



*Ohio FFA*

*Officer Book Resource*



# *Official Chapter Secretary's Book*

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Chapter Name

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Chapter Secretary and Membership ID

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Chapter Advisor

TO BE FILED AS A PERMANENT CHAPTER RECORD WHEN COMPLETED

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*Updated: March 2019*

# Duties and Objectives of the Chapter Secretary

## Duties

Chapter officers serve a vital function in FFA. By taking a major leadership role, these students grow from the experience and benefit the chapter. It should be the officers' goals to lead by example and encourage other members to participate in chapter activities.

There are specific duties and responsibilities that generally relate directly to the Secretary:

- Prepare and post the agenda for each chapter meeting
- Prepare and present the minutes for each chapter meeting
- Place all committee reports in the secretary's file
- Be responsible for chapter correspondence
- Maintain member attendance and activity records and issue membership cards
- Have on hand for each meeting:
  - The secretary's file
  - Copy of the Chapter's POA, including standing and special committees
  - Official FFA Manual and the Official FFA Student Handbook
  - Copy of the chapter constitution and bylaws.

## Objectives

All good leaders set goals and objectives for themselves. Your objectives as a chapter secretary should include:

- Leave a permanent, legible record of all meetings for anyone who may want to review the transactions.
- Improve the communication between the officers to the rest of the members by preparing and posting accurate minutes and agendas for each chapter meeting.
- Communicate with other local chapters of Chapter FFA Functions.
- Submit completed secretary's book as outlined in the Ohio FFA Secretary's Book Rubric for evaluation with other chapters.

# Regional Chapter Secretary's Book Evaluation

## Evaluation Year

Local chapters have the option to run their secretary's book either by current calendar or current fiscal year. For evaluation purpose, the book **MUST** cover a 10 to 12 months period to receive full points. This should be indicated in the table of contents or on the title page at the front of the book.

## Rules

1. The Secretary's Book must be bound either in a notebook or a permanent binder.
2. Records shall be the product of the chapter secretary and shall show evidence of being kept from meetings throughout the year.

3. The book shall include all the following:
  - A. Names of national, state, and chapter officers and committee chairs.
  - B. Copy of the Chapter Program of Activities
  - C. FFA Membership Roll
  - D. FFA Member Attendance and Activity Record
  - E. Agenda of Chapter Meetings
  - F. Minutes of Chapter Meetings and Committee Reports
  - G. Correspondence
  - H. Copy of Chapter's Constitution and Bylaws
4. Judging is held during regional evaluations by current local advisors with the guidance of Ohio Department of Education staff. The Ohio FFA Secretary's Book Rubric will be utilized for rating and scoring the books.
5. All FFA secretaries that earn a Gold Rating may be awarded a gold medal that may be presented at the Ohio FFA Convention.

## **Chapter Secretary's Reference Material**

### **General Information**

The Official Secretary's Book must be bound in either a notebook or in a permanent binder. This could be a normal three-ring binder or purchased through National FFA. Both forms are acceptable.

The Official Secretary's Book appears in the following order: names of national, state, and chapter officers and committee chairs, Copy of the Chapter Program of Activities, FFA Membership Roll, FFA Member Attendance and Activity Record, Agenda of Chapter Meetings, Minutes of Chapter Meetings and Committee Reports, Chapter Correspondence, and a copy of the Chapter's Constitution and Bylaws. The book also needs to have the Chapter and Secretary's name and membership ID clearly published with a date range of records on a title page. The book should also have labeled sections, easy to read documents so the evaluator can find all the information with ease. This book also needs to cover a 10 to 12-month range to receive full points. This can be reflected by the current calendar or fiscal year.

The resources you may want to consider using is the Agriculture Experience Tracker (AET) and/or resources your chapter already has established that works for the chapter. Just be sure that the resource will match the rubric for evaluation purposes.

### **Names of National, State, and Chapter Officers and Committee Chairs**

A computer-generated list of names of all national, state, and chapter officers and committee chairs needs to be included to receive full points in this section. Only one set from each area needs to be included in the book for evaluation purposes for full points. Pictures do not need to be included, however, you can add pictures if you would like. This section is worth 6 points (5%) of the final score.

### **Copy of Chapter Program of Activities**

A computer-generated copy of the Chapter's Program of Activities (POA) needs to be included in this book to receive points in this section. To receive full points, the activities need to be in distinguishable order and all activities include an objective or description, a goal, and a plan of action for at least 15 activities.

Though, it is not a requirement, it is recommended that there is at least one activity per quality standards per division outlined by National FFA. Please refer to the POA Divisions and Quality Standards link below to reference them. For a resource guide or instructions on how to set up a POA, click on the Resource Guide link for guidance from National FFA on establishing an Chapter POA. Examples of a Program of

Activities are included in the Resource Guide. As always, you can develop your own, chapter approved, template for a Program of Activities. The links and guidance in using AET are just suggestions. This section is worth 12 points (11%) of the final score.

