

WAEF Board Meeting Minutes
March 7, 2004

Board members present: Rebecca Clarke, Gail Epping, Michelle Hartwig, Carrie Hembree, Jeremy Higgins, Mary Holleback, Betsy Parker, Nancy Saulsbury, Mary Vymetal-Taylor

Board members absent: Angela Vlies

The WAEF Board meeting was called to order by Mary Vymetal-Taylor at 9:45 am on March 7, 2004. Minutes from the previous meeting were amended. Carrie moved to accept the minutes as amended. Rebecca 2nd. Motion passed.

Committee Reports

Management –

- Concern has been raised by our insurance carries that UWSP could sue WAEF if there are any problems with monetary accountability. We put \$500/year towards insurance. There is a need to clarify what is under UWSP coverage and what is under WAEF. Shirley is a leased employee, she is not bonded. Meaning, if our Admin Asst (AA) took money, it would be gone and we have no coverage for that. There was discussion of waivers of subjugation which is an agreement with UWSP that they won't sue us and we will act on good faith. According to Mary VT, Randy Chapeau, director of the WCEE will look into this. There was more discussion about the issue of bonding our AA.
- Northland College is interested in planning the next several Winter Workshops – UWSP has no concerns about this. Discussion tabled until unfinished business.

ACTION ITEM: Consider bonding the Administrative Assistant position.

ACTION ITEM: Mary VT will get back to the board with more information regarding bonding the AA and this contract with UWSP.

ACTION ITEM: The board should have a copy of the AA contract in the board binder.

Finance –

- Gail provided Cash Flow Reports for the period ending February 29, 2004.
- There is still \$1000 coming in from WEEB for the Fall Conference 2003.
- Fall Conference 2004 – expenses are covered by donations and corporate sponsorships. All money made by this conference will go to WAEF with no expenses. Need to recognize Sterling Strathe and LEAF for this awesome achievement.
- Gail raised a concern about Grant Management – how does our accounting system track individual grants? Mary VT will get subcategories to Gail.
- Still have outstanding monies from the Resources on the Web grant (\$8,000). Gail mentioned we cannot receive any more WEEB grants until this is finished.
- Carrie will help Shirley and Gail sort out the UWSP contract. This should be a line in the budget somewhere, and the AA contact as well.
- Finance committee has two new members – Sarah Hoffman, Ellen Rulsch (sp?)

Conference –

- Mary H raised question about scholarships and our student policy.
- Mary VT will chair the Fall Conference in 2005

ACTION ITEM: Mary H will contact Mike Anderson for the Winter Workshop binders and follow-up items.

ACTION ITEMS: Need to work out student scholarship criteria and get it on the website.

Membership –

- Discussion about the demise of EE News and the gap that leaves in our service to members.
- The on-line calendar is available to list WAEE events and members events. How to make this happen?
- Membership update: 299 members – Rebecca provided a breakdown of the members by category
- Note that the brochure has an error – membership is not a calendar year but one year from the date of joining or renewing.

ACTION ITEMS: Website committee will take on the WAEE calendar.

Networking – no report

Students – no report

Administrative Assistant – no report

Liaison Reports

Spring Adventure Workshop – (see written report) Rebecca notes that WAEE is not listed on SAW information.

ACTION ITEM: Rebecca will clarify our role with SAW.

LEAF – (See written report) Rebecca reported on status of projects

Governor's High School Conference on the Environment – (see written report) Rebecca reported that the conference was a great success. This advisory board has many important folks and Rebecca recommended we continue this partnership.

PLT – The PLT Committee meets quarterly but seems to be in flux. Mary VT will continue to explore connections between PLT and WAEE.

EE News – The last issue deadline will be ~ March 10, 2004. It is not yet clear what the focus will be. Carrie will work to expand and maximize our presence and will coordinate WAEE's materials.

Conservation Hall of Fame – Costs us \$30/year to be a member. This liaisonship is in our bylaws.

ACTION ITEM: Mary VT will invite Joe Passineau to our May meeting.

Nature & Environmental Centers – Kathe Crowley Conn is waiting for the database to get nature center contacts that she needs in order to move the section forward.

