

WAEE Board Meeting
Minutes
March 5, 2000
Central Wisconsin Environmental Station, Amherst Junction, WI

Board Members present: Geoffrey Bishop, Kerry Eastman, Michael Flitter, Cindy Halter, Elizabeth Janvrin, Jim McGinity, and Mary Pardee.

Others present: David Eagan (Election committee), Cathy MacKay (Administrative Assistant), and Joe Passineau (Nature and Environmental Center committee).

Board Members absent: Tom Barrett, Paul Denowski, and Paul Wozniak.

The meeting was called to order by Cindy Halter, Chair, at 8:05 AM.

Cindy asked for approval of the February 2000 minutes. **Motion:** To approve the February 2000 minutes. (Michael/Geoffrey). *Passed unanimously.*

Additions/Deletions to the Agenda: Add by-laws changes and Board Development. Remove Communication/Promotion Proposal.

Treasurer's Report: (Geoffrey). The financial report was reviewed for December 1, 1999 to March 1, 2000. Geoffrey reported on the financial status of WAEE. We have \$46,564.30 as income from membership and conferences. We have outgoing costs of \$24,922.88 (less a few bills from the Winter Workshop and UWSP). Geoffrey stated that the bottom line is that WAEE has a healthy bank account and that the association is in good financial shape.

Geoffrey also reported that the WEEB grant given to Rick Wilke's class would be placed in a separate UWSP account for their use.

A discussion followed regarding ways to use a portion of our income to benefit WAEE. Geoffrey recommends we spend money to work on what we learned from the Work Weekend and the OAT process.

Cindy and Geoffrey suggested purchasing a fax machine to go with the Chair.

Cindy reported that Randy Champeau suggests we always ask for administrative costs for WAEE when putting together a budget and write it in the grant proposal. Geoffrey will calculate the percentage. Cindy asked that Randy's suggestion become a policy. She suggested creating a WAEE Policy Book.

Administrative Assistant's Office Report: (Cathy). Cathy reported that office time has been spent working on the Winter Workshop, membership renewals and preparing for the Work Weekend. Cathy asked the Board for an increase in Administrative Assistant hours due to her increased job tasks. She felt that there was not enough office time allowed to handle all the duties requested of her.

Administrative Assistant's Hours/Contract: (Cindy). A discussion followed. Ideas discussed were to funnel job tasks for the Administrative Assistant through the Board Chair, hiring a work study student to assist with office duties, paying the Administrative Assistant for extra weekend work separate from office time, and increasing office hours to 15 a week. **Motion:** (Michael/Mary) to discuss the administrative assistant's hours and the financial impact of increasing her hours. *Passed unanimously.* A discussion followed. Cathy was asked to leave the room. **Motion:** (Geoffrey/Mary) to increase the Administrative Assistant's hours to 15 hours per week and to budget conference and Board meetings to pay for the Administrative Assistant to attend Board meetings and conferences using the Board meeting accounts and conference budgets. *Passed unanimously.* The increase in hours will take place immediately. **Motion:** (Michael/Geoffrey) to write a letter to Randy Champeau regarding how much the WAEE Board likes Cathy's services and that the board has increased her hours which reflects upon the Board's feelings for the job she is doing. A work study student will also be hired for 3 hours a week starting in the next fiscal year. *Passed unanimously.* Cathy was asked to return to the room and was informed of the Board's decision. She accepted the extra hours and thanked the Board.

Community Outreach Project: (Kerry). Kerry described the program. (See handouts for specifics). Kerry asked the Board to consider doing a community outreach project. Geoffrey asked Kerry to put her recommendations in writing and submit them to the Board.

Committee Assignments: (Cindy). The following Board members are assigned to the following committees:

Membership: Elizabeth, Michael, Kerry and Mary.
Board Management: Cindy and Michael
Networking: Kerry and Paul W.
NAAEE Liaison: Michael
Finance: Geoffrey and Mary (who will write grants).
Fall Conference: Geoffrey, Jim and Paul D.

A discussion followed. The Membership committee shows the heaviest Board presence. Cindy noted that we need to work on Board development. The OAT process showed the Management, Membership and Finance committee needs are the strongest for WAEE.

COMMITTEE REPORTS (All).

Elections: (David). David expressed his wishes to get more people nominated this year. He would like to send out a "Call for Nominations" by mail and do reminders at the Fall Conference. Cost would be less expensive to do the printing and mailing through UWSP. Each year three Board positions are open in addition to the student Board member positions. David asked each Board member to select people who they identify to have leadership skills. Cindy asked the Board to consider what areas of professions are represented on the Board and to seek people out to fill the voids. Student elections will be changed this year. Students will be asked to be nominated and submit a biography just like the other Board member candidates. Language for the student elections will read "student members" not "student representatives". Students will run the same term as Board members. A discussion followed regarding having new Board members come to the first meeting before the Winter Workshop for orientation. David suggested a meeting at the Fall Conference with student candidates to promote the benefits of being a Board member. The Board decided it is important to make communication with new Board members a priority as soon as they are elected.