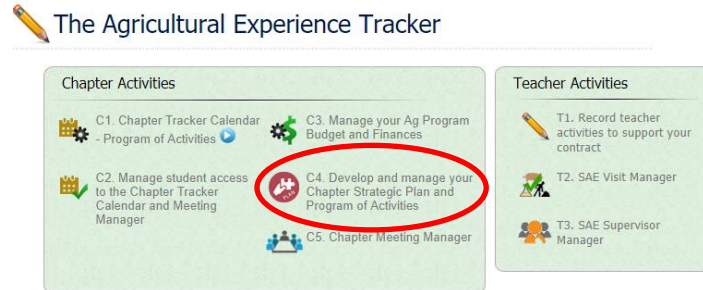
[Program of Activities Resource Guide](#)

[National FFA POA Divisions and Quality Standards](#)

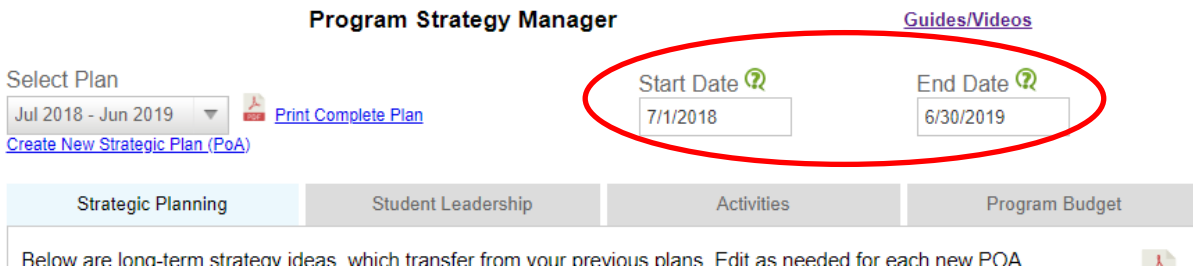


**Utilize the AET to establish a Chapter POA as well:**

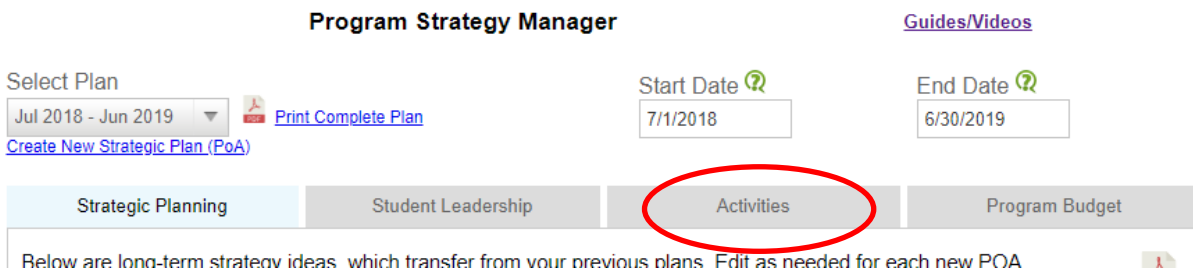
- Once logged into your AET account, click on the *Tracker* tab and click on C4. Develop and Manage your Chapter Strategic Plan and Program of Activities.



- Once you click on C4, you would then need to select a Start and End date, if you have not already done so. *TIP:* Be sure that this data range matches the rest of the date ranges in the rest this book.



- Once you have selected your date range, click on the Activities tab on this page.



- Once you click on Activities, you should see all the activities you have listed in your program calendar (Tracker Calendar) in AET. All three of these activities are on the program calendar, however, you can add other activities by clicking on the red “New Activities” hyperlink.

**Activities** ?

Committee Filter: All Committee Events      Month Filter: All Events

SEP 6	<a href="#">ABC County Corn Festival - Ag Stage</a> 9/6/2017 - 9/6/2017 Strengthening Agriculture - Agricultural Literacy
JUN 11	<a href="#">Work at Feed and Supply</a> 6/11/2018 Building Communities - Human Resources
SEP 29	<a href="#">STATE Forestry CDE</a> 9/29/2018 Growing Leaders - Career Success Hocking College Nelsonville, Ohio See Google Rules for SPECIFIC EVENT REQUIREMENTS.

Click here to add other activities.

- If you click on each activity, you can edit the name, location, activity type, date and time, specify which committee, add which student(s) are responsible and select if you want to publish to the webpage and allow students to submit photos of the activity. Click on Goals, Plans, and Outcomes to establish the goal and plan of action for each activity.

General    Goals, Plans and Outcomes    Deadlines & Dates    Results & Evaluations    Photos & Files    Budget    Participants

**Goals, Plans of Action and Outcomes**

Activity Description ?

Goal #1 ?

Plan of Action #1 ?

Outcome Evaluated and Reported #1 ? (Choose)

Goal #2 ?

Plan of Action #2 ?

In this box answer these two questions:

- What is the purpose of this activity?
- Why is the activity taking place?

Write a SMART goal for the activity.

Outline the steps that need to occur to achieve the goal. Include the “Who”, “What”, or “Where” is needed to meet the goal for the event.

In this box, you can evaluate how the event or activity went and make notes changes or success’.

**NOTE** For evaluation, evaluators will be looking that your activities have at least 1 goal for each activity. It is highly recommended to have more than 1 goal per activity.

**FFA Membership Roll**

This section requires a membership list that is computer generated in distinguishable order (alphabetical, graduation class, Agriculture Education Course, etc..). All the following needs to be included as well, highest degree student has earned, committee designation, office student holds (if applicable), grade level of student, course currently enrolled in, and date dues were paid.

Again, you can use an FFA Chapter created document to show the above information, or the secretary could utilize reports in AET to track this information. Below is an example of a Chapter created document and how to utilize AET to track this information. This section can be in one document or several different documents. This section is worth 12 points (11%) of the final score.

