. Call to Order** — President Jason Kemp called the meeting to order at 6:04 p.m. and welcomed everyone to the meeting.
- 2. Approval of Agenda** — Todd Thomas moved, Sherisa Nailor seconded, to approve the agenda with flexibility; the motion carried.
- 3. Approval of 2018 NAAE Convention Board Meeting Minutes** — The board meeting minutes from the 2018 NAAE Convention had been distributed earlier in the day; however, not all board members had reviewed the minutes due to the timing of the distribution. It was agreed that approval of these minutes would be held until the March 2019 NAAE board of directors meeting.
- 4. Review of the September 2018 NAAE Board of Directors Meeting Minutes** — Jason Kemp reviewed the board members' actions from the September 2018 board meeting during which the directors agreed to conduct a thorough review at the March 2019 board meeting of the following documents: 1) Professional State Association award application; 2) Leadership Handbook; and 3) Strategic Plan. Since funding is not available for the AgriScience Initiative, the AgriScience Initiative paper will not be reviewed during the March 2019 meeting because there are higher priorities for the directors' time during this meeting. Jason Kemp asked all board members to be prepared to discuss the aforementioned items during the March 2019 board meeting.
- 5. Review of the NAAE Planning Discussion from the Pre-convention Board Meeting in November 2018** — Jason Kemp reviewed the board members' actions from the 2018 NAAE Convention Pre-convention Board of Directors Meeting on November 26, 2018 during which the directors agreed to have a planning discussion at the March 2019 board meeting regarding the following topics: 1) independent contracts; 2) evaluation of contractors; 3) vision for projects (clarified to mean the objectives of projects); 4) organizational chart with details (clarified to mean a listing of which staff members should be contacted regarding questions about specific programs and projects; 5) leadership handbook ... new section on independent contracts; 6) how to use committees more effectively; and 7) monthly communications with board members. Jason Kemp asked all board members to be prepared to discuss the aforementioned items during the March 2019 board meeting.

- 6. Monthly Communications Discussion** — A February 2019 board update document from the staff to the directors was distributed earlier this week. Jason Kemp asked the directors if this met their needs and they responded affirmatively. Jason Kemp suggested that this be an internal document for board use only. Jay Jackman suggested that an additional editable document be distributed to the board members from which they could pull relevant bullet points to share forward with state leaders in their respective regions. Regional vice presidents could add their own comments relevant to their respective region and states before they distribute the document forward to state leaders.
- 7. Committee Work and Preparations for March 2019 Board Meeting** — Jason Kemp reviewed with the directors the process for conducting board committee meetings during the upcoming March 2019 board meeting. Board committee chairs (NAAE board members) will conduct their respective board committee meetings and full committee chairs (the volunteer elected full committee chairs) will be invited to participate in these board committee meetings. Agendas for the board committee meetings should be posted to CoP. Jason Kemp asked any board members with questions about this process to contact him. Sherisa Nailor suggested that the new directors conduct their respective committee meetings and reports last so they can learn more about the process from the more experienced board committee chairs.
- 8. Communities of Practice (CoP) Discussion and Training at March 2019 Board Meeting** — Jason Kemp asked that any directors with questions or issues about CoP send the questions/issues to him by email by February 14, 2019. He will compile the questions/issues and provide them to the NAAE staff so staff can be prepared to address these questions/issues during the CoP training that will be included during the March 2019 board meeting.

Jason Kemp also asked the directors, especially the new directors, to be sure to go to the CoP Private Communities NAAE board page in CoP (<https://communities.naae.org/community/private/naaeboard>), be sure they are able to navigate to the 2019 NAAE Board Meeting page, and, if they could not get on this page, to please contact the NAAE office and secure help in getting access to the board meeting page.

- 9. Inclusion, Equity, and Diversity Session at March 2019 Board Meeting** — Jason Kemp stated that Dr. Roger Cleveland would be leading a board training session related to inclusion, equity, and diversity during the March 2019 board meeting so that NAAE directors would be more informed of this joint initiative of NAAE and the National FFA Organization.
- 10. Committee Process Update** — Parker Bane questioned how many committees have had a quorum to conduct business during the current round of virtual committee meetings; who sends out invitations to committee members prior to the virtual committee meetings; how are committee member applications distributed to committee leaders; do we need a drop box folder for each committee's member applications. This discussion will be continued during the March 2019 board meeting.
- 11. Adjournment** — With no further official business to be transacted, Stan Scurlock moved, Chad Massar seconded, to adjourn the meeting; the motion carried. President Jason Kemp adjourned the meeting at 6:57 p.m.