

Minutes
NAAE Board of Directors Virtual Meeting
April 13, 2020

The NAAE Board of Directors conducted a virtual meeting via video conference on April 13, 2020. Board members in attendance included: Parker Bane (IL), President; Sherisa Nailor (PA), President Elect; Eric Tilleman (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; Dr. Robin McLean (NJ), Region VI Vice President; and Wm. Jay Jackman (KY), NAAE Executive Director. NAAE Associate Executive Director, Alissa Smith (KY), was also present.

The minutes of the meeting are as follows:

1. **Call to Order**—President Parker Bane called the meeting to order at 3:01pm and welcomed everyone to the meeting.
2. **Approval of March 7-8, 2020 Board of Directors Meeting Minutes**—Mary Hoffmann moved, Eric Tilleman seconded, to approve the minutes of the March 7-8, 2020 NAAE Board of Directors meeting; the motion carried.
3. **NAAE Application for SBA Payroll Protection Plan Loan (Forgivable Grant)**—Jay Jackman reported that NAAE has applied for the federal government’s Small Business Administration Payroll Protection Plan loan. Given that NAAE will retain its staff throughout the COVID-19 outbreak, the loan will be converted to a grant. The loan/grant will be for 2.5 times the eligible NAAE payroll. NAAE has not been approved for the loan yet; however, this is not unusual since so many organizations and companies have applied to the program.
4. **Discussion of NAAE Better Together Campaign**—Alissa Smith updated the directors on all aspects of the NAAE Better Together Campaign, which is the initiative to help keep agricultural educators engaged in professional development during the COVID-19 crisis.
5. **Approval of 2020-21 NAAE Budget**—Jay Jackman presented the NAAE budget for 2020-21. Eric Tilleman moved, Mary Hoffmann seconded, to approve the budget as presented; the motion carried.
6. **Discussion of New Chief Executive Officer Position Description and New Chief Financial Officer Position Description**—Parker Bane presented drafts of the two new position descriptions for the directors’ review. These position descriptions will be approved during the next NAAE board of directors virtual meeting in May 2020.
7. **Discussion of Standardized Executive Director Evaluation**—Parker Bane reported that NAAE is seeking a mechanism for electronic delivery and processing of the newly approved executive director evaluation instrument. It is Parker’s expectation that the past president will be asked to pilot test the evaluation of the current executive director once a new electronic process is determined.
8. **Discussion of 2020 Regional Meetings**—Following a discussion of the 2020 NAAE Regional Meetings, Robin McLean moved, Mary Hoffmann seconded, that all 2020 NAAE regional conferences move to virtual format for the purposes of conducting NAAE business; the motion carried. It was further agreed: 1) to communicate the decision to conduct virtual regional meetings

in lieu of face-to-face meetings via the Monday Morning Monitor; 2) to have a virtual planning session to plan the virtual regional business meetings; 3) to include the regional secretaries in the planning of the virtual regional business meetings; 4) to have the NAAE office receive and process the states' awards applications for Ideas Unlimited, Lifetime Achievement, Outstanding Service, and Outstanding Cooperation with the application due date of June 1, 2020 and that the regional vice presidents will coordinate the judging of their respective regions' applications; and 5) for regions to host video conferences for the state leaders within the respective regions to discuss challenges and successes experienced during the COVID-19 outbreak (NAAE staff can assist with hosting these meetings).

9. Next NAAE Board of Directors Virtual Meeting—It was agreed next NAAE board of directors virtual meeting will be May 11, 2020 at 6:00 pm Eastern.

10. Adjournment—With no further official business to be transacted, Todd Thomas moved, Stan Scurlock seconded, to adjourn; the motion carried. NAAE President Parker Bane adjourned the meeting at 4:35 pm.