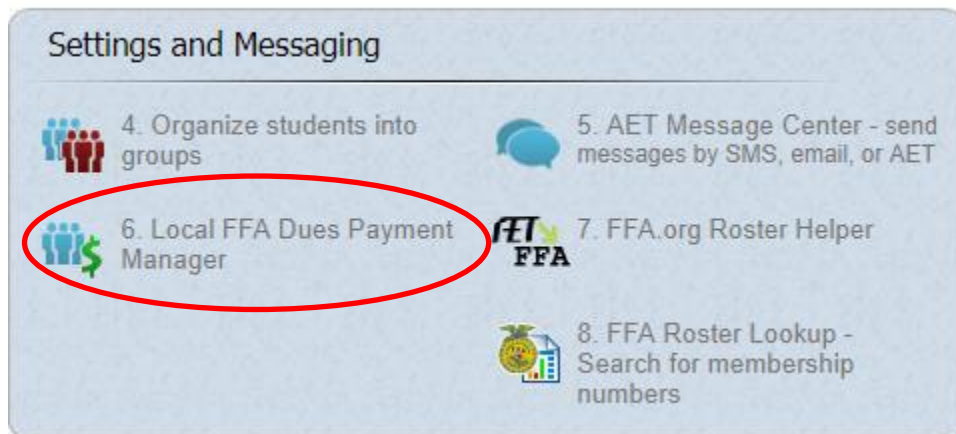
*Sample FFA Membership Roll 1*

FFA Membership Records					
Name	Dues Paid	Highest Degree	Committee designation/ Office	Grade Level	Course Enrolled
John Doe	Yes Sept. 1, 20XX	N/A	Safety Committee	9	AFNR
Charlie Greenhand	Yes Sept. 9, 20XX	Chapter Degree	Vice President	11	Business Management for Agricultural Environmental Systems
Sally Sue	Yes Sept. 1, 20XX	Greenhand Degree	Personal Growth Committee	10	Animal and Plant Science
William Wong	Yes Sept. 1, 20XX	State Degree	President	12	Mechanical Principles



**Using AET to track FFA Dues**

- Once logged into your AET account, you can click on the accounts tab, and then number 6 Local FFA Dues, Payment Manager.



- Once you click on 6. Local FFA Dues Payment Manager, follow these steps (sidenote, names self populate):

**Local FFA Dues Payment Manager**

*Note: This screen does not send students to FFA. This screen allows you to keep a record of who has paid a Use the [FFA.org Roster Helper](#) to send members to FFA.*

Select school year that you want to record the dues for.

Record Dues Payments for: 2018-19

Student Finder

- Grade Levels
- FFA Membership
  - Members
  - Non-Members

Return to the AET  
(This form saves as you go.)

Check both Members and Non-Members boxes for all students to populate.

**Payments for School Year 2018-19**

Name	FFA Member #	Dues Paid	Notes / Check #
Bell, Katherine		<input checked="" type="checkbox"/>	Cash - Sept. 1
Burgos, Tania		<input checked="" type="checkbox"/>	Cash - Aug. 31
Dendinger, Tracy		<input checked="" type="checkbox"/>	Cash - Aug. 31
Heiby, Logan		<input checked="" type="checkbox"/>	Cash - Aug. 31
Heigley, Brittany		<input checked="" type="checkbox"/>	Cash - Aug. 31
Jones, Wyatt		<input checked="" type="checkbox"/>	Cash - Aug. 31
Landis, Elizabeth		<input checked="" type="checkbox"/>	Cash - Aug. 31
McClain, Cody		<input checked="" type="checkbox"/>	Cash - Aug. 31
Nicol, Frances		<input checked="" type="checkbox"/>	Cash - Aug. 31
Orr, Taylor		<input checked="" type="checkbox"/>	Cash - Aug. 31
Robin, Red		<input checked="" type="checkbox"/>	Cash - Aug. 31
S, E	553480067	<input checked="" type="checkbox"/>	Cash - Aug. 31
Shafer, Ellyse		<input checked="" type="checkbox"/>	Cash - Aug. 31
Swinehart, Laura		<input checked="" type="checkbox"/>	Cash - Aug. 31
Thwaites, Sara		<input checked="" type="checkbox"/>	Cash - Aug. 31
Walls, Kayla		<input checked="" type="checkbox"/>	Cash - Aug. 31

FFA Member Number will populate once you submit membership and use AET to submit membership.

Note the date the student paid dues and form of payment (if applicable).

Check the box when the student pays their dues.



## Membership list

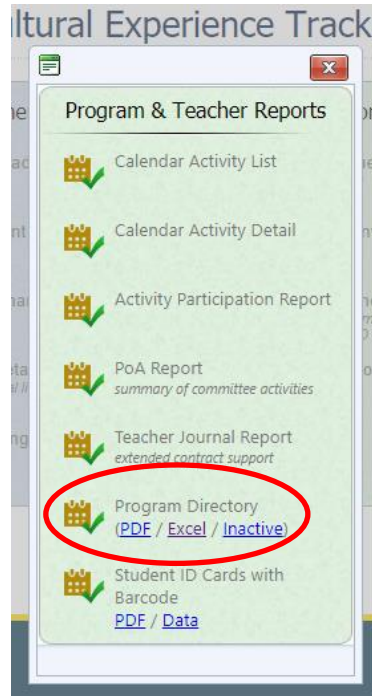
- Once logged into our AET Chapter account, click on the Reports tab. Under Program Reports, click on P3 Program/Teacher Reports.



## The Agricultural Experience Tracker



- Once you click on P3 Program/Teacher Reports, the following pop-up box will appear. Click on Program Directory and then Excel. This will download an Excel document of all students you have entered in AET. Delete the columns you do not need or want to use for this section or add additional sections as well.





- Below is an example of what the Excel Document could look like once you delete some columns that are not needed:

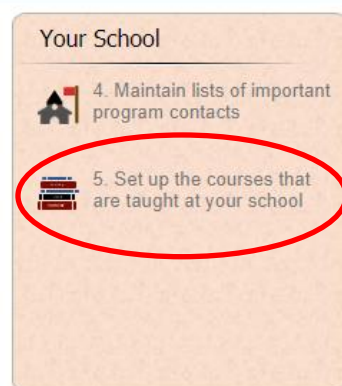
A	B	C	D	E
FirstName	LastName	FFAMemberNum	SchoolGra	Degree
Katherine	Bell		12	
Tania	Burgos		12	
Logan	Heiby		12	
Brittany	Heigley		11	
Wyatt	Jones		12	
Elizabeth	Landis		12	
Cody	McClain		12	
Frances	Nicol		10	
Taylor	Orr		10	
Red	Robin		10	
E	S	553480067	11	State
Ellyse	Shafer		12	
Laura	Swinehart			
Sara	Thwaits		12	
Kayla	Walls		12	

Please note, again, that all of this information is pulled from the student's AET accounts, and you just delete the information that is not needed.



