

Maryland FFA Board of Directors
Minutes of the Meeting
Via Conference Call Number: 443-339-3131
March 21, 2018 5:00 p.m.

Chuck Schuster, George Mayo, Laura Ramsburg, Karen Nicklas, Brenda white, Quinn Cashell, Emily Hester, Tom Mazzone, Tom Linthicum, Terrie Shank, Ashley Abuelhawa, Cahlen Cheatham

The Meeting was called to order at 5:02 p.m. by Chairman, Chuck Schuster

The Minutes from the October 17, 2017 meeting were presented. Tom Linthicum moved to accept the minutes as presented. Brenda White seconded the motion and the motion passed.

The Treasurer's Report was presented by Treasurer Laura Ramsburg. Karen Nickolas moved to approve the report for filing. Tom Mazzone seconded the motion and the motion passed.

Financial update- Outstanding Invoices: Naomi Knight has shared all outstanding invoices with the Regional Coordinators. An update was provided to the members of the Board. Chuck Schuster thanked the Coordinators, Laura Ramsburg and Naomi Knight for their diligence in billing and collecting the Association debts which are minimal as of this date.

State Officer Report-Maryland FFA State Vice-President Cahlen Cheatham and Maryland FFA State Treasurer Ashley Abuelhawa highlighted the information that was presented in the State Officer report for activities January through March 2018. Chuck Shuster thanked the Officer team for their efforts.

Committee Reports:

Auditing Committee- George Mayo shared that the Committee met on Monday, March 19, 2018 at Gladhill Equipment Company. All documents were presented in good order. He noted that the Treasurer is doing a terrific job. There are a couple of recommendations from the committee:

1. Check signatures- recommending that there be two signatures on checks over a certain threshold. The committee is recommending amounts over \$5,000 have both signatures from Laura Ramsburg and Terrie Shank

Tom Linthicum shared that most banks don't recognize a second signature. He doesn't see the need for that process anymore. George Mayo responded that there is currently no concern, however, this would be an additional internal control, not an external one. Karen Nicklas shared that any amount over \$500 is the policy she follows at the Great Frederick Fair. Bank signature cards may need to be updated with the additional signature. George Mayo noted that currently Terrie Shank and Laura Ramsburg are the only approved signatures for the Maryland FFA Association checking account.

George Mayo moved to have Maryland FFA Association checks in the amount of \$5,000 and over have both Laura Ramsburg and Terrie Shank signatures. Tom Linthicum seconded the motion and the motion passed.

2. Credit card payment is set on an automatic withdrawal. George Mayo shared that this practice was set in place with the previous Association Treasurer. The Auditing Committee would like for Treasurer Laura Ramsburg to have access to the credit card statements prior to payment. Currently there are two credit cards issued on behalf of the MD FFA Association to Terrie Shank, Executive Director and Naomi Knight, Program Coordinator. Terrie Shank will contact the bank to make the change in payment process.
3. There is no insurance for members of the Board of Directors and Officers of the Maryland FFA Association. George Mayo recommend getting bids for this insurance. Terrie Shank shared that the Maryland FFA Foundation Board recently purchased Board of Director Insurance and Bonding for the Foundation Treasurer and Executive Director. Ton Linthicum asked if the FFA Association could partner with another Board and would that keep costs down for both groups. Chuck Schuster also recommended that bids be solicited for the insurance. George Mayo moved that the Maryland FFA Association Board of Directors obtain bids for the purchase of Directors Insurance. Brenda White seconded the motion. The motion passed.
4. Reimbursements for the State Officers- Chuck Schuster shared that during the Audit, Laura Ramsburg explained how she is trying to keep more detailed account of expenses. The Auditing committee would like to see the State Officer Expense Report revised to better identify costs for the officer travel, meals, supplies for workshops, conferences, etc.

Unfinished Business:

Review of MD FFA Spring Judging CDE- The Spring Judging Career Development Events, Agriscience Fair and Middle School Challenge will be held on Saturday, April 7, 2018 at Westminster High School. Naomi Knight shared the registration numbers for the events via email. There are currently 314 students registered to participate. 90 FFA members from 30 Chapters will be receiving a new FFA jacket through the Gift of Blue program sponsored by the Maryland FFA Foundation. Brenda White shared that the Maryland FFA Alumni will be providing lunches for those attending the events. She also shared that the MD FFA Alumni will again be hosting the FFA Store throughout the day. Terrie Shank extended an invitation to all FFA Board members to attend opening program at 9am and stay for the student competitions.

Chapters in Good Standing- Concern about outstanding debts.

Karen N-Could the outstanding debt be added to the next event?

Laura suggested that the events be kept separate as this may lead to confusion in recording.

Emily-can you add the statement to the registration form that says that" upon registering for this event, you have made a financial commitment to pay this invoice."

Tom L. agreed with adding the statement, but then felt that the only other alternative would be to have the check with the registration and asked for input from the others.

