



Pennsylvania Association of Agricultural Educators
PO Box 61861
Harrisburg, PA 17106



**Executive Board Meeting
(Conference Call)
September 18, 2019
4:30 pm**

Attendance: Darla Romberger, Kacey Rice, Brian Campbell, Sarabeth Alderfer, Adam Serfass, Dianna Jarema, David Steinfelt, Carole Fay, Hannah Harris, Laura Metrick, Carly Rippole, Robyn Bechtel, Meagan Smyers
Called to order at 4:33 PM.

Executive Committee Reports

- **President—Darla Romberger**
 - Romberger welcomed everyone to the virtual meeting and allowed Sarabeth Alderfer to present about *SAE for All* and the upcoming workshop at State College (November 8-9). Romberger encouraged all Board Members to attend and promote the event at Regional Meetings.
 - She also shared meeting dates for upcoming Board meetings (Saturday, January 4th from 9:00 am-12:00 pm in Harrisburg and Sunday, March 15th from 12:00-3:00 pm in Harrisburg)
 - Reports are being collected for upcoming Regional Meetings via a Google Doc. The link was distributed with a deadline of Friday, September 27th. Romberger will compile reports, format, and distribute a PDF of the final report to Regional VPs to provide copies.
- **Past-President—Dianna Jarema**
 - Jarema provided an update that our past contact (Patricia) is no longer with Boyer & Ritter and we will now be working with Tracy Grinnen. She is willing to attend any face-to-face meetings as needed while we work through confirming our amended tax returns are completed
 - Jarema sent a letter to Tim Wentz in support of continued programming for Electrical Diagnostics
 - Awards from Summer Conference were distributed to members not in attendance
- **President-Elect—Vacant**
- **Membership Chair—Kacey Rice**
 - Rice reported she is learning the procedures to submit membership to NAAE and plans to submit the first round of membership by September 30th. Goal to submit one report to NAAE per month.
- **Executive Secretary—Vacant**

- **Treasurer—Brian Campbell**
 - Campbell reported he is settling in and learning Quickbooks. All bank accounts and online access has been successfully transitioned
 - He is currently working to send invoices for outstanding Summer Conference payments to ensure everything has been received
 - Dues payment will be mailed to Brian's home address once obtained from the PO box in Harrisburg. Romberger will check the mailbox once per week and mail membership forms to Rice and dues to Campbell.

Representative Reports

- **SAE Specialist—Carole Fay**
 - A written report was provided outlining her work since March of 2019. A combination of in-person and Zoom meetings were conducted regarding SAE records. Preparations for Keystone Degrees are beginning and will continue into November.
 - Fay plans to participate in Proficiency Evaluation at the National FFA Convention in October.
- **Penn State—Dr. John Ewing**
 - There is an opening for a Western Region SAE Specialist with funding from the Ag Ed Commission
 - 2020 Student Teachers plan to attend NAAE Convention in Anaheim, CA
 - Yearlong theme for Professional Development is Ag Business—stay tuned for announcement of dates/topics of workshops

Committee Reports

- **Member Services—Meagan Smyers**
 - The AgriScience Inquiry Institute is scheduled for November 15-17 at Cumberland Valley High School. Scholarship applications are available (10 available at \$100 each) for PAAE members. Applications are due to Amy Kline and committee will evaluate applications and inform successful applicants prior to the registration deadline.
- **Marketing Committee—Robyn Bechtel**
 - The committee will be conducting another online apparel sale for members. The order will be due by Thanksgiving and delivered to members at Mid-Winter Convention in January.
 - Discussion surrounding a "Dress Down Friday" shirt for members to purchase and promote PAAE was held without a definitive answer
 - The committee will also conduct the "Member Recruitment Program" and provide a free apparel item to new members who were referred by current members

- **Strategic Planning—David Steinfelt**
 - Steinfelt reported there is a Strategic Plan that the committee developed at Summer Conference
 - Steinfelt will continue to work with Nate Schanbacher to update the document as committees are completing their designated tasks and follow-up as needed to keep committees on task

- **Public Policy—Laura Metrick**
 - Metrick shared the results of the committee's Summer Conference survey which asked members what are the priorities that PAAE should be advocating for in 2019-20. These results will be included in the Regional Meeting packet and shared with the Ag Ed Commission
 - Romberger also shared that she received a packet of information from our previous lobbyist (Versant Strategies) that may be helpful in coming years/discussions

- **Policy and By-Laws—Carly Rippole**
 - The committee is undertaking a complete revamp of the Constitution and Policy Manual. The committee would like to separate them into separate documents for simplicity in the future. A work session was held on August 5th and an additional work session is being planned for December. Stay tuned for a date/time/location.

- **Finance—Adam Serfass**
 - Serfass moved to add Treasurer mileage to the 2019-20 budget for the Treasurer to attend Regional Meetings. Rice second. Motion carried.
 - Campbell wanted to establish a signature procedure for when he needs to be paid. Serfass moved to have Alexandra Barzydlo sign checks quarterly to pay Campbell for his Treasury duties. Rice second. Motion carried.

- **Professional Growth—Kacey Rice**
 - The committee will be improving the awareness and promotion for the Ideas Unlimited Contest at the 2020 Summer Conference. Beth Mathie created an advertisement that will be distributed at upcoming meetings to encourage participation.
 - The committee will be collecting PAAE Award Nominations via a Google Form. The link to the form will be distributed in the Regional Meeting packet and promoted via social media and the Tuesday Teach Ag email. Nominations are due December 31, 2019. Nominees must be paid members to be considered for awards.

- **Standing Special—Hannah Harris**
 - No report for Scholarship or Sunshine Committee
 - Summer Conference is being held in Wellsboro, Tioga County. The committee has started exploring housing options, potential tours, and presenters. A call for

presentations will be forthcoming later in the year from Penn State Center for PPD.

Unfinished Business

- Romberger reopened the floor for nomination of a President-Elect. Kacey Rice presented a completed Memorandum of Understanding. Harris moved to accept Kacey Rice as President-Elect. Jarema second. Motion carried.
- Discussion surrounding a “PAAE Conference Coordinator” to ensure consistency between planning groups for conferences. No action taken on discussion

New Business

- Discussion surrounding extra funding for PAAE members serving as NAAE Committee members to attend NAAE Convention. Although funds will remain in this budget line, discussion ensued to setting a precedent and potentially needing this funding to pay for tax-related issues. No action taken.
- Discussions surrounding the need to establish our own communication system (i.e. email) with paid PAAE Members. No action taken.
- Discussion surrounding duties associated with Executive Secretary. Board members will absorb for this year and wait for potential candidates.
- Fay brought forward an application for approved programs to add certifications to the online CATS system. Applications are due by November 30 of each year. Only one application needed per CIP code—when approved, certification will be available for all.

Announcements

- Update Regional Meeting packet by next Friday, September 27th
- Establish an RSVP deadline for each regional meeting and designate an officer in charge
- Don't forget to invite the following to your Regional Meetings:
 - Penn State Rep
 - SAE Specialist
 - PAAE President
 - PAAE Treasurer
 - PA FFA Executive Secretary
 - PA FFA Foundation
 - PA FFA Alumni

Meeting adjourned at 6:18 pm.

Respectfully submitted,



Darla Romberger
PAAE President