### **Course List**

- You can use AET to generate a list of what students are enrolled in what course in AET, or you could add a column to the Excel Sheet above.
- Once you have logged into your account, click on the Profile tab and under Your School click on 5. Set up the courses that are taught at your school.



Once this is complete, you should see the following screen.

The screenshot shows the 'AET Course Builder' interface. At the top, there are buttons for 'New Course' and 'Enrollment', both circled in red. Below these are buttons for 'Export to Excel/CSV', 'Course List', and 'Enrollment'. A table below lists courses with columns for 'Course Name', 'Lessons / Downloads', 'Teacher', 'Start Date', and 'Options'. The first row is for 'School Year: 2018-19' and 'Animal and Plant Science EX (1)'. The 'Enrollment / Copy' link in the 'Options' column is also circled in red. Callout boxes provide instructions: 'Click here to add all courses offered.' points to 'New Course'; 'Click here to generate an Excel document of the enrollment in all entered. \*See below for more details.' points to 'Enrollment'; 'Once all courses are added, they will populate here.' points to the table; and 'Click here to generate an Excel document of the enrollment of **JUST** this class.' points to the 'Enrollment / Copy' link.

\* When you click **Enrollment** it will generate an Excel document of all courses for every school year indicated in AET. ~~Delete~~ Delete the school years that are not being covered in the Secretary's book. Also delete the columns that are not needed. Below is what you would be left with if you deleted all information that is not needed.

ClassName	Section	FirstName	LastName
Agriculture, Food and Natural Resources	1	Charlie	Greenhand
Animal and Plant Science	2	Samantha	Sae
Agricultural and Industrial Power	3	Sarah	Sheep

### Chapter Officer and Committee designation



- You can use AET to generate a list of Chapter Officers and FFA Committee.  
\*You can also use this report at the front of the book for the first section.
- Once logged into the Chapter's AET account, click on the Tracker tab and then C4. Develop and manage your Chapter Strategic Plan and Program of Activities.



### The Agricultural Experience Tracker

The screenshot shows the 'The Agricultural Experience Tracker' interface. It is divided into two main sections: 'Chapter Activities' and 'Teacher Activities'. Under 'Chapter Activities', there are five items: C1. Chapter Tracker Calendar - Program of Activities, C2. Manage student access to the Chapter Tracker Calendar and Meeting Manager, C3. Manage your Ag Program Budget and Finances, C4. Develop and manage your Chapter Strategic Plan and Program of Activities (circled in red), and C5. Chapter Meeting Manager. Under 'Teacher Activities', there are three items: T1. Record teacher activities to support your contract, T2. SAE Visit Manager, and T3. SAE Supervisor Manager.

- Once in the Program Strategy Manager, click on the Student Leadership tab. If you used AET to assist in filling out the POA, the date range will still be the same. If you did not, select the time range to align with how you are filling out your book. If the officers, committee chairs, committee co-chairs, and students serving on a committee have indicated in their account their leadership role, you should see them listed under the corresponding header. If they did not, the secretary can add them in this portal.

### Program Strategy Manager

[Guides/Videos](#)

Select Plan: Jul 2018 - Jun 2019 Print Complete Plan Start Date: 7/1/2018 End Date: 6/30/2019 Save Dates

Strategic Planning **Student Leadership** Activities Program Budget

Students can add leadership or committee membership in their record book profile, or it can be added for them on this page. Considering this POA's planning dates, students may appear in multiple POA plans.

#### FFA Officers

OFFICE	STUDENT NAME	BIOGRAPHY
Chapter President 3/15/2018 - 3/14/2019	Tania Burgos	
Chapter Vice President 3/15/2018 - 3/14/2019	Laura Swinehart	
Chapter Sentinel 3/15/2018 - 3/14/2019	Katherine Bell	

#### FFA Committees

COMMITTEE	COMMITTEE SUMMARY AND OBJECTIVES
Growing Leaders - Career Success Chair: Brittany Heigley Co-chair: Cody McClain <a href="#">Members: 3</a>	The goal of this committee is to provide leadership opportunities to the FFA Chapter.
Growing Leaders - Health Chair: Co-chair: <a href="#">Members: 0</a>	

## Ohio FFA Association Strategic Leadership Report

7/1/18 - 6/30/19

The following are the student leaders that are initiating the program's strategic plan through development and management of key program activities that align to the mission and vision plan of the program.

#### Student Officers

Office	Student Name	Biography
Chapter President 3/15/18 - 3/14/19	Tania Burgos	
Chapter Vice President 3/15/18 - 3/14/19	Laura Swinehart	
Chapter Sentinel 3/15/18 - 3/14/19	Katherine Bell	

#### Program Committees and Objectives

Committee and Leaders	Committee Summary, Objectives and Members
Growing Leaders - Career Success Chair: Brittany Heigley Co-chair: Cody McClain	The goal of this committee is to provide leadership opportunities to the FFA Chapter Members: Katherine Bell, Tracy Dendinger, Elyse Shafer

Click here to add a biography for each officer, if desired.

Click here to add an officer that is not on this list.



+NEW OFFICER

Click here to generate a PDF report of all this information. This is what you could print to include in the secretary's book. See below for an image of what it looks like.

Click here to add who is the chair and co-chair of each committee. Also, can add goals or committee description.

Click here to add committee members.

