

Minutes
NAAE Board of Directors Meeting
February 11-12, 2023

The NAAE Board of Directors conducted a board of directors meeting on February 11-12, 2023 in Lexington, KY at the NAAE Office. Board members in attendance included: Deanna Thies (MO), President; Eric Tilleman (MT), President-Elect; Kyle Stapleton (ID), 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; Aaron Geiman (MD), Region VI Vice President; Stan Scurlock (FL), Past President; and Alissa Smith (KY), NAAE Chief Executive Officer.

The minutes of the meeting are as follows:

1. **Call to Order** – President Deanna Thies called the board meeting to order at 8:06 a.m. on Saturday, February 11, 2023. Deanna welcomed all to the meeting.
2. **Reflection and Pledge** – President-Elect Eric Tilleman 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** – Shari Graffunder moved, Cameron Dale seconded, to approve the agenda with flexibility. Motion carried.
4. **Approval of Minutes** – Shari Graffunder moved, Kyle Stapleton seconded, to approve the minutes from the December 15, 2022 post-convention virtual meeting, December 20, 2022 virtual meeting, and the January 10, 2023 virtual meeting in person meeting. The motion carried.
5. **NAAE Board and Staff Updates** – Deanna Thies 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 CEO Report** – Alissa Smith shared an update concerning staff and internal operations including an update on the impact of NAAE programs in the month of January.
8. **NAAE Board Committee Meetings**

- **Finance** –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, 2022 and the plan for the audit in March. Stacy French, NAAE Financial Review Membership Committee Chair also joined and shared an update from the membership committee.
- **Policy & Bylaws** – Alissa Smith shared the update of the Leadership Handbook has begun by staff and will continued to work to get a draft to the NAAE Board for review at the summer board meeting.

President Deanna Thies recessed the board meeting for lunch.

9. **NAAE Membership Report** – Alissa Smith provided an update on membership as of February 9, 2023 and unprocessed rosters.
10. **Regional Conference Planning** – Alissa Smith shared a plan for marketing and brand placement for the 2023 NAAE Regional Leadership Conferences.
11. **NAAE Awards Update** – The NAAE Board of Directors discussed the current awards and needed updates.
 - a. Shari Graffunder moved, Kyle Stapleton seconded, to create an Ad Hoc committee to review the Upper Division scholarship. The motion carried. Shari Graffunder will serve as chair of the committee and Bill Newsom will also serve on the committee. Other university individuals and members will serve on the committee as well. The updated application will be brought to the board of directors meeting in summer for approval.
 - b. Jeff Voris moved, Shari Graffunder seconded, to review and revise all NAAE award applications to roll out in 2025. The motion carried. The NAAE staff will bring a process to the board to review before the process begins.
 - c. Eric Tilleman moved, Kyle Stapleton seconded, to revise the Professional State Applications. Motion carried.
12. **NAAE Board Committee Meetings Cont.**
 - a. **Strategic Planning**– Alissa Smith went through the components of a strategic plan and outlined the work that had been done up until this point. The NAAE Board worked on current strategic initiatives and aligned them with current committees. Next steps are outlining strategic goals and looking to new opportunities to align with our strategic priorities.
 - b. **Advocacy in Agricultural Education**
Jeff Voris, Board Chair for the Advocacy in Agricultural Education Committee, conducted the meeting. Mary Handrich, Wisconsin, Advocacy in Agricultural Education Membership Committee Chair, joined the meeting via Zoom. (Refer to the committee report for the details of the committee meeting.
 - c. **Member Experience**

Cameron Dale, Board Chair for Member Experience Committee, conducted the meeting. David Ruvarac, Pennsylvania, Member Experience Membership Committee Chair, joined the meeting via Zoom. (Refer to the committee report for the details of the committee meeting.)

d. Professional Development

Shari Graffunder, Board Chair for the Professional Development Committee, conducted the meeting. Rob Yates, Montana, Professional Development Membership Committee Chair, joined the meeting via Zoom. (Refer to the committee report for the details of the committee meeting.)

e. Teacher Recruitment, Retention, and Recognition

Bill Newsom, Board Chair for the Teacher Recruitment, Retention, and Recognition Committee conducted the meeting. Annette Weeks, Washington, Teacher Recruitment, Retention, and Recognition Membership Committee Chair, joined the meeting via Zoom. (Refer to the committee report for the details of the committee meeting.)