Nature Center Section: (Joe Passineau). Joe explained the history of the Board and the Nature Center Section in regards to WAEE. Elizabeth reported that the Nature Center Section is listed as part of the membership committee. Sterling Strathe will chair the sub-section and be the Nature Center Section Contact. Jim and Paul D. are Board liaisons for the Nature Centers. A discussion followed regarding why Nature Centers are listed in the Board Book under "interest areas". Joe asked the Membership committee for a special budget for Nature Centers. Elizabeth will ask the Membership Committee to look at a budget and mail it to Cindy for review.

Membership Committee: (Elizabeth). Elizabeth reported that their first priority is to current members. The membership committee would also like to work with the Administrative Assistant and the WAEE database. The membership committee would like to propose a change in the Bylaws. Elizabeth will make the proposed changes. Kerry and Cindy will proof read the changes, and then the Board will see them to vote on them. The proposed changes will be:

1. A year to date change for membership dues. Billed each year in the month they joined.
2. Revise the student election process so that student members can vote and elections can be held on a calendar year.
3. Remove the Creative Input Committee from the bylaws.

The membership committee would like to continue to update the database, send out the new member packets and also develop a renewal letter stating when members paid their dues and when membership expires. Cindy will retype the pages and move the new ideas into the correct sections of the Bylaws. Cindy asked the Board to read the Bylaws and review them for other changes that may need to be made. **Motion:** (Elizabeth/Cindy) to propose an amendment to the Bylaws. *Passed unanimously.* The membership committee would like to do a mailing in May.

Committee Budgets: (Cindy). Cindy handed out new budget proposal forms. (See handout). She gave each committee an estimated budget for the July 1, 2001 fiscal year. The budgets are as follows:

Fall Conference: \$8,000.00
Winter Workshop: \$6,500.00
Management: \$2,000.00

Networking: \$100.00
Membership: \$1,000.00
Finance: \$200.00
Awards: \$2,000.00
Elections: \$300.00

Fall Conference: (Geoffrey). Geoffrey reported that his focus for the fall conference is to offer sessions and activities for members that they would normally not get the chance to experience. The date of the conference is September 22-24, 2000. He described some of the sessions offered and what the facilities are like at the Perlstein Conference Center. The keynote speaker will be Linda Lear an authority on Rachel Carson. Linda will do two workshops and a public radio spot. Geoffrey was awarded a WEEB grant for \$4,950.00 to help pay for the keynote speaker. Saturday afternoon will be an open space sharing interaction session. Geoffrey will send Cathy the minutes from their committee meetings.

Winter Workshop: (Cindy). Mike Anderson offered to chair the 2001 Winter Workshop again. Feedback from the members attending the Winter Workshop showed they would like variety in sessions and to use the outdoors more next year. The Board agreed to ask Mike to chair the event again.

EE News: (Cindy). Elizabeth reported that the membership committee is concerned that EE News is not meeting our needs. She recommended to the Board to have an electronic newsletter. She asked the Board to consider this for our June Board meeting and to put it on the agenda.

The following EE News assignments were given. Board members are asked to have their articles to Cindy by the week of March 10th.

- WCEE article -Tom.
- Add affiliates to list of board members – Cathy
- Who's who article – Paul W.
- Note from the Chair – Cindy

Kerry was asked to find out what the EE News theme is for that issue or to create a theme for our section for the next Board meeting.

Midwest 2001: (Cindy). A discussion followed regarding where to have the conference and who to involve as the chair. Cindy will pursue Madison and Eau Claire members.

Board Development: (Cindy). \$800.00 remains (including the \$200.00 allowed to the Administrative Assistant) from the EE 2000 funds. A discussion followed regarding where and how to spend the money. Membership, funding, strategic plan development and Board member training were discussed. Geoffrey suggested asking a trainer to come in to help Board members with time management skills. Kerry suggested overall development of the Board regarding procedure, recruitment and retaining Board members. Jim agreed with Kerry. Kerry will contact Corky McReynolds as a possible person to do training with for Board development. Cathy will use \$200.00 to perfect her skills with the Access computer program in the office and to spend time updating the Access database in the office.

A discussion followed regarding where the June board meeting will be held. Madison was selected. Mary will find a location for the meeting.

Motion: to adjourn. (Elizabeth/Kerry). *Approved unanimously.*

Meeting adjourned at 11:56 AM.

Respectfully submitted,

Cathy MacKay