**Note:** On the report, you would only see what was filled in under the Student Leadership tab.

## FFA Member Attendance and Activity Records

For this section members' names need to be computer-generated and all the following listed below to receive full points. The names need to be in a distinguishable order showing activity participation (i.e. FFA and committee meetings) and fundraising participation.

You can establish a method to track chapter and committee meeting attendance and participating in chapter activities, or you can select to use AET. There are examples of both types. This section is worth 15 points (14%) of the final score.

*Sample 1:* Below is an example of tracking participation on a chart in Microsoft Word for the whole year.

FFA Membership Records															
Name	Monthly Meetings							Chapter Activities					Committee Meetings		
	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Fruit Sale	Straw-berry Sale	Ag. Day	Trash Pick-up	Banquet	Sept.	Nov.	Jan.
Date:	8/20	9/15	10/11	11/15	12/18	1/20	2/14	10/31	2/17	4/15	4/20	5/13	9/13	11/12	1/5
John Doe	P	P	P	P	P	P	P	P - \$212	P - \$50	P	P	P	P	P	A
Charlie Greenhand	P	P	P	P	P	P	P	P- \$100	P- \$150	A/E	A/E	P	A/E	P	P
Sally Sue	A/E	P	P	P	P	P	P	P- \$300	P- \$200	A/E	A/E	P	P	P	P
William Wong	P	P	P	P	P	P	P	P- \$800	P- \$185	P	P	P	P	P	P

*Sample 2:* Below is an example of tracking participation on a chart in Microsoft Word per quarter.

FFA Membership Records Quarter 1									
Name	Monthly Meetings			Chapter Activities				Committee Meetings	
	Aug.	Sept.	Oct.	Trash Pick-Up	Parent / Member Orientation	Farm Science Review	Fruit Sale	Sept.	Oct.
Date:	8/20	9/15	10/11	7/30	8/15	9/18	10/31	9/13	10/9
John Doe	P	P	P	P	P	P	P - \$212	P	P
Charlie Greenhand	P	P	P	P	P	P	P- \$100	A/E	P
Sally Sue	A/E	P	P	P	P	P	P- \$300	P	P
William Wong	P	P	P	P	P	P	P- \$885	P	P

The examples above are just samples of how your chapter can choose to layout and track this information. For fundraising participation, the secretary **does not** need to keep track of the dollar amount. For attendance at meetings (chapter and committee meetings), attendance on the minutes or the report will count for participation in those activities.



## Using AET to track FFA Member Attendance and Activity Records

- You can also utilize AET to track FFA member attendance and activity participation.
- Once logged into the Chapter's AET account, click on the Reports tab and then P3. Program/Teacher Reports.

### The Agricultural Experience Tracker



- Once you click on P3, more icons will appear in a separate box of all the Program and Teacher Reports you can view. For this report, you will need to click on Activity Participation Report.



- Once you have clicked on Activity Participation Reports, a new tab or window will open. See below for more information. All information that is on this report is pulled from the student's journaling their participation in these various activities. You can change the Activity Type to show just FFA competitions, FFA Activities, or Community Service.

The screenshot shows a web interface for generating activity participation reports. It includes fields for Start Date (1/1/2018) and End Date (5/22/2018), a 'Show' section with radio buttons for 'Journal Hours' and 'Participation Value', and an 'Activity Type' dropdown menu currently set to '(All)'. A 'Get Excel/CSV' button is also visible. Below these controls is a table of student participation data.

**Callout Boxes:**

- Click here to change the activity type.** (Points to the Activity Type dropdown menu)
- Click here to export this report into an Excel Document.** (Points to the Get Excel/CSV button)
- Make sure your start and end date correspond to the rest of your book.** (Points to the Start and End Date fields)
- All students will be listed in alphabetical order.** (Points to the student names in the table)

	03/24/2018	03/24/2018
	STATE Agronomy CDE	STATE Milk Quality a
Bregel, Alyssa	1.0	
Dendinger, Tracy	1.0	
Greenhand, Charlie		1.0
Sae, Samantha		1.0
<b>Grand Total</b>	<b>2.0</b>	<b>2.0</b>

- You could print the report above, however, it will not print the report on the same page. For best results, you should export this report to Excel. Click [Get Excel/CSV](#) to export.
- Once into an Excel document, you can then delete the columns you do not need such as Student ID and Email address. Again, you do not HAVE to show CDE participation, and can delete those columns as well. You can change the activity type in the drop down as mentioned in the above diagram.

A	B	C	D	E	F	G	H	I
First Name	Last Name	STATE Agronomy CDE	STATE Milk Quality and Products CDE	Leadership Committee	April Chapter Meeting	Sample	FFA Meeting	Forestry ONLINE Exam (NE)
		3/24/2018 9:00:00 AM	3/24/2018 9:00:00 AM	4/4/2018 12:00:00 PM	4/4/2018 1:00:00 PM	5/22/2018 3:00:00 PM	6/14/2018 8:00:00 AM	9/25/2018 6:00:00 AM
Alyssa	Bregel	1	0	1	0	1	1	2
Tracy	Dendinger	1	0	1	0	1	1	0
Charlie	Greenhand	0	1	1	1	1	0	0
Samantha	Sae	0	1	0	1	1	0	0
Sarah	Sheep	0	0	0	0	0	0	0

### Agenda of Chapter Meetings

A computer-generated copy of the agenda for each meeting that includes officer reports to be given, unfinished business, committee reports to be given, and new business. Order of the agenda does not matter, if it is in the order that will be given during the meeting. There are two samples of an agenda, one using a document and using AET – Meeting Manager. This section is worth 12 points (11%) of the final score.

