

# EXECUTIVE DIRECTOR'S REPORT

Illinois FFA Center, Springfield

**August 2012**

## Office Activities

- Work with officers on STAR Conference Planning
- Sign checks and vouchers
- Update websites
- Work on officer computers
- Work on confirming state event hosts & dates
- Responded to e-mails and other correspondence
- Begin rewrite on CDE Rules
- Review Officer LTS Speeches
- Make final arrangements on STAR Conferences
- Provide recommendations for past state officers

## Other Activities

- Worked on Section Fairs issues – ½ day
- Attended "Dinner on the Farm"
- Illinois Learning Pathways – Learning Registry Overview
- Work to resolve issues from National Proficiency Judging - 2 days
- NASAE Conference Call

## Meetings/Conventions/Conferences

- IAVAT Board of Director Meeting – ½ day
- IAVAT Section Chairs Meeting – 1 days
- Attended National Proficiency Judging – 6 days
- Work at Illinois State Fair
- Meet with CommonMan for web programming

Days in the office – 13 Days

Days out of office or in meetings – 11 Days

Miles traveled – 92

Saturdays & Sundays Worked – 2 Days

Compensation Days Taken – 0 Days

Personal Days Taken – 0 Days

## Comments/Observations

- I spent very few days at the State Fair. Frank and Penny carried the bulk of the work this year, as the National Awards Judging overlapped the first week of the fair.
- Officer plans for STAR Conference progressed well. There were several short meetings during the month to assist in planning and speech preparation.
- The Section Fairs web site has operated with little problem this year. After a minor adjustment by the programmer the site has been fully functional and accurate.
- We need to collect student data in order to issue 1090 forms for tax purposes. This is coming from the IDOA, but follow-up needs done to see if we are responsible for issuing 1090 forms on dollars we do not expend.