Commitment for Out of State Travel, Housing Blocks and Incentives for success-Terrie Quinn- Not being able to transport students is an issue at the convention. Terrie is to pursue the costs for buses to attend the Big E and National Convention as well as the housing block. Survey the winning teams at Spring Judging.

Storage of materials and equipment for MD FFA CDE/LDE-Chuck Schuster has permission for the Maryland FFA Association to store equipment for Career Events at the University of Maryland Extension, Montgomery County office in a SEA container that is easily accessible and secured. Chuck Schuster will have obtain a key for the organization to have and that materials can be stored following the Spring Judging events in April.

New Business:

State Convention costs/registration/schedule-Terrie/Naomi

Terrie Shank noted that the cost for holding State Convention has risen slightly and in 2017, MD FFA didn't totally cover the cost for holding the convention. She is recommending that the fee for attending the convention be raised by \$25. This would include housing for the two nights, 7 meals in the dining hall, breaks, dance and facilities rentals. The price for each student staying in a quad room would increase from \$225 to \$250 per person. The cost per person for a triple room would go from \$250 to \$275. A Double room would go from \$300 to \$325 and a single room from \$450 to \$475.

Brenda White suggested that chapters could be reaching out to their Alumni or support group to assist with fundraising.

George Mayo asked how much of a hardship will this be on the local Chapters?

Chuck Schuster shared that funding is reduced from outside sources to the MD FFA Association and we can't operate the convention in the red.

Emily Hester recommended that the Board go with the \$25 increase/attendee for 2018.

Tom Linthicum suggested that the Maryland FFA Association seek out corporate sponsors to assist with funding for events/activities held during the Convention to keep costs to a minimum.

Tom Linthicum moved to increase the State Convention fees by \$25. George Mayo seconded the motion. The motion passed.

State Officer Candidate (SOC) Interview process-Terrie Shank shared documents on the State Officer Candidate interview process, study guide and handbook. She noted that National FFA Organization has changed the way in which the selection process for National Officers is being conducted and recommended that Maryland implement a Media Interview as part of the Maryland State Officer Candidate selection in place of the current conducting of the Opening Ceremonies. Hannah Adkins has worked with State Staff to develop a study guide for potential candidates. An informational meeting for students interested in serving as a State Officer in 2018-19 was held on March 12, 2018 hosted by Mrs. Lori Mayhew at Damascus High School. Nine potential candidates along with their parents, advisors and

current State officers were in attendance. The informational meeting was led by Terrie Shank and Hannah Adkins. All information delivered that evening is currently available on the Maryland FFA website under the State Officer tab. Chuck Schuster shared that the Media interview process would be more beneficial to the candidates and nominating committee members. Ashley Abuelhawa shared that a candidate having to learn the opening ceremonies would be easier to do than to learn how to present your ideas to the media. Cahlen Cheatham agreed that the media interview would be a good way to see how the candidates speak extemporaneously, share their ideas on current events and represent themselves in public. There were no concerns expressed with the change. Chuck Schuster directed Terrie Shank to add the media interview to the State Officer Candidate interview process.

Appointment of a FFA Association Board member to serve on the MD FFA State Officer Nominating Committee to meet May 18-19, 2018.

Brenda White would like to serve on the Nominating Committee (FFA Alumni Board)

Chuck Schuster would like to serve on the Nominating Committee (FFA Association Board)

Richard O'Hara is also willing to serve on the Nominating Committee (Past State Officer)

MSDE CTSO Policies and Procedures. Terrie Shank provided an electronic copy of this new document to members of the Board. These policies and procedures have been developed for all Career and Technology Student Organizations and their governing Boards under the Maryland State Department of Education, DCCR. George Mayo noted that the Maryland FFA Association is more compliant than the other CTSO and is a leader for the operation of Student Organization Boards in Maryland.

Location, date and time for Board of Directors Meetings-Chuck Schuster

The following meeting times and dates for the Board were set for the next year.

Conference call line will be available for those who can't physically attend the meetings.

Wednesday, May 30, 2018- at 5 p.m.-MAFC- Frederick

Thursday, July 19, 2018 at 5:30 p.m.- Farmers Coop in Frederick hosted by Richard O'Hara

Thursday, October 18, 2018 at 5 p.m.- Location TBD

Thursday, January 17, 2019 at 6 p.m.- Annual Meeting, tentatively to be held at Baugher's Restaurant

Thursday, April 11, 2019 at 5:30 p.m.- MAFC-Frederick

Tom Linthicum asked about the status of the MOU agreement between the Maryland 4-H and Maryland FFA. George Mayo responded that he has the document to review and edit. He will then send it back to Jeff Howard, so it is currently being revised.

With no further business to be discussed, George Mayo moved to adjourn the meeting. Tom Linthicum seconded the motion and the meeting was adjourned at 6:41 p.m.

Respectfully submitted,

Terrie Shank,
MD FFA Executive Director