ACTION ITEM: Who is getting Kathe this database????

WEEB – Pat is willing to continue as the WAEE liaison. Mary VT wrote a letter of support to WEEB for Pat to continue.

NAAEE Affiliate Network – Mary VT posted a communication to the network asking how others handle statewide communication.

Ice Age Trail – No report

Unfinished Business

Retired Membership Rate – In response to Dean Sauers January request to the Board, discussion of pros and cons of changing By-Laws in regard to age and discount.

ACTION ITEM: Rebecca will inform Dean that we are researching demographics and financial impact on WAEE.

ACTION ITEM: Mary Hollenbeck will inform Sterling Strathe of the change in registration

ACTION ITEM: Membership Committee with help from Management Committee will research demographics and financial impact on WAEE.

Moved by Nancy that WAEE offer 25% discount on Fall Conference registration fee 2004 to retired members as currently defined. 2nd Carrie. Discussion: Concern with precedent, acknowledge Dean's point. Motion passed: 7 aye, 1 no.

Wisconsin EE Update/Advocacy

ACTION ITEM: Carrie will update Board on advocacy plan and actions as a part of Networking Committee Reports.

Board Vacancy – Still no one stepping up. Posting will continue on web. Board members should recruit. Discussion that more information about Board and responsibilities be posted on web. Suggestion to offer session at Fall Conference 2004 to enthuse members about serving on Board.

ACTION ITEM: Keep posting on web with open date.

All Board members review website and suggest how to make more clear, how to recruit for vacancies.

Website Management – Mary VT met with the Web Committee (Bobbie, Denise, Sunshine, Betsy and Rebecca) – agree that WAEE website needs new look that matches our new print materials. Discussion about who does what. Sunshine will act as web master. Information to her through one person – Mary VT.

ACTION ITEM: Committees get info on their work to Mary so she can relay to web master.

ACTION ITEM: Web Committee will create procedure posting committee responsibilities and content

MOU with MEEC – Need representatives with experience to serve on MEEC committee.

ACTION ITEM: Conference Committee will develop list and recruit representatives to serve on committee.

Communications – With EE News soon to be gone, statewide concern about importance and audience. A wide cross section of players met to determine what is next. Discussion that resources are needed, not a volunteer job to communicate statewide. WAEE needs to focus first on our members. If not WAEE as clearinghouse, then who? WAEE needs to stay involved and be at the table. Need to increase WAEE's organizational membership so those organizations information feeds into our newsletter.

EPA State Capacity Building Money – Mary VT provided handout of proposal to EPA Region 5. Discussion expressed concern about Board participation in process. Should find out about funding at the end of March.

Grants Policy – Discussion of difference of 1) grants on which we are the lead; 2) grants we sign on to as a partner or support organization; and 3) flow through grants. Discussion of who on Board can enter into partnerships – Executive Team needed for sign off? Suggested that Board needs to be informed before WAEE enters into any grant or contract. Quick turn around possible via use of email. We need Board Communication policy, especially regarding use of email of Board business and need for prompt replies.

Grants policy discussed and sent back to Finance Committee for revision.

ACTION ITEM: Finance Committee to rewrite grants policy.

New Business

New Liaison Positions – Tabled until May

ACTION ITEM: Carrie will bring report to May meeting.

Fall Conference 2005 – Tabled until May

Membership Survey –

ACTION ITEM: Survey input to Rebecca by March 18th.

Wisconsin Stewardship Network – Jeremy will send further information via email.

Communication Policy – Discussion of Draft dated January 2004. Revisions suggested. Discussion of how to coordinate so Board is not flooded with emails – suggested go through Chair.

ACTION ITEM: Networking and Membership Committees will revise policy and bring back to Board at May meeting.

NEXT MEETING: Sunday May 23rd in Stevens Point.

Due prior to Board Meeting:

Committee and Liaison Reports – May 7th to Mary VT

Policy Rewrites – May 7th to Mary VT

Agenda Items – May 7th to Mary VT

Nancy moved to adjourn the Board meeting at 2:47pm. Jeremy 2nd. Motion passed unanimously.