

**National Council for Agricultural Education
Board Meeting
Via Conference Call/WebEx
Wednesday, December 16, 2009**

The meeting was called to order at 3:00 p.m. (EST), Wednesday, December 16, 2009 by National Council for Agricultural Education (NCAE) President, Nancy Trivette.

Council Members Present

(Voting Members)

Ronnie Ansley, Alumni Rep - (1/1/07 – 12/31/09) * Joined at 3:20 p.m.
Jim Barbee, Adult Secondary Student Representative - (1/1/09 – 12/31/11)
Lloyd Bell, AAAE President Elect - (7/1/08 – 6/30/10)
Steve Gratz, NASAE President - (1/1/08 – 12/31/10)
Dave Lieber, NYFEA Agribusiness Rep. - (1/1/08 – 12/31/10)
Gary Moore, AAAE Past President & NCAE Executive Committee - (7/1/07 – 6/30/10)
Ray Nash, NAAE President-Elect - (1/1/09 – 12/31/11)
Jay Olson, Adult Level Instructor Rep. & NCAE VP - (1/1/08 – 12/31/10)
Franci Phelan, Agribusiness Rep. & NCAE Executive Committee - (1/1/07 – 12/31/09)
Sally Shomo, NAAE President & NCAE Executive Committee - (1/1/08 – 12/31/10)
Jan-Marie Traynor, Two-Year Postsecondary Level Instructor Rep. - (1/1/07 – 12/31/09)
Nancy J. Trivette, NASAE Past President & NCAE President - (1/1/07 – 12/31/09)
Cheryl Zimmerman, NASAE President-Elect - (1/1/09 – 12/31/11)

(Ex-officio – Non-voting Members)

Steve Brown, Executive Secretary
Wm. Jay Jackman, NAAE Executive Director
David Miller, Executive Treasurer (Started 1/1/09)

Consultants

Bill Fleet, Growth & Quality Program Consultant
David Hall, Curriculum Standards and Career Clusters Consultant
Ed Osborne 2011 Summit Chair
Dennis Sargent, Executive Director National FFA Foundation
Tony Small, Director Partner Service Division, National FFA Organization

Absent

Larry Case, National Advisor
Mel Dewsnup, Adult Post Secondary Student Rep. - (1/1/07 – 12/31/09)
Harold Eckler, NAAE Past President - (1/1/07 – 12/31/09)
Jeff Maierhofer, ACTE Vice President - (7/1/09 – 6/30/12)
Matt Musselman, Agribusiness Rep. - (7/1/07 - 6/30/10)
Rick Parker, AgrowKnowledge Partner Liaison - (1/1/05 – 12/31/08)
Susie Whittington, AAAE President-Elect - (7/1/09 – 6/30/12)
Bruce Lazarus, Data Committee Chair

Minutes – Full Board:

Minutes of the last meeting October 8-9, 2009 were presented by Council Executive Secretary, Steve Brown for review, corrections, additions, deletions and approval.

MOTION:

Ray Nash moved to approve the October 8-9, 2009 NCAE minutes as presented, **Cheryl Zimmerman** seconded. **Motion Passed.**

Minutes Executive Committee:

Gary Moore moved to approve the November 11, 2009 NCAE Executive Committee minutes as presented, **Jay Olson** second. **Motion Passed.**

Treasurer's Report:

National Council Treasurer, David Miller presented the financial report as follows:

Oct. 1 Estimated Balance	\$142,197	
Oct. Income	\$ 3,891	
Oct. Expenses	\$ 82,219	(Includes \$66,000 payment to PLTW)
Oct. 31 Estimated Balance	\$ 63,869	
Nov. 1 Estimated Balance	\$ 63,869	
Nov. Income	\$ 2,363	
Nov. Expenses	\$ 6,858	
Nov 30 Estimated Balance	\$ 59,374	

(See NCAE Financials 11/30/09 for exact values & NCAE 2009-10 Budget on the NCAE Board Web site.)

MOTION:

Steve Gratz moved to approve the Treasurer's Report as presented, **Jan-Marie Traynor** second. **Motion passed.**

Nancy Trivette announced that the IRS 990 Form was filed on 11-4-09 electronically by Steve Schnettler and a hard copy will be placed on file at 1410 King Street Office.