*Sample Agenda 1*

**Ohio FFA Association – Sample Agenda**

Date/Time: **Tuesday, May 22, 2018 3:00 PM**

Location: **Ag. Room**

Presiding Officer: **Samantha Sae**

*Call to order / Opening Ceremony*

Samantha Sae will call the meeting to order

*Orders of the Day*

*Minutes of the Previous Meeting*

Jimmy will present the minutes from the previous meeting

*Officer Reports*

Treasurer's Report

Reporter's Report

*Program of Activities Reports*

FFA Camp

*Special Feature*

FFA Camp Video Presentation – John Doe presenting

*Standing and Special Committee Reports*

POA Committee

Leadership Committee

Personal Growth

*Unfinished Business*

None

*New Business*

FFA Chapter Sweatshirt

Freshmen Scholarship for FFA Jackets

*Degree and Installation Ceremonies*

None

*Adjourn/Closing Ceremony*

*Entertainment, Recreation, and Refreshments*

Recreation - Dodgeball

Refreshments – Cider and Donuts



## Using AET for Meeting Agenda's

- Once logged into the Chapter's AET account, Click on the Tracker tab. Once in the Tracker tab, you will need to locate C5. Chapter Meeting Manager.



## The Agricultural Experience Tracker

Teachers can click here to give the meeting manager access to student accounts.

Chapter Activities

- C1. Chapter Tracker Calendar - Program of Activities
- C2. Manage student access to the Chapter Tracker Calendar and Meeting Manager
- C3. Manage your Ag Program Budget and Finances
- C4. Develop and manage your Chapter Strategic Plan and Program of Activities
- C5. Chapter Meeting Manager

- Once you have clicked on the Chapter Meeting Manager, you should be able to see upcoming and past meetings. Follow the steps below to add meetings and establish your agenda.

### AET Meeting Manager

[Guides/Videos](#)

#### Upcoming Meetings

DATE	NAME/TYPE	PRESIDING	EDIT / VIEW / PRINT
No records to display.			

[+New Meeting](#)

#### Past Meetings

DATE	NAME	MINUTES APPROVED	PRESIDING	EDIT / VIEW / PRINT
9/8/2018	ABC		Tracy Dendinger	<a href="#">Agenda</a>   <a href="#">Attend</a>
9/8/2018	ZZZ		Alyssa Bregel	<a href="#">Agenda</a>   <a href="#">Attend</a>
6/14/2018	FFA Meeting		Charlie Greenhand	<a href="#">Agenda</a>   <a href="#">Attend</a>
5/31/2018	Financial Committee		Charlie Greenhand	<a href="#">Agenda</a>   <a href="#">Attendees</a>   <a href="#">Minutes</a>
5/22/2018	Sample		Samantha Sae	<a href="#">Agenda</a>   <a href="#">Attendees</a>   <a href="#">Minutes</a>
4/4/2018	April Chapter Meeting	5/22/2018	Samantha Sae	<a href="#">Agenda</a>   <a href="#">Attendees</a>   <a href="#">Minutes</a>
4/4/2018	Leadership Committee		Samantha Sae	<a href="#">Agenda</a>   <a href="#">Attendees</a>   <a href="#">Minutes</a>

Click here to add a new meeting. Once you have added a meeting with this link it will appear on your Chapter's calendar automatically.

Click Agenda to access the agenda template.



- Once you click on the Agenda link, it will take you to this screen.

[Home](#) **AET Meeting Manager** [Guides/Videos](#)

Meeting Name:

Committee/Type:

Date/Time:

Location:

Presiding Officer:  (Click to Change)

This information is brought from where you sat the meeting up. Make sure information is accurate.

Step 1: Invite Guests    Step 2: Prepare Agenda    Step 3: Take Roll    Step 4: Take Minutes

**Prepare Agenda:** Complete the following agenda items of business.



Clicking here will generate a Word document of the agenda you just created!

**1. Call to Order / Opening Ceremony**

**2. Minutes of the Previous Meeting**

**3. Orders of the Day**

**4. Officer Reports** [+Officer Report](#)

Click the to edit and add information in the boxes.

### Minutes of Chapter Meetings and Committee Reports

A computer-generated copy of the chapter meeting for each of the corresponding meeting agendas. The minutes of the meeting format or flow of order does not matter, if the content matches the order the meeting and reflects what occurred during the meeting. This section is worth 18 points (17%) of the final score. For full amount of points, the minutes must contain at least 8 to 10 of the listed below items:

- Date
  - Time
  - Location
  - Presiding Officer
  - Officer Reports
  - Committee Reports
  - All Motions in own paragraph
  - Correct Parliamentary Law being observed during meeting
  - Hand signature by the Secretary \*
  - Hand signature by the President \*
- \*Electronic hand signatures will be accepted

## Ohio FFA Association – Sample Chapter Meeting Minutes

Date/Time: **Tuesday, May 22, 2018 3:00 PM** Location: **Ag. Room** Presiding Officer: **Samantha Sae**

### *Call to order / Opening Ceremony*

The meeting is called to order at 3:00 PM by Samantha Sae in the Ag. Room

### *Roll*

Members Present: 10 members

### *Minutes of the Previous Meeting*

Jimmy presented the minutes from the previous meeting held on 4/4/2018. Charlie moved to accept the minutes as read and Sallie seconded. Minutes were approved as written.

### *Officer Reports*

#### Treasurer's Report:

Charlie Greenhand gave the following Treasurer's Report:

Balance on hand at the beginning of June: \$100

Receipts (money that came in): \$51

Disbursements (money that went out): \$51

Balance on hand at the end of June: \$100

Jimmy moved to accept the Treasurer's report and Sallie seconded. The report was accepted as presented to the chapter.

#### Reporter's Report:

Sallie, the Chapter Reporter, updated everyone that she has submitted 3 articles to the school newspaper for the months of April and May. She has also updated the Chapter Website with photos from State FFA Convention. Sallie finally reminded everyone that if they have photos they want on the website, they need to be submitted by next Friday so she can have them approved by Mrs. Owl.

