CCA Meeting March 29, 2019; Adams County Extension Office

9:00 AM Introductions

* In attendance: Dave Green, Wes Pollart, Ron Meyer, Mike Rigirozzi, Christine Newton, Merlin Van Deraa, Brad Walker, Kierra Jewell, Bob Leisy, Jason Webb, Bonnie Laws
* Unable to attend: Lanny Huston
* Review and Accept last meeting minutes
	+ Spelling corrections: Devon needs to be Devin and VanDeraa needs a space before the D.
	+ Motion to approve with changes: Dave. Seconded: Wes. In favor: all. Opposed: none.
	+ Kierra made changes 4/1/19 to minutes to correct spellings.
* Review Board membership
	+ Kierra has chart
		- Bonnie Laws (CDPHE)
		- Christine Newton (USDA/NRCS)
		- Jason Webb (CCA at large)
		- Have all agreed to serve on the board. Welcome, Jason, Bonnie and Christine.
		- Thia Walker has agreed to continue to approve CEU’s for meetings.
	+ Mike R. is potentially good for continuing a second term. Will check again in the fall.
	+ Bob is waiting for word from RMAA on whether he can still serve on the board or not, as he is retired. Will check in the fall.
	+ Check with Lanny in the fall about his spot.
* Committee Reports
	+ Exam –Dave Green
		- Exam – Results
		- Exam – Feedback
		- Exam process from Dawn Gibas (ICCA, Madison)
			* Results from PO Survey and other info from Dawn.- Kierra
		- See Exam notes at end of minutes for full discussion. We cannot get results until after the exam committee speaks with Dawn. More info in the Exam notes.
	+ Finance/Budget  - Brad Walker
		- Crop clinic: 108 attendees. Wilma collects the money and it stays in a local account for reuse in the crop clinic. Not sure how many sponsorships we got for the crop clinic this year. Maybe Ron can check just for our records?
		- For future sponsorships, Bob recommends we are all on the same page to avoid the issues that he ran into last time. He recommends we ask for sponsors to keep the costs of the workshop down for attendees. Then the crop clinic can choose to donate money to CCA for the partnership after the clinic.
		- Other suggestions for meetings: coordinate with other meetings in the area so our crop clinic doesn’t saturate the market. Ours is less expensive and is for more/different areas than say RMAA. Mostly worried about saturation for vendors and sponsors. They will want to go where people are and where it’s profitable for them. (Bob)
		- Jason: we should work on an hour total for CEUs that is about ½ the yearly need to get people to go to multiple meetings.
		- Questions for Lacey regarding membership: What are our renewals for 2019? How many CCAs do we have? What is our trend on renewals? Kierra sent an email off to her with these questions on 4/2/19
		- Could/should we consider donating any extra funds from the clinic for a scholarship? Or can we use the funds to help a bigger name in Ag come and talk? What can we do to help make Ag bigger? All of these are future considerations. Board voted to keep funds at the local level and make decisions with Ron and Wilma as needed.
	+ Marketing – Lanny Huston
		- How to market CCAs- Ron Meyer
			* We should think about doing some marketing on our own. Word from madison is good but they don’t do much at the local level.
			* Ron would like to consider doing popular press releases. Articles about benefits of being a CCA. He is happy to write them and will work with Extesion’s marketing new person to see how to get them into the proper papers/channels.
			* Colorado needs to figure out what being a CCA means? The discussion consensus was that CCA means on going education beyond a degree, but that no legislature dictates a CCA is important necessarily.
			* Jason mentioned that being a CCA has neither brought him business or lost him business. It’s more of a personal on going education point in his resume.
			* Other options: Facebook click through ads. We only pay per click. Taking our poster and/or materials to conferences/shows. Use our mailing list to send out information.
	+ Standards and Ethics- Mike Rigirozzi
		- Not much this round. Three licenses were submitted. No questions or issues so they were approved.
	+ Education – Ron Meyer
		- CSU crop clinic is Dec. 5th and 6th in Fort Morgan.
		- CSU Crop Protection and Nutrition Workshop - March in Sterling.
		- Need to order/print brochures for crop clinic. Kierra will take care of this.
		- Need to take the banner to the crop clinic- give to Ron or someone to take out.
		- Order window stickers to hand out at the crop clinic. Kierra will take care of this.
		- If anyone has ideas for speakers for the crop clinic let Ron or Wilma know.
		- Should we take our banner to the Farm show? Booths are always taken so we would need to find someone to share with. Could someone talk at the farm show? Brad knows people on the board- he will check into that.
		- Crop Protection clinic has sponsors that cover costs. Free for participants. Can we get our info there?
		- Thia runs a pest management conference in the spring. Kierra will ask her to submit for CEUs if possible and see if we can put up our banner.
* New Business
* New Mexico CCA may want to join the Colorado CCA
	+ Reviewed letter from Luther. Per the letter the new state to take in NM will be required to change the name to reflect the partnership, have a proportion of NM CCAs on the board, update the POs to reflect the shared area, and update the exam to reflect the new POs.
	+ Vote for “in favor of having NM join Colorado in a new group”: Zero yes, all Nay votes.
	+ Brad will draft a letter to Luther explaining that we do not wish to take on NM but that we are willing to help them out in other ways. We can have them come to our board meetings, and help them with exam questions if they need it.
	+ Majority of ag in NM is near the Rio Grande and Texas. It would make more sense for them to join Texas, although it appears Texas doesn’t want to create a group either. They will just assimilate the NM CCAs into their program.
* Should everyone be on a committee? Not necessarily. Jason will work with marketing and any others as needed.
* Kierra will update the website with new info and photos.
* Next meeting: October 11th at Adams cty fairgrounds 9am-noon. Confirmed 4/2/19