Steve Gratz inquired regarding are we meeting all the new requirements regarding SOX specifically noting whistle blower requirements.

(Note: We need to check with Steve Schnettler regarding are we meeting these requirements.)

ACTION:

National Council Treasurer, David Miller presented a NCAE Budget item description recommended it be added to the budget. This recommendation was approved by general consent.

Consent Items:

Nancy Trivette presented the following consent items for approval:
(See NCAE Board Page for Documents)

- Tab 8 – Council Quality and Growth Program Manager Description
- Tab 7 – AFNR Cluster Lead Advisory Committee
- Tab 7 – Council Letter to PTLW canceling contract for CASE
- Tab 6 – Case Assessment Process
- Tab 4 – Council Documents Presented at NAAE/ACTE Convention

MOTION:

Ronnie Ansley moved to approve the Consent Items and **Jan-Marie Traynor** second.
Motion passed.

Old Business:

Nancy Trivette presented the NCAE Revised Strategic Plan with the document tracking turned on.

MOTION:

Jan-Marie Traynor moved to approve the NCAE Revised Strategic Plan as presented, **Ronnie Ansley** second. (Tracking will be removed and posted to the NCAE Board Web Page.) **Motion passed.**

2011 Summit Report

Nancy Trivette reported the 2011 Summit Contract has been signed and posted on the NCAE Board Website.

Ed Osborne reported that the Delphi survey will be sent out in January 2010 and provided a 2011 Summit topic and progress report.

Tony Small will be providing a list of presentation topics by National FFA.

A 2011 Summit Report should be added to the March Council meeting agenda.
(Future Meeting Agenda Item.)

Ed Osborne is to send a copy of the 2011 Summit Steering Committee members will be sent to the NCAE Secretary.

MOTION:

Jim Barbee moved the Council budget \$10,000 for state travel stipends for the 2011 National Summit on Agricultural Education, **Sally Shomo** second. **Motion passed.**

By general consent the NCAE board asked that a 2011 National Summit Budget, Travel Stipends and recommended registration fee be presented at the March 2011 NCAE Board meeting. (**Future Meeting Agenda Item.**)

CASE Report:

Jan-Marie Traynor presented the CASE project report. (See Tab 6 on NCAE Board Web Site.)

Jan-Marie Traynor shared some of the positive responses we are receiving by the pilot schools.

Jan-Marie Traynor indicated we are still struggling with the need for additional funding.

Bill Fleet report we need to develop a revised business plan and a long term strategy.

Jan-Marie Traynor presented 3 CASE Committee recommendations,

- 1) Change the Committee name from a Governance Committee to Advisory Committee
- 2) Add the CASE Committee Chairperson and project Director (Dan Jansen) as consultants to the National Council for Agricultural Education, and
- 3) Expand the CASE Advisory Committee makeup.

MOTION:

Jan-Marie Traynor moved to change the name from the CASE Governance Committee to the CASE Advisory Committee, **Ronnie Ansley** second. **Motion passed.**

MOTION:

Jan-Marie Traynor moved to appoint Nancy Trivette as the CASE Committee Chair, **Ronnie Ansley** second. **Motion passed.**

NCAE Instructional Materials located at Ohio Curriculum Materials Service (CMS)

Nancy Trivette reported on the status and recommendation regarding the instructional material located at the Ohio CMS.

MOTION:

Gary Moore moved that we advertise all instructional materials at Ohio CMS between January and April 2010 for the fee of shipping and destroy the remaining product using CMS shredding service, **Cheryl Zimmerman** second. **Motion passed.**

Ronnie Ansley, Franci Phelan, Jan-Marie Traynor and Nancy Trivette were thanked for their outstanding service to the National Council for Agricultural Education and for their outstanding contribution to the Agricultural Education profession.

MOTION:

Ray Nash moved to adjourn. **Franci Phelan** seconded. **Motion passed.**

Meeting adjourned at 4:40 p.m. (EST)

A handwritten signature in cursive script that reads "Steve A Brown".

Steve A. Brown, NCAE Executive Secretary