Jimmy, the Chapter Sentinel, reported that there will be apple cider and donuts for refreshments after the meeting.

Molly moved to accept the officer reports and Jason seconded. The officer reports were accepted as read.

### *Program of Activities Reports / Standing and Special Committee Reports*

**FFA Camp** - John Doe gave a presentation on FFA camp and why members should plan on attending Ohio FFA Camp this summer. For the special feature, John Doe showed a video recapping FFA camp from last year.

**POA Committee** - Molly, from the POA committee, reported that the summer meeting will be held at the Kokosing River Campground. She also reported that we will be playing summer games and the officers will be making burgers for those in attendance. RSVP's are due the last day of school. See POA Committee Report attached for more details.

**Leadership Committee** - Jimmy, from the Leadership Committee, reported that all newly elected officers attended the District Officer Training two weeks ago. All newly elected officers now understand their role as a Chapter Officer and are eager to start planning activities for next year. See Leadership Committee Report attached for more details.

**Personal Growth Committee** - Sallie, from the Alumni Scholarship sub-committee, reported that they meet last week to deliberate. They have selected two recipients for the scholarship that will be awarded during the Senior Recognition night. See Personal Growth Committee Report for more details.

*Unfinished Business*

None

*New Business*

1. Molly moved that the FFA Chapter sell FFA Chapter Sweatshirts year-round next year. Jason seconded the motion. There was discussion. Motion passed.
2. Jimmy moved that the FFA Chapter should offer a scholarship program for Freshmen needing an FFA jacket. Molly seconded the motion. There was discussion.

Sallie moved to refer this motion to a committee of 5 people (Jimmy, Jason, Molly, and Sallie) to research this more and present a proposal at the next official FFA meeting. Jimmy seconded the motion. There was no discussion and motion passed.

*Adjourn/Closing Ceremony*

The meeting was adjourned Wednesday, April 4, 2018 at 4:00 PM.

*Entertainment, Recreation, and Refreshments*

Recreation - Dodgeball

Refreshments – Cider and Donuts

\_\_\_\_\_  
Chapter President Signature

\_\_\_\_\_  
Chapter President Printed Name

\_\_\_\_\_  
Chapter Secretary Signature

\_\_\_\_\_  
Chapter Secretary Printed Name



## Using AET for Meeting Minutes

- Once logged into the Chapter's AET account, Click on the Tracker tab. Once in the Tracker tab, you will need to locate C5. Chapter Meeting Manager.

Teachers can click here to give the meeting manager access to student accounts.

**The Agricultural Experience Tracker**

Chapter Activities

C1. Chapter Tracker Calendar - Program of Activities

C2. Manage student access to the Chapter Tracker Calendar and Meeting Manager

C3. Manage your Ag Program Budget and Finances

C4. Develop and manage your Chapter Strategic Plan and Program of Activities

C5. Chapter Meeting Manager

- Once you have clicked on the Chapter Meeting Manager, you should be able to see all the meetings that you added to create an agenda.

### AET Meeting Manager

[Guides/Videos](#)

[+New Meeting](#)

**Upcoming Meetings**

DATE	NAME/TYPE	PRESIDING	EDIT / VIEW / PRINT
No records to display.			

**Past Meetings**

DATE	NAME	MINUTES APPROVED	PRESIDING	EDIT / VIEW / PRINT
9/8/2018	ABC		Tracy Dendinger	<a href="#">Agenda</a>   <a href="#">Attendees</a>   <a href="#">Minutes</a>
9/8/2018	ZZZ		Alyssa Bregel	<a href="#">Agenda</a>   <a href="#">Attendees</a>   <a href="#">Minutes</a>
6/14/2018	FFA Meeting		Charlie Greenhand	<a href="#">Agenda</a>   <a href="#">Attendees</a>   <a href="#">Minutes</a>
5/31/2018	Financial Committee		Charlie Greenhand	<a href="#">Agenda</a>   <a href="#">Attendees</a>   <a href="#">Minutes</a>
5/22/2018	Sample		Samantha Sae	<a href="#">Agenda</a>   <a href="#">Attendees</a>   <a href="#">Minutes</a>
4/4/2018	April Chapter Meeting	5/22/2018	Samantha Sae	<a href="#">Agenda</a>   <a href="#">Attendees</a>   <a href="#">Minutes</a>
4/4/2018	Leadership Committee		Samantha Sae	<a href="#">Agenda</a>   <a href="#">Attendees</a>   <a href="#">Minutes</a>

Click here to add who is in attendance during the meeting. OR you can scan the students in if your chapter has a scanner.

Click here to access the meeting minute template.

- Clicking on Attendees will allow you to take attendance during the meeting or as students are coming in. Once you click on attendance, you will see this screen below.

**AET Meeting Manager** [Guides/Videos](#)

Meeting Name: **Leadership Committee**  
 Date/Time: **4/4/2018**  
 Location: **SOESC**  
 Presiding Officer: **Samantha Sae**

Step 1: Invite Guests   Step 2: Prepare Agenda   Step 3: Take Roll   Step 4: Take Minutes

**Take Roll at Meeting:** Scan AET ID cards or Choose below

Hours:  ?   Participation Value:  ?

Student Barcode/Name:

Bregel, Alyssa

Dendinger, Tracy

Greenhand, Charlie

Sae, Samantha

Sheep, Sarah

**Attendees: 3**

Name	Level	Hours	Participation Value	
Tracy Dendin	Chapter	0.0		X
Charlie Gree	Chapter	0.0		X
Alyssa Bregel	Chapter	0.0		X

You can use the drop-down function.

- Clicking on the “Minutes” link or click on Step 4: Take Minutes tab to go to the minutes template in AET. Click on the pencils to make edits and type in the box. For several areas, there will be areas that you will just have to fill in the box.

