

Minutes
NAAE Board of Directors Virtual Meeting
May 11, 2020

The NAAE Board of Directors conducted a virtual meeting via video conference on May 11, 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 4:35 pm Eastern and welcomed everyone to the meeting.
2. **Approval of the Agenda**—Sherisa Nailor moved, Eric Tilleman seconded, to approve the agenda of this virtual meeting with flexibility; the motion carried.
3. **Approval of April 13, 2020 Board of Directors Virtual Meeting Minutes**—Mary Hoffmann moved, Todd Thomas seconded, to approve the minutes of the April 13, 2020 NAAE Board of Directors virtual meeting; the motion carried.
4. **NAAE Application for SBA Payroll Protection Plan Loan Update**—Jay Jackman reported that NAAE has applied for the federal government’s Small Business Administration Payroll Protection Plan loan. As of this date, NAAE’s application has not been approved.
5. **Approval of New Chief Executive Officer Position Description**—Parker Bane presented the draft position description for the NAAE Chief Executive Officer. Stan Scurlock moved, Sherisa Nailor seconded, to approve the new position description for the NAAE Chief Executive Officer; the motion carried.
6. **Approval of New Chief Financial Officer Position Description**—Parker Bane presented the draft position description for the NAAE Chief Financial Officer. Mary Hoffmann moved, Eric Tilleman seconded, to approve the new position description for the NAAE Chief Financial Officer; the motion carried.
7. **Update on New Position to Support the National Teach Ag Campaign**—Jay Jackman reported that Mark Poeschl, National FFA Foundation, contacted him to encourage NAAE to proceed with filling the new staff position to support the National Teach Ag Campaign. Funds for this position will come from the grant from the National FFA Foundation to NAAE to support the National Teach Ag Campaign. This position was approved by the NAAE board during the March 2020 board meeting in Lexington. The position announcement will be distributed soon.

- 8. Discussion of 2020 NAAE Virtual Regional Meetings**—Parker Bane asked Alissa Smith to give an update on plans for conducting the 2020 NAAE Virtual Regional Meetings. NAAE staff will facilitate the logistics for the meetings. Alissa has asked Parker and Sherisa to review a draft document with logistics details. Alissa will be sending this document to all directors soon. Discussion continued regarding dates for virtual regional meetings, professional development associated with virtual regional meetings, and the need for state aged associations to be thinking about alternative methods of collecting membership dues.
- 9. Virtual Meeting to Plan the 2020 NAAE Virtual Regional Meetings**—It was agreed that the virtual meeting to plan the virtual regional meetings will be May 26, 2020 at 4:30 pm Eastern. The NAAE directors, regional secretaries, and NAAE staff will be invited to participate in this meeting.
- 10. Discussion of Plans from the NAAE Strategic Planning Committee**—Sherisa Nailor reported that the leadership of the Strategic Planning Committee has been meeting and discussing plans including reviewing the strategic plan, revising the NAAE mission statement, and perhaps meeting face-to-face in August 2020.
- 11. Discussion of Standardized Executive Director Evaluation Process**—Parker Bane suggested a timeline for the executive director evaluation in the future. Jay Jackman will write a narrative for the executive director evaluation process, to include the timeline, that will be used by future boards of directors. Item 2g was revised as “demonstrates that diversity and inclusion are priorities.” Item 6e was revised to include a period at the end of the statement. It was agreed to add two additional response choices for each item: “I don’t have enough information to evaluate this item” and “I don’t have an opinion on this item.” The revised instrument and the narrative of the process will be reviewed during the next meeting of the board of directors.
- 12. Executive Session – 2019-20 Evaluation of the NAAE Executive Director**—Todd Thomas moved, Stan Scurlock seconded, to call the directors into executive session for the purpose of discussing the annual performance evaluation of the current NAAE executive director; the motion carried. Parker Bane will contact Jay Jackman to present and discuss the evaluation at some time following this meeting.
- 13. Adjournment**—With no further official business to be transacted, NAAE President Parker Bane adjourned the meeting.