13. NAAE Website Update Proposal – Alissa Smith presented a proposal from Potomac Digitek to create a new NAAE website with features such as responsive design, HTML5, and PCI compliant security. Eric Tilleman moved, Aaron Geiman seconded, to approve the creation of a new NAAE website. Motion carried.

14. Executive Session – Jeff Voris moved, Eric Shari Graffunder seconded, for the NAAE Board of Directors to go into executive session. The board went into executive session from 5:48 p.m. until 6:51 p.m. for the chief executive officer's annual performance evaluation. Shari Graffunder moved, Cameron Dale seconded, for the NAAE Board of Directors to close executive session.

President Deanna Thies recessed the board meeting at 6:51 p.m. until Sunday morning.

Sunday, February 12, 2023

President Deanna Thies reconvened the meeting on Sunday, February 12, at 8:10 a.m.

15. Board Directives following Executive Session-

a. Stan Scurlock moved, Shari Graffunder seconded, to provide a seven percent salary adjustment effective April 1, 2023 to the Chief Executive Officer. Motion carried.

16. Committee Reports – Cameron Dale moved, Kyle Stapleton seconded, to approve the committee reports as presented. Motion carried.

17. NAAE Convention Planning – Alissa presented the 2023 NAAE Convention schedule and noted the addition of the Assembly of Delegates that will occur on Friday before the final session. All voting delegates must be in-person to vote this year.

18. ACTE Registration Increase – Alissa Smith presented from ACTE justification regarding

an increase in registration for ACTE CareerTech Vision. Alissa shared the rationale behind the increase including the following points: (1) an increase hasn't occurred in ten years; (2) inflation rates have remained steady at 1-2% over the last eight years but have seen an increase to 6-7% over the last two years; (3) meeting industry has seen large increases in costs – A/V cost have increased by 50%, Food & Beverage has increased 25%, Airfare has increased over 43.3% (4) hotel rates for 2023 are at \$199.00 per night (back to New Orleans rate) as well as other points related to the needed increase. Alissa also shared that the ACTE Board of Directors are fiscally responsible to the organization and this rate increase will help keep the organization financially solvent. The Super Early Bird rate will be available for the 2022 rate until July 15, 2023. Eric Tilleman moved, Shari Graffunder seconded, to approve the \$150 increase in ACTE CareerTech Vision registration rate for the advanced rate and beyond. Motion carried.

19. **75th Anniversary of NAAE** – Alissa updated the Board on how NAAE will celebrate its 75th year including a celebration event at NAAE Convention and well as other ideas and events. Shari Graffunder moved, Kyle Stapleton seconded, to have a 75 for 75 fundraising campaign that would raise money for potentially the Ag Ed Relief Fund, Upper Division Scholarships or new program development at the NAAE Boards of Directors discretion. Motion carried. The 75 for 75 campaign will begin in July.

20. **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 information and informed us there will be a meeting in late February.
- b. **National Council for Agricultural Education** – Jeff Voris and Alissa Smith updated the board on the latest related to the Council and their new hire for National FFA Advisor.
- c. **Ag Ed Summit Report** – Cameron Dale and Jeff Voris updated the board on the summit and shared their notes from the two days of meetings.
- d. **National FFA Board of Directors** – Deanna Thies updated the board on what has occurred since our last meeting and informed us there would be a meeting in late February.
- e. **National FFA Alumni** – Shari Graffunder shared her notes from the National FFA Alumni meeting she attended in January.

21. **CASE Transition Update** – Alissa Smith updated the Board on the CASE transition. At this point, NAAE is finalizing financials and will send the final payment to CASE once the end of the year is closed out.

22. **Adjournment** – With no further business to be transacted at this NAAE Board of Directors meeting, Bill Newsom moved, Shari Graffunder seconded to adjourn; the motion carried. President Deanna Thies declared the meeting adjourned at 10:3 a.m.