Meeting Name:   
 Date/Time:     
 Location:   
 Presiding Officer:    
 Adjourned:

Step 1: Invite Guests   Step 2: Prepare Agenda   Step 3: Take Roll   Step 4: Take Minutes

**Take Minutes:** Edit each section below to add your minutes.

Click here to generate a PDF or a Word Document of your minutes.

- 1. Call to Order / Opening Ceremony**

The meeting is called to order at 3:00 PM by Samantha Sae in the Ag. Room.
- 2. Roll**

Members present: 10

Guests present: 1
- 3. Minutes of the Previous Meeting**

Jimmy presented the minutes from the previous meeting held on 4/4/2018. Charlie moved to accept the minutes as read and Sallie seconded. Minutes were approved as written.

Click here to type in the boxes.

Click here to type in the boxes.

## **Correspondence**

FFA chapter related correspondence received and sent by the chapter is displayed in this section. All correspondence needs to be displayed in chronological order and have 15 *different* documentations that covers the current school or fiscal year. All documentation needs to have an original date (dated copies will be acceptable). This could be sent out to stakeholders or be received from other institutes. Keep in mind that this should involve a group of members (a team or class) or the entire chapter. Meeting excuse letters will not be accepted. This section is worth 12 points (11%) of the final score.

Good examples: thank-you cards, invitations (Greenhand Night, Leadership Nights, other Chapter's Banquet), Ohio FFA Foundation Newsletters (sent via USPS mail), requests for information, and annual report.

Bad examples: Ohio FFA Newsletter sent out by Brenda every Tuesday, Ohio FFA Foundation monthly emails, meeting excuse notes, and banquet invitations from previous years.

## **Constitution and Bylaws**

A copy of the local FFA Chapter's Constitution and Bylaws needs to be included in this book. A copy of National and/or State Constitution and Bylaws will not be acceptable. If you [click here](#), there is an example of a Constitution and Bylaws or you can locate this PDF document on ffa.org. This section is worth 9 points (8%) of the final score.

## **Organization, Ease of use and Appearance**

For full points, the Secretary's book needs to be easy to read and the evaluator (user) can find all the information with ease and the book follows the order of the rubric. All parts of the book need to be labeled for easy identification purposes. The book also must cover the entire **current** school (fiscal) **or** calendar year. This section is worth 9 points (8%) of the final score.

## Ohio FFA Secretary's Book Check Sheet

This is a tool that was created to have a “to-do” list of everything that needs to be in the officer book to receive full points or ensure everything is in the book that needs to be. You still **need to use the rubric** for more details, this is just a guide.

Criteria Area	What needs to be included for <i>full</i> points	Yes	No
Names of national, state, and chapter officers and committee chairs.	Is the list fully computer generated with no handwriting on the list?		
	Is there a list of all National Officers?		
	Is there a list of all State Officers?		
	Is there a list of all Chapter Officers?		
	Is there a list of all Committee Chairs?		
Chapter Program of Activities	Is the Program of Activities fully computer generated with no handwriting?		
	Are <b>all</b> (at least 15) activities in distinguishable order?		
	Do <b>all</b> (at least 15) activities have an objective or description?		
	Do <b>all</b> (at least 15) activities have at least 1 goal?		
	Do <b>all</b> (at least 15) activities have a plan of action?		
	Does the Program of Activities have at least 15 <b>different</b> activities listed?		
FFA Membership Roll	Is the membership list fully computer generated with no handwriting?		
	Is the membership roll in a distinguishable order?		
	Does the membership roll include all members highest degree?		
	Does the membership roll include members committee designation and office (where applicable)?		
	Does the membership list show the members grade level?		
	Does the membership list show the course the members are currently enrolled in?		
	Does the membership list show the date dues were paid?		
FFA Member Attendance and Activity Records	Is the member attendance and activity records fully computer generated with no handwriting?		
	Are the records in a distinguishable order?		
	Does the records show individual student activity participation in activities such as FFA and Committee meetings?		
	Do the records show individual student fundraising participation?		
Agenda of Chapter Meetings	Are all meeting agendas fully computer generated with no handwriting?		
	Do all meeting agendas include officer reports to be given?		
	Do all meeting agendas include unfinished business (or indicate that there is none)?		
	Do all meeting agendas include committee reports to be given (or indicate that there is none)?		
	Do all meeting agendas include new business?		

Minutes of Chapter Meetings and Committee Reports	Are all meeting and committee reports computer generated with no handwriting?		
Minutes of Chapter Meeting and Committee Reports cont.	Do all meeting and committee reports include 8 to 10 of the following: <ul style="list-style-type: none"> <li>- Date</li> <li>- Time</li> <li>- Location</li> <li>- Presiding Officer</li> <li>- Officer Reports</li> <li>- Committee Reports</li> <li>- All motions in their own paragraph</li> <li>- Correct Parliamentary Law being observed</li> <li>- Hand signature of the Secretary</li> <li>- Hand signature of the President</li> </ul>		
	Are there at least 4 different meeting minutes?		
Correspondence	Are all correspondences in the book FFA Chapter related?		
	Are <b>ALL</b> correspondences in chronological order?		
	Are there at least 15 different correspondence documentations that covers 10-12 months or at least one full year?		
	Do all documentations have a date?		
Constitution and Bylaws	Is a copy of the FFA Chapter's Constitution and Bylaws included in the book?		
Organization, Ease of Use, and Appearance	Is the Secretary's Book easy to read?		
	Can a user outside of the Local FFA Chapter find all the information with ease?		
	Does the Secretary's Book follow the order of the rubric?		
	Are all parts of the Secretary's book labeled?		
	Does the book cover a full year (fiscal, school, or calendar year)?		