12:00 PM Adjourn

Exam Notes: Kierra’s discussion with Dawn Gibas at ICCA and Colorado CCA Board notes/comments.

1. Dawn sent Kierra an excel file with the results of the survey that was sent out to all Colorado CCAs. The survey was meant to get CCA’s opinion of the importance and relevance of our POs.
2. The Blueprint tab in the excel file has the bulk of the information.
	1. Target items = the number of items they would like in the database to pull from. Our target is 150.
		1. This isn’t a problem because we have about 500 questions in our current database.
	2. Weighting. All items are weighted the same. The survey takers rated the importance, relevance, and frequency of different POs.
	3. Sections: 1= NM, 2=SW, 3=PM, 4=CM.
		1. These sections are divided into competency areas. Each competency area is divided into objective areas. Our POs are placed under objective areas.
		2. The number of finalized items in each competency area is the number of questions we need in each section according to our CCAs.
		3. If we want to have a different number of questions than what this survey says, we need written documentation at ICCA stating that.
3. Demographics tab shows the demographics of those that took the survey. They include this information to decide if the responses are biased and if the survey was any good.
	1. Dawn believes our survey is not very biased. We have a variety of employment sectors and academia is not our biggest one.
	2. We had about 15 people take the survey. We have roughly 169 CCAs on the mailing list so that is a very small percentage.
4. Comments tab. Dawn believes we have some good information in the comments. The caveat is that not everyone commented. She’d like our board to read through the comments, but no acknowledgement or written directives are required based on the comments tab.
5. Next steps:
	1. Dawn needs us to approve the blueprint.
		1. CCA Board voted- all in favor of current blueprint. Kierra will Dawn know.
		2. Dave motioned to keep blueprint distribution. Wes seconded. All in favor, none opposed.
	2. Are we going to update POs? If so, we need to do it quickly. Either way Dawn needs a 2019 copy.
		1. We have questions for Dawn before answering this. See Questions section.
	3. Update our exam using the ICCA database. Partition our exam per the blueprint.
		1. Dawn will work with the exam committee and Kierra on this.
	4. Dawn needs to check with Scott (ICCA Database person) and see where he is with the process of importing our Colorado database. If he cannot import it, Kierra will need to cut and paste into the new software.
	5. We need to double check that our questions only address one PO.
6. Dawn can help with question writing if we need to. All questions need to be written a specific way. She has white papers about the process.
	1. We suspect that our questions are written pretty well and will not need much help in this area.
7. Item analysis:
	1. We have 56 data points now that we’ve used the same test for 3 years.
	2. We cannot get the current item analysis until the exam committee meets with Dawn over the phone to discuss the cheat sheets for explanation and the results with her. Then she will send it over for us to discuss with the rest of the board.
	3. We can use the item analysis to make better decisions on what questions to use.
8. Exam future:
	1. The push for us (and other boards) to get their tests into the database is due to online testing.
	2. If Luther has his way, internet testing will start in February 2020.
	3. Once internet testing begins:
		1. Test takers can take the test either at their house with a third party company that verifies the security of the test environment. Or with us at our place of testing, although they will need to bring a laptop with software installed. The proctors will also need a laptop with software installed to monitor the test.
		2. Test takers will have the same section of a test at the same time, but not the same order of questions.
	4. Those boards with paper tests will be holding up the process once the internet testing begins. Internet testing results will not be released until all the paper copies have been turned in, scanned, and gone through analysis.
9. Questions for Dawn:
	1. Can we see any other region’s questions in the database? We could pull good ones for our test.
	2. Can we update POs more often than every 5 years? I.e. we go ahead with ours now and then update in 2021.
	3. Kierra will send Dawn the questions and let her know that we are good with the blueprint.
10. Kierra will send the excel file to the board as well.
11. Kierra will look the following up in the current database:
	1. Do we use any particular POs more than others? A few. Excel report made from the database. Some of our questions cover multiple POs which does lead to a reporting problem.
	2. Are we missing any POs.? It’s likely that we are. Our database doesn’t contain a list of the POs whether we use them or not, so I can’t pull that info from the database.