

**Minutes**  
**NAAE Board of Directors Meeting**  
**February 12-13, 2022**

The NAAE Board of Directors conducted a board of directors meeting on February 12-13, 2022 in Lexington, KY at the NAAE Office. Board members in attendance included: Stan Scurlock (FL), President; Deanna Thies (MO), President-Elect; Eric Tilleman (MT), Region I Vice President; Cameron Dale (OK), Region II Vice President; Shari Graffunder (WI), Region III Vice President; Jeff Voris (MO), Region IV Vice President; Bill Newsom (TN), Region V Vice President; Dr. Robin McLean (NJ), Region VI Vice President; Sherisa Nailor (PA), Past President; and Alissa Smith (KY), NAAE Chief Executive Officer.

The minutes of the meeting are as follows:

1. **Call to Order** – President Stan Scurlock called the board meeting to order at 8:31 a.m. on Saturday, February 12, 2022. Stan welcomed all to the meeting.
2. **Reflection and Pledge** – Deanna Thies provided a reflection to the group and led the group in the Pledge of Allegiance to the Flag of the United States of America.
3. **Review and Adjust Agenda** – Robin McLean moved, Bill Newsom seconded, to approve the agenda with flexibility. Motion carried.
4. **Approval of Minutes** – Robin McLean moved, Shari Graffunder seconded, to approve the minutes from the September 11-12, 2021 in person meeting, the NAAE Pre-Convention November 29, 2021 minutes, the NAAE Post-Convention December 8, 2021 minutes and January 22, 2022 virtual meeting minutes. The motion carried.
5. **NAAE Board and Staff Updates** – Stan Scurlock invited each director and staff person to present an update on their activities since the last board meeting in January.
6. **NAAE Board Member Orientation** – Alissa Smith led the board through board training to clarify the roles and responsibilities of the NAAE board of directors and the NAAE staff. NAAE staff and board also signed their annual Conflict of Interest Policy and Disclosure Statement.
7. **NAAE Brand Rollout and Reveal** – Ellen Poeschl and Alan Green presented the brand presentation outlining the brand and messaging overview and brand expectations as well as board and staff expectations.

*President Stan Scurlock recessed the board meeting for lunch.*

8. **NAAE Financial Update** – Jay Jackman, Chief Financial Officer, joined the meeting to present the current financial update including going over the most recent financial compilations from November 30, 2021 and the plan for the audit in March.
  9. **Chief Executive Officer Report** – Alissa Smith provided an update from the CEO
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regarding National FFA Foundation funding, staffing and upcoming events.

10. **NAAE Membership Report** – Alissa Smith provided an update on membership as of February 9, 2022 and unprocessed rosters.
11. **NAAE Strategic Plan Work Session** – The NAAE Board worked on the new strategic plan and the focus for the organization over the new three years.
  - a. Eric Tilleman moved, Jeff Voris seconded, to replace the current member committee structure with the following committees: Member Experience, Professional Development, Teacher Recruitment, Retention, and Recognition, Advocacy in Agricultural Education and Financial Review. Motion carried.
  - b. Robin McLean moved, Shari Graffunder seconded, to create the following board committees: Strategic Planning, Finance, Policy and Bylaws, and Executive Committee. Motion carried.
  - c. Robin McLean moved, Eric Tilleman seconded, to appoint the President as chair of the Executive Committee, the President-Elect as chair the Strategic Planning committee, and the Finance and Policy and Bylaws committees will be chaired by the senior Regional Vice Presidents. Motion carried.
  - d. Robin McLean moved, Eric Tilleman seconded, to appoint the senior Regional Vice President who serves as the chair of the Board Finance Committee to serve as the Board Liaison for the Member Financial Review committee. Motion carried.
  - e. Shari Graffunder moved, Eric Tilleman seconded, to appoint two board members to each member committee with the appointments determined at the January board meeting with the CFO/Financial staff lead and the Regional Vice President who chairs the board Finance committee to serve as the Financial Review committee board liaison. Motion carried.
12. **Executive Session** – The board went into executive session from 4:00 p.m. until 5:15 p.m. for the chief executive officer’s annual performance evaluation.
13. **Board Directives following Executive Session** –
  - a. Cameron Dale moved, Eric Tilleman seconded, to appoint a notetaker for Board meetings to document detailed discussion. Motion passed. Deanna Thies volunteered to serve in this capacity for the 2022 year.
  - b. Eric Tilleman moved, Shari Graffunder seconded, to provide a four percent salary adjustment effective April 1, 2022 to the Chief Executive Officer. Motion carried.
  - c. Bill Newsom moved, Robin McLean seconded, to make a change to the NAAE Bylaws, Article V: Board of Directors, Section 1 to read: “The President, the President-Elect, the Past President and the six Regional Vice Presidents shall constitute the Board of Directors. The Chief Executive Officer shall serve as a non-voting, ex-officio member.” Motion carried.

*President Stan Scurlock recessed the board meeting at 6:01 p.m. until Sunday morning.*

**Sunday, February 13, 2022**

*President Stan Scurlock reconvened the meeting on Sunday, February 13, at 8:00 a.m.*

14. **Advance CTE Discussion** – Robin McLean moved, Shari Graffunder seconded, to approve the letter drafted by the NAAE Board to Advance CTE regarding the removal of ‘agriculture’ from the career clusters. Motion carried. Jeff Voris moved, Shari Graffunder seconded, to join Advance CTE as a partner organization. Motion carried.
15. **2022 NAAE Convention Update** – Alissa Smith updated the Board on the 2021 NAAE Convention Evaluations and presented the 2022 NAAE Convention Draft Schedule. The Board also discussed voting and the election process for the 2022 convention.
  - a. Shari Graffunder moved, Cameron Dale seconded, to approve the 2022 NAAE Convention/ACTE Ag Ed Division Schedule with flexibility. Motion carried.
16. **CASE Update** – Sara Cobb joined the meeting via Zoom and provided an updated on CASE Institutes and registration as well as CASE course revisions.
17. **NAAE Representative on Ag Ed Board Reports** –
  - a. **National FFA Foundation Board of Trustees** - Sherisa Nailor updated the board on the latest Board of Trustee meeting that occurred on January 25, 2022.
  - b. **National Council for Agricultural Education** – Mary Hoffman updated the board on the latest related to the Council and their strategic plan and plans to hire a director.
  - c. **Ag Ed Summit Report** – Deanna Thies updated the board on the summit and shared her notes from the two days of meetings.
  - d. **National FFA Board of Directors** – Deanna Thies updated the board on what occurred at her first meeting in January and her orientation to the board.
  - e. **National FFA Alumni** – Robin McLean moved, Jeff Voris seconded, to appoint Shari Graffunder as the board representative to the National FFA Alumni. Motion carried.
18. **Old Business** – Robin McLean reported that we will begin to update the NAAE Upper Division Scholarship for 2023 and the committee will meet soon.
19. **New Business** – The board discussed program awards and board ineligibility and adding a five-year eligibility for the Outstanding Service Citation for 2023. It was decided to add these two items to the March meeting agenda for further discussion.
20. **March Board Meeting** – The date for the March virtual board meeting was set as March 13<sup>th</sup> from 1 p.m.-3 p.m.
21. **Adjournment** – With no further business to be transacted at this NAAE Board of Directors meeting, Shari Graffunder moved, Robin McLean seconded to adjourn; the motion carried. President Stan Scurlock declared the meeting adjourned at